



# 2023 High School Student Handbook



## Contents

<b>ORGANISATIONAL CONTACTS.....</b>	<b>5</b>
<b>PART 1: ABOUT OZFORD .....</b>	<b>5</b>
OZFORD VISION AND VALUES.....	5
OZFORD COLLEGE CHILD SAFE STATEMENT .....	7
OZFORD PROGRAMS .....	8
OZFORD FACILITIES.....	8
<b>PART 2: OZLEARN – ACADEMIC INFORMATION .....</b>	<b>12</b>
WHAT IS YEAR 10?.....	12
WHAT IS VCE? .....	12
WHAT IS VCAL? .....	13
SWITCHING BETWEEN VCE AND VCAL.....	14
WHAT IS VCE VOCATIONAL MAJOR (VM)?.....	15
ASSESSMENT OF VCE VOCATIONAL MAJOR STUDIES .....	15
VCE-VM CERTIFICATION.....	16
SWITCHING BETWEEN VCAL AND VCE VM .....	16
TEXTBOOKS.....	16
ASSESSMENT METHODS .....	16
SCHOOL REPORTING .....	17
ACCESS TO YOUR RECORDS .....	17
ACADEMIC REQUIREMENTS.....	17
HIGH SCHOOL YEAR LEVEL PROMOTION POLICY.....	19
ACADEMIC SUPPORT SERVICES .....	19
ANNUAL SCHOOL REPORT .....	20
<b>PART 3: OZCONDUCT– STUDENT CODE OF CONDUCT .....</b>	<b>21</b>
STUDENT CODE OF CONDUCT .....	21
STUDENT BEHAVIOUR MANAGEMENT POLICY AND PROCEDURES .....	28
<b>PART 4: OZWAY– POLICIES AND PROCEDURES.....</b>	<b>30</b>
ADMISSIONS AND ENROLMENT POLICY AND PROCEDURE.....	30
STUDENT SUPPORT AND SERVICES POLICY AND PROCEDURE.....	30
ATTENDANCE POLICY AND PROCEDURE.....	30
CURRICULUM FRAMEWORK, ASSESSMENT, MODE OF DELIVERY, REPORTING AND RECORD-KEEPING POLICY AND PROCEDURE .....	31
ACADEMIC PROGRESS AND COMPLETION WITHIN DURATION POLICY AND PROCEDURE.....	31
EXTENSION OF COURSE DURATION .....	31
YOUNGER STUDENTS AND HOMESTAY POLICY AND PROCEDURE .....	32
CRITICAL INCIDENT POLICY AND PROCEDURE .....	32
TRANSFER BETWEEN REGISTERED PROVIDERS POLICY AND PROCEDURE .....	32
REFUSAL, DEFERRAL, SUSPENSION AND CANCELLATION OF STUDENT ENROLMENT POLICY AND PROCEDURE .....	32
STUDENT COMPLAINTS AND APPEALS POLICY AND PROCEDURE .....	33
<b>PART 5: OZLIFE– STUDENT LIFE .....</b>	<b>34</b>
CHANGE OF CONTACT DETAILS.....	34
ACCOMMODATION .....	34
STUDENT LIFE – MUST KNOW TIPS.....	36
AWARDS, GRADUATION AND ALUMNI .....	38

<b>PART 6: OZSAFE - SAFETY AND SECURITY .....</b>	<b>39</b>
CALL FOR HELP IMMEDIATELY IN AN EMERGENCY SITUATION.....	39
CAMPUS SAFETY.....	39
PERSONAL AND TRAVEL SAFETY .....	40
ONLINE SAFETY .....	40
FIRE, BUSHFIRES, WATER AND SUN SAFETY.....	41
RESPECTFUL RELATIONSHIPS - CHILD SAFETY, FAMILY AND GENDER BASED SAFETY .....	46
BULLYING, HARASSMENT AND ABUSE .....	52
WHAT TO DO IF YOU ARE BULLIED, HARASSED, ABUSED OR ASSAULTED INCLUDING SEXUAL ABUSE .....	52
<b>PART 7: OZSUPPORT- STUDENT SUPPORT AND SERVICES.....</b>	<b>55</b>
DUTY OF CARE .....	55
STUDENT SERVICES AND INFORMATION DESK.....	55
ARRIVAL, ORIENTATION AND TRANSITION.....	55
ACCOMMODATION .....	55
HEALTH AND WELLBEING .....	56
CRITICAL INCIDENT AND CRISIS ASSISTANCE.....	58
JOB, CAREER AND FURTHER STUDY.....	59
FINANCIAL SUPPORT .....	59
IT SUPPORT.....	59
SUPPORT FOR STUDENTS WITH SPECIAL NEEDS .....	59
LIAISON AND ADVOCACY SUPPORT.....	60
COMPLAINTS AND APPEALS .....	60
<b>PART 8: OZVISA – INFORMATION FOR STUDENT VISA HOLDERS .....</b>	<b>61</b>
WHAT CAN YOU DO WITH A STUDY VISA ? .....	61
VISA CONDITIONS.....	61
CHARACTER REQUIREMENTS .....	61
WORKING IN AUSTRALIA AND FAIR WORK OMBUDSMAN.....	62
TRANSFER BETWEEN REGISTERED PROVIDERS.....	62
<b>PART 9: OZCONNECT – BEYOND OZFORD.....</b>	<b>64</b>
STUDY MELBOURNE CENTRE .....	64
CITY OF MELBOURNE SERVICES .....	64
INTERNATIONAL STUDENT REPRESENTATION .....	65
<a href="https://www.cisa.edu.au/">HTTPS://WWW.CISA.EDU.AU/</a> .....	65
CONSUMER AFFAIRS VICTORIA .....	65
COMMONWEALTH OMBUDSMAN.....	65
OTHER RESOURCES FOR INTERNATIONAL STUDENTS .....	65
<b>PART 10: OZSOS – EMERGENCY, HEALTH &amp; WELLBEING, CRISIS &amp; LEGAL SERVICES.....</b>	<b>67</b>
FIRE/AMBULANCE/POLICE.....	67
OTHER EMERGENCY CONTACTS - 24 HOUR HELPLINE.....	67
24 HOUR COUNSELLING / HELPLINE .....	67
HEALTH AND WELLBEING SUPPORT CONTACTS.....	68
LEGAL / CONSUMER/ WORK SERVICES .....	69
<b>PART 11: OZEDGE – AROUND OZFORD.....</b>	<b>70</b>
MEDICAL CENTRES NEAR OZFORD .....	70
FOOD OUTLETS AND SHOPPING .....	71
APPS FOR FOOD, FRIENDS AND GETTING AROUND MELBOURNE .....	71
LIBRARY, SPORTS AND RECREATIONAL FACILITIES .....	72

MELBOURNE EVENTS AND FESTIVALS..... 74

## ORGANISATIONAL CONTACTS

The International Student Co-ordinator is the official point of contact for all Ozford College students.

- **International Student Co-ordinator**
  - o Email: [ssadmin@ozford.edu.au](mailto:ssadmin@ozford.edu.au)
  - o Phone: 8663 7188

Other staff members that students can contact are below:

Staff	Email	Phone
High School Coordinator	<a href="mailto:hscoordinator@ozford.edu.au">hscoordinator@ozford.edu.au</a>	8663 7188
International Student Coordinator	See above	8663 7188
IT Support	<a href="mailto:itservicedesk@ozford.edu.au">itservicedesk@ozford.edu.au</a>	8663 7188

There are other staff members here at Ozford College that can assist you during their studies here at Ozford. Please feel free to approach the International Student Coordinator if you wish to make an appointment to see any staff members in the Admissions, Accounts or IT departments or staff members that speak languages other than English.

### Part 1: ABOUT OZFORD

Ozford College (Ozford) is delighted to extend a very warm welcome to you. We are glad you are here. You have made a great choice in coming to Ozford, an innovative college located in the heart of Melbourne. Ozford is a city college which complements its own resources by embracing the dynamism and experiences of the CBD.

New students are valued at Ozford. We want to ensure you are provided with all the information you need so we recommend you read through this handbook thoroughly to settle in and get connected with Ozford. You will find the information in this handbook useful in helping you to adjust to studying and to life at Ozford and Australia. We run an orientation program to welcome all new students. It is a great opportunity for you to meet other students, many of whom come from different parts of the world.

We wish you every success in your studies at Ozford and once again, "Welcome"!

Ozford is located in the heart of Melbourne and it is easily accessed by the public transport system. Flagstaff and Southern Cross Stations are the closest railway (train) stations.

*Campus Location/Address:* Ground Floor, 123 Lonsdale Street, Melbourne VIC 3000

*Telephone:* +61 3 8663 7188

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

### Ozford Vision and Values

#### Our Philosophy

Ozford College is committed to the achievement of excellence in education. A student's success is Ozford College's success. the College strives to be the leader in international education and the College is a place where students are able to realise their academic goals and personal potential. Ozford College's goal is to be an innovative educational institution with many opportunities offered to students to excel academically.

At Ozford College the emphasis is on linking theory with practice to ensure students receive not only an academic education but practical life experience. Students are provided with the opportunity to practice skills learned by undertaking real life learning which is based on community issues and values.

The College supports and promotes the Principles and Practice of Australian Democracy, and encourages an understanding of the meaning of:

- Elected Government
- The Rule of Law
- Equal rights for all before the Law
- Freedom of Religion
- Freedom of Speech and Association
- The values of Openness and Tolerance

These principles and practices underpin the design of our Curriculum and college policies. We are proud that our students go out into the world with a strong ethical and moral grounding and pleased that so many stay in touch with their friends of different background long after their time at the College has come to an end.

This philosophy statement is promoted in the school prospectus, handbook, strategic plan or business plan, and on the school website.

### **Our Purpose**

Our purpose is to create an innovative educational institution with the best possible opportunities offered to students to excel academically and maximize their potential.

### **Our Vision**

Our vision is to provide every student the opportunity to practice skills learned by undertaking real life learning which is based on global needs and progress. Our dedicated staff provides a student-focused approach to ensure a supportive individualised and innovative learning experience.

Oxford College is committed to the achievement of excellence in education. A student's success is Oxford College's success.

### **Our Values**

**Excellence:** We strive for the highest quality in every aspect of our work.

**Passion:** We are passionately committed to delivering quality educational experiences and expanding all learners' horizons.

**Unity:** We work together to achieve our vision, mission and strategic objectives.

**Integrity:** We act responsibly and honestly in all we do.

**Diversity:** We promote intercultural awareness and understanding through authentic experiences both within the Oxford College community and the broader Australian and global community.

**Respect:** We respect all our students, staff and other stakeholders by providing a caring and culturally safe community based on openness, fairness and friendship. We recognise that with rights come responsibilities to ourselves, our clients and our stakeholders.

### **Our Promise**

We promise to be true to our Vision, Mission and Values and to provide personalised course offerings and services in a supportive learning environment.

### **Oxford College Child Safe Statement**

Oxford College has zero tolerance to child abuse and is committed to the protection and wellbeing of all children in all of its school environments including online.

The College provides a culturally safe environment where children and young people are culturally safe and feel safe, and their voices are heard about decisions that affect their lives.

The College principles that guide the College in developing policies and procedures to create and maintain a child safe school environment include:

- We will value the input of, consult with and communicate regularly with our students, staff (including all volunteers, contractors, consultants and other persons involved child connected work) and families.
- We have established and made accessible child safety policies, procedures, systems and practices that reflect the risks of the College.
- We take a preventative, proactive and participatory approach to child safety.
- We value and empower our students to participate in decisions which affect their lives including ensuring that they are comfortable and encouraged to speak up if they feel worried or unsafe.
- We respect diversity in cultures while keeping child safety paramount.
- We engage people who are suitable to work with children and have high quality staff and volunteer supervision and professional development.
- We foster a culture of openness that supports all persons to safely disclose risks of harm to children and encourage the reporting of suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
- We support our students who disclose or are otherwise linked to suspected child abuse.
- We will manage all child safety concerns in a sensitive, confidential, honest, responsible and timely manner.
- We ensure that staff and volunteers are supported to implement the child safe policies to the extent that it is applicable to their role and responsibilities
- We ensure the procurement policies for facilities and services from third parties ensure the safety of students.
- We will monitor compliance with and continuously improve the effectiveness of our child safe strategies.

You can find our Child safety policies and procedures on the College website.

Our staff welcome any queries or feedback that you have about the Child safety policies and procedures.

## Oxford Programs

Oxford College is accredited by the Victorian Curriculum and Assessment authority and registered by the Victorian Registration and Qualification authority and offers the below two High School courses:

- Secondary Years 10 - 12 (VCAL) (CRICOS Code: 062870G)
- Secondary Years 10 - 12 (VCE) (CRICOS Code: 045402K)

## Oxford Facilities

At Oxford College, we are proud of the various accessible facilities that help provide our students with a positive and comfortable learning experience to thrive and succeed. The College has been fitted out with modern facilities, furnishings and fittings for students' engagement and interactions. An annual review is undertaken to ensure the facilities and resources are adequate for students to complete their studies. Students are also encouraged to offer feedback and suggestions on all aspects of resources and facilities.

### Classrooms and Hall

There are 8 classrooms and a full size Lecture Hall on campus. The classrooms are designed to maximise student learning experience. All classrooms are fully heated and air-conditioned and are equipped with windows, whiteboards, computers, data projector, noticeboards and seating layouts that provide opportunities for interactions and effective educational delivery.

### Library

The Oxford Library is the one-stop student resource centre. It is well-equipped with computer workstations, equipment for printing, copying and scanning, as well as a comprehensive collection of books and resources, including newspapers, magazines, CDs and DVDs.

The College encourages students to participate in academic interaction outside class. The library plays a key role in this by providing quiet spaces for research and assignment preparation and offering students to have discussions and form study groups.

Within the Oxford library are the following resources and facilities:

- Desktop computers that can be used by staff and students without the need to book.
- Printers.
- Laptops.
- Tables and chairs of various sizes and seating arrangements.
- Electronic equipment such as calculators, projectors, and cameras for students to use within the library.
- Books, including fiction and non-fiction.
- Journals and periodicals, available in hardcopy or electronically.
- CDs and DVDs

Online, students have access to the following:

- Articles from Business Source Complete and Regional Business News databases through EBSCOhost.
- The library catalogue, which is fully accessible via mobile devices.

Library Opening Hours: Monday and Friday, 8:30 am – 5:00 pm

Outside the opening hours, access can be organised by request, please see Student Services and Information desk staff on Ground floor if you need to access the library at other times.

You can search for Ozford library items at <https://ozford.functionalsolutions.com.au/>

Students can borrow up to two items at a time. You will need to return them within 7 days. All prescribed textbooks need to be returned within three hours.

### **Student Common Areas**

The Student Common Area on the Ground Floor is a comfortable place for students to relax, recharge and socialise with other students. This area provides tables and desks, microwaves, refrigerators, water filters vending machines and games. We even have a piano!

There are also other casual seating areas on campus for students to use. Please keep these areas clean and tidy at all times. Access to these areas are available every weekday 8:30am to 5pm.

Students are welcome to utilise the student common area for food and drink consumption. To ensure a tidy and comfortable learning environment for all, we ask that:

- No food be consumed in classrooms, library, and computer labs or near the quick print stations.
- All rubbish is placed in rubbish bins provided.
- Common areas are kept clean and tidy.

### **Group Study/Meeting Spaces**

For students who prefer to conduct group meetings outside the library group study and meeting spaces are available for students to use for group meeting and discussions every weekday from 9am to 5pm.

The spaces are equipped with whiteboards and data projectors. Students are free to approach the International Student Coordinator or the Student Services and Information Desk to make a free booking.

Room bookings can be made on the hour and each booking is limited to 2 hours per day. Students are required to supply names and student IDs of group attendees and vacate the room when booking time is up. The rooms must be kept in its original condition and set up after each booking.

### **Computing Facilities and Systems**

The growing use and integration of Information Technology in teaching and learning are reflected in the availability of IT facilities.

There are 1 IT computer labs on campus with high speed internet access. Computers, printers and photocopiers connected to the network are also available in the library and student common areas for student use.

### **Computer Login and Email Access**

All students are provided with an individual secure computer login and Ozford email accounts. Individual usernames and passwords will be provided to students during orientation. Students are able to access Ozford email both on and off campus.

All important information, both administrative and academic, will be communicated via email.

All official correspondence between Ozford College and students will be conducted via official Ozford email. Students should refrain from using private email accounts to contact Ozford College. You must ensure that your Ozford email accounts are checked regularly.

Please see the Code of conduct section for the College expectations for the use of the email and internet resources.

### **Compass Student Management System (Compass)**

Compass is the Student Management System used by the College and all students are provided with an individual login that allows them to access Compass on any computers with internet access both on and off campus. Compass contains information and resources that facilitate student learning, including:

- Student timetable /class schedule / term dates / attendance
- Subject Outline, Learning Resources (including class notes, tutorial activities/discussions) and Assessment Information.
- Academic Support
- General Information for students
- Updates and News.

### **Wi-Fi**

Free unlimited wireless internet is available on campus for learning purpose. Students are required to follow the Acceptable IT Use rules available in Student handbook.



### **Printing**

Printers are available on each level of the campus. The cost of printing is \$0.10 per page in black and \$0.50 per page in color. Credit can be purchased at the Student Services and Information Desk.

### **Noticeboards**

Noticeboards are located across all levels, mainly in the student common areas and classrooms. It displays the following information:

- Term calendar and upcoming events including exams and graduation
- Student Newsletters
- Weekly snapshot of Ozford College news and updates
- Social activities and what's happening in Melbourne
- Accommodation, health and safety information

Students are advised to check the noticeboards on a regular basis to ensure they are aware of what is happening in Ozford College.

**Student Services and Information Desk**

The International Students coordinator is the first point of contact for all enquiries including public transport guidance, street directions, lost property etc. The International Students coordinator can also refer you to the appropriate staff/department to provide students with coordinated support.

**First Aid/Sick Bay Area**

A First Aid/Sick Bay area is on campus. Please inform Ground floor Student Services and Information Desk staff if access is required.

**Lockers**

There are lockers located on campus. Please contact the International Students coordinator to request the use of a locker. A deposit and a hire fee is required for the use of lockers.

**Toilets**

There are toilets on every level of the campus. There is a dedicated accessible/disabled toilets on ground floor.

## Part 2: OZLEARN – ACADEMIC INFORMATION

### What is Year 10?

The Year 10 Program is a preparation year for VCE/VCAL study courses. Year 10 students are provided with a comprehensive curriculum. All Year 10 students study the same subjects:

- English
- Mathematics
- Science
- Humanities – History, Geography, Commerce
- Health and Physical Education.
- Information Technology
- LOTE

Each of the above subjects is divided into two semesters. These subjects are designed and taught so as to assist students to make the change from the way they were taught in their home country to the Australian way of teaching and learning. The approaches used in the delivery of these subjects are also very similar to those used in VCE subjects.

Students who are of a very high standard may be permitted to study one VCE subject in Year 10. This possibility is only available to students who start Year 10 at the start of the year (January).

### Satisfactory Completion of Year 10

Students also need to comply with the satisfactory academic progress requirements including the requirements to be promoted to the next year level.

### What is VCE?

The **Victorian Certificate of Education (VCE)** is the certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education. The VCE provides diverse pathways to further study or training at university or TAFE and to employment.

If you intend applying for entry into a tertiary institution, you should be aware that in addition to requiring VCE, there are often specific entrance requirements including minimum age requirements, course selection criteria and English language requirements. The course selection criteria need to be considered in selection of units of study.

Year 11 is the first year of the VCE program. Subjects are organized into semester long units. A normal student study load in Year 11 is 12 units in a full year (6 units each semester). English as an Additional Language (EAL) must be included in the 6 units studied each semester. Students select 6 subjects from the list of subjects offered. Students who start in Terms 2 and 3 undertake 6 units.

Students who are of a very high standard and have the approval of the Ozford High School Academic Director may be permitted to study one VCE Unit 3/4 subject in Year 11. This possibility is only available to students who start Year 11 at the start of the year (January).

Year 12 is the second year of the VCE Study program. Subjects are organised into semester long units. A normal student workload in Year 12 is five Unit 3/4 sequences (each sequence is a full year subject) in a full year. English as Additional Language (EAL) Units 3/4 must be included in the 5 sequences. Students select 5 subjects from the list of subjects offered. Generally, for best results, each of the subjects selected for Year 12 should have been studied in Year 11.

Students who are of a very high standard and have the approval of the Ozford High School Coordinator may be permitted to study one additional VCE study Unit 3/4 subject.

### **Satisfactory Completion of VCE**

Minimum Requirements to obtain the Victorian Certificate of Education (VCE) Studies is satisfactory completion of 16 units of study consisting of:

- At least three units from the English group listed below:
  - Foundation English Units 1 and 2
  - English Units 1 to 4
  - English as an Additional Language (EAL) Units 3 and 4
  - English Language Units 1 to 4
  - Literature Units 1 to 4

At least two of these units must be at Unit 3 or 4 levels. However, VTAC advises that for the calculation of the ATAR, students must satisfactorily complete both Unit 3 and Unit 4 of an English sequence.

- Three sequences of Unit 3 and 4 studies in addition to the sequence chosen from the English group.

Usually, these requirements mean that students must satisfactorily complete (pass) at least six Units from the Year 11 Program (Units 1 & 2) and ten units from the Year 12 program consisting of five Unit 3 & 4 Sequences. Some other combinations of Units from the Year 11 and Year 12 Programs may also lead to meeting the minimum requirements.

All VCE units require 50 hours of class time. You need to attend sufficient class time to civics and citizenship ?time which is the same as the visa requirement for international students. You can find more information on the attendance requirements under the 'Administrative Information: Students' section of the VCE and VCAL Administrative Handbook - [VCE and VCAL Administrative Handbook \(vcaa.vic.edu.au\)](https://vcaa.vic.edu.au)

Students also need to meet the College's academic progress requirements including the requirements to be promoted to the next year level.

### **What is VCAL?**

The **Victorian Certificate of Applied Learning (VCAL)** is a 'hands-on' option for students in Years 11 and 12. VCAL is currently being phased out and will be replaced by the VCE Vocational Major in 2024.

Like the VCE, the VCAL is a recognised senior secondary qualification. Unlike the VCE, which is widely used by students as a pathway to university, the VCAL focuses on 'hands-on learning'.

Students who do the VCAL are more likely to be interested in going on to vocational training, doing an apprenticeship/traineeship, or getting a job after completing VCAL.

The VCAL Senior program is primarily focused on preparing students for vocational education and for work. To complete the VCAL study students need to gain 10 credits across all 4 of the following strands:

- Literacy and Numeracy
- Industry Specific Skills
- Work Related Skills, and
- Personal Development Skills

Students who undertake the VCE study program in Year 11 may change to the VCAL study for Year 12. Students who do not wish to proceed to university at the end of Year 12 should consider this option.

**Commented [TG1]:** Should this section be rewritten for the new qualification ? I have added some suggested wording but it needs to be reviewed.

### **Satisfactory Completion of Senior VCAL**

To Satisfactorily Complete VCAL Studies for a Senior VCAL Certificate, students must complete a minimum of 10 credits which consists of a minimum of 2 VCAL units and must cover the four curriculum strands. At Ozford the VCAL Senior curriculum consists of:

- 10 VCE study Units including at least one English/EAL
- 5 Senior VCAL credits including:
  - VCAL Literacy skills Reading and Writing senior;
  - VCAL Numeracy skills senior
  - VCAL Work-Related Studies 1 (Senior);
  - VCAL Work-Related Studies 2 (Senior); and
  - VCAL Personal Development Studies 1 (Senior).
- 4 Industry-based units at Certificate II level of Business Management (requires at least 90 nominal hours of study).

Students also need to comply with the academic progress requirements including the requirements to be promoted to the next year level.

### **VCAA VCE/VCAL requirements**

When students successfully complete a senior secondary qualification or course at Ozford, certification is awarded and issued by the relevant senior secondary awarding body. The Victorian Curriculum and Assessment Authority (VCAA) awards and issues the VCE and VCAL certification.

The VCAA VCE and VCAL Administrative Handbook accessible on the [VCAA website](#) sets out the rules, regulations and policies that the College and its students must comply with in delivering the delivery of the VCE and VCAL that need to be followed in order to ensure the integrity of the certificates and equity of access to fair and valid results for all students.

Before undertaking any studies, all students must sign an agreement to abide by VCAA regulations, which is part of the Student Personal Details form (on VASS).

Students are invited to give permission for their data to be forwarded to newspapers and other government bodies for the calculation of awards and prizes and for the DET On Track survey. This must be done for each year of enrolment.

Students are also asked to grant copyright permission for the use of their work in publications and productions approved by the VCAA.

### **Switching Between VCE and VCAL**

If you change your mind and want to start or stop doing VCE or VCAL, it may be possible to change at the end of a semester period. If you've started VCE and you decide you want to change to VCAL, some of the VCE subjects you have completed successfully will count towards your VCAL.

If you start your VCAL and then decide you'd prefer to switch to VCE, any VCE subjects you have successfully completed as part of the VCAL program will count towards your VCE.

Please ensure you make an appointment to see the High School Coordinator or International Student Coordinator to discuss your study options.

### What is VCE Vocational Major (VM)?

The VCE Vocational Major (VM) is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years. The College is commencing delivery of the VCE VM in 2024.

The VCE VM provides students greater choice and flexibility to develop the skills and capabilities needed to succeed in further education, work and life. It has been designed to prepare students to move into apprenticeships, traineeships, further education and training, university (via non-ATAR pathways) or directly into the workforce.

The purpose of the VCE VM is to provide students with the best opportunity to achieve their personal goals and aspirations in a rapidly changing world by:

- equipping them with the skills, knowledge, values and capabilities to be active and informed citizens, lifelong learners and confident and creative individuals
- empowering them to make informed decisions about the next stages of their lives through real-life workplace experiences.

To be eligible to receive the VCE VM, students must satisfactorily complete a minimum of 16 units, including:

- 3 VCE VM Literacy or VCE English units (including a Unit 3–4 sequence)
- 2 VCE VM Numeracy or VCE Mathematics units
- 2 VCE VM Work Related Skills units
- 2 VCE VM Personal Development Skills units
- 2 VET credits at Certificate II level or above (180 nominal hours)

Students must complete a minimum of three other Unit 3–4 sequences as part of their program. Units 3 and 4 of VM studies may be undertaken together over the duration of the academic year to enable these to be integrated.

The VCE VM can be tailored to the needs and interests of the student, to keep them engaged while developing their skills and knowledge. Students can also include other VCE studies and VET and can receive structured workplace learning recognition.

Most students will undertake the 16–20 units over the two years. For more information please see [The VCE Vocational Major \(vcaa.vic.edu.au\)](https://vcaa.vic.edu.au)

### Assessment of VCE Vocational Major studies

Each VCE VM unit of study has specified learning outcomes. The VCE VM studies are standards-based. All assessments for the achievement of learning outcomes, and therefore the units, are school-based and assessed through a range of learning activities and tasks.

Unlike other VCE studies there are no external assessments of VCE VM Unit 3–4 sequences, and VCE VM studies do not receive a study score. If a student wishes to receive study scores, they can choose from the wide range of VCE studies and scored VCE VET programs.

The VCE VM studies do not contribute to the ATAR. To receive an ATAR a student must complete a scored Unit 3–4 sequence from the English group and three other Unit 3–4 scored sequences. Students must achieve two or more graded assessments in these scored sequences.

**Commented [TG2]:** Please review this and add when you will be moving to the new qual

### VCE-VM Certification

By completing the VCE VM requirements, students also complete the requirements of the VCE. Upon satisfactory completion of the VCE VM, students receive recognition through the appellation of 'Vocational Major' on their Victorian Certificate of Education and a Statement of Results.

Successful completion of VET units of competency are recognised by additional statements of attainment or certificates provided by the Registered Training Organisation.

Students who meet the requirements for satisfactory completion of the VCE, but not the requirements for the award of the Vocational Major appellation, will be awarded the VCE.

### Switching Between VCAL and VCE VM

The VCE Vocational Major (VCE VM) and the Victorian Pathways Certificate (VPC) are being introduced in 2023. The transition period in 2023 allows Intermediate VCAL be awarded to eligible Year 12 students.

During the 2023 transition period, schools may choose to offer VCAL Senior units and/or VCE VM units towards satisfactory completion of the VCE VM. The transition arrangement for the award of Intermediate VCAL for Year 12 students in 2023 is only available to students enrolled in Foundation VCAL or Intermediate VCAL in Year 11 in 2022.

In 2023, students completing VCAL units at Intermediate or Senior levels can receive credit into the VCE VM. The students will receive VCE VM or VPC credit for VCAL, VCE and VET units they have completed in or prior to 2022.

Students who have received credit towards the VCE VM for completed Intermediate or Senior VCAL units cannot count the corresponding VCE VM units described in Tables 2, 3 and 4 towards satisfactory completion of the VCE.

### Textbooks

All students must have the required textbooks to successfully undertake their studies. Please refer to <http://www.northoftheyarra.com.au/ozford.html>.

The estimated cost for textbooks is approximately \$500-\$600 per annum. You may order and pay for your books online and they will be individually packaged and sent to the College. Please see Accounts Office for more information on book order.

### Assessment Methods

Assessment for all year levels including VCE and VCAL is based on a range of student learning outcomes related to the objectives of the course. These will include such areas as testing, assignments, reports, case studies and presentations.

Subjects in VCE and VCAL are assessed by a combination of:

- Submitted work
- Practical Reports
- End of Semester Tests and examinations

- Projects and Assignments
- Oral Assessment
- Simulations / Exercises
- Year 12 – External VCE Examinations and SACS (School Assessed Coursework Tasks)

For more information please visit [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

### School Reporting

An interim report is prepared at the end of Term 1 and Term 3 and a Semester report is prepared at the end of Term 2 and 4. A copy of the reports is supplied to students and their parents.

The reports are used to monitor the student's academic progress and to ensure that the student will complete the course within the expected duration.

### Access to your records

You may gain access to your academic records any other time by completing a 'Request for Student Services Form', available at the Student Services and Information Desk.

### Academic Requirements

#### **General requirements**

All school work is to be completed on time and to the students' best standard.

If the student is experiencing difficulties, the student should approach their teacher or the International Students Coordinator well before the due date for assistance. Students are expected to maintain a minimum pass in all subjects.

To gain a satisfactory result, a student must:

- produce work that demonstrates achievement of the outcomes
- submit work on time
- submit work that is clearly their own
- observe Victorian Curriculum and Assessment Authority (VCAA) and Oxford school rule including attendance, course progress and completion within duration requirements.

#### **Academic integrity (plagiarism)**

All College students are expected to study with integrity and not plagiarise other people's work.

The concept of plagiarism is often unfamiliar to international students. Plagiarism is presenting another person's work without adequate acknowledgement of its source. Plagiarism is not acceptable and is considered stealing or cheating in Australia. Some examples of plagiarism:

- a sequence of words incorporated without quotation marks and referencing to acknowledge the owner's work.
- an unacknowledged passage paraphrased or copied from another's person work.
- the use of ideas or images created by others as though it were the student's own work.

Keep in mind that your teachers can spot copied work as it has a different communication style than your own work. Also, the teachers have access to software that can identify content that is copied from other sources.

Students must comply with the following rules for integrity and authentication of School-based Assessment:

- A student must ensure that all unacknowledged work submitted for assessment is genuinely their own work.
- A student must acknowledge all resources used, including:
  - text, websites and source material
  - the name and status of any person who provided assistance and the type of assistance provided.
- A student must not receive undue assistance from another person in the preparation and submission of work.
  - Acceptable levels of assistance include:
    - the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which has been transformed by the student and used in a new context
    - prompting and general advice from another person or source, which leads to refinements and/or self-correction.
  - Unacceptable forms of assistance include:
    - use of, or copying, another person's work or other resources without acknowledgment
    - corrections or improvements made or dictated by another person.
- A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
- A student must not knowingly assist another student in a breach of rules.

### **Examination requirements**

Students are required to comply with all rules for examinations conducted by or on behalf of the VCAA, as well as the day-to-day rules of the institution providing the venue for examinations.

### **Academic Progress**

Failure to hand in schoolwork on time or poor standard of work will result in the student being required to complete the work after school hours. If you do not attend these after school sessions you will be issued with a Notice of Failure. If you do not comply with a Notice of Failure, then you will fail the subject.

A student will receive N for VCE/VCAL Units of study when one or more of the outcomes are not achieved because:

- the work does not demonstrate achievement of the outcomes
- the student has failed to meet a school deadline for the assessment task, including if an extension of time has been granted for any reason, including Special Provision
- the work cannot be authenticated
- there has been a substantial breach of rules, including school attendance rules.

The N result is used for students who only partly complete work or whose attendance records breach school rules.

You will be issued with Academic Progress Warning letters at the end of Terms one and three if you are awarded grades of E or N in three or more subjects.

If you fail three or more Units in a semester, you are considered to be making unsatisfactory academic progress and international students may be issued with an intention to report letter. International students will be reported after 25 working days of the issue of this letter unless you appeal (see the Appeals section for details of the Student Complaints and appeals policy).

### High School Year Level Promotion Policy

The Oxford College Academic Progress Policy on the College website sets out the course progress and completion within duration requirements.

#### **Year 10 to 11**

Students must satisfactorily complete all Year 10 second semester units. Specific emphasis is given to the core subjects of Mathematics, English, Science and Humanities (Geography & History).

#### **Year 11 to 12 (VCE)**

Students must satisfactorily complete at least 6 units in Year 11 including one English Unit (EAL) to be able to complete the VCE at the end of Year 12 the following year, ie. complete within the expected duration.

Students enrolled in High School during the first semester will have their promotion to Year 12 reviewed if they do not pass at least 3 units from the first semester.

#### **Year 11 to VCAL**

Students must satisfactorily complete a minimum of 10 VCE units in Year 11 or 12 including one English subject, and then study VCAL Literacy and Numeracy Skills Senior, VCAL Work Related Skills (1 & 2), VCAL Personal Development (1) and 4 additional units.

### Academic Support Services

#### **Student support and Services**

The International Students Coordinator is the first point of contact for students. Part of their role is to refer students to the appropriate staff/department to provide students with coordinated support.

#### **Teaching staff**

Academic support is the responsibility of the classroom teacher and the High School Coordinator. They have extensive experience in teaching and supporting secondary students. Teachers with experience, skills and knowledge in the area of career counselling may also provide advice. You are advised to approach your teacher or the High School Coordinator for more information.

The High School Coordinator can help you with the following:

- Study Skills
- Subject/Unit selections
- Career Counselling
- Timetables
- Learning Support Strategies

### **Careers and Further Study**

Students are provided with information and assistance in relation to careers and study options after they have completed High School. Assistance is given with selection of possible University and TAFE Courses through the VTAC system. An information and advice program, including some talks by staff from Universities and TAFE providers is organised, especially for year 12 students each year.

### **Role of Mentors**

Mentors provide the service for students to participate in meeting their course requirements. Students in year 11 and 12 are required to attend a weekly mentor group meeting. Student mentors have responsibilities for pastoral care matters, for study management, goal setting activities and career guidance. They are the initial contact for students experiencing difficulties associated with study skills, problems to complete tasks on time, health issues, and personal matters. They will refer all serious matters to the appropriate experienced person in the College.

### **Annual school report**

The College makes available to the College community information concerning the school's performance at least once a year that includes:

- a description and analysis of student learning outcomes achieved by the school's students in state wide tests and examinations in which the school participates for—
  - the current year; and
  - the previous 2 years; and
- a description and analysis of rates of student attendance for the year; and
- a report of the school's financial activities; and
- copies of any other reports the school is required to prepare for the school community under any funding agreements with the State or the Commonwealth.

## Part 3: OZCONDUCT– STUDENT CODE OF CONDUCT

### Student Code of Conduct

The Student Code and Conduct provides the framework and clarifies the standards of conduct that are expected of students at Ozford College. The five basic principles that underpin the Code of Conduct are:

#### **Fairness**

Ozford College will ensure that all dealings with students are transparent, consistent, equitable and fair, and consistent with the principles of natural justice. Ozford College equally expects that student interactions with the College and other students and staff are held to the same standard.

#### **Respect**

Ozford College as a school is a workplace, a community hub and a place of learning. Everyone involved in our school community deserves to be culturally safe, respected, valued and treated equally.

#### **Accountability**

Ozford College, its students and staff have rights and responsibilities to each other. Each party will be held accountable for its actions and for any breaches or infringements on these rights and responsibilities. Ozford College will identify and specify responsibilities and accountabilities for decisions and processes in the resolution of any behavioural issues.

#### **Appropriateness**

Ozford College has defined a framework of penalties which may be imposed for substantiated misconduct that is appropriate, proportionate and consistent.

#### **Communication**

The Student Code of Conduct and College Policies and Procedures will be communicated clearly to the students and the manner of resolution of any breach by any person will be consistent throughout.

This Code of Conduct does not cover all situations; it articulates the expectations and aspiration of the College in relation to student conduct, including strategies to address inappropriate conduct.

The Code of Conduct is developed as a basis for providing:

- a positive framework to promote high standards of achievement and conduct; and
- Articulation of responses and consequences for inappropriate conduct.

All students are required to act in a manner that promotes a safe, positive, productive and harmonious learning environment, act ethically, respectfully and responsibly, and be accountable for their actions and decisions.

All students have a responsibility to comply with legislation, terms and conditions of their enrolment, Ozford College policy and procedures, and the Code of Conduct.

#### **Alcohol and Drugs**

Ozford College is an alcohol and drug free establishment. The consumption and or possession of alcohol and illegal drugs on the College premises are strictly prohibited at all times.

Students are forbidden from being involved in Ozford College activities whilst under the influence of alcohol or illegal drugs. Illegal activity will be reported to the relevant authorities.

### **Assault/Violence**

The College has zero tolerance to child abuse and is committed to the protection and wellbeing of all children in all of its school environments. Any form of assault/ violence in or outside the campus is prohibited and considered a serious misconduct. The reference to violence includes not only physical assault but oral, written, electronic and online threats.

It also includes assault or threats of a sexual nature and discriminatory behaviour and/or assaults or threats on the basis of race, gender or sexual preference or any other characteristics specified under Anti-Discrimination or Human Rights legislation.

Any such conduct, whether between students, directed at staff or directed by students to parties outside the campus is not acceptable and will be subject to disciplinary action.

The possession or threat of possession of weapons or objects that can be used as a weapon is strictly prohibited and may constitute a criminal activity and will be reported accordingly.

### **Bullying**

Everyone has a right not to be bullied or harassed. Bullying and harassment (including cyber bullying) in any form or manner are unacceptable. Any form of bullying physical, verbal or online in or outside class is strictly prohibited.

It is irrelevant whether or not the inappropriate behaviour was intended. It is important to understand that it is the person subjected to the behaviour who determines whether the behaviour is welcome or unwelcome. Individuals may react differently and the College recognises that comments and behaviour that do not offend one person may offend another.

Bullying is a repeated unreasonable behaviour directed toward another person/student, or a group of students, or staff member, that creates a risk to health and safety. Examples of behaviour that could be bullying include, but are not limited to:

- excluding someone from workplace/learning activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- abuse using electronic formats such as text messages, phone calls or posting messages or video recordings on websites
- humiliating someone through sarcasm or insults
- intimidation
- initiation practices
- sabotaging someone's work
- 'practical jokes'

Cyberbullying is bullying or harassment that happens by means of technology. For example, using the internet, social media or a mobile phone to hurt, harass or embarrass someone.

Harassment is a type of discrimination and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or cause offence. Harassment may be seen to have occurred if the behaviour makes the victim feel:

- offended and humiliated
- intimidated or frightened; or
- uncomfortable on campus

Any form of bullying or harassment physical, verbal or online in or outside class is strictly prohibited.

The College's Anti-discrimination and Harassment Policy and Procedure sets out the College processes for addressing bullying and harassment.

### **Discrimination**

Oxford College is an equal opportunity and culturally safe workplace and learning environment for staff and students.

The College believes that all staff and students should be able to work and study in an environment (in or out of class) free from discrimination, victimisation, vilification and the seeking of unnecessary information on which discrimination might be based. The College considers these behaviours unacceptable and they will not be tolerated.

Direct discrimination occurs when a person (or a group of people) is singled out for worse treatment, compared to others in similar circumstances, because of one or more of the attributes listed above. Direct discrimination may involve:

- making offensive 'jokes' about another worker's racial or ethnic background, sex, sexuality, age or impairment;
- expressing negative stereotypes about particular groups or using stereotypes as a basis for decisions about work e.g. 'Women with young children shouldn't work.' or 'Older workers can't learn new skills';
- using selection processes based on irrelevant attributes such as age, race or impairment rather than on skills really needed for the job.

Indirect discrimination occurs when one rule applies to all, but in fact disadvantages a person (or group of people) because they are unable, or less able to comply with the rule because they have an attribute listed above. The fact that the disadvantage was not intended is not an excuse.

Oxford College will act quickly to ensure that unlawful discrimination does not occur or continue to occur for either students or staff. The College's Anti-discrimination and Harassment Policy and Procedure sets out the College processes for addressing bullying and harassment.

### **General Misconduct**

General misconduct is where a student acts in a manner not consistent with the College policies and procedures. The following examples indicate the behaviours or acts which constitute student general misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- acts dishonestly in relation to admission to the College;
- knowingly makes any false or misleading representation about things that concern the student as a student of the College or breaches any of the College rules;
- fails to comply with the College rules or legal obligations including visa requirements;
- prejudices the good name or reputation of the College;
- prejudices the good order and governance of the College or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of the College;
- fails to comply with conditions agreed in the contract including paying fees on time;
- wilfully disobeys or disregards any lawful order or direction from College personnel;

- refuses to identify him or herself when lawfully asked to do so by a staff member;
- fails to comply with any penalty imposed for breach of conduct;
- misbehaves in a class, meeting or other activity under the control or supervision of the College, or on the premises or other premises to which the student has access as a student;
- wilfully disobeys or disregards any lawful order or direction from Ozford personnel and/or refuses to identify him or herself when lawfully asked to do so by a staff member;
- obstructs any member of staff in the performance of their duties;
- alters any Ozford College documents or records;
- harasses, abuses or intimidates another student, a member of staff, a visitor, or any other person while the student is engaged in study or other activity as a student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- breaches any confidence of the College;
- misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from the premises while acting as Ozford College student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- steals, destroys or damages a facility or property of the College or for which the College is responsible.

#### **Academic Integrity and Misconduct**

Ozford College is committed to promoting academic integrity among students and staff and ensuring all assessment of student learning is undertaken in accord with the highest levels of academic integrity.

The Academic requirements section sets out the academic integrity and authentication of School-based Assessment requirements. Students should also comply with the VCAA VCE/VCAL requirements.

The Student Behaviour Management Policy and Procedure sets out the processes for dealing with any breaches of the policy or academic misconduct.

#### **Building Regulations**

Students are required to comply with the regulations of the building, including:

- No smoking in the building.
- No smoking within 4 meters of building entrance.
- Not pressing the emergency button in the lift unless there is an emergency.
- Not using or interfering with emergency equipment, such as fire extinguishers and fire alarms, unless in the case of a genuine emergency. Students that are involved in an incident where the fire services are called



Penalties apply to those caught breaking the building regulations.

### **Dress Code**

Oxford College does not impose compulsory uniform for students, instead all students are encouraged to learn responsibility with their choice of clothing dress in an appropriate manner.

For health and safety reasons students must wear shoes at all times and thongs or open shoes are not permitted. Hats and sunglasses are not to be worn within the building and must be removed upon request of a staff member unless written permission has been granted by College staff.

Students may be asked to go home and change if any dress items are deemed inappropriate.

### **Use of ICT Facilities and Services**

Information systems and computer networks are an integral part of the College's operation. Oxford College has made a substantial investment to create and protect these systems. ICT facilities and services are provided to users to support the strategic objectives of the College.

Users must take responsibility for using ICT facilities and services in an ethical secure and legal manner; having regard for the objectives of the College and the privacy, rights and sensitivities of other people.

Students are expected to exercise good judgment regarding personal use of College resources.

### **Privacy and confidentiality**

While the College desires to provide a reasonable level of privacy, users should be aware that the data they create or store on Oxford College resources, or while using the College resources, is the property of the College.

- Students are responsible for exercising good judgment regarding personal use of College resources.
- Students must not copy, duplicate (except for backup purposes), disclose, or allow anyone else to copy or duplicate any confidential information.
- The College will monitor users' use of the College's resources. The College will monitor access and audit networks and systems (including electronic mail systems and information stored in the network) on a periodic basis for any business purpose including but not limited to:
  - security, network and maintenance purposes;
  - assessing the level of personal use;
  - accessing or retrieving email or data that may have been deleted;
  - ensuring that there is no illegal or improper use of email or the internet;
  - monitoring potential breaches of confidential information;
  - assessing any violations that may constitute harassment or discrimination;
  - investigating complaints of users, clients or suppliers;
  - obtaining all data about the use of email and the internet for strategic purposes; and

- Assessing whether this policy is being adhered to and identifying any possible breaches.

### Security

Students are responsible for the security of their passwords and the use of the College resources via their accounts.

- Passwords must remain secure and students should refrain from disclosing their password to any person and, from sharing accounts.
- The use of personal data storage devices to transfer stored data to or from the College's IT resources is strictly prohibited unless undertaken with the full knowledge and written approval of the IT Services Manager and meets the security requirements. Any external or personal equipment that students wish to be connected to the College's networks must first be approved by the IT services division. Approval is dependent on there being an active antivirus program running on the equipment within current antivirus definitions.
- All PCs, laptops, tablets, mobile devices and workstations should be secured by logging off or locking the workstation when the system is unattended.
- The accessing, storing and working on 'Cloud' services must abide by the Ozford policies with regards to access, privacy, security and data breach.

### External ICT Equipment / Cloud services and solutions

- Any external or personal equipment that students wish to be connected to the College's networks must first be approved by the ICT Services division. Approval is dependent on there being an active antivirus program running on the equipment within current antivirus definitions.
- The accessing, storing and working on 'Cloud' services must abide by the same legislations and the College policies with regards to access, privacy, security and data breach.

### Electronic Mail Guidelines

Ozford email accounts are provided for academic and study related communications. The contents and size of student email accounts will be defined by the IT services division. Some types of emails and attachments will be blocked by the systems to help secure the environment from spam, viruses, worms or other harmful software.

### Personal Mobile Phone, Hand Devices and Computers

Personal mobile phone, hand devices and computers are the personal belongings of students.

It is the student's responsibility to ensure they are kept secured and safe. Students are expected to use them in a safe, responsible and ethical manner at all times. This includes:

- keeping mobile phones on silent and in your school bag during class times (except for approved learning purposes);
- respecting others and communicating with others in a supportive manner, never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- protecting own privacy; not giving out any personal details, including name, telephone number, address, passwords and images;
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent - carefully considering the content before uploading or posting online;

- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If unclear seek further explanation from a teacher/manager;
- not bringing to the College or downloading unauthorised programs, including games;
- respecting the privacy of others; only taking photos or recording sound or video when formal consent has been given or when recording is part of an approved lesson; and,
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/ uploading them to online spaces.

### Prohibited IT Activities

Under no circumstances is a student authorised to engage in any activity that is illegal under local, state, federal or international law while using Ozford College resources.

The following activities are expressly prohibited:

- violation of the rights of any person or the College protected by confidentiality, copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed for use, or the duplication or transmission of copyrighted or otherwise protected materials. This prohibition also applies to materials that are considered "Confidential";
- sending spam using College resources;
- the use of any peer-to-peer file sharing software or websites, including but not limited to Bit Torrent, eMule, LimeWire, Ares, KaZAA, Grokster or Morpheus;
- the use of any IRC or messenger software or websites, including but not limited to Facebook Messenger or other "Messengers", IRC or "chat" clients (except that, for the avoidance of doubt, Voice Over IP products are allowed for the College purposes only, where the person has first registered the name and service with the ICT Services division and obtained consent to such use);
- unless specifically for academic or business purposes, posting or subscribing to newsgroups, online discussion boards or email list groups;
- using Ozford resources to actively engage in procuring or transmitting material that is in violation of sexual harassment, privacy, discrimination or workplace laws including but not limited material which is offensive, obscene, threatening, pornographic, defamatory, discriminatory, insulting, inappropriate, disruptive, intimidating or in violation of a person's privacy;
- effecting disruptions to, or interfering with, any other computer or network;
- using any form of network monitoring which will intercept data not specifically intended for the student or staff, unless this activity is a part of the person's role and responsibilities;
- circumventing user authentication or security of any host, network or account;
- providing information about, or lists of, the College's users, customers or potential customers to any third party; or outside the College;
- activities which discredit Ozford College, its staff or students;
- using electronic mail or the internet for political, religious, private commercial, personal profit making, gambling or personal advertising purposes;
- unauthorised use, or forging, of email header information;

- connecting to the internet, or sending email through, an anonymous proxy server or similar conveyance designed to obfuscate the user's identity;
- creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type;
- installing any software that is not approved by the ICT Service division;
- unauthorised accessing, copying of Ozford information to a personal USB memory stick, hard disk or removable storage device/cloud (whether it is a to mobile phone, tablet, music player, cloud storage or otherwise);
- the 'ripping', copying or storage of music for any purpose; and,

For further information, please refer to the Use of Information Technology Facilities and Services Policy and Procedures.

### Student behaviour Management Policy and procedures

The College uses a variety of approaches to promote good student behaviour and to reduce and resolve conflict between students and between students and staff which are set out in the Student Behaviour Management Policy and Procedure.

The behaviour of both staff members and students at the College is managed supportively to achieve a positive learning environment for the benefit of all parties.

To facilitate a procedural fairness, measures implemented will take into account the nature of the behaviour and steps be taken to identify and address the cause giving rise to the incident.

No corporal punishment of any type is allowed at Ozford. It is inappropriate that physical or emotional violence should be used or tolerated in any context at the College.

If a student does not comply with the College Code of Conduct or policies or there is misconduct, information is gathered about the incident to establish an appropriate behaviour management response. The College Principal has responsibility for ensuring that there is an adequate response to the student's behaviour (the perpetrator) and providing support services for any complainant (the victim). The student's parent(s)/guardian(s) will be informed about the behaviour management process and will be given the opportunity to be involved in the process.

If, the situation is a child safe incident, the College Child safety policy and procedures will be applied including the notification all required authorities.

If there is behaviour or actions that are not consistent with the Code of conduct, policies or misconduct is substantiated, the College will investigate the matter and an appropriate behaviour management response will be applied that is fair, transparent and proportionate to the circumstances.

The actions the College may take include:

- a verbal warning;
- extra duties;
- time limited withdrawal of privileges;
- time limited withdrawal from class;
- detentions;
- placed on conduct card;
- written warning;
- suspension/exclusion from Ozford;
- permanent expulsion or withdrawal or termination of services; and/or
- referral to the relevant authority for serious breach/breaches of law.

The Principal makes the final decision with regard to suspension and expulsion of a student. This power cannot be delegated.

In some cases where the student's misconduct is severe, the Principal has the right to cancel the student's enrolment.

## Part 4: OZWAY– POLICIES AND PROCEDURES

Ozford College policies state principles that guide the College in their operation. Procedures describe in detail the process to implement a policy.

It is important for you to familiarise yourself with the College policies and procedures that are relevant to your enrolment and study at Ozford College.

The following overview is to give you a basic knowledge of some of the policies and procedures of the College. Detailed information is available on our website, at:

<https://www.ozford.edu.au/high-school-policies-and-procedures/>

### Admissions and Enrolment Policy and Procedure

Ozford College has an open entry enrolment policy. Preference in enrolment is primarily determined by the applicant's date of enrolment. The College's terms and conditions of enrolment take into account the requirements of laws relating to the school registration, international students, privacy, discrimination and equal opportunity. Students with disabilities and/or special needs will be considered for enrolment along with all other eligible applicants.

### Student Support and Services Policy and Procedure

This policy sets out how the College provides services, staff and resources to support students in achieving their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course.

### Attendance Policy and Procedure

All students are expected to attend all of their classes. At Ozford College, attendance is recorded for every class and students' attendance rates are calculated accordingly. Students are expected to attend all classes as scheduled on the timetable.

**Students of the College are required to attend 80% or more of their classes every term (study period) to be considered as meeting satisfactory attendance requirements.**

International students should be aware that it is a visa requirement that satisfactory attendance is maintained.

For VCE students, it is a VCAA requirement that students attend a minimum of 50 face-to-face hours of teaching for each VCE Unit of study. This means you must attend every class.

The minimum attendance requirement for all VCE/VCAL units of study is 80% and 100% attendance is required for all assessment activities.

Ozford implements intervention strategies when students' attendances fall below 90%. Warning letters will be issued to students' home addresses and students will be required to attend a meeting with the High School Coordinator and can be placed on an Academic Goal Card. A final warning of Ozford College's Intention to Report for Unsatisfactory Attendance Letter will be issued when students' attendance falls below 80%.

Ozford may only decide not to report a student for breaching the 80% attendance requirement when students go through the appeal process and:

1. Produce documentary evidence clearly demonstrating that compassionate and compelling circumstances apply, and;
2. The student is attending at least 70% of the scheduled course contact hours for the term.

### **Illness**

Students must have medical certificates as evidence if you are absent due to illness.

The College encourages all students that are feeling unwell or exhibiting flu like symptoms to stay home and to get tested for COVID19. Even if you do not have COVID19, it is better to rest at home and get better than try to study while you are unwell.

To ensure that your attendance rate is not impacted by the time you are away, please provide a copy of the medical certificate to the International Student Coordinator.

### **If You Are Going to Be Late or Away or want to take leave**

Students must be at school for the first class on the first day and on the last day of each term. Leaving early and returning late from holiday is not permitted and can impact your attendance rate.

If you are late or absent from school, ring the Student Services and Information Desk - 8663 7188 and provide an explanation for your lateness or absence.

The College can only grant leave for compassionate and compelling circumstances. All other leave can impact your attendance rate. The Refusal, Deferral, Suspension and Cancellation of student enrolment policy and procedures set out the College's processes for student requests for leave.

All applications for leave must be made in advance of taking leave. The International Students Coordinator can provide you with advice on the policy requirements and how to apply for leave.

### **Curriculum Framework, Assessment, Mode of Delivery, Reporting and Record-Keeping Policy and Procedure**

This policy and procedures set out how the College delivers your high school course including how assessment is marked.

### **Academic Progress and Completion within Duration Policy and Procedure**

This policy sets out how the College monitors the academic progress of students to ensure they complete the course within the duration specified in their Confirmation of Enrolment (CoE).

Please refer to the satisfactory completion of VCE and Satisfactory completion of VCAL sections for the course progress and completion within duration requirements.

### **Extension of course duration**

Study duration can only be extended where it is clear that the course cannot be completed in the expected duration as a result of:

- compassionate or compelling circumstances - see Deferring, suspending or cancelling a student's enrolment – Policy and Procedure
- a student undergoing an academic counselling or remedial program to address unsatisfactory progress;
- An approved deferment or suspension of study under Deferring, suspending or cancelling a student's enrolment – Policy and Procedure.

The Academic Progress Policy and Procedure set out the College's processes for extending duration of a course.

### Younger Students and Homestay Policy and Procedure

This policy sets out the College's requirements for students under the age of 18 years.

The policy explains the College's arrangements for students living in homestay arrangements including minimum accommodation standards to ensure the accommodation is age appropriate and safe.

### Critical Incident Policy and Procedure

The Critical Incident Policy and Procedure asset out the procedures to follow in the event of a critical incident.

A critical incident is defined as '*a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury*'. It includes but is not limited to incidents that may cause physical or psychological harm. Critical incidents are not limited to, but could include:

- missing students;
- severe oral, written or psychological aggression;
- death, serious injury or any threat of these;
- natural disaster;
- issues such as domestic violence, sexual assault, drug or alcohol abuse, and
- signs of physical and/or sexual abuse, and neglect.

If you experience a critical incident, you feel unsafe or threatened on campus, speak to a staff member immediately or approach the Student Services and Information desk on Ground Floor.

### Transfer between Registered Providers Policy and Procedure

All current students seeking to transfer to other educational providers in the first 6 months of their principal course need to apply for transfer and obtain our approval, to be able to enrol in another provider.

Oxford College will assess whether the transfer request should be refused or granted based on:

- whether there are compassionate and compelling grounds, e.g. illness, family emergency and natural disaster;
- whether there are any issues with the capacity of the College to meet the student's requirements;
- whether the transfer may have a negative impact on your future study options;
- whether there are outstanding course fees;
- Whether the student has failed to meet satisfactory academic progress.

### Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedure

The Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedure set out the College processes for:

- Deferral of commencement of a course ie. if a study visa is not granted or flight arrangements which impacts on ability to commence studies.
- Suspension of the course ie. taking leave for compassionate or compelling circumstances or due to action taken by the College.
- Cancellation of enrolment due to withdrawal by a student or due to action taken by the College.

### **Student Complaints and Appeals Policy and Procedure**

The College takes all student concerns and grievances seriously. The Student Complaints and Appeals Policy and Procedure sets out the informal and formal complaint and appeals processes.

## Part 5: OZLIFE– STUDENT LIFE

Student life at Ozford College is much more than attending classes and completing school work. It is also about making new friends, adjusting to a new environment, developing life skills that enable you to live a meaningful and successful life. This section covers some aspects to help you to adjust to student life at Ozford and living in Australia in general.

### Change of Contact Details

All students are required to inform the College if any of their personal details change.

Students must obtain and complete a 'Change of Contact Details Form' from the Student Services and Information Desk when they change address, phone number or email address within 5 working days.

It is a visa requirement that all international students provide their current contact details to their Education Providers.

### Accommodation

The College is committed to providing appropriate accommodation support services to students to enable and provide them with every opportunity to adjust to study and life in Australia.

Students who require Accommodation support can speak to the International Students Coordinator.

#### **Accommodation Options for Students under the age of 18**

Students under the age of 18 must live in accommodation approved by Ozford College.

The accommodation may be with:

- a parent or guardian approved by the Department of Immigration. The College can assist parents and guardians with sourcing accommodation.
- Under a CAAW letter living in a homestay arrangement, there are two options:
  - Option 1: a homestay organized by Ozford or
  - Option 2: a carer nominated by the parents and approved by the College.

For Options 1 or 2, the Younger Student and Homestay Policy and Procedure sets out the homestay policies and procedures including minimum accommodation requirements.

The International Student coordinator is responsible for selecting a suitable homestay for you and monitoring the suitability of the accommodation. If you have any concerns about the homestay or you feel unsafe or threatened on campus, speak to the International Student coordinator immediately or approach the Student Services and Information desk on Ground Floor.

Students living in homestay arrangements should:

- Treat their homestay carers in a fair, respectful and polite manner. Discrimination of any kind is not acceptable.
- Understand that your customs or beliefs may be different. Have an open mind and see it as a 'cultural exchange' to learn about someone else's experiences and values and share your own.
- Comply with any reasonable 'house rules' which may include:
  - keeping your room tidy;
  - assisting with minor chores;

- using resources such as water and electricity responsibly;
- keeping noise to a minimum;
- attending meal times promptly
- advising when you have College or other approved activities that will mean you won't be home on time for meals; and
- being polite and considerate at all times.
- Pay your homestay fees on time.
- Be sensible and safe
- Not smoke or consume any alcohol or illicit substance at any time
- Work together to make the homestay a success. You need to speak up about concerns and cooperate to resolve any misunderstandings or issues that might arise. It takes contribution from both sides to create a comfortable and enjoyable environment.
- Make sure that you provide your current contact details and any other important information about you they should know.
- Follow COVID-19 health and safety protocols set by the Victorian government.

### **Accommodation Options for Students over the age of 18**

Students over the age of 18 will be provided with a list of accommodation options and the International Students Coordinator can help students to make accommodation arrangements in consultation with students.

Below are some of the common accommodation options available for students over the age of 18:

#### **Private Rental (Price guide: \$200-\$400/week)**

This is true independent living – renting an apartment or a house either alone or with housemates. Living with others is ideal for meeting new people and reducing your costs. However, if you decide to go alone you will have to pay for everything. Rentals come either furnished or unfurnished. Both will require you to buy the basic necessities such as kitchen appliances.

#### **Homestay (Price guide: \$300-\$350/week)**

A homestay is staying with a family in their home with meals, internet and utilities covered by the family. The College can arrange for you to live with a homestay family if you complete a Homestay application form at the Student Services and Information Desk on the Ground floor.

#### **Student Apartment (Price guide: \$350-\$500/ week)**

These large centres are full of apartments of varying sizes (1 to 5 bedrooms). You will get a fully furnished bedroom with 24-hour support, internet included and private ensuites are available.

Generally, they are conveniently located, safe and secure. Many have a social calendar so you can make friends. The downside to this is the internet can slow down at peak times and the rooms can be quite small.



Consumer Affairs Victoria has a dedicated renting section for students and has produced a resource toolkit that can help students with renting problem. The toolkit includes:

- sample social media posts for posting on your Facebook or Twitter channels;
- short and longer article for publishing on your website or newsletter;
- video links to short animated renting videos on YouTube - available in 12 different languages.

See: <https://www.consumer.vic.gov.au/internationalstudents>

### Student Life – Must Know Tips

At Ozford College we want all students to excel in their studies. Here are some useful guidelines and suggestions to get you started.

#### Set some goals

Being a student is when most structured and mind opening learning of your life will happen. It is important to set clear goals for each course you wish to take. At the same time, do not over burden yourself.

Use the SMART principle below when setting goals and believe in yourself that you can do it.



#### Attend classes

Make a commitment to attend all classes and strive for excellence in all your course work. Remember when you apply for a job or a course in the future, your grades and attendance will reflect your abilities and dedication.

#### Get involved

Studies shows that students who engage and participate in extracurricular activities have higher indicators of academic and career success.

Your academic transcript may be what gets your foot in the door, but employers look for candidates with relevant experience when making hiring decisions. The biggest challenge is showing relevant experience, which employers say is one of the most important factors they look for in applications from graduates. This is not limited to professional work experience. School and community activities and volunteering also qualify as relevant experience and can be included in your resume as well. In other words, extra-curricular activities help you gain the key skills and experiences to help you land that job.

### **Make new friends and develop positive friendships**

Networking with other people is important. Friends can support you in your efforts to maximise the benefits of a student life. Get to know people who express high social, academic, and personal values.

On the other hand, friends who set on having a good time at the expense of a good education can be seriously detrimental so choose your friendship carefully.

### **Seek help**

Problems will often get worse if they are not directly addressed in a timely fashion. Procrastination in any of its many forms can lead to a small problem getting much worse. Get help when you need it. Speak to your teachers, the High School Coordinator, or any other staff about your problem.

### **Budget**

Living on a student budget can be tricky, especially when you're still adjusting to life in a new country. If required, start keeping a record of all your savings and expenditures. Stop spending on things you don't need. Buy your books and supplies only if it is very necessary. Try borrowing resources from the library or rent them. It will save a lot of money and effort in case you decide later on to drop a class.

Some resources to help you to live on a student budget:

<http://www.studiesinaustralia.com/news/study-tips/10-student-budgeting-tips>

<https://www.youthcentral.vic.gov.au/study-and-training/information-for-international-students>

<https://www.moneysmart.gov.au/life-events-and-you/under-25s/studying/living-on-a-student-budget>



### **Look after your health and wellbeing**

International students who come to Australia are living away from home and their family for the first time. With your family overseas, it is very important for you to look after your health. Most students find that they study better when they are feeling happy, healthy and active.

8 hours of sleep a night is what most students should aim for. Try to avoid napping during the day and reduce your caffeine intake, particularly up to 4 hours before bedtime, so that you can get a full night's sleep.

Research says that physical exercises result in increased blood flow to the brain which indirectly improves mood and sleep; reduces stress and anxiety. Exercising a few hours every week will help you increase alertness and attentiveness which leads to faster learning. It's very important that you eat right, exercise regularly and stay fit.

For more information and help regarding life issue, health (physical, mental and emotional sexual) & wellbeing to work & study support, please refer to the below website:

<https://headspace.org.au>

<https://www.betterhealth.vic.gov.au>

**Share and help**

Share your experiences with other newcomers and help those who are in need. Your emotional wellbeing plays a large part in your overall health, so it is important that you are feeling happy and maintain an active social life in addition to attending classes and studying. Balancing your study commitments with your social life is an important part of being a student.

Attend events on campus (such as movie screenings and markets), make friends with your classmates and join a student club or a sporting team.

As long as you manage your time effectively and keep up with your studies, social activities can provide a nice break from study and can help to reduce stress.

**Awards, Graduation and Alumni**

At Ozford College, we love to recognise and celebrate students' success. At the end of every year, students with outstanding academic achievement are selected and awarded with a Certificate of Academic Excellence.

Graduation is a milestone that calls for recognition and celebration. All graduates have the opportunity to invite family and friends to the Graduation Ceremony to celebrate this important milestone.

## Part 6: OZSAFE - Safety and Security

Maintaining a safe physical and virtual learning environment is important in providing high quality education programs and positive learning experience to the students.

Oxford College acknowledges that student safety is paramount to student success and implements preventative measures to monitor and enhance student safety and has developed and implemented measures below to address student safety both on campus and online.

### Call for help immediately in an Emergency Situation

Call '000' for any emergency, Ambulance, Fire or Police.

000 is the national Emergency number for life threatening or time critical emergencies. Ambulance, Fire and Police services in Australia are safe and can be trusted.



- If your friends are in danger, help them by calling '000'
- If you feel you are in a risky situation, find a crowded and well-lit area, then call the police on '000' for help.
- If you are victim of a crime such as online/ phone scams, assault or theft, report it to the police on '000'.
- Don't be scared to report a crime (e.g. online/phone scams, assault, theft), or make a complaint as it will not affect your visa, police checks, job applications, studies or grades.
- You can get free, independent and confidential legal advice for your troubles (e.g. landlord issues, work and employment issues) from your local Community Legal Centre (call 1300 792 387 or visit [www.fclc.org.au](http://www.fclc.org.au))
- If you see a crime in public (e.g. assault, robbery), and are not in danger, call 1300 333 000 or report to [www.crimestoppersvic.com.au](http://www.crimestoppersvic.com.au). They are 100% confidential.

### Campus Safety

Oxford College is committed to providing and maintaining a safe and healthy learning and teaching environment for its staff and students. The College will take all reasonable and practicable steps available to ensure the safety of all its staff and students on campus with an emphasis on the **prevention of accidents, injury and unacceptable conduct**.

Oxford College is a drug and alcohol-free place.

All staff are required to wear the College's identification badges or staff ID, which displays the names of the staff members. Students are required to carry their student ID cards with them at all times on campus. The student ID cards must be presented for **identity verification** upon request staff members. For safety and security reasons, building occupants may be asked to leave the building if their identity cannot be verified.

For the safety of the Campus community and the protection of assets and property, some areas of the campus are under constant **camera surveillance**. All cameras are monitored and supported by recordings that are kept for incident investigations, in recognition of the Workplace Video Surveillance Act.

There are **emergency exits and evacuation plan** available on each level. A fire warden is allocated to each floor of the premise. You will be guided through the emergency exit and the plan during orientation and at the beginning of every trimester. Please ensure you are

familiar with the emergency exits and the emergency evacuation plan. The evacuation plan is available next to the emergency exit.

Staff and students have an obligation to **conduct** themselves in a safe manner and **promptly report** any potential or actual incidents of injuries, harassment behaviour or unsafe working conditions or equipment as soon as practicable.

If you have a concern, feel unsafe or threatened on campus, speak to a staff member immediately or approach the Student Services and Information desk on Ground Floor.

If you or someone you know have experienced or witnessed assault or threatening conduct on campus and did not report the incident previously, you are still encouraged to report the incident to the International Student Coordinator.

We value your input and we will listen to you and discuss appropriate support options and take further actions to further enhance the safety of the campus.

## Personal and Travel Safety

### Personal safety

We each have the right to feel culturally safe, valued and to be treated with respect and dignity.

Students are advised not to carry large amounts of money in cash and to keep important documents (especially passports) in a secure place at all times. If you need to use ATMs to withdraw cash, use it during the day, when there are people around and immediately safeguard the cash.

Other **Personal Safety** Tips:

- Never leave any personal belongings such as handbags, phone or wallet unattended both on and off campus
- Do not lend your keys, bank cards or items with personal information to anyone
- Do not be afraid to act assertively if you are uncomfortable or if you think someone is acting inappropriately.

### Travel Safety

There are a number of things that you can do to make your public transport journey safer and more secure.

- Before your journey, it is recommended that you top up your Myki. This will save you time and ensure you do not miss your ride when you arrive at the station.
- Before you begin your train journey, check timetables and any connecting train, tram or bus services.
- After 7pm, travel in the front carriage of the train so you are close to the driver.
- If there are other passengers on the train, sit near them, not by yourself.
- Always be alert to your surroundings and the people around you

For more information, visit:

<http://ptv.vic.gov.au/getting-around/travelling-safely/>

<https://www.police.vic.gov.au/public-transport-safety>

## Online Safety

The Code of Conduct section sets out the College's online safety requirements.

The eSafety Commissioner (eSafety) provides a wide range of online safety programs and resources aim to empower all Australians to have safer, more positive experiences online. It has a dedicated section for young people that students should read through.

For more information, go to: <https://www.esafety.gov.au/young-people>

## Fire, Bushfires, Water and Sun Safety

### Fire Safety

You must be able to escape from your home in the event of a **fire**. When at home, keep a key in the inside deadlock to ensure that you can leave quickly.

Draw a floor plan of your home and identify two ways out from each room. If you live in a two-storey home, find a way to escape from the upper level. Check that the windows and flyscreens open freely. Display the escape plan in a central area of your home—such as the fridge or a notice board. Practise your escape plan at least twice a year.

A **smoke alarm** senses smoke and can alert you to a fire to give you time to escape. If your smoke alarm does not work, we strongly recommend that you contact your estate agent or your landlord immediately. Landlords and homestay providers are required to install and maintain working smoke alarms in all properties.



- It is compulsory to have a working smoke alarm in your house. Check that batteries are still good. They save lives.'
- Just in case of fire, make sure you have a running away plan where you live.'
- Do not leave your cooking alone – cook your food, not your house.'
- If there is a fire or explosion, call the Fire Brigade on 000

### Bushfires

Bushfires and grassfires are very dangerous!

There are bushfires and grassfires every year. When the grass dries out in summer it can easily catch fire. Fire can move really fast in dry grass and bush. Some fires are in paddocks on farms. Some fires are in the forest and in National Parks or Reserves. When there are lots of trees and bushes it can be dangerous if it catches fire.

Some fires can burn down houses and kill people. Black Saturday in February 2009 had Code Red conditions and sadly 173 people died across Victoria in large uncontrollable bushfires.

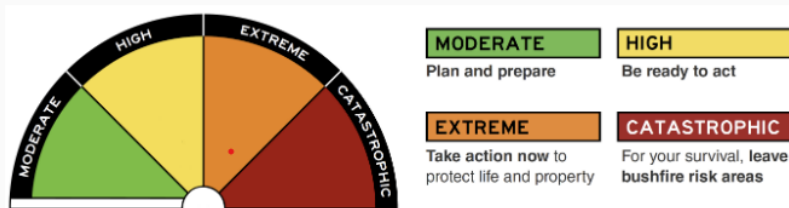
You don't have to live in the country to be at risk of fire. If you live near areas that have significant bush, forest, long grass, or coastal scrub, then you need to plan ahead for the fire season.

## Fire Danger ratings

Students need to know what Fire Danger Ratings are and where to find them during the Fire Danger Period.

A new Fire Danger Rating system was introduced in 2022 across Australia so whether you're at home or travelling, you will see the same rating system.

### The new Fire Danger Ratings



There are four levels of fire danger in the new system:

- **Moderate** - Plan and prepare
- **High** - Be ready to act
- **Extreme** - Take action now to protect your life and property
- **Catastrophic** - For your survival, leave bushfire risk areas

Fire Danger Ratings are used during the Fire Danger Period (usually October to May). The Fire Danger Rating tells you how dangerous a fire would be if one started. Every day an arrow will point to the rating for the day. The higher the rating, the more dangerous the situation if a fire starts. **Catastrophic** is the most dangerous rating.

On a **Catastrophic day**, do not stay in bushfire prone areas, leave the night before or early in the morning. 'Leaving early' is the safest option for people who live or visit bushfire-prone areas. Leaving early means leaving the area before a fire starts – not when you can see flames or smell smoke.

Do not travel into the bush on Extreme and **Catastrophic** days. **The College will cancel any activities to such areas if it is a Catastrophic day.**

If leaving the high-risk area is no longer an option, your safety is not guaranteed but there may be options close to where you are that could protect you. These include:

- A well prepared home (yours or your neighbours') that you can actively defend on Severe & Extreme Fire Danger Rating days only.
- Private Bushfire Shelter (bunker) that meets current regulations
- Designated community fire refuge

In situations where no other options are available to you, taking shelter in one of the below may protect from radiant heat but your safety is not guaranteed and there is a **High** risk of trauma, injury or death:

- Neighbourhood Safer Place (place of last resort)
- Stationary car in a clear area
- Ploughed paddock or reserve
- Body of water (i.e., beach, swimming pool, dam, river, etc.)

Commented [TG3]: Updated to new ratings

Ratings are forecast up to four days in advance. The ratings can be found Online at [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au) or [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

### **Total Fire days**

In Victoria we have to be careful not to start fires outside because they can spread very quickly. There are laws about lighting fires outside and using machinery during the Fire Danger Period (usually Oct - May).

Total Fire Bans are declared on days when fires are likely to spread rapidly and be difficult to control. On a day of Total Fire Ban no fires are allowed outside. It is against the law.

You cannot use machinery that might make sparks like grinders or mowers.

CFA has a Facebook page and over summer this will let you know if there are any Total Fire Bans. You may also see signs or hear about a Total Fire Ban during the news on TV.

You can also check the CFA website or [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or call the VicEmergency Hotline on 1800 226 226.

It is your responsibility to find out.

### **Water Safety**

There were 294 drowning deaths across Australia's coastline, inland waterways and pools in 2020/2021 (Source: *Royal Life Saving National Drowning Report 2021 and Surf Life Saving National Coastal Safety Report 2021*). 80% of drowning deaths were males.

People from Multicultural communities in Australia are at greater risk of drowning due to cultural differences in swimming ability and water safety knowledge. This includes visitors, international students and residents who were born overseas.

The drowning deaths is largely attributable to:

- Increased drowning risk among people visiting unfamiliar locations. COVID has seen more people seeking out remote places to escape crowds, swimming outside of patrolled hours, taking more day trips to isolated beaches, rivers or lakes and holidaying domestically at unfamiliar locations.
- Increased drowning risk around the home. Complacency can often seep in when people are exhausted from working from home, homeschooling, and restricted time in confined spaces, sometimes resulting in distractions or unsupervised children around water.
- People lack the swimming skills necessary to enjoy the water safely. COVID has seen children missing out on swimming lessons, adults and teenagers with reduced pool access who are no longer swim fit and/or lack confidence in the water leading to increased drowning incidents in open waterways.

Top tips to stay safe in and around the water:

- Know the conditions. Know your limits.
- Only swim where permitted.
- Do not swim by yourself. Always swim under supervision or with a friend.
- Always swim at a beach patrolled by lifesavers. Swim between the red and yellow flags, they mark the safest areas to swim. If you are unsure of conditions, ask a lifesaver.
- Read and obey the safety signs and barriers.
- Always wear a lifejacket when boating.
- Never swim near waterfalls.
- Do not jump off piers and jetties.
- Always go surfing with someone else.
- Don't swim directly after a meal or under the influence of alcohol or drugs
- Don't run and dive in the water.
- Check that it is okay to swim before you enter the water, conditions change regularly.

- Use at least 15+ sunscreen, wear a long-sleeve shirt and broad brimmed hat.

The best way to check is to ask someone who knows the area like a shopkeeper, caravan park owner or someone who lives nearby. They are most likely to know the dangers and direct you to a safe swimming spot. Remember to enter the water carefully. Always enter the water **feet first**. Submerged objects can be very dangerous. Keep watch for trees, branches, rocks and rubbish.

Visit: <https://www.parks.vic.gov.au/get-into-nature/safety-in-nature>  
<https://www.royallifesaving.com.au/stay-safe-active/communities/multicultural-communities>  
<https://sls.com.au/>  
<https://www.youtube.com/watch?v=U7hgx5MJF5Y>

### **Sun Safety**

In Australia, the high level of the **sun's ultraviolet** (UV) radiation makes people more vulnerable to sunburn, skin cancer and heat stroke than in many other countries. Visit Sun smart website for tips and information on sun safety. (<https://www.sunsmart.com.au/uv-sun-protection>)

### **Food Safety**

When people get sick from eating food, this is known as 'food borne' illness or 'food poisoning'. Some types of bacteria and viruses can cause food poisoning. Although food poisoning is usually mild and lasts a short time, it can become a serious problem for some children, especially if they have a condition that decreases their immunity.

The principles of food safety aim to prevent food from becoming contaminated and causing food poisoning. This is achieved through a variety of different avenues, some of which are:

- Properly cleaning and sanitising all surfaces, equipment and utensils
- Maintaining a high level of personal hygiene, especially hand-washing
- Storing, chilling and heating food correctly with regards to temperature, environment and equipment
- Comprehending food allergies, food poisoning and food intolerance

### **Anaphylaxis – severe allergic reactions**

Anaphylaxis is a potentially life threatening severe allergic reaction, that requires immediate treatment with adrenaline. According to the Department of Education and Training Guidelines, 9 foods cause 95% of food-induced allergic reactions, including anaphylaxis, in Australia:

- peanuts
- tree nuts (for example, hazelnuts, cashews, almonds, walnuts, pistachios, macadamias, brazil nuts, pecans, chestnuts and pine nuts)
- eggs
- cow's milk
- wheat
- soy
- fish
- shellfish (for example, oysters, lobsters, clams, mussels, shrimps, crabs and prawns)
- sesame seeds.

Other common allergens include some insect stings, particularly bee stings but also wasp and jumper jack ant stings, tick bites, some medications (for example, antibiotics and anaesthetic drugs) and latex.

A severe allergic reaction can be rapid in onset and commonly occur within 20 minutes to two hours so students need to be able to recognise the symptoms and respond by seeking an adult's help. Common symptoms include:

- Skin reactions such as itching and hives
- Flushed and pale Skin
- Lower blood pressure
- Difficulty breathing
- Choking
- Weak and rapid pulse rate
- Vomiting
- Nausea
- Dizziness or fainting

Anaphylaxis should always be treated as a medical emergency. **If a person has anaphylaxis symptoms immediately advise the closest College staff member or call 000.**

Where possible, only School Staff with training in the administration of the Adrenaline Auto-injector will administer the student's Adrenaline Auto-injector. However, it is imperative that an Adrenaline Auto-injector is administered as soon as possible after an anaphylactic reaction.

**Therefore, if necessary, the Adrenaline Auto-injector is designed to be administered by any person following the instructions in the student's ASCIA Action Plan.**

Examples of ASCIA Action Plans and First Aid Plans for Anaphylaxis can be found at the following link:

[ASCIA Action Plan: Anaphylaxis - Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#)

It is important that in responding to an incident, the student does not stand and is not moved unless in further danger. **Call an ambulance on 000 immediately after giving the adrenaline auto injector.**

The College's Anaphylaxis management policy and plan sets out the College plan for and actions to address the risk of anaphylaxis.

## Respectful Relationships - Child Safety, Family and Gender Based Safety

### Child safety

Ozford College has zero tolerance to child abuse and is committed to the protection and wellbeing of all children (students under the age of 18 years) in its school environments.

**If you ever feel unsafe or threatened on campus, speak to a staff member immediately** including the Student Services and Information desk on Ground Floor.

# PROTECT

**Everyone has the right to be safe and be protected from abuse.**

No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, anyone at school or anywhere else in the community.

Tell a teacher or any adult at your school if you feel unsafe.



**It's everyone's responsibility.**

Adults at school must listen and respond to concerns about child abuse.

If you suspect abuse of any child or young person, you have a responsibility to report it, even if you are not sure.

**Further information & resources**  
[www.education.vic.gov.au/protect](http://www.education.vic.gov.au/protect)



The College website includes the child safe policies and procedures including processes for reporting child abuse. It is expected that all staff, volunteers, contractors, parents/ guardians/ care giver/homestay, all students over the age of 18 years and all members of the school community to adhere to the Child Safe code of conduct available on the website which establishes clear expectations for appropriate behaviour with children and to help protect children from abuse.

The College recognises that international students, and in particular students living in homestay accommodation, are at particular risk of harm due to their unique situation.

Factors which increase their risk of harm and susceptibility to child abuse above local students include:

- cultural differences;
- language barriers;
- distance from family;
- residing in an unfamiliar home;
- difficulties adjusting to Australian life;
- reduced emotional support from family members;
- engaging in new relationships and activities;
- isolation within Homestay Accommodation

Harm includes any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It may include physical, psychological or emotional abuse, neglect and sexual abuse or exploitation. Harm can be caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances.

The College takes the following actions to promote child empowerment and participation to all students.

1. The College has a culturally safe culture where:
  - the diverse and unique identities and experiences of its students including any Aboriginal children, young people and students are respected and valued.
  - the needs of Aboriginal students, students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students are considered in the development of College policies, processes, support services and curriculum.
  - strategies are developed to equip students to acknowledge and appreciate the strengths of cultural diversity and Aboriginal culture and understand the importance to the wellbeing and safety of children and students from culturally diverse and aboriginal backgrounds.
  - the College has the ability to provide support and responds to vulnerable children and students.
  - students are informed about all of their rights, including to safety, information and participation
  - students are empowered about their rights, participate in decisions affecting them and are taken seriously ie. there are opportunities for students to participate and staff are responsive to their contributions to strengthen confidence and engagement.
  - the importance of friendships is recognised and support from peers is encouraged, to help all College students feel safe and be less isolated.
2. The College encourages and actively supports all students to have the ability to express their culture and enjoy their cultural rights by:
  - The College holds cultural events and activities to encourage celebration of the diversity of students.
  - Students are encouraged to participate in decisions affecting them and are taken seriously ie. there are opportunities for children and students to participate and are responsive to their contributions to strengthen confidence and engagement.
  - The school has a Student Code of Conduct and policies in place to promote child safety an prevent discrimination., bullying or harassment.

3. The College promotes its child safe policies to its students by:
  - The College has developed in this handbook child safe information that is accessible, culturally and age appropriate for its students and publicly promotes the child safe policies on the College website.
  - The College staff will advise students about and make reference to the College child safe policies in Student pre-enrolment, orientation and other child safe information.
  - The orientation process includes specific reference to the College child safe policies. Also, embedded in the student support strategies is promotion of the child safe policies.
4. The College has and is developing curriculum planning and other child safety documentation that details the strategies and actions to ensure the students receive appropriate education about:
  - the College policies
  - standards of behaviour for students attending the school;
  - the diverse circumstances of students and how the College provides support and responds to vulnerable children and students.
  - the needs of Aboriginal students, students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students and how the College ensures there is a culturally safe environment for them.
  - students are empowered about their rights as set out in the United National convention including
    - be treated fairly
    - have a say about decisions affecting them
    - live and grow up healthy
    - have people who do what is best for them
    - believe what they want to believe
    - privacy
    - find out information and express themselves
    - be safe no matter where they are
    - be cared for and have a home
    - education, play and cultural activities
    - help and protection if they want it
  - students are encouraged to participate in decisions affecting them and are taken seriously ie. there are opportunities for children and students to participate and are responsive to their contributions to strengthen confidence and engagement.
  - students receive education about healthy and respectful relationships (including sexuality).
  - students are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way
  - resilience;

- the importance of friendships is recognised and support from peers is encouraged, to help children and students feel safe and be less isolated;
- child abuse awareness and prevention.
- access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand

### **Students who are 18 years old or older**

In Australia, persons over the age of 18 years are regarded adults. The College provides students that are 18 years of age or older with information about their child safe obligations.

Students can access the child safe policies on the College website including reporting obligations associated with:

- the obligation to report child abuse
- the failure to disclose offence
- the failure to protect offence
- the grooming offence under the Crimes Act 1958.

Any students over the age of 18 years living in homestay arrangements with younger student (under the age of 18 years) is required to hold a Working with Children clearance.

There are no laws that say when a young person can start dating another person but there are laws about sexual activity with another person. The age of consent is the age at which the law says a person can agree to sexual activity. If you are under the age of consent, the law says that you cannot legally agree to sexual activity, and any person who does something sexual with you has broken the law. In Victoria, the age of consent is 16. If you are 16 years old and above, you can legally have sex (or do another sexual activity) with another person who is 16 years or older as long as you both agree to it.

Grooming of children under the age of 16 is a crime. In Victoria, grooming may occur where an adult (person over the age of 18) communicates with a young person who is under 16 years old so that they can sexually abuse that young person. These laws can also apply to online relationships.

### **Respectful Relationships**

Spending time with someone you like should be fun, enjoyable and something that makes you feel good. However, it is important to know that not all relationships you experience will necessarily be healthy ones.

A **respectful relationship** is one of mutual respect, trust, good communication, understanding and honesty. Being in a relationship should be a positive experience for both people. We each have the right to feel safe, valued and cared about in our relationships, and this is particularly important when starting a closer, intimate relationship.

A respectful relationship includes:

- Being able to have fun together
- Having respect for yourself and for your partner
- Feeling comfortable
- Being able to say 'no'
- Being able to make your own decisions
- Feeling accepted and free to be yourself
- Listening and being heard
- Being able to express your thoughts and feelings honestly with each other
- Being able to talk things through together and make compromises
- Supporting each other through the good times and bad

Visit the link for more information about Respectful Relationships:  
<https://bodytalk.org.au/relationships/respectful-relationships/>

If you are thinking about having sex, please be aware of and plan for the risks that are involved with unsafe or unprotected sex. These risks include:

- getting a sexually transmissible infection (STI) like chlamydia;
- getting a blood borne virus like HIV;
- unplanned pregnancy; and
- unplanned parenthood.

For information about how you can protect yourself from the risks of unsafe sex, you can see a medical doctor or visit one of these websites:

- Family Planning Victoria: <http://www.fpv.org.au/>
- Headspace: <https://headspace.org.au/young-people/what-is-sex-risks-health-and-contraception/>.

### **Consent Matters! Understanding Consent**

**Sexual consent** means that both people actively and verbally agree to sexual activity. Sexual activity means many things to different people and is generally a lot more than just oral, anal or vaginal sex. It can include kissing, hugging, touching, rubbing and many other behaviours that people might find pleasurable. If both people do not say “yes,” then consent has not been given.

If you have partner, it is important for you and your partner to understand that you have the right to change your mind about what you do or do not want to do at any time. This means that even if you are engaging in sexual acts with a person and you or the other person changes mind, you must stop whatever you are doing and respect the other party’s wishes. Not respecting those wishes could be crossing the line into illegal behaviour (sexual misconduct).

Trying to persuade someone into saying “yes” when they are not sure or do not want to have sex is not consent. It is called sexual coercion.

If a person is under the influence of drugs or alcohol, they cannot legally give consent. Engaging in sexual activity with someone who is under the influence of drugs or alcohol is considered rape.

A person must be a certain age in order to be able to legally give consent. This age is called the “age of consent,” and age of consent laws vary from state to state. In Victoria, the age of consent is 16. A person can be charged with a sexual offence if they perform a sexual act that breaks these age limits, even if the younger person agrees to it.

### **Sexual Assault Offences**

In Australia, any sexual activities imposed on another person without consent are serious offences! The offenders have committed a criminal offence regardless of whether the victim is drunk, drug affected, asleep or unconscious or submits because of force or fear, or if the person is under the legal age of consent. Consent is explained in full at the following websites:

- <https://www.plannedparenthood.org/learn>
- <https://sydney.edu.au/students/sexual-health-consent.html>
- <https://aifs.gov.au/cfca/publications/age-consent-laws>

### **Family Safety – Reducing Domestic Violence**

Australia has well defined laws concerning domestic and family violence. Domestic and family violence can occur at home between partners, housemates or family members. It includes behaviours that cause fear or threaten safety, such as hitting, choking, denying essential money and insulting or constantly criticising the partner.

**Domestic violence** – refers to acts of violence that occur in domestic settings between two people who are, or were, in an intimate relationship. It includes physical, sexual, emotional, psychological and financial abuse

**Emotional/psychological violence** – can include a range of controlling behaviours such as control of finances, isolation from family and friends, continual humiliation, threats against children or being threatened with injury or death.

**Family violence** – is a broader term than domestic violence, as it refers not only to violence between intimate partners but also to violence between family members. This includes, for example, elder abuse and adolescent violence against parents. Family violence includes violent or threatening behaviour, or any other form of behaviour that coerces or controls a family member or causes that family member to be fearful. In Indigenous communities, family violence is often the preferred term as it encapsulates the broader issue of violence within extended families, kinship networks and community relationships, as well as intergenerational issues.

The Australian Government has developed a Family Safety Pack for men and women coming to Australia. It includes information on Australia's laws regarding domestic and family violence, sexual assault and forced marriage, and a woman's right to be safe.

The pack includes eight factsheets on the following topics:

- Domestic and family violence
- Sexual assault
- Forced and early marriage
- Family violence and partner visas
- Dowry abuse
- Female genital mutilation/cutting
- LGBTIQ relationships
- Trafficking and slavery.

[Reducing Violence | Department of Social Services, Australian Government \(dss.gov.au\)](https://dss.gov.au/reducing-violence)

No one should have to endure an abusive relationship. Whether it's physical violence, emotional abuse, neglect, or something else, there is help available. Read about the types of abuse, how to spot an abusive relationship, and where you can get help.

<https://au.reachout.com/tough-times/abuse-and-violence>

## Bullying, Harassment and Abuse

Everyone has the right to be safe with people and be protected from bullying, harassment and abuse.

Have you ever done, seen or experienced the following behaviours?

- Excluding someone from workplace/learning activities
- Giving someone the majority of unpleasant tasks
- Verbal abuse
- Abuse using electronic formats such as text messages, phone calls or posting messages or video recordings on websites
- Humiliating someone through sarcasm or insults
- Intimidation
- Initiation practices
- Sabotaging someone's work
- Practical jokes

Bullying can threaten wellbeing, health and safety. Any form of bullying will not be tolerated. Bullies may make comments about someone or use technology to harass someone sexually (like sending inappropriate text messages, pictures, or videos).

Sexual harassment is a form of bullying that is focused on a person's appearance, body parts, sexual orientation or sexual activity. It can be in the form of comments, gestures or actions that is intended to hurt, offend or intimidate another person.

Abuse or assault can happen to anyone, it is not acceptable at any time and illegal.

If you have been bullied, sexually harassed or assaulted, you might experience a range of emotions and there are support services available at the College and outside that can help you. It is not something you have to live with on your own. Below are some things you can do straight away.

Remember – the bullying, sexual harassment or abuse/assault you have experienced was not your fault and the no one can judge you as you are a victim of someone else's actions.

## What to do if you are bullied, harassed, abused or assaulted including sexual abuse

### 1. In an emergency, ensure that you're safe and seek immediate help

If you or someone you know is in immediate danger of child abuse, sexual misconduct or violence, or you are worried about your safety, contact the police immediately and try to get to somewhere safe.

You can report a sexual assault by

- Calling Triple Zero (000)
- Calling or visiting a police station or
- Calling detective from the Sexual Offences and Child Abuse Investigation Teams (SOCITs) or Sano Taskforce

If you are concerned about something that has happened to you at any point in time, we encourage you to speak with the Police. You need not worry about your actions or choices – you will be taken seriously. Police investigators are trained to understand these complex situations and will help you.

If you have just been sexually assaulted:

- do not disturb the area where the assault happened.

- if possible, refrain from showering or bathing as this may destroy evidence that can be used in court
- in some cases, try to refrain from eating or drinking anything.
- do not wash or discard the clothes you wore during the assault.

## 2. Trust yourself

Remember no matter where you are from, where you work or study, who you are, your religion or your beliefs, you never have to put up with uncomfortable behaviour. If you feel like you are on the receiving end of bullying or harassment, it is important that you speak up as soon as possible and demand the appropriate person to stop the unwelcome conduct. Explain that it makes you feel uncomfortable and that his or her advances are unwelcome.

If you are unable to stop the behaviour and someone harassed or assaulted you, you may not feel confident about what to do next. Trust your instincts. Remember that it's never okay for someone to bully, harass or assault you for any reason.

## 3. Seek medical help if required

If you've been sexually harassed or assaulted physically, medical support is essential. If you can, try to get to a hospital or health centre where they can give you appropriate medical care.

## 4. Report/Disclose the Incident to Ozford College

Ozford College has a zero tolerance towards sexual harassment, sexual assault and any violence and treats all reports or concerns seriously and sensitively.

If you or someone you know have experienced or witnessed bullying, harassment, sexual harassment, assault, threatening or other sexual misconduct incident on campus of any form or nature, even if it is a minor incident, please **report the incident** immediately to the International Student Coordinator by email, phone or in person.

If you did not report the incident previously, you are still encouraged to report the incident.

If the incident did not happen on campus, you are still strongly encouraged to report the incident to the College.

Contacting the International Student Coordinator is important as the International Student Coordinator will help you deal with the incident and access support.

## 5. Seek Support

The College provides a range of support services to students. We will listen to you and discuss appropriate support options, suggestions on strategies with coping with the incident and steps to further enhance your safety.

We will support you to make contact and liaise with any internal unit or external agencies if necessary.

If the incident happened on campus or to an international student, the International Student Coordinator and High School Coordinator will take action to address the incident and further enhance safety.

All incidents will be **investigated**. You will need to engage with the process and provide sufficient details to permit the College to conduct an assessment and investigation of the incident. The outcome of the investigation will be determined by the findings, the seriousness of the case and the student's wishes and decision.

Where the incident involves child abuse, the matter will be referred to Victoria Police and other authorities as set out in the College Child safe policies and procedures.

You will also be supported by the International Students Coordinator in all dealings with internal and external parties during the process.

## 6. Talk to someone

You can also find someone you can talk to, such as a friend, family member, counsellor or a youth worker.

## 7. Seek external confidential professional help and support

At any time, if you need to talk to someone urgently you can contact:

- Kids Helpline to talk about stuff generally on 1800 55 1800 ([www.kidshelpline.com.au](http://www.kidshelpline.com.au))
- eheadspace to talk about tough times or mental health issues on 1800 650 890 ([www.eheadspace.org.au](http://www.eheadspace.org.au))
- National Sexual Assault and Domestic Family Violence Counselling Service or 1800RESPECT to talk about sexual assault or family/relationship violence on 1800 737 732 (<https://www.1800respect.org.au>). They provide free and confidential counselling 24-hours a day, 7 days a week. If you need a free interpreter call 131 450.
- Lifeline to talk about suicide or a crisis on 13 11 14 ([www.lifeline.org.au](http://www.lifeline.org.au)).
- Beyond Blue ([Anxiety, depression and suicide prevention support - Beyond Blue](#)) - 1300 22 4636
- The Victorian Equal opportunity and Human Rights Organisation provides a phone service that provides information about discrimination, victimisation, sexual harassment, racial or religious vilification and equal opportunity and human rights in Victoria. Call 1300 292 153 or [Get help | Victorian Equal Opportunity and Human Rights Commission](#).
- The Australian Human Rights Commission investigates and conciliates complaints about discrimination and breaches of human rights. To make a complaint call the Infoline on 1300 656 419 (local call) or <https://humanrights.gov.au/complaints/make-complaint>.
- Bullying No way provides resources for bullying education and prevention [For young people \(bullyingnoway.gov.au\)](#)
- Youth Law Australia provides legal information and help for people under 25 years of age [Youth Law Australia \(yla.org.au\)](http://youthlawaustralia.org.au)

For more information about a service in Victoria or local area download the DAISY App in the App Store or Google Play.

## 8. Know your legal rights

For information about reporting sexual offences to Victoria Police, please refer to:

[Sexual offences and child abuse \(police.vic.gov.au\)](http://sexualoffencesandchildabuse.police.vic.gov.au)

<https://www.police.vic.gov.au/support-resources-sexual-offences-child-abuse>

<https://www.legalaid.vic.gov.au/find-legal-answers/sex-and-law/sexual-assault/reporting-sexual-assault-to-police>

The International Student coordinator will support students to make a report to the police for any criminal matter. When required, the College and the Police can work together to support you more effectively and respond to any processes (such as use of restraining orders) that the Police may assist you in putting in place.

It is never too late to report sexual offences. Delays in reporting sexual offences are common. Police detectives often investigate weeks, months and years after an offence has occurred. Victoria Police will always respond to reports of sexual abuse and sexual assault, irrespective of the time that has passed.

## Part 7: OZSUPPORT– STUDENT SUPPORT AND SERVICES

Oxford College provides support to students to assist all students achieve their full potential. We offer more than just high quality academic courses, we also provide comprehensive support services to help you to adjust to study and life in Australia. Whatever your needs are, we are here to help.

### Duty of care

All students should be aware that in delivering academic and support services, the College owes a duty of care to students including:

- that it owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risks of injury.
- that it owes a duty to take reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises.
- that it owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.
- that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care.

Please speak up if you need additional support, you can speak to the international Student coordinator or the staff on the Student Services and Information Desk on Ground floor.

The College also welcomes suggestions to improve the College systems and processes.

### Student Services and Information Desk

Come and see us at the Student Services and Information Desk on Ground floor, from 8:30am to 5pm, Monday to Friday. Students are free to ask for any help or make general enquiries. We will always do our best to help you with any questions, including directions, public transport and other day-to-day needs.

### Arrival, Orientation and Transition

All students must attend an orientation as it helps new students to learn about the College.

You will be given information about how to get the most out of your learning experience with Oxford College, including:

- you will be guided through the campus and introduced to different staff members
- Course related information such as exam preparation and timetable
- Information related to adjusting to study and life in Australia
- Upcoming social events organised by Oxford or other organisations in Melbourne
- Upcoming information sessions and workshops on campus
- Survival guides for international student such as Australian culture, renting and working in Victoria

For ongoing support, there is weekly Mentor Groups and regular workshop are held on topics such as: Living in Melbourne, Australian Culture, Safety and Security and Budgeting.

### Accommodation

The Younger student and Homestay policy and procedures set out the College's expectations and processes for ensuring the accommodation and welfare of students is safe and age appropriate.

Students under 18 years of age must stay in a Homestay or with a parent/guardian/care giver. Accommodation support for all other students can be provided if required.

The International Students Coordinator will ensure students are placed in an appropriate accommodation suitable to their needs and age.

If you have any feedback/ concern/issue with your homestay situation, please speak to the International Students Coordinator.

## Health and Wellbeing

We care about your health and wellbeing. So we provide students with information and workshops to teach you about things like:

- Positive lifestyle habits.
- Importance of physical activities.
- Recognising signs of physical and mental health issues.
- Drug and substance misuse.
- Sexual health.
- And many more.

The College has a number of wellness policies and procedures including for First aid and distribution of medication, accident and incidents and Anaphylaxis management that are accessible on the website.

### **First Aid**

The College has staff who can provide first aid where required during business hours. Our first aid-trained staff members are equipped with first aid kits. They can administer some emergency treatment of injuries and illnesses, as well as assist with access to other medical facilities and services, if required.

The College provides basic first aid only. Serious injuries or illnesses will be referred to appropriate medical services which can provide more comprehensive medical assistance.

Please approach the Student Services and Information Desk if you require any first aid services. If it is an emergency, please notify any staff member.

### **COVID19 Pandemic requirements**

All staff and students must comply with pandemic orders made by the Minister for Health under the Public Health and Wellbeing Act 2008 relating to coronavirus (COVID-19).

The College will promote the current requirement through signage in the College. The requirements may include surveillance testing using rapid antigen tests, vaccination requirements, mask wearing and being COVID safe through physical distancing and regular hand hygiene.

The College expects that students that are unwell whether or not diagnosed with COVID19 will stay home and comply with isolation requirements.

The International Student Coordinator and other College staff will provide support to students during isolation periods.

### **Medical Services**

There are many medical centres close to the College. Please approach the Student Services and Information Desk if you need assistance with making a medical appointment.

Alternatively, you can ring any of the medical centres listed at the back of this handbook to make an appointment.

- 'Know your OSHC (Overseas Student Health Cover) and what it pays for Use their websites or call them to know your health insurance benefits'
- 'For better health (physical, mental, emotional, sexual) click here: <https://www.betterhealth.vic.gov.au>'
- 'Your OSHC website and app will list international student friendly Doctors you can seek help from. The insurance provider will pay these doctors on your behalf.'
- 'If you are feeling unwell, unusual, stressed or unhealthy, it is ok to talk to a Health Professional. Ozford has free services that are confidential.'
- 'If you care about sexual health (e.g. diseases, pregnancy), see Melbourne Sexual Health Centre (<https://www.mshc.org.au/>) for more information. Their services are confidential
- 'If you are feeling unwell, unusual, nervous, lonely, stressed or depressed, there is free confidential help (e.g. Counselling) available from Beyond Blue (call 1300 224 636 or visit <https://www.beyondblue.org.au/get-support/getimmediate-support>)'
- 'If someone is in crisis or needs suicide prevention, use Lifeline, call 13 11 14 or visit <https://www.lifeline.org.au>

### **Medical Emergency Procedures:**

1. Be aware of your own safety and any present danger, such as fire, electricity or toxic emission.
2. If safe, help the injured/ill person by making them feel comfortable and removing them from the source(s) of danger.
3. Contact the nearest first aid officer to attend to the emergency.
4. Do not move the injured/ill person or leave them unattended, where possible.
5. If instructed by a staff member, dial 000 and advise Ambulance of details of the injured/ill person and direct them to the scene.

### **Tuberculosis (TB)**

According to Department of Home Affairs, international students from Asia, Africa, and the Indian sub-continent, South America or Eastern Europe are at a higher risk of being infected and getting sick from tuberculosis (TB).

Seek medical advice if you have any of these symptoms:

- cough or fever for more than two weeks
- excessive tiredness
- night sweats
- poor appetite and weight loss
- Coughing up blood.

International students who are diagnosed with TB while in Australia will not have to pay for medication to treat it as it will be covered by Overseas Student Health Cover (OSHC).

### **Personal Counselling and Psychologist Services**

Students who are encountering difficult circumstances or critical events in their personal life that may impact on their wellbeing and have an adverse effect on their study are welcome to seek help. Students can make an appointment to see the International Student coordinator or Student Welfare Officer who has extensive experience with student support. During the meeting, students are provided with the opportunity to discuss any issues in a relaxing and confidential setting. If required and with student permission, students will be referred to an appropriate external organisation which can provide the help the student may need. This

referral service is free however you are expected to pay for any fees charged by the external providers.

Professional counselling is a safe and confidential collaboration between qualified counsellors and clients to promote mental health and wellbeing, enhance self-understanding, and resolve identified concerns. Clients are active participants in the counselling process at every stage.

Counselling can be broad or focused. Clients may explore: aspects of identity, spirituality, relationships with self and others, past experiences, parenting, grief and loss, trauma, domestic violence, child abuse, use of alcohol and other substances, depression, anxiety, and other experiences.

The external counselling practice we use is:

Stephy Yu Counselling Services

Add: Ground Floor, 69 Canterbury Road, Canterbury, VIC 3126

Ph.: 0425884437

Email: [stephycounselling@gmail.com](mailto:stephycounselling@gmail.com)

Stephy Yu is a registered counsellor with the Australian Counselling Association (ACA).

The external Clinical Psychologist we use is:

Cherie Lacis

Add: Mediclinic Clayton

Website: <http://www.mediclinicclayton.com.au/>

Cherie Lacis is a registered clinical psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) and a member of the Australian Psychological Society (MAPS).

The International Student coordinator can provide contact details of other counselling or psychologists services and determine whether you need to seek a referral from your GP.

### **Online Health and Wellbeing Information**

Better Health Channel (<https://www.betterhealth.vic.gov.au/>) is a Victorian Government's website that provides health and medical information to improve the health and wellbeing of people and the communities they live in. This information aims to help people understand and manage their health and medical conditions, and help them make lifestyle choices based on their needs.

### **Critical incident and Crisis Assistance**

In an emergency, please ring 000 for Police/Fire Department/Ambulance.



Please ensure you read and understand the Critical Incident policy and procedures and report to the International Student coordinator if you or someone you know is involved in a critical incident. We will endeavour to provide support to the people involved.

There are also other organisations that provide help, support counselling in an emergency/urgent situation. Many of these organisations offer 24 hour helpline, please refer to Part 9 of the Student Handbook.

If you require any other crisis assistance or legal services, you can either refer to the Section 9 of the Student Handbook or speak to the International Student coordinator.

### Job, Career and Further Study

The High School Coordinator is available to provide students with future pathway advice. Students are guided to self-assess and conduct research related to their areas of study or interest and encourages them to reflect on how they might achieve their personal and career objectives.



### Financial Support

Students who are faced with financial difficulties and unable to make their fees are welcome to make an appointment with the Accounts Office on Ground floor to discuss the option of a payment plan.

We encourage you to access the financial guidance website ([www.moneysmart.gov.au](http://www.moneysmart.gov.au)) to improve your financial literacy. You can also undertake an online learning module on money management to understand budget better. Visit:

<https://www.moneysmart.gov.au/teaching/teaching-resources/teaching-resources-for-vet/module-delivering-asics-be-moneysmart>

### IT Support

The IT Support Officers from the IT Department provide support to both staff and students both on site and off site. Staff and students who require IT support are advised to lodge an IT service ticket via email or phone. The IT Department will respond to all service request tickets.

### Support for Students with Special Needs

Oxford will provide assistance with various processes which a person with a disability may require. Amongst other things, Oxford will:

- Assist students who have difficulty with the application and enrolment process.
- Assist with accessing results, course advice and course transfers.
- Provide or refer students to student counselling services and intensive literacy and numeracy support when required.

Oxford will liaise on behalf of the student with special needs if requested. This includes:

- Organise and allocate appropriate internal and external disability support staff

- Provide student/teaching staff liaison on delivery, assessment and learning support issues
- Provide advocacy and conflict resolution services if any grievance arises.
- Assess the student's learning support needs in consultation with each student (and/or an associate of the student)
- Recommend reasonable adjustments to delivery and assessment to appropriate teaching staff.
- Recommend tutor and assist students with understanding tasks, including the planning and reviewing of assignments, editing and proof reading.
- Provide appropriate disability support, e.g. Auslan interpreter, note taker, participation assistant, special equipment.
- Supervise and scribe for tests.
- Review reasonable adjustment arrangements as required to allow for changing needs of students
- Ensure adequate physical access and facilities.

### Liaison and Advocacy Support

At times, students may require help to understand or clarify Ozford's policies and procedures. They may feel that they have been treated unfairly or inequitably or unsure of their rights in a particular situation or need assistance with application for various procedures or appeals such as deferral application or academic progress appeal. Students' issues will usually relate to one of the following three broad areas:

- academic issues
- administrative issues;
- Issues involving discrimination and harassment.

Students are free to approach the Student Services and Information desk staff to raise their concern.

The International Students Coordinator will explain Ozford's policies and processes in detail and help students navigate these processes in order to resolve their issue. Students may receive free and confidential advice and support from the International Student Coordinator to ensure that they are fairly represented and understand their rights and responsibilities within the College.

### Complaints and Appeals

Any students with a concern or complaint may raise the matter with the staff and attempt an informal resolution of the question or concern. Students are free to seek the support and assistance from student services staff as part of this process.

The Student Complaints and Appeals policy and procedures will be implemented if an informal resolution cannot be reached.

## Part 8: OZVISA – INFORMATION FOR STUDENT VISA HOLDERS

This section is applicable to students holding an international student visa. Your visa is subject to a number of visa conditions that you must comply with. Different visa conditions apply to you and members of your family unit.

### What can you do with a study visa ?

With a study visa you can

- participate in an eligible course of study in Australia
- study up to 5 years. The type of course and its length will determine the length of stay.
- travel in and out of Australia. The time you spend outside Australia does not extend the visa.

If your visa application includes a package of courses, course gaps must be less than two calendar months, unless the first course finishes at the end of the standard academic year and the next course commences at the beginning of the standard academic year.

To continue studying in Australia, if your study visa expires you must apply for a new Student visa.

### Visa Conditions

Breaching a visa condition may result in the cancellation of your visa.

Some examples of the conditions are:

- You must remain enrolled in a registered course
- You must maintain satisfactory attendance in your course and course progress for each study period to enable completion within the approved duration of the course.
- You can work no more than 40 hours per fortnight\* when your course is in session (other than work which has been registered as a part of the course).
- *Note: There are no work limits apply during recognised periods of vacation. A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.*
- You must maintain adequate arrangements for health insurance for the whole period of your stay in Australia.
- *Note: Under policy, this means that you must maintain Overseas Student Health Cover (OSHC).*
- If you have not turned 18 you must maintain accommodation, support and general welfare arrangements that have been approved by your education provider.
- You must identify yourself by the same name in all dealings with the College, Australian Commonwealth, state and territory governments and government agencies. You must let the College and all governments or government agencies you have dealt with know if you change your name.
- You must notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You must notify your education provider of any change in your residential address within 5 days of the change.

Please refer to Immigration website for more details on Student Visa conditions:

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

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions>

### Character requirements

If you engage in criminal activity in Australia, your visa may be cancelled.

You must not become involved in activities disruptive to, or violence threatening harm to, the Australian community or a group within the Australian community. For example, engaging or promoting extremist views and interrupting the operation of the Australian community.

More information is available at [Character requirements for visas \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au/character-requirements-for-visas)

## Working in Australia and Fair Work Ombudsman

### **Study visa obligations**

Your visa was granted based on your declaration that you have sufficient funds to cover your living and tuition expenses in Australia. You must continue to have sufficient funds to support yourself and accompanying family members while you are in Australia. You should not rely on work to support yourself or family while in Australia.

When you have started your course of study in Australia, you can generally work up to 40 hours per fortnight when your course is in session and unlimited hours during scheduled course breaks.

Your family members can work up to 40 hours per fortnight, after you have started your course of study in Australia.

You must also be aware that under all state and territory laws, students might have other restrictions on their ability to work.

Your accompanying family members aged 18 years or older can study in Australia for up to three months. If they want to study for more than three months, they must apply for their own student visa.

See: [Work conditions for student visa holders](#)

### **Your rights at work - Fair Work Ombudsman**

International students have the same workplace rights as all other workers in Australia.

The Fair Work Ombudsman (FWO) is an independent government agency that provides free advice and assistance to all workers to help them understand these rights. Contact details is available at Section 9 of this Student Handbook.

For more information on working in Australia as an international student, visit:

[www.fairwork.gov.au/internationalstudents](https://www.fairwork.gov.au/internationalstudents)

Watch this short video on YouTube about working in Australia. It's available in many languages:

<https://www.youtube.com/playlist?list=PLu9hkBtGA1TswFouDgVkFsp7GC-v4OxT>

Download the free Record my Hours app to keep track of your working hours. It is available for both Apple and Android, and developed with young visa workers in mind. You can also keep other work-related information such as your roster using the app. This app is also available in 18 different languages: <https://www.fairwork.gov.au/app>.

Use the PACT Calculator (Pay and Conditions Tool) to find your correct pay rate and other entitlements at work: <https://calculate.fairwork.gov.au/findyouraward>

The Anonymous Report is an online interactive form that allows you to report a workplace concern anonymously: [Report an issue anonymously - Fair Work Ombudsman](#)

## Transfer between Registered Providers

If you are thinking about changing your course and education provider, you need to ensure that you continue to meet the conditions of your student visa. In some cases, you will need to apply for a new student visa.

Student Visa Condition 8202 stated that you must:

- remain enrolled in a registered course (if you are a Foreign Affairs or Defence sponsored student or a secondary exchange student you must maintain full-time enrolment in your course of study or training)
- maintain enrolment in a registered course that is the same [Australian Qualifications Framework \(AQF\) level](#) or higher for which we granted your student visa, unless changing from AQF level 10 to level 9. See: [Change in study situation](#).
- maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.

If you are holding a student visa, you must stay enrolled at the same or higher course level (unless you are dropping from a Doctoral degree - PhD to a Master's degree), or you may be breaching condition 8202 of your visa and your visa might be cancelled.

You will generally need a new student visa if you want to change your main course of study to:

- a lower AQF level course
- a non-AQF course

This is the case even if the new course is with the same education provider. For example, you would need to apply for a new visa in these example situations:

- You are studying a Bachelor of Science (AQF Level 7). You want to change to a Diploma of Accounting (AQF Level 5) at the same institution.
- You are studying a Certificate IV (AQF Level 4). You want to transfer to an ELICOS course (non-AQF course) at a different institution.

Further information about the impact of changing courses or education institutions is available on the Department of Immigration and Border Protection's website at <https://immi.homeaffairs.gov.au/change-in-situation/study-situation#>

If you have not completed 6 months of your main course, you can only change education providers in some limited situations. See [National Code of Practice for Providers of Education and Training to Overseas Students 2018 - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#) for details.

Before you enrol at another school or college, refer to the College's Transfer between Provider Policy and Procedures and Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedures to learn how your request will be processed.

## Part 9: OZCONNECT – BEYOND OZFORD

Students from all over the world come to Melbourne to study. The City of Melbourne provides a range of services, advice and support for international students. There are also other external organisations that provides help, support and various opportunities to students to engage with the community to enrich their study experience.

### Study Melbourne Centre

The Study Melbourne Student Centre is a free and confidential support and welfare service for international students studying in Victoria. Call its 24-hour phone line on 1800 056 449 (free call from landline phones) or visit the [Study Melbourne Student Centre website](#).

There is a range of services that Study Melbourne can provide to students, including a quiet study space with Wi-Fi and free printing, caseworkers to help with personal and welfare issues, job seminars and resume check, free legal advice and information sessions about accommodation, health, work rights and legal problems.

You are welcome to drop in between 9am and 5pm, Monday to Friday to access free support, information and contacts to help you enjoy living and studying in Victoria.

**Address:** 17 Hardware Lane, Melbourne, VIC 3000.

Phone number: 1800 056 449



Contact details is available at Section 9 of this Student Handbook.

### City of Melbourne services

The City of Melbourne deliver a range of support for international students, including:

[International students - City of Melbourne](#)

### **The Couch – International Student Centre**

The Couch International Student is dedicated to providing international students with a safe place to make friends, learn new skills, have fun, access free cooked meals, give back through volunteering, and connect with the local community through events and activities. The Couch is an initiative of the City of Melbourne and the Salvation Army 614.

Address: Salvation Army 614, 69 Bourke Street, Melbourne 3000

Opening hours: The Couch is open 6pm to 8.30pm, Monday to Thursday.

Cost: Free for international students. A free meal is provided.

### **Online and in-person events and programs**

The City of Melbourne offer a range of online and in-person events and programs for international students, and warmly invite students who are currently overseas to feel welcome to participate in online events. This will help develop and maintain your connection with our city and the international student community in Melbourne.

Check out [what's on for international students](#).

### **Conversation Club with City of Melbourne Libraries**

Meet and connect with new people, practise your English language conversation skills and stay in touch via the City of Melbourne Libraries' online Conversation Club. All sessions are facilitated by a native-speaker and are free [Book now](#).

### **Melbourne International Student Guides**

The City of Melbourne has produced a guide to help international students settle into the Melbourne way of life. This guide was written by students for students to answer most questions about what to do and where to go in Melbourne.

Please see the Student Services and Information Desk if you would like to obtain a copy. An electronic copy of the guide is available at <https://insiderguides.com.au/>

### **International Student Representation**

The Council of International Students Australia (CISA) is a representative organization for international students. Students are welcome to sign up with CISA to get involved with the activities and programs organised by CISA to enrich their study experience in Australia.

<https://www.cisa.edu.au/>

### **Consumer Affairs Victoria**

Knowing your consumer rights will help you avoid problems when you buy products or services. View information on:

- [Products and services](#)- your rights when buying in a store, online, at your door, or by phone
- [Mobile phone contracts](#)- read our tips before you sign a contract
- [Cars](#)- buying a new or used car
- [Scams](#)- how to identify and avoid common scams.

### **Commonwealth Ombudsman**

The Office of the Commonwealth Ombudsman investigates complaints that international students have with private education providers. A private education provider can be a school, college or university in Australia. The Ombudsman provides support to future, current or former students. The service is free to students and there is no charge for making a complaint.

### **Other resources for international students**

Information about the ESOS Act and legislation Study applying to International students  
[Information for international students \(internationaleducation.gov.au\)](http://internationaleducation.gov.au)

The Study Australia website provides information including latest travel advice and pre-departure information, a step by step guide to visa and entry, frequently asked questions and more. [Study Australia](#)

## Part 10: OZSOS – Emergency, Health & Wellbeing, Crisis & Legal Services

### Fire/Ambulance/Police

In case of emergency requiring fire brigade, police or ambulance, dial: **000**.

This telephone number should only be called in life threatening or emergency situations and is not for general medical assistance. When the operator answers, the following information should be provided:

- type of emergency service needed (Police, Ambulance or Fire)
- your location (State, Suburb, Street and nearest Cross Street)
- your house number and location
- any other information requested of you.

### Other Emergency Contacts - 24 Hour Helpline

Organisation Name	Phone	Website/Email
<b>Poisons Information Centre</b>	<b>131 126</b>	W: <a href="http://www.austin.org.au/poisons">www.austin.org.au/poisons</a>
<b>Nurse on Call</b> (health advice from a registered nurse)	<b>1300 606 024</b>	W: <a href="https://www.ambulance.vic.gov.au/campaigns/nurse-on-call/">https://www.ambulance.vic.gov.au/campaigns/nurse-on-call/</a>
<b>Victoria State Emergency Services</b> (SES – control agency for flood, storm, tsunami and earthquake in Victoria)	<b>132 500</b>	W: <a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a>
<b>Vic Emergency Hotline</b> (provides information during and after major incidents in Victoria)	<b>1800 226 226</b>	W: <a href="http://emergency.vic.gov.au/respond/">emergency.vic.gov.au/respond/</a>
<b>Translating and Interpreting Services (TIS National)</b>	<b>131 450</b>	W: <a href="https://www.tisnational.gov.au/">https://www.tisnational.gov.au/</a>

### 24 Hour Counselling / Helpline

Organisation Name	Phone	Website/Email
<b>Lifeline Australia</b> (Crisis Support & Suicide Prevention)	<b>13 11 14</b>	W: <a href="http://www.lifeline.org.au">www.lifeline.org.au</a>
<b>Beyond Blue</b> (Support for anxiety or depression)	<b>1300 22 4636</b>	W: <a href="http://www.beyondblue.org.au">www.beyondblue.org.au</a>
<b>Kids Helpline</b> (counselling for young people aged 5 to 25)	<b>1800 55 1800</b>	W: <a href="http://www.kidshelpline.com.au">www.kidshelpline.com.au</a> E: <a href="mailto:counsellor@kidshelpline.com.au">counsellor@kidshelpline.com.au</a>
<b>1800 RESPECT</b> (National Sexual Assault, Domestic Family Violence Counselling Service)	<b>1800 737 732</b> <b>Interpreter: 131450</b>	W: <a href="http://www.1800respect.org.au">www.1800respect.org.au</a>

Organisation Name	Phone	Website/Email
<b>Counselling Online</b> (Free Drug and Alcohol Counselling)	<b>1800 888 236</b>	W: <a href="https://www.counsellingonline.org.au/">https://www.counsellingonline.org.au/</a>

### Health and Wellbeing Support Contacts

Organisation Name	Phone	Website/Email
<b>National Home Doctor Service</b> (after hours medical care)	<b>137425</b>	W: <a href="https://homedoctor.com.au/">https://homedoctor.com.au/</a>
<b>Headspace</b> (Information and support for young people)	<b>(03) 9027 0100</b>	W: <a href="https://headspace.org.au/">https://headspace.org.au/</a>
<b>Head to Health</b> (digital mental health resources)		W: <a href="https://headtohealth.gov.au/">https://headtohealth.gov.au/</a>
<b>SANE</b> (support for mental health)	<b>1800 187 263</b>	W: <a href="http://www.sane.org/">www.sane.org/</a>
<b>Quit line</b> (to help people give up smoking)	<b>13 78 48</b> (8am to 8pm Mon to Fri)	W: <a href="http://www.quit.org.au/">www.quit.org.au/</a>
<b>Child Protection</b> (Advice or to report concerns about child abuse after hours)	<b>13 12 78</b>	W: <a href="https://www.police.vic.gov.au/content.asp?Document_ID=43369">https://www.police.vic.gov.au/content.asp?Document_ID=43369</a>
<b>Safe Steps Family Violence Response Centre</b>	<b>1800 015 188</b>	W: <a href="http://www.safesteps.org.au">www.safesteps.org.au</a>
<b>Sexual Assault Crisis Line</b> (Victorian Centres Against Sexual Assault)	<b>03 9635 3610/ 1800 806 292</b>	W: <a href="http://www.casahouse.com.au">www.casahouse.com.au</a> E: <a href="mailto:casa@thewomens.org.au">casa@thewomens.org.au</a>
<b>Melbourne Sexual Health Centre</b>	<b>03 9341 6200</b>	W: <a href="https://www.mshc.org.au">https://www.mshc.org.au</a>
<b>WIRE</b> (Women's Information and Referral Exchange)	<b>1300 134 130</b>	W: <a href="https://www.wire.org.au">https://www.wire.org.au</a>
<b>Mensline</b> (support, information and referral service for men with family and relationship concerns).	<b>1300 789978</b>	W: <a href="https://mensline.org.au">https://mensline.org.au</a>
<b>Queerspace</b> (support for the LGBTIQ+)	<b>03 9663 6733</b>	W: <a href="https://ds.org.au/our-services/queerspace/">https://ds.org.au/our-services/queerspace/</a>
<b>QLife</b> (counselling and referral service for LGBTIQ+ people)	<b>1800 184 524</b>	W: <a href="#">QLife</a>
<b>Eating Disorders Victoria</b> (help with eating disorder)	<b>1300 550 236</b>	W: <a href="http://www.eatingdisorders.org.au">www.eatingdisorders.org.au</a>
<b>The First Stop</b> (Alcohol & drug support)	<b>1300660068</b>	W: <a href="https://thefirststop.org.au/">https://thefirststop.org.au/</a>

Organisation Name	Phone	Website/Email
<b>Direct Line</b> (Victoria alcohol & drug support)	<b>1800 888 236</b>	<a href="https://www.directline.org.au/">W: https://www.directline.org.au/</a>
<b>Gambling Help Online</b>	<b>1800 858 858</b>	<a href="http://www.gamblinghelponline.org.au/">W: www.gamblinghelponline.org.au/</a>
<b>Road Trauma Support Services</b>	<b>1300 367 797</b>	<a href="https://rtssv.org.au/">W: https://rtssv.org.au/</a>
<b>Child Abuse Prevention</b>	<b>02 9716 8000</b>	<a href="https://childabuseprevention.com.au/">W: https://childabuseprevention.com.au/</a>
<b>ARCAP</b> (ACA & PACFA registered counsellors & psychotherapist)	<b>1300 784 333</b>	W: <a href="https://www.arcapregister.com.au/">https://www.arcapregister.com.au/</a> <a href="https://www.theaca.net.au/find-registered-counsellor.php">https://www.theaca.net.au/find-registered-counsellor.php</a> <a href="https://www.pacfa.org.au/">W: https://www.pacfa.org.au/</a>

### Legal / Consumer/ Work Services

Organisation Name	Phone	Website/Email
<b>Victoria Legal Aid</b> (free information about the law and legal help)	<b>1300 792 387</b>	<a href="https://www.legalaid.vic.gov.au/">W: https://www.legalaid.vic.gov.au/</a>
<b>Youth Law – At Frontyard</b> (free legal advice for under 25)	<b>03 9611 2412</b>	<a href="http://youthlaw.asn.au">W: http://youthlaw.asn.au</a>
<b>Court Network</b> (support and referral to people going to court)	<b>1800 681 614 or 1800 267 671</b>	<a href="https://courtnetwork.com.au/">W: https://courtnetwork.com.au/</a>
<b>Fair Work Ombudsman</b>	<b>13 13 94</b>	<a href="https://www.fairwork.gov.au/">W: https://www.fairwork.gov.au/</a>
<b>Consumer Affairs</b>	<b>1300 55 8181</b>	<a href="https://www.consumer.vic.gov.au/">W: https://www.consumer.vic.gov.au/</a>
<b>Tenants Victoria</b>	<b>03 9416 2577</b>	<a href="https://www.tuv.org.au/">W: https://www.tuv.org.au/</a>

## Part 11: OZEDGE – AROUND OZFORD

Oxford College is located in Melbourne CBD. Melbourne is a welcoming city with venues, services and facilities designed to make your trip into the city accessible, easy and enjoyable. Find out more about Melbourne's Accessible amenities. Visit: <https://whatson.melbourne.vic.gov.au/visitors/accessibility/Pages/Accessibility.aspx>

### Medical Centres near Oxford

Healthcare facilities are abundant throughout Melbourne and international students are able to access facilities with through their health insurance provider. Here are a list of some medical centres close to the CBD.

<p><b>William Angliss Medical Centre</b>  <b>Address:</b> L2, 555 La Trobe Street  Melbourne VIC 3000  <b>Phone:</b> 03 9606 2208  <b>Hours:</b> 8.30am to 5.00pm Monday to Friday excluding public holidays  <b>Fees:</b> Local (Medicare) full time students' bulk billed, no gap fee for OSHC students</p>	<p><b>La Trobe Street Medical Centre</b>  <b>Address:</b> Shop 152, Level 1  Melbourne Central  <b>Phone:</b> 9650 0023  <b>Hours:</b> Monday to Friday, 8.30am – 5.00pm, Saturday, 10.00am – 6.00pm, Sunday, 11.00am-6.00pm.  <b>Fees:</b> Local (Medicare) full time students' bulk billed, no gap fee for OSHC students</p>
<p><b>Melbourne City Medical Centre</b>  <b>Address:</b> 68 Lonsdale St,  Melbourne VIC 3000  <b>Phone:</b> (03) 9639 9600  <b>Hours:</b> 8:30am–6pm Monday to Saturday Closed Sunday and Public Holidays  <b>Fees:</b> General Consultation Fee \$70-\$120, International students \$40 gap fee applies.</p>	<p><b>QV Medical Centre (Located in QV)</b>  <b>Address:</b> Level 7, 1 Elizabeth St  Melbourne VIC 3000  <b>Phone:</b> 9662 2256  <b>Hours:</b> Monday to Friday, 9am-8pm; Saturday 10-4.00pm and Sunday 10.30-4.30pm  <b>Fees:</b> Local (Medicare) fulltime students bulk billed, International Students \$65 (no gap).</p>
<p><b>Swanston Street Medical Centre</b>  <b>Address:</b> Level 3, 255 Bourke St.,  Melbourne  <b>Phone:</b> 9205 7500  <b>Hours:</b> Monday to Thursday 8.30am – 6.00pm, Friday 8.30am – 5.00pm, Saturday 9.00am -1.00pm  <b>Fees:</b> Local students bulk-billed, International students \$20 gap fee applies.</p>	<p><b>NATIONAL Home Doctor- DOCTOR TO YOUR DOOR **</b>  <b>Address:</b> Melbourne VIC 3000  <b>Phone:</b> (03) 94295677 or 137425  <b>Hours:</b> Monday to Friday 4.00pm to 8.00am. Saturday 10.00am onwards, 24 hours on Sunday and Public Holidays  <b>Fees:</b> No gap fee. Bulk billed</p>



### Food Outlets and Shopping

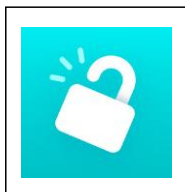
Melbourne city is renowned for its diverse, affordable and quality food offerings. There are many food outlets in close proximity to Ozford, opening at various hours with different variety and price range that suites your preference. Below are some popular places that students like to frequent:

<b>PHO NUNG</b> 123 Lonsdale St, CBD Open: breakfast and lunch	<b>KOREAM BB Q BUFFET</b> 139 Lonsdale St, CBD Open: breakfast, lunch and lunch
<b>Hawker Chan</b> 157 Lonsdale St, CBD Open: breakfast, lunch and dinner	<b>Curry Bowl</b> 101 Lonsdale St, CBD Open: lunch
<b>Stalactites Restaurant</b> 177/183 Lonsdale St, CBD Open: lunch and dinner	<b>DonDon</b> 198 Little Lonsdale St, CBD Open: lunch and dinner

### Apps for food, friends and getting around Melbourne

There are plenty of apps to help you feel like a local in no time. Try downloading these using VicFreeWiFi. Free public Wi-Fi is available outdoors in the Melbourne central business district (CBD) including Bourke St Mall, Queen Victoria Market, Melbourne Convention and Exhibition Centre, Melbourne Museum and on platforms at CBD train stations.





### **Unlock Melbourne**

Unlock Melbourne is Study Melbourne's official app for international students. It will help you with everything from setting up a tax file number and writing your resume to finding good weekend activities and making friends.

### **Zomato ([www.zomato.com.au](http://www.zomato.com.au))**

Melbourne is famous for its fantastic food, coffee, and nightlife. With so many places to enjoy our world-class hospitality, it can be hard to know where to choose! Zomato helps you find good bars, restaurants, and cafes across the city. It provides user-generated reviews and ratings on things like food, service, and atmosphere, and includes photos and menu listings.

Queen Victoria Market is the perfect place to stock up on all your fruits, vegetables, meats and fish. There are also loads of stalls with general merchandise at bargain prices. The cheapest deals on food happen just before closing hours when stall holders sell the last of their goods for a fraction of the cost.

Other outstanding shopping experiences include The Emporium, Melbourne Central, Bourke St Mall and The District Docklands for all the biggest local and international brands. South Wharf DFO (Direct Factory Outlets) is where you get the best bargains in town.

Student discount is available at some retailers, including some online stores, so it is always worth to check out if discount is available before you make a purchase. Some discounts available for students are published on the following links:

<https://www.myunidays.com/AU/en-AU>

<https://studentedge.org/>



### **Library, Sports and Recreational Facilities**

City of Melbourne Libraries has six branches across the municipality, located in the central city, Carlton, Docklands, East Melbourne, North Melbourne and Southbank. Visit:

<https://www.melbourne.vic.gov.au/community/libraries/locations/Pages/locations.aspx>

Melbourne's parks, gardens and public open spaces offer a wonderful range of opportunities to make the most of your leisure time. Explore major Parks and public spaces in city of Melbourne. Visit:

[Parks and public spaces - City of Melbourne](#)

The City of Melbourne also operates a number of recreation centres. Free feel to visit these places to see what is on offer and how they can assist you to get active.

Visit: <https://www.melbourne.vic.gov.au/community/sports-recreation/Pages/sports-recreation.aspx>

### **Melbourne City Baths**

There is an extensive range of services - from gym, group fitness classes, cycle studio and squash courts to reformer pilates beds, stretching areas and more. They also have massage services to help you relax and recover.

If you prefer lapping up your fitness in the water, the Melbourne CBD's largest 30 metre indoor pool, spa and sauna are open year round.

**Address:** 420 Swanston Street, Melbourne, VIC 3000.

#### **Opening Hours:**

Monday to Thursday: 6am to 10pm

Friday: 6am to 8pm

Saturday and Sunday: 8am to 6pm

[Melbourne City Baths - City of Melbourne](#)

### **North Melbourne Recreation Centre**

North Melbourne Recreation Centre runs social basketball throughout the week and swimming lessons in the warmer months. If you are looking for serious results and maximum fun, then you should consider joining boot camp run by expert personal trainers who will help you reach your health and fitness goals.

**Address:** 204-206 Arden Street, North Melbourne, VIC 3051

#### **Opening hours:**

Monday to Friday: 6am to 9pm

Saturday and Sunday: 8am to 6pm

[North Melbourne Recreation Centre - City of Melbourne](#)

### **Carlton Baths**

If you enjoy social sports, join in on one of their weekly stadium sports competitions, including netball, basketball and badminton or you can swim or work out at the gym. You can register your interest by contacting the customer service team on (03) 9347 3677 or sending an email to [carltonbaths@ymca.org.au](mailto:carltonbaths@ymca.org.au).



**Address:** 248 Rathdowne Street, Carlton, VIC 3053

#### **Opening Hours:**

Monday to Friday: 6am - 10pm

Saturday to Sunday: 8am - 8pm

\*Pool closes at 7.45pm

[Swim | Carlton Baths \(ymca.org.au\)](https://www.ymca.org.au/swim)

## Melbourne Events and Festivals

Find out [what's on in Melbourne](https://whatson.melbourne.vic.gov.au/Pages/Home.aspx) with all the latest events, restaurants, shopping destinations and things to do. Visit: <https://whatson.melbourne.vic.gov.au/Pages/Home.aspx>

Internationally renowned events include the Australian Open Tennis in January, International Comedy Festival in April and the International Film Festival in August. White Night in February is when the whole city is bathed in light, color and sound from dawn to dusk. Lunar New Year is the reason for much excitement in Melbourne including feasts, parades and festivals.



\*The information is provided by Ozford College and whilst we endeavour to keep the information up-to-date and correct, we make no representations or warranties of any kind with respect to the information contained on the list for any purpose.

