

International Student Handbook



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Welcome to FOX Education and Consultancy

FOX Education and Consultancy ("FOX") education programs focus on the individual learning needs of students. A local private training organisation operating from Nakara, FOX is proud to provide education throughout the Northern Territory, regional areas of Western Australia and internationally.

Catering to students requires a flexible delivery structure. We therefore offer mixed modal learning through a combination of independent learning, webinars and intensive clinical consolidation sessions, bringing theory and practice together in a supported learning environment.

Quality education is delivered by technical and clinical specialists with current field expertise and contemporary practice skills. Evaluation is an ongoing essential component of all courses and we value feedback and comments from students in order to improve our service. We are committed to a program of Continuous Quality Improvement and will survey students regularly for contributions to this program.

We have a strong emphasis on the delivery of education from an international perspective thereby ensuring all our students, regardless of their occupation, have the edge when it comes to working in clinical settings, and challenging environments.

This means our courses aim to:

- instill self-sufficiency and resourcefulness
- include specialist skills and knowledge
- develop skills in assessment and primary diagnosis (where applicable)
- have a strong emphasis on cultural safety
- are taught by people who know the rural context of practice

This handbook contains information to assist students of FOX. It is hoped that time with us will be both personally and professionally rewarding. Any student who has further questions, should contact one of our friendly staff as referenced on the contacts page of this handbook.

Enjoy your study and we look forward to supporting you to achieve your learning goals.

Regards

Jo Fox,
Director
FOX Education and Consultancy

About FOX Education and Consultancy

FOX is one of the Northern Territory's most experienced, diverse and innovative community health service providers whose core business is the delivery of face-to-face training and education to nurses and, health and community care workers.

VISION

FOX will be a leader in nursing, caregiving and community services education for future and current nursing and care workers.

MISSION

Meeting the needs of our clients, industry and stakeholders through delivery of contemporary, flexible and tailored approaches to quality training, education and support.

VALUES

FOX is committed to delivering education and service outcomes through:

- Professionalism imparted in practice
- Holistic and client focus education
- Respectfulness
- Empowering students and services
- Pathways to careers and lifelong learning
- Connecting with industry and stakeholders

Extensive evidence-based research ensures our services are relevant to today's practice and only highly experienced and qualified professionals are engaged to deliver training from this knowledge.

FOX provides adult learning opportunities that encourage participation, interaction, practical skills development, personal responsibility and professional conduct amongst their students and learners. Where a professional licensed outcome is achieved, as from the Diploma of Nursing course, rigorous standards apply to students as well as staff. For further information, please refer to NMBA English Language skill registration standard at: <http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>

FOX also tailors workforce development solutions for health sector employers. Being small and flexible, we can be responsive to organisational needs and work with Industry in a consistent manner to achieve desired training outcomes.

FOX Contacts

Our Team	Telephone	Email
Student Enrolments	+61 8 8927 5995	admin@fox.edu.au
Accounts	+61 8 8927 5995	accounts@fox.edu.au
Academic Manager	+61 8 8927 5995	michael@fox.edu.au
Director	+61 8 8927 5995	jo@fox.edu.au
International Student Officer	+61 8 89275995	ISO@fox.edu.au

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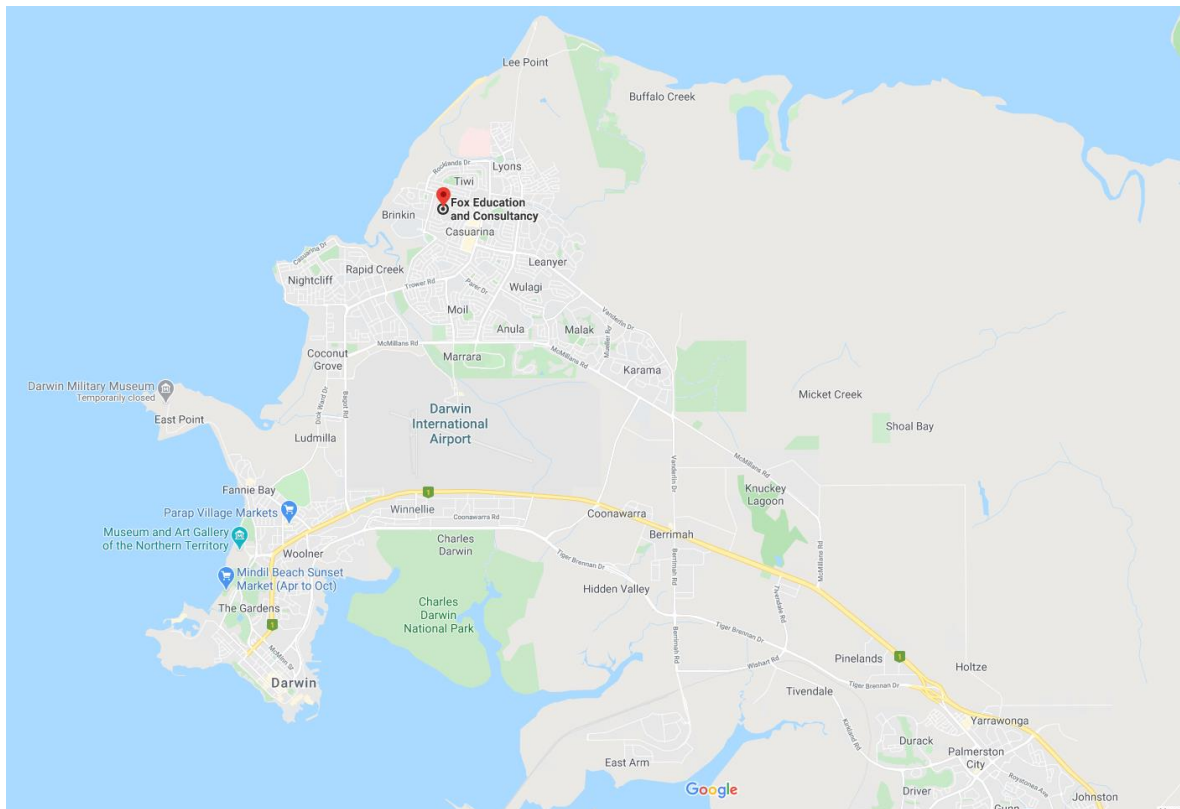
Monday to Friday: 9am to 5pm

Telephone:

+61 8 8927 5995

Website:

www.fox.edu.au



Contact Hotlines for Students

FOX wishes to make clear that any referrals to external support agencies will not incur a fee.

FOX Contact	Jo Fox, Director TBC, Student Support Officer	0429 147 534 04## ### ##
FOX Academic Matters	Teacher, Academic Manager or Director	8927 5995
Emergency	Fire, Police, Ambulance	000
Health	https://www.ntphn.org.au/health-professional-support-services https://nt.gov.au/wellbeing/mental-health/support-services-for-mental-health	
Alcohol and Other Drugs	Information Service	1800 131 350
ASQA	www.asqa.gov.au www.training.gov.au A vast range of vocational education and training information, products and services in Australia.	
Australian Taxation Office	www.ato.gov.au	13 28 65
Domestic Violence	NT Police Domestic Violence Helpline	131 444 1800 737 732
Family	Relationships Australia 5 Shepherd Street, Darwin	8923 4999 or 1300 364 277
Fairwork	www.fairwork.gov.au	13 13 94 13 14 50 (translating service)
Immigration	https://immi.homeaffairs.gov.au/	13 18 81
Legal Assistance	Northern Territory Legal Aid 11 Cavenagh Street, Darwin Darwin Community Legal Service 75 Woods Street, Darwin	1800 019 343 8982 1111 or 1800 812 953
Multicultural Services	NT Interpreting and Translating Service	1800 676 254
NTCOSS	https://ntcoss.org.au/directory A comprehensive listing of all community sector social services available in the NT.	
Nursing and Midwifery Board of Australia	http://www.nursingmidwiferyboard.gov.au/ Australia's national registration and accreditation scheme began on 1 July 2010. The scheme is governed by nationally consistent legislation, the <i>Health Practitioner Regulation National Law Act 2009</i> (the national law) as in force in each State and Territory. The role of the National Boards under the national law is to protect the public.	
Student Identity Card	https://www.isic.com.au/about/the-cards/isic-card/ The Student Identity Card (ISIC) provides discounts in Australia and around the world. The ISIC card is the biggest internationally recognised student identification with over 150,000 benefits in 130+ countries. It also is an official proof of student status all around the world.	
Study NT	https://studynt.nt.gov.au/ Northern Territory Government website for international students.	

Legislative, FOX and Course Information

Information covering all legislative requirements, Fox Education and Consultancy and course details, including Policy documentation is disseminated to all students as both pre-and post-registration information through the following:

- FOX Policy Manual
- Student and Staff notice boards
- Student Handbook
- Mail outs
- Staff & Student Information Folder (Legislative Requirements)
- FOX Brochure, Posters
- Student memos and notices
- FOX Website
- Student Meetings
- Reception

All students may have access to any details concerning legislative requirements, FOX and course information upon request to management.

Courses

The most up to date course list can be found at www.fox.edu.au. The list is subject to change however, we strive to meet the needs of all students to deliver courses where and when possible on a regular basis.

Information to assist in making a choice consistent with the desired education pathway is contained in the course list, including information on availability of courses designed to suit Apprentices and ESL students.

Our accredited programs are nationally recognised as qualifications and can be viewed at www.training.gov.au. Our Diploma of Nursing program has been accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) as an approved program of study for the Australian Health Practitioner Regulation Agency (AHPRA).

Course Code	Title
HLT54115	Diploma of Nursing
CHC33015	Certificate III in Individual Support (Ageing ~ Disability ~ Home & Community)

Enrolment Information

International Orientation

Attendance at all sessions of orientation is compulsory in order to complete your enrolment – you will not officially be registered as a student at Fox if you do not attend.

International Orientation

International orientation will give you necessary information and includes:

- an official welcome to FOX
- what you need to know to begin studying at FOX
- introductions to key people and services at FOX
- opportunities to meet and make new friends
- course/unit advice
- academic skills sessions to introduce you to FOX's teaching and learning environment
- social events and student societies

Course Related Matters

Enrolments at FOX

Completion of the enrolment process results in a contract between the students and FOX which describes the expected learning outcomes of the individual course. Students are encouraged to contact the relevant Course Coordinator by email or phone to clarify any issues or questions that arise. Contact details are listed at the back of this guide.

Unique Student Identifier (USI)

If you're studying nationally recognised training in Australia, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript).

One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life. You can access your USI account online from your computer, tablet or smart phone anytime. It's free and easy to create your own USI and will only take a few minutes of your time. Your Australian Visa will allow you to use your passport as a form of identification when creating your USI.

Individuals who have a genuine personal objection to being assigned a USI can apply for an exemption to the Students Identifiers Registrar. Individuals who have been exempted must show the original of this notice to their training organisation. Training organisations will not need to collect a USI in order to issue a VET qualification or statement of attainment to exempt individuals. If the student later wants a USI the training completed under exemption cannot be added to their USI account retrospectively.

For further information and to create your USI, please visit: <http://www.usi.gov.au>

What happens next?

The Director or course coordinator is responsible for ensuring that application documentation is complete and correct. If further information is required from an student, a request will be sent to the email address noted on the enrolment form.

Student Number

Student's details from the enrolment form are entered into the students' management system, at which time a username and password is automatically generated and forwarded to the student's registered email address. This provides students with internet access to student's records. Students should log into the user profile and ensure all information is true and correct; errors or changes should be immediately corresponded to admin@fox.edu.au

Students are also issued with a student number. This number is unique and will remain the same while the student is enrolled at FOX. The student number should be quoted on all correspondence with FOX.

Class attendance

Class attendance information is provided at orientation. Any changes during the course will be provided by the course coordinator.

Always arrive 5 minutes early as Australians start on time and will not wait for late arrivals.

Computer Accounts

Students have online access to the internet and public folders on Campus as well as access to printing and copying and other resources. Please note, charges will apply for printing and copying.

Student access to profile information

On admission to FOX, student username and passwords provide internet access to personal information, course details and students records on WISE.net, an internet based student management system.

Students ID cards

Enrolled students are issued with a student ID card (photo ID), containing the students' student number. It is compulsory for all students to wear this ID during all students placements. This card provides additional benefits such as subsidised bus travel. Replacement cards will be issued upon payment of \$25 fee.

Learning Support

FOX can provide support services, such as tutorial activities and study skills sessions to students with identified learning difficulties. Where specific learning difficulties require specialised support, FOX can assist the students to locate appropriate support providers. FOX will take all reasonable steps to support students facing learning difficulties.

Students are to advise FOX immediately upon becoming aware of any personal learning difficulties or situation which may negatively impact on their capacity to fully participate in the course. FOX accepts no responsibility where an student fails to achieve course outcomes due in part or in full to a learning difficulty experienced by an student where that student has not made FOX aware of such difficulty and where FOX has the capacity to meet the requirements of that learning difficulty.

Student Feedback

To continually improve our services to students, FOX is committed to listening and responding.

Ways that students can provide us with feedback include:

- Direct Educator or Course Coordinator;
- Units feedback forms; or
- Course evaluation forms.

We welcome and listen to each person who provides feedback, treat all feedback with confidentiality and take appropriate action on feedback received. Feedback assists us to improve our services. We like to hear about the positive things too!

Change of Personal Details

Record keeping is a joint responsibility between FOX and the student. Please ensure any changes to name, address, telephone/emergency contact numbers etc. are notified as soon as possible. Students can do this either directly by accessing the student management system, WISE.net, or notifying the course coordinator in writing. This assists us to keep enrolment details up to date and to contact students should the need arise, e.g. the cancellation of class due to sickness of a Course Coordinator.

Individual learner details or records will not be released to a third party without the written permission of the learner or where required by law.

If an students' name has changed and the student wishes certificates to reflect this change, the information is to be conveyed in writing (with appropriate certified documentary evidence) to FOX once the student USI has been updated and no later than 7 calendar days prior to completion of the program.

Information and Support for Students Studying in Australia

The Australian Government Department of Education and Registration and Orientation

Registration and orientation are the essential first steps for FOX students to ensure they clearly understand their visa conditions to study in Australia, requirements for a successful educational experience, including maintaining course progress and attendance requirements.

On the first day at FOX, students attend registration and orientation and cover the following topics:

- Registration to complete the required forms
- Welcome session including meeting key staff
- Overview of life in Darwin and where to find assistance
- Employment rights and responsibilities – Fair Work Ombudsman
- Your safety
- Academic and general administrative matters
- Students' rights and responsibilities
- Policies and requirements for satisfactory progress
- Unique Student Identifier (USI)
- Students visa conditions overview
- Complaints and appeals procedures
- Emergency contact details and critical incident policy and procedure
- Maintaining current contact information
- Issuing students cards
- Campus tour
- General tour of the area for newly arrived students from overseas

Students who do not commence on the published start date and commence by the default date will be registered and undergo individual orientation.

Education Services for Overseas Student Framework

Australia provides rigorous protection for students through the Education Services for Overseas Students (ESOS) legislation, which requires institutions that provide education to students, to meet nationally consistent standards in education delivery, facilities and services. Breaches of the Act are treated seriously and the penalties can be significant. All institutions wanting to deliver courses to students in Australia must be registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and meet special registration conditions.

The National Code of Practice for Providers of Education and Training to Overseas Students 2018

<https://www.legislation.gov.au/Details/F2017L01182> provides nationally consistent standards for the conduct of registered providers and the registration of their courses. The standards set out specifications and procedures to ensure that registered providers of education and training courses can clearly understand and comply with their obligations under the National Code.

Tuition Fee Protection

FOX is required to apply the students Tuition Protection Service (TPS) through the Commonwealth managed fund known as Overseas Students Tuition Fund (OSTF). The Fund was established to protect the interests of overseas students on student visas or intending overseas students, who are studying or about to study in Australia.

Information that explains your rights as a student studying in Australia under the Education Services for Overseas Student Act 2000 can be found on the Study in Australia website:

<https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>

PRISMS

The Provider Registration and Student Management System (PRISMS) is a secure computer system that is the information source for education institutions and their courses are listed on PRISMS, as is each student studying in Australia on a student visa. That is because this system interfaces with the Department of Home Affairs' data.

Through PRISMS education institutions notify Department of Home Affairs of each student's enrolment in a course. This should occur before the student applies for a student visa to study in Australia. The enrolment information generates an electronic Confirmation of Enrolment (eCoE) as evidence of enrolment in a registered, full-time course. This eCoE is a key requirement for DHA to issue a student visa. Education providers also use PRISMS to notify Department of Home Affairs of students who may have breached the terms of their student visa. PRISMS has reduced visa fraud and ensured education institutions keep track of the students in their care.

Students' rights

The ESOS framework protects student rights, including:

- The right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from a provider and the provider's agent
- The requirement to sign a written agreement with the provider before or as fees are paid, setting out the services to be provided, fees payable and information about refunds of course money. A copy of the written agreement will be kept by the student and FOX
- The right to get the education paid for. The ESOS framework includes consumer protection that will allow students to be placed in another course if the provider is unable to teach the course.
- The right to know:
 - How to use the provider's student support services.
 - Who the contact officer is for overseas students.
 - How to apply for course credit.
 - How to apply for enrolment deferment, enrolment suspension or cancellation.
 - The provider's requirements for satisfactory progress in the courses of study.
 - How to use the provider's complaints and appeals process.

The student's responsibilities include:

- Satisfy the student visa conditions.
- Maintain Overseas Student Health Cover (OSHC) for the period of the stay.
- Meet the terms of the written agreement with FOX.
- Inform the provider of any change of address.
- Maintain satisfactory course progress.

Conditions of your visa

All students applying to enter a training program being offered by FOX must:

- Be over the age of 18 years
- Demonstrate a good command of written and spoken English
- Have completed an equivalent secondary schooling level of a High School Certificate or can demonstrate suitable work or life experience

- Meet the following Students Visa 500 subclass requirements:
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/students-500>
- Be a genuine temporary entrant
- Meet English language test score requirements
- Demonstrate financial capacity
- Hold Overseas Student Health Cover (OSHC)
- Meet the health requirements
- Be of good character

Under the simplified students visa framework arrangements introduced in July 2016 streamlined evidentiary requirements apply and the student visa applicant may be able to satisfy the Department of Home Affairs of their financial capacity and English language proficiency by declaration only.

This is dependent on the level of risk rating of each students visa application which is determined by taking into account the risk rating allocated to the country from where the student originates combined with the risk rating allocated to FOX as a provider on the CRICOS register.

The easiest way to determine the evidence required to satisfy the visa requirements is for the prospective overseas student to utilise the Document Checklist Tool provided with the Student Visa (subclass 500) requirements page.

All students, regardless of the financial capacity and English language proficiency will continue to have to meet all other core visa criteria, such as the Genuine Temporary Entrant requirement and health and character criteria.

Bringing your Family to Australia

It is an Immigration policy that school-age dependants of international students attend school while they are in Australia. You are responsible for arranging education for your school-age dependants. You may have to enrol your school-age children provisionally before leaving the country and may have to pay their school fees in advance.

Most student visas allow you to bring your family members to Australia as your dependants. For more information, check your individual circumstances with the [Department of Home Affairs](#) (See: Arranging Visas). Family members include your spouse, and you and your spouse's dependent children. Before bringing your spouse or children to Australia, you will have to prove that you can support them financially. The cost of supporting a family in Australia is very high. You may have to consider and discuss many issues with your family.

Permission to Work Arrangements

If you have been granted your students visa, you may receive permission to work with your visa grant. This will also apply to any family member travelling with you on your student visa. You are not allowed to work until your course has started and you can work up to 20 hours a week while your course is in session (not counting any work undertaken as a registered component of your course of study). However, you can work unlimited hours during scheduled course breaks.

Your family members are not allowed to work until you begin the scheduled course. Family members are allowed to work up to 20 hours per week at all times after your course has commenced. Your Work schedule must not interrupt or impact on your study or prevent you from attending the expected attendance level of 100% of classes. Further information about student visa conditions can be found at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Fair Work Ombudsman

The Fair Work Ombudsman (FWO), is an independent statutory agency of the Government of Australia that serves as the central point of contact for free advice and information on the Australian national workplace relations system. The Office of the Fair Work Ombudsman also investigates workplace complaints and enforces compliance with national workplace laws. The Office of the Fair Work Ombudsman offers employers and employees free information and advice on pay, conditions, and workplace rights and obligations under the national workplace relations system. The Office of the Fair Work Ombudsman operates the Fair Work Infoline for workplace relations queries on 13 13 94.

Complaints about work

Those in the national workplace relations system can make a complaint to FWO regarding underpayment of wages, conditions (such as annual leave), workplace rights and discrimination in the workplace.

The Office of the Fair Work Ombudsman will make a decision about the best course of action to resolve the complaint. FWO might decide:

- that the matter is outside of their jurisdiction and refer the person somewhere else
- that there hasn't been a breach of Commonwealth workplace laws
- that mediation is the best way to resolve the issues
- to conduct a formal investigation
- to conduct an audit.

An investigation looks at employment records and documents to find out the facts of a workplace complaint and to decide if relevant parties have complied with Commonwealth workplace laws.

Guidelines – Emergency

Accidents

All medical emergencies and accidents involving injury must be reported immediately to Director or Course Coordinator so that first aid and/or tertiary care can be arranged without delay and any hazards eliminated. Where possible please follow the procedure outlined below:

- Provide comfort and assistance to the injured person.
- Send someone to notify a staff member and ask for First Aid assistance.

These actions should result in medical assistance arriving at the earliest possible time. If this cannot be achieved for any reason, telephone for an ambulance. Dial 000. All costs associated with emergency transport, first aid or medical attention / treatment will be the responsibility of the student.

- Stay with the injured person until first aid or medical assistance arrives.
- Depending on the nature of the incident, a Hazard Identification form may be completed.

Hazards and near miss reporting

It is the responsibility of both student and staff within the FOX environment to report any hazards that may cause injury or damage. Please report these hazards to the Administration, Director or Academic Manager or as soon as possible after identification.

Health Conditions

If a student has a personal health condition that may be critical under certain conditions or at certain times, please advise either the Director or Course Coordinator before commencing study. All information will be treated as confidential and is required so FOX can provide support or treatment in the event of an emergency situation.

Rights and Obligations

All students are bound to comply with the rules and regulations stated in FOX Policies and Procedures which are subject to change from time to time.

FOX shall be under no liability whatsoever to any student for any loss or damage, including personal injury or death, sustained at or upon FOX premises howsoever caused, and whether in respect of any negligent act or omission by FOX, its employees, agents or servants or otherwise.

FOX shall be under no liability whatsoever to any student for any loss or damage, including personal injury or death, suffered by reason of the failure of FOX, its employees, agents or servants to notify the students of any risk or danger of which they had no prior knowledge nor ought reasonably to have had such knowledge.

FOX reserves the right in its absolute discretion to review and alter the organisation and/or structure of its courses at any time.

If any material alteration is made before the commencement of a course, FOX will endeavour to notify the student affected but shall not have any liability if it is unable to do so.

Notwithstanding the provisions of these terms and conditions, nothing removes the right of the student to take further action under relevant Australian consumer protection laws and to pursue such legal remedies the student may have under such laws.

Guidelines - Policy

Deferring, Suspending or Cancelling a Course

Under the requirements of the ESOS Act and National Code of Practice 2018, students enrolled at FOX are not permitted to defer commencement of their studies, or suspend their studies, except:

- on the grounds of illness evidenced by a doctor's certificate stating that student is unable to attend classes
- compelling or compassionate circumstances beyond the control of the student.

FOX may suspend or cancel an student's enrolment on the basis of misbehaviour, the student's failure to pay their fees, or breach of course progress requirements. FOX will inform the student of its intent to suspend or cancel their enrolment and advise of them of their right to appeal the decision through its internal appeals process.

The suspension or cancellation of an student's enrolment cannot take effect until the internal appeals process is completed. Deferment, suspension and cancellation may affect an student's visa and FOX must report on PRISMS as required under Section 19 ESOS Act where the enrolment is deferred, temporarily suspended or cancelled.

If an student defers or suspends their studies on any other grounds, FOX must report the student to Department of Home Affairs via PRISMS, as not complying with visa conditions. FOX will not release the student on PRISMS if the student is non-financial or has not completed six (6) months in the principle course with FOX or has abandoned the course.

For more information, see Student Transfer, Deferral, Suspension and Cancellation Policy and/or Procedure, available on the FOX website.

Course transfers between providers

FOX will not knowingly enrol students transferring from their principal course (i.e. the main course of study or the highest qualification indicated on the student current visa) with another registered provider before they have completed 6 months of their principal course with that registered provider.

This requirement must be applied unless:

- the original registered provider or course in which the student is enrolled has ceased to be registered;
- the student has a valid letter of release from the original registered provider agreeing to the transfer;
- the original registered provider has had a sanction imposed on its registration; or
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

FOX will release a current student from their principal course and provide a letter of release before they have completed 6 months of that course where it can be demonstrated that the student:

- has a valid compassionate or compelling circumstance as outlined in the policy document; or
- can no longer be provided with the training delivery and assessment services in the principal course by FOX.

FOX will not release a current student from their principal course before they have completed 6 months of that course where it can be demonstrated that the student:

- has not made satisfactory academic progress and is seeking a transfer to avoid being reported to Department of Home Affairs;

- has not attended the course as required and is seeking a transfer to avoid being reported to the Department of Home Affairs; or
- has not paid all tuition fees.

For information on how to apply for a transfer, see Student Transfer, Between Providers Policy and/or Procedure, available on the FOX website.

Transfer within FOX: Course and Timetable

Students may transfer to another course, offered by FOX in the following circumstances:

Where it is considered that the course, and/or timetable that the student wishes to transfer to:

- better meets the study capabilities of the students; and/or
- better meets the long-term goals of the student, whether these relate to future work, education or personal aspirations; and/or
- where the student claims or can provide evidence that his or her reasonable expectations about the current course are not being met.

A transfer to another course within FOX will not be granted where:

- The transfer may jeopardise the student's progression through a package of courses.
- The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student.
- The student is trying to avoid being reported to DHA for failure to meet the provider's attendance or academic progress requirements.

For information on how to apply for a transfer, see Deferral, Suspension and Cancellation Policy and/or Procedure, available on the FOX website.

Extension of Students Study

FOX will only extend the duration of an International student's study where it is clear that the student will not complete the course within the expected duration as specified on the student CoE as a result of:

- Compassionate or compelling circumstances (eg: illness, where a valid medical certificate states that the student was unable to attend classes or where FOX has not been able to offer a pre-requisite unit of competency);
- FOX is implementing the intervention strategy for at risk student not meeting satisfactory course progress; or
- FOX approved deferment or suspension of studies granted under the National Code of Practice 2018.

For information on how to apply for an extension of studies, see Course Progress and Attendance Monitoring Policy and/or Procedure, available on the FOX website.

Reduction of Student Study

Where a student applied for and was granted credit through Recognition of Prior Learning (RPL) or Credit Transfer (CT) after orientation/commencement, the length of the CoE will be reduced by entry into PRISMS.

FOX monitors students' course progress in accordance with Course Progress and Attendance Monitoring Policy and Procedure. Where an students course completes early, FOX will notify this early course completion to DESE via PRISMS.

Holidays and Leave

FOX has timetabled in suitable holidays for students undertaking courses, students are not permitted to have additional holidays. FOX closes on all official Federal and Territory Public Holidays.

Special Leave (Student Initiated Suspension or Deferral)

Students may apply for special leave under specified compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the students and which are likely to have an impact upon the student's course progress or wellbeing and could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student will be unable to attend classes;
- death or illness of close family members such as parents or grandparents (doctor's or death certificate should be provided);
- major political upheaval or natural disaster in the student's home country requiring emergency travel and this has impacted, or will impact, on the student's studies;
- a traumatic experience which could include:
- Involvement in, or witnessing of a serious accident; or
- Witnessing or being the victim of a serious crime, that has impacted on the student (these cases should be supported by police or psychologist's reports).

Students are required to provide compelling documentary evidence to support their request and are advised of the circumstances and consequences regarding suspension of study as a result of special leave.

The maximum time allowed for a deferment or voluntary suspension of study for special leave is 20 weeks, not including holidays.

For information on how to apply for a suspension or deferral as a result of especial leave, see Deferral, Suspension and Cancellation Policy and Procedure, available on the FOX website.

Sick leave

Students who are absent due to medical reasons MUST provide a medical certificate from a registered doctor. Where illness is for an extended period of time, the student must notify FOX as soon as practicable.

In all cases where an student is absent with or without approval or seeks retrospective approval for an absence, FOX records the period as absent and retains a copy of the medical certificate on the student file and includes notes in the student learner management system. Students must keep the original medical certificate(s) to provide to Department of Home Affairs if required. FOX maintains copies of medical certificates in the students file.

Payment of Tuition Fees

Students must pay their tuition fee payments by the due date in order to be registered for a class. If a student has not paid their fees they are deemed to be non-financial. Non-financial students may be subject to the following:

- Students will not be registered/allocated to a class whilst non-financial
- Students must pay published late fees
- Issued an Intention to Report, and subsequently have their CoE cancelled and reported to Department of Home Affairs.

For information on fees and refunds, please refer to the Fees and Refunds Policy, available on the FOX website.

Disclosure of Information

Information about students will not be provided to any other third party without the prior written consent of the student with the exception of relevant government departments, when the information will be provided with or without the consent of the student.

A copy of information shared with a third party will be kept on the student's file. Information about a student file:

- Students have access to all information kept on their file based upon written request. They may make copies of any documents in their file under supervision of the Student Officer at the reception. They may not remove any documents in their file permanently.
- Email requests from students for documents will not be processed. Students must write a formal letter with their signature for verification then the information/ documents will be processed

Information about a student from a third party

Information requests about students from a third party will be denied unless there is written consent from the student.

Information about a student will not be provided to any other third party without the prior written consent of the student with the exception of government departments, when the information will be provided with or without the consent of the students.

In all cases, conditions of the Privacy Act 1988, Australian Privacy Principles (APPs), will be followed and adhered to by staff members and students at FOX. For more information, please refer to Privacy and Access to Records Policy and Procedures, available on our website.

FOX is required by the National Vocational Education and Training Regulator Act 2011 to securely retain your personal details for a period of 30 years from the date your enrolment has completed. The purpose of this is to enable your participation in accredited training to be recorded for future reference and to allow you to obtain a record of your outcome if required.

In some cases, we are required by law to make student information available to Government agencies such as the National Centre for Vocational Education and Research or the Australian Skills Quality Authority. In all other cases FOX will seek the written permission of the student for such disclosure. FOX will not disclose your information to any person or organisation unless we have written instructions from you to do so.

If you require your records to be accessed by a person, you need to authorise this access, otherwise this access will be denied. You have the right to access information that FOX is retaining that relates to you. Further instructions are provided on how to access records within the section titled "Access to your records". If you have concerns about how FOX is managing your personal information, we encourage you to inform our staff and discuss your concerns.

You are also encouraged to make a complaint directly to us using our internal complaint handling arrangements outlined in this handbook. Under the Privacy Act 1988 (Privacy Act) you also have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information. You can find more information about making a privacy complaint at the website of the OAIC located at: <https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint>

Discrimination and Harassment

Discrimination and harassment involve a more powerful person or group oppressing a less powerful person or group, often on the grounds of 'difference'. These differences can be related to culture, ethnicity, gender, sexuality, sexual orientation, ability or disability, religion, body size and physical appearance, age, marital status or economic status. Harassment is unwelcome conduct that humiliates, offends or intimidates people. Harassment is bullying conduct that is neither appropriate nor relevant. This includes words as well as acts, pictures and images and creating a hostile or threatening atmosphere.

The effect is to make a person feel insulted, offended, intimidated and unable to work effectively or, ultimately safely. Examples of bullying behaviour include excessive criticism, publicly insulting or shaming an individual and making threats to the person or about the person to others. FOX ensures that any reported cases of discrimination, harassment or bullying are handled in a confidential sensitive manner to protect the integrity and rights of any participants. In cases where the allegation is proven with substantive evidence, the students or staff member risk termination.

Complaints and Appeals

FOX is committed to providing a fair complaints and appeals process. FOX recognises that a complaint and an appeal are different and therefore require a different process for responding to each. For details on how you can make a complaint or appeal, and how FOX handles complaints and appeals, please refer to the Complaints and Appeals Policy and Procedures, available on FOX's website:

Critical Incidents

FOX is committed to maintaining a safe and supportive environment for staff and students. This policy underpins our approach to respond to critical incidents that may occur and impact on the people both studying and working at FOX. We are particularly mindful of our responsibility to support our students from overseas who do not have access to a normal support network. For more details, please refer to the Critical Incidents Policy and Procedure, available on FOX website.

Monitoring Academic Progress

Progress Responsibilities

An international student must achieve satisfactory academic results. In accordance with Standard 8 of the *National Code 2018*, international students are required to achieve satisfactory academic progress during each study period in order to successfully complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the DHA. Further information can be found in the Course Progress and Attendance Policy outlining guidelines and expectations can be found in the FOX policy and procedure manual.

Students have access to current enrolments and completion of units through the student management system Wisenet.

Students may request a meeting with the Course coordinator or educator at any point throughout the course to discuss their academic progress.

It is the responsibility of each Educator to monitor the weekly academic progress of each students in their relevant unit(s) of study, against the requirements set for the each unit of study. This includes ensuring that students are participating in scheduled work activities, submitting assessments, seeking additional assistance if required and monitoring general students behaviour.

Students Initiated Support

Students who are experiencing difficulties with their performance in the enrolled unit(s) of study in any one term are encouraged to consult with the unit Educators or course coordinator regarding their progress in the course/program and to seek advice regarding appropriate mechanisms to support their enrolment. Students who find themselves in this situation will receive prompt contact from the course coordinator advising them of options to facilitate improvement.

Early Intervention Process

If a student is identified by the Academic Manager as not making satisfactory progress, the Director of FOX must be informed.

The Director will issue a notification in writing to the student, requesting that they attend a progression meeting. This process may be initiated at any stage during a semester. The letter (alert letter) will advise the student that they are not achieving satisfactory course progress under the provisions of the Student Academic Progression Policy and specify an appointment date and time that the student is required to attend.

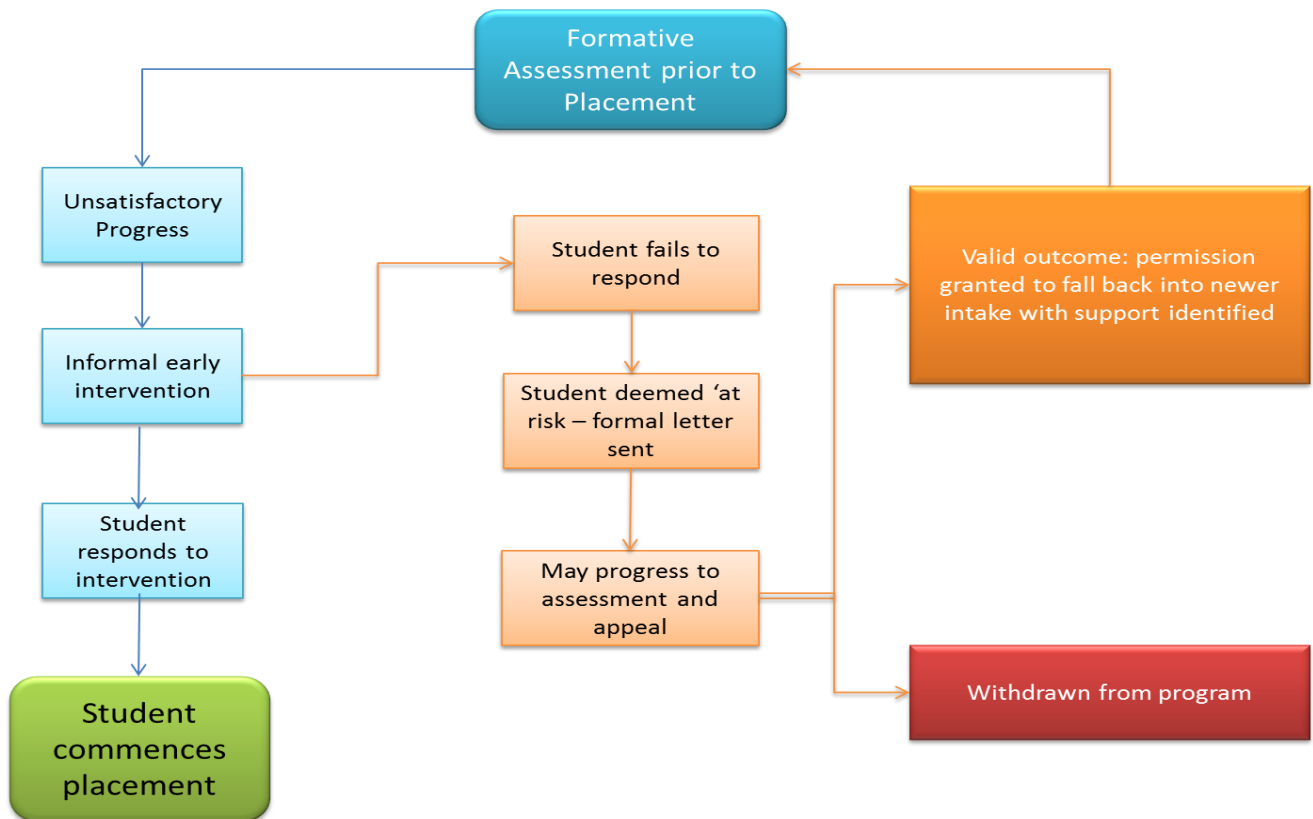
At the meeting the Director, Academic Manager and the student will discuss progress to determine if a support/intervention strategy is required to address the student's individual needs. This may include the development of a Personalised Study Plan to assist the student to meet their course requirements.

During the course of a semester, if 2 alert letters are issued and an intervention strategy unsuccessful the student is then deemed 'at risk'. This will escalate to the school issuing a notice of intention to report where an international student is failing or not deemed competent in 50% of their units of study within the study period. More information can be found in the Course Progress and Attendance Policy in the FOX Policy and Procedure Manual.

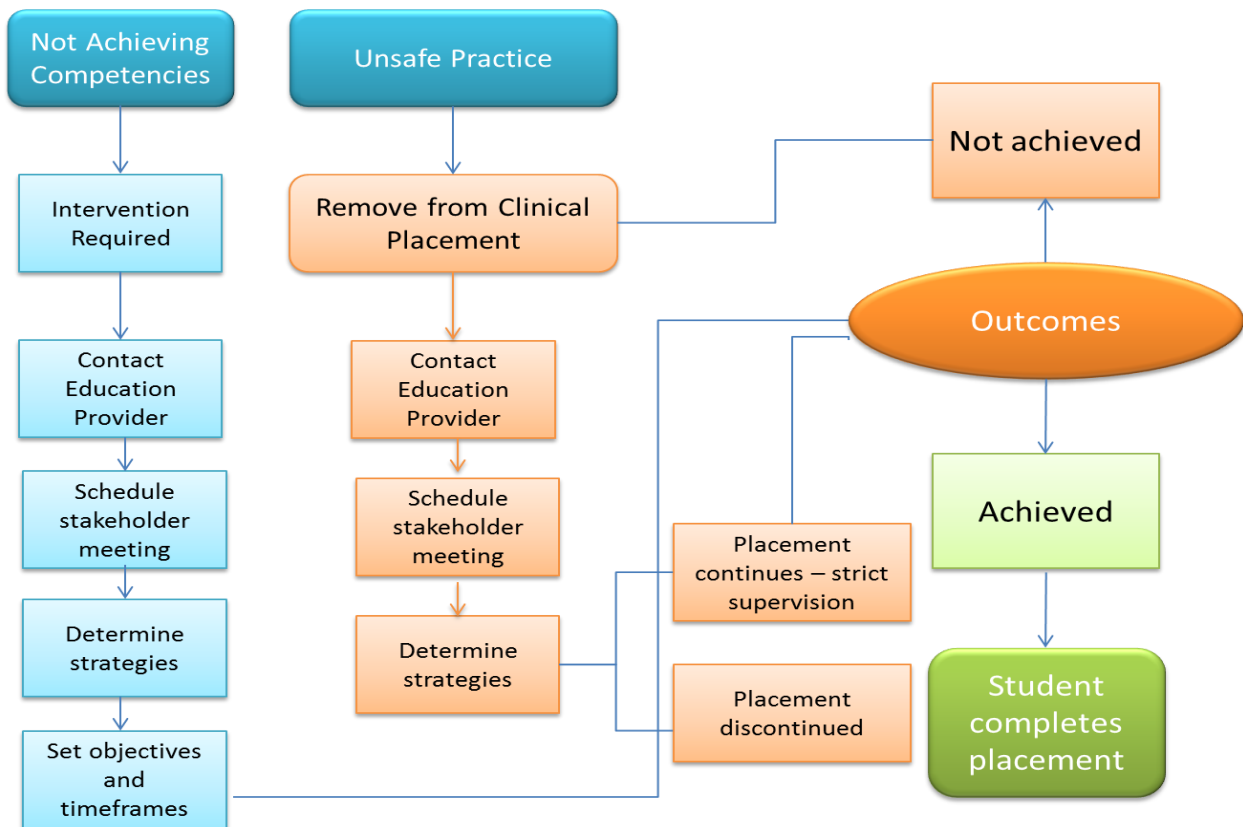
Study, Academic, Language and Learning Skills

FOX recognises the uniqueness of each student, and endeavours to support individuality through review of student's progress throughout the duration of the course. The Academic Manager is the contact to discuss individual and specific student needs in support of the study plan.

Pre-Clinical Progression Flowchart



Clinical Progression Flowchart



*Stakeholder = clinician/student and or Fox educator/assessor

Other information A - Z

Academic Record

Students who have successfully completed individual units of competency but have not completed all course requirements will be issued with a Statement of Attainment on withdrawal from the course.

A transcript of results will be issued at the end of each year of study and on completion of course. Transcripts requested outside these times can be provided at a cost of \$15. Replacement qualification testamurs can be provided at a cost of \$45 and replacement statement of attainment certificates can be provided at a cost of \$30. Issue of replacement documents may take 5 business days.

Students who have successfully completed all course requirements will be issued with a Qualification.

Students who have not paid fees will not be issued with an academic record. Please refer to the *Fees* section of this document.

Academic appeals

Refer to Complaints and Appeals Policy and Progression Flowcharts above.

Access and Equity

FOX has a clear policy that supports all students' access to training. We offer support and flexibility to students for whom mainstream methods of study/assessments present too great a challenge. If a student requires assistance, application for interview with the Course Coordinator should be made.

The Access and Equity Policy can be found in the FOX Policies and Procedures Manual.

Assignments and Assessments

Students are responsible for observing copyright limitations, such as the limitation on generally copying one book chapter from a particular book, or one journal article from a journal. Copyright breaches can be pursued at a personal level by the copyright owner or their agent, independent of FOX.

Students are responsible for the completion of assignments consistent with the guidelines of the Unit Delivery and Assessment Plan, issued at the start of each unit.

Plagiarism is using the words or ideas of another and presenting them as the student's own. Plagiarism is a type of intellectual theft which can take many forms from deliberate cheating to accidentally copying from a source without acknowledgement (see Plagiarism and Cheating below).

The assignment turnaround time for FOX is 20 working days from receipting of the assignment, which generally means after the complete and compliant assignment is placed into the Assignment Drop Box at FOX Nakara Campus or, received at PO Box 41650 Casuarina NT 0811.

Attendance and Punctuality

International students in Australia are required to attend regularly and punctually to scheduled sessions on their timetable. If a student is unable to attend for any reason the Director or Academic Manager should be notified as soon as practicable.

Students on Clinical Practicum must notify the workplace at least 2 hours prior to expected commencement time if unable to attend. Students must also notify FOX administration if they have cancelled a practicum shift.

Attendance and punctuality is recorded by an attendance sheet at the commencement of each session.

For courses for students where attendance is compulsory valid reasons for non-attendance include:

- Granting of skills or knowledge recognition (CT and/or RPL/RCC) prior to course commencement.
- Illness (Doctor's Certificate will be required).

If a student is absent from a session a Not Attended (NA) Result will be recorded there will be a requirement to re-register for that session. No more than FOUR (4) non-attendance sessions will be permitted in any ONE (1) semester unless substantiated with a medical certificate. Private tuition fees may be incurred for catch up on missed classes. Any more will incur further payment for private tuition. Private tuition fees are charged at a rate of \$150 per 3 hour period.

Missed clinical practicum will incur a fee of \$300 per week of additional placement sort if a student fails to comply with preparatory academic benchmarks or is required to repeat the practicum experience due to incompetence.

Booklist / Book Requirements

At orientation, International students are provided with a booklist. It is the student's responsibility to purchase books from FOX or other sources. Access to current recommended text is essential in order to successfully complete the individual subjects and course. Many textbooks may be purchased in electronic format for use on mobile electronic devices. FOX advocates this use of electronic medium and supports the use of such equipment in the learning environment.

Children on Site

Children are not permitted on site; in offices, classrooms, skill laboratories, students and teacher study areas or clinical placements.

Code of Conduct

Training prepares students to work in the health care environment. Students are expected to demonstrate behaviours appropriate for work in the health care environment.

All interactions will be courteous and respectful.

Students will be extended equal opportunity to participate in classroom discussions, with no students monopolising the conversation / question time.

Students will acknowledge and respect individual differences. Everyone is allowed to have their say and hold their own beliefs as long as they do not infringe on the rights of others.

Students will demonstrate a non-judgmental attitude towards the values and attitudes of others which may differ from their own. Differences should promote open, friendly discussion with the intention of learning more.

Appropriate teamwork and a supportive attitude towards others must be demonstrated in all interactions. Patience, co-operation and respect during practical training session are mandatory. Students are expected to listen attentively and ask questions appropriately during presentations, avoid 'shuffling' of papers while someone is speaking.

Behaviour demonstrates a commitment to maximising the student's own potential in relation to training / learning, and to enhancing the learning of others. This requires a positive attitude to learning, a willingness to fully participate in learning activities as instructed, and avoiding behaviours which disrupt / distract others from learning

Complaint Resolution

In the first instance students should discuss any complaint with the relevant individual(s). If no resolution is reached, the students should discuss the complaint with the Course Coordinator to see if it can be resolved.

Where resolution is still not achieved, the students should follow the students complaints and appeals policy and procedure found in the FOX Policies and Procedure Manual.

Computer Lab

All students with FOX have access to the internet and public folders on Campus as well as access to printing and copying and other resources.

FOX provides computers for general students use during office hours. Students using these computers may freely access the internet on site providing they adhere to the Internet, Email and Computer Use Policy.

The Internet, Email and Computer use Policy can be found in the FOX Policies and Procedures Manual.

Confidentiality

All information regarding individual people, clients, patients, residents, groups or communities, is to be treated as confidential. This includes verbal (eg. telephone conversations between staff and between staff and students) and written information in any form.

The Disclosure of Personal Information Policy can be found in the FOX Policies and Procedures Manual.

Counselling

Career counselling is available by appointment with the Academic Manager or Director International Students are also advised that if they wish to discuss personal concerns with an external body, NTCOSS provides a directory of services available and accessible to students at: www.ntcoss.org.au or FOX holds membership with the Resolution Institute which offers a students mediation scheme, infoaus@resolution.institute 02 9251 3366.

Disability Support

If a student has a disability of any kind which may require special educational provisions, contact the Director or Academic Manager.

Eating and Drinking Arrangements

Tea and coffee making facilities are provided free of charge. Students may choose to bring lunch or buy lunch off site. Food is not to be consumed in classrooms. A comfortable lounge area is provided for relaxation between lecture sessions. We ask that in consideration of others, all rubbish is disposed of correctly and that any student facilities areas are tidied prior to the close of the session(s).

Email

Email is the principle form of communication between FOX, its staff, educators and students, other than during lecture sessions.

Usage is governed by an appropriate use policy, relevant bylaws and the Telecommunication Act. The Internet, Email and Computer use Policy can be found in the FOX Policies and Procedures Manual.

Facilities

Students are expected to assist in maintaining all FOX facilities in a tidy and clean condition at all times. The Clinical Laboratory should be left with all equipment and resources in their allocated place; beds made, clinical waste disposed of correctly as directed by the lecturer, trolleys back in place etc. At the end of each session, Students must ensure that tables and chairs are neatly arranged, air-conditioners / fans etc. switched off.

Students are not permitted to bring children into the premises during lecture times for safety reasons and as a courtesy to other students.

Feedback

FOX welcomes comments on the information in this guide. Anonymous feedback can be provided by the web feedback form.

Other formal and informal feedback will also be sought at various times throughout the duration of training.

Final Transcript

A final transcript (academic record) and a certificate or Diploma of completion will be provided free of charge at graduation. For additional information please refer to Academic Record.

First Aid

There is a first aid kit available at the reception desk of the Nakara campus. All teaching staff are first responders as they are practising nurses. Please ask if you need assistance or aid.

Graduation

Graduation is the highlight of the year for students and staff alike. It is a time of celebrating the wonderful achievement of FOX students, and we encourage all students and family to attend the graduation ceremony held at a time to be advised.

IT Support

Help with computers, the internet, telephones, printers, copiers, faxes, and associated information technology equipment and services available at the Nakara Campus is available through admin support. Please see contacts for further information.

Library

A resource library and course materials may be accessed during Office Hours at the Nakara Campus. Diploma of Nursing students will be reimbursed for the fees to join CDU library as an associate member.

City of Darwin Library membership is free for residents of Darwin (proof of address needed). Limited reference selection but good online resources are available.

Follow this link to join the City of Darwin Library:

<https://www.darwin.nt.gov.au/community/libraries/borrow/join-the-library>

Access City of Darwin Library materials: <http://ntl.nt.gov.au/>

The course coordinator will discuss arrangements that may be made with other libraries at orientation.

Lost Property

To assist in identification and return of lost property please mark all personal belongings with student's name. Please endeavour not to leave valuables unattended.

Lunches

Students can bring and store lunches in the student fridge in the kitchen of the Nakara Campus.

Messages (Students)

Messages are not taken for students except in emergency situations. Every effort will be made to deliver the message but FOX cannot accept responsibility if students cannot be located or a message cannot be delivered.

Mobile Phones and Pagers

Mobile phones and pagers are to be turned off during classes. If expecting an urgent call, please discuss the need with the Educator. A written warning will be given to students who consistently breach this.

Parking (Bikes and Cars)

FOX does not accept any liability in the event of theft or damage to vehicles parked on or off campus.

Students are requested to park in the overflow carpark between the Old Nakara Shopping Centre and Nakara Primary School.

There is a bike rack at the end of the building for students to park their bikes, students should secure their bikes with a safety chain to the rack to prevent theft.

Photocopying and Printing

Students will be charged 10c per single sided black and white A4 sheet, 20c per double sided black and white A4 sheet and 40c per single sided black and white A3 sheet. Please see the Administration officer or FOX staff for details.

Plagiarism and cheating

In a study environment, cheating means to act dishonestly in any way so that the assessor accepts work presented by a student as genuinely representing their understanding of, and ability in, the subject concerned.

Plagiarism is to copy work without acknowledging the source and is a form of cheating.

FOX will not tolerate plagiarism or cheating, and a penalty may be imposed if a student is accused of either.

It is cheating to:

- use notes or other resources without permission during formal testing
- hand in someone else's work (with or without that person's permission)
- hand in a completely duplicated assignment
- take work without the author's knowledge
- allow someone else to hand up an students' work as their own
- have several people write one computer program or exercise and hand up multiple copies, all represented (implicitly or explicitly) as individual work
- use any part of someone else's work without the proper acknowledgement
- steal an examination or solution from a lecturer.

It is not cheating to:

- discuss assignments with lecturers or other students to understand what is being asked for
- hand in work done alone or with the help of staff
- get help to correct minor errors in spelling, grammar or syntax (sentence construction)
- discuss assignment requirements and course materials in order to better understand the subject (this is, in fact, encouraged)
- submit one assignment from a group of students where this is explicitly permitted or required
- use other people's ideas where they are acknowledged in the appropriate way, such as referencing using the Harvard system of referencing.

Remember that the integrity of a group project is the joint responsibility of all members of the group. Therefore, if cheating of any kind is found in a group project, all members of the group will be held responsible and will be subject to the disciplinary processes.

Police Clearance and Ochre cards

As a care worker it is a mandatory requirement of enrolment to have police clearance issued by SAFE NT. In addition, due to the nature of work involving the care, supervision or instruction of vulnerable persons, students will be required to hold an Ochre Card, (Working with Children) – issued by SAFE NT. Only applicants with relevant criminal records are not to be considered for enrolment.

Locations other than on Campus, for external skills development such as on Clinical Placement, may require separate Police Clearances.

Practical Industry Placement

Practical industry placement is a mandatory component of learning. At FOX, students will be both academically and clinically prepared to enter the workplace as an students. The prerequisite learning will consist of compulsory skills and knowledge identified by the industry which students are entering. Students will be required to achieve these prior to practicum placement in the simulated environment at FOX. Students will be given a clinical manual that will consist of prerequisite skills and specific guidelines that will aid them prior to and throughout the practicum placement. Students will be personally supported throughout placement by a FOX facilitator who will assist and guide them in clinical learning from novice to graduate.

All Diploma of Nursing students are required by law to register with AHPRA prior to industry placement. Twice a year FOX will submit information to AHPRA for registration. For further information go to <http://www.ahpra.gov.au/Registration/Students-Registrations.aspx>.

Reissuing of certificates or lost clinical manuals

Individuals will be charged the following amounts for reissuance of:

- | | | |
|---|--------------------------------|------|
| • | Official transcript of results | \$15 |
| • | Statement of Attainment | \$30 |
| • | Certificate or Diploma | \$45 |
| • | Clinical manual | \$35 |

Security on Campus

Be advised that the campus will be closed and locked upon commencement of evening training, for the protection of training staff and students.

Smoking

No smoking is permitted in or within 20 meters of the campus building. We are a smoke free environment and advocates of healthy living.

Student ID Card

On successful enrolment, students will be issued with an student ID card containing your photo and student number, which is compulsory to wear for the duration of all student placements. This valuable card also provides additional benefits such as subsidised bus travel. Also available is the [Student Identification Card](#) for additional benefits.

Tea/Coffee

Tea/coffee and cold water is provided for all students. The kitchen area must be left clean and tidy at all times.

Uniforms

Students not meeting the requirements of the Uniform Policy will not be permitted to undertake workplace training.

Due to the practical, physical nature of the community services and health training, all students undertaking manual handling and personal care practices in the clinical environment will require:

- Flat covered-in shoes
- Long hair to be tied back
- No jewellery (other than plain wedding band)
- Shortened nails no longer than the tips of each finger, clean and unvarnished (under no circumstances will false nails be permitted)
- Loose comfortable clothing which will not restrict movement but at the same time maintain the students' modesty and dignity (eg. pants/trousers rather than a dress/skirt).

These requirements are in line with best practice infection control management and OH&S standards

Placement

When undertaking a placement, Students represent FOX and are required to wear;

- FOX Students ID
- Ironed FOX shirt
- Black pants

- Black flat covered-in shoes
- Long hair to be tied back
- No jewellery (other than plain wedding band)
- Shortened nails no longer than the tips of each finger, clean and unvarnished (under no circumstances will false nails be permitted).

Vaccinations

It is an industry requirement that prior to any industry placement students update their adult immunisations. Further information regarding immunisations can be found by contacting the Centre for Disease control (CDC) at www.health.nt.gov.au/Centre_for_Disease_Control/Immunisation/index.aspx#Adultvaccinationprograms

All nursing and health services students will be required to have immunisations as per the Department of Health (DOH) staff immunisation requirements and records will be required to be kept in students file for recall if necessary by DOH. The current list of required vaccinations is as follows: Measles, Mumps, Rubella, Chicken Pox, Hepatitis A, Hepatitis B, Pertussis, Tetanus / Diphtheria, Influenza (annually) and TB Screening (within the last 6 months).

WISE.net

WISE.net is the database that FOX uses to manage students records once enrolment occurs. Access to the WISE.net profile by password will be provided once enrolment has been completed, and the deposit paid for the course.

Workplace Health and Safety (WHS)

FOX is committed to the proper management of Occupational Health, Safety and Welfare, which ranks equally with all other operational considerations. FOX will provide a safe and healthy workplace for its staff, students, contractors and visitors by having a planned and systematic approach to the management of OH&S and where necessary, injury management. FOX is committed to the provision of the resources for successful implementation of OH&S. The OH&S Policy can be found in the FOX Policies and Procedures Manual.

Research Resources

The following is a detailed list of accessible and academically recommended weblinks to assist in researching for assignments and general interest for wider reading.

Textbooks and Reference Books – Your Course Coordinator will advise **required** and **recommended** texts. As a general rule, aim for books that are no more than 5 years old.

Library Access

FOX Library – Loans available via admin staff/course coordinator. Computer access available, printing 10c per page.

- City of Darwin Library membership is free for residents of Darwin (proof of address needed). Limited reference selection but good online resources available.
- The NT Government Health Library has free membership for NT Medicare Local Members (Associate membership forms available from <http://www.ntml.org.au>)
Book loans, online resources available.
- Charles Darwin University Library – Paid annual membership available, cost will be reimbursed by FOX on presentation of receipt.
Book loans available, no online resources available.

Web Links

Informit: <http://www.darwin.nt.gov.au/libraries> (Library Card number and password for login.)
Academic Journal Database, accessible through Darwin City Council Library Online Resources (onsite and remote access).

Joanna Briggs Institute: JBI Connect– <http://connect.jbiconnectplus.org/>
Free and member only resources: Evidence Based Practice Guidelines, Best Practice Information Sheets, Systematic Reviews, Consumer Information Sheets.

Consumer Health Complete: <http://www.darwin.nt.gov.au/libraries> (Library Card number and password for login). This site is accessible through Darwin City Council Library Online Resources (onsite and remote access).
Basic information about a range of health conditions, aimed at patients and consumers.

Cochrane Collection - <http://www.thecochranelibrary.com/view/0/index.html>
Free access via website. Systematic reviews and evidence based protocols.

Pubmed - <http://www.ncbi.nlm.nih.gov/pubmed>
US National Library of Medicine, free and paid access to scholarly articles via website.
Database for scholarly articles and links to Biomedical Literature from other sources.

Academic Writing Resources

- Manchester University Academic Phrasebook – A useful resource for Academic writing.
<http://www.phrasebank.manchester.ac.uk/introducing-work/>
- Charles Darwin University – A good downloadable Harvard referencing style guide.
<https://libguides.cdu.edu.au/cdureferencing/harvard>

- La Trobe University Harvard referencing tool.
<http://www.lib.latrobe.edu.au/referencing-tool/harvard>
- Online Citation Resources – Several websites will format your reference list into a particular style for you. Here are couple of examples:
 - <https://www.citethisforme.com/>
 - <http://www.mendeley.com/>

ESL Resources

- La Trobe University, Academic Language and Learning Unit; Developing Academic English – Also good for anyone who needs a refresher.
<http://tlweb.latrobe.edu.au/ctlc/allu/dae/>

Copyright

- Smartcopying - The Official Guide to Copyright Issues for Australian Schools and TAFE
www.smartcopying.edu.au/

Territory Life Style¹

The Northern Territory offers a warm, tropical climate in its north and an arid desert climate in the south. Darwin has distinct wet and dry seasons with very high humidity and rain from November to March. Maximum temperatures are in the low 30s all year-round and minimum temperatures range from 19°C in July, to 25 °C in November and December.

Alice Springs has Australia's four typical seasons: summer, autumn, winter and spring. Australia's Red Centre is prone to extremes, with hot summer days and cold winter nights. In summer (December to February), average temperatures range between 20°C and 35°C. In winter (June–August), the average temperature range is 3–20°C.

Temperatures can drop below 0°C overnight in winter. It can get very cold in the desert. Spring and autumn in Central Australia bring warm days and cool evenings.

Access to the NT

Darwin is a three to four hour flight from most Australian capital cities. It is two hours to Denpasar, four hours to Singapore and six hours to Shenzhen. Domestic flights are provided by Qantas, Jetstar, Virgin, and Airnorth. International flights are serviced by Jetstar, Jetstar Asia, SilkAir, Tigerair, Virgin and Donghai Airlines.

Accommodation and Home Safety

Accommodation options include *UniLodge*, the private rental market and homestay.

Students under 18 years of age must have suitable accommodation and welfare arrangements in place while they are studying in Australia.

UniLodge

UniLodge is a purpose-built student home located in the Casuarina shopping precinct just 800 metres from the FOX Nakara campus, right next to the Casuarina bus interchange. *UniLodge* is open to students studying with all education providers. Accommodation options include self-contained, air-conditioned studios and shared apartments with modern study rooms and common areas. Other shared facilities include: · Student lounge with large screen television and Foxtel · High-level security with intercom, CCTV and swipe card access for all public areas of the building · Individual locks for apartments and rooms · Air-conditioning in all apartments · Barbeque area · Laundry (coin-operated) and ironing facilities · Large common kitchen and dining area.

Private rental accommodation

To find shared accommodation, check noticeboards on campus, the Saturday edition of the local newspaper, the NT News, or visit the Real Estate Institute of the Northern Territory², which lists more than thirty rental agencies.

Tenancy agreement: If you are renting a property through a real estate agent or landlord, you will be asked to sign a tenancy agreement. This is a contract that will include agreements about how much rent you will pay and whether a bond is required. ***Read it through very carefully before you sign. You will also need to complete an entry condition report that shows any damage to the premises before you move in.***

¹ StudyNT@nt.gov.au

² <https://www.reint.com.au/>

Living in homestay

Living with a homestay family gives you the opportunity to learn about the Australian lifestyle and improve your English language skills. In homestay accommodation, you have your own bedroom and study desk, and may have your own or share a bathroom. The homestay family provides two meals a day on weekdays and three meals on weekends. Homestay fees vary, depending on the meals and services provided. Homestay arrangements can include guardianship arrangements for students under 18 years of age. You may stay for a few weeks when you first arrive, or a for a full year or longer.

For the most up to date information on your rights and responsibilities as a renter, please visit:

<https://nt.gov.au/property/renters/renters-your-rights-and-responsibilities>

Tips

1. *Landlords and real estate agents will require references when you are applying for a property.*
2. *Share with other students and rent a room in an already leased property.*
3. *Always inspect the property before you pay.*
4. *Read the contract and make sure you understand it before you sign.*

Home Safety

Always be prepared for an emergency:

- Make sure your room/house has a smoke alarm
- Keep Yourself Safe - Plan your escape
- Test your smoke alarm (only possible if there is a test button)
- This sound can save your life. It tells you there is danger from a fire in your room. Never prevent your smoke alarm from working.
- Too many people living in the one house is unsafe
- Do not use double adaptors or plug too many appliances into the one outlet, and never cut the end off the cord of an appliance and put it into an outlet.

In case of fire, know:

- Where your nearest fire exit is;
- How to use a fire extinguisher or hose reel;
- Where your evacuation meeting place is;
- The evacuation/escape plan for your building;
- Do not use the lift/elevator.

In a fire:

- Get down on the floor;
- Crawl to the door;
- Get out of your room;
- Close the door, this prevents smoke and fire from spreading;
- Alert others and once outside, STAY outside; and
- You must do what the fire warden tells you during a fire alarm, and if told not to enter a building you must stay outside until the building is said to be safe.

Home Security

House-breaking is one of the most common crimes and are crimes of opportunity with entry gained through an open or unlocked window or door. Most intruders are looking for (and often find) a house left open or unlocked where they can get what they want with ease and make a quick getaway.

Some General Security Tips:

- Keep your front door locked at all times.
- Do not leave messages on the front door. It lets people know you are not home.
- Make sure you have locks and chains on your doors and windows and make sure that you know how to use them.
- If something is delivered to your door while you are out have the neighbours collect it – don't have parcels left at your door.
- When out, leave a radio or television on or a light in the evening to give the impression you are home.
- Do not have large amounts of cash and keep your money out of sight.
- Have your name engraved/written on items eg laptop and camera.
- Always keep a back up of information/assignments that are on your laptop (computer).
- If you don't know the person at your door ask to see ID before opening the door.

Contents Insurance

It is recommended that you obtain contents insurance for your belongings. This is a form of house insurance that insures the contents of the house. Landlords will usually have house insurance but your belongings will not be covered. Contents insurance will replace your belongings if your house is robbed and your belongings are damaged or stolen, or if there is a house fire and your belongings are destroyed or damaged. This may cost up to \$200 per year depending on your belonging

Working in the Territory

How to find work

Most student visa holders can work up to 40 hours per fortnight during the semester and full-time during vacation periods.

Darwin has very low unemployment, and many businesses and organisations are frequently looking for casual and part-time staff.

Where to find work

The Saturday edition of the NT News carries a wide range of job advertisements.

Seek is a website for employers to post information about vacant positions. Applicants can apply for advertised positions via the website www.seek.com.au

CareerOne is a website for employers to post information about vacant positions. Applicants can apply for advertised positions via the website www.careerone.com.au

Gumtree allows job seekers to post about their skills and work history. Employers also post vacant positions on this site www.gumtree.com.au/jobs

The Northern Territory Government has some part-time and temporary positions, which are advertised on www.careers.nt.gov.au

Things to look out for

It may take a while to find work, and you might not always find the job you were hoping for. Don't give up, and if you keep trying you will find something that you like. There are different ways that a company can choose to employ you. There is casual, part time permanent or full time permanent employment. Many times a company will ask you to work as a casual employee for a while, and then put you on permanent later. Casual employment

usually pays more per hour but doesn't have the benefits of permanent employment. Here are some differences:

Casual Employees:

- recognised as casuals from the beginning of their employment
- usually work for short periods of time on an irregular basis with their actual hours varying from week to week
- employed and paid by the hour and do not receive annual leave or sick leave
- do not have consistent starting or finishing times, or regular hours of work
- generally phoned regularly and asked to work, rather than just knowing when they are required
- have no expectation of ongoing work
- are free to refuse to work at any time due to other commitments

Permanent Employees:

Permanent employees, whether working full time or part time hours, have an on-going relationship with their employer that is regular and systematic. They are employed for a fixed number of hours each week or fortnight with an expectation of ongoing employment.

- usually work on a regular basis with a set roster (timetable)
- are employed on an on-going basis
- are entitled to receive entitlements such as annual or sick leave proportionate to the hours they work

Minimum Wage

Some places may offer you work "Cash in Hand". This means that they want to pay you in cash without going through the tax system. This is illegal, and generally pays much less than a registered job. They also don't have workers' insurance or other benefits. When you provide your employer with a tax file number and work legitimately, you are covered by federal laws of minimum pay. More information can be found here:

<https://www.fairwork.gov.au/pay/minimum-wages>

Australia's tax system

Before you start working, you will need to apply to the Australian Taxation Office (ATO) for a Tax File Number. If you don't have a Tax File Number you will have to pay tax at the rate of 49 per cent. Depending on how much you earn during the year, you may be eligible for a tax refund. At the end of the financial year, which ends on 30 June, you must lodge a tax return to the Australian Taxation Office. You may receive a tax refund. Visit ato.gov.au or call 13 28 61 for further information.

How to apply for a TFN

You can apply for a TFN online anytime after entering Australia.

To apply online, you will need to meet all three of these conditions:

1. You are a foreign passport holder, permanent migrant or temporary visitor.
2. You are already in Australia.
3. Your visa is one of the following:
 - a. a permanent migrant visa;
 - b. a visa with work rights;
 - c. an overseas student visa
 - d. a visa allowing you to stay in Australian indefinitely (including New Zealanders automatically granted a visa on arrival).

Follow this link to apply online:

<https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/Foreign-passport-holders,-permanent-migrants-and-temporary-visitors---TFN-application/>

Superannuation

If you work in Australia as a student and are paid \$450 or more per calendar month, you may be entitled to superannuation – which is the Australian form of pension. Your employer is usually required by law to pay money into a superannuation account for you. These superannuation guarantee contributions must be at least 9.5 per cent of your ordinary earnings. Students who have worked in Australia are eligible to access their contribution once they leave Australia permanently, by applying for DASP, a departing Australia superannuation payment through the ATO.

Workplace rights Australia has strict laws relating to employment conditions. Everyone working in Australia, including students has basic rights at work, such as:

- a minimum wage
- protection from unfair treatment or dismissal
- breaks and rest periods during longer working hours
- a healthy and safe work environment.

Equal opportunities must be provided to all workers in Australia. It is illegal to disadvantage anyone in the workplace on the basis of race, religion, age, gender, marital status, sexual preference or disability. The Fair Work Ombudsman website has lots of information specifically for students about your rights, and responsibilities in the workplace. Search for Fair Work Ombudsman and students.

Tips: Many people find work in the Territory through less formal channels, such as checking electronic and other noticeboards, approaching businesses directly or just asking their friends and colleagues.

Money and banking

The Australian currency (AUD) is Australian dollars (\$) and cents (c). One hundred cents equals one dollar. Notes come in \$100, \$50, \$20, \$10 and \$5 denominations. Coins are available as \$2, \$1, 50c, 20c, 10c and 5c denominations. Overseas currency and travellers' cheques may be exchanged at most banks and foreign currency exchanges. Some large hotels will also exchange major currencies. A range of banks and local credit unions operate in the Northern Territory. The four major banks in Australia are NAB, Commonwealth, Westpac, and ANZ. Other banks in the Northern Territory include the People's Choice Credit Union, Bank of Queensland, BankSA and Bendigo Bank.

Opening a bank account

To open an account you will need to have:

- your Electronic Confirmation of Enrolment (eCoE) Passport, 100 points of identification, such as passport, driver's licence, student ID card, bank card.

You can access your money at automatic teller machines (ATMs), which are readily available throughout the Territory. You may be charged a fee for using an ATM not associated with your own bank. Some major supermarkets offer free withdrawals - no purchase required. You should also be able to use your bank card from your home country at most ATMs. However, there will be additional fees.

International Money Transfer

There are three common ways of making an international money transfer. We recommend that you research each option and decide which one is better for you. You can use:

- A money transfer service provider eg Western Union;
- Postal offices eg Australia Post www.auspost.com.au; and
- Banks.

Possibly the cheapest and most secure method to get your money from overseas is through a bank transfer. For this, you first need a bank account in Australia. After you open your bank account in Australia, you will be able to arrange an International Money Transfer (IMT).

Your overseas bank will need some information to make an International Money Transfer (IMT). You have to visit the branch in Australia where you opened your new account and explain that you are interested in making an IMT from overseas. They will provide you with the following information:

- complete name of the bank;
- branch name and code; and
- your account number.

In addition, they will provide you with a code and other information for your bank in your home country. After you obtain this information contact your home bank or ask someone in your home country to contact the bank. The bank in your home country will request the information provided by the Australian bank to complete the IMT. Some banks charge a small fee to make this transfer. The transfer usually takes 3 business days to 2 weeks to be completed. Please talk directly with your chosen bank about this process and the fees they charge before making a final decision on how you will transfer your money. In general, banks in Australia understand this process very well and you will find their services helpful.

Public Holidays

Public and regional holidays for the Northern Territory (NT) are listed below. Regional holidays are held in the regions on their annual show days.

	2021	2022
New Year's Day	Friday, 1 January	Monday, 3 January
Australia Day	Tuesday, 26 January	Wednesday, 26 January
Good Friday	Friday, 2 April	Friday, 15 April
Easter Saturday	Saturday, 3 April	Saturday, 16 April
Easter Monday	Monday, 5 April	Monday, 18 April
ANZAC Day	Monday, 26 April	Monday, 25 April
May Day	Monday, 3 May	Monday, 2 May
Queen's Birthday	Monday, 14 June	Monday, 13 June
Darwin Show Day	Friday, 23 July	Friday, 22 July
Picnic Day	Monday, 2 August	Monday, 1 August
Christmas Eve (part holiday – 7pm to midnight)	Friday, 24 December	Saturday, 24 December
Christmas Day	Saturday, 25 December	Saturday, 25 December
Christmas Day holiday	Monday, 27 December	Monday, 26 December
Boxing Day	Tuesday, 28 December	Tuesday, 27 December
New Year's Eve (part holiday – 7pm to midnight)	Friday, 31 December	Saturday, 31 December

Community and Social³

Listed below are some but not all community groups based in and around Darwin.

MyNT – Multicultural Youth NT

A youth-led organisation that seeks to unify young people (aged 15-30 years) of all backgrounds. facebook.com/multiculturalityouthnt, www.mynt.org.au

Bangladesh - Bangladesh Student Association of CDU

facebook.com/groups/bsacdu bsa.cdu@gmail.com

China - Chinese students

³ <https://nt.gov.au/community/multicultural-communities/contact-a-multicultural-service-or-community-group>

QQ: 343159077

India - Indian Cultural Society Darwin Inc

cheenu82@hotmail.com www.icsdarwin.com.au

Indonesia - Australia Indonesia Youth Association of the NT Perhimpunan Pelajar Indonesia Australia
(Indonesian Student Association)

facebook.com/NT.AIYA Twitter: @NT_AIYA nt@aiya.org.au facebook.com/ppia.ntterritory

Nepal - CDU Nepalese Student Association

facebook.com/CDU-NepaleseStudent-Association- 110459926462757/ cdunsa1@gmail.com

Philippines - Filipino-Australian Association of the Northern Territory CDU Filipino Students Association

<https://www.facebook.com/FAANTInc/> Jurse.salandanan@students.cdu.au

Timor-Leste - Timorese Community in Darwin

facebook.com/groups/189383854426768

Health and well being

If you hold a student visa, it is a condition that you have Overseas Student Health Cover (OSHC) insurance for the entire length of your stay in Australia. Students from Sweden, Norway and Belgium may have special arrangements under their own national schemes. If you get sick or injured, OSHC will cover many of your medical expenses. OSHC gives you a similar level of cover to Australia's public health system, Medicare. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

Any Australian Health fund can offer OSHC policies for overseas students provided it has signed a legal agreement with the Commonwealth in order to provide these services. Visit <https://www.privatehealth.gov.au/healthinsurance/overseas/oshc.htm> for more information.

Medical services are available in the Territory through public and private general practices, clinics and hospitals. Royal Darwin Hospital is the Territory's main medical hospital facility. The new Palmerston regional hospital provides public emergency care 24 hours a day 7 days a week. The Darwin Private Hospital is for patients with private health insurance.

The most up to date details for all health services can be found by following these links:

- <https://health.nt.gov.au/about/top-end-health-service>
- <https://www.ntphn.org.au/health-professional-support-services>

Private dentists, general medical practitioners, specialists and allied healthcare professionals such as physiotherapists, optometrists and pharmacists practice in major towns throughout the Territory. You usually need to make an appointment to see a general practitioner (doctor), dentist or other health professional.

It is a good idea to check the cost when you make your appointment as fees can vary. National public health through Medicare Australia for all the residential population to access, and the medical insurance system through paid private health insurance. For mental health concerns or information go to <https://nt.gov.au/community/parents-and-families/support-services/mental-health>

Homesickness

When you come a great distance from another country, adjusting to study and life might be difficult for you. You have to deal with a different language, strange food, a different climate and an unfamiliar landscape. And home is so far away; arranging to go home for a weekend is not a possibility for you. We have an idea of what it

may be like for you, and are here to help. Be patient with us if our attempts to help seem odd in terms of your culture. The experience of moving into another culture is sometimes described as a 'culture shock'.

It is important to be aware of homesickness as a normal process which you may go through. It is a time of letting go. You are not alone in this experience – research shows that nearly 70% of students feel homesick at some time with most saying it lasted for 1 week and for others several weeks.

Homesickness can include

- Being miserable without knowing why
- Feeling like a prisoner in your own room
- Being unable to get into a comfortable routine
- Not liking meals
- Wondering what people at home are doing; feeling as if you are missing out
- Wanting to go home straight after you have arrived
- Not liking to come back after a holiday
- Thinking you are the only person with homesick feelings
- Being unable to settle into anything and crying for no reason
- Finding the values of people around you strange and vaguely threatening
- Getting fed up with new food, new smells, new scenery, and wanting the familiar

Homesickness Survival Tips

- Set your room up with something familiar from home
- It is hard to let go of home, but contacting home too often in the first few weeks can prolong homesickness
- Make an effort to talk to someone new and make the most of your time here
- Get involved in activities
- Talk to someone else about how you feel and make use of the support that is available here
- Say yes to invitations from others to places or events where you will meet more people. If you are unsure about what to do or wear, ask
- If you have been involved in a religious or other group at home ask if there is one nearby
- Be kind to yourself – it is OK to miss home and perfectly normal. After all, you have spent most of your life there until now, so tears can be cleansing

Physical Health

A big part of staying healthy involves eating healthy foods and getting enough exercise for fitness and relaxation.

- Exercise – do at least 30mins of moderate exercise a day
- Sleep – get 8 hours sleep a night
- Nutrition – keep a balanced diet remembering to eat lots of vegetables and fruit everyday
- Limit your consumption of alcohol and avoid binge drinking. Binge drinking describes the habit of drinking to excess when you do drink, with little or no understanding of your limits to accommodate the amount of alcohol in your blood.

Sexual Health

Taking care of your sexual health means more than being free from sexually transmissible infections or diseases (STIs or STDs); it also means taking responsibility for your body, your health, your partner's health and your decisions about sex. Talk freely to your partner to ensure you are both ready for sex. Always use condoms as condoms are the only form of contraception that protects against STIs (Sexually Transmitted Infections) and unplanned pregnancy. But girls should also consider a form of contraception to ensure safety against an unplanned pregnancy. If you have any sexual health concerns consult your GP.

Mental Health

It's very important to maintain good mental health especially when you are under stress. "Mental illness" is a general term that refers to a group of illnesses affecting the mind, in the same way that physical illness refers to a group of illnesses affecting the body. If you feel sick, one of the ways to achieve good mental health is to talk to people you trust about what's bothering you. But, if time passes and you are still feeling overwhelmed by problems in your life, even after you have talked to people who you love, admire and trust, then perhaps it's time to talk to a mental health professional: <https://nt.gov.au/community/parents-and-families/support-services/mental-health>

Libraries⁴⁵

Membership is free across City of Darwin Libraries and open to everyone. You just need to provide personal ID and proof of your NT residential address. Once you have joined, you can use your library card at Casuarina, Darwin City, Nightcliff and Karama libraries. The Palmerston Library is operated by the City of Palmerston and the Alice Springs Library by the Alice Springs Town Council, and you will need different memberships for these libraries.

Markets⁶

Markets are held every week of the year throughout many suburbs in the Darwin and Palmerston region, as well as Alice Springs. All the markets are free to attend and are a great place to stock up on fresh fruit and vegetables, or a chance to indulge in some amazing food. You can also find a range of arts and craft stalls, clothing, plants, flowers and souvenirs.

Mobile phones and internet

The Territory has a range of phone and internet services. It is wise to purchase a SIM card and Australian mobile phone number when you arrive. You will have the choice of a prepaid or contract service. Prepaid gives you flexibility because you can decide how much you want to spend and easily increase or top up the amount of credit.

Specialised mobile phone shops, supermarkets and post offices sell mobile phones and prepaid phone credit. If you will be using your mobile phone a lot, a contract might be a better option than prepaid. You may also want to look at the mobile phone coverage provided under each contract. Providers offer data packages to accommodate your use of communication services, such as Skype.

Availability of internet services is similar to phone services in that you can choose prepaid or contract. Many internet providers in Australia also provide phone services. The International dialling code from within Australia is 0011. You would dial 0011 + country code + area code + telephone number. To call Australia from overseas, dial 61 followed by the area code (dropping the zero from the front) and telephone number.

Personal Safety and Crime Prevention Tips

In an emergency call 000

- Be alert, assertive and confident
- Try and walk with other people rather than by yourself
- Carry only the money you will need for the day
- Keep your money and wallet in your front pocket and keep your bag in front of you

⁴ <http://ntl.nt.gov.au/>

⁵ <https://nt.gov.au/leisure/arts-culture-heritage/libraries-and-records/find-a-library-in-the-nt>

⁶ <https://northernterritory.com/articles/markets-in-the-nt>

- Be aware of things around you, avoid long talks on your mobile or texting while walking
- At night stay in well lit areas, where there are lots of people
- If you feel like you are being followed or threatened, cross the street, change direction, vary your pace and enter a shop or an occupied house.

If you are being robbed:

- Give them what they ask for
- Try and remember what they look like
- Report all crimes to Police (interpreter services are available)

TIPS: Hold on to your valuables – your wallet, handbag and mobile phone. Don't put things down and walk away. Don't leave items that can be seen in your car – or they could be stolen.

Public Transport

Public transport Bus transport operates in Darwin and Palmerston offering students travel concessions, and free travel for Territory primary, middle and senior high school students. Student concessions are \$1 or \$2 per trip, or \$7 for a week of unlimited travel.

The most up to date public transport information can be found by following this link:

<https://nt.gov.au/driving/public-transport-cycling/public-buses/Darwin-and-Palmerston-timetables-and-maps>

Hire cars and taxis

Taxis, hire cars and ridesharing services such as Hi Oscar and Uber are available in most major towns in the Territory.

Road Safety and Driving in the NT

Driving in Australia is on the left-hand side of the road – the same as Malaysia, Singapore and Indonesia – and the opposite to China, the Philippines and the United States where driving is on the right-hand side of the road. International and Australian drivers from other states can drive with an international or state license but must apply for a Northern Territory Drivers License within three months of living in the Territory. You must have a current drivers licence and if it is not in English, it MUST have a translation and you must carry it with your licence.

To drive in Australia, no matter whether you are an experienced driver and have an international drivers' licence or not, YOU MUST KNOW THE ROAD RULES before you attempt to drive. Many lives are lost on Australian roads every year and international drivers are at high risk!

If you come from a country where you drive on the opposite side of the road to Australia a handy tip is to think that the "white line" or centre driving line on the road is on your side as the driver, just as it is in all countries. It is recommended that you take one or two driving lessons in Australia before you begin to drive here on your own. Drive with a friend in the car to help you with the road rules.

The major causes of serious road trauma are speeding, alcohol, driving when tired and not wearing a seat belt.

Insurance and Registration

Before you drive your vehicle must be registered with the MVR, you can check your vehicle registration here:

<https://nt.gov.au/driving/rego/check,-renew-or-transfer-your-registration/rego-check>

It is important to take out either third party vehicle insurance which can cover the other person's vehicle and medical costs, or comprehensive insurance to cover your own expenses in an accident. If you have an accident you could lose your car, need to pay for the other persons car and cover all medical costs. Make sure you speak with your insurance company to discuss options.

Speeding

Speeding is not just driving faster than the speed limit, it is also driving too fast to suit the road, traffic, visibility or the weather conditions and is illegal.

Alcohol and drugs

No one can alcohol and/or take drugs and safely - remember it is illegal to have or consume drugs
Drivers with a licence (not on 'P' or 'L' plates) commit an offence to drive/ attempt to drive, with a blood alcohol concentration (BAC) that equals or exceeds 0.05%. 'P' and 'L' platers must have a blood alcohol concentration (BAC) of 0.00% when driving.

Seat Belts

The Driver is legally responsible for ensuring that everyone, including the driver, uses a seat belt at all times.

Pedestrians

Do not walk out in front of a car as it will not stop. Make sure there are no cars before you cross the road, and always use traffic lights or pedestrian crossings (white lines across the road) if available.
Do not walk on the road.

Roundabouts

The roundabout sign means Slow Down, prepare to Give Way and if necessary stop to avoid a collision. So, as you're approaching a roundabout, you must get into the correct lane, indicate if turning, and give way to traffic already on the roundabout. Enter the roundabout when there is a safe gap in the traffic.

Giving way: Slow down as you approach a roundabout. You must give way to traffic already on the roundabout if there is a risk of collision. Enter the roundabout when there is a safe gap in the traffic.

Indicating: When approaching a roundabout, if you are turning left or right, you must indicate left or right. When exiting a roundabout, whether you are turning left, right or even going straight ahead, you must always indicate a left turn just before you exit.

General Tips:

When driving watch for:

- Poor road conditions eg dirt roads, holes in the road, gravel edges;
- Poor visibility – rain, smoke, oncoming headlights or the sun in your eyes
- Give way to pedestrians and watch for cyclists – don't squeeze them off the road and watch when you open your car door.

Please find relevant information

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety>
www.roadsafety.nt.gov.au
www.nt.gov.au/driving

Shopping⁷

There are plenty of shopping options, including local markets, supermarkets and shopping centres across Darwin, Palmerston and Alice Springs. Supermarkets such as Woolworths, Coles and IGA stock all the fresh and packaged food you need. As do the weekend markets at Parap, Rapid Creek, Nightcliff, Palmerston, Coolalinga and Todd Mall.

Consumer rights Under the Australian Consumer Law, you have consumer rights if you buy something that is not right. When you buy products and services, they come with automatic guarantees that they will work.

Sport and recreation⁸

Darwin has a young, active population, and sports and recreational activities are very popular. The community participates in just about every sport you can think of from basketball, soccer, table tennis, netball and rugby, to BMX and hockey. The Marrara Sporting Complex has facilities at a national and international standard for many sports which have produced hockey and basketball Olympians. Public swimming pools at Casuarina, Nightcliff, Parap and Palmerston as well as the Leanyer and Palmerston water parks offer a friendly, safe environment to enjoy a range of water-based activities. Alice Springs Town Council has excellent sporting facilities for a wide range of sports and activities, as well as an Aquatic & Leisure Centre.

Want more information?

City of Darwin www.darwin.nt.gov.au
City of Palmerston www.palmerston.nt.gov.au
Alice Springs Town Council www.alicesprings.nt.gov.au

Volunteering

Have you thought about volunteering? It's a great way to meet people, develop new skills and of course, help the local community. Volunteering SA/ NT has a wide range of volunteering opportunities available, ranging from one-off events through to regular commitments.

Exploring the Territory, Darwin and surrounds

From the sparkling blue waters in the harbour steeped in World War II history to the city's Asian-influenced food and tropical outdoor lifestyle, Darwin has some of the world's most impressive natural wonders on its doorstep. Make a trip across the water to visit the beautiful Tiwi Islands and discover why it is nicknamed the 'Island of Smiles'. Take a cruise or join a fishing charter and experience the lush Mary River wetlands. Explore misty waterfalls and lush waterholes or take it nice and slow wandering through the grand Litchfield National Park.

Bushwalking in the NT

Before going, ask about local conditions, tracks, creek or river water levels and fire danger. Make sure all those in a group are able to do each activity and wear closed-toe footwear and appropriate clothing.

⁷ <https://northernterritory.com/darwin-and-surrounds/see-and-do/shopping>

⁸ <https://www.sportswebsites.com.au/nt-sports-clubs.html>

Watch for weather changes and be prepared for extreme heat and/or heavy rains during the wet season. Keep to tracks and stay behind safety fences. Watch for fallen branches and rocks, uneven or slippery surfaces and cliff edges. Don't feed or touch native animals. Watch for snakes and spiders and where you put your feet and hands.

Make sure you take the following with you:

- Map, first aid kit and torch
- Plastic bags for rubbish
- Plenty of water (at least 2-3 litres per person)
- Hat, sunglasses and clothing to protect you from the sun
- Food

Remember parks have limited or no mobile phone coverage so tell someone where you are going and what time you will return.

TOP 10 THINGS TO DO AROUND DARWIN · Aquascene Fish Feeding · Darwin Wharf Precinct · East Point Reserve and Lake Alexander · Crocodylus Park · Crocosaurus Cove · Charles Darwin National Park · Wave Lagoon at Darwin Waterfront · Hop-On Hop-Off Tours · Museum and Art Gallery of the Northern Territory · Deckchair Cinema.

TOP 5 THINGS TO DO IN OUTER DARWIN · Jumping Crocodile Cruise · Berry Springs Nature Park · Tiwi Islands · Litchfield National Park · Window on the Wetlands.

Tip: Don't forget to ask if these attractions offer a student discount but remember to show your student identification card.

