

# APC VOCATIONAL NEWSLETTER

## TERM1, 2011

Version 1.6, 16/03/2011  
Distributed 21-27/03/2011

PLEASE READ THIS DOCUMENT CAREFULLY AS ITEMS HAVE CHANGED FOR TERM 2, 2011

### Term 2 Enrolment

APC invites all students to complete their T2, 11 enrolment. Be sure to pay for Term 2 by 8/4/2011 to avoid late fees (\$100) and delays with your enrolment.

	Online Enrolment*	In person (Face-to-face) enrolment
Commences	9am 18/4/2011 (MONDAY)	9am 20/4/2011 (WEDNESDAY)
Finishes	8pm 28/4/2011 (THURSDAY)	5pm 28/4/2011 (THURSDAY)
Available	24hrs/day including weekends and public holidays (note help desk not available)	9am-5pm weekdays at APC York St, Manly and Bondi Junction campuses. Not available public holidays.

\* Online enrolment is not available to students who are under intervention or on a course suspension or to IT students graduating at the end of T2-11 or T3-11. Students finishing in T2-11 are recommended to check their course progress before enrolling in T2-11.

### Workbooks (e-books) from T3, 11

From Term 3, 2011 APC will be going green and environmentally conscious (to save paper and trees).

Workbooks will be available for downloading as free e-books.

If you would still like to receive a hard copy of your

workbook please pre-order one at SSO.

Printed workbooks cost \$10 per subject and this is due by 01/07/2011 (week 9).

### Changes to Holiday Intervention Program (HIP)

HIP	Term	Online/ASM subjects	Face-to-face subjects
April 18/4-21/4	T1,11 subjects	Free in April 2011 (no change)	<b>NEW!</b> \$100/subject ⇨ if subject lecture attendance was 80+%
July 11/7-15/7	T2,11 subjects	<b>NEW!</b> Free ⇨ if subject ASM tutorial attendance was 80+% \$100 ⇨ if subject ASM tutorial attendance was <80%	\$450/subject ⇨ if subject lecture attendance was <80%  Students can check their attendance at <a href="http://www.apc.edu.au/enrolnow">www.apc.edu.au/enrolnow</a>

### Timetable for T2, 11

From Term 2, 2011 there will be a **slight timetable change for evening students at CBD and Bondi Junction campuses** (Business, Marketing & Management courses only). The afternoon/evening program will be as follows:

- 2-4pm EYES/TASM
- 4-5pm Tutorial Part 1
- 5-9pm Lecture
- 9-10pm Tutorial Part 2

The Manly campus timetable is unchanged.

Please note classes may be scheduled any day of the week (Mon-Sun).

### Fees Freeze

Take advantage of our fees freeze special for existing vocational students (enrolled & studying before 31/12/2010)!

Same fees as your previous vocational course (2010 fees). See Student Services for details

Conditions apply: valid to 30/09/2011 and no more than 1 term break between courses allowed.

**Apply now for future courses!**

### EYES T2, 11 Topic

In Term 2, 2011 the EYES tutorials will cover small business compliance and how to set up a small business in Australia.

## TERM 2 STARTS 2/5/2011

**Important dates to remember for T2, 11**  
(Date format: dd/mm/yy)

<b>MARCH</b> 25/03/11 5pm FRI	Last day to withdraw at the end of T1, 2011 without cancellation fee
<b>APRIL</b> 08/04/11	Last day to pay Term 2, 2011 fees
After 08/04/11	Term 2, 2011 late payment fees apply (\$100)
14-15/04/11 THURS+ FRI	<b>Orientation for NEW students</b> (9am, 11am, 1pm, 3pm at York St, Bondi Junction and Manly campuses)
18/04/11 MON	Holiday Intervention Program starts (Kent St campus, 9am, 1pm, 5pm)
18/04/11 MON	<b>Online enrolment opens (9am)</b> <a href="http://www.apc.edu.au/enrolnow">www.apc.edu.au/enrolnow</a>
20/04/11	<b>Face to face enrolment opens (9am)</b>
21/04/11 THURS	Holiday Intervention Program ends
22-26/04/11 FRI-TUES	<b>Good Friday, Easter Monday and Anzac Day Public Holidays – college &amp; help desk closed</b>
28/04/11 THURS	Enrolment closes (5pm in person, 8pm online)
29/04/11 FRI	Term 2, 2011 Late enrolment fee (\$100) applies (compassionate/ compelling circumstances only)
<b>MAY</b> 2/05/11	Term 2, 2011 classes start
13/5/11 FRI	CoEs cancelled for continuing students who have not re-enrolled/resumed study in Term 2, 2011
13/5/11 FRI	CoEs cancelled for new students who have not enrolled/ commenced study in Term 2, 2011
<b>JUNE</b> 17/06/11 FRI	Last day to withdraw at the end of Term 2, 11 without cancellation fee
<b>JULY</b> 01/07/11	Last day to pay Term 3 2011 fees
03/07/11 SUN	Term 2, 2011 classes finish
25/07/11 MON	Term 3, 2011 classes start

(Date format: dd/mm/yy)

View your results online using the online enrolment centre <http://www.apc.edu.au/enrolnow>

# Frequently Asked Questions:

## Why do I need to pay by 08/04/2011?

All students are required to pay their Term 2 fees on or before 08/04/2011 (week 9 of term 1) if they wish to secure their place in class for Term 2, 2011. If you do not pay on time your place may become unavailable and your CoE will be cancelled. *You will not be able to enrol if you have not paid as we would deem you to have withdrawn for Term 2.*

## How can I pay my fees?

You can pay by cash, direct deposit, EFTPOS or credit card (surcharge applies). Cash payments are only available at Kent Street. If you are paying by direct deposit please put **your student number on the deposit information** to avoid delays at enrolment. If you pay your fees by direct deposit or to an official APC agent **make sure you get a receipt** and bring it to Student Services before enrolling online. (APC banking details:  
Westpac Account  
Account Name: Australian Pacific College  
BSB 032013  
Account#: 131540

## Can I get my friend to enrol for me?

No. Other people such as your friends, family, partners and agents cannot pick up your timetable; you must enrol in person or online.

## When is enrolment?

The enrolment period occurs during the holidays, in the two weeks before term starts (18/04/2011-28/04/2011).

## Can I enrol early or late?

No. If you have difficulty during the enrolment period please contact the college immediately. Late enrolments in weeks 1 and 2 of term are usually not possible without evidence of compassionate/compelling circumstances.

## Can I change my timetable?

Once you accept and verify your timetable there is a \$100<sup>^</sup> administration fee to change it. Changes are only allowed before the end of week 2 of term.

## Why do I need a Student ID card?

Student ID cards must be carried at all times when you are on campus. If you don't have your card you may be prevented from entering the college or be asked to leave. This is important to protect you and your property. See reception if you need an ID card.

## How will the college contact me?

Most contact is made by SMS or email. Ensure your email and mobile details are up to date. You can update your details at reception or student services or online using <http://www.apc.edu.au/enrolnow>.

## When are my classes?

Classes will be timetabled anytime from Monday to Sunday. Lectures and tutorials may be mixed and each student will study a total of 20 scheduled hours per week for each 9 week term they are enrolled in.

## Do I need to go to my tutorials?

Yes. Please note tutorials start in week 2 of every term.

## How long is my course?

Business courses are generally 2 to 3 terms in length. IT courses are generally 6 terms in length. Tourism courses are 4 terms in length.  
*One term = 12 weeks (9 weeks study & 3 weeks course break except at Christmas time when the break is 7 weeks)*

## Can I bring my child to class?

No. The college does not have facilities for

children and babies. You will need to make arrangements for your own offsite childcare or schooling. Please note school aged dependants must be enrolled in school.

## Can I bring my friend to class?

No, you cannot bring friends to class.

## Do I have to come to class? (Attendance)

Yes, APC expects students to come to 100% of classes. Rolls are marked from the beginning of term.

## What happens if I miss class?

If you miss class you will be marked absent and you may miss an assessment.

## Can I hand in assignments late?

You may hand in assignments up to 10 working days late. You will lose 5% of your marks for each day that your assignment is late. You may apply for an extension of these dates at student services only if you have a valid medical excuse supported by medical documents (certificates accepted from registered medical providers only).

## What if I need to take time off during the term?

If you are unable to attend classes for an extended period of time you may wish to apply to suspend your course. Course suspensions are permitted only in limited circumstances (e.g. major illness, death in the family). For more information please read the full policy and National Code explanatory guide:

[http://www.apc.edu.au/pdfs/policies/deferment\\_suspension\\_cancellation\\_policy.pdf](http://www.apc.edu.au/pdfs/policies/deferment_suspension_cancellation_policy.pdf)  
[http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard\\_13.htm](http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_13.htm)

## What do I do if I plan to withdraw?

Students are required to notify us by the end of week 7 of their intention to withdraw at the end of that term.

If you withdraw after week 7 (for the end of the same term) a cancellation fee will apply (currently \$500<sup>^</sup>).

## What is the Holiday Intervention Program?

The Holiday Intervention Program (HIP) is an opportunity for students who have not met the outcomes of their subjects to catch up and improve their result. The HIP is run during the term break at our city campuses. The college will notify you if you are required to attend this program.

## What if I don't re-enrol?

If you do not enrol the college will take this as your intention to withdraw and cancel your enrolment (and your CoE).

## Can I copy someone else's work? (Plagiarism)

No! Please remember that any work done needs to be your own work. It is not acceptable to submit work copied from books, the internet or other people. This sort of behaviour is considered cheating (*please refer to APC Assessment Policy*). Assessments that are plagiarised or copied will receive a mark of zero and this will result in you failing the assessment. Students who continue to plagiarise may have their enrolment cancelled.

**Do I have to pass my subjects? (Course progress)** Yes, you are required to maintain satisfactory academic progress. This means you are required to pass at least 50% of each of your scheduled subjects in any term.

**What happens if I fail more than 50% of my subjects?** If you do not pass more than 50% of your subjects in one term, APC's Intervention Strategy will be activated and you will be notified of your risk of not maintaining satisfactory academic progress (*please refer to APC Intervention Policy*).

## Can I redo subjects if I do not pass?

If you get a result between 45 and 49 and your attendance is 80%+ you can apply to for a reassessment. A fee will apply in such cases (currently \$100<sup>^</sup> per assessment). If your mark is less than 45 you will need to redo the subject at your own cost (currently \$450<sup>^</sup>) and complete it no later than week 6 of term.

## What is intervention?

Intervention is a meeting to discuss why you have not performed well academically. You may bring a friend to intervention with you if you like. Intervention meetings will happen in weeks 1, 2, 3 and 4. You will be notified if and when you need to attend.

## What happens in an intervention meeting?

You will attend a meeting with a college staff who will advise you on: the suitability of the course in which you are enrolled; opportunities for you to be reassessed for tasks in units or subjects you had previously failed; how to demonstrate the necessary competency in areas in which you had not been previously able to demonstrate competency; and if you are on a Student Visa, the possibility of being reported to DIAC if you failed to meet your course progress over two consecutive study periods/terms.

## What happens if I continue to fail?

If you are identified as not making satisfactory course progress in a second consecutive study period APC will give you written notice of intention to report you to DIAC for unsatisfactory progress. Once notified, you are able to appeal the decision by accessing APC's internal Complaints and Appeals process for free and the external appeals process (refer to [http://www.apc.edu.au/pdfs/policies/Complaint\\_Grievance\\_Policy.pdf](http://www.apc.edu.au/pdfs/policies/Complaint_Grievance_Policy.pdf) for more information) for a nominal administrative fee of \$200<sup>^</sup> and have 20 working days in which to do so (fees current at time of printing).

## Can I still get a qualification?

With most courses you must pass all of the subjects to be awarded with a qualification (Certificate/Diploma). If you do not pass all of the subjects you will receive a Statement of Attainment instead of a qualification.

## Still confused?

For further information about APC and its policies please check the "Student Orientation Handbook" at [www.apc.edu.au](http://www.apc.edu.au). Conditions of Enrolment are subject to change without notice.

## What do I do if I have a complaint?

If you have a complaint please speak to someone in Student Services. If they are unable to help you please fill in a grievance form to continue the process.



CRICOS Provider: Young Rabbit Pty Ltd 01331F  
info@apc.edu.au

VET\_Term2\_2011\_studentletter.v1.6

<sup>^</sup> Fees may be subject to change without notice