

MERAGE GLOBAL INSTITUTE OF TECHNOLOGY (MGIT)

DOMESTIC STUDENT HANDBOOK

National Provider Code: 91798

SUITE 513, LEVEL 5, WESTFIELD OFFICE TOWER 159-175 CHURCH STREET, PARRAMATTA NSW 2150,

Phone: 1300 731 939 - Phone: +61 2 9635 7114 - Email: info@mgit.edu.au

Dear Student,

Welcome to Merage Global Institute of Technology! The whole MGIT community is delighted and excited to be a part of your student journey. We are committed in assisting you in making sure that your time with MGIT will be as pleasant, engaging and an authentic learning experience for you.

We strive to be at our best. The whole team collectively acts, cooperate and anticipate what possible needs or requirements our student require. Should we miss something or anything please do not hesitate to let us know, we will be more than happy to listen.

Yes we listen! We would not be in our best if we don't listen, and heed to the demands and requirements of making your learning experience wholesome, relevant and fun.

Please find time to read and understand this student handbook. This is for you, made for you and especially for you.

Once again welcome and thank you for choosing Merage Global Institute of Technology

Best regards,

Malek Ebrahimi
Chief Executive Officer (CEO)

Contents

1.0	<i>Overview</i>	5
	PURPOSE	5
2.	<i>Legal Status</i>	5
3.0	<i>MGIT Mandate</i>	6
3.1	Mission	6
3.2	Vision	6
3.3	Organizational Ethics	6
3.4	Privacy and Confidentiality	6
4.	<i>Protection of Legal Rights</i>	7
41	Students with Disabilities	7
42	Harassment	7
43	Anti- Discrimination	7
5.	<i>Qualifications</i>	7
6.	<i>Enrolment Procedure</i>	8
6.1	Entry Criteria-	8
	Prospective student must ensure that they are able to provide;	8
6.2	How to Apply	8
7.	<i>Commencing Studies</i>	10
7.1	Induction	10
7.2	NSW Tertiary Student Concession Card	10
7.3	MGIT Student Communication Policy and Procedure	11
7.5	Deferral, Suspension or Cancellation of Enrolment	11
8.	<i>Academic</i>	11
8.1	Study Period	11
8.2	Session Plan	11
8.3	Timetable	11
9.	<i>Assessment</i>	12
9.1	Assessment Submissions	12
9.2	Assessment Results	12
9.3	Assessment Recording	12
9.4	Appeals	12
10.	<i>Awards</i>	13

10.1 Qualification.....	13
10.2 Statement of Attainment	13
10.3 Course Credit	13
10.4 Recognition of Prior Learning (RPL)	13
10.5 Access to Academic Record.....	13
11. Services and Facilities	14
11.1 Learning Resources	14
11.2 Computing Facilities.....	14
11.3 Photocopying Facilities.....	14
11.4 Free WI-FI.....	14
11.5 Special Events.....	14
11.6 Counselling and Career Advice Services	15
11.6 Other Services	15
12. Professional Development	15
12.1 Career Coaching	15
12.2 Writing Resume	15
13 WELFARE & COUNSELLING.....	16
13.2 Hazard Report.....	16
13.3 Critical Incident.....	16
13.4 Emergency Procedure.....	16
13.5 Emergency Contact Numbers	16
14.1 Fee Pay Students	17
14.2 VET FEE HELP Student (MGIT is no longer a VFH provider for new enrolment, all remaining VFH student will continue till December 2017).....	17
14.3 Other Fees.....	18
14.4 Refunds	18
15 Complaints, Grievance and Appeals	18
16 Code of Conduct.....	18
16.1 Classroom Management.....	19
16.2 Dress code	19
16.3 Smoking	19
16.4 Alcohol & Other Substances	19
16.5 Mobile Phones	19
16.6 Laboratory and Classrooms.....	19
16.7 Plagiarism.....	19

16.8 Copyright	20
16.9 Public Property Damage	20
16.10 Discipline / Cancellation of Enrolment	20
17 Student Feedback	20
Annex 1. Legal Right Protections	21
Annex 2. Counsellor/career Advisors	27
Annex 3- External support services	27
Australian Human Rights Commission	27
Beyond Blue	27
Department of Human Services (Centrelink)	27
Disability Council New South Wales http://www.disabilitycouncil.nsw.gov.au/links.html	28
Fair Work Commission (Australia)	28
Legal Aid NSW	28
Lifeline	28
Reach Out	28
Reading and Writing Hotline	29

1.0 Overview

Merage Global Institute of Technology (MGIT) was established in 2003 as a corporate Information Technology (IT) training provider known as MIS. It was founded by the current CEO who holds advanced degree and critical industry certifications in IT. CEO's determination and belief to build up skills and expertise with an output as career in IT was the main ideas beyond the establishment of a training institute. MGIT established its first campus in a strategic location (Parramatta CDB) considering the insufficient number of training providers in the Western Sydney region at that period.

PURPOSE

MGIT developed this document for students as their first point of reference. This document covers a wide array of information where students can easily refer to through the table of contents. This document aims to address the majority of student concerns. If a student requires additional information please feel free to ask one of the MGIT staff.

2. Legal Status

MGIT is a Registered Training Organization (RTO). MGIT offers nationally recognized trainings under the Australian Qualification Framework.

MGIT is governed by the regulatory standards of Australian Skills Quality Authority (ASQA) to ensure that MGIT is operating and delivering a high-quality training and assessment.

MGIT follow all applicable Commonwealth and State legislations and MGIT policies and procedures reflect these legislations. MGIT staff are trained to ensure compliance with the legislation and MGIT policies and procedures. The full list of legislation that MGIT is bound by can be found in Annex 1 of this handbook. Legislation covers the following areas:- business practices, marketing, health and safety, staffing (Human Resources), tax, financial management and specific legislation relating to the VET industry.

Students are not expected to know the various Legislations that MGIT is required to comply with, however students are expected to comply with all policies and procedures. Students can access all policies and procedures that relate to them through the MGIT website, MOODLE or by speaking with (or emailing) an MGIT staff member.

MGIT also ensures the protection of student fees and is an Australian Council for Private Education and Training (ACPET) member.

3.0 MGIT Mandate

3.1 Mission

The mission of MGIT is to be a leading academic institute in Australia by providing students with high quality education designed to meet their vocational goals in a resourceful, professional, compliant and safe learning environment.

3.2 Vision

MGIT recognizes the importance of transferring knowledge and skills and; it is our vision to assist all students in developing themselves both personally and professionally. MGIT has an open opportunity for students from all over the world to develop their potential in a friendly and multicultural environment free from discrimination and harassment. MGIT intends to continue to be a significant contributor to Australia's continuing role as a leader in education.

MGIT is responsible for the quality of the training and assessment you will receive in compliance with Standards for RTOs 2015, and for the issuance of the Australian Qualifications Framework (AQF) certification documentation. The Standards set out the requirements that an organization must meet in order to be an RTO and ensure the integrity of nationally recognized training provided by registered training organizations.

3.3 Organizational Ethics

MGIT undertakes to act at all times in an ethical manner. All activities of MGIT are carried out honestly, fairly, accurately for our staff and clients. High standards of financial probity, marketing and advertising integrity are always maintained. Program delivery benefits students through high standards of education and training, up to date training methods, quality materials and expert staff.

3.4 Privacy and Confidentiality

MGIT assures the protection of student's personal information under the Privacy Act; unless disclosure is legally required.

4. **Protection of Legal Rights**

All students and staff members of MGIT are subject to follow Commonwealth and State legislations at all time.

4.1 **Students with Disabilities**

MGIT is committed to promote equal opportunity for students by providing caring and supportive educational environment particularly to accommodate their special needs. MGIT has strategies in place to accommodate students with various forms of physical and sensory disabilities. Students with such disabilities should discuss personal concerns with student support officer.

4.2 **Harassment**

MGIT aims to operate as a pleasant and effective working and learning environment; any action falls under the definition of harassment is considered unlawful action and subject to legal action. MGIT encourages students to report if it is observed within its premises; and assures the confidentiality of the reporting individual. Further details are available on MGIT website in the [Complaints, Grievance and Appeals Policy and Procedure](#)

4.3 **Anti- Discrimination**

MGIT has a policy of non-discrimination and elimination of all form of discrimination in its dealing with students, staff and others. Any student who feels he/she has been discriminated against is advised to report it to Operations Manager. Further details are available on MGIT website in the [Complaints, Grievance and Appeals Policy and Procedure](#)

5. **Qualifications**

MGIT is a Registered Training Organization and offers the following qualifications for domestic students:-

- ICT40415 - Certificate IV in Information Technology Networking
- ICT50415 - Diploma Of Information Technology Networking
- ICT60215 - Advanced Diploma of Network Security
- BSB50415 - Diploma Of Business Administration

- BSB51915 - Diploma Of Leadership And Management
- BSB60215 - Advanced Diploma Of Business
- CHC50113 - Diploma Of Early Childhood Education And Care

6. Enrolment Procedure

6.1 Entry Criteria-

Prospective student must ensure that they are able to provide;

1. High School Certificate (HSC) or Equivalent
2. Evidence of satisfactory Language, Literacy and Numeracy (LLN) skills- specific requirements are noted in the [Language, Literacy and Numeracy Assessment Policy](#)
3. Students may be asked to complete a suitability assessment if evidence of familiarity with subject are not provided. Domestic student will be required to complete a CSPA assessment. CSPA assessment is a language, literacy and numeracy (LLN) online assessment. This LLN assessment will assist MGIT in determining student's suitability to the qualification that the student wish to enroll, or assist in determining the kind of LLN support that the student requires.

6.2 How to Apply

Step 1: Complete and submit an Expression of Interest and Enrolment Form

Step 2: Pre-Enrolment Review

MGIT will review student completed form in Step 1 for academic suitability and possession of Unique Student Identifier (USI).

USI contains all the students training records completed from January 1, 2015. However not all training requires USI, there are few exemptions where USI will not be required, please refer to www.usi.gov.au Prospective students will be advised that USI is a requirement when enrolling in a VET course, therefore if the student possess a USI, a prospective student can submit the USI details to MGIT. If the student does not have one and is identified as not exempted from submitting a USI, then a student has an option to authorise MGIT to create USI on his or her behalf by signing the authorisation part in the MGIT Enrolment Form, or the student can create their own USI by following the instructions published on www.usi.gov.au .

Step 3: Academic Suitability

All prospective domestic students may be requested to complete an ACER Core Skills Profile for Adults Assessment (CSPA) for all MGIT qualifications. Prospective students taking the CSPA assessment must ensure that they themselves have attempted the assessment and it is done with honesty and integrity. The CSPA assessment result will assist MGIT to identify student learning needs and requirements.

Step 4: Processing of Student Enrolment

Once the prospective student meets the academic suitability criteria, student enrolment will be processed. Prospective students will be notified about their tuition fee payment options, e.g. paying upfront on or before the term begins.

Step 5: Payment of Tuition Fee

Upfront Payment

Prospective Students Opting to Pay upfront may do so by paying through Credit card, or Bank Transfer. Paying by credit card may incur charges;

MGIT Bank Account Details

MIS Global Technologies

BSB: 012370

Account Number: 534986548

Credit Card	Fees
Visa	2%
Mastercard	2%
American Express	3%

There is a fee of \$15 for late payments.

Instalment Arrangement

Prospective students may opt to pay via an instalment mode, this needs to be discussed with our Marketing or Administration Officer at the time of enrolment. Instalments can be arranged on a weekly, fortnightly or monthly payment plan. A late payment fee of \$15.00 applies.

Step 6: Student Enrolment is finalised

Once the student enrolment is finalised, student will be sent a notification of their successful enrolment, relevant documentation such as MGIT's student handbook, census dates, timetable, trainer/assessor details and orientation day will be sent via email. Interstate students will receive the orientation slides via email, as well as student log in details in their online learning platform. It should be noted that:

1. A student may cancel the student's enrolment by completing and submitting the MGIT Domestic Students: Course Extension, Deferral and Termination Form to the admission office or by email to info@mgit.edu.au. Please refer to MGIT Student Refund Policy and Procedures at mgit.edu.au/policies-procedures/
2. Once MGIT has received the cancellation form the student will be notified within 10 working days of the outcome of the cancellation request

7. Commencing Studies

7.1 Induction

Once a student has successfully completed the enrolment process, MGIT Administration staff will send the student a confirmation of enrolment which will include information relating to the commencement of studies (e.g. term dates, where to access resources etc). This ID number is important for identification purposes and must be included on assessment information and sign on sheets.

New students are invited to attend an induction which will help the student understand their rights and responsibilities when it comes to studying, provides an insight to available support at MGIT campus, emergency procedure, meet the staff members including trainer/assessor.

7.2 NSW Tertiary Student Concession Card

Domestic students may be entitled to a NSW Tertiary Student Concession Card if they meet certain eligibility requirements. The benefits of having the card include half fare concessional travel on a range of public transport in NSW. If you would like more information regarding the NSW Tertiary Student Concession Card, or to check your eligibility, please speak to MGIT Administration Staff.

7.3 MGIT Student Communication Policy and Procedure

MGIT ensure that students, staff and other stakeholder receive relevant information in the first instance by email, or phone, and mail by post in the case of serious matters. Email is the main channel of communication therefore students are strongly recommended to have access to an email and check their email regularly. MGIT notifies the students by email if it required to send call for intervention, interviews, official warnings related to course progress and attendance concerns. Students should ensure that they advise MGIT Administration Team of any changes to their email address, phone or mailing address.

7.5 Deferral, Suspension or Cancellation of Enrolment

Course Deferral- applies to student who wish to defer, suspend or postpone their enrolment.
 Course Extensions- applies to students who wish to apply for a course extension because they are not able to complete part or all of the units of competencies within the study period.
 Course Termination- applies to student who wish to terminate/cancel their enrolment with MGIT.

Please see the [Course Extension, Deferral and Termination Policy for Domestic Students](#) for further details and requirements.

8. Academic

8.1 Study Period

All MGIT courses are divided into study periods (term), each study period consists of 10 weeks. Most qualifications have 4 study periods however some qualifications have 6 depending on their course requirements. Your confirmation of enrolment letter will confirm course length.

8.2 Session Plan

Your Trainer provides a session plan and course outlines at the commencement of each term. These outlines set out the information regarding unit content, assessment procedure, resources and course requirements

8.3 Timetable

MGIT provides a copy of timetable during the induction session which specifies the unit of competency, class room, lab, study load and contact details of the assigned trainer/assessor.

9. Assessment

Students will be advised of the assessment requirements at the beginning of each unit. Each unit is different and the assessment requirements are different. Assessment types may include projects, reports, case studies, written or oral exams, portfolio submissions and role plays. There are certain tasks to be performed individually as well as group assessments. In regard to group assessment, students required to form a group in consultation with the trainer as well as complete the assessment in a groups and all members must contribute actively. The assessment cover page shall contain name and student number of all group members. Your Trainers and Assessors can help explain any aspect of the assessment if you are unsure.

9.1 Assessment Submissions

Students will be advised of the due dates for all assessment tasks at the commencement of each unit. If due to extenuating circumstances, a student is concerned that they may not complete the assessment in time, the student should advise their Trainer/Assessor as soon as possible who will provide the student with an extension request form.

9.2 Assessment Results

Your Assessor will review your assessment and provide you with feedback on your submission, whether your assessment was satisfactory and there is no further work required for that particular assessment, or whether your assessment was Not Yet Satisfactory and there are some areas that will need to be revised and resubmitted.

9.3 Assessment Recording

The Assessor of the unit conducts the assessment and evaluates the student's academic performance. Academic results are recorded on the Student Records and entered onto the Student Records management system.

9.4 Appeals

If a student is not satisfied with their Assessment decision, or the way the assessment was carried out, the student can lodge an appeal by following the [Complaints, Grievance and Appeals Policy and Procedure](#).

10. Awards

10.1 Qualification

MGIT is authorized to award Certificate of Completion or Statement of Attainment to students upon successful completion of all or some of their enrolled course. Student is required to submit the request form in order to access records, fees may apply upon application to access records.

10.2 Statement of Attainment

MGIT issues Statement of Attainment that states the results of the unit of competency which student is enrolled and completed. Students are reminded to ensure that there are no pending or unpaid tuition or other related fees. MGIT will not issue certificates or statement of attainment if there are unpaid tuition or other related fees, and unreturned borrowed learning resources from the library.

10.3 Course Credit

Students are eligible for course credit if the particular unit of competency has been part of the previous qualification that was completed successfully. Student who wishes to apply for course credit are advice to complete and submit an application for credit transfer. Student who intends to apply for course credit must apply in the first week of their study term. See details of course credit/RPL policy on MGIT website.

10.4 Recognition of Prior Learning (RPL)

Students may seek exemption through recognition of their skills, knowledge and practical experience. Student must provide authenticated evidence to demonstrate their competencies in the unit of competency which he/she intends to seeks RPL. Student who wishes to apply for RPL must complete and submit the RPL application prior to study commencement. See details of course credit/RPL policy on MGIT website. If student has been approve for an RPL, their study term may be affected thus may result to shortened course duration.

10.5 Access to Academic Record

Students have the right to access their academic records or qualification if they so wish. To access the record, students should complete the [Student Records Request Form](#) and submit to

the MGIT Administration Team.

11. Services and Facilities

MGIT is committed to provide services and support to students. Our friendly administration team and the designated Student Support Officer is happy to assist.

11.1 Learning Resources

Students can loan books from the Library. Students are solely responsible for any sort of damage or misuse including copyright regulations associated to the book. Loan or hire books must be returned on time to avoid fines. Student will have to pay for lost books.

11.2 Computing Facilities

MGIT has number of modern, well-equipped computer laboratories. Students have access to these facilities for personal use at times displayed on notice boards the commencement of each term and semester. Students are not allowed to take drink and food items into the laboratory.

11.3 Photocopying Facilities

Students have access to photocopying relevant study materials at MGIT; printing documents required to comply with copyright regulations.

11.4 Free WI-FI

MGIT has free Wi-Fi at the Parramatta campus; student are required to comply with ICT security policy and their devices are free from virus, malware; ICT security laws will apply on related breach.

11.5 Special Events

MGIT from time to time holds special events for student and staff to participate, sample of these events are;

- Graduation Ceremony and Party
- Harmony Day
- Christmas party
- Open Day

- Excursion or Industry visits
- Others: any special event that Trainer/Assessor may organize with the students, e.g. end of the term party.

11.6 Counselling and Career Advice Services

Initially, students will be counselled on subject workload, course pre-requisites if relevant/apply and unit of competency schedule. MGIT trainers will assist students with general educational matters such as academic counselling and course advice. Students have the option of attending tutorials provided outside normal class hours to receive academic assistance.

MGIT can facilitate appointments with qualified and experienced counsellors. Professional counsellors can assist students by providing welfare and guidance services and help with cultural adjustments. Professional counselling services will incur a fee. Students may access counselling service upon request from MGIT staff. A list of counsellor/career Advisors can be found in Annex 2

11.6 Other Services

A list of various other external support services can be found in Annex 3

12. Professional Development

Students can seek assistance to build up their professional experiences and promote their employability skills. Through access to the Learning Management System (LMS) student get access to various useful resources.

12.1 Career Coaching

Students can seek advice on career coaching from Human Resources Expert at MGIT. If any student intends to seek career advice may ask the administration to set up an appointment. Students are notified of events and workshop on career coaching through LMS.

12.2 Writing Resume

In regard to making a resume comprehensive as well as attractive for employers; students can seek advisory support from Human Resources expert available at MGIT.

13 WELFARE & COUNSELLING

13.1 First Aid and Medical Care

MGIT has certified first aid personnel to assist whenever it is required. If circumstances requiring urgent medical care, MGIT is authorized as a matter of urgency to seek appropriate medical care. In the event of circumstances requiring urgent medical care and it is not possible to contact the parent/guardian, the College is authorized as a matter of urgency to seek and provide appropriate medical care.

13.2 Hazard Report

Students are advised to report to MGIT Administration Team immediately if they observe any hazard or a potential risk that could result in a serious injury to someone or damage the premises.

13.3 Critical Incident

In the case of a critical or serious situation you should inform a member of MGIT Staff immediately.

13.4 Emergency Procedure

MGIT is committed to maintaining safe and effective emergency procedures in the campus. Emergency procedures are established for the protection of staff and the students. In an emergency, follow all MGIT Staff instructions.

Fire prevention systems have been installed in the center premises. Fire drills and evacuation procedures are also regularly implemented and reviewed by the MGIT. Students are advised to familiarize themselves with the emergency procedures and the fire escape routes near their classroom as in a case a fire breaks out.

13.5 Emergency Contact Numbers

Police, Ambulance and Fire Brigade: 000 (emergency only)

Police enquiries: 131 444

14 Fees

Students will be advised of their course fees during enrolment stage.

14.1 Fee Pay Students

For fee paying students, it is important that you are aware of the schedule of fees, or if you had made an installment arrangement, please ensure that you are paying the fee as per agreement to prevent incurring late payment penalties.

14.2 VET FEE HELP Student (MGIT is no longer a VFH provider for new enrolment, all remaining VFH student will continue till December 2017)

Students who are availing VET FEE HELP will be sent your VET FEE HELP Loan notification, you will be advised as to how much of the VET FEE HELP Loan you had incurred for the study period. It is important that you monitor your VET FEE HELP balance for your record.

MGIT will provide a CAN (Commonwealth Assistance Notice) to each of Commonwealth assisted students within 28 days after the census date for the units of study. CAN is a notice that contains information about a student's enrolment and use of Commonwealth assistance, including any HELP debt students have incurred or student contribution amounts paid, and any loan fee students may have incurred.

If you are a Commonwealth supported student, your CAN will include information on:

- the units of study for which you have received Commonwealth assistance;
- the student contribution amounts you have been charged for the units you are enrolled in;
- any up-front payments you have made;
- any HECS-HELP assistance you have used for that semester study period, if you are using HECS-HELP to pay your student contributions; and
- An OS-HELP loan if you have accessed one for that study period.

If you have applied for VET FEE-HELP, your CAN will include information on:

- the tuition fees for your units of study;
- the units for which you have received VET FEE-HELP;
- any up-front payments you have made;
- any FEE-HELP loan fee incurred for undergraduate units of study; and
- Any VET FEE-HELP loan fee incurred.

If you notice any errors on your CAN, you have 14 days from the date of the CAN to submit a written request for correction.

14.3 Other Fees

In the course of your study, some of the fees that you may incur are the following;

- Requesting for copy of the documentation
- Re-issuance of your certificates or statement of attainment
- Request a New Identification card due to being lost or stolen
- Material fee- some of the materials or learning resources might incur fees

For a full list, please see the [MGIT schedule of other fees](#)

14.4 Refunds

Students wishing to apply for a refund should read the applicable policy/procedure relating to refunds to understand the eligibility requirements and refund procedure.

- VET FEE HELP students should read the [MGIT Student Remission of VET FEE HELP Debt Policy and Procedure](#)
- Full Fee paying students should read the [Student Refund Policy and Procedure](#)

15 Complaints, Grievance and Appeals

MGIT believes in providing a supportive and harmonious environment where students have the right to expect a convenient learning environment, to be treated fairly, with dignity and respect with equal opportunity. MGIT has policy and procedure for complaint, grievances and appeal appeals. All academic and non-academic complaints or appeals must be submitted in writing and follow the [Complaints, Grievance and Appeals Policy and Procedure](#).

16 Code of Conduct

All MGIT students are expected to demonstrate appropriate behavior and respect MGIT staff, students and visitors. Students are expected to conduct themselves in a manner which respects the rights, property and privacy of others.

16.1 Classroom Management

Students should note that decisions concerning matters of both classroom management and assessments ultimately lie with their trainer.

Students should respect their trainer's decisions at all times. Students are encouraged to speak with their trainers should they have concerns about their attendance, academic performance or class participation for a particular unit.

16.2 Dress code

All students are expected to observe modest and appropriate dress code. Students are not permitted to wear indecent or revealing clothing or clothing with offensive slogans or motifs

16.3 Smoking

Smoking is prohibited in all buildings within the campus area.

16.4 Alcohol & Other Substances

In order to ensure and maintain health and safety of students and staff, anyone who is the influenced of alcohol or illegal drugs is not allowed to enter into campus.

16.5 Mobile Phones

Students must switch off their mobile phones before entering into the labs and classroom; as well avoid sending text message inside the classroom/lab. Unauthorized taking of photos in the classroom is not allowed unless permission to take photos or video recording has been granted.

16.6 Laboratory and Classrooms

No food or other beverage in Laboratory and Class rooms No one is allowed to take foods and drink with the exception of water into the classroom and laboratory.

16.7 Plagiarism

Plagiarism is strictly forbidden; all student are advised to present their personal ideas, work and avoid copying others work in the assessments. Knowledge of appropriate referencing are required at all times. Student who are caught plagiarizing will have their assessment deem not satisfactory or not yet competent.

16.8 Copyright

All students are obligated to protect patent and copyright related law. MGIT strongly advise to avoid any action that violates copyright related offences.

16.9 Public Property Damage

Students are solely responsible for any actions that has resulted to damage to an individual or property either within or outside the premises of the college. Student are warned that if your action has caused damage to MGIT property, that you will be held liable as per application of relevant laws of Australia.

16.10 Discipline / Cancellation of Enrolment

Failure to comply with Code of Conduct should be reported to the Compliance Manager and consequently reviewed by MGIT Management. Any Disciplinary misconducts will be dealt appropriately and in a timely manner. Disciplinary measures include suspension or cancellation of student enrolment with MGIT.

(MGIT) may cancel the enrolment of any student:

- Who has gained admission to the college by misrepresentation, by falsification of documents or by other fraudulent means?
- Any student that has failed to fulfil the normal requirements for admission or enrolment.
- For any act of grave misconduct associated with the academic program of MGIT

17 Student Feedback

All students are encouraged to provide continual input and feedback. This input and feedback may be provided either informally through conversation, observation or suggestion or formally through interviews and evaluation surveys. MGIT will attempt, whenever and wherever possible, to incorporate feedback in planning and development.

Trainer and student surveys will be distributed at the conclusion of each term and a suggestion box available at all times at reception. Students are welcome to make appointments with staff members to discuss issues personally.

A student Commencement Evaluation, covering your initial experiences will be circulated within three (3) months of your commencement at the Institute.

Annex 1. Legal Right Protections

- 6.2.1 Commonwealth
 - 6.2.1.1 Age Discrimination Act 2004 -
<http://www.comlaw.gov.au/Details/C2012C00907>
 - 6.2.1.2 Australian Human Rights
 Commission Act 1986 -
<http://www.comlaw.gov.au/Details/C2013C00080>
 - 6.2.1.3 Racial Discrimination Act 1975 -
<http://www.comlaw.gov.au/Details/C2013C00013>
 - 6.2.1.4 Sex Discrimination Act 1984 -
<http://www.comlaw.gov.au/Details/C2013C00012>
 - 6.2.1.5 Workplace Gender Equality Act 2012 -
<http://www.comlaw.gov.au/Series/C2004A03332>
 - 6.2.1.6 Disability Discrimination Act 1992 -
<http://www.comlaw.gov.au/Details/C2013C00022>
 - 6.2.1.7 Disability Discrimination Act – Education Standards 2005 - Act No. 19
 of 2005 - An Act to amend the Disability Discrimination Act 1992, and
 for related purposes -
<http://www.comlaw.gov.au/Details/C2005A00019>
 - 6.2.1.8 Copyright Act 1968 - Act No. 63 of 1968 as amended -
 Copyright Amendment Act 2006 -
<http://www.comlaw.gov.au/Details/C2010C00476> and
<http://www.comlaw.gov.au/Details/C2006A00158>
 - 6.2.1.9 Corporations Act 2001 -
<http://www.comlaw.gov.au/Details/C2013C00003>
 - 6.2.1.10 Corporations Regulations 2001 -
<http://www.comlaw.gov.au/Details/F2012C00851>
 - 6.2.1.11 Equal Employment Opportunity
 (Commonwealth Authorities) Act 1987 -
<http://www.comlaw.gov.au/Details/C2012C00896>
 - 6.2.1.12 Fair Work Act 2009 -
 Act No. 28 of 2009 as amended
 -
<http://www.comlaw.gov.au/De>

- tails/C2013C00070
- 6.2.1.13 Fair Work Regulations 2009 -
<http://www.comlaw.gov.au/Details/F2013C00049>
- 6.2.1.14 Financial Framework (Supplementary Powers) Act 1997 -
<https://www.legislation.gov.au/Details/C2015C00191>
- 6.2.1.15 Freedom of Information Act 1982 -
<http://www.comlaw.gov.au/Details/C2012C00904>
- 6.2.1.16 Income Tax Assessment Act 1997 -
<http://www.comlaw.gov.au/Details/C2013C00082>
- 6.2.1.17 National Vocational Education
 and Training Regulator Act 2011 -
<http://www.comlaw.gov.au/Details/C2012C00744>
- 6.2.1.18 Standards for NVR Registered Training Organisations -
<http://www.asqa.gov.au/about-asqa/national-vet-regulation/standards-for-nvr-registered-training-organisations.html>
- 6.2.1.19 Data Provision Requirements 2012 -
<https://www.legislation.gov.au/Details/F2013L00160>
- 6.2.1.20 Privacy Act 1988 -
<http://www.comlaw.gov.au/Details/C2012C00903>
- 6.2.1.21 Safety, Rehabilitation
 and Compensation Act 1988 -
<http://www.comlaw.gov.au/Details/C2012C00799>
- 6.2.1.22 Standards for VET accredited courses -
<http://www.comlaw.gov.au/Details/F2011L01330>
- 6.2.1.23 Superannuation Act 1976 -
<http://www.comlaw.gov.au/Details/C2013C00038>
- 6.2.1.24 Work Health and Safety Act 2011 -
<http://www.comlaw.gov.au/Details/C2011A00146>

B. Victoria

- Business Names (Commonwealth Powers) Act 2011 -
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/ABFAFC195A503F4DCA257A08007FC714/\\$FILE/11-](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/ABFAFC195A503F4DCA257A08007FC714/$FILE/11-)

- 79aa002%20authorised.pdf
- Charter Of Human Rights And Responsibilities Act 2006 -
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/E4E60AF2340608DOCA2578DB001AB8AF/\\$FILE/06-43aa010%20authorised.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/E4E60AF2340608DOCA2578DB001AB8AF/$FILE/06-43aa010%20authorised.pdf)
 - Child Wellbeing And Safety Act 2005 -
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt7.nsf/DDE300B846EED9C7CA257616000A3571/88BC421DC75CAFE0CA257B2000185225/\\$FILE/05-83aa015%20authorised.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt7.nsf/DDE300B846EED9C7CA257616000A3571/88BC421DC75CAFE0CA257B2000185225/$FILE/05-83aa015%20authorised.pdf)
 - Children, Youth and Families Act 2005 -
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/\\$FILE/05-096a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/$FILE/05-096a.pdf)
 Equal Opportunity Act 2010 Effective from August 2011 -
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/51dea49770555e a6ca256da4001b90cd/7CAFB78A7EE91429CA25771200123812/\\$FILE/10-016a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/51dea49770555e a6ca256da4001b90cd/7CAFB78A7EE91429CA25771200123812/$FILE/10-016a.pdf)
 - Education Training Reform Act 2006 -
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)
 - Fair Trading Act 1999 -
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/375D6BFF3C6F6411CA257A2F001011EA/\\$FILE/99-16a057.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/375D6BFF3C6F6411CA257A2F001011EA/$FILE/99-16a057.pdf)

C. New South Wales

- Administrative Decisions Tribunal Act 1997 -
<http://www.legislation.nsw.gov.au/viewtop/inforce/act+76+1997+cd+0+N>
- Anti-Discrimination Act 1977-
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+48+1977+cd+0+N>
- Board of Vocational Education and Training Act 1994-
<http://www.legislation.nsw.gov.au/fullhtml/inforce/act+33+1994+c>

- d+0+N
- Commission for Children and Young People Act 1998 -
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+157+1998+cd+0+N>
- Disability Services Act 1993-
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+3+1993+cd+0+N>
- Education Act 1990 -
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+8+1990+cd+0+N>
- Education Regulation 2012 -
<http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+440+2012+cd+0+N>
- Fair Trading Act 1987 -
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+68+1987+cd+0+N>
- Industrial Relations Act 1996-
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+17+1996+cd+0+N>
- Interpretation Act 1987 -
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+15+1987+cd+0+N>
- Privacy and Personal Information Protection Act 1998-
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+133+1998+cd+0+N>
- Workers Compensation Act 1987-
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+70+1987+cd+0+N>
- Work Health and Safety Act 2011-
<http://www.legislation.nsw.gov.au/maintop/view/repealed/act+40+2000+cd+0+Y>
- Workplace Injury Management and Workers Compensation Act 1998 -
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+86+1998+cd+0+N>

D. Western Australia

- Freedom of Information Act 1992 -

http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrttitle_353_homepage.html

- Disability Services Act 1993-
http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrttitle_267_homepage.html
- Fair Trading Act 1987-
http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrttitle_319_homepage.html
- Occupational Safety and Health Act 1984-
http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrttitle_650_homepage.html
- Equal Opportunity 1984 -
http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrttitle_305_homepage.html
- State Records Act 2000-
http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrttitle_924_homepage.html
- Vocational Education and Training Act 1996-
http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrttitle_1030_homepage.html

E. Queensland

- Corporations (Queensland) Act 1990-
http://www.austlii.edu.au/au/legis/qld/consol_act/ca1990274/
- Anti-Discrimination Act 1991-
http://www.austlii.edu.au/au/legis/qld/consol_act/aa1991204/
- Education and Training Legislation Amendment Act 2011 -
http://www.austlii.edu.au/au/legis/qld/num_act/eatlaa2011n39423/
- Education Legislation Amendment Act 2009 -
http://www.austlii.edu.au/au/legis/qld/num_act/eatlaa2009n40423/
- Fair Trading Act 1989 -http://www.austlii.edu.au/au/legis/qld/consol_act/fta1989117/
- Fair Trading Regulation 2001-
http://www.austlii.edu.au/au/legis/qld/consol_reg/ft2001208/
- Fair Work (Commonwealth Powers) and Other Provisions Act

2009-

http://www.austlii.edu.au/au/legis/qld/consol_act/fwpaopa2009557/

- Industrial Relations Act 1999 -
http://www.austlii.edu.au/au/legis/qld/consol_act/ira1999242/
- Industrial Relations Amendment Act 2009 -
http://www.austlii.edu.au/au/legis/qld/num_act/iraa2009n15349/
- Information Privacy Act 2009 -
http://www.austlii.edu.au/au/legis/qld/consol_act/ipa2009231/
- Right to Information Act 2009 -
http://www.austlii.edu.au/au/legis/qld/consol_act/rtia2009234/
- Vocational Education, Training and Employment Act 2000 -
http://www.austlii.edu.au/au/legis/qld/consol_act/vetaea2000434/
- Work Health & Safety Act 2011 -
www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf

F. Tasmania

- Personal Information Protection Act 2004-
http://www.austlii.edu.au/au/legis/tas/consol_act/pipa2004361/
- Freedom of Information Act 1991-
http://www.thelaw.tas.gov.au/tocview/content.w3p;doc_id=22++1991+AT@EN+20100420000000;rec=0
- Archives Act 1983 - http://www.austlii.edu.au/au/legis/tas/consol_act/aa198398/

G. South Australia

- Freedom of Information Act 1991 -
<http://www.legislation.sa.gov.au/lz/c/a/freedom%20of%20information%20act%201991.aspx>

H: Northern Territory

- Information Act 2002 - http://www.austlii.edu.au/au/legis/nt/consol_act/ia144/

Annex 2. Counsellor/career Advisors

Katie Roberts Career Consulting (www.katieroberts.com.au)
201/22 Hunter St, Parramatta, NSW, 2150 Phone: 1300 644 890

Max Coaching (www.maxcoaching.com.au)
603/74 Pitt St, Sydney NSW, 2000 Phone: (02) 9232 4462

Dr John Taccori (www.careersdoctor.net)
2/234 Pitt St, Sydney NSW, 2000 Mobile: 0400 938 574

Sydney Counselling Centre (www.sydneycounselling.com.au)
Level 4, 7 Help Street, Chatswood, NSW, 2067
Phone: (02) 9415 2223

Life Resolutions (<http://www.liferesolutions.com.au/parramatta/>)
Suite 4, Level 6, 85 George St, Parramatta, NSW, 2150
Phone: 1300 668 256

Note: Please ensure to clarify the provider prior to making appointment if there are cost involve when accessing the service above.

Annex 3- External support services

Australian Human Rights Commission

Telephone: 1300 656 419 Website: <http://www.hreoc.gov.au/>

The Commission is responsible for handling complaints under the Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992 and the Human Rights and Equal Opportunity Commission Act 1986.

Beyond Blue

1300 22 4636 <http://www.beyondblue.org.au>

For the price of a local call, you can speak to a trained mental health professional.

Department of Human Services (Centrelink)

Telephone: 136 240 Website: <http://www.humanservices.gov.au/>

You may be eligible for funding assistance if you receive one of the following:

- Pensioner Supplement Allowance
- ABSTUDY *course dependent
- AUSTUDY
- Youth Allowance

Disability Council New South Wales <http://www.disabilitycouncil.nsw.gov.au/links.html>

Tel/TTY: 1800 555 660

The Disability Council of NSW is the official advisory body to the State Government on disability matters. We also provide advice to the Commonwealth on the effect of national policy at a State level. It seeks to provide best quality advice to Government and promote a positive vision of the future for all people with disability.

Fair Work Commission (Australia)

Telephone: 1300 799 675 Website: <https://www.fwc.gov.au/>

Fair Work Australia is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to minimum wages, employment conditions, termination of employment and other workplace matters.

Legal Aid NSW

Telephone: 1300 888 529 Website: <http://www.legalaid.nsw.gov.au/>

Legal Aid NSW provides legal services to disadvantaged clients across NSW in most areas of criminal, family and civil law.

Lifeline

Telephone: 13 11 14 <https://www.lifeline.org.au/>

Anyone can call Lifeline. The 13 11 14 service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. If you feel that you might need telephone counselling, you can call about anything that might be troubling you.

Reach Out

Website: www.reachout.com.au

Reach Out is a web-based service that inspires young people to help themselves through tough times, and find ways to boost their own mental health and wellbeing. Their aim is to improve young people's mental health and wellbeing by building skills and providing information, support and referrals in ways

they know work for young people.

Reading and Writing Hotline

Telephone: 1300 655 506

Website: <https://www.readingwritinghotline.edu.au>

For the price of a local call anywhere in Australia, the Hotline can provide you with advice and a referral to one of 1200 providers of courses in adult literacy and numeracy.