13

BATCHelor INSTITUTE
VET & Research Student Guide

2013

Strengthening identity, achieving success and transforming lives.
IMPORTANT NOTICE TO ALL INTENDING STUDENTS OF BATCHELOR INSTITUTE OF INDIGENOUS TERTIARY EDUCATION:

NO ALCOHOL OR OTHER ILLEGAL SUBSTANCES PERMITTED ON CAMPUS.

In accordance with clear and consistent messages from our Indigenous communities, Batchelor Institute Council has established a policy that alcohol and other drugs are not to be brought into, or consumed within, any Institute facilities, including Institute vehicles.

It should be noted that, the campuses are RESTRICTED AREAS under the Northern Territory Liquor Act. This means that, within these locations, under the NT Liquor Act, “the possession of all types of alcohol is illegal”. By law, the police have the right to enter the campuses and enforce this Act.

The information printed in this student guide was correct at the time of publication.
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**Introduction**

**Where you learn**

To allow you to keep strong links with your communities and culture, you can study some parts of your course in your community so that you don’t have to leave your home community for long periods.

Some students leave their communities for one to three weeks at a time to attend workshops or classes at the Institute’s campuses in Batchelor and Alice Springs, or at annexes in Nhulunbuy, Katherine and Tennant Creek. Where possible, some workshops are also held in communities.

**Recognising your knowledge**

The Institute values and recognises your prior learning, competencies, knowledge and skills, whether gained through formal education experiences or through other life experiences, including work and cultural activities. The Institute is committed to recognising the importance of this prior knowledge and making it relevant to the learning outcomes of the units of their courses. Recognition of Prior Learning (RPL) is an assessment process that assesses your formal and informal learning to determine the extent to which you have achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a VET qualification.

If you believe you are eligible for credit transfer or RPL, you need to complete an Application for Exemption form, attach relevant evidence to substantiate your claim and submit it to your lecturer or Student Operations.

The Institute recognises the qualifications and statements of attainment gained from any other Australian registered training organisation.

Freecall: .............................................1800 677 095

**Staff roles**

The staff of Batchelor Institute are here to assist you with your learning, so please ask for help when you need it.

**Work Supervisors**

Work Supervisors will be able to give you advice on ways to apply new learning in your workplace.

You and your lecturer will need to negotiate with the work supervisor about tasks and assignments that you can do in your community or organisation.
Student Services
Student Services provides an array of services to students during their academic journey.

Student Operations
Student Operations is the primary interface between the Faculties and Student Services in relation to the processing of student data. The primary functions include:

- processing student enrolments and change of enrolments,
- processing of advanced standing,
- recording and publication of unit results,
- issuing completed and VET national qualifications, Testamurs, Academic Transcripts and Statement of Attainments for partially completed VET qualifications,
- providing on-going information and advice to the academic staff in all student enrolment matters,
- ensuring data integrity,
- internal and external reporting of student data,
- testing and implementation of Student Management system versions and system changes.

Student Travel
Student Travel is the primary contact for students who intend to travel. The primary functions include:

- organising travel, accommodation and allowances,
- preparing relevant travel documents,
- monitoring travel expenditure and cost-effectiveness of travel options,
- ensuring compliance with Away From Base (AFB) funding guidelines.

Student Travel staff
The travel staff members arrange all travel to and from your workshop. The week before your workshop is due to start, travel staff will contact you to advise of travel plans. This may be by phone, fax or email depending on the contact details you’ve given us. You should ask your lecturer for a workshop timetable, so you know when your workshops are on.

For more information, please contact:
Freecall: .............................................1800 677 095
Travel to workshops
Your travel to and from workshops will be arranged by the Institute, once you are enrolled in your course. A list showing your dates and times of arrival and departure are located at the Residential Office and the Student Travel office (Batchelor and Alice Springs). You are expected to remain for the duration of any workshop. However, if an emergency arises, you can advise your lecturer who will investigate other arrangements.

Cancellation of your travel
It is necessary for you to let the travel office know beforehand if you cannot travel on the date booked, as costs may be charged back to you. The travel staff may be able to change the booking for you if you get in touch early enough. Your lecturer has to authorise the change if it means that you are to miss part of your workshop. Please refer to the Student Travel section of this guide for further details.

Travel entitlements—ABSTUDY
To be eligible for assistance to travel, you will need to be enrolled with the Institute, and to have been approved by Centrelink for one or more of the ABSTUDY benefits. You do not have to be eligible for the ABSTUDY living allowance to be eligible for travel assistance, it may be that you just receive the Incidental Allowance. The Institute will ask you for evidence that you have been approved for an ABSTUDY benefit.

Travel arrangements and departure times
It is important to notify your lecturer(s) of your departure time and to follow the travel arrangements made by Student Travel. This is to ensure that you do not incur the costs yourself.
You are required to confirm or cancel your travel arrangements with Student Travel before 4.00pm on the Thursday before the workshop commences.
Students requiring assistance with transportation such as a wheelchair accessible taxi will need to contact the Student Travel office.

Change of address or telephone number
It is very important to advise Student Travel of any changes to your address or telephone number. If you have temporarily moved to another community, you can only travel from that community if you have provided Student Travel with your temporary address, in writing. Special conditions apply for interstate students. For details contact Student Travel.
Travel for children
Only infants aged four years and under are allowed to travel. You have to purchase the fare. Notification must be given to the Travel office of children travelling with parents. The child’s name and age must be on the Student Travel Request.

The Institute does not permit you to bring school-age children (five years and over), as the Institute is unable to provide day care and suitable accommodation is not always available.

For more information, please contact:
Freecall: 1800 815 262
Phone: (08) 8939 7297 or (08) 8939 7266

Student Support
Student Support is the first point of contact for prospective and current students. The core functions of the Student Support team include:

- providing verbal, print and web-based course information for prospective and current students,
- dispatching enrolment and re-enrolment packages to prospective and current students,
- coordinating and providing support for students with disabilities and disadvantaged students,
- liaising with Centrelink
- managing student scholarships and special awards
- assisting with the recruitment of students
- supporting the social and emotional wellbeing of students
- providing student support orientation to staff and students
- providing staff and students with the VET and Research guide which provides information about important areas within the Institute and the local community,
- advocating on behalf of students when required.

Student Support staff
Liaison Officers
Liaison Officers help when you are having problems that make it difficult for you to study. They are there to offer you support and help you find ways to solve problems. Sometimes students find it difficult to cope with their studies because of personal issues (such as anger, alcohol/drug related issues, grief), family issues or social issues while on campus.
Disability Support Officer

The Disability Support Officer is the contact person for students with a disability. Disabilities may include the following:

- physical,
- age-related illnesses,
- learning difficulties,
- a medical condition,
- hearing loss, deafness,
- low vision and/or blindness,
- sensory and
- mental health issues.

If any of these conditions affect your ability to access and participate in education and training needs, you are required to contact the Disability Support Officer who will be able to assess you to make reasonable adjustments to accommodate your study needs.

The Disability Support Officer offers the following services:

- care plan and assessment,
- coordination of specialist tutors,
- liaison with staff and students with a disability,
- provision of assistive and adaptive technology,
- referrals to external agencies,
- orientation and awareness for staff and students.

Disclosure, confidentiality & privacy rights

Privacy and confidentiality rights are respected, but to gain the best support, you are encouraged to disclose your disability and provide supporting medical evidence, thereby allowing you to obtain the best learning outcome.

If situations arise during the course of your studies that create a temporary or permanent disability, please contact the Disability Support Officer.

Learning resources

A range of resources are offered for students with disabilities. Please feel free to contact your lecturer or the Disability Officer to find out what is available and how they can assist.

Teaching & assessment strategies

The Institute actively addresses teaching, flexible learning and assessment strategies. Please discuss your academic needs with your lecturer.
Course material requirements in alternative formats
If you need to have your course material converted into Braille, please notify the Disability Support Officer when you enrol.

Literacy and numeracy assistance
You can gain skills in literacy and numeracy through the Introductory Vocational Education Course (IVEC), Preparation for Tertiary Success (PTS) or other courses which aim to develop literacy and numeracy skills.

For more information, please contact:
Freecall: ................................. 1800 677 095
Fax: .................................... (08) 8939 7455

Indigenous Tutorial Assistance Scheme (ITAS)
The purpose of ITAS is to assist you in achieving your educational goals by giving you support in the academic tasks and skills necessary to complete your course. This support is provided in addition to the course content given by the lecturer in workshops, course study guides and workbooks.

The assistance includes:
• the effective provision of tutorial support to eligible students,
• improving educational outcomes for students,
• the identification of available tutors to deliver tutorial support to students in remote and other areas,
• the first point of contact for potential tutors,
• the interface between faculties and Student Services for the provision of tutorial support.

The VET ITAS program is funded through the Northern Territory Government. All students enrolled in VET courses at Batchelor Institute are eligible to have tutorial assistance in their home community and also while they are on campus. Postgraduate by research students are not eligible for ITAS assistance.

There are two ways to apply for tutorial assistance: you can contact the ITAS office yourself, or you can ask your lecturer to help you choose a tutor who will meet your needs. Your lecturer will then ask the ITAS office to make the arrangements. You also need to complete the ITAS Student Application form each year.

ITAS has a large number of registered tutors and all tutorial support is coordinated through the ITAS office. This is arranged to allow students, tutors and lecturers to keep in close contact so that tutorial support can be of
maximum benefit to you in your studies. While the ITAS staff will make every effort to fulfill a request, sometimes a suitably qualified or local tutor cannot be found. In this case please talk to your lecturer about other ways to receive support in your studies.

**For more information please contact:**
Freecall: .............................................1800 677 095
Phone: ................................................(08) 8939 7153
Fax: .................................................(08) 8939 7288
Email: .................................................itas@batchelor.edu.au

**Apprenticeships**

Batchelor Institute is registered with the Australian Apprenticeship Centre NT as a service provider for various qualifications. An Australian Apprenticeship is an arrangement between an employer, an employee and Batchelor Institute, where the employer provides vocational education and training in conjunction with the Institute and the apprentice/trainee learns the occupation/trade. The arrangement is underpinned by a Training Contract that is registered with Australian Apprenticeships NT. Acceptance of an Apprenticeship enrolment contract offer is determined by the relevant Faculty.

**For more information please contact:**
Freecall: .............................................1800 677 095

**Fees and expenses**

**Travel and accommodation costs**

You must apply for ABSTUDY once you have been enrolled at the Institute. You will need to obtain a copy of your Confirmation of Enrolment from the Institute and take this to your nearest Centrelink Office to apply for ABSTUDY. The Institute cannot travel you to workshops unless you are approved for one or more ABSTUDY benefits. You don’t need to be eligible for ABSTUDY Living Allowance (fortnightly payments), just the Incidentals Allowance. Your travel to and from workshops will be arranged by the Institute once you are enrolled. All your travel, meals and accommodation are covered while you are at the workshop. If you bring your child (under four years old) with you to the workshop, you will need to pay for their travel, accommodation and meals out of your own money. If the Institute has arranged travel for you and you subsequently do not travel, you may not receive assistance with travel costs, except as a reimbursement of actual costs incurred by you. If you miss your booked travel, these costs may be recovered from you unless the missed travel was beyond your control.
Financial assistance—more about ABSTUDY
The Commonwealth Government helps Aboriginal and Torres Strait Islander students to study by providing an allowance. The amount of money allocated for each student depends on many factors.

Generally, ABSTUDY allowances work out to be about the same as, or a little more than, unemployment benefits.

For more information please contact:
Centrelink Office ......................... 13 23 17

Centrelink information
Centrelink have a phone/fax located at the Batchelor General Store. All Centrelink enquiries are to be made from the Centrelink phone/fax at the General Store. Forms need to be faxed from the Centrelink fax at the General Store. All forms must be faxed to the Centrelink fax at the General Store and not to Student Services.

Faculty administration
Receptionists
The Faculty receptionist is the first point of contact for all enquiries both in person and by telephone, including redirecting calls and requests to the appropriate academic or administration staff. In some cases, since phone calls cannot be taken during classes, the Faculty receptionist will take messages and pass them to academic staff in person or by email.

Academic Advisors
The primary objective of Academic Advisors is to assist and counsel lecturers and students to make informed decisions with respect to you reaching your educational goals.

The key responsibilities include:
- informing students about the content and structure of Higher Education and Vocational Education and Training programs including requirements for completion and transfer for a particular program of study,
- fielding enquiries from students for enrolment and assisting them through admission and enrolment,
- case managing students with academic skills concerns in collaboration with lecturers,
• discussing with student their concerns and informing lecturer in relation to academic consequences,
• identifying knowledge and skills gaps of the student and referring to appropriate person or support staff,
• consulting with students on issues concerning delivery and assessment,
• mentoring students with identified academic skills concerns and recommending appropriate actions by tutoring and support staff,
• providing students with information about alternatives, limitations and possible periodical and academic consequences of academic decisions. For example: adding, and withdrawing from units and/or courses, change of program and seeking credit transfer,
• acting as an advocate for students as appropriate.

Lecturers
Lecturers do most of the course planning and teaching and travel to communities to help you with your studies. They can tell you what you will study in the course, when workshops will be held and what is expected from you in regard to your assignments and tasks.

Lecturers assess your work to find out how well you understand the course content and can give you advice on ways to improve your work. If you find you are having difficulties with the course or an assignment, or cannot attend a workshop, you should contact your lecturer who may be able to arrange tutorial assistance.

Course coordinators
Senior lecturers and Course Coordinators are responsible for much of the administration and coordination of courses. They have a teaching role and also assist lecturers to organise their courses and improve their teaching and assessment. If you have difficulties with the course that your lecturer cannot solve, you may need to speak with a Senior lecturer or Course Coordinator about your concerns.
Research

What is Research?

Research is the process that increases knowledge. It may involve documenting knowledge that is already in existence but not widely known, or creating a new understanding or new knowledge. If you have a four year degree, or degree plus honours or another postgraduate award, Batchelor Institute provides the opportunity for you to make a contribution to knowledge through research, by enrolling in either a Master of Indigenous Knowledges or Doctor of Philosophy. Those of you attempting a Masters or Doctorate at Batchelor Institute will be trained in both Western ways of conducting research and Indigenous perspectives and will be encouraged to find innovative ways of gathering and presenting information. Since the knowledge of Indigenous Australians does not always fit neatly into Western disciplines, both research degrees are also administered by the Research and Teaching and Learning Division of Batchelor Institute, rather than a Faculty. It should be noted that Batchelor Institute has three identified research areas of strength:

• Indigenous education,
• language and linguistics, and
• creative arts.

Priority will be given to those who wish to conduct research in any of these areas.

Admission to a Research degree

The process to become enrolled in the Masters of Indigenous Knowledges or Doctor of Philosophy is more complicated than enrolling in an undergraduate degree and takes longer. All applications for research degrees are reviewed by a Higher Degrees Committee that looks at:

• your past academic record and ability to undertake research,
• your proposed topic of research and whether it is achievable,
• whether you can be matched with a suitable supervisor, and
• any special requirements of the research (such as funds or police checks).

Since the committee meets every two months, there will be more than two months before you may know if you have been accepted. You will receive a formal offer and an enrolment form only after you have been accepted by the Higher Degrees Committee.
Enrolment process

It is up to you to return an enrolment form as quickly as possible to the Postgraduate Coordinator because again there will be a week or more before information is uploaded. The Postgraduate Coordinator will provide you with the right unit codes, and then submits all completed forms including admission information, copies of academic awards, cvs and referee reports, along with the enrolment form and another document that identifies the field of research by an Australian Bureau of Statistics code.

When all the relevant information has been entered on the database, an enrolment confirmation is sent to you to submit to Centrelink if you are wanting ABSTUDY assistance.

You must be properly enrolled to obtain an email and library account and you must re-enrol every year.

Postgraduate scholarships

Postgraduate by research students are eligible to apply for Australian Postgraduate Awards. These scholarships provide approximately $22,000 per year. Contact the Postgraduate Coordinator.

For more information please contact:
Postgraduate Coordinator ..........(08) 8939 7220
Email .................................................research@batchelor.edu.au

Library and Information Services offers support to Higher Degree students through its online services (databases, indexes and journals) and through the Information and Reference Service provided by professional library staff at both campus libraries. Feel free to talk to library staff about your research and study requirements and arrange for individual information skills development sessions.
**VET**

**What is VET?**

VET stands for Vocational Education and Training. VET is a national system designed to skill workers to work in particular industries, for example construction, conservation and land management, health, arts and crafts. VET awards include four of certificate levels, Diplomas and Advanced Diplomas within the Australian Qualifications Framework.

The VET Quality Framework is aimed at achieving greater national consistency in the way training providers are registered and monitored.

All VET Registered Training Organisations (RTOs), including Batchelor Institute, are regulated under Legislation by the Australian Quality Skills Authority (ASQA).

**The Australian Skills Quality Authority (ASQA)**

ASQA is the national regulator for Australia’s vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

ASQA’s functions include:

- registering training providers as ‘registered training organisations’ (RTOs)
- accrediting VET courses
- ensuring that RTOs comply with the conditions and standards for registration, including by carrying out compliance audits.

The National Vocational Education and Training Regulator Act 2011 (the Act) sets out which RTOs (including those operating in Victoria and/or Western Australia), will be subject to regulation by ASQA. You can visit ASQA’s website at [www.asqa.gov.au](http://www.asqa.gov.au)

**How to enrol**

The Institute offers continuous enrolment into VET courses. If you are a new or continuing student, you will need to complete a VET enrolment form for each relevant year. If you are enrolling in more than one course in the same academic year, you need to complete separate enrolment forms for each course. The Institute does not charge fees for undertaking a government-funded VET course. Some courses/short course do have a fee attached, however you will be notified of this before enrolment.
Enrolment process
Before you complete your enrolment form, look at the units and decide if you have skills and experiences that would allow you to apply for recognition of prior learning. If you have any certificate qualifications or units of competency that may be a part of your course, please advise Student Operations. Nationally accredited units, upon verification, can result in a credit transfer being granted.

Once you have completed the enrolment form and it has been signed by the relevant senior lecturer or delegate, the information is entered into the Institute’s Student Management System by staff located in Student Operations. During peak enrolment periods you may experience some delays in processing. All changes in enrolments within the same course must be made in writing by completing a Change of Enrolment form (for unit additions or withdrawals) by the relevant dates.

Ensure you provide your most current postal address and phone number so we can contact you if we have any questions. All correspondence from the Institute will be sent to your postal address, so please advise us of any changes to your address so we can make sure you receive correspondence from us.

Enrolment dates
If you need to travel to a workshop, you need to submit your enrolment form to the Institute no later than three weeks prior to the start of the workshop.

Not returning to studies
If you do not want to continue studying, you should advise Student Operations in writing to studentoperations@batchelor.edu.au or complete a Change of Enrolment form (course cancellation). If you don’t advise the Institute of your intention, your enrolment will be lapsed in your course one year after you were last enrolled. Lapsed students wishing to return to studies will be required to submit new enrolment forms for the relevant courses on offer at the time. There is no guarantee that the same course will still be available for entry after a period of non-studies.

Concerns and complaints
If you have a complaint about any of the services Batchelor Institute provides, please contact one of the relevant officers:

Team Leader Student Support ..........................(08) 8939 7311
Senior Faculty Administrator, FHBS ..............(08) 8939 7205
Senior Faculty Administrator, FEASS ..........(08) 8939 7207
Postgraduate Coordinator .............................(08) 8939 7220
Every complaint is taken seriously and if your complaint cannot be immediately resolved then you will be asked to lodge an official complaint. The staff will explain the complaints process to you and will assist you in formally lodging your complaint.

**Appeals**

Appeals are lodged when you do not agree with an assessment result. In the first instance you should discuss your concerns with the assessor. If you still do not agree with the assessor’s explanation then you may lodge an appeal against the assessment decision. Ask for an Appeals Form from your Faculty Student Administration Officer who will explain the appeals process. If you need assistance to complete the appeals form, ask a staff member.

**Results and Qualifications**

Student Operations will provide you with the following free of charge:

- **Statement of Results**: at the end of each semester (sent to your postal address).
- **Statement of Attainment**: when you successfully complete one or more unit of competency or an accredited short course but do not meet the requirements for a qualification (as specified in the Training Package). The Statement of Attainment will list all the units you have passed.
- **Academic Transcripts**: once you have been deemed by the relevant Faculty to have completed the requirements of the course.
- **AQF Qualification**: the formal certification that you mean you have completed a program of learning outcomes as described in the AQF.
- **Testamur**: for completed courses leading to an award (handed out at either a graduation ceremony, in absentia or an approved community graduation ceremony)

*Note: the re-issuing of a Testamur is likely to incur a fee in 2013. Please contact Student Operations for more information.*
Graduation ceremonies

The Institute holds graduation ceremonies to formally confer awards on students who have successfully completed a program of study. Graduation ceremonies combine Western tradition with the cultures of Aboriginal and Torres Strait Islander communities. You are invited to graduate as soon as you been identified as having completed the requirements of your course. You are expected to advise if you want to attend the ceremony, and if you don’t, you will be sent your testamur by registered post.

Two main graduation ceremonies are held each year.

Batchelor
20 June 2013

Alice Springs
6 September 2013

Community graduations

Communities may make a request for one graduation ceremony to be held in a community in one academic year. These require the approval of the Director and applications need to be made at least three months in advance of the planned event.
VET legislation

VET Quality Framework

The VET Quality Framework is aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the VET sector are enforced. The VET Quality Framework comprises:

- the Standards for NVR Registered Training Organisations
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements
- the Data Provision Requirements, and
- the Australian Qualifications Framework.

More information about NVR Standards can be found at www.asqa.gov.au

NT Anti-Discrimination Act

This legislation makes discrimination and harassment in the provision of education, employment and the provision of goods and services unlawful.

An educational authority shall not discriminate:

- by failing or refusing to accept a person’s application for admission as a student; or
- in refusing or rejecting a person’s admission as a student; or
- in the way in which a person’s application is processed; or
- in the arrangements made for, or the criteria used in, deciding who should be offered admission as a student; or
- in the terms and conditions on which a person is admitted as a student.

An educational authority shall not discriminate:

- in any variation of the terms and conditions of a student’s enrolment; or
- by failing or refusing to grant, or limiting, access to any benefit arising from the enrolment that is supplied by the authority; or
- by excluding a student; or
- by treating a student less favourably in any way in connection with the student’s training or instruction.

For more information see:
http://notes.nt.gov.au/dcm/legislat/legislat.nsf/64117dddb0f0b89f482561cf0017e56f/59b26920603f6a266925784c000708a7?OpenDocument
Occupational health and safety legislation – NT WorkSafe

Occupational health and safety laws apply to the workplace at all times including during periods of training. It is important to ensure that apprentices, trainees and students understand principles of safety and health as they relate to the workplace or learning environment. The Northern Territory Workplace Health and Safety Act provides the employees with the information, instruction, training and supervision necessary to enable them to perform their work in a manner that is safe and without risk to their health and ensures that the workplace is safe for the employees and without risk to their health.

More information can be found on www.worksafe.nt.gov.au

NT Information Act 2002 (Privacy, Freedom of Information and Public Records)

The Northern Territory Information Act 2002. This Act covers the protection of personal information, record keeping and archive management of information held in the public sector, was passed in October 2002 and commenced 1 July 2003. The Information Act incorporates FOI, privacy principles and record and archive management.

The Information Act requires that public sector organisations comply with the Information Privacy Principles (IPPs) as set out in the Schedule of the Information Act.

The Information Privacy Principles are the principles for collecting and handling personal information by public sector organisations specified in the Schedule.

Barkly annexe—Tennant Creek

Phone: ................................................(08) 89618020
Facsimile: .............................................(08) 8962 4408
Freecall: .............................................1800 677 095

The Barkly region covers 284,000 square kilometres—20% of the land area of the NT. Almost half of the region identifies as Indigenous. Tennant Creek is the main town in the region with a population of approximately 3000. The Warumungu people are the traditional owners of the Tennant Creek country and remain strong in both culture and language. Some of the other languages spoken in the Barkly region include Warlpiri, Kaytetye, Anmatyerr, Garawa, and Alyawarr.

The Barkly Annexe is situated in the Training Centre, Staunton Street, Tennant Creek. Facilities include offices, library/meeting area, computer room, and training rooms.

Healthcare facilities

Anyinginyi Congress Medical Centre ..............(08) 8962 2633 or (08) 8962 1114
Tennant Creek Hospital ..................................................(08) 8962 4399
Tennant Creek Pharmacy—Patterson St........(08) 8962 2616

Childcare facilities

The availability of childcare in Tennant Creek is very limited. You should be prepared to make your own private arrangements to have children cared for.

Recreational facilities

Local attractions are:

- Nyinnka Nyuu: Art and Cultural Centre, Patterson St
- The Pebbles (Kunjarra): sacred site for the Warumungu people
- Battery Hill Mining Centre (Peko Rd: learn about the mining history of the region
- Lake Mary Ann: great picnic and swimming place 5km north of town.
Katherine annexe
Street Address: .......................... 19 Second Street, Katherine Training Centre
........................................... Grounds, Katherine NT 0850
Phone: ........................................ (08) 8973 8488
Facsimile: .................................. (08) 8973 8499
Freecall: ..................................... 1800 677 095

Healthcare facilities
Wurli Wurlinjang Aboriginal Health Services .......... (08) 8971 0044
The gate key is available from the Katherine Office Manager.
Katherine Hospital ......................... (08) 8973 9211

Childcare facilities
Na-Wulg Wulg Childcare Centre .......... (08) 8971 0944
Kalano Community has a bus service which will pick up and drop off your child.

Taxi service
Student Travel arranges for taxis to pick you up from the airport or bus depot and drop you off at your accommodation.

After hours tutor support
It is up to you and your lecturer to organise after-hours tutoring. Lecturers can arrange for ITAS tutors to assist you.

Recreational facilities
There are many places to visit in the Katherine region. These include:
• Katherine Gorge
• Katherine Low Level
• Katherine Hot Springs
• Cutta Cutta Caves
• Katherine Museum
• Banyan Art Gallery
• Katherine School of the Air
• Mataranka Hot Springs.
East Arnhem annexe—Nhulunbuy

Street Address: .................................. Nhulunbuy Regional Training, Chesterfield Circuit, Nhulunbuy NT 0880
Phone: ................................................ (08) 8966 3021
Freecall: ............................................. 1800 677 095

There are six training rooms, two computer rooms and a welding workshop. You can order food at the Primary School canteen on 8987 0439), preferably early in the morning at about 8.30am and pick it up between 10.00am and 10.15am every day. Lunches can be provided by arrangement.

Healthcare facilities

Miwatj Health.................................. (08) 8939 1900
Gove Hospital .................................(08) 8987 0211
Gove Dental Clinic .........................(08) 8987 0425

Childcare facilities

Nhulunbuy Community Childcare Centre...........(08) 8987 3311
Arnhem Early Learning Centre ............................(08) 8987 1004

Recreational facilities

• Surf Club: overlooks the town beach, bar facilities, BBQ on Friday afternoons approximately 5.30pm
• Yacht Club: overlooks Melville Bay, full restaurant service
• Arnhem Club: counter and restaurant meals available, gym, sauna and spa and disco
• Gove Aquatic Cente: open seven days, costs for entry apply.
Introduction

This On-campus Guide contains information that will provide answers to the questions that may arise when you begin your study at Batchelor Institute or if you are an ACIKE student attending campus-based workshops. This guide does not cover information about programs of study or course descriptions. These issues are dealt with in the Institute’s web-based course guide. The guide will be available early in 2012 on the Institute’s website. You can also talk to an Academic Advisor or the Course Coordinator about courses offered at the Institute.

Course induction

At your first workshop at Batchelor Institute you will do an orientation and induction session to ensure your health safety and wellbeing at the Institute. You will check your enrolment details and be introduced to your learning environment, catering, first aid facilities, Student Code of Conduct, campus rules, and how your course will be managed and delivered. If you have a disability you will be advised on the support services available to you.

To obtain your Student ID card

Before an ID card can be issued you must complete a Student ID application for proof of enrolment and have your photograph taken. You are required to get a new ID card each academic year. IDs are issued at no cost, but if you lose it, you will be required to pay a small fee to replace it. ACIKE students will receive a Student card from Charles Darwin University. If you attend a workshop at either Batchelor or the Desert People Centre, you will also receive a Batchelor Student card to enable you to access the Institute’s library and computing facilities.

Batchelor

To obtain your Student ID card please come to the Student Support in building A12, Monday-Friday, between:

- 8.00am to 8.30am
- 10.00am to 10.30am
- 12.00pm to 1.00pm

You can pick up your Student ID card between 3.00pm and 4.00pm each day. Phone:..................................................(08) 8939 7347
Alice Springs
See the Student Support Officer
Phone: ................................................(08) 8951 8381

Batchelor Institute annexes
Talk to the annexe receptionist about how to get a Student ID card.

On-campus rules

Entry to campuses
You may be randomly selected to partake in security checks before entering the campus. This check is to be conducted by security personnel in an attempt to stop the trafficking of illicit and prohibited items.

This check may include baggage and/or an on-person check. If you don’t allow this check, you may not be allowed to come on campus.

If security staff believe a person is intoxicated and/or unmanageable, entry back on to the campus will be denied and a local night watch patrol may be called. This is to ensure a safe and alcohol and drug-free campus for all who stay in the accommodation blocks and attend Batchelor Institute courses.

Alcohol and other drugs on campus
In accordance with clear and consistent messages from your communities, alcohol and other drugs may not be brought into, or consumed within Institute facilities, including the student and staff residences. This rule applies to all Institute facilities, including Institute vehicles.

It should be noted that Batchelor Institute campuses are RESTRICTED AREAS under the Northern Territory Liquor Act. This means that within these locations, under the NT Liquor Act, the possession of all types of alcohol is illegal. By law, the police have the right to enter the campuses and enforce this act.

Damage or theft of property
You are not to remove or damage any Batchelor Institute property, such as:

• sheets or pillows,
• blankets or bed spreads,
• crockery, cutlery, or electric goods,
• furniture,
• windows etc.

Students are liable for damages and will be required to pay for them.

Loss of personal property is your responsibility, not the Institute’s.
Use of telephones
Whilst you can receive personal phone calls in the residence, you will not be able to make personal calls. If you need to make a private telephone call not connected with Institute business, please use a public telephone provided on campus. See the campus map for locations.

Computers
Computers are available for student use in the computer laboratories and the library. The Institute’s Information Security Policy details the following conditions of use. All users of the Institute’s computers must:

- not use the computers to view, to send or to forward harassing, intimidating, offensive or defamatory material to or about others; including the viewing, sending or forwarding of pornographic, racist, sexist or socially and culturally insensitive material,
- use the computers only for professional purposes and assistance with studies,
- use the computers in a responsible and professional manner, respecting the rights of others,
- not use digital facilities for personal non-Institute commercial activities or other personal gain,
- not use digital facilities for any fraudulent or unlawful purpose, including any activities prohibited under any applicable law,
- not use facilities to send or forward junk mail or chain letters, and
- not use another staff members or another student’s email account, unless approved by the Director.

Student Code of Conduct

1. Preamble
(1) Batchelor Institute Council has made the Student Code of Conduct to describe the responsibilities and rights, and associated expected basic level of conduct of all Batchelor Institute students, so that the Institute is a safe, healthy and harmonious academic and work environment, free from harassment for all members of the Institute community.
(2) By being admitted as a student of the Institute, each student is bound by the Institute’s regulations and other lawful directions, including this Code of Conduct.
(3) A person who has lodged an application for admission undertakes to be bound by, and comply with, the Institute’s regulations and other lawful directions as if he or she were already admitted as a student, until the application has been finalised.

(4) Unless the Act or an Institute regulation provides another process appropriate to the specific instance, any report of a breach of this Code brought against a student will be dealt with in accordance with the provisions of this Code and the Student Conduct Rules.

(5) This Code applies to all Institute students while they are:
   (a) on an Institute campus or facility; or
   (b) involved in an Institute activity or under the auspices of the Institute; or
   (c) undertaking travel to and from the Institute, paid for by the Institute; or
   (d) within accommodation paid for by the Institute; or
   (e) in the course of any field trip, workshop or practicum organised by or for the Institute.

(6) Regardless of what is in this Code, all students and the Institute retain the right and responsibility to refer alleged breaches of the Student Code of Conduct to authorities external to the Institute at any stage.

2. Student conduct

(1) Students are expected to:
   (a) show a commitment to the Institute’s vision and goals;
   (b) make themselves aware of all Institute regulations and policies pertaining to their rights and responsibilities as students;
   (c) observe all regulations and lawful directions concerning their conduct that are made and published from time to time by the Institute; and
   (d) show respect to Indigenous protocols applicable where the Institute activity is conducted.

(2) Students are expected to act at all times in a way that:
   (f) respects the rights, privileges and well-being of others;
   (g) does not impair the functioning of the Institute;
   (h) does not impinge on the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities in the Institute or Institute facilities, or to participate in the life of the Institute; and
   (i) is not detrimental, or likely to be detrimental, to the reputation or to the orderly functioning of the Institute or its activities.

(2) Students have a responsibility to participate, as far as is possible within each student’s individual circumstances, in the functioning of the Institute, including through the provision of constructive feedback on the teaching-learning environment.
(a) In the area of their learning at the Institute, students are expected to:
(b) take responsibility for monitoring their own progress in the teaching-learning environment and the academic program, taking into account their level of access to academic staff and various support services provided by the Institute;
(c) make themselves aware of all unit or subject information available to them;
(d) attend teaching-learning activities as required and participate actively and positively in the teaching-learning environment;
(e) comply with workload expectations and submit required work in accordance with protocols and procedures agreed with the appropriate lecturer;
(f) make themselves aware of their individual rights and responsibilities regarding the proper use of copyright material;
(g) refrain from any form of academic misconduct; and
(h) raise any questions or concerns with the appropriate staff member in a timely manner.

(3) Students must not wilfully damage, misuse or use without authority the Institute’s property or any other property lawfully connected to the Institute.

3. Breaches of the Student Code of Conduct

(1) A breach of the Student Code of Conduct means conduct on the part of a student which:
(a) unreasonably impinges on or impairs the reasonable freedom of other persons to pursue their studies, researches, duties or lawful activities or Institute facilities, or to participate in the life of the Institute;
(b) unreasonably interferes with the due processes of the Institute;
(c) is detrimental, or likely to be detrimental, to the reputation or to the orderly functioning of the Institute or its activities; or
(d) is adverse to the Institute’s academic, commercial, legal, social or cultural standing.

(2) Without limiting the generality of clause 4(1), a student may be in breach of the Student Code of Conduct if he or she:
(a) wilfully, recklessly or negligently engages in conduct which causes, or is calculated or is likely to cause, bodily injury to any person or which by its nature unreasonably endangers the safety of other persons;
(b) attacks, harasses, threatens or intimidates any person, or attempts to attack, harass, threaten or intimidate any person;
(c) engages in, or assists another student to engage in, academic or other misconduct;
(d) fails to comply with a requirement or direction prescribed or given in relation to the conduct of assessment;
(e) knowingly makes a false representation with respect to a matter which relates to the student;
(f) wilfully or negligently destroys, damages, loses or removes, wrongly deals with or otherwise engages in conduct which involves unauthorised or unjustified interference with any Institute property lawfully connected to the Institute;
(g) enters, or enters and remains without authority in any part of the Institute to which the student knows, or ought reasonably to know, entry is prohibited or is allowed only with authority;
(h) without lawful authority:
   (i) gains access to, or enters, or attempts to gain access to or enter a computer system or part of a computer system of the Institute; or
   (ii) obtains access to or alters, or attempts to gain access to or to alter, any document or record kept by the Institute;
(j) wilfully obstructs, or attempts to obstruct, or interferes or attempts to interfere with:
   (i) the use of any Institute premises, facilities or equipment;
   (ii) the orderly conduct of any Institute teaching group, assessment, examination or ceremony or any meeting of the Council or a board, committee or any other body convened on Institute business, or any other activity, function or program held at the Institute;
   (iii) any member of the Institute staff in the performance of the staff member's duties;
(k) without lawful authority, discloses to any person any information relating to the Institute or its affairs which is of a confidential nature and which the student knows, or ought reasonably to know, to be of such a nature;
(m) contravenes or fails to comply with:
   (i) a notice duly served to give evidence to a relevant body constituted under an Institute regulation;
   (ii) a request to disclose his or her name and address, or to produce evidence of identity, where required to do so by an authorised officer of the Institute in the course of his or her duties; or
   (iii) any Institute regulation or any lawful order of an Institute employee or of a person acting under the Institute's authority.
(n) in contravention of Institute regulations:
   (i) causes to be brought, or brings, alcoholic beverages, kava or an illegal substance onto Institute premises or into Institute facilities;
(ii) allows someone invited by the student onto Institute premises to do this;
(iii) enters Institute premises or Institute facilities while intoxicated; or
(iv) partakes of or uses prescribed medication to induce intoxication on Institute premises or in Institute facilities.

(o) does or omits to do any act where such act or omission:
(i) would constitute an offence, had it occurred in a public place or on a public road;
(ii) in any place wheresoever might endanger the safety or health of any person or damage or destroy any property;
(iii) in any place wheresoever disrupts or tends to disrupt the peace or good order of the Institute;
(iv) impedes or tends to impede any Institute activity;
(v) constitutes a dishonest act; or
(vi) brings the Institute into disrepute.

4. Allegations of breaches and breaches of the Code

(1) An allegation of a breach of this Code must be made in writing and signed by a member of the Institute staff or a student, or by a person outside the Institute through a member of the Institute staff.

(2) All allegations of breaches of the Code and all breaches of this Code will be dealt with in accordance with the Student Code of Conduct Enforcement Rules.

5. Rights of students

In tandem with responsibilities and associated expected conduct outlined in this Code, the Institute recognises that Institute students have the right to:

(a) deal with staff and other students on the basis of respect and courtesy, and in a harmonious, safe and secure work and study environment free from harassment and discrimination, in accordance with relevant legislation and Institute policy;

(b) expect the Institute to maintain the confidentiality of all personal information, releasing it only with the student’s knowledge and consent or when legally required to do so;

(c) a cooperative and positive teaching-learning experience informed by current scholarship, in which they:
   (i) are informed about what is expected of them as students;
   (ii) can expect fair, critical and helpful assessment and feedback on their academic work in a timely manner;
   (iii) are informed how and when their work will be assessed; and
   (iv) have the opportunity to provide fair, critical and helpful feedback on their academic programs;
(d) reasonable access to staff to discuss issues and problems;
(e) access to administrative guidelines and procedures, including appropriate procedures for dealing with grievances;
(f) opportunities to participate in institutional decision-making; and
(g) reasonable access to any relevant support services provided by the Institute.

Staff Code of Conduct

Information about the Staff Code of Conduct is available at this address:

Staying on campus

Weather

Batchelor

The Top End of Australia has a tropical savannah climate, with distinct wet and dry seasons. The average maximum temperature is similar all year round.

The dry season runs from April/May to October (winter), during which nearly every day is nice and sunny. There is very little rainfall between May and September. In the coolest months of June and July, the daily minimum temperature may dip as low as 14 °C, but very rarely lower, and frost has never been recorded. The average temperature in the Dry Season is 18-30 degrees.

The wet season is associated with tropical cyclones and monsoon rains. The majority of rainfall occurs between December and March (summer), when thunderstorms are common and afternoon relative humidity averages over 70 per cent during the wettest months. The hottest month is November, just before the onset of the main rainy season. Because of its long dry season, Darwin has the most daily average sunshine hours (8.4) of any Australian capital with the most sunshine from April to November. The average temperature in the wet season is 22-34 degrees.

Alice Springs

The town of Alice Springs straddles the usually dry Todd River on the northern side of the MacDonnell Ranges. Alice Springs is located in Central Australia, also called the Red Centre, an arid environment consisting of several different deserts.

In Alice Springs, temperatures can vary by up to 28 °C and rainfall can vary quite dramatically from year to year. In summer, the average maximum
temperature is in the high 30s, whereas in winter the average minimum temperature can be 7.5 °C with an average of 12.4 nights below freezing every annum.

The average temperatures in June/July are 4-19 degrees while the average temperatures in December/January are 20-36 degrees.

**Dress/ protective clothing**

**Batchelor**

You will need to be aware of the weather and dress in clothing which will be suitable for the temperatures the Top End weather.

In the dry season you should bring a jumper, some long pants and socks, as the nights and early morning do get chilly.

In the wet season, a rain coat, umbrella or something similar is also advised. Days are hot and humid requiring summer clothes such as shorts and t-shirts.

**Alice Springs**

With its arid climate, Alice Springs experiences weather similar to winter and summer. In summer it is extremely hot and in winter close to freezing temperatures. Please ensure that you bring clothing to suit the time of the year. A winter jacket is advised for the middle months of the year, as well as a scarf and/or gloves.

**Wildlife**

The Northern Territory, and Australia as a whole, is filled with an abundant array of native wildlife. While grounds staff keeps the lawns and surrounding areas beautifully maintained and do their best to keep the grounds free of animals, there is still a small chance of an encounter with one of these animals. These could include but are not limited to: snakes, spiders, centipedes, kangaroos, wild birds, crocodiles, cane toads, dingoes and like animals.

Under no circumstances touch, antagonise or attempt to pick up or shift animals. Also, do not feed wild animals.

For assistance please notify to the Residential Building who will send someone and/or call for a professional animal catcher should it be required.

If you are bitten or injured by one of these animals please seek medical attention immediately.

**Medication**

If you are currently using medication/s please ensure you have enough supplies for your stay on campus.
While Batchelor town does have a local health centre it does not have a pharmacist. Any scripts that need to be filled will have to be taken to Coolalinga or Palmerston which are about 80km away. In this event you will need to find your own transport.

**Cleaning**

Residential blocks are cleaned prior to arrival and on departure with common areas and toilets cleaned daily. Units are not cleaned daily. While on campus you are responsible for the cleaning of your bedroom and any other area with personal items.

**Garbage**

Bins in the shared common areas are emptied daily (Mon-Fri). Duplexes and triplexes have a wheelie bin on the verandah for you to empty internal bins into during your stay. If there are any problems please advise the Residential staff.

**Hygiene**

When this campus is full it can be pretty crowded and sickness can spread quickly. To prevent this you need to make sure that you keep this a clean place. Washing your hands, wiping benches and food areas are just some things that will help prevent the spread of disease.

**Maintenance**

Report all maintenance problems directly to a Residential staff.

**Parking**

Vehicles are to be parked in the car parks provided near the accommodation blocks. Vehicles must not be parked on the lawn alongside the accommodation or driven on to the grassed areas.

**Visitors**

Visitors are welcome on campus but we suggest that they visit you between 3.30pm and 9.00pm. Visitors cannot sleep overnight. It is your responsibility to make sure your visitors behave in a reasonable way and obey the campus rules.
Children
If there are special reasons why you need to bring your children, you must make arrangements the week before with the Student Support Officer. Older children (five years or older) cannot stay on campus.

For more information, please contact:
Batchelor campus .........................(08) 89397 1215
Alice Springs.............................(08) 8951 8331

Departure
You need to get your own luggage to the Residential Office on the day you are departing from the campus. If you require assistance you should contact the residential staff. The Institute will not be responsible for storing your luggage. Make sure that your room is clean, fans, air-conditioner and lights are switched off and that the room key is returned to a Residential staff or placed in the key box located outside the residential office.

If you are departing early by private vehicle, please let Residential staff know so that the room you are leaving can be prepared for new students arriving on campus.

Changing rooms
If you want to move from the room that has been allocated to you, please speak to the Residential staff. Every attempt will be made to accommodate students appropriately (e.g. those with a disability). However, at times due to high occupancy rates, not all requests may be able to be met. This is a safety precaution to ensure that the Residential staff are aware of where you are staying in the accommodation area if an emergency occurs.

Dietary requirements
The kitchen staff can cater for most dietary requirements. You should advise Student Travel of any special requirements prior to your arrival. They will advise Residential staff.

Take-away meals
No take-away meals will be provided without written approval from the Residential staff.

Sickness
If you are sick, tell a Residential staff member so that they can make necessary arrangements. If you are too sick to tell the staff member yourself, ask someone to tell them for you, so appropriate action can be taken.
Booking lecture rooms
If you are working after-hours and need access to a lecture room, arrange access through your lecturer beforehand. Ensure your lecturer notifies the Residential staff so they can ask Security to leave the room open.

Use of computer labs
Computer labs are available for use subject to class bookings. After-hours labs are available on the Batchelor campus, currently located in building A4, PC Lab 5. The Institute provides a women’s lounge with computer access in the recreation hall, building S7.

Student network accounts
Students enrolled at Batchelor Institute and ACIKE Higher Education students enrolled at CDU, are entitled to network accounts that will give them access to the internet, email and limited data storage. You will need a network account to be able to access workstations in the computer labs and for some online applications. Your account will be set up by ICT after you have been enrolled. Students not enrolled in a course cannot access computer labs. ICT provides and maintains all computers, printers, phones, data projectors and other equipment.

For more information, please contact:
Phone: ................................................(08) 8939 7116
Email: .............................................icthelpdesk@batchelor.edu.au
Location: ...........................................building A11, Batchelor campus
.............................................................................................................Student Services building, DPC campus

Books and equipment
The Institute does not supply you with books, paper, pens, computer disks or other study materials. ABSTUDY provides an Incidents Allowance which is used for these study materials.

Please note, you may need to check with ABSTUDY to find out if you are eligible for the Incidents Allowance.
Library and Information Services

The Institute libraries are located on the Batchelor campus and the Central Australian campus. The library staff are happy to assist with any resource and information inquiry you may have, whether you are on or off campus.

Borrowing

Borrowing rights include:

• up to 10 items at any one time,
• loan periods of up to 4 weeks, if you need the resource for longer just ask,
• overnight loans of CDs and recreational DVDs,
• loan renewal by phone or email or online.

Overdue items

Please return items so other students may access them. A Reply Paid service allows you to return library items free of charge by post. There are no fines for overdue items. However failure to return overdue items can have serious consequences including:

• replacement costs,
• blocks on borrowing additional items,
• non-release of current and previous year grades,
• exclusion of participation in graduation ceremonies,
• withholding of national qualification and/or Testamurs.

Services

On-campus

When you are on-campus you will need your student card to borrow from the library and we offer the following services:

• current and relevant resources—both print and online,
• computer access and help with applications,
• information skills development,
• extended opening hours,
• copying, printing (10c per A4 page) and scanning,
• and plenty more
Off-campus
When off-campus you can either ring or email us to access resources. Services are also available online and include:

- online databases,
- library catalogue,
- reference resources,
- special collections,
- study resources and study guides,
- ask a librarian,
- and plenty more.

Library staff are happy to assist with any resource and information inquiry whether you are on or off-campus.

Library opening hours and contacts

Batchelor campus Library
Monday  10.00am – 8.00pm
Tuesday  8.00am – 8.00pm
Wednesday  8.00am – 8.00pm
Thursday  8.00am – 8.00pm
Friday  8.00am – 4.00pm
Sunday  1.00pm – 4.30pm

During semester breaks the library closes at 4.00pm. Closed public holidays

For more information, please contact:
Freecall: .............................................1800 677 095
Phone: ................................................(08) 8939 7103
Email: .................................................library@batchelor.edu.au
Mailing address: .............................Reply Paid 62113, Batchelor, NT 0845
Central Australian campus Library
The library is located at the Bloomfield Street campus.
Monday 10:00am – 4.00pm
Tuesday 8.00am – 8.00pm
Wednesday 8.00am – 8.00pm
Thursday 8.00am – 8.00pm
Friday 8.00am – 4.00pm
During semester breaks the library closes at 4.00pm. Closed public holidays.
Freecall: .............................................1800 677 095
Phone:................................................(08) 8951 8328
Facsimile:...............................................(08) 8951 8320
Email: ................................................library@batchelor.edu.au
Mailing address: .............................Reply Paid 9170, Alice Springs, NT 0871
Batchelor campus information

Street address: .........................................Nurndina Street, Batchelor, NT 0845
Postal address: ......................................c/- Post Office, Batchelor, NT 0845
Freecall: ................................................1800 677 095
Phone: ..................................................(08) 8939 7111
Facsimile: .............................................(08) 8939 7100 or (08) 8939 7334
Email: ..................................................enquiries@batchelor.edu.au
Website: ................................................www.batchelor.edu.au
Office Hours: .....................................8.00am to 4.21pm, Monday–Friday

Batchelor campus accommodation

Enquiries

Direct all of your accommodation enquiries to the Residential staff on
(08) 8939 7237 between:
7.30am – 9.21pm on Monday to Thursday
7.30am – 9.21pm on Friday & Saturday
8.30am – 9.21pm on Sunday.

The office phone number will be redirected to a mobile phone if unattended or
after hours. The afterhours mobile number is 0428 280 377 if you wish to call it
directly.

Residences

The Batchelor campus has four types of shared accommodation:
• dormitory: single and double rooms,
• duplex: two x three bedroom units,
• triplex: three x two bedroom units,
• a disability block.

You will need to bring your own toiletries, bath towels and an alarm clock if you
need it.

Keys

You will be issued with keys to your accommodation on arrival at the Institute.
They can be returned to one of the Residential staff members or placed in the
key box located at the front of the residential office.
Note: If you lose your keys, you will be charged $10.00 for a replacement. Only students arriving on campus for workshops will be issued with a key and permitted to stay on campus. Any family members or friends are not allowed to stay unless prior approval has been given. Accommodation is charged at $77 per night, per person.

Lighting fires
There are serious fines for lighting fires anywhere in the Northern Territory without a permit. During the dry season in the Top End there is often a Total Fire Ban declared and you must not light fires anywhere. Please check with the Residential staff before using the designated fire pit during this time of the year.

Use of Batchelor campus vehicles

Use of buses for educational excursions
Shopping buses to Darwin depart from the Residential Office at 3.00pm on Fridays. This bus is driven by an Institute employed driver only.

Student commuters
A student commuter bus currently runs daily from Darwin for enrolled students. Designated points of pick up can be confirmed with student travel and may include:

  • Shell service station, Casuarina,
  • Northlakes shopping centre,
  • Palmerston.

Buses depart the first departure point at 6.45am Monday to Friday, and depart Batchelor at 4.30pm Monday to Friday.

You are required to advise your lecturer of any commuting needs prior to the expected travel dates or to contact the Student Travel Section and they will coordinate these requests and advise the commuter bus driver.

For more information, please contact:
Phone: ...............................................(08) 8939 7237
Useful phone numbers

Recruitment Officer ..................1800 677 095 or enquiries@batchelor.edu.au
Disability Officer ......................(08) 8939 7206 or student support@batchelor.edu.au
Student Support Officer ........(08) 8939 7143 or 
.............................................(08) 8939 7311 or student support@batchelor.edu.au
Ambulance/Health clinic .......(08) 8976 0011
Centrelink ..................................132 317
Dining room ..............................(08) 8939 7242
Library .....................................(08) 8939 7103
Police .......................................8976 0015
Residential Manager ............(08) 8939 7156
Residential Supervisor .......(08) 8938 7237
Security .................................(08) 8939 7418
Student Travel .....................(08) 8939 7262 or (08) 8939 714
Freecall .......................... 1800 677 095
Yera Early Learning Centre ....(08) 8976 0934 or 0499799888

Public payphones

There are three public payphones located on the campus:

- Near the Batchelor Institute kitchen, Awilla St, opposite Naranga St,
- Student Services building, Kurrajong Court, Batchelor campus,
- Recreation Hall, Batchelor campus.

Batchelor campus childcare facilities

Yera Early Learning Centre (ELC) is open Monday to Friday from 8.00am - 4.00pm. You are required to contact the Centre Director prior to arrival to secure your position. You are required to provide your Centrelink CRN numbers for both you and your child. Yera ELC will provide all meals for children during the day. Please ensure spare clothes, shoes, nappies and a hat are bought to the centre for your child.

Students intending to bring children to a workshop need to advise Student Travel staff of their requirements so that Yera staff can be notified and are ready for their arrival.

For more information, please contact:

Phone: ................................................(08) 8976 0934 or 0499799888
Fax:  .................................................(08) 8939 7128
Email: ..............................................yeraelc@cssu.org.au
Student meals

Meal times
Breakfast  7.00am to 8.00am (Monday–Friday)
            7.30am to 8.30am (weekends)
Lunch     12.00 noon to 1.00pm
Dinner    5.30pm to 6.30pm

Meal tickets
Only students who are booked in to stay on campus are entitled to meals in the Dining Room. If you are a day student and would like lunch in the Dining Room, you can purchase a meal ticket from the Finance Office before noon on the day you wish to dine. If you have any ideas about how we can do even better please put your suggestions in the suggestion box.

Dietary/religious requirements
If you have specific dietary requirements you will need to advise Disability Support Officer or the Student Liaison Officers of these. Once you have done this the request is then forwarded through to the catering staff in Batchelor and Alice Springs.

Late meals
If you arrive more than an hour after the dining room closes, you won’t be able to have a meal because meals kept longer than an hour become an OH&S issue. The Residential area does not have the facility to store food. If you arrive on either campus after the dining room has closed, and you have to buy a meal, keep the receipt, and when you are at either the Alice Springs or Batchelor campus, claim reimbursement for this meal.

Reimbursement (meals, accommodation, taxi) procedures
If you have to buy a meal when travelling to or from a workshop, you can claim the cost back by providing Student Travel with a receipt. The Institute will only reimburse you for a meal, not a snack (sandwiches are fine). If you have to overnight whilst travelling to and from workshops, then the Institute will provide accommodation for you. This can be either a motel or at a campus. If you stay at a motel, the Institute will reimburse you for meals you purchase whilst travelling. You can lodge your meal receipts at either the Batchelor or Alice Springs campus, and in most cases if you lodge it in the morning, you can collect the money after 3 pm that afternoon. If you overnight at either of the Batchelor campuses, you will be entitled to meals in the dining room.
Take-away meals
No take-away meals will be provided without written approval from one of the Residential staff. Take-away meals are only provided for students who are sick.

First Aid
First Aid kits are located in the following places:

- Residential office, building S2
- Student Services, building S8
- Student Support, building A12
- Library, building L1
- Radio Rum Jungle, IMU block B
- Bulk stores, building B3
- Technical Studies, building B1
- IVEC offices, building A8
- ICT, building A11
- Specialised Publications and Academic Resource Centre (SPARC) reception, building A5
- Faculty of Health, Business and Science (FHBS) reception, building A5
- Faculty of Education, Arts and Social Sciences (FEASS) reception, building A2, RM14 Faculty administrator
- Dining room kitchen, building S1
- Reception front office, building A1
- Yera Early Learning Centre, building S5
- Buses
- All Fleet vehicles.

Town services and facilities

Community Health Centre
Pinaroo Crescent..............................(08) 8976 0011
24-hour Emergency Care provided by Registered Nurses.
All patients are bulk-billed. Please take your Medicare Card and Healthcare Card with you to the Health Centre and remember that some medications can be purchased at the Centre.
**Batchelor pool**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>3.00pm–6.00pm</td>
</tr>
<tr>
<td>Tuesday - Wednesday</td>
<td>closed</td>
</tr>
<tr>
<td>Thursday - Friday</td>
<td>3.00pm–6.00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>1.00pm–6.00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12.00 noon–6.00pm</td>
</tr>
</tbody>
</table>

**Batchelor Service Centre**

Cnr Rum Jungle & Meneling Roads

Monday to Sunday 6.30am to 6.30pm

Phone ................................................(08) 8976 0196

**Batchelor General Store**

Located in the centre of town, the opening hours are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>7.00am–6.00pm</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>8.00am–5.00pm</td>
</tr>
</tbody>
</table>

Centrelink fax and phone are located in the store.

**Commonwealth Bank and Post Office**

Located in the General Store, the opening hours are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>9.00am–5.00pm</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Phone:................................................ (08) 8976 0020

**ATMs**

Located at: Batchelor Service Centre, Batchelor Resort, Rum Jungle Tavern.

**Security**

Batchelor Institute has 24 hr security, 7 days a week for your safety and wellbeing.

Phone:................................................(08) 89397418

**Night patrol**

Night patrols operate in Batchelor from Tuesday to Saturday between the hours of 4pm–12pm.

Phone:................................................(08) 89885905 or 0447800960

**Police**

Phone:................................................(08) 89760015
Central Australian campus information

Street address: ........................................5 Bloomfield Street, Alice Springs, NT 0870
Teaching and Learning: .......................Desert Knowledge Precinct, South Stuart Hwy
Alice Springs, NT, 0870
Postal address: ...............................PO Box 9170, Alice Springs, NT 0871
Free call: ............................................1800 677 095
Phone: ..............................................(08) 8951 8300
Facsimile: .........................................(08) 8951 8311
Website: ............................................www.batchelor.edu.au
Office Hours: ....................................8.00am to 4.21pm, Monday–Friday

Useful phone numbers

Emergency (Police, Fire, Ambulance)...............000
Ambulance ..........................................000 or (08) 8951 6616
Alice Springs Women’s shelter (24hrs) .......(08) 8952 6075
Centrelink Alice Springs.............................................13 61 50
Flynn Drive Community Health Centre
(Dentist, renal, dietician, hearing) ...............(08) 8951 6711
Central Australian Aboriginal Congress clinic
  - Administration ............................................(08) 8951 4400
  - Child Care centre ........................................(08) 8951 4499
  - General clinic ...........................................(08) 8951 4444
  - Social and emotional wellbeing .......(08) 8951 4457
Hospital ..................................................(08) 8951 7777
Police ......................................................(08) 8951 8888
Prison Fellowship .......................................(08) 8952 6466

Public phones

Silver ‘Phone Away’ phone (outside Library) ... (08) 8951 8367
Student Travel ..........................................1800 677 095
  - Night patrol ..............................................(08) 8953 3110
  - Mobile phone (Day Patrol/Night Patrol) 0400 286 089
Taxi/private hire cab taxi...........................131 008/(08) 8952 3700
Mini Bus ....................................................(08) 8953 6700
Yirara college .............................................(08) 8950 5644
  - Female student phone .........................(08) 8955 5053
  - Male student phone .........................(08) 8955 5073

Support staff

If you need any help, advice and assistance, please contact your support staff.
Residential office
Sunday–Thursday  8.00am–8.00pm
Friday 8.00am–7.00pm
Saturday 9.40am–6.00pm
Phone:............................(08) 8951 8379

Weekends and after hours:
Mobile: ..........................0437 003 637
Student Liaison: ...............(08) 8951 8381
Maintenance Officer:......(08) 8951 8326
Campus Freecall:..............1800 677 095

Accommodation
Direct all of your accommodation enquiries to the Residential Supervisor:
Phone:................................(08) 8951 8379 or (08) 8951 8325 (Monday to Friday)
Mobile:.............................0437 003 637 (Weekends)

Residences
The campus has two types of shared accommodation:
• Dormitory: five beds per room
• Duplex: two beds per room.

Keys
You will be issued with keys to your accommodation on arrival at the Institute. The keys can be returned to the residential staff or placed in the late key box located outside the library.

If you lock your keys in your room overnight you can contact:
Kitchen staff from 6.00am or Chubb Security on: ............(08) 89530366.

Note: If you lose your keys, you will be charged $10.00 for a replacement.
Childcare facilities

Children five years or less, must be booked into childcare, depending on vacancies at the Congress Childcare Centre. Children's meals can be picked up at breakfast if you ask the kitchen staff. No children are to be on campus during workshop hours. The only possible exception is small babies who can’t walk yet. Parents and children will need to be at the residential office at 8.15 am for the drop off and at 3.30 pm for the pickup of children who go to Congress or private childcare.

Meals

Meal times

Breakfast  7.00am–7.45am (Monday – Friday)
  7.30am–9.00am (weekends)
Lunch  12.00 noon–12.45pm (Monday – Friday)
  12.00 noon–1.00pm (weekends and public holidays)
Dinner  5.30pm–6.30pm

Alice Springs and Batchelor based students

If your community (or home base) is Alice Springs then you will not have travel, accommodation and meals arranged for you. Travel, accommodation and meals are only available if you have to travel away from your community to study. You can have meals in the dining room but you will need to pay for them. Arrange this with the kitchen staff first thing in the morning or the day before.

First Aid

First Aid kits are located in the following places:

- DPC campus
- FEASS building
- FHBS building
- Cafe
- Science lab/nutrition
- Student Services building
- Bloomfield Street campus
- Residential Office
- Library
- RRACCSU building
- Kitchen/Dining
Use of computer labs
If you require after-hours access to the computer lab please see the residential staff or security guard and they will open the lab for you.

Security
Please keep the gates around the residential area locked. Your room key will open these gates. There will be a residential staff member on duty from 8.00am in the morning until 8.00pm from Sunday to Thursday; on Friday, from 8.00am to 7.00pm and Saturday from 9.30am to 6.00pm. A security guard is provided in the evenings. Please see the guard if you have any security or other concerns.
Desert People's Centre campus

Desert Peoples Centre Campus Map

Legend

Service buildings
F1.1 Irante cafe
F1.2 Function room
F1.3 Student Services
I1.1 Reception
I1.2 ICT

Knowledge buildings
K1 FEASS offices
K2.1 Seminar room
K2.2 Seminar room
K2.3 Seminar room
K2.4 Seminar room
K2.5 Seminar room
K3.1 Conference room

Expression buildings
E1 Arts & Crafts

Well-being buildings
W1 FHBS offices
W2.1 Science laboratory
W2.2 Food and nutrition
W3.1 Model clinic
W3.2 Seminar room

Male toilets
Female toilets

Batchelor Institute 2013
My name is Barbara Richards and I was born and raised in Alice Springs. My skin name is Kngwarreye. My language and tribe are the Anmatjere clan of the Ti-Tree region. I have been painting for a number of years on different mediums: ceramic, wood, glass, fabric and canvas. I paint traditional totems, such as the honey ant—yerempe, the goanna—arlewatyeerr and bush tucker. My mother is a very traditional woman and she has kept our family with strong ties to our culture and traditions. We always go hunting to teach the grand children about bush tucker gathering, how to track and dig and what bush foods are good to eat. We visit our country to maintain connection to land and family. Painting an abstract work is a way for me to express how I feel.