



Sheffield College

Pre-Enrolment Information

SHEFFIELD COLLEGE (CRICOS No.40277, RTO No.03034K) is South Australia's most dynamic private provider of education and training. Its campus is centrally located at Rundle Mall, in the heart of Adelaide city. Sheffield is easily accessible to all parts of Adelaide using public transport. The student intake takes place during February, April, July, September and November during a calendar year.

Sheffield College is located at:

Level 1, 7 James Place
Adelaide SA 5000

Email: info@sheffieldcollege.com.au

For more information visit our website: www.sheffieldcollege.com.au

About South Australia

South Australia is known for its relaxed, affordable, safe and green environment. South Australia is one of the six states and two territories of Australia, and is approximately 15% of the landmass of Australia. South Australia has a mild climate with warm, dry summers and cool, wet winters.

Adelaide is the capital city of South Australia. It is known as one of the most liveable cities in the world and is a great study destination. Adelaide has a high standard of living. It is one of the most affordable cities in Australia. The cost of living and housing is well below that of other capital cities in the country e.g. Melbourne and Sydney.

Adelaide is one of the best designed and planned cities in the world. The city is surrounded by parklands on all sides with the Mt Lofty Ranges as a backdrop, and accessible beaches within 20 minutes of the city. Adelaide is known as the education city of Australia. A city that provides a quiet, safe and secure environment for international students.

Accommodation

We can assist you in finding temporary and long term accommodation from a range of options including home-stay, student hostel or independent living. You must let us know at least 4 weeks before arrival. If you would like to investigate accommodation yourself, see the [list of providers](#) with accommodation services for international students.

International Students

If you are not an Australian resident, you must inform us when enrolling. International students must apply for a student visa to study in Australia. A student visa allows you to stay in Australia until the completion of your course. Information on visas is available from the nearest Australian Embassy or Australian High Commission in your country, or the

Australian Department of Immigration and Citizenship (DIAC) website:
www.immi.gov.au/students

Complying With Student Visa Conditions

Students on a Student Visa must:

- attend all the classes
- have a minimum class attendance level of 80%**
- notify the college of change of address
- meet course requirements
- show satisfactory academic progress
- not work unless you have applied for permission from Department of Immigration and Citizenship (DIAC).

Working in Australia

A student visa now allows you to work in Australia if you opt for it while applying for visa. Once you have been granted a 'visa with permission to work', you are able to work a maximum of 20 hours per week when courses are in session, and full time during semester breaks. Please visit DIAC's factsheet at <http://www.immi.gov.au/students/pdf/permission-to-work-students.pdf>

You should not rely on work as a means of supporting your study. It is also important to remember that your prime reason for being at Sheffield College is to study. Work commitments must not be allowed to impact on your study, and in some circumstances, you may find that studying and working can place additional pressure and stress on you. It is also important that you find time to relax and enjoy some recreational activities.

Health & Insurance Requirements

OSHC is compulsory for all international students studying on a student visa. It is a requirement for you to have a current Overseas Student Health Cover (OSHC) for your student visa to be approved. Sheffield will assist you to apply for your OSHC **but** it is your responsibility to ensure that this is current for the entire duration of your course(s) of study. You will receive your OSHC card shortly after your arrival in Adelaide.

Pre-existing medical conditions or complaints will not be covered by this insurance. This scheme does not cover pharmaceutical products and some other medical treatments (details will be provided when you apply for your student visa).

Enrolment at Sheffield

When you complete an enrolment form you will be acknowledging that you have been provided with the information contained in this brochure and/or on the website.

Please ensure that you fill in all sections of the form so that we may support any specific study requirements you have. You are enrolled in a course once you have been selected, completed the enrolment form and paid the course fees.

You are encouraged to identify on the enrolment form if you have a disability and require support so that a Disability Access Plan can be developed for you.

Checklist - Information you need before enrolling

You must read and understand the following information available on Sheffield website at www.sheffieldcollege.com.au before you enrol in any course-

- selection, enrolment and induction/orientation procedures
- course information, including content and vocational outcomes
- fees and charges, including refund policy and exemptions (where applicable)
- provision for language, literacy and numeracy assessment
- student support, including any external support Sheffield College has arranged for students
- flexible learning and assessment procedures
- welfare and guidance services
- complaints and appeal procedures
- disciplinary procedures
- recognition of prior learning (RPL) arrangements and credit transfer
- Refund policy

Note: If you are unable to access any information please contact the college via phone (+61 8 8231 6911) or email (info@sheffieldcollege.com.au)

Study Modes

Sheffield College offers a range of flexible study options that may include:

- face to face classes
- simulated work place and role playing
- workplace training and assessment

Student Support Services

Sheffield College provides extensive student support services including:

- On-arrival greeting and airport reception service
- On-arrival orientation program to Sheffield College
- Personal and confidential counselling
- Academic and language support
- Use of modern information technology equipment
- Recreational and social programs
- Counselling and guidance
- Educational support for students with a disability
- Career Guidance
- First aid
- Learning support

Qualification Parchments

If you successfully complete an accredited qualification under the Australian Qualifications Framework you will receive a Qualification Parchment. If you successfully complete a unit of competence from a training package or an accredited curriculum you will receive a Statement of Attainment. All students will receive a notification of their result.

Recognition of Prior Learning (RPL)

RPL is the acknowledgment of current skills and knowledge which have been gained from a range of experiences including work, volunteering, study and general life experiences. It is achieved through the assessment of evidence you provided against a set of criteria in a qualification. A fee for RPL application will apply. For further information call the Sheffield College or visit its website at www.sheffieldcollege.com.au

National Recognition

National recognition is the recognition and acceptance by a Registered Training Organisation (RTO) of Australian Qualifications Framework Qualification Parchments and Statements of Attainment issued by another RTO in Australia. Sheffield College accepts Australian Qualifications Framework Qualification Parchments and Statements of Attainment issued by other RTOs. There are no fees for national recognition.

Privacy Policy

Under the ESOS Act and the National Code, Sheffield College is required to collect and store personal information in order to administer your application and enrolment, to monitor your academic progress and to provide other services. Sheffield College will ensure that information collected from you is not excessive and is only used for the purpose for which it was collected.

Fees

The fee varies between courses, depending on the nature of the course and the materials required. Additional fees may be payable for materials, textbooks and uniforms. Details of all fees are available on this website www.sheffieldcollege.com.au

Withdrawal from study

If you are thinking of withdrawing from study you should inform your Trainer as soon as possible. Student Support Services staff is available to help resolve difficulties that may have influenced your decision to withdraw. You must complete a withdrawal/refund application form. This form is available from the College reception or from the College website.

Refund Policy

Please view the Refund Policy on our website at www.sheffieldcollege.com.au

Policies

There are a number of policies which relate to your studies. These policies are available on the college website and will be referred to in your orientation package. These policies include:

- Student Code of Conduct Policy
- Student Complaint and Appeals Policy
- Access and Equity
- Assessment Policy
- Occupational Health, Safety and Welfare Policy

Student Behavior

Sheffield College values:

- difference and diversity
- respect and cooperation
- academic debate
- freedom of expression balanced with social responsibility

While on the Sheffield College campus or engaged in any College sponsored activity, all students, staff, contractors and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

Students must not act in a way that interferes directly or indirectly with the learning of others or that hinders staff from carrying out their duties. Students enrolled at Sheffield College or thinking of enrolling are given access to classes and facilities, which will be shared with staff and other students. It is, therefore, expected that students will behave in a manner that is acceptable to the wider community.

You, other students and the staff at the College, have a right to work and study in an environment free from harassment, discrimination or threatening behaviors.

It is expected at all times that-

- Have sense of self responsibility about your study program
- Students treat staff and fellow students courteously at all times
- Reasonable personal presentation
- Have to take reasonable care of College property and equipment.

You can expect staff to:

- Treat people in a fair and non-discriminatory way
- Be professional in performing their duties.

Access and Equity

Sheffield College is committed to the provision of a safe and inclusive teaching and learning environment that is free from discrimination and harassment.

If you require assistance because of a disability, Sheffield College will help you, as far as possible, with a plan to overcome the difficulties that you may be facing.

For further assistance and information contact Student Support Officer at the campus.

Health and Safety

Sheffield College is committed to handling occupational health, safety and welfare issues affecting our staff and students. You also have a legal duty of care to protect your own health and safety and to avoid adversely affecting the health and safety of others.

Other health and safety policies relate to smoking on campus, drugs and alcohol.

Note: Smoking is prohibited inside the campus building and is also restricted in other areas of the campus such as near the entrances to buildings and outside where work is being undertaken by staff or students. Please observe all no smoking zones and signs.

Opportunities for "Tell us what you think". Your feedback is welcome and helps the College to improve its services to you.

Sheffield College will listen to your feedback with respect, treat all feedback confidentially, and take appropriate action.

We like to hear about services that exceed your expectations too!

Sheffield College is committed to listening and responding to what you as a student have to say, so that we can continuously improve our services to you.

IMPORTANT INFORMATION

As Sheffield College courses are continuously being developed, improved or replaced, you are advised to confirm all aspects of the course on the website www.sheffieldcollege.com.au before enrolling. Every effort has been made to ensure that the information contained in this document was up-to-date at the time of publication. Sheffield College may amend details without notice and for any reason in response to changing circumstances. Further, Sheffield College reserves the right to change the content and or the method of presentation of any course, or to withdraw any course that it offers.

Please note that any school-aged dependents accompanying you to Australia will be required to pay full fees if they enrol in either a Government or non-Government school.

The information provided by you to Sheffield College may be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code. Sheffield College is required under S19 of the ESOS Act 2000 to tell the relevant State and Commonwealth Agencies about: changes to student enrolments or any breach by students of their student visa conditions relating to attendance or academic progress.