

WELCOME

INTERNATIONAL STUDENTS

GENERAL HOUSE-KEEPING

- Toilets located in hallways and/or stairwell.
- Toilets for people with disabilities are levels 1, 3, 4 and 5
- Emergency exits located twice in each hallway
- Evacuation Location/Assembly Area
The end of Queen and Eagle St (large tree)

GENERAL HOUSE-KEEPING

- 349 Queens Street is open 7.30am-9:30pm Mon-Fri
- Some floors are open on weekends
(including computer labs)
- Stairs are located at the front and rear of the building



YOUR VISA RESPONSIBILITIES

VISA REQUIREMENTS

All students should be aware of their VISA conditions

Student VISA conditions include:

- Maintain a course of study (with CoE's)
- Maintain satisfactory course progress
- Work up to 48hrs per fortnight
- Have health cover (OSHC) for your VISA period

VISA REQUIREMENTS

All students should be aware of their VISA conditions

Student VISA conditions include:

- Other VISAS (Working Holiday, Student Dependent, Tourist): make sure you are aware of your visa conditions regarding Study and Work allowances
- All VISAS: Make sure you know how long you can remain in Australia (your VISA end date)

ATTENDANCE

To get the best out of your study, you should attend every class.

- If you arrive late to class, or return late from breaks, you may be marked as absent
- If you are sick for more than 2 days, see a Doctor and email your Medical Certificate to Vet@sri.edu.au

Please note:

- You are NOT marked present if you have a Medical Certificate – these are kept on your student record
- If you will be away for a week or more due to illness or injury, contact us immediately, as we may need to SUSPEND your course

CODE OF CONDUCT

UNACCEPTABLE CONDUCT INCLUDES:

- Harassment of staff or other students
- Threatening behaviour
- Sexual harassment
- Bullying of staff or other students
- Cheating or stealing
- Bringing OR being under the influence of alcohol or drugs at school
- Generally disruptive or inappropriate classroom behaviour including excessive mobile phone use



**Misconduct may result in written warnings,
suspension or cancellation of enrolment**



YOUR HEALTH AND SAFETY

Sarina Russo
Institute

CRICOS PROVIDER CODE: 00607B RTO: 0427

EMERGENCY SERVICES IN AUSTRALIA



LEARN your
ADDRESS and
TELEPHONE NUMBER!

EMERGENCY ASSISTANCE RESOURCES



If it's late and you need help, call 1800 994 989.

This is a special after-hours telephone hotline for international students on our campus. We care and we want to help you—with anything you might be worried about.

If you need help at night or on the weekends call 1800 994 989.

This is a free call from landlines anywhere in Australia. Standard call rates apply from mobile phones.

Emergency (ambulance, fire or police) call 000.

Sarina Russo Institute

CRICOS provider number 00013

After Hours Helpline:

1800 994 989

**PUT THIS NUMBER IN
YOUR PHONE NOW**

**Sarina Russo
Institute**

CRICOS PROVIDER CODE: 00607B RTO: 0427

PERSONAL SAFETY

Click to
watch video



Staying safe in Brisbane at night



Brisbane City Council
4.2K subscribers

Subscribe

41



Share

Save



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THE LAW AND LEGAL HELP

Please be aware that laws in Australia may be different from your own country. Breaking the law in Australia may put your visa at risk.

Take particular care with:

-Driving: make sure you have a VALID license to drive in Australia. See Queensland Department of Transport:

<https://www.tmr.qld.gov.au/licensing/getting-a-licence.aspx>

-Observe the road rules, especially regarding speed and drink driving. Penalties are strict, especially during holidays

-Alcohol and drug laws

-Laws for minors (under 18years) eg: gambling, drinking

THE LAW AND LEGAL HELP

If you require legal assistance, you can contact your country's consulate:

[Consulates in Australia - Protocol \(dfat.gov.au\)](https://dfat.gov.au/consulates)

Or, Legal Aid Queensland: 1300 651 188

YOUR HEALTH

If you are sick:

-See a General Practitioner (GP)

-or call the 'National Home Doctor'. Ph: 13 SICK (137425)
for a Doctor to visit you

-or contact 'Doctors on Demand' for an online
appointment www.doctorsondemand.com.au or go to
the APP store

YOUR HEALTH

ONLY go to a hospital for accidents or serious illness

Pharmacies / Chemists

- Great place to ask for health advice and to buy medicines
- Carry your medication prescription in English

First Aid is available at school

YOUR HEALTH

Your OSHC (Overseas Student Health Cover):

- Many SRI students have Allianz health insurance
- You can visit the Alliance office for help with claims and any other questions about your OSHC:



Level 16, 310 Ann Street Brisbane

www.allianzcare.com.au

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YOUR HEALTH

We wish to ensure the health, safety and wellbeing for everyone.

Good hygiene is essential to stop the spread of viruses like the flu and coronavirus.



WASH YOUR HANDS ✓

- After coughing or sneezing
- When caring for the sick
- Before, during and after you prepare food
- Before eating
- After toilet use
- When hands are visibly dirty
- After handling animals or animal waste

PROTECT YOURSELF AND OTHERS ✓ FROM GETTING SICK

- When coughing and sneezing cover mouth and nose with flexed elbow or tissue
- Throw tissue into rubbish bin immediately after use
- Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing
- If you have fever, cough and difficulty breathing, seek medical care early and share previous travel history with your health care provider
- Stay at home if you are unwell

STAY AWARE ✓

Please refer to your:

- Student Portal
- Student Email Address
- Staff email address
- Visit www.sri.edu.au

STAYING HEALTHY IN WINTER



-Always wash your hands well and often



-Always use tissues and throw away afterwards

-Always cover your mouth/nose if you cough or sneeze



-If you are sick, stay at home and rest

-Visit a Doctor or pharmacy/chemist

STAYING HEALTHY IN SUMMER



Protect yourself in five ways from skin cancer

Drink plenty of water during hot weather



Water coolers are in kitchens and throughout the building

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STAYING SAFE AT THE BEACH

Click to
watch video

Beach Safety
for Visitors to Australian Beaches

1



**Always swim between
the red and yellow flags**

一定要在紅黃旗之間游泳。
保持在紅黃旗之間的區域游泳。
常に赤と黄色の旗の間で泳ぐ
항상 붉은색과 노란색의 깃발 사이에서만
수영하십시오
हमेशा लाल और पीले झंडों के बीच तैरें
Sentiasa berenang antara bendera merah dan kuning.
قم بالسباحة دائماً بين الأعلام الحمراء والصفراء

Traditional Chinese • Simplified Chinese • Korean • Japanese • Hindi • Malay • Arabic

www.beachsafe.org.au

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TAKING CARE OF YOUR MENTAL HEALTH

-Your Mental Health is just as important as your physical health!

-Moving to a new country is stressful. It's not unusual for international students to feel anxious about study, work-life balance or personal issues



Make an appointment

▶ studentcounsellor@jcub.edu.au

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USEFUL APPS FOR HEALTH & SAFETY



Click images for information



YOUR RIGHTS

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COMPLAINTS AND APPEALS

Students have access to a fair and free complaints and appeals process:

- Attendance Issues
- Course Assessment and Grades
- Any other academic or non-academic issues

See Complaints info.: [SRI Complaints and Appeals Poster](#)

For more information e-mail: vet@sri.edu.au

COMPLAINTS AND APPEALS

All appeals (for example: a change of grade, consideration of low attendance) require EVIDENCE.

EVIDENCE may include but is not limited to the following:

- A Medical Certificate issued from a doctor in Australia at the time you were sick, stating the specific issue
- Consultation with SRI staff member at the time of the incident
- Other documented evidence such as a natural disaster in homeland

COMPLAINTS AND APPEALS

Acceptable EVIDENCE is NOT:

- A Medical Certificate from an overseas doctor and/or issued to another person
- A backdated medical certificate
- Consultation with SRI staff member many weeks after the event
- An appeal with no specific information such as dates, events or times
- An appeal at the end of the course saying you were sick during the course but took medicine from home

COMPLAINTS AND APPEALS

External Appeals (International Students)

Overseas Student Ombudsman www.oso.gov.au

Click to
watch video

COMMONWEALTH
OMBUDSMAN



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WORKING IN AUSTRALIA

PERMISSION TO WORK

CHECK YOUR VISA!

Student VISA:

-To address workforce shortages, student visa work hour restrictions have been temporarily relaxed. Until **30th June 2023**, all ongoing students as well as new student arrivals are able to work more than 40hrs a fortnight.

-From 1st of July 2023, MAXIMUM 48hrs a fortnight. Please see 'Australian Government's Department of Home Affairs' website for more information. <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/temporary-relaxation-of-working-hours-for-student-visa-holders>

-You must continue to balance your study and work commitments even though there is flexibility in the number of hours you can work.

This means you must:

- Maintain course enrolment
- Ensure satisfactory course progression (incl attendance)

PERMISSION TO WORK

CHECK YOUR VISA!

Working Holiday VISA:

-Unlimited hours

Tourist/Visitor Visa:

-No Work Allowed

Please see 'Australian Government's Department of Home Affairs' website for more information. <https://immi.homeaffairs.gov.au/visas/working-in-australia>

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GETTING STARTED

Visit the Joblinx office on Level 2

- Assistance with your resume
- Register with Joblinx using the Student Portal button

Open an Australian BANK ACCOUNT

Apply for a TAX FILE NUMBER



PROTECTING YOU AT WORK

International Students have the same rights in the workplace as Australian Citizens

The Fair Work Ombudsman can help with:

- Questions about your pay
- Work hours
- Workplace bullying

Click for info



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CRICOS PROVIDER CODE: 00607B RTO: 0427

PROTECTING YOU AT WORK



The Fair Work Ombudsman

Working in Australia (English)

FairWorkGovAu
6.06K subscribers

108

Share

Save

CRICOS PROVIDER CODE: 00607B RTO: 0427

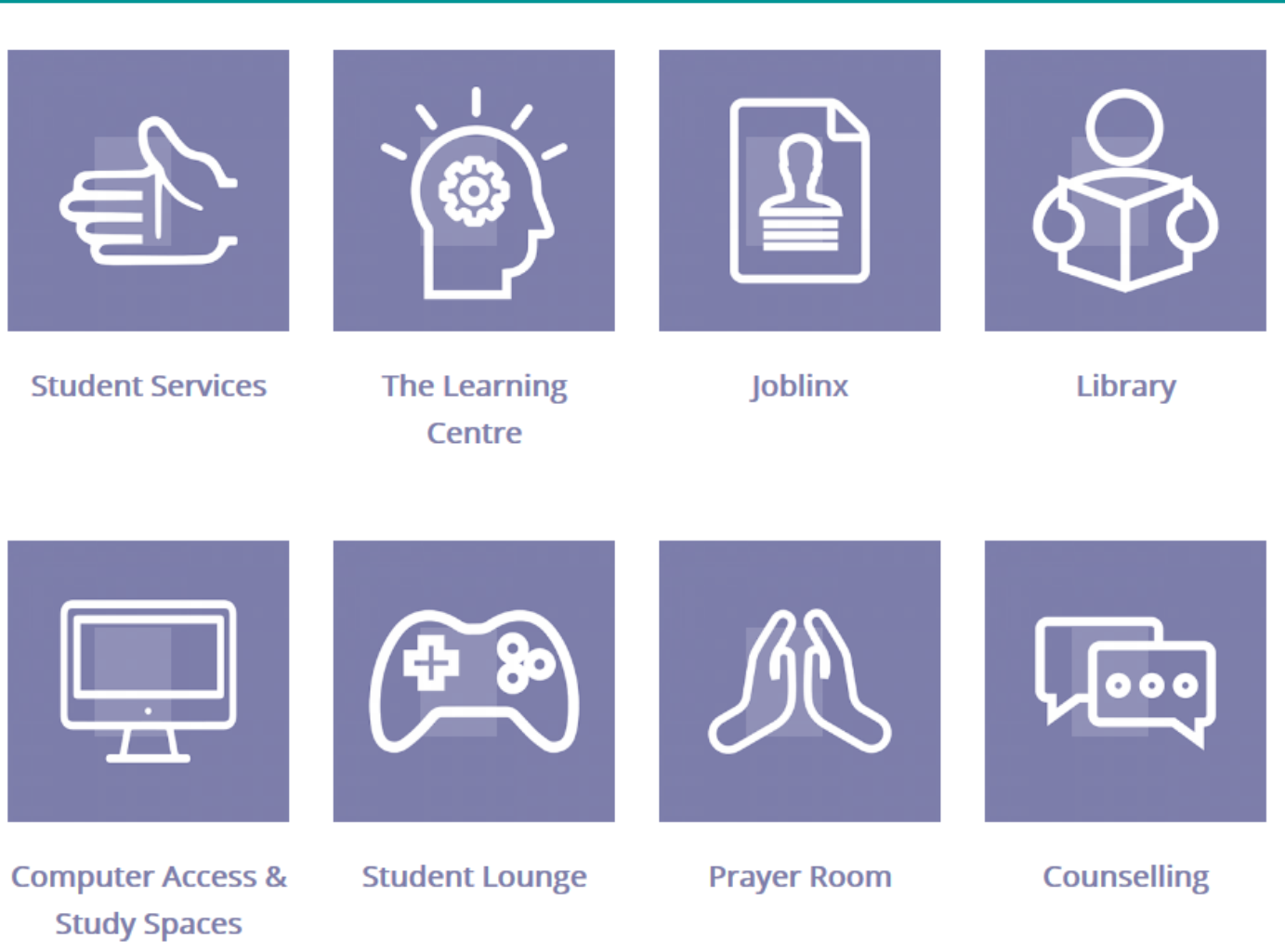


YOUR CAMPUS

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CAMPUS SERVICES



STUDENT FACILITIES



Student lounge = Level 1

Library = Level 2

Wellbeing Team = Level 7

Kitchen & eating areas =

Level 1 & 7



Vending machines = Level 1

Noticeboard = Level 7

Prayer Room = Level 5



ACADEMIC SUPPORT AND COUNSELLING

Meet an SRI team member to:

- Talk about problems relating to class
- Discuss your study goals/progress/pathway
- Discuss attendance/ progression issues
- Advice for health services and any other problems

Email vet@sri.edu.au for an appointment.

Make an appointment

studentcounsellor@jcub.edu.au

STUDENT SUPPORT SERVICES



Available to all students on Level 2:

- Library (ID Cards, printing, quiet study space)
- The Learning Centre
- Joblinx Office

COMPUTERS AND WIFI

Computers throughout the building and labs on level 1, 4, 7 & 8

-Please note: Classes are also held in the Computer Labs

-There is a download limit – refreshed each week

-WI-FI is also available

Name: **SRInstitute**

Username: **publicat**

Password: **Candidate1**

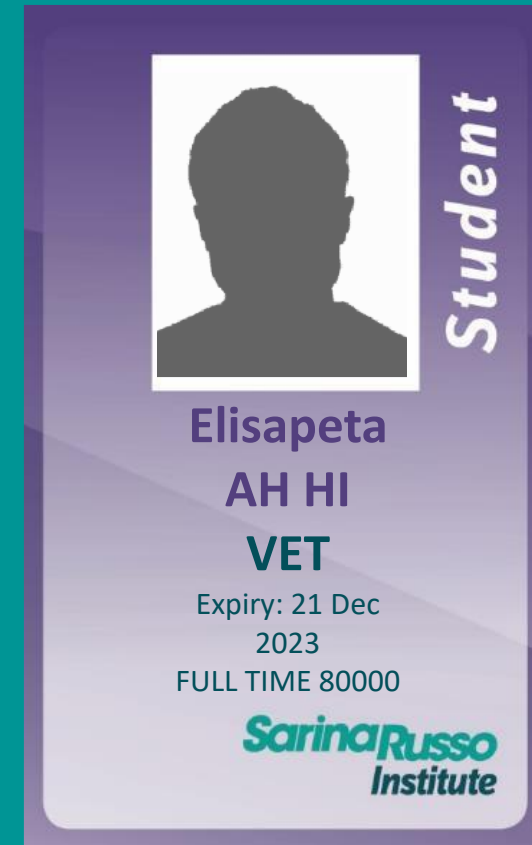
YOUR STUDENT ID

Printed in the Library (Level 2)

Discounts including:

- Movies
- Tourist Attractions
- Public Transport

Please carry your ID every day



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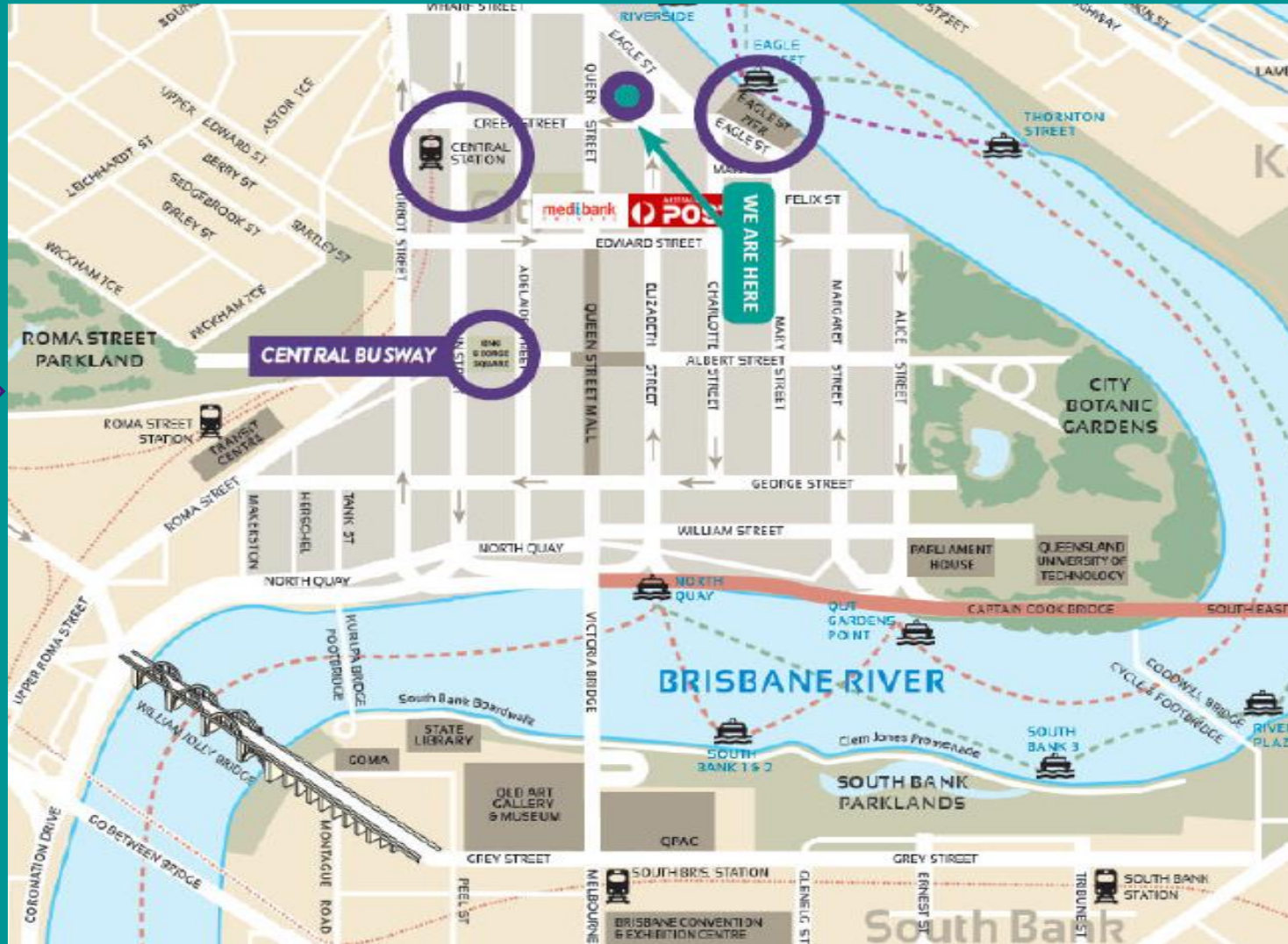
YOUR CITY

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BRISBANE CBD

Click for
Google Map



BRISBANE TRANSPORT

- Full-time students are eligible for Concession (discount) tickets on public transport
- Use a 'GO Card' to travel on all forms of transport in Brisbane:
 - Available for purchase from Railway staff and Convenience Stores
 - Cheaper than paper tickets
- 'Off-peak' is cheaper – 8:30am-3:30pm and after 7pm M-F) plus weekends and public holidays
- Use your GO Card 8 times in a week, then travel for half price

Click for info



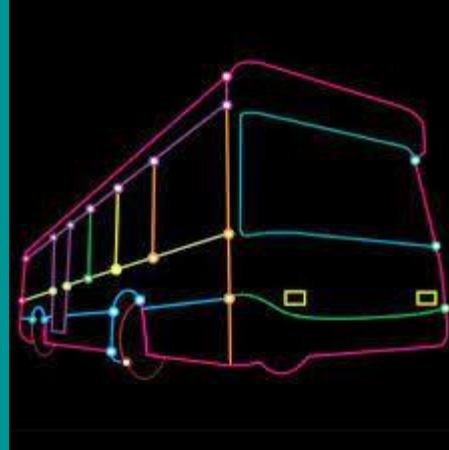
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CRICOS PROVIDER CODE: 00607B RTO: 0427

BRISBANE TRANSPORT

Other transport options include:

- Nightlink bus services: Weekends
- Lime Scooters
- FREE Services:
 - CityHopper Ferry
 - Springhill Loop
 - City Loop buses



ACCOMMODATION

Options for students:

-Homestay with an Australian Family

-Specialist student accommodation

-Student One

-Uniresort

-Urbanest

-Unilodge

-Privately rented accommodation (house or apartment)

-There are laws for renting in Queensland to protect you, always rent legally!

-See the RTA link below



BRISBANE AND SURROUNDING AREAS

Click for
Google Map



SMOKING & VAPING

- Look for ashtrays or designated smoking areas
- if you smoke in a 'Smoke-Free Area' you can be fined on the spot (\$250 or more)
- You cannot smoke within 5 metres of a bus stop, or anywhere on a train platform or ferry stop
- No smoking in the Queen Street Mall
- Smoking laws are strict throughout Australia and new laws have been recently introduced in Queensland

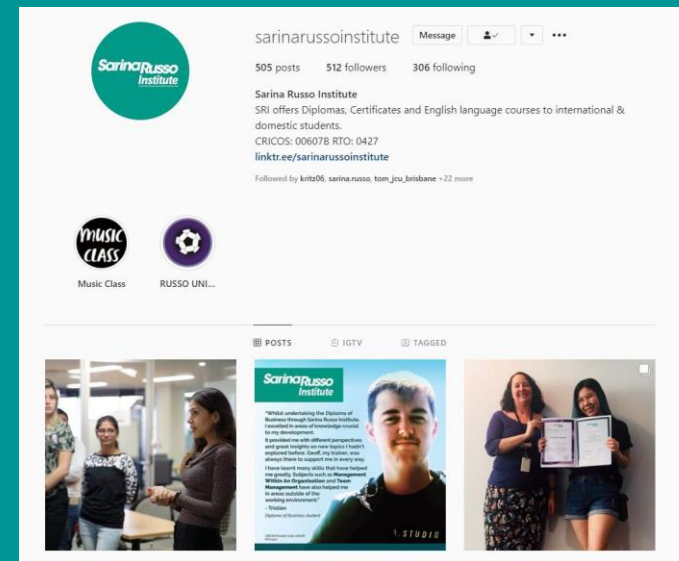
Click for info



USEFUL WEBSITES

Facebook [@sarinarussoinstitute](https://www.facebook.com/sarinarussoinstitute)

Instagram [@sarinarussoinstitute](https://www.instagram.com/sarinarussoinstitute)



www.choosebrisbane.com.au/study

www.insiderguides.com.au/city/Brisbane/

www.visitbrisbane.com.au

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NEED MORE INFORMATION?

-**Brisbane Info Centre** – in Queen Street Mall

-**Student Services** – Ground Floor of JCUB

FRIENDS, FUN AND LEARNING





YOUR STUDY

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YOU'LL NEED...



IF YOU EVER GET STUCK....

Need to discuss something about your course? Having some difficulties?

E-mail vet@sri.edu.au

Need help with your subject material / assessment?

E-mail yourtrainer@sri.edu.au

Trainer's first initial

Followed by trainer's surname

E-MAILING VET OR YOUR TRAINER

- Full name (as per your enrolment)
- Your student ID / USI
- Course name / unit number / assessment number
- If it's a technical issue, include details about the tech you're using / the error messages you get. *E.g. Office 365 or wps / mac or notebook*
- The more detailed your email, the better we can help

Hi there,

My name is Joe Brown , my student number is 000345678 and I am studying Cert III in Business Admin.

I can't seem to open Assessment Task 2 for Unit BSBADM503.

Could you please assist me?

Regards,

Joe

LOGGING IN

UN = russoschools \publicat

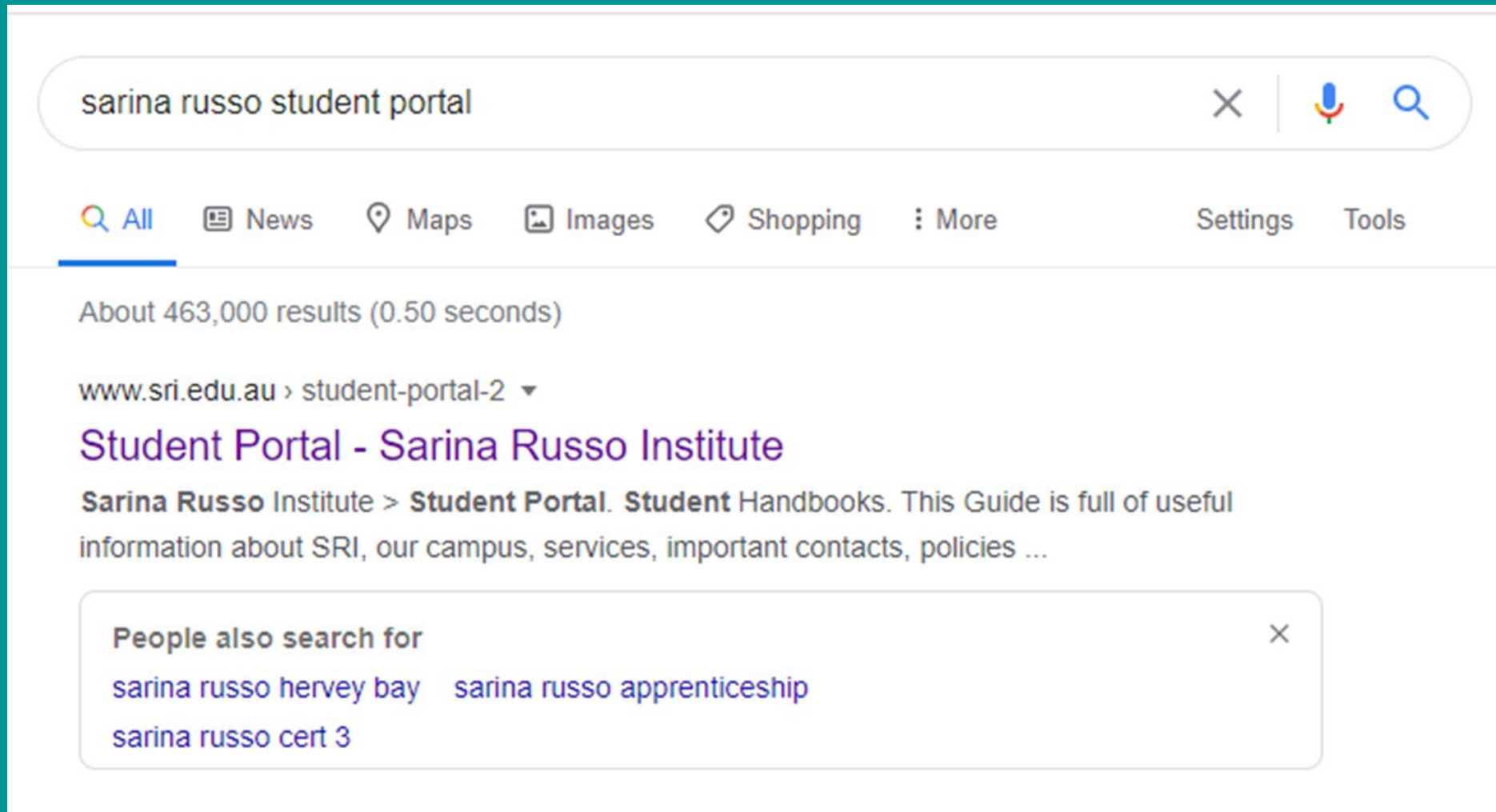
PW = Candidate1

WIFI = SRI_WIFI3

PW = getthatjob

GETTING STARTED

ALWAYS USE Google CHROME



The screenshot shows a Google search interface. The search bar contains the text "sarina russo student portal". Below the search bar, there are navigation options: "All", "News", "Maps", "Images", "Shopping", and "More". To the right of these options are "Settings" and "Tools". The search results show "About 463,000 results (0.50 seconds)". The first result is from "www.sri.edu.au > student-portal-2" with the title "Student Portal - Sarina Russo Institute". The description for this result is "Sarina Russo Institute > Student Portal. Student Handbooks. This Guide is full of useful information about SRI, our campus, services, important contacts, policies ...". Below the search results, there is a box titled "People also search for" with three suggestions: "sarina russo hervey bay", "sarina russo apprenticeship", and "sarina russo cert 3".

sarina russo student portal

All News Maps Images Shopping More Settings Tools

About 463,000 results (0.50 seconds)

www.sri.edu.au > student-portal-2

Student Portal - Sarina Russo Institute

Sarina Russo Institute > **Student Portal**. Student Handbooks. This Guide is full of useful information about SRI, our campus, services, important contacts, policies ...

People also search for

sarina russo hervey bay sarina russo apprenticeship

sarina russo cert 3

Sarina Russo
Institute

CRICOS PROVIDER CODE: 00607B RTO: 0427

STUDENT PORTAL

Sarina Russo Institute > Student Portal



Student Handbooks

This Guide is full of useful information about SRI, our campus, services, important contacts, policies & Procedures. It is an overview and introduction to help get you started.



iLearn

24/7 Access to your learning management platform



My Contact Details

Update your student contact details



Policies & Procedures

Important information, policies and procedures



Joblinx


Joblinx is a Brisbane based Internship Placement & Career Progression Specialist. As a SRI student you get to access their



Timetable

View your timetable

PERSONAL DETAILS, PRIVACY AND PUBLICITY

 > Personal Details, Privacy and Publicity

This form works best opened in Google Chrome.

All fields are required.

Current students updating details: place an 'x' into the fields where no change is required.

Domestic students: place an 'x' in Address (home country) fields

Personal Details, Privacy and Publicity

Personal Details

Title: *

Select title



Full Name (as per passport): *

First

Last

Date of Birth: *

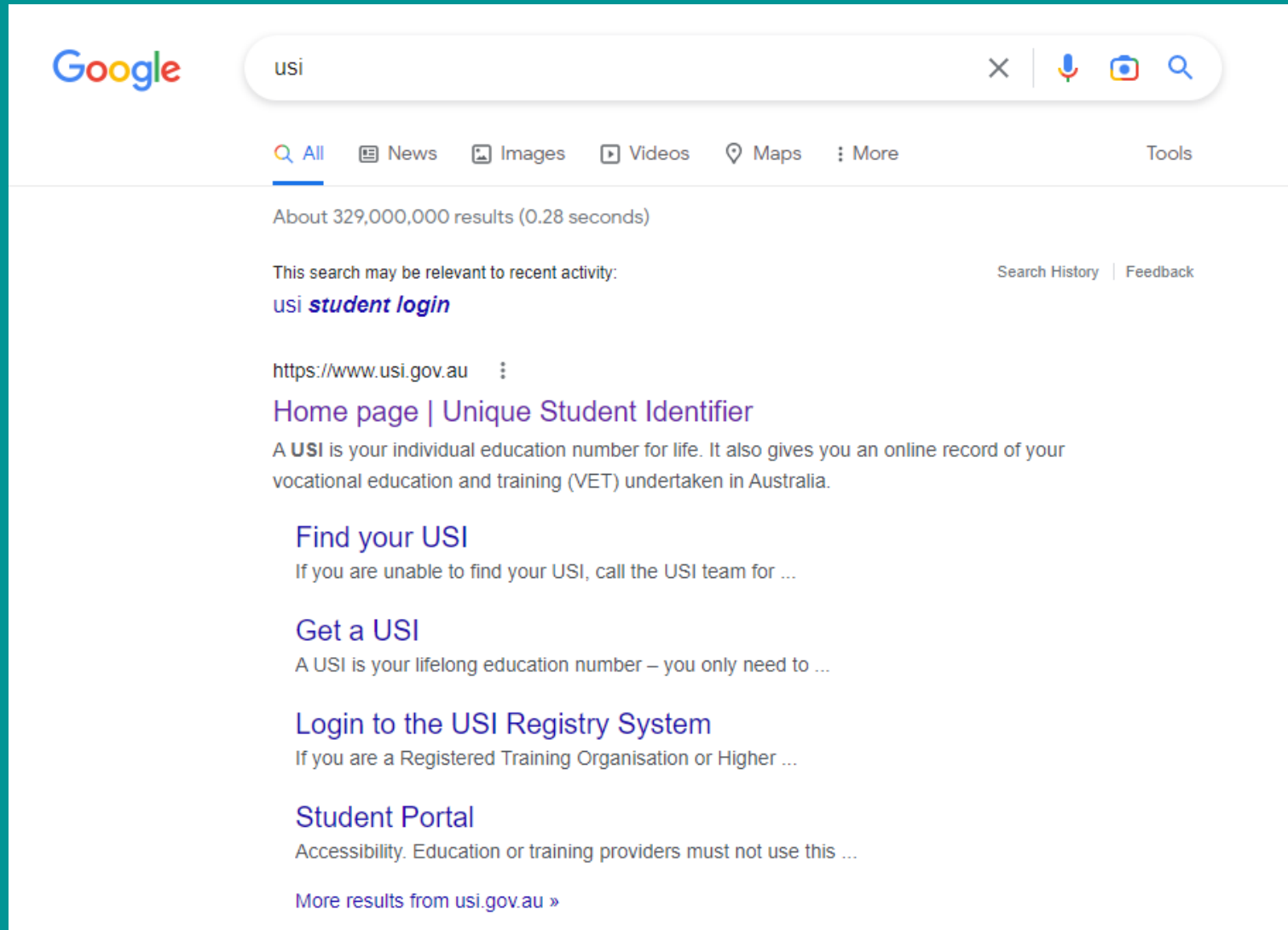
day

month

year

Contact Details (Within Australia)

NEED A USI?



The image shows a Google search interface with the query 'usi' entered in the search bar. The search results page displays the following information:

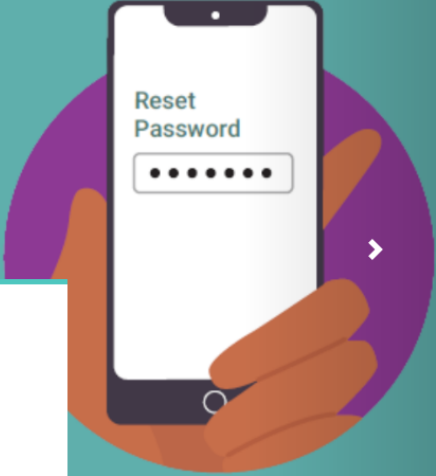
- Search bar: Google logo, search bar containing 'usi', and icons for search, voice search, and image search.
- Navigation: 'All', 'News', 'Images', 'Videos', 'Maps', 'More', and 'Tools' tabs.
- Results summary: 'About 329,000,000 results (0.28 seconds)'.
- Relevance: 'This search may be relevant to recent activity: Search History | Feedback'.
- Search results:
 - Result 1: **usi *student login***
 - Result 2: <https://www.usi.gov.au> **Home page | Unique Student Identifier**
A **USI** is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia.
 - Find your USI**
If you are unable to find your USI, call the USI team for ...
 - Get a USI**
A USI is your lifelong education number – you only need to ...
 - Login to the USI Registry System**
If you are a Registered Training Organisation or Higher ...
 - Student Portal**
Accessibility. Education or training providers must not use this ...
- Footer: [More results from usi.gov.au »](#)

SRI Personal Details, Privacy and Pub x USI Home page | Unique Student Ide x +
usi.gov.au

Australian Government USI Unique Student Identifier

Search for keywords

For students For providers VET transcripts About us Help Registry Login Get a USI



Learn more about how we handle your personal information and ID documents

We're committed to protecting your privacy. We only collect information that we need, and the ID documents used to create your USI aren't stored by us.

Find out more

What is a Unique Student Identifier (USI)?

A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia.

If you're at university, TAFE or doing other nationally recognised training, you need a USI. Without one, you can't get Commonwealth financial assistance or your qualification or statement of attainment.

STUDENT PORTAL

Sarina Russo Institute > Student Portal



Student Handbooks

This Guide is full of useful information about SRI, our campus, services, important contacts, policies & Procedures. It is an overview and introduction to help get you started.



iLearn

24/7 Access to your learning management platform



My Contact Details

Update your student contact details



Policies & Procedures

Important information, policies and procedures



Joblinx

Joblinx is a Brisbane based Internship Placement & Career Progression Specialist. As a SRI student you get to access their



Timetable

View your timetable

POPUP BLOCKED? ALLOW POPUPS!

Launch SCORM x Slide 1 x Login - bksbLIVE x Help Desk Form 2019 x Help Desk Form 2019 x +

ilearnportal.com.au/ultra/courses/_2304_1/outline/scorm/launchFrame?toolHref=https:%252F%252Fwww.ilearnportal.com.au%252F...

Apps Pearson eText

Certificate III in Community Services (2020 AAR)

Launch SCORM

Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

USERNAME & PASSWORD IN YOUR WELCOME EMAIL

Login to iLearn

Username

Password

Sign In

[Forgot Password?](#)

Sign in with a third-party account ▼

Welcome to



Welcome to iLearnportal, use the links below for access to help resources.

Basic Computer Course

Student Handbooks

Policies & Procedures

Get Mobile

Access grades, course content, and more - right from the Blackboard app on your phone.

Available today on iOS, Android, or Windows:



Blackboard Instructor

Blackboard Instructor is Blackboard's brand new mobile application that gives instructors a quick and easy way to manage courses, interact with students, and view content.

Available today on iOS, Android, or Windows:



Let's learn to eLearn



YOUR ACCOUNT

Sarina Russo
Institute

Institution Page

Rebecca Whyte

Activity Stream

Subjects

Organisations

Calendar

Messages

Grades

Tools

Admin

Sign Out



Rebecca Whyte

rrwe01

Basic Information

Full Name	Rebecca Whyte
Email Address	rwhyte@sri.edu.au
Password	Change password

Contact Information

Phone Number	Add phone number
--------------	----------------------------------

System Settings

Language	System Default (English (Australia))
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	Stream notifications Email notifications Push notifications

Cloud Storage Accounts

Personal Accounts	Add account
-------------------	-----------------------------

USERNAME & PASSWORD

- Check 'Caps Lock'
- Check 'Number Lock'
- 10 characters or more
- Use capital letters, numbers & symbols

password

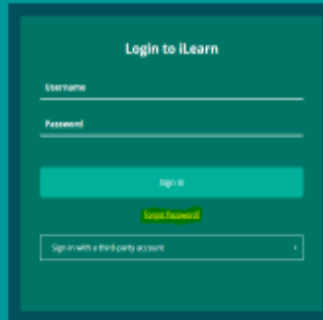
123456

Resetting your password

If you have forgotten your password to the online learning system, you can reset your password in 3 easy steps.

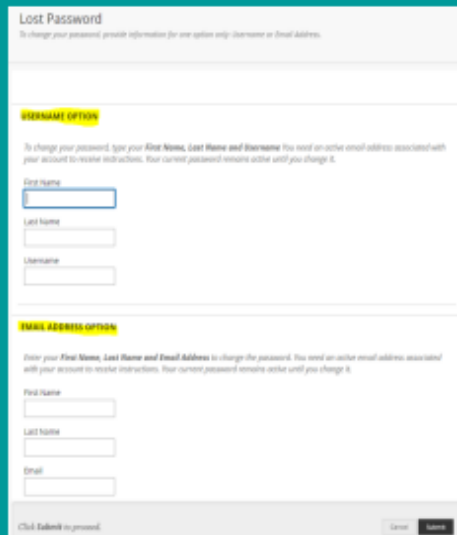
01

Go to <https://www.ilearnportal.com.au/> and click on the 'Forgot password' link.

A screenshot of the iLearn login page. The page has a dark teal background. At the top, it says "Login to iLearn". Below that are two input fields: "Username" and "Password". A blue "Sign in" button is centered below the fields. A yellow "Forgot Password" link is positioned below the "Sign in" button. At the bottom, there is a dropdown menu labeled "Sign in with a third party account".

02

You have a couple of options of information required to reset your password. Using your username or email address, along with your First and Last Name. Enter your details and press 'Submit'.

A screenshot of the "Lost Password" form. The form is white with a light grey border. At the top, it says "Lost Password" and "To change your password, provide information for one option only: Username or Email Address." There are two sections: "USERNAME OPTION" and "EMAIL ADDRESS OPTION". Each section has a heading, a sub-heading, and three input fields: "First Name", "Last Name", and "Username" (for the username option) or "Email" (for the email option). At the bottom, there are "Cancel" and "Submit" buttons.

IF YOU NEED TO RESET YOUR PASSWORD

If you are still experiencing issues logging into the system. Please submit a

HOME PAGE

 Institution Page

Institution page – submit a help request, computer skill help, orientation book

 Ronnie Rambo

Your account information – change password, add phone number, email address

 Activity Stream

Activity stream – this shows what you have done and what is coming up

 Subjects

This is where you will access your course content and assessment details

 Organisations

 Calendar

Please check these regularly for information about webinars and other vital communication from your trainers

 Messages

 Grades

This is where you can see your coursework progress and grades.

 Tools


 Sign Out

ONCE YOU LOG IN, YOU SHOULD SEE A PAGE LIKE THIS

The screenshot shows a web browser window with the URL `ilearnportal.com.au/ultra/course`. The page title is "Subjects" and the institution logo is "Sarina Russo Institute". A left-hand navigation menu includes links for Institution Page, Ronnie Rambo (user profile), Activity Stream, Subjects (highlighted), Organisations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled "Current Subjects" and features a search bar, a filter dropdown set to "All Subjects", and a "25 items per page" selector. Below this, a section titled "Assorted Dates" displays three subject entries, each with a star icon for marking as a favorite:

- CHC32015_20200406**
Certificate III in Community Services (2020 AAR)
[Multiple Instructors](#) | [More info](#)
- CHC33015_20200803_AgeingandDisability**
Certificate III in Individual Support (Ageing and Disability)
[Multiple Instructors](#) | [More info](#)
- CHCMGT005_20200706_Group1**
Facilitate workplace debriefing and support processes (Manvi) Original Subject View
[Multiple Instructors](#) | [More info](#)

SPEND TIME GETTING TO KNOW THIS PAGE



Subjects

Institution Page

Ronnie Rambo

Activity Stream

Subjects

Organisations

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Tools

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Assorted Dates

CHC32015_20200406 Certificate III in Community Services (2020 AAR) Multiple Instructors More info ▼	☆
CHC33015_20200803_AgeingandDisability Certificate III in Individual Support (Ageing and Disability) Multiple Instructors More info ▼	☆
CHCMGT005_20200706_Group1 Facilitate workplace debriefing and support processes (Manvi) Original Subject View Multiple Instructors More info ▼	☆

STARTING YOUR COURSE

CHC32015_20200406


Certificate III in Community Services (2020 AAR)





Multiple Instructors


[View all](#)


Details & Actions

 Class register
[View everyone on your subject](#)

 Subject Description
[View the subject description](#)

 Subject Room
[Join session](#) ...


 Attendance
[View your attendance](#)


 Groups • NEW
[View groups to join](#)


 Announcements
[View archive](#)


 Books & Tools
[View course & institution tools](#)

Subject Content

 Complete the LLN Before you Begin...
Due date: 9/04/2022 2:08 pm
Before you begin, please complete the Language Literacy and numeracy Test.

 Course information - Please read all the information contained in this folder prior to commencing your learning and assessment journey
Resources to assist you to understand your course, supplementary material and online weekly sessions.

 How to start your course (Click here)

 How to navigate around your course (Click here)

Click on the link above to access a recording which will show you how to: 1. navigate around your course, 2. access learning materials 3. access assessments 4. access to webinars

LANGUAGE, LITERACY & NUMERACY (LLN ON ILEARN)

- ▶ To unlock your **Course**, the **LLN** test must be completed
- ▶ You need to achieve **60%** to pass
- ▶ You have **3 attempts**
- ▶ Give yourself **30 minutes** to complete the test – don't rush!
- ▶ Questions will be about **spelling, grammar, and maths**.
- ▶ Check the answer carefully before pressing enter/submit

Let's complete the LLN now









JOIN A SESSION (Q&A OR WEBINAR)






Multiple Instructors
[View all](#)


Details & Actions


-  Class register
[View everyone on your subject](#)
-  Subject Description
[View the subject description](#)
-  Subject Room
[Join session](#) ▾
-  Attendance
[View your attendance](#)
-  Groups • NEW
[View groups to join](#)
-  Announcements


Subject Content


-  Complete the LLN Before you Begin...
Due date: 9/04/2022 2:08 pm
Before you begin, please complete the Language Literacy and numeracy Test.
-  Course information - Please read all the information contained in this folder prior to commencing your learning and assessment
Resources to assist you to understand your course, supplementary material and online weekly sessions.
-  Bushland Blooms Company
Some of your assessment tasks in this course will be based on you being an employee of a fictitious company called Bushland Blooms.


ASSESSMENT

 Lecture and Assessment Recordings
Lecture Recordings - Learner Guide and Assessments

 HLTWHS006 Assessment Declaration
Due date: 10/04/2022 12:00 am
To release your assessments complete this first.

 HLTWHS006 AT1 (Submit here)
Due date: 1/04/2022 12:00 am
Assessment task 1 for HLTWHS006

 HLTWHS006 AT2 (Submit here)
Due date: 1/04/2022 12:00 am
Assessment task 2 for HLTWHS006

 HLTWHS006 AT3 (Submit here)
Due date: 15/04/2022 12:00 am
Assessment task 3 for HLTWHS006

- Use Microsoft Office
- OR download WPS (free word processing)
<http://www.wps.com/office-free>
- Complete the 'Assessment Declaration'
- Download & save your documents – name documents clearly
- Save documents on USB, Desktop, Cloud and e-mail to yourself.
- Complete assessment using the resources available in iLearn
- Upload to iLearn

ASSESSMENT

Certificate III in Community Services (2020 AAR)

HLTWHS006 AT1 (Submit here)

Assignment Content

Instructions

1. Download Assessment Task 1
2. Save to your desktop or cloud storage account.
3. Complete each activity as directed from your Learner Guide
4. Upload your completed Assessment task 1 document.

What you will submit

1 x completed assessment document



Assessment task 1.docx

Download File



Use this space to build your submission.

You can add text, images and files.

Add Content

Details & Information



Due date

1/04/2022 12:00 am (AEST)



Grading rubric

[This item is graded with a rubric](#)



Attempts

4 attempts left

Grading



Maximum Score

1 point

Description

Assessment task 1 for HLTWHS006

**THIS MIGHT
LOOK DIFFERENT IF YOU
ARE USING A DIFFERENT
VERSION**

ASSESSMENT

HLTWHS006 AT1 (Submit here)

Assignment Content

Instructions

1. Download Assessment Task 1
2. Save to your desktop or cloud storage account.
3. Complete each activity as directed from your Learner Guide
4. Upload your completed Assessment task 1 document.

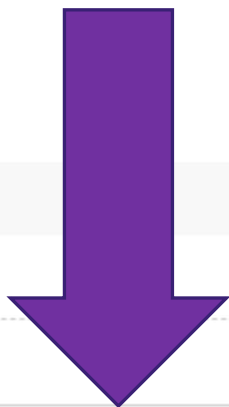
What you will submit

1 x completed assessment document



Assessment task 1.docx

...



Submission

Text Style ▾

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Assessment task 1.docx

Word count: 0

Details & Information



Due date

1/04/2022 12:00 am (AEST)



Grading rubric

[This item is graded with a rubric](#)



Attempts

4 attempts left

Grading



Maximum Score

1 point

Description

Assessment task 1 for HLTWHS006






CHECKING YOUR ASSESSMENT

BSB30415_20200406




Certificate III in Business Administration (2020 AAR)

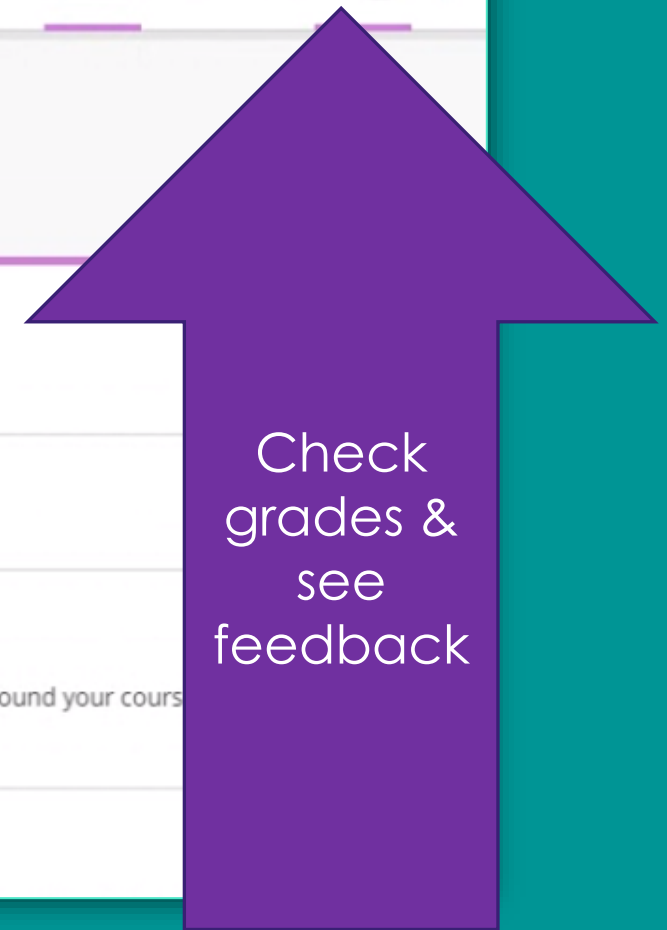
Multiple Instructors
[View all](#)

Details & Actions










-  Class register
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-  Subject Description
[View the subject description](#)
-  Subject Room
[Join session](#) ...
-  Attendance
[View your attendance](#)
-  Groups
[View groups](#)

Subject Content

-  [How to start your course \(Click here\)](#)
-  [How to navigate around your course \(Click here\)](#)
Click on the link above to access a recording which will show you how to: 1. navigate around your course materials 3. access assessments 4. access to webinars
-  [Understanding the Assessment Process \(Click here\)](#)



ASSESSMENT

Item Name	Due Date	Status	Grade	Feedback
 Complete the LLN Before you Begin... 3 attempts possible	9/04/2022	Graded	100 / 100	
 Assessment Progress			0 / 6.59	
 1. BSBADM307 Total			0 / 6	
 2. BSBITU307 Total			--	
 3. BSBDIV301 Total			--	
 BSBADM307 Assessment Declaration 1 attempt submitted	10/04/2022	Graded	100%	
 BSBADM307 AT1 Attempt 2 started	1/04/2022	Draft saved	NS	
 BSBADM307 AT2 1 attempt submitted	1/04/2022	Submitted	Pending	

See comments

ASSESSMENT – NEEDS TO BE RESUBMITTED

BSBADM307 AT1

Geoff Packwood

Geoff Packwood

Final Grade
Attempt with highest grade

NS

Attempt 1
Submitted 29/04/2020 8:24 am (AEST)

100% NS

! Your instructor will reveal the correct answers after all students have submitted

Instructions

Feedback for student

Good work Geoff
You were incorrect in your assumption re question 5.
Please see my comments on your submission

Geoff

Geoff
needs to
fix his
answer to
question
5 &
resubmit

ASSESSMENT

If you are asked to resubmit an assignment, don't worry!

It might be that

- *More information is needed*
- *One or two answers might need to be changed*
- *The answers need to be paraphrased (written in your own words better)*
- *An answer is missing / not complete*

To be marked Satisfactory, everything needs to be correct!

ASSESSMENT QUESTION TYPES

Analyse - find out how and why x and y are related

Evaluate - decide how effective x and y are

Compare - show how x and y are similar

Contrast - show how x and y are different

Describe - provide key features of x

Discuss - provide differing views of x

Examine - provide details of x, give reasons, causes & effects of x

List - use dot points to show key points

Reflect - use your own thoughts and questions in conjunction with other materials to show your understanding of x

Summarise – briefly describe the main points.

REFERENCING

Some assessment tasks will require you to reference. Your trainer will help you with this.

Referencing is used to

- ▶ *to acknowledge someone else's work*
- ▶ *to show that you have read*
- ▶ *to show that you have understood the research in your area of study*
- ▶ *to support what you are writing*

Popular Referencing Style

APA (American Psychological Association)

<https://apastyle.apa.org/>

This is a narrative in-text citation. The author's name is in the text of the sentence. The page number (p. 42) is at the end of the sentence.

Stein (2018) studied whether the early onset of Alzheimer's disease affected individuals younger than 30. His findings revealed that individuals as young as 20 were affected by the disease (p. 42). Another study found similar data, showing that individuals as young as 18 displayed symptoms of the disease (Tang & Pierce, 2014, p. 231). Even though both studies involved individuals in different hemispheres, the results were similar.

This is a parenthetical citation. In parentheses are the last names of the authors, year published, and page number.

ASSESSMENT - QUIZ

Some courses will have an end-of-unit quiz as part of the assessment.

These will usually be multiple choice, true or false or matching activities.

COMPLETING YOUR COURSE

- Watch the videos & listen to the recordings your trainers have made
- Read the learner guides and go through any lecture slides
- Start & submit your assessments ASAP
- Allow for between 10 – 20 hours a week to complete your work
- Be aware that some weeks will be easier than others. Some units are more intensive & demanding than others
- Keep in touch with your trainer – ask questions and reach out when you need help

COMPLETING YOUR COURSE

- 1 assessment is to be completed and submitted per week, to stay with your study schedule
- Course progression is monitored. Students that do not complete their required work in the allocated time, may be required to 'Pay & Repeat' the unit again
- To avoid this, keep in touch with your trainer – ask questions and reach out when you need help
- **Working Restrictions.** From 1st of July 2023, MAXIMUM 48hrs a fortnight. Please see 'Australian Government's Department of Home Affairs' website for more information. <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/temporary-relaxation-of-working-hours-for-student-visa-holders>

QUESTIONS?