



**Australian Technical College**  
Western Australia

## International Student Handbook 2021





## Contents

<b>Welcome</b> .....	<b>3</b>	Airport Greeting Service .....	34
<b>College Information</b> .....	<b>4</b>	<b>Orientation</b> .....	<b>35</b>
<b>Student Support Services</b> .....	<b>5</b>	International Orientation Program .....	35
Campus Address:.....	5	<b>Commencing Studies</b> .....	<b>36</b>
Student Welfare .....	6	<b>Training Plans</b> .....	<b>36</b>
<b>Adjusting to Life in Perth</b> .....	<b>6</b>	Student Card .....	37
Keeping in Touch .....	7	Student Email Account .....	37
<b>Employment Resources</b> .....	<b>8</b>	Student Number .....	37
Student Support can assist you with: .....	8	<b>Student Code of Conduct</b> .....	<b>37</b>
<b>Complaints and Appeals</b> .....	<b>9</b>	<b>Plagiarism</b> .....	<b>38</b>
Legal Assistance .....	9	<b>Emergency Information</b> .....	<b>38</b>
<b>Facilities &amp; Resources</b> .....	<b>10</b>	Emergencies .....	38
Computer Facilities .....	10	Emergency Medical and Hospital Services .....	40
Internet .....	10	<b>Medical Information</b> .....	<b>40</b>
Pastoral Care .....	10	Medical Centres .....	40
<b>Enrolment</b> .....	<b>11</b>	Dental Services.....	42
Enrolment Procedure.....	11	<b>Multicultural Information</b> .....	<b>42</b>
Eligibility to Enrol.....	11	Religion .....	43
Course Fees .....	11	<b>Australian Customs and Laws</b> .....	<b>44</b>
ESOS .....	12	Law .....	44
Fee Refunds.....	12	Equality and Anti-discrimination.....	44
Deferment, Suspension and Cancellation of		Criminal Offences .....	44
Enrolment for ATCWA .....	12	Domestic Violence .....	44
<b>Student Visa</b> .....	<b>13</b>	Driving .....	45
Visa Requirements.....	13	Drugs, Smoking and Drinking .....	45
Notify ATCWA of Your Address .....	13	For further information:.....	46
Attendance.....	14	Environment .....	46
Work Limitations .....	14	Noise.....	46
Overseas Student Health Cover .....	14	Animals .....	46
Course Completion .....	16	Customs .....	46
Results & Certificates .....	16	<b>Safety</b> .....	<b>47</b>
<b>Pre-departure Information</b> .....	<b>16</b>	Security at ATCWA.....	48
Documents to Bring .....	16	Public Transport Safety.....	48
Suggested Personal Items.....	17	Security on the Street .....	48
Currency .....	17		
Computers.....	17		
What to Declare at Customs .....	17		
<b>Living in Perth</b> .....	<b>19</b>		
Climate .....	19		
Clothing .....	20		
Bringing family.....	20		
Issues to consider.....	20		
Dependants .....	21		
Books .....	23		
Food Shopping .....	23		
Eating Out.....	24		
Entertainment .....	26		
Public Transport .....	27		
<b>Money and Banking</b> .....	<b>31</b>		
Money .....	31		
Banking .....	31		
Tax File Numbers .....	32		
Working in Australia.....	32		
<b>Communication</b> .....	<b>32</b>		
Telephones .....	32		
Mail .....	33		
<b>Arriving in Perth</b> .....	<b>33</b>		



# Welcome

*Welcome to Australian Technical College Western Australia (ATCWA)!*

*ATCWA is located in one of Australia's most liveable and popular cities known worldwide for its quality education, lifestyle, fashion, festivals, nightlife and opportunities. It is also home to thousands of international students.*

*ATCWA offers a range of courses which have been developed to meet the demands of today's workforce. Our courses are innovative, exciting and designed so that students can achieve maximum opportunity for success. You will also develop a range of skills for your future life including leadership, communication, problem solving, teamwork, innovation and entrepreneurship, particularly as you progress through the Certificate courses into our Diploma, Advanced Diploma and Graduate Diploma courses.*

*I look forward to meeting you during your studies at ATCWA and wish you every success with your studies.*



Gurjant Singh Sangha

**Chief Executive Officer**  
**ATCWA**



# College Information

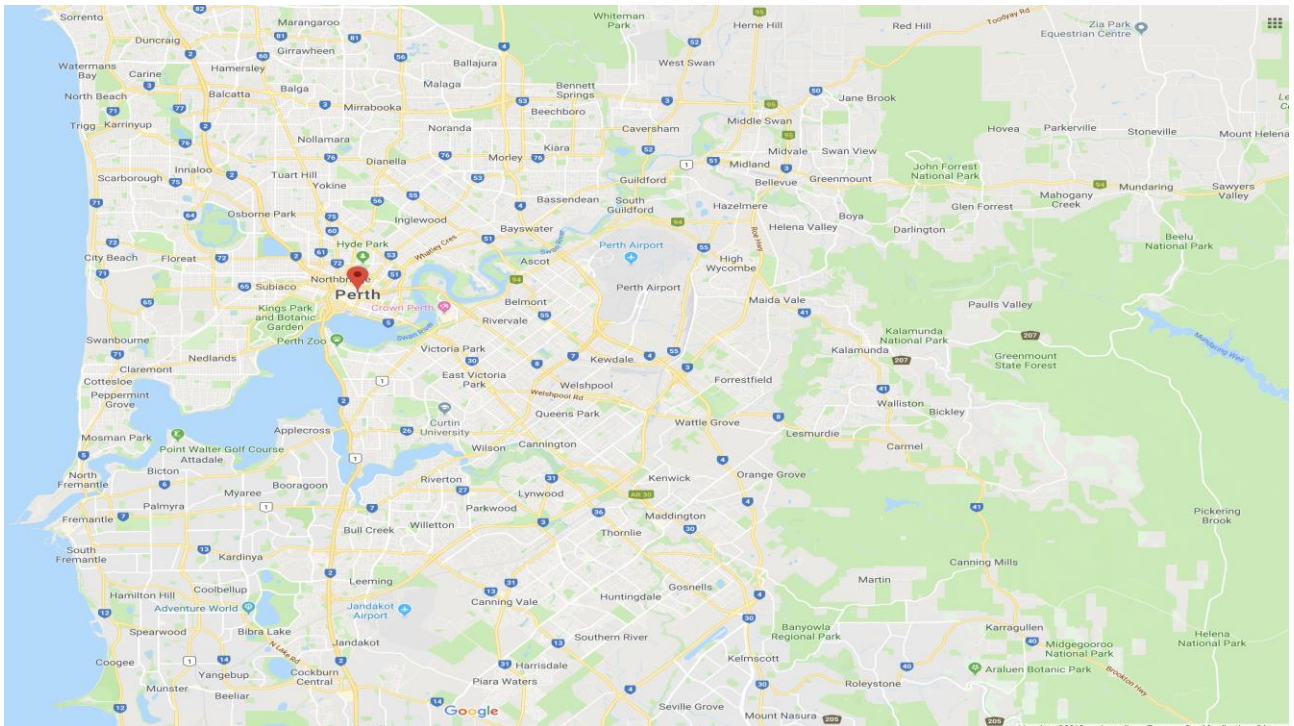
Please read this handbook carefully as it contains important information about the college and your studies.

If you need further information, please go to the student services desk and speak to one of our friendly staff members or check the ATCWA website for more information: <https://atc.wa.edu.au/>

## Campus Location

Located in the middle of Perth city, ATCWA is very easily accessed by both private and public transport. ATCWA is a fully equipped educational facility with training classrooms, a student lounge and simulated learning and assessment environments. All training rooms are modern and comfortable with whiteboards, data projection and audio/visual units and computers.

## Campus Map



**Street Address:** 8 Francis Street, Perth WA 6000

**Postal Address:** 8 Francis Street, Perth WA 6000

**Phone:** (08) 6377 8270

**Email:** [info@atc.wa.edu.au](mailto:info@atc.wa.edu.au)

**Website:** [www.atc.wa.edu.au](http://www.atc.wa.edu.au)



# Student Support Services

ATCWA aims to maximise a student's experience and learning journey whilst studying at ATCWA. We provide students with assistance, advice and support to ensure that every student has a positive learning experience.

## Campus Address:

8 Francis Street  
Perth WA 6000

**Telephone:** (08) 6377 8270

**Email:** [info@atc.wa.edu.au](mailto:info@atc.wa.edu.au)

**Operational Hours:** From 8:00 am to 7:00 pm from Monday to Sunday

## After hours contact ATCWA representatives;

Mr. Saroj Karki 0426 590 433

Mr. Karun Andotra 0424 876 664

Mr. Asif Ali 0452 345 590

**ATCWA Emergency Contact Officer:** Mr. Karun Andotra – 0424 876 664

Students enrolled with us are supported through their studies in the following areas:

- Pre-Arrival Information;
- Airport Greeting Service (Upon request);
- International Student Orientation Program (Compulsory);
- Education and course planning (Upon request);
- English language and academic support;
- Study skills support;
- Career support;
- Financial guidance and referral;
- Personal issues;
- Employment preparation; and
- Referral to other services such as legal, medical and accommodation.

Student Support Services is available by pre-arranged appointment or by dropping in to the office during opening hours. You can also fill out a Student Support Request Form available on the website <https://atc.wa.edu.au/other-forms/> or in hard copy on campus. You can submit the form to Student Support via hard copy on campus or email [support@atc.wa.edu.au](mailto:support@atc.wa.edu.au).



## Student Welfare

Student Support Services are available to ensure our students have the educational, emotional and physical support they need during their enrolment at ATCWA.

Students can occasionally experience difficulty with a variety of issues that may impact on them completing their qualifications such as homesickness, financial hardship and accommodation problems. In these circumstances, students are encouraged to access the confidential services offered by us. Our Student Support Officer and Operations Manager are available as the first point of contact to discuss any issues that you may have.

If more intensive counselling services are required, our student support officer may refer you to an external agency that is more appropriate or experienced to assist you. Information relating to referral can be obtained from Student Support Services.

## Adjusting to Life in Perth

When you arrive in Perth, expect to feel both excited and a little overwhelmed with your new surroundings and the ways of Australian people. You will go through a number of phases as you adjust.

Feeling a little nervous, anxious or lonely when arriving in a new country is normal. If this occurs, you are experiencing a normal reaction to an abnormal event - being away from home. Feel free to contact Student Support who can help and advise you on how to adjust to your new surroundings.

The following strategies may also assist you in your adjustment to the new environment and culture:

- Keep in touch with family and friends - by using email, letters, social media or talking on the phone.
- Keep a diary or journal of your experiences - try to focus on, and always include the happy times, the funny times and new experiences such as food and people you have met.
- Get plenty of exercise - Perth has many walking tracks and parks. We also have many gyms and clubs that you can join.
- Look for similarities between your culture and new cultures - Perth is culturally rich and many people from your home country will already be living here.
- Do some familiar activities, especially the things you are good at and try a few new ones as well. Perth is full of opportunities to experience new things and Student Support can help you identify them.
- Get involved in an activity that will help you meet people and make new friends - Student Support can give you information about clubs, societies and other social activities available.
- Join the association/club of your home country.
- Keeping in contact with people you meet during orientation for International Students.
- Use English language as much as possible: read the local newspaper and watch television to help develop your English skills. The more you use the language the more you will improve. Try to speak English as much as possible.
- Make sure you set small goals that you can achieve every day.
- Ask questions when you are unsure what to do or what is expected of you.



- Try to not make judgements about others when they are doing things differently from what you are used to. Remember they are only different, not wrong or right.

## Keeping in Touch

Staying in touch with what is happening in your home country is important to negate some of the feelings of culture shock. You can do this by reading your local newspapers, widely available in many news agencies or online.

[www.onlinenewspapers.com](http://www.onlinenewspapers.com) - Online newspapers have thousands of newspapers including newspapers from the Middle East, Asia, Asia Pacific and United Kingdom available to read online.

[www.indianlink.com.au](http://www.indianlink.com.au) - Indian Link is an online newspaper setting new standards in journalism and production. It reaches thousands of homes and has become an integral part of lives of people from India, Pakistan, Sri Lanka, Fiji, Nepal and Bangladesh. This website also has places of worship, events in Perth and live Indian radio.

<http://www.indiandownunder.com.au/> - Indian portal site dedicated to keeping Indians in Australia informed, entertained and connected with news, sport and business issues.

[www.chungwah.org.au](http://www.chungwah.org.au) - This webpage directs you to the Chinese community of Perth.

[www.nembc.org.au](http://www.nembc.org.au) - The National Ethnic and Multicultural Broadcasters Council is a peak council representing ethnic broadcasters. You are able to locate radio stations broadcasting programs in many languages on their website.

[www.sbs.com.au/radio](http://www.sbs.com.au/radio) - This radio station broadcasts in 68 languages. You can hear the latest news in your first language or keep up with what is going on in various communities around the country.

[www.radioaustralia.net.au](http://www.radioaustralia.net.au) - Radio Australia is an international service of the Australian Broadcasting Corporation and broadcasts the latest news, opinions and analysis on issues in the Asia Pacific in five (5) Asia Pacific languages as well as English (Chinese, Bahasa Indonesian, Pidgin (Tok Pisin), Vietnamese and Khmer).

**SBS** - The Special Broadcasting Service (SBS) is an Australian public broadcasting radio, online and television network. SBS operates four TV channels and five radio networks. SBS Online is home to SBS on Demand video streaming service.

**Freeview** - Perth has a free-to-air television service providing entertainment, education and information. It provides access and representation to the many diverse communities within Perth and addresses issues from around the world.



# Employment Resources

## Student Support can assist you with:

**Resume Construction:** Work with you to develop your primary marketing tool to highlight what you have done, the experiences that you have gained and what you can offer a prospective employer.

**Covering Letters:** Assist you discover the key elements of an employment opportunity in a covering letter, how to get the attention of a prospective employer, create an interest and motivate the employer to interview you.

**Key Selection Criteria:** Help you to identify and summarise the key requirements of a position and map your competencies against key selection criteria.

**Interview Techniques:** Assist you understand different interview methods and styles, the need for thorough interview preparation and offer useful ideas on how to conduct yourself at an interview.

These services are offered to better prepare you in obtaining a graduate position. They are also helpful for those students interested in part-time or vacation employment.

## Career Advice

Student Support extensively researches relevant employment opportunities and information relating to current career trends. We also work closely with employers and industry to inform students about existing and future employment opportunities and how to apply for these roles.

We are also able to guide you to part time employment opportunities to assist you in funding your stay in Australia. You must have permission to work while you are studying and you are limited for work hours while your course is in session. Where possible we will try to assist you in finding employment relevant to your qualification, however can assist in providing other opportunities as well.

## Academic Support

Student Support is also able to assist you with study techniques, academic writing skills and English language skills to not only enable you to complete your qualification but to ensure you make the most of your academic learning. If you are experiencing any issues with your new learning environment and teaching styles be sure to contact us so we can develop strategies to support you.





# Complaints and Appeals

ATCWA has processes in place that promote the timely and fair resolution of concerns, complaints (including grievances) and appeals.

Complaint and Appeal management processes are in place and easily accessible through the ATCWA website. These processes are in place to manage and respond to any issues that an individual, (including all staff, students, clients and members of the public), may have when dealing with ATCWA with regards to conduct issues of any staff member of ATCWA, including Trainers and Assessors, other students, or any other staff member or representative of ATCWA.

The student may first attempt to informally resolve a complaint or appeal before a formal process is initiated. Where the complaint is unable to be resolved informally, the student should access ATCWA's internal complaint and appeal process. To lodge a complaint or appeal, fill out the Complaints and Appeals Form and submit to the Student Support Officer for an appointment to occur within 10 days from your submission. If a student is not satisfied with the outcome, they have a right to launch an appeal against this outcome via the Overseas Student Ombudsman or International Education Conciliation Service at no cost.

Phone: 1300 362 072 (Local call fee only — higher rate for mobile phones)

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Postal: GPO Box 442, Canberra ACT 2601

Web: <https://www.ombudsman.gov.au/>

## National Training Complaints

If the student remains unhappy with the Internal and External outcome, they may refer the matter to the National Training Complaints Hotline on 13 38 73.

The right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

The policy and procedure for Complaints and Appeals is listed in the Student Handbook and ATCWA website. See link <https://atc.wa.edu.au/policies/>

## Legal Assistance

Although Student Support is unable to offer legal advice, we are able to direct you to other appropriate services.

In Australia, there are community organisations that work to inform people of their legal rights and obligations, and to improve their access to the justice system.

[Community Legal Centres](#) can provide free legal advice and information to people living in the local community. For information and advice, see the following website <https://www.communitylegalwa.org.au/>



[Legal Aid](#) can also help you with any legal problems. Legal Aid provides legal advice and help in relation to criminal matters, family breakdown, family violence, immigration, mental health, social security, debt and traffic offences.

Free and confidential legal information is available by phone.

If you require language assistance, please state your language and an interpreter or legal officer in your language may be arranged. The Multilingual Telephone Information Service provides information in Arabic, Cantonese, Croatian, Greek, Italian, Macedonian, Mandarin, Polish, Russian, Serbian, Spanish, Turkish, Ukrainian and Vietnamese.

For advice or information on the nearest service contact Legal Aid Western Australia on 1300 650 579 or <https://www.legalaid.wa.gov.au/> other legal services can be found later in this Handbook.

## Facilities & Resources

### Computer Facilities

Our facilities provide students with the latest technology to maximise their learning experience during their time with us. The campus provides students with access to computers. We also provide backup services where students are able to speak with system support professionals should they experience any problems.

In addition, ATCWA provides students with additional technological facilities including photocopying, and printing. All of these services have been provided to make your time with us a positive, convenient and an enjoyable experience.

### Internet

Students are able to access the internet in the classrooms and student areas for the purposes of academic study, research and administrative tasks. You are able to access the internet for private use but this is to be kept to a minimum when others are requiring the service for academic purposes.

Internet cafes are abundant in Perth's CBD and are suggested for personal use. For a listing of internet cafes in Perth, visit: <https://www.yelp.com.au/perth>

### Pastoral Care

ATCWA recognises the importance of the spiritual dimension to human life and its value in building a caring community of students and staff and enriching the quality of life for all.

Students have access to a Multi-Faith Prayer Room available during term operating hours. Washing facilities are also available.

Other pastoral, theological (visiting religious representatives) and recreational activities will be advertised in the Student Lounge area.



# Enrolment

## Enrolment Procedure

**Website:** <https://www.atc.wa.edu.au>

## Eligibility to Enrol

**Website:** <https://www.atc.wa.edu.au>

In order to be eligible to enrol for a place in one of our courses, students must meet the Enrolment requirements for their chosen course. The requirements for each course are available on our website.

Documentary evidence of educational qualifications must be included in your application.

If you need to establish how the educational level of the qualification you have completed overseas compares with an Australian qualification, you can apply for an educational assessment from Overseas Qualification Unit: <https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>

### You can:

- Enrol directly with us by completing an online Enrolment Form on our website <https://atc.wa.edu.au/> or by downloading the Enrolment Form from our website and submitting via email to [info@atc.wa.edu.au](mailto:info@atc.wa.edu.au) or [admissions@atc.wa.edu.au](mailto:admissions@atc.wa.edu.au).
- You must upload or attach details of your English proficiency level, any previous academic qualifications, and a copy of your passport.

Applicants will be notified by email regarding the success of their enrolment application. Successful applicants will be sent a Letter of Offer together with the Course Acceptance Agreement.

To accept our offer, you must complete the Course Acceptance Agreement, pay the required fees, include your pre-visa assessment results (if applicable) and submit these documents to ATCWA. Once we have received your signed Course Acceptance Agreement and your payment you will be issued with a Confirmation of Enrolment (CoE), enabling you to apply for your student visa.

Apply to the DHA for a Student Visa. Refer to the DHA website <https://www.homeaffairs.gov.au/> for detailed information regarding the visa application process.

## Course Fees

**Website:** <http://www.atc.wa.edu.au>

Tuition fees for overseas students are available on our website or at the campus Student Support Office. All course fees must be paid on time in accordance with the Course Acceptance Agreement. Students will not be permitted to attend classes unless they have paid any outstanding tuition fees. Failure to pay fees may result in exclusion from the course and the cancellation of your CoE.

Students are responsible for all other costs, for example, living expenses and public transport fees.



Fees for commencing students may increase from year to year, however the tuition fee applicable in the year of a student's commencement will remain unchanged while the student remains continuously enrolled in the course. If the student suspends or defers their studies, then the tuition fee payable on resumption will be applicable to the course fees for that year.

## **Recognition of Prior Learning (RPL) and Credit Transfer (CT) at ATCWA**

ATCWA will systematically and appropriately recognise course credit that is granted for recognition of prior learning and credit transfer within the SRT0's 2015. ATCWA is proactive in granting course credit for recognition of prior learning and credit transfer to students with suitable prior qualifications, learning or experience. To apply for recognition of prior learning or credit transfer students must submit an application form along with all documentary evidence to ATCWA. Recognition of prior learning and credit transfer may reduce the duration of your studies.

## **ESOS**

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

The ESOS Act and associated legislation protects the interests of overseas students by providing tuition and financial assurance. To find out more about the ESOS framework and how it protects your rights, visit DESE website <https://www.dese.gov.au/>

## **Fee Refunds**

Our fee refunds align with Australian Government requirements for CRICOS approved providers as outlined under legislation ESOS Act 2000. Full details are available in our Refund Policy available on the college website and on your offer letter and course acceptance agreement.

Website: <https://atc.wa.edu.au/policies/>

## **Deferment, Suspension and Cancellation of Enrolment for ATCWA**

ATCWA Management and staff are committed to assessing and recording all deferments, suspensions or cancellations of study, ensuring that students within the process are informed of their rights and provided with due care and where relevant opportunities of appeal.

Students who apply for deferment may do so on the basis of compassionate or compelling grounds.

Students who are contravening the rules of attendance, course progress, code of conduct or payment of fees at ATCWA may have their enrolment suspended or cancelled.

The policy and procedure for deferments, suspensions or cancellations of study is listed in the Student Handbook and ATCWA website. See link <https://atc.wa.edu.au/policies/>



# Student Visa

## Visa Requirements

**DHA Enquiries:** 131 881 Monday to Friday 8:30am-4:30pm (AEST)  
Monday to Friday 7:30am-3:30pm (AWST)

**Website:** <http://www.homeaffairs.gov.au/>

Your student visa has mandatory conditions that are set by Australian law and cannot be changed or disregarded. The DHA may cancel your visa if you breach any of these conditions.

Student Support is available to assist you to successfully complete your studies and will support you through them. However, we also have legal obligations to DHA and must report such circumstances as non-attendance or poor academic progression.

## Notify ATCWA of Your Address

You are required to notify ATCWA of your new address within seven (7) days of arriving in Australia. If you move home during your stay, you will also need to notify us of this change in writing within seven (7) days. ATCWA may need to contact you and you must ensure we have your current contact details, it should be noted that this is also one of your visa conditions.

## Transfer between Registered Providers Requirements at ATCWA

ATCWA ensures that it only accepts the enrolment of international students who are eligible for release or have completed at least six (6) months of their principal course of study in accordance with National Code 2018 student.

ATCWA may enrol student who is already studying with another provider and issue concurrent COE if, Student who is seeking to undertake additional study comply with requirements of student visa and provide declaration,

- Remain enrolled in a registered course
- Achieve satisfactory course attendance
- Progress in principal course of study

ATCWA Transfer between Registered Providers Policy and Procedure outlines the circumstances in which transfer of students from other Providers will be assessed in accordance with the National Code. ATCWA will assess each request on an individual student basis, taking into account all supporting documentation submitted.

Under the transfer student requirements (ESOS Act), if the student has completed more than six months of their principal course of study, the student as per ATCWA does not need to apply for a release but they must apply for a cancellation of their enrolment.



Please refer to Department of Home Affairs web site regarding changing courses:

<https://immi.homeaffairs.gov.au/change-in-situation/study-situation>

Please refer to ESOS student fact sheet to know the responsibilities of an international student:

<https://docs.education.gov.au/documents/international-student-fact-sheet>

Please refer to our web site for more information on transfer students requirements:

<https://atc.wa.edu.au/overseas-transfer-students/>

## Course Progress

All international students are required to maintain satisfactory course progress for each term/study period of the enrolled course. Satisfactory course progress means being deemed Competent in at least 50% of the total units in each term/study period.

If a student is unable to maintain satisfactory progress during the course they will receive warning notifications via email and appropriate Intervention Strategies will be implemented to best support the student. Not making satisfactory academic progress over two successive terms may result in the issuing of an Intention to Report via email. Students will be advised in their formal Notice of Intention to Report of the procedure for accessing both the internal and external appeals process.

Refer to website for Course Progress Policy and Procedure

<https://atc.wa.edu.au/policies/>

## Attendance

It is a College requirement that as part of maintaining satisfactory course progress, and in attempt to support the student to maintain satisfactory course progress, Australian Technical College Western Australia monitors all students' attendance. ATCWA maintains a policy requirement of a minimum of 80% attendance to satisfy competency in assessment and hence academic progress. If a student is unable to maintain satisfactory attendance during the course they will receive warning notifications via email and an intervention strategy will be implemented accordingly.

Students must attend all timetabled classes and be punctual. Australian Technical College Western Australia requires students to submit evidence to support absences from college e.g. medical certificates from registered Doctors or Dentists. Refer to website for Monitoring Attendance Policy and Procedure

<https://atc.wa.edu.au/policies/>

## Work Limitations

Since April 2008, international students on a student visa have been automatically granted permission to work on a student visa while studying in Australia. You will be able to work for a maximum of forty (40) hours per fortnight during a study period and unlimited hours while on term breaks.

## Overseas Student Health Cover

**Website:** <https://allianzassistancehealth.com.au>

International students and their families are required to pay for health insurance in Australia through the Overseas Student Health Cover (OSHC) scheme prior to being issued with a visa. Not only is it your



responsibility to ensure that your OSHC remains valid throughout your stay in Australia, but recent changes to legislation require all international students on a student visa to purchase OSHC for the duration of their visa at the time of enrolment.

Norwegian and most Swedish students do not need to obtain OSHC because these countries have a national health scheme or other arrangements that provide acceptable health insurance for them while they are overseas. For the OSHC requirement to be waived, Norwegian students should have documentation proving that they are covered by the Norwegian National Insurance Scheme. Swedish students should have proof that they have insurance provided by CSN International (the Swedish National Board of Student Aid).

ATCWA recommends ALLIANZ insurance for your health insurance requirements and can facilitate your initial payments and renewal fees for you. Your letter of offer from ATCWA will outline fees payable for your OSHC and will need to be lodged with ATCWA together with course enrolment costs.

Costs for OSHC are determined by how long you are going to be in Australia and most health funds will have comparative premiums. For single student cover, you are likely to pay approximately AUD\$529 per year, for a couple approximately \$3,142 per year and for a family approximately \$5,438 per year. On receipt of your payment, ATCWA will issue a confirmation receipt which DHA requires as proof of OSHC cover for your visa application. Your full ALLIANZ Insurance Card will be issued during the compulsory Orientation Session.

You will be covered from the date of your arrival into Australia.

OSHC covers most medical expenses and the cost of hospital care while in Australia, including emergency ambulance and some prescription drugs. It will not cover dental and optometry and other ancillary services, but you are able to take out additional cover which will include these. Your cover also does not include any pre-existing illnesses or conditions.

## Unique Student Identifier (USI)

All students engaged in nationally recognised training in Australia require a USI.

The USI system has a number of features built into its design to ensure both privacy protection and to ensure that students have control over their USI, for example:

- Personal information (such as name, date of birth etc.) will be stored separately from education and training records;
- The USI will be stored with a student's personal information and be held by the Student Identifiers Agency; and
- The USI will also be attached to a student's training records which will be held by the USI Registrar.

Further information about the protection of your information, including how you can access and seek correction of your personal information held by the Student Identifiers Registrar, how to make a complaint about a breach of your privacy and how such complaints are handled, is contained in the [Student Identifiers Registrar's Privacy Policy](#).



Your personal information would only be linked to the education information when you ask to see your own records or when you provide authorisation for someone else to do so (such as a registered training organisation) or as otherwise authorised by Commonwealth legislation.

ATCWA has policies in place to ensure that student USI's are not collected, used or disclosed by anyone other than the student or for the purpose other than those set out in legislative guidelines.

🔗 *More detailed information on the USI can be found on the USI website <https://www.usi.gov.au/>*

## Course Completion

Students are expected to complete their course within the expected duration specified on their CoEs, and ATCWA will monitor the students' progress to ensure satisfactory and timely completion.

ATCWA will only allow students to extend the expected duration of their course, through issuing of a new CoE, in limited circumstances.

Where a student is at risk of not completing within the expected duration, the College has policies, procedures and services to support students so that they can complete their course on time. If you are in this situation, please make an appointment with the Student Support Officer.

## Results & Certificates

AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid .A Statement of Attainment will be issued to the learner if they only partially complete their qualification.

# Pre-departure Information

## Documents to Bring

Although some of these documents might have been supplied to ATCWA during your enrolment application, some will still be required during your stay in Australia:

- A valid passport with a valid student visa;
- Original birth certificate and other identification;
- Original educational qualifications and subject outlines of any previous qualification(s);
- Make sure you also have a copy of your passport and record the serial numbers of your travellers cheques in case they get lost; and
- Your Confirmation of Enrolment form (CoE) and Letter of Offer and Agreement Acceptance from ATCWA.

**Health Documents** – You should also bring any letter from your regular doctor regarding medications that you use, optical prescriptions if relevant and any necessary Health Insurance documents and receipts.

**Driver's Licence** - You may drive on a valid overseas licence indefinitely if you have a temporary visa (including a Student Visa), provided the licence is in English or is accompanied by an official English translation or you





have an International Driving Permit. For your International Driving Permit to be valid, you must also carry your overseas license when driving.

## Suggested Personal Items

At the time of check-in, passengers have the option to check-in their baggage. For some airlines, check-in baggage is included in the price, while other airlines may charge a fee. Each airline will also have their own restrictions as to the size and weight of each suitcase. As a general rule, suitcases should not exceed a total linear dimension of 140cm (H+W+D) and may weigh between 15kg to 32kg for each piece of luggage in Economy Class.

Other optional items that we suggest could include an alarm clock, bath towels and toiletries, bedding or sleeping bag, dictionary (bilingual), umbrella, calculator, camera and a voice recorder for your classes. It is advisable to include toiletries, bath towel and a set of clothes in your hand luggage in case your luggage is misdirected en-route to Perth.

Australia's public mains power supply is 240 volts, 50 Hz. If your communications equipment operates at a different voltage or different power line frequency, you must not connect that item of equipment to the Australian public mains power network or a telecommunications network. Electric plugs typically have three flat pins, one of which is an earth pin. You may need to purchase an adaptor or have the plugs changed when you arrive.

## Currency

There is no limit to the amount of currency you can bring in or out of Australia. However, you must declare amounts of AUD\$10,000 or more in Australian currency or the foreign equivalent.

You must disclose any promissory notes, travellers' cheques, personal cheques, money orders, postal orders or other bearer negotiable instruments, regardless of value, if requested by one of our officers or a police officer.

## Computers

International students can bring such items as desktop or laptop computers and similar electronic equipment duty-free into Australia provided Border Force is satisfied these items are intended to be taken with you on departure.

Generally, there are conditions that Australian Border Force imposes on people bringing in such items and if you have any concerns regarding this, you may want to contact Australian Border Force.

**Australian Border Force Enquiries:** 131 881      Monday to Friday 8:30am-4:30pm (AEST)  
Monday to Friday 7:30am-3:30pm (AWST)

**Website:** <https://www.homeaffairs.gov.au/>

## What to Declare at Customs

During your flight to Australia, you will be given an [Incoming Passenger Card](#) from the flight crew for your



completion. This is a legal document and you must tick YES if you have any food or goods of plant or animal origin.

If in doubt, declare the goods and ask a Border Force or Quarantine Officer for advice on arrival. Other items must also be declared on arrival. These include items which might be prohibited or restricted and items on which duty or tax might be payable.

If you have quarantine items that you don't wish to declare, drop them in the specially marked quarantine bins on your way to collect your luggage and before handing your Incoming Passenger Card to Border Force officials.

International passengers aged 18 years or over are entitled to bring AUD\$900 worth of general goods including gifts (given to you or intended for others), souvenirs, cameras, electronic equipment, leather goods, perfume concentrates, jewellery, watches and sporting equipment into the country tax-free.

Alcohol and tobacco products cannot be included in this concession.

These goods can be:

- Obtained overseas;
- Purchased in Australia duty or tax-free before departure;
- Goods for which a tax refund has been approved through the tourist refund scheme; and
- Purchased from an inwards duty free shop on arrival.

From 1 July 2017, for each traveller 18 years or older, you can bring 25 grams of tobacco in any form (cigarette, loose leaf, etc.), equivalent to approximately 25 cigarettes, plus an open packet. You may also have 2.25 litres of alcoholic beverages.

More information about duty free concessions can be found on the DHA website: <https://immi.homeaffairs.gov.au/entering-and-leaving-australia/entering-australia/duty-free>

Please note there are substantial penalties associated with attempting to bring in items such as animal, plant materials and their products, firearms and other weapons including ammunition; medicinal products containing sports performance enhancers (steroids and similar) or narcotics, etc. We suggest you check fully before leaving your home country.

You can check prior to your departure on the DHA website if items you wish to bring are restricted or prohibited: <http://www.homeaffairs.gov.au/Trav/Ente/Brin/Can-I-bring-it-back>

At the Customs area, a Border Force Officer will check your Incoming Passenger Card. If you have stated you have nothing to declare, the Border Force Officer may tell you to enter the green route. This route takes you immediately through Customs to the 'International Arrivals' section of the airport.

Even though you may have nothing to declare, you may be selected for a random baggage check. If you have been selected for a random check, or if you indicated that you have items to declare, you will be directed to the red route.

At this point, you will be asked questions about the items you have brought with you, and your bags may be



opened and checked. If your bags are searched, remain calm and cooperate with the officers. After the examination, repack your bags and leave the Customs area. You may not be allowed to keep goods such as foodstuffs or wooden articles.

## Living in Perth

Perth is the capital city of Western Australia and one of Australia's most popular cities for international students, with thousands choosing to live and study here each year. It is genuinely an international city with a vibrant arts scene, a multicultural population, cosmopolitan cafes, restaurants and pubs and world-renowned sporting events with many opportunities for social and leisure activities.

Perth itself is located along the beautiful western coast of Australia, just a few kilometres from the beautiful Swan Valley. With the sea to the west and wine lands to the east, the city offers something for everyone. The official language is English, however more than 100 languages are spoken by the city's residents.

### Climate

Perth has a Mediterranean climate with dry hot summers and mild wet winters. Although most of the rainfall does occur in winter there are still plenty of sunny days to enjoy the outdoor life that is so typical of Western Australia.

The climate does vary up and down the coast, with the north experiencing much warmer weather than the south. As Perth is located in the southern hemisphere we experience opposite seasons to those in Europe, North America and most of Asia.

During the warmer months, October to March, most of the eastern Australian states have daylight savings – the clocks are moved forward by one hour to allow for more day light hours in the evenings. Perth does not have day light saving.

Season	Months	Av. max temperature	Av. min temperature	Av. days of rainfall per month	Av. hours of sunshine per day
Summer	Dec/Jan/Feb	29 °C	17 °C	4	11
Autumn	Mar/Apr/May	24 °C	14 °C	9	7
Winter	Jun/Jul/Aug	18 °C	10 °C	18	5
Spring	Sep/Oct/Nov	21 °C	12 °C	11	9

Table extracted 19 June 2016 from <http://studypertth.com.au/live-perth/perths-climate>



## Cost of Living in Perth

The cost of living will vary depending on the style of accommodation and the lifestyle you choose. Recreation and entertainment are matters of personal taste; the amount spent varies depending on your interests, budget and location. In estimating incidental expenses, you should consider items such as medical, transport, occasional restaurant meals, recreation, personal items, sightseeing and entertainment.

The DHA has financial requirements you must meet in order to receive a student visa for Australia.

- Student .....AUD\$21,041
- Partner or spouse .....AUD\$7,362
- Child.....AUD\$3,152

The expected cost of living is approximately AUD\$21,041 per annum if you are single and this does not include your tuition fees and textbooks or furniture and additional household goods.

It is advisable to have approximately AUD\$400 in cash and AUD\$1,500 in traveller's cheques or an international credit card with you to help cover your funds in the first few days and any establishment costs associated with accommodation. For more information on the Cost of Living, see

<https://studyinaustralia.gov.au/english/live-in-australia/living-costs>

## Clothing

It is advisable to pack and bring your clothing, particularly if you are going to be limited with income. Australia is more expensive to purchase these items than in Asian countries, but can be cheaper for students coming from North America and Europe. There are a number of good shopping complexes to purchase cheaper clothing and goods.

Students generally adhere to an informal dress code when studying here. Jeans, tracksuit pants or slacks with t-shirts or blouses, runners or sneakers are almost standard dress. Shorts are often worn during the summer months.

## Bringing family

Your eligible family members can accompany you to Australia if you include them in your visa application. They may join you in Australia after you have been granted your visa as a subsequent entrant. You must have declared these family members in your student visa application. Please check the Department of Home Affairs website for more information. <https://immi.homeaffairs.gov.au/bringing/Pages/Bringing-a-partner-or-family.aspx>

## Issues to consider

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 high. You may have to consider and discuss these issues with your family members.

Rather than bringing the family together with them to Australia, some students may find it helpful to arrive first, settle down, find appropriate accommodation, adjust to living in Australia and then arrange for their family to join them. Before making a decision to bring your family to Australia, it is important to consider the following issues:



- The cost of flights for your family to and from Australia;
- Possible higher rent for a larger home;
- Limited employment opportunities for your spouse;
- Extra costs for food, clothing and other necessities;
- Whether your children will adjust to school in Australia;
- Waiting lists for child care centers.

## Dependants

Dependent students are those who have a parent studying at a Western Australian tertiary institution i.e. the parents must have the appropriate student visa. Dependent students are entitled to be enrolled at a Western Australian government school at a reduced fee for the duration of their parent's visa. The minimum age for enrolment of a full fee dependent student at a Western Australian government school is 5 years of age as at the 30 April of the year of enrolment.

An application for enrolment at a government school can be made through the schools themselves. Their details are all available on CRICOS <http://cricos.education.gov.au> Parents must provide details of the course they are enrolled in as well as providing the following supporting documentation:

- Copy of Confirmation of Enrolment from the tertiary institution;
- Full details of any scholarship held;
- Copy of visa (if received); and
- Evidence of family membership of health cover.

Other costs may also include uniforms, books, stationery and excursion fees.

2021 Annual Fee	Mainstream
Kindergarten (not compulsory)	\$7,809
Primary (Pre-primary to Year 6)	\$14,575
Lower Secondary (Years 7 - 10)	\$17,286
Upper Secondary (Years 11 - 12)	\$18,980

Extracted 2 February 2021 from <https://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/school-tuition-fees>

## Schools

In Western Australia, compulsory education commences in pre-primary and continues until the end of year 12. Specifically, this is from the beginning of the year in which a child reaches the age of 5 years 6 months until the end of the year in which the child reaches the age of 17 years 6 months or turns 18, whichever happens first.

Source: Department of Education, Government of Western Australia <https://www.education.wa.edu.au/>

If you would like to bring your children to Australia with you, you must be aware of the following information about schooling:



- You will need to enrol your child in a school before you leave your home country and you will have to pay the school fees for one semester in advance. The school will issue Confirmation of Enrolment (CoE) stating the program and its duration so that you can obtain the appropriate visa for your child.
- The Diplomatic Mission in your country can tell you which state schools are registered to enrol international students.

Fees are payable by international students at all state schools unless you:

- Are in receipt of sponsorships from the Australian Government (e.g. the Australian Development Scholarship, IPRS);
- Hold a higher institution or approved non-government scholarship.
- For the dependents to be exempt from school fees, the state government must approve these scholarships.
- You will be responsible for school fees and other costs including school uniforms, books, excursions, and stationery. When choosing the most appropriate school for your child, it is best to ask questions about the school's curriculum, size, extra-curricular activities and the size of individual classes.
- You must take into consideration the distance between the school and the suburb in which you intend to live and the mode of transport.
- If you enrol your child at a new school in Australia (kindergarten, pre-primary, primary school or secondary school), you are required to present your child's immunisation records. Therefore, it is advisable to have these records available from your home country when your family arrives in Australia.

## State schools

Schools Online is a directory of all public schools in Western Australia. You will find a range of information about each school including school annual reports, student results and details of local-intake areas for student enrolments. For more information on State schools, visit the Department of Education's website.

<https://www.det.wa.edu.au/schoolsonline/home.do>

<https://www.education.wa.edu.au/at-school>

## Independent schools

The Association of Independent Schools of Western Australia (AISWA) is a non-profit organisation to support, represent and promote the interests of Independent Schools. It was established in 1962. AISWA's constituent members include over one hundred and fifty-five Independent Schools. Its member schools educate over 75,000 students accounting for just over 16% of Western Australian school enrolments. These schools employ over 5,500 teaching and over 3,500 non-teaching staff.

More information on Independent schools is found on AISWA's website: <https://www.ais.wa.edu.au/>

## Department of Education

You may also contact the Department of Education on the below address and phone number. 151 Royal Street, East Perth WA 6004 (entry off Hill Street), Phone: 9264 4111

## Childcare

Finding suitable childcare in Australia requires patience and planning. Waiting lists for places in most childcare centres are long. It can take a long time to find a suitable childcare centre with a vacancy. Childcare is not subsidised unless you hold an Australian Government scholarship and it costs approximately \$80 a day. Please note the subsidy will not cover all the costs.



Many schools offer before and after-school care programs (usually 7:30am-8:45am and 1.30pm-6:00pm). Children who need these programs must be enrolled in school.

## Child Care Centres

<p><b>Museum Street Child Care</b> 1 Museum Street Perth WA 600 Phone: (08) 9427 1489</p>	<p><b>Buttercups Childcare, Kindy and Day Care</b> 156 Aberdeen Street Northbridge WA 6003 (08) 9227 9307</p>
<p><b>Goodstart Early Learning East Perth</b> 3 Nelson Crescent East Perth WA 6004 1800 222 543</p>	<p><b>Kidz Galore City West</b> 100 Railway Street West Perth WA 6005 (08) 6144 2601</p>
<p><b>Humpty Dumpty Childcare Centre</b> 46 Subiaco Road Perth WA 6008 (08) 9381 9974</p>	<p><b>WA Bright Kids Family Day Care Scheme Pty</b> 868 Albany Hwy, East Victoria Park WA 6101 (08) 9472 6511</p>

## Books

The cost of reading material and books for your studies will vary depending on the qualification you are completing. You may have been asked to purchase reading materials and books which you will need for your course as part of your materials fees.

## Food Shopping

Food shopping in Perth can be quite an adventure offering a large range of choice in gourmet food and cuisines due to our multicultural society. Supermarkets are readily available in both the city centre as well as suburban shopping centres.

As ATCWA is centrally located, there are numerous shops in close proximity. Supermarkets often have extended trading hours and when closed there are many 24-hour convenience stores available at garages. You will, however, usually pay more for your purchases at these stores.

ATCWA is also located close to a variety of markets where supplies of fresh meat, seafood, fruit and vegetables are available. There are also speciality ethnic grocery stores in this vicinity.

For a comprehensive guide to food outlets, check out this internet link: <http://www.yourrestaurants.com.au/>

The table below illustrates some indicative costs for a sample of food items:

Food Item	Cost AUD\$	Food Item	Cost AUD\$
Rice (1kg bag)	3.00	Bananas	3.00/kg
Dozen medium eggs	5.00	Oranges	4.00/kg
Milk 2 litre	3.00	Tomatoes	5.50/kg



Food Item	Cost AUD\$	Food Item	Cost AUD\$
2kg White sugar	2.90	Chicken (pieces)	6.00/kg
Butter (500gm)	5.00	Beef (mince)	10.00/kg
Apples	4.00/kg	Pork (mince)	8.00/kg

<https://wagoodfoodguide.com/#aa> Extracted 7 June 2019 from <https://shop.coles.com.au/a/a-national/everything/browse>

## Eating Out

Perth is renowned for its international cuisine and abundant eateries. It caters for all cultural requirements. ATCWA is centrally located in the vibrant Francis Street and is in close proximity to many of the city's amazing eating precincts.

For information on cuisines, cafes, restaurants, pubs etc., please refer to the following internet links dedicated to reviewing Perth's eating scene:

- <http://www.yourrestaurants.com.au/wa/perth/>
- <https://wagoodfoodguide.com/>

## Accommodation

ATCWA does not have its own on-campus student accommodation but there are several housing and accommodation options available. Students can choose to share and/or rent an apartment, flat or house, or stay in student apartment complexes or hostels, or live with an Australian family in a Homestay boarding situation.

Cost of accommodation can vary significantly and will be determined by location, type of housing and how many people are to share the accommodation.

### Temporary Accommodation

International students may initially book temporary accommodation so they can make some informed choices about where they would like to permanently reside after they have arrived in Perth.

ATCWA can recommend several budget backpacker/hostel (shared facilities, dormitory style) options where you can take some time to explore Perth and other accommodation alternatives.

Please speak to student administration for further information and contact details of recommended hostels. Student Support can assist you to make arrangements for temporary accommodation.

### Renting a House/Flat

If you are considering rental accommodation in either a house or flat, there are a range of other expenses that need to be considered:





- Rental properties usually require one (1) month's rent in advance and one (1) month's rent for bond;
- Cost of furniture and amenities; and
- Periodic utility expenses (gas, electricity, water, telephone).

It could be a more feasible option to rent a room in an already established house which will not only assist with expenses but a good opportunity to gain some independence but still have a close support network there for you.

In these types of accommodation you are expected to share the cleaning of the common areas as well as doing your own washing. Cooking is sometimes done individually or as a household. Living conditions are usually established at the time of entering a lease contract with the other occupants.

Housing and flat costs will vary on size of the accommodation and number of occupants.

For further information and up-to-date listings of properties in Perth, go to:

- <https://flatmates.com.au/people/perth>
- <https://www.gumtree.com/>
- <https://www.studyperth.com.au/live-in-perth/accommodation/>
- [www.reiwa.com.au](http://www.reiwa.com.au)

## Homestay

Homestay is a term used to describe boarding with a family. With Homestay accommodation, the student has a single furnished bedroom and shares all other areas of the house. Students can elect to have all meals provided or choose to prepare their own food.

It is expected that the student would be treated as a member of the family. All Homestay families have completed comprehensive police and facilities check.

ATCWA recommends Homestay as it is a perfect way to help improve your English and understand the Australian way of life while living with a carefully selected friendly Australian family and we have written agreements in place with Australian Homestay Network (AHN) who have undergone our rigorous process to confirm suitability.

Student Support can assist you with the application processes.

Australian Homestay Network: <https://www.homestaynetwork.org/>

Costs of Homestay range depending on the services provided (full board including food or just board) but are generally around \$295 per week. The advantages of staying with a host family are to give you more opportunity to learn:

- English;
- Experience Australian culture;
- Learn about city sites and local areas around campus;
- Good solid understanding of local amenities; and
- Share accommodation options.



Most Homestay families will also live in close proximity to public transport allowing students to have easy access to get around the city for studying and social purposes.

ATCWA can provide you with brochures on a range of other temporary accommodation choices as outlined on our website.

**It is recommended that some form of accommodation is arranged prior to travel. We are more than happy to assist you with your needs.**

## Entertainment

Perth is a vibrant city with plenty of entertainment for everyone. To get a guide of what events, shows, concerts and festivals are happening in and around Perth - <https://www.visitperth.com/en>

There are many cinemas in and around Perth and session times can be found in the local papers as well as online.

Perth hosts many festivals at various times throughout the year often coinciding with cultural events in your own countries:

**Chinese New Year** - celebrations start on the first day of the Chinese calendar which is usually in February each year and continue for about 15 days. This festival features traditional and contemporary Chinese cultural activities such as dancing, culinary delights, lion dances and fireworks.

**Irish Festival** - celebrate St Patrick's Day, 17th March with music, poetry and a procession through the city streets.

**Annual Thai Culture and Food Festival** - although modern Thai celebrate New Year on January 1st like many westerners, Perth hosts a Thai festival to celebrate the beginning of the new solar year (Songkran). The festival features a Thai Buddhist Ceremony as well as food and music.

**Wild West Comedy Festival** - Annual comedy festival featuring Australian and international artists.

**Perth International Arts Festival** - is the oldest annual international multi-arts festival in the southern hemisphere and is Western Australia's premier cultural event. It offers some of the best international and contemporary drama, theatre, music, film, visual arts, street arts, literature, comedy and free community events.

**The Swan Festival of Lights** - It is a free event promoting and showcasing themes of multicultural harmony featuring; dance and music performances, vegetarian food, handcraft displays and nightly fireworks.

**Perth Fashion Festival** - Showcasing all the latest fashions and top designers.

**Australasian Safari** - is an off-road endurance rally that takes place in outback Australia attracting people from all over the world.

**Triathlons** - Perth's fantastic weather lends itself to year round triathlons suitable for all ages and from



beginners to professionals. One of the main events is the Mainpeak Multisport Challenge through the Avon Valley and Swan Valley hinterlands.

**The HBF Rottnest Swim** - This is the world's largest open water swimming event and involves a 19.7km swim across the Rottnest Channel. The event has been going for 22 years already and can be done as a team or individually for the very fit.

For other festival information:

- <https://www.australia.gov.au/about-australia/special-dates-and-events/national-events>
- <http://www.perthnow.com.au/entertainment/>

## Public Transport

To travel on Transperth bus, train and ferry services you need to buy a ticket\*. With a valid Transperth ticket, you can use any combination of bus, train and ferry services. Transperth has two types of ticketing, cash tickets and SmartRider, Transperth's electronic ticketing system. Transperth recommends SmartRider as it always ensures that you pay the appropriate and lowest fare.

Transperth's public transport service area is divided into nine zones, which are defined by circles centred on **Perth** city. Your fare is calculated by the number of zones you travel through on your journey. If you travel within the one zone, you will be charged a 1-zone fare. If you travel over a zone boundary into another zone, you will be charged a 2-zone fare and so on.

When you buy a Transperth ticket you don't just buy a single ride on the bus, train or ferry, you buy between two to three hours of travel on any Transperth service. For journeys up to four zones, you have two hours to transfer between services. For trips covering 5 to 9 zones, you have three hours. The transfer period commences at the time of the ticket purchase or first validation of your SmartRider card.

\*Children under the age of five travel for free and must be accompanied by someone aged 15 years or older. Children between the ages of five and 15 qualify for a concession fare.

## Some exceptions

Firstly, there's a 2-section ticket, which is meant for short, one-way journeys. You can't transfer between services with this type of ticket.

Secondly, when you only travel on a Circle Route bus without using any other Transperth service, a 2-zone fare is the maximum you'll pay.

Lastly, primary and secondary school students pay a maximum of 70 cents when travelling with a Student SmartRider to or from school on a Transperth bus, train or ferry or on any regional bus service regardless of how many zones they travel\*.

It is your responsibility to determine which ticket to purchase for your journey. Ticket inspections are conducted across the Transperth system and fines are issued for fare evasion and invalid tickets.

### Free Transit Zone

Transperth operates a Free Transit Zone (for buses) within the Perth city boundaries. Passengers can travel within it on any bus or train\* for free, as often as they want.

\*Conditions apply. Please [click here](#) for more information.

Extracted 02 February 2021 from: <http://www.transperth.wa.gov.au/tickets-fares/fares>

ATCWA is accessible by train and bus.

### TransPerth Railway Map



Extracted map 7 June 2019 from the Transperth website at: <http://en.wikipedia.org/wiki/File:TransperthRailwayMap.svg>



For further information about public transport in Perth, including ticketing, timetables and concessions, contact:

Transperth:..... 13 62 13  
Interstate callers: ..... (08) 9428 1900 (public transport in 12 languages)  
Website: ..... <https://www.transperth.wa.gov.au/Tickets-Fares>

Timetables for buses can often be provided by the driver on request, or by telephoning the bus company. Bus companies are listed in the Yellow Pages telephone directory under 'Bus and coach scheduled services'.

## Taxis

Perth taxis are easy to spot - they display a 'Taxi' sign on the roof of the vehicle. Drivers must wear a uniform and display their identity cards on the dashboard of their car. Taxis operate 24 hours a day in most parts of Australia.

Taxi ranks are clearly identifiable by signposts and usually located in busy areas, like the CBD. You can also hail a taxi that is not at a rank providing that the rooftop light is illuminated.

A meter on the dashboard of the taxi shows the fare. If travelling in a taxi late at night (midnight-5:00 am) you will pay an additional surcharge. Taxis will also charge for a phone booking.

Taxi companies are listed in the Yellow Pages telephone directory under 'Taxi cabs'.

## Ride Share

Uber, Ola and DIDI are global platforms that allow you to order a ride from your smartphone. Ride Share is a two-way street – both drivers and riders can rate each other and share the benefits of the service. Ride Share is legal in all states of Australia.

If you want to use a Ride Share platform as a rider, you first need to download the Uber, Ola or DIDI app (available for iOS and Android) and create an account. You are required to provide your debit or credit card information so you can be charged through the app. When you want to order a Ride Share, open the chosen app and make sure your location is correct, input your collection and destination address then choose what type of car you want.

You will be shown the name and number plate of your driver that will collect you as well as how far away they are. You might find the driver calls you if they need to check your location.

You can track your ride when you're in the car and send your trip status to anyone you need to. The driver will be shown an automatic route to go, but you can ask for them to take a different way. At the end of the trip you don't need to physically pay as all payments are handled by the app. The last step is rating your driver out of five stars.

## How much does Ride Share cost?

This will differ depending on the city you live in. However, you will be charged a base fare, a fare per minute and a fare per km travelled. This will result in your total. You can get a fare estimate on The Department of Transport Western Australia website

<https://www.transport.wa.gov.au/>

## City Circle Cat Busses

The City Cat Bus service is a free service around central Perth and Fremantle. The Cat takes passengers up major streets to move you easily around the city. The Busses and routes are colour coded to help you get around easier. New gas busses have been added to the fleet.

To catch the free Cat bus service, just wait at any of the specially marked stops on the route.

Cats run around the inner city every 10 to 15 minutes, seven days a week between 6am and 7:30pm (except Christmas Day, Good Friday and Anzac Day). On Sundays and public holidays the service starts at 8:30am. Please check for slight variations in times at:

<http://www.transperth.wa.gov.au/UsingTransperth/Highfrequencybuservices.aspx>



<https://www.transperth.wa.gov.au/timetables/cat-timetables>





# Money and Banking

## Money

Australian currency follows a decimal system. The dollar (A\$), the basic unit of the Australian decimal system, is divided into 100 cents. Notes come in denominations of \$5, \$10, \$20, \$50 and \$100. The notes are all different in size and colour.

Coins come in denominations of \$1, \$2 (both gold coloured coins), 50c, 20c, 10c and 5c (all silver coloured coins). The Goods and Service Tax was introduced in July 2000. A flat 10% is already applied to most goods and services.

Tipping is generally not a custom in Australia but if you feel you have received exceptional service (usually only in restaurants) you are able to offer a tip.

## Banking

ATCWA is situated close to the CBD and conveniently located in close proximity to many banking facilities. Most people in Australia keep their money in a bank, building society or credit union. The larger financial institutions are:

- Commonwealth Bank - [www.commbank.com.au](http://www.commbank.com.au)
- NAB (National Australia Bank) - [www.nab.com.au](http://www.nab.com.au)
- ANZ Bank - [www.anz.com.au](http://www.anz.com.au)
- Westpac - [www.westpac.com.au](http://www.westpac.com.au)

Most banks in Perth are open from Monday to Thursday (9:30am-4:00pm) and Friday (9:30am-5:00pm). Some branches are open on Saturday mornings, but all customer service areas of banks are closed on public holidays.

You are still able to complete transactions (deposits, withdrawals and transfers) when banks are closed by accessing an Automatic Teller Machine - ATM. You will need your bankcard and your PIN (Personal Identification Number) to access the ATM (Automatic Teller Machine).

Do not write your PIN on your bankcard. If your bankcard is stolen or lost – tell your bank immediately. You can call the helpline 24/7 to report a stolen or lost card.

ATM's are located in many locations including petrol stations and outside banking institutions.

It is recommended that you open a bank account within six weeks of arriving in Australia as you will only be required to show your passport as identification. After this timeframe has lapsed you will need to have more forms of identification to satisfy the bank's screening processes.

Make sure you tell the bank that you are a full-time student as some banks do not charge fees to students.



## Tax File Numbers

If you intend to work in Australia while you are studying you will need to apply for a Tax File Number (TFN). These numbers are issued by the Australian Taxation Office and are unique and individual numbers used to identify your tax records.

You need to keep your Tax File Number secure and do not tell people other than for employment and banking needs.

The Australian Taxation Office (ATO), in conjunction with DHA have developed an online registration process for temporary visitors to apply via the internet. Online applications can be completed at [www.ato.gov.au](http://www.ato.gov.au). All student visas are now granted with work rights.

When you start work, your employer will ask you to complete a TFN Declaration form on which you need to write down your TFN. If you do not already have your TFN, the employer is not allowed to take out more than the normal amount of tax until the standard TFN processing time has elapsed.

If you earn any income in a financial year (between 1 July and 30 June), you must lodge an Income Tax Return by 31 October of that year, unless other arrangements have been made.

## Working in Australia

Most jobs and working conditions are covered by Modern or State Awards. Awards are legally binding on the employer and cover such working conditions as minimum rates of pay, allowances, overtime, penalty rates, and hours of work, and leave for holidays, long service or sickness.

All new employees receive a Fair Work statement from their employer informing them of their rights as an employee. This statement provides a safety net for the employee covered by the national workplace relations system. You should familiarise yourself with this document so that you know your rights as an employee in Australia.

For more information go to: [www.fairwork.gov.au](http://www.fairwork.gov.au)



# Communication

## Telephones

Private accommodation can have the telephone utility connected and may require you to pay a bond and connection fee for this service. Local calls have a fixed charge irrespective of the length of the call, however interstate and international calls are charged based on the time spent on that call.





International telephone code for Australia is +61  
The local area code for Perth is 08

If your family is calling you in Australia, they will need to dial +61 and then the telephone number. International calls can be costly so it is suggested that you check the cheapest time to make these calls.

Public telephones are readily available at the airport, shopping centres, railways stations and some roadsides. Cost of a local call is approximately 4 cents per minute. Calls made to interstate and mobile phones are timed and charged per minute. Public phones use Australian coins or phone cards which can be purchased from most newsagents.

Phone cards are available in \$5, \$10, \$20 and \$50 denominations.

International calls can also be made from public phones and are charged according to destination and time spent on the call.

## Mobile Phones

Mobile phones are a very popular communication tool with most people in Australia and there are many telecommunication companies offering a range of mobile plans with different network providers. We suggest you research these options thoroughly and ensure you read all conditions carefully.

**Telstra**, **Vodafone** and **Optus** are the main mobile phone companies that service Australia, however there are many other smaller providers. Handsets can be purchased either on a plan or with pre-paid sim cards.

To view the different plans go to:

- Telstra - <http://telstra.com.au/mobile-phones/>
- Vodafone - <http://www.vodafone.com.au/>
- Optus - <https://www.optus.com.au/shop/mobilephones/mobilelandingpage>

## Mail

Until you find permanent accommodation in Perth, international students are welcome to use the following postal address for their mail:

Your full name and student ID number  
C/- Student Support  
Australian Technical College Western Australia  
8 Francis Street, Perth WA 6000

Please ensure all mail is clearly identifiable with your name so we can redirect it to you. Once you have a permanent address all correspondence should be mailed to you at that address.

# Arriving in Perth

All international students will arrive into Perth via Perth's International Airport. Our airport is approximately



15 minutes from the city.

Taxi services and the Perth Airport shuttle buses operate transportation to the city. The Perth Airport shuttle service departs every 50 minutes between 06:20 am and 01:00 am. All services are daily including public holidays. A one-way ticket will cost you AUD\$15. The Perth Airport CONNECT bus stop is conveniently located on the forecourt of Terminal 3 (T3).

From Terminal 1 and 2 - please take the free terminal transfer bus to T3 where the CONNECT shuttle departs. This journey takes approximately 15 minutes.

From Terminal 4 - please follow signs to the CONNECT shuttle bus, the bus stop is a short covered walk from T4.

For three or more people travelling together, a taxi is the best value to or from the airport. You can hail a taxi in front of the domestic or international terminal buildings. A taxi from the airport to the city will cost between \$AU35 and \$AU40 depending on traffic and where you are going.

**Note:** Due to COVID-19 Pandemic there are travel restrictions. For updated travel conditions, please visit; <https://www.perthairport.com.au/>

## Airport Greeting Service

ATCWA offers international students an Airport Reception Service. This service will cost AUD\$120 per student and an ATCWA representative will arrange transfer to our campus during business hours. If you are arriving outside of business hours and/or are requiring transfer to your accommodation your service will be arranged accordingly and on an individual basis.

If this service is required you will need to inform the college via email [info@atc.wa.edu](mailto:info@atc.wa.edu) or phone 08 6377 8270 call email [info@atc.wa.edu](mailto:info@atc.wa.edu) you must include all the flight details and notify us at **least one week prior to departure**. You will be contacted by email to confirm your request.

Should there be a change of departure time or flight number after you have sent the request, please contact ATCWA with your new details as soon as possible. ATCWA will confirm via email that they have received the updated request.

Exact details of where to meet will be specified in the confirmation email, our ATCWA representative will be easily identifiable with a sign with your name on it.

**Do not** leave the airport until you meet the ATCWA representative.

If you cannot locate the ATCWA representative in the specified area as per the email, please wait for delays that may have occurred for 20 minutes and then if still not met; contact ATCWA on (08) 6377 8270 regarding this matter or if after hours contact ATCWA representatives;

Mr Saroj Karki 0426590433

Mr Karun Andotra 0424876664



Mr Asif Ali 0452345590

If a relative or friend is meeting you ensure they know your flight number and that you know exactly where to meet them, if you get lost an airport staff member will be able to assist you.

Currency exchange can be completed at the airport at the Travelex Money Exchange located in the arrivals area of the International Terminal.

## Orientation

### International Orientation Program

The International Orientation Program at ATCWA is a compulsory program with information on ATCWA and to assist international students with their transition to studying in Australia and their new living environment.

International students not only need to adjust to a learning environment that is delivered entirely in English with differences in study structure but have to overcome additional issues of adjustment such as:

- Living in Australia and cultural differences;
- Life in Perth;
- Feeling alone, isolated and homesick; and
- Independence and coping financially.

Details of the compulsory orientation program dates and program outlines are specified in your Letter of Offer and Acceptance, you will also receive a detailed email of the Orientation Program details prior to the Orientation Program. Orientation is normally scheduled 1-2 weeks prior to course commencement.

You will need to bring all correspondence, passport and letter of confirmation to the orientation.

Orientation will include:

- a) Student support services available to students in the transition to life and study in a new environment;
- b) English language and study assistance programs (LLN Support);
- c) Legal services where relevant;
- d) Emergency and health services;
- e) ATCWA's facilities and resources;
- f) Complaints & appeals processes;
- g) Any student visa condition relating to course progress and/or attendance as appropriate;
- h) General or personal circumstances that are adversely affecting their education in Australia;
- i) Information related to living in Australia, including (but not limited to):
  - i. Maximising their personal security and safety both on and off campus;
  - ii. How to seek assistance and report incidents that affect international student wellbeing, including critical incidents; and



- iii. Providing international students with general information on safety and awareness relevant to life in Australia such as (but not limited to):
  - Swimming and beach safety;
  - Driving in Australia;
  - Nightlife in Australia; and
  - Assault (including physical, financial, sexual and emotional).
- j) Information related to working in Australia including information such as (but not limited to):
  - i. Employment rights;
  - ii. Conditions of employment;
  - iii. Resolving workplace issues; and
  - iv. The role of the Fair Work Ombudsman.
- k) Occupational Health and Safety at ATCWA, including evacuation points;
- l) Introduction to courses offered by ATCWA;
- m) Ensure that important information from the student handbook is reviewed;
  - i. Complaints and Appeals;
  - ii. Refunds;
  - iii. Assessment and reassessment;
  - iv. ESOS Framework;
  - v. Course progress and attendance expectations; and
- n) International students are provided with an orientation kit which includes a variety of forms and information for international students, including application forms for RPL, credit transfer and/or course credit, code of conduct, etc. All of the requirements for the Orientation Kit are to be marked off on the Orientation Kit Checklist and later placed on the international student's file.

International students should aim to arrive in Perth at least 2 weeks prior to their compulsory Orientation Program so they can familiarise themselves with their new surroundings. If for any reason you cannot attend the scheduled Orientation Program you must notify ATCWA so we can organise another orientation for you.

## Commencing Studies

### Training Plans

All VET courses are offered at a full time study load – 20 hours per week.

Training Plans are emailed to the students directly, available through the RTO Manager College database, posted on College notice boards and available from ground floor reception.

Students are advised to check their email regularly as Training Plan change notifications are sent via email.

Training Plans are subject to change and cannot be used as grounds for withdrawal, appeal and/or refunds.

**Please note:** Training Plans are not final until the commencement of the term.



## Student Card

The Students will complete paperwork in relation to their ID cards and have their photos taken on the day of orientation. Cards will be processed within 1 week.

Returning students **MUST** retain their original student cards. These are validated at re-enrolment. You must carry your card with you whenever you are on campus.

## Student Email Account

The Students will be issued with a college email address at orientation. This email is used for all communications with staff and students and can be accessed from any computer with internet access. It is expected that all students will **check their email accounts on a regular basis**.

**Student Support will use this mode of communication for all areas such as attendance, course progress, fees, and appointments with students and college information updates.**

If you are experiencing difficulty logging on, please inform one of the administration team who will assist you with this or call (08) 6377 8270.

## Student Number

Each student is issued with a student identification number on orientation day which will remain the same for the period of your study at ATCWA. This number is to be entered on all correspondence while studying at ATCWA, such as enrolment forms, change of address forms and special consideration forms.

## Student Code of Conduct

We expect all students to behave in a respectful, responsible and polite manner while on the college campus, all work/study related environments and in all your dealings with fellow students and staff.

### All students have the right to:

- Be treated with courtesy, kindness, and respect
- Express feelings and opinions assertively
- Work in an atmosphere of harmony and cooperation
- Feel secure and to be safe in a caring and supportive environment
- Be valued for their individuality, including that of race, gender, cultural, physical or intellectual diversity
- Learn in a supportive ambience.

### Students have the following responsibilities:

- Attend class regularly and on time as per the training plan
- Submit all unit assessments and make satisfactory course progress each term/study period
- Pay fees on time
- Treat others with courtesy, kindness, and respect
- Contribute towards a safe learning environment
- Develop responsibility for their own actions

### Students can expect that they:



- will receive a safe and positive learning experience
- will receive quality training from qualified trainers
- will be treated with respect by trainers, staff and other students
- have access to a proper process for the resolution of complaints or appeals if dissatisfied with any aspects training or the college
- have the right to a refund in accordance with the fees and refund policy

## Assessment

Assessment is where you show that you have the skills and knowledge (competencies) to complete the tasks required in your chosen course of study. Each unit will have a range of assessments and students must demonstrate competency in each assessment item. The assessment submission instructions are detailed on each assessment and will also be explained verbally to you by your trainer and assessor. The assessment submission process is available to all students on the RTO College database and is on the college notice boards. In general, the following assessment modes apply to the courses.

- Projects
- Practical Demonstrations
- Knowledge-Based Tests
- Case Studies
- Portfolios
- Quiz
- Role Plays
- Reports
- Presentations

## Plagiarism

Plagiarism is using the words and/or ideas of another person and claiming them as one's own. This can be in the form of not acknowledging the source of the information by not providing referencing in an assignment, copying word-for-word a quote or paragraph from a book or an internet article or copying another student's work. Plagiarism is taken seriously at ATCWA and if found guilty of plagiarism and depending on the severity the student may be given a warning, a Not Yet Competent (NYC) for the assessment/unit, exclusion from the unit, suspension from the course or cancellation of enrolment. Refer to Student Misconduct Policy for more information.

# Emergency Information

## Emergencies

In an emergency, telephone **000** for:

- Police;



- Ambulance; and/or
- Fire Brigade.

Calls to 000 (triple zero) are free. Be prepared to provide your name, address and telephone number (if you have one), and the type of service you need.

## Police

In an emergency, telephone 000 and ask for the “Police”. For non-urgent matters, ring your local police station. Their numbers are listed under ‘Police stations’ in the White Pages telephone directory. There is no charge for police services.

Police in Australia are not connected to the military forces and do not play a part in politics. They aim to protect life and property in the community, prevent and detect crime, and preserve peace. The police may intervene in family issues where there is a domestic dispute or concern about physical, sexual or psychological abuse.

## Ambulance

If you need an ambulance, telephone 000 and ask for an “Ambulance”. Ambulances provide emergency transport to hospital and immediate medical attention.

In Western Australia the Ambulance is not a free service. Your OSHC will cover your ambulance cost only when it is required medically for admission to hospital or for emergency treatment.

To be fully covered for ambulance costs, it is advised that you ensure your health cover includes cost for the service of an ambulance.

Collect a membership application form at Australia Post and join over the counter or contact:  
Ambulance Membership 1800 648 484.

## Fire

In an emergency, telephone 000 and ask for the “Fire Brigade”. The fire brigade puts out fires, rescues people from burning buildings and also assists in situations where gas or chemicals become a danger. In non-urgent cases, you can use the telephone number listed under ‘Fire Stations’ in the White Pages telephone directory.

## Telephone Crisis Counselling

There are various telephone counselling services including **Lifeline** which offer free crisis counselling 24 hours per day, 7 days per week. You may be feeling desperate, just need to talk to somebody, or want to use their specialist financial, gambling or youth counselling services.

Emergency (Police, Fire, Ambulance).....	000
Alcohol & Drugs .....	9442 5000
Centre Against Sexual Assault .....	9340 1828
Gambler’s Help .....	1800 622 112



Samaritans Crisis Line.....	9381 5555
Lifeline .....	131 114
Child Protection.....	9340 8222
Family Help Line .....	9223 1111
Women’s Domestic Violence Helpline .....	1800 007339 (free) or 9223 1188
Victims of Crime Helpline .....	1800 818 988 (free) or 9425 2850
Mental Health Emergency Response Line.....	9224 8888
Men’s Referral Service.....	9428 2899
Parent Line.....	6279 1200
Quit line .....	137 848
Poisons Information Centre.....	131 126
Maternal and Child Health Line.....	1800 55 1800

## Emergency Medical and Hospital Services

### **Royal Perth Hospital**

Wellington Street, Perth  
Phone: 9224 2244

### **Peel Health Campus**

110 Lakes Road, Mandurah  
Phone: 95318000

### **Fiona Stanley Hospital**

11 Robin-Warren Drive, Murdoch  
Phone: 6152 2222

### **Sir Charles Gairdner Hospital**

Hospital Avenue, Nedlands  
Phone: 9346 333

### **Princess Margaret Hospital for Children**

15 Hospital Avenue, Nedlands  
Phone: 6456 2222

### **Midland Hospital – St. John of God**

1 Clayton Road, Midland  
Phone: 9462 4000

### **Armadale-Kelmscott Memorial Hospital**

3056 Albany Highway, Mount Nasura,  
Phone: 9391 2000

### **Rockingham General Hospital**

Elanora Drive, Cooloongup  
Phone: 934 53333

# Medical Information

## Medical Centres

International students are able to access free medical services with participating general practitioners in the CBD. You will need to present your OSHC Card at the time of your appointment which enables medical practices to bulk bill Overseas Student Health Cover (OSHC) patients by claiming electronically their consultation fee directly with Allianz Insurance.

<p><b>Northbridge Medical Centre</b> 154 Newcastle St, Perth WA 6000 (08) 9228 8339 7:30am-7:00 pm</p>	<p><b>Central City Medical Centre</b> 14/378 Wellington St, Perth WA 6000 (08) 9225 1188 8:00 am- 6:00 pm</p>
--	---





<p><b>CBD West Medical Centre &amp; Corporate Health</b> 847 Hay Street Perth WA 6000 (08) 9486 4556</p>	<p><b>Sonic HealthPlus Perth CBD</b> Australia Place, 15-17 William St, Perth WA 6000 (08) 9321 9332</p>
<p><b>St Francis Medical</b> Subi Square, 11/29 Station Street Subiaco WA 6008 (08) 9382 3334</p>	<p><b>East Perth Medical Centre</b> 168 Adelaide Terrace East Perth WA 6004 (08) 9221 4259</p>
<p><b>West Perth Medical Centre</b> 100 Outram Street West Perth WA 6005 (08) 9226 1377</p>	

**X-Ray**

<p><b>SKG Radiology West Perth</b> 30 Ord Street West Perth WA 6005 (08) 9420 4300</p>	<p><b>Mount Medical Centre X-Ray Center</b> 140 Mounts Bay Road Perth WA 6000 (08) 6228 6200</p>
<p><b>InSight Clinical Imaging - Cannington</b> Unit 2, 6-10 Cecil Avenue Cannington WA 6107 Phone: (08) 9404 3600</p>	

**Pathology**

<p><b>Clinipath pathology</b> 630 Murray Street West Perth WA 6005 (08) 9481 6869</p>	<p><b>Pathwest</b> 197 Wellington Street Perth WA 6000 (08) 9224 2422</p>
<p><b>Clinipath Pathology</b> 400 Roberts Road Subiaco WA 6008 (08) 6380 2899</p>	<p><b>Western Diagnostic Pathology</b> 373 Fitzgerald Street North Perth WA 6006 (08) 9228 2607</p>

**Pharmacies**

<p><b>Friendlys Pharmacy</b> 101/683-703 Hay Street Perth WA 6000 (08) 9226 0771</p>	<p><b>Priceline Pharmacy Perth</b> <b>Central Station</b> Perth, 8/378 Wellington Street</p>
<p><b>Pharmacy Amcal Chemist</b> 717 Hay Street Perth WA 6000 (08) 9322 6921</p>	<p><b>West Perth Pharmacy</b> 1260 Hay Street West Perth WA 6005 (08) 9321 8883</p>



<p><b>SuperChem Raine Square</b> Raine Square Tower 1, 300 Murray Street Perth WA 6000 (08) 9321 6948</p>	<p><b>Northbridge Pharmacy</b> Shop 1,154-156 Newcastle St Perth WA (08) 9328 9447</p>
---	--

### Legal Services

<p><b>SCALES Legal Clinic</b> Murdoch University 14 Council Ave Rockingham (08) 9550 0400</p>	<p><b>Youth Legal Service</b> 138 Murray Street Perth, WA 6000 (08) 9202 1688</p>
<p><b>WA Legal Lawyers Perth</b> 231 Adelaide Terrace, Perth WA 6000 (08) 9219 0111</p>	<p><b>Roe Legal Services</b> Level 3, 12 St Georges Terrace, Perth WA 6000 (08) 9325 4396</p>
<p><b>Perth City Legal</b> 949 Wellington Street West Perth WA 6005 (08) 9486 8088</p>	<p><b>HHG Legal Group</b> 1/16 Parliament Place West Perth WA 6005 1800 609 945</p>
<p><b>Tang Law</b> 2/191 James Street Northbridge WA 6003 (08) 9328 7525</p>	<p><b>Fisher Legal WA</b> 109 James Street Northbridge WA 6003 (08) 9328 9477</p>

### Dental Services

OSHC does not cover students for dental services. If you would like to be covered for these services you will need to upgrade your OSHC. Please speak to Student Support for advice. Please find below a list of dentists in the CBD where you will be responsible for the payment of the service:

***LifeCare Dental***

419 Wellington Street, Perth  
Phone: (08) 9221 2777

***Accent Dental***

Mezzanine Floor, HSBC, 190 St. Georges Terrace, Perth  
Phone: (08) 9226 1461

***Paragon CBD Dental Centre***

160 St. Georges Terrace, Perth  
Phone: (08) 9322 5300

## Multicultural Information



## Religion

The City of Perth is the home, workplace and leisure centre of one of the world's most harmonious and culturally diverse communities. The spirit embraces change while respecting heritage, celebrates diversity while sharing common sense of place and pride, and aspires to a rich, lively and peaceful future.

While living in Perth, you will have no trouble in locating an appropriate place of worship. Although Christianity is the main practised religion in Perth, there are a number of major religions. ATCWA has compiled a list of places of worship but certainly is not exhaustive. If you need further information or assistance in this area please contact Student Support.

### ***Ethnic Communities Council of Western Australia***

Phone: 9227 5322

<http://www.eccwa.org.au/>

### ***Perth Asian Community Centre***

Phone: 9228 3117

<https://www.truelocal.com.au/business/perth-asian-community-centre/perth>

### ***Buddhist Society of WA***

18-20 Nanson Way, Nollamara

Nollamara 6061, WA

Phone: 9345 1711

<https://bswa.org/contact-us/>

### ***St George's Cathedral (Anglican)***

38 St Georges Terrace

Perth, WA 6000

Phone: 9325 5242

<http://www.perth.anglican.org>

### ***Perth Baptist Church***

10 James Street

Perth, WA 6000

Phone: 93286507

<http://www.perthbaptist.com.au/>

### ***Temple David (Jewish)***

34 Clifton Crescent,

Mount Lawley, WA 6050

Phone: 9271 1485

<http://www.templedavid.org.au/>

### ***Perth Mosque***

Phone: 9362 2210

### ***Human Rights Commission***

Phone: (02) 9284 9600

<https://humanrights.gov.au/human-rights-heroes/contact-us>

### ***Australian Multicultural Foundation***

Phone: (03) 9347 6622

[www.amf.net.au](http://www.amf.net.au)

### ***Church of Scientology***

108 Murray St, 1st Floor

Perth, WA 6000

Phone: 9221 7686

<http://www.scientology-perth.org/>

### ***St. Mary's Cathedral (Catholic)***

17 Victoria Square

Perth, WA 6000

Phone: 9223 1350

### ***Christian Reform Church***

C/ 49 Grace Street

Ferndale WA 6148

Phone: 9623 9199

<http://www.crcperth.org.au/>

### ***Seventh-Day Adventist Church***

44 Station Street

Gosnells, WA

Phone: 9398 7222



# Australian Customs and Laws

## Law

Knowing and understanding Australian customs and laws will help you to adjust to life in the Australian community.

Australia is a tolerant, diverse society with people from many different cultures and ethnic backgrounds. Although English is the national language, there are around 200 languages spoken in Australia.

In Australia you don't have to be the same as other people to belong. Everyone is free to express and maintain their cultural and religious traditions, within the law, and participate and belong as Australians. At first you may not be used to such diversity, however if you are open and respectful towards people, ideas and traditions, which in some cases may be quite new or challenging for you, you are likely to fit in and be successful in your new life.

## Equality and Anti-discrimination

You have the right to be respected and to have your needs considered as fairly as everyone else. Similarly, you should respect other people, whether they were born in Australia or, like you, from overseas.

Under the Anti-Discrimination Act, no person should be treated worse than others because of age, race, country of origin, marital status, pregnancy, political or religious beliefs, disability or sexual preference. Men and women are equal under the law and for all other purposes.

Australia has a tradition of free speech. However, it is unlawful to insult, humiliate, offend or intimidate another person or group.

## Criminal Offences

Crime is usually described as any behaviour or act that is against the law and may result in punishment. Everyone in Australia is expected to obey all Australian laws. For more information on criminal offences and the role of the police in Australia:

[Police Guide](#) (available in 8 languages).

## Domestic Violence

Violence towards other people is illegal in Australia and viewed very seriously. This includes violence within the home and within marriage. Domestic violence is behaviour by a person which may result in the victim experiencing or fearing physical, sexual or psychological abuse and damage, forced sexual relations, forced isolation or economic deprivation.

- Women's Information Services .....(08) 62178230 (24 Hour Line) / 1800 199 174 (free)
- Women's Domestic Violence Helpline ..... 1800 007339 (free) or 9223 1188



## Driving

To drive a car in Australia you must have a driver's licence and the vehicle you are driving must be registered with the government.

If you are in Perth on a temporary visa, you can drive on your overseas licence (provided it is a current, valid licence) for an indefinite period provided your overseas licence is in English (or you have an English translation), or you have an International Driving Permit.

If you are in Perth on a permanent visa, you can drive on your overseas licence for only three months from the date you entered Australia or from the time a permanent visa was issued to you. If you want to continue to drive in Perth after that time, you must apply for a Western Australian driver's licence.

For more information relating to licences, please contact Transport Perth 13 11 56 or <http://www.transport.wa.gov.au>

Disobeying or breaking traffic laws can result in large fines, the loss of your driver's licence or even imprisonment. There are seatbelts in all cars for adults and older children. You will require government approved restraints for young children and babies.

If you are involved in a road accident you must report it immediately to the police. International students should also ensure that their insurance policy covers them in the event of an accident.

The laws are particularly strict regarding speed limits and driving after drinking alcohol (including riding a bicycle). In Perth, your blood alcohol level needs to be less than 0.05% and police have authority to submit anyone driving to a random breath analysis test. It is also illegal to drink while driving. Certain drivers are required to abide by a zero tolerance law, meaning that no alcohol can be consumed if the person intends to drive. Please see the Transport Perth website for more information.

It is also useful to know that it is against the law to use your mobile phone while driving unless you have a "hands free kit".

## Drugs, Smoking and Drinking

There are many laws about having possession of and/or using drugs. Breaking drug laws can lead to severe penalties.

Smoking tobacco is prohibited in a growing number of places in Australia, including most government offices, health clinics and workplaces. Smoking in restaurants and shopping centres is also prohibited in Perth. Non-smoking areas are often indicated with signage.

Drinking alcohol is legal in Australia but only in certain places at certain times. It is against the law for any person to sell or supply alcohol to a person under the age of 18 years. It is also against the law for a minor to drink alcohol except on private property such as a home or in other specific circumstances. Drinking alcohol is also prohibited in some public areas.



## For further information:

- [Australian Drug Information Network](#)
- Australian Quit Support:  
[http://www.quitbecauseyoucan.org.au/browse.asp?ContainerId=support\\_services\\_wa](http://www.quitbecauseyoucan.org.au/browse.asp?ContainerId=support_services_wa)

## Environment

A clean environment and the protection of nature are important to Australians. It is illegal to litter, create pollution or dispose of waste without permission. Native animals, shellfish and plants are protected by law. In addition there are special rules which apply to National Parks to prevent them being spoilt.

Environment Protection Authority: (08) 6467 5600.

## Noise

There are laws that protect Australians from excessive noise. The regulations vary from state to state but in general neighbours are tolerant of the occasional noise, but if frequent or excessively loud, complaints can be lodged with the local council or the police.

## Animals

Australia has laws to protect animals from cruelty and neglect. It is forbidden to kill animals in the backyard. People who mistreat animals and birds can be fined or imprisoned. There are local laws on what animals can be kept at home and you should consult your local council regarding registering them.

## Customs

### Meeting People and Communicating

When meeting someone for the first time, it is usual in Australia to shake the person's right hand with your right hand. People who do not know each other do not generally kiss or hug. Many Australians look at the eyes of people they are talking with as a sign of respect and to show they are listening. However, you should be aware that it may make some people feel uncomfortable or embarrass them.

When meeting a new person, many Australians are not comfortable being asked questions about their age, marriage, children or money.

Unless you have been introduced to someone by their first name, or unless you are asked to call them by their first name, it is usual to address them using their title and family name, (e.g. Mr Wong, Mrs Smith, Ms Brown, Dr Lee). In the workplace and with friends Australians usually call each other by their first names.

### Polite Behaviour

Australians usually say "please" when asking for something or for a service and usually say "thank you" when someone helps them or gives them something. Not saying this could be seen as impolite.

Australians usually say "excuse me" to get someone's attention and "sorry" when they accidentally bump



into someone. Australians also say “excuse me” or “pardon me” when they burp or belch in public or in someone’s home.

You should always try to be on time for meetings and other appointments. If you realise you are going to be late, try to contact the person and let them know. This is very important for professional appointments as you could be charged money for being late or if you miss the appointment without letting the person know in advance.

Most Australians blow their nose into handkerchiefs or tissues, not onto the pavement. This is also true for spitting. Many people will also say “bless you” when you sneeze - this phrase has no religious intent.

It is also important to know that some behaviour is not only impolite but also against the law. Examples include swearing in public, pushing in line, urinating or defecating anywhere except in a public toilet or private toilet.

## Clothing

Australia is a diverse society. The variety of clothing which people wear reflects this diversity. Many people tend to dress casually or informally for comfort or according to the social situation or climate. Many people also choose to wear traditional clothes, which may be religious or customary, particularly on special occasions.

There are few rules on clothing, although there are certain clothing rules for work situations and in certain premises. Clubs, movie theatres and other places may require patrons to be neat, clean clothing and appropriate footwear.

You may find some clothing styles confronting or offensive. For example, some women wear clothes that reveal a lot of their body. You should not judge them by the standards of your previous country. In Australia, no matter what a woman’s style of dress might be, you must not interpret it to mean they have low morals or that they wish to attract men’s interest.

## Common Australian Expressions

Many common Australian expressions or slang may seem strange to people new to Australia. If you are unsure what an expression means, it is acceptable to ask. Some common examples are:

- Bring a plate – when you are invited to a social or work function and asked to “bring a plate”, this means to bring a dish of food to share with other people.
- BYO – this means to ‘Bring Your Own’ drink which may include alcohol, juice, soft drink or water. Some restaurants are BYO. You can bring your own bottled wine, although there is usually a charge for providing and cleaning glasses, called ‘corkage’.
- Fortnight – a ‘fortnight’ is a two-week period. Many Australians receive salary or wages every fortnight.

# Safety



## Security at ATCWA

- If students observe anything suspicious occurring in or around the premises they are to contact a staff member immediately who will undertake the required processes to deal with the situation.
- If students are harassed by anyone they should report this immediately to a staff member. Students should not confront the harasser but rather seek to put a distance between themselves and the situation where possible.
- Students should not leave valuables such as wallets, purses, mobile phones or similar in unattended bags, including the bag racks outside the library.
- When leaving the premises students should try to make sure they are accompanied by another student where possible.

## Public Transport Safety

- Avoid unnecessary delays, plan your travel using a timetable.
- Whilst waiting or travelling, students should position themselves where they feel safest. This may be near other passengers, transport staff or by themselves. Students should choose well-lit busy areas, rather than dark, quiet spots.
- Students should have a plan for after getting off public transport. Consider lighting, help points and communication tools. You should also be aware of who is around.
- If you feel uncomfortable this should not be ignored. Remain positive and consider a strategy to cope with the situation.

## Security on the Street

- Students should walk purposefully and be aware of their surroundings, including the presence of people and public phones.
- Keep to well-lit major roads and paths at night and do not cross through parks.
- If approached by anyone keep this person at a distance - usually at least three steps from you.
- If approached for money or anything else, advise the person you cannot help them and keep walking toward other people.
- If you think you are being followed at any time, change direction and find a place where there are other people.
- If driving ensure you park in well-lit areas, lock your car on departure and check through the windows prior to opening cars on returning. It's always a good idea to change the place you park on a regular basis.
- Always ensure personal items such as wallets, bags and purses are kept close to your body.

\*Some content used in this International Student Handbook was obtained from the DHA website (<http://www.homeaffairs.gov.au/>).

**IMPORTANT NOTICE:** The information set out in this handbook is provided for the purposes of information only and prospective students should double-check all information prior to making a decision. The information contained in this handbook is correct at the time of uploading to website and printing.