Karen Rogers

Country: Ngukurr, NT

Karen lives in the Ngukurr region, on the South-East Arnhem Land border. She paints mostly her Mother and Grandmother’s totem and country. She loves what she sees and eats from her motherland and depicts these beautifully in her artwork. As well as painting, she also prints on textiles and fabric as well as plant dyeing silk using plants from her homeland. Her work is becoming increasingly recognized and celebrated and resides in the Batchelor Institute and Charles Darwin University Collections. Karen is a Batchelor Grandate, completing her Certificate III in Visual Arts and Contemporary Craft in 2014 and Certificate IV in Visual Art in 2016. She works as an artist at the Ngukurr Art Centre.

Karen has won the 2017 NT Training Award in the category of Aboriginal or Torres Strait Islander Student of the Year Award and is a finalist for the Australian Training Awards held in November 2017 in the same category.
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.

The information printed in this student guide was correct at the time of publication.
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Welcome to Batchelor Institute

Acknowledgement

In the spirit of respect, Batchelor Institute of Indigenous Tertiary Education acknowledges the people and the Elders of the Aboriginal and Torres Strait Islander First Nation Peoples who are the traditional custodians of the land, waterways and sea within their cultural boundaries.

We acknowledge the traditional custodians of the land on which Batchelor Institute campuses are located.

- Kungarakan and Warai at Batchelor Campus
- Arrernte at Desert Peoples Centre Campus

We respect all Elders, past and present and extend that respect to other Aboriginal and Torres Strait Islander First Nation Peoples.

The Institute recognises and respects the diversity of Aboriginal and Torres Strait Islander First Nation Peoples from across Australia and beyond. The Institute values the diverse skills and knowledges including cultural knowledges that students and all staff bring to the Institute.
Message from the CEO

Dear Students,

I acknowledge the traditional owners of the lands and waters upon which all of our campuses are located. I pay my respects to their Elders past, present and emerging.

To our first time students – welcome to Batchelor. To all of our returning students, welcome back! Your institute is a very special place. Batchelor is the only comprehensive tertiary institution dedicated to educating Aboriginal and Torres Strait Islander people. We hope you will enjoy your time at Batchelor Institute wherever and whatever you are studying. Education is the key if you want to make a difference – whether that is in your own, family, community, nation or the world’s lives. Studying at Batchelor isn’t just about classes and assessments – we have a range of services and resources to enhance your experience as a student.

All students and staff at Batchelor commit to a code of conduct. These rights and responsibilities ensure Batchelor is a welcoming, safe and supportive space for everyone. This handbook describes the rights and responsibilities you hold as a student. Our Elders have prescribed expectations that they wish you to recognise whilst staying on their lands at all of our campus sites. It is important that you read the information contained in this handbook and if you require assistance please ask.

All of the staff at Batchelor want to see you succeed and wish you the best with your studies this year.

Dr Gary Thomas

Acting Chief Executive Officer
Introduction

Background

Batchelor Institute of Indigenous Tertiary Education sits uniquely in the Australian educational landscape as the only Aboriginal and Torres Strait Islander dual sector tertiary education provider. Under its ‘Both-ways’ philosophy, the Institute significantly provides an Aboriginal and Torres Strait Islander lens to a mainstream education system.

The Institute has two major campuses, one in Batchelor and the other in Alice Springs, backed up by a range of learning campuses across rural and remote Northern Territory. Key to Batchelor’s success is its Higher Degree by Research programs, sitting alongside a highly successful Vocational Education and Training program.

Through Batchelor Institute’s collaborative partnership with Charles Darwin University, it jointly delivers a range of undergraduate degrees to Aboriginal and Torres Strait Islander students. Consequently, Batchelor offers students a learning pathway from foundation skills all the way to a Doctor of Philosophy, underpinned by the Institute’s highly regarded research program.

The Institute is both a ‘Table A’ Higher Education provider and is one of two publicly funded tertiary education institutions in the Northern Territory. As such, it is supported by the Northern Territory and Australian Governments. It also draws income from a range of fee-for-service activities. Batchelor Institute operates in an increasingly competitive environment, responding to changing government policy and the increasingly complex demands of Industry.

Both-ways

Batchelor’s Both-ways philosophy defines the way in which we work and teach. It is demonstrably a First Nations approach to teaching and interacting where Aboriginal and Torres Strait Islander ways of doing inform a Western educational system. The result is a culturally secure approach for both Aboriginal and Torres Strait Islanders and other peoples such that learning and achievement are synonymous.

Batchelor Institute’s adoption of the Both-ways philosophy and approach has led to a highly successful capacity building capability. This capability along with its products and services enables the Institute to be a strong First Nations provider across Australia and internationally. In such an environment the need for a robust strategic approach and clear sense of values are critical to realise these opportunities. To achieve this, Batchelor Institute has adopted the following integrated strategic approach to drive the organisation into the future to achieve its vision of being Australia’s leading provider of choice in First Nation Tertiary education and research.
Vision

To achieve this vision, the Institute will:

• focus on education, training, enterprise and research solutions that support the aspirations of Aboriginal and Torres Strait Islander peoples along with those seeking to work with and for First Nations peoples
• collaborate with industry partners and the communities with which it works to ensure a responsive, flexible and culturally appropriate approach to the work of the Institute; and that it is informed by best practice, demand-driven education, training, enterprise and research solutions
• underpin its work with a culturally and linguistically inclusive approach built upon Aboriginal and Torres Strait Islander ways of being and knowing
• promote its identity as Australia’s only First Nations Tertiary Education and Research Institute, with the mandate to contribute to Australia’s national identity.

Values

Batchelor Institute is driven by valuing the rights of Australia’s First Nations people to fully participate in, and contribute to, high quality dual sector education and research. It recognises the role it can play by supporting effective engagement of non-Aboriginal people in the First Nations space.

Batchelor Institute is founded on the following values:

(1) Authenticity: there are two principles that underpin all aspects of the Institute’s life. The first is cultural interaction and intercultural learning that are based wholly upon the ‘Both-ways’ principles that enable Aboriginal and Torres Strait Islander knowledges and cultural contexts to be included within a mainstream academic disciplinary approach. The second principle affirms the aspiration of self-determination and empowerment of Aboriginal and Torres Strait Islander peoples through work, courses and research of Batchelor Institute.

(2) Excellence: the provision of exceptional products and services, supporting its students and industry. The Institute fosters and supports a quality framework throughout the organisation that drives excellence.

(3) Agility: the Institute staff view themselves as creative, and say ‘yes’ to opportunities and strive to make things possible by always looking to work smarter and to incorporate new and sustainable initiatives.

(4) Dedication: the Institute staff are passionate, enjoy and value what they do and the difference that they make, and actively employ the Both-ways philosophy to ensure the very best experience is provided to students and the community.

(5) Integrity: Batchelor Institute is connected, shares ideas and learnings with industry partners, networks and communities. The work of the Institute is based on quality research and comprehensive consultation.
(6) Team work: the Institute staff recognise change is a constant and that it is challenging and they strive to embrace it in a spirit of collaboration to ensure positive outcomes for clients.

(7) Respect: seeing students as the reason Batchelor Institute exists and that Aboriginal and Torres Strait Islander and non-Indigenous people work together in partnership, ensuring the best possible outcomes.
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, community services, health and visual arts. VET awards include four 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 the National VET Regulator Act 2011 and their standards by the regulator the Australian Quality Skills Authority (ASQA).

Studying at Batchelor

Batchelor Institute of Indigenous Tertiary Education offers Aboriginal and Torres Strait Islander people the chance to study a wide range of courses designed to help them gain the skills and qualifications needed to find work and to help with the development of their communities, particularly those following traditional ways of life.

All the Institute’s courses are developed with the help of many people from Aboriginal and Torres Strait Islander communities, Aboriginal and Torres Strait Islander organisations, and employer groups.

During talks with the Institute, Aboriginal and Torres Strait Islander people have said it is important to keep their own cultures strong, as well as learn about mainstream Australian culture. They have said they want to develop the knowledge and skills they need to operate successfully in both cultures.

Many Aboriginal and Torres Strait Islander people have said they want future generations to have better employment prospects and more say in social, economic and political decision-making.

These talks have helped Batchelor Institute develop courses that allow students to strengthen their own cultural knowledge systems while learning new knowledge and skills from the Western academic system. This is often known as both ways education, because it combines traditional Aboriginal and Torres Strait Islander knowledge and ways of learning with Western educational traditions.

The staff at Batchelor Institute are committed to the principles of access and equity for all Indigenous Australians.

Who needs this guide?

The 2018 VET Student Guide is for any person who is interested in completing a VET unit or course at Batchelor Institute.
Courses available at Batchelor Institute in 2018

The Institute teaches courses in the areas of construction, conservation and land management, community services, health and visual arts. To view the VET courses offered by Batchelor Institute please visit: batchelor.edu.au/students/courses/vet-courses

Information on legislation, regulations and standards applicable to Batchelor Institute students

Australian Privacy Principles

The Australian Privacy Principles (APPs) regulate the handling of personal information provided by students.

The principles are contained in Schedule 1 of the Privacy Act 1988 (the Privacy Act). The APPs cover the collection, use, disclosure and storage of personal information. They allow individuals to access their personal information and have it corrected if it is incorrect. There are also separate APPs that deal with the use and disclosure of personal information for the purpose of direct marketing (APP 7), cross-border disclosure of personal information (APP 8) and the adoption, use and disclosure of government related identifiers (APP 9).

For detailed information please refer to the factsheet oaic.gov.au/individuals/privacy-factsheets/general/privacy-fact-sheet-17-australian-privacy-principles

The Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia’s Vocational Education and Training (VET) 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 asqa.gov.au.

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 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
• in refusing or rejecting a person’s admission as a student
• in the way in which a person’s application is processed
• in the arrangements made for, or the criteria used in, deciding who should be offered admission as a student
• 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
• by failing or refusing to grant, or limiting, access to any benefit arising from the enrolment that is supplied by the authority
• by excluding a student
• by treating a student less favourably in any way in connection with the student’s training or instruction.

For more information see: adc.nt.gov.au

or to see the legislation go to: legislation.nt.gov.au/Legislation/ANTIDISCRIMINATION-ACT

**NT Information Act**

The *Northern Territory Information Act 2002* which 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 Freedom of Information (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.

For more information see: infocomm.nt.gov.au/about-us/the-information-act

**Work Health and Safety legislation**

The Institute recognises success in achieving a healthy and safe workplace depends on the commitment and cooperation of all staff, students, contractors and visitors.
The Batchelor Institute Work Health and Safety Policy outlines the intent and responsibilities for incorporation of WHS into every facet of the Institute’s operations. The policy and associated guidelines, procedures or checklists apply to all staff, students, contractors and visitors. The Institute is committed to providing a socially responsible, physically safe and healthy working and learning environment for all staff, students, contractors and other affected stakeholders.

Work health and safety laws apply to the workplace at all times including during periods of training. It is important to ensure that staff, students, contractors and visitors understand principles of safety and health as they relate to the workplace or learning environment. This enables 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.batchelor.edu.au

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:
   • on an Institute campus or facility
   • involved in an Institute activity or under the auspices of the Institute
   • undertaking travel to and from the Institute, paid for by the Institute
   • within accommodation paid for by the Institute
   • 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. Definitions and interpretations

Unless otherwise specified, for the purposes of this Code:

**academic misconduct** means conduct associated with assignments, essays, tests and other forms of assessment, conduct associated with examinations or conduct associated with thesis and other work presented as part of postgraduate courses, and includes:

(a) cheating in a test, examination or other form of assessment;
(b) presenting another person’s work for assessment as if it were one’s own, or other forms of plagiarism;
(c) fabrication or falsification of data or research results; and
(d) falsification of an academic record.

**Council** means the Council of the Institute constituted under Division 1 of Part 3 of the Batchelor Institute of Indigenous Tertiary Education Act (the Act); **enrolment** means the process through which a student is allocated a place in one or more education or training programs for a specified period;

**Indigenous Australian people** refers to the original inhabitants of the Australian continent and nearby islands and their descendants. These people identify as Aboriginal and/or Torres Strait Islanders.

**Institute** means the Batchelor Institute of Indigenous Tertiary Education established under Part 1 Section 4 of the Act;

**Institute activity** means any activity in which students participate under the Institute’s name regardless of whether or not the activity takes place on an Institute campus or facility;

**Institute facility** includes any real or personal property owned, leased or which are otherwise, at the time, within the Institute’s care and control;

**Institute regulations** includes any and all of the by-laws made under section 49 of the Act or rules made under section 51 of the Act or codes of conduct made under section 52 of the Act; **staff** means the Director, academic or other salaried staff of the Institute or any other personnel employed by the Institute; **student** means a person enrolled as a student of the Institute; **teaching-learning activity** means any lecture, workshop, tutorial, seminar, demonstration, class or similar activity, whether or not it is one that students are required to attend, and any musical, dramatic or other artistic performance or production associated with their studies.

3. Student conduct

(1) Students are expected to:

• show a commitment to the Institute’s vision and goals
• make themselves aware of all Institute regulations and policies pertaining to their rights and responsibilities as students
• observe all regulations and lawful directions concerning their conduct that are made and published from time to time by the Institute
• 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:
  • respects the rights, privileges and well-being of others
  • does not impair the functioning of the Institute
  • 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
  • is not detrimental, or likely to be detrimental, to the reputation or to the orderly functioning of the Institute or its activities.

(3) 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.

(4) In the area of their learning at the Institute, students are expected to:
  • take responsibility for monitoring their own progress in the teaching and learning environment and the academic program, taking into account their level of access to academic staff and various support services provided by the Institute
  • make themselves aware of all unit or subject information available to them
  • attend teaching-learning activities as required and participate actively and positively in the teaching-learning environment
  • comply with workload expectations and submit required work in accordance with protocols and procedures agreed with the appropriate lecturer
  • make themselves aware of their individual rights and responsibilities regarding the proper use of copyright material
  • refrain from any form of academic misconduct
  • raise any questions or concerns with the appropriate staff member in a timely manner.

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

4. 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:
  • 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
  • unreasonably interferes with the due processes of the Institute
  • is detrimental, or likely to be detrimental, to the reputation or to the orderly functioning of the Institute or its activities
• 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
   (ii) obtains access to or alters, or attempts to gain access to or to alter, any document or record kept by the Institute.

(i) 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.

(j) 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

(k) 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

(iii) any Institute regulation or any lawful order of an Institute employee or of a person acting under the Institute’s authority.

(l) 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

(iv) partakes of or uses prescribed medication to induce intoxication on Institute premises or in Institute facilities

(v) Breaches the Student Conduct in Residence Guidelines.

(m) 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

(vi) brings the Institute into disrepute.

(n) uses the Institute’s information technology equipment or systems in an inappropriate way;

(o) engages in cyber bullying or related activities.

5. 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.

**NT Training Entitlement Provider**

**Student entitlement to a government subsidised training place**

The Northern Territory Government has introduced an entitlement to a government subsidised vocational education and training (VET) place, at a minimum of a Certificate III level qualification, for those Territorians who don’t already have this level of qualification or above.
The entitlement is available to post school age Territorians who meet eligibility requirements and includes foundation skills development for those that need it.

From 2013, Northern Territory students can access their entitlement through Batchelor Institute of Indigenous Tertiary Education. The Institute also offers training outside of the entitlement.

View more information on the entitlement and eligibility at Northern Territory Training Entitlement dob.nt.gov.au/training/skills-reforms/flexible-reforms/Pages/training-entitlement.aspx

To find out more about the entitlement, view the guidelines visit dob.nt.gov.au/training/skills-reforms/flexible-reforms/Pages/ntte-model.aspx or contact Student Administration

Phone: 1800 677 095
Fax: (08) 8939 7334
Email: studentprogression@batchelor.edu.au
Enrolment process

Enrolling in a VET Course

Enrolment dates

Enrolment dates should be taken into account before enrolling with Batchelor Institute. It is important that all students are aware of enrolment dates before they commence as it is a student responsibility to adhere to all Enrolment Dates set by Batchelor Institute.

<table>
<thead>
<tr>
<th>Teaching period</th>
<th>Teaching period dates</th>
<th>Fees due date</th>
<th>Last date to withdraw**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Jan - 31 Mar</td>
<td>1 Mar</td>
<td>15 Jun</td>
</tr>
<tr>
<td>2</td>
<td>1 Apr - 30 Jun</td>
<td>1 Jun</td>
<td>15 Jun</td>
</tr>
<tr>
<td>3</td>
<td>1 Jul - 30 Sep</td>
<td>1 Sep</td>
<td>15 Dec</td>
</tr>
<tr>
<td>4</td>
<td>1 Oct - 31 Dec</td>
<td>1 Dec</td>
<td>15 Dec</td>
</tr>
</tbody>
</table>

**Last date to withdraw a unit from enrolment refers to the last date VET mainstream students may withdraw a unit from enrolment, in a specified teaching period, in order to not incur Student Fees.

To withdraw a unit from enrolment and not incur fees, there must be no evidence of participation or grade recorded against the specified unit. If evidence of participation or a grade is recorded against the specified unit, the grade will remain and students will incur fees.

For units that require students to travel to attend an on-campus workshop, VET Enrolment forms should be submitted to Student Administration no later than 4 weeks prior to the start of the on-campus workshop to ensure student travel can be organised.

For units that require students to undertake workshops in their home community, VET Enrolment forms should be submitted to Student Administration no later than 3 weeks prior to the start of the workshop.

For more information please visit batchelor.edu.au/students/calendar-2/calendar

Semester dates

Semester dates should be taken into account before enrolling with Batchelor Institute. It is important that all students are aware of census and ‘last dates’ before they commence as it is a student responsibility to adhere to all Semester Dates set by Batchelor Institute.

VET mainstream students

<table>
<thead>
<tr>
<th>Teaching period</th>
<th>Teaching period dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Jan - 31 Mar</td>
</tr>
<tr>
<td>2</td>
<td>1 Apr - 30 Jun</td>
</tr>
<tr>
<td>3</td>
<td>1 Jul - 30 Sep</td>
</tr>
<tr>
<td>4</td>
<td>1 Oct - 31 Dec</td>
</tr>
</tbody>
</table>
VET in Schools Delivery Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Urban Schools</th>
<th>Remote Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>29 Jan - 13 April</td>
<td>30 Jan - 13 April</td>
</tr>
<tr>
<td>Term break</td>
<td>16 April - 20 April</td>
<td>16 April - 20 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>23 April - 29 June</td>
<td>23 April - 29 June</td>
</tr>
<tr>
<td>Semester break</td>
<td>2 July - 20 July</td>
<td>2 July - 20 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>24 July - 28 September</td>
<td>24 July - 28 September</td>
</tr>
<tr>
<td>Term break</td>
<td>1 October - 12 October</td>
<td>1 October - 12 October</td>
</tr>
<tr>
<td>Term 4</td>
<td>15 October - 13 December</td>
<td>15 October - 14 December</td>
</tr>
</tbody>
</table>

For more information please visit batchelor.edu.au/students/calendar-2/calendar

**Minimum age for students**

Students must meet the minimum age requirement to be able to enrol with Batchelor Institute. The minimum age will depend on several factors.

Where:

- Training is delivered in a regional or remote community, and the student no longer engages and/or participates in secondary schooling, the student must be 15 years or older at the time training commences’.
- Training is delivered on the Batchelor or Desert People Centre campus, and where the student attends training during the day, but are not accommodated overnight, the student must be 17 years or older at the time training commences; or
- Training is delivered in any location, and the student requires to be travelled by Batchelor Institute to a training delivery location, the student must be 18 years or older at the time training commences.

**How to enrol**

The steps below describe the details of how to apply to study at Batchelor Institute

**Collecting information and making choices**

The first step is to consider what type of things you are interested in and what kind of job you would like to do. Batchelor Institute offers education and training to help you to enter many careers, including construction, conservation and land management, community services, education, health and visual arts.

When you have decided what you would like to do, it is time to collect information on courses offered by Batchelor Institute that can help you to achieve your goals. This information can be collected:

- from the courses webpage batchelor.edu.au/students/courses/vet-courses or
- from a Batchelor Institute staff member (Batchelor staff regularly visit communities, expos and/or events to advertise and promote the courses available.)
You may also benefit by speaking to a Senior Lecturer or Lecturer trainer in a chosen course/discipline to query information such as class schedules or timetables, how or where the course is being delivered, and any other information you believe would be useful in helping you determine if Batchelor Institute is right for you.

Course fees
In 2018, all new and continuing students undertaking Further Education (VET) courses at Batchelor Institute will be charged fees. The amount will depend on a student’s details and what is being studied.

A student must be:
- an Australian citizen; or
- a permanent resident

and
- enrol in a course of AQF level of III and above; or
- enrol in a recognised VET National Skill Set; or
- enrol in an approved stand-alone unit attempt

Students who enrol in a course which is subsidised by the Northern Territory and/or Commonwealth Government will be eligible to apply for a fee exemption.

Students who enrol in a course which is partially/not subsidised by the Northern Territory and/or Commonwealth Government will not be eligible to apply for a fee exemption.

Completing your form(s)
When you are ready to apply for a course, you need to fill in the relevant form. When you have completed the form, you can return it to Batchelor Institute via post or fax, or hand it to a Batchelor Institute staff member in your community.

Make sure to read the forms carefully and supply any additional documentation required to process your enrolment.

Unique Student Identifier (USI)
From 2015, all VET students, new and/or continuing will need a Unique Student Identifier (USI).

In order for Batchelor Institute to obtain a USI on behalf of a student, students will be required to:
- provide a document relating to ‘Proof of Identity’.
  All acceptable forms of ID are listed on the cover page of the enrolment form or
• provide an existing USI. A student may apply for a USI by visiting: usi.gov.au. If a student applies for a USI independently they will need to advise Batchelor Institute of this number or
• mark the appropriate box on the enrolment form to enable Batchelor Institute Student Administration staff to access your pre-existing USI through the USI Registered Training Organisational Portal

Students who do not provide ‘Proof of Identity’ or who do not have a pre-existing USI or who do not give Batchelor Institute permission to access their pre-existing USI cannot be enrolled. See Unique Student Identifier for more information.

I have sent in my enrolment form and any additional documents, what happens now?

If you are successful in being accepted to study in the course of your choice, you will be contacted by your trainer to commence pre-assessment prior to commencing your course. Your enrolment will then be processed in our Student Management System by Student Administration.

As all enrolments must be approved by the relevant senior lecturer/trainer prior to the processing of these forms, please allow at least 1-2 weeks processing time before contacting Batchelor Institute.

If you have chosen a course which requires block delivery on a specified campus, you may be contacted by Student Travel closer to the date of training, to arrange travel.

Unique Student Identifier (USI)

About the USI

Every year, an estimated three million Australians build and sharpen their skills by undertaking nationally recognised training. From 1 January 2015, all students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) in schools.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it’s yours for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual’s nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI will:
• link a student’s VET achievements, regardless of where in Australia they did the course
• let students easily access secure digital transcripts of their achievements (transcripts will be available online)
• give students more control over their VET information.

**Benefits of the USI initiative**

The USI initiative will provide accurate, accessible training records to build data that will allow government to target the skills that industry needs to ensure the future prosperity of Australian businesses. It will become the building block for a range of VET reforms and will bring many advantages to students, training organisations and for the future of Australian industry.

For students and training organisations, the main benefits are:
• students will be able to get a complete record of their Australian-wide VET achievements from a single, secure and accurate online source
• there will be immediate access to VET records. This means they can be quickly given to employers, other training organisations etc as proof of VET achievements
• it will be easier for training organisations to assess students’ pre-requisites, credit transfers and Recognition of Prior Learning (RPL).

For Australian industry and training organisations the USI information means:
• less time in waiting for job applicants to confirm their nationally recognised training qualifications
• sharing of training information will be made easier for training providers and for Australian businesses
• smarter regulation that is evidence-based to address poor quality training and more transparency in the VET sector
• greater efficiency in managing interactions with governments and regulators
• simplifying government VET program eligibility and entitlement processing
• streamlined assessment of course prerequisites, credit transfers and the assessment of eligibility for funding assistance.

Because the USI means capturing of longitudinal data on course completions, it will help to inform the development of future VET sector policy initiatives. The USI data will provide accurate and comprehensive information about students’ training achievements and movements within the VET system.

For governments, this means the USI will give a much clearer picture of how many students are in the VET system. It will show the length of time students undertake VET and the pathways students are taking through the system. The initiative will also assist governments with the management of their student entitlement programs.

Collecting and analysing information is essential to ensuring that the VET system can respond to students’ preferences and to the skills needs of industry and the Australian
economy. The USI initiative will provide an important foundation for understanding and improving VET performance and for better meeting students’ needs.

**Nationally recognised training information**

Nationally recognised training includes qualifications from training packages and accredited courses. The process of nationally recognised training ensures that the training meets the standard required by industry. Only registered training organisations (RTOs) can issue nationally recognised qualifications or statements of attainment, meaning students can have confidence that they will attain skills of a high quality, accepted and recognised everywhere in Australia.

All nationally recognised training is listed on the [training.gov.au](http://training.gov.au) website. If the training you wish to undertake is not listed on [training.gov.au](http://training.gov.au), it is not nationally recognised training.

Training that was undertaken prior to 2015 cannot, unfortunately at this stage be included in the transcript. However, it’s an issue that governments may consider in the future.

**Creating a USI**

An individual can create a USI from October 2014. The USI must be provided to their training provider before the person can receive a statement of attainment or qualification post 1 January 2015.

**Protection of students’ privacy**

The protection of your USI – and the personal and educational data that it links to – is paramount and important safeguards will be in place to protect your privacy. A key principle underpinning the initiative is that individuals will have control over their USI and can determine who can have access to the personal and educational records associated with it.

Under the USI initiative a student’s USI must not be collected, used or disclosed by anyone other than the student for a purpose other than those set out in the legislation. There is also a requirement that anyone that has a record of your USI is to protect that record from misuse or unauthorised access.

Your privacy is further protected by the legislation requiring that any personal information collected by a training provider solely for the purpose of applying for the USI on your behalf is to be destroyed after the USI is obtained.

The USI will be stored by the Student Identifiers Registrar which is a statutory office established by the Student Identifiers Act 2014, along with some personal information about you, such as your name, date of birth and a way of contacting you such as an email address. The Registrar is assisted by the USI Office which is located in the Department of Education and Training. The USI Office manages the USI Registry System which creates and stores the USIs. The Registrar is also responsible for administering the USI scheme nationally.
The USI will also be held by the National Centre for Vocational Education Research in a separate database along with your training records. Your personal information and training record will be linked only when you request a transcript of your achievements using your USI, you authorise someone else to do so or otherwise in accordance with the legislation.

The Australian Information Commissioner will be the key regulator of the privacy and confidentiality aspects of the USI legislation and will have the capacity to investigate and impose a range of sanctions.

**Legislation**

The USI Initiative is underpinned by the:


**Further Information**

If you have any questions, have forgotten your USI, would like to change your USI information or need more information, you can contact the USI Office on the below details:

**USI Office**

Website:  usi.gov.au
Email:  usi@education.gov.au
Phone:  13 38 73 – Skilling Australia Hotline

**Frequently Asked Questions**


**Recognition of Prior Learning (RPL)**

**What is RPL?**

Batchelor Institute recognises the importance of skills and knowledge that you already have. You may have gained them through other work, study or through life experience.

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your course.

The Institute will recognise the qualifications and statements of attainment gained from other registered training organisations.

The steps below describe the details of how to apply for RPL at Batchelor Institute.
1. **Enquiry and application**
When you contact Batchelor Institute to ask about enrolment and/or RPL, you will be given information about the process and the name and contact details of the lecturer responsible for the course you are interested in and/or be transferred to the RPL Officer, Quality Assurance Branch.

You will be sent by either email or post an enrolment form and/or an RPL Application form which you need to fill in and return. Alternatively you can download these forms from this page – [batchelor.edu.au/students/forms-guides](http://batchelor.edu.au/students/forms-guides) under the top VET tab.

2. **Initial interview and RPL advice**
A lecturer or someone from the RPL Officer will make a time to meet with you (either by phone or in person) to guide you through the RPL process. They will:

- give you and explain the applicant’s RPL Guide and the process for completing it
- talk about fees and any conditions of enrolment
- discuss the units you wish to apply for RPL and include them in your individual RPL Guide.

3. **Completing forms and gathering evidence**
You will fill in a personal details and self-evaluation form, along with a series of supporting documents which will assist you demonstrate your skills and experience for all the relevant units.

4. **Competency interview with assessor**
In the interview, your assessor will:

- ask you in detail about the skills, knowledge and experiences
- check your foundation skills levels—this could mean you completing an ACSF (Australian Core Skills Framework) profile.

At this interview, you will also discuss and plan for the next step in the RPL process—the demonstration and observation step. This may mean the assessor coming to your workplace to observe you or setting up simulated (pretend) workplace.

5. **Demonstration and observation of tasks**
This step may involve that you demonstrate your skills either in your workplace or in a simulated workplace. Your assessor will:

- need to ask permission from your workplace supervisor to enter your workplace.
- design tasks for you to complete that match the requirements of the unit.

6. **Finalising the RPL process**
Your assessor will make a decision about your RPL application and complete all the necessary paperwork. Once you have paid your fees (if applicable). If your application:

- is successful, Batchelor Institute will issue you with a qualification or a Statement of Attainment.
...was not successful, your assessor will arrange a post interview to provide you with feedback and other options.

If you are interested in applying for RPL, contact us:

**Student Information**

Freecall: 1800 677 095
Email: rpladmin@batchelor.edu.au

**Enrolment & fees invoice**

An enrolment & fees invoice will be issued to students once the enrolment form has been signed off by the relevant lecturer and processed by Student Administration. This Invoice will outline all of the units you are enrolled in, and the fees associated with those units. This will include units assessed using Recognition of Prior Learning (RPL).

**Student number**

If you are a new student with Batchelor Institute you will be given a Student Number.

If you are a continuing student with Batchelor Institute you will retain your previous Student Number from prior years.

Please keep this number safe as it will be needed for the duration of your studies with the Institute.

**On campus workshops**

**Travel to workshops (study locations)**

Once you are enrolled and are required to attend a workshop, your lecturer will make contact with you prior to submitting a request for you to be travelled.

Prior to being travelled you need to provide evidence that you are in receipt of Abstudy. You should use the Enrolment & Fees invoice sent to you by Student Administration to apply for Abstudy. You will be asked to provide written evidence from Centrelink that you have been approved for an Abstudy benefit to the Institute.

Your travel to and from workshops will be arranged by the Institute once you are enrolled in your course. A list showing students’ dates and times of arrival and departure are located at the Residential Office and the Student Travel Office (Batchelor and Desert Peoples Centre Campus in 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.
Travel entitlements – ABSTUDY

To be eligible for this assistance to travel, you will need to be enrolled in a course, be Indigenous and have applied to Centrelink and have been approved for one or more of the ABSTUDY benefits payable by Centrelink, except for Away From Base assistance.

Your travel to and from workshops will be arranged by the Institute once you are an enrolled student. Your travel from and to your home location, meals and accommodation are covered for the duration of the workshop. If you bring your child (four years old and under) with you to the workshop, you will need to cover the costs or their travel, accommodation, childcare and meals. Costs are not covered outside of the approved workshop duration.

Your attendance on campus is restricted to the duration of the workshop. Students cannot remain on campus outside of those periods.

Travel arrangements and departure times

Student Travel will confirm the travel with you at least 7 days prior to making the booking or preparing the itinerary.

Note – You are required to confirm or cancel your travel arrangements with Student Travel before 12.00 pm on the Thursday before the workshop commences

Alternative transportation means

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 your responsibility to provide the Institute with a current address and telephone number at the time of enrolment. If these details change temporarily, it is your responsibility to advise Student Travel of any changes to your address or telephone number. For any ongoing changes to your details, you are required to complete a Request to Change Personal Details form to Student Administration as soon as possible after you arrive on campus. 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 please contact Student Travel.

Travel for children

Only infants under four years of age are allowed to travel. You have to purchase the fare and are responsible for all costs relating to the travel. Notification must be given to the Travel Office of children travelling with parents no later than two weeks prior to departure. The child’s name and age must be on the Student Travel Request.

The Institute does not permit you to bring school-age children (5 years and over), as the Institute is unable to provide day care and suitable accommodation is not always available.
Important information on confirming your travel
If you get your travel details either on a fax/email, or over the phone, you must contact the travel office and confirm your travel. You must do this by 12.00pm on the Thursday a week before you are due to travel. Please ensure you contact the Travel Office directly, not any other part of the Institute.

The Free call number for you to ring is: 1800 815 262
or email: student.travel@batchelor.edu.au

Important information on confirming your travel
If at the last minute you cannot travel, please try and cancel your booking with the plane or bus company yourself. This may save the booking and we may be able to re-book you at a later date.

Time of your departure
The time that we give you as your departure time of your plane or bus, is the actual travel departure time.

You must plan to be at the place the bus or plane leaves from, and be there at least 2 hours before this departure time. For airports, you will be required to check in no later than 2 hours before departure time.

Changes to travel
Student Travel will not make any changes to your travel arrangements unless there are exceptional circumstances. It is your responsibility to attend workshops if this is required as part of your course.

You will be responsible to pay for any increase in travel costs associated with making changes or cancellations to the booking after confirmation has been received. You will be invoiced for additional costs. In exceptional circumstances the cost may be waived, for example if written advice is received from the community why you were unable to advise the Institute in a timely fashion.

No show
If you “no show”, the Institute is obliged to invoice you for the cost of the travel and will not arrange any further travel for you until the invoice is paid. the Institute may waive the penalty for the no show if the student can demonstrate the extenuating circumstances.

You can apply, in writing, to have this “no-show” changed to “cancelled” if you have a good reason for missing the planned travel. When you do this you must send written documents to support your claim. For instance, if you or your child were sick we would need a medical certificate from your Clinic or Doctor. If there was a death, or you had cultural or community obligations that you didn’t know about until the last minute, then we would need a letter from your Community Council.
A reminder of things you need to bring with you

• Your personal belongings – clothes (remember a jumper if going to the cold country), toiletries (soap, shampoo etc).
• A bath towel – we do not provide bath towels in our accommodation. We do provide you with sheets, blankets and pillows so you don’t need to worry about these.
• Your bank book or keycard – if you wish to get money out of your bank account you will need to remember to bring your bank book or keycard with you. There are no banks in Batchelor, but there is a Commonwealth agent, and an EFTPOS machine at the shop.
• Medication & Medicare and Healthcare card – remember if you are on medication to bring it with you as the pharmacy is 70km away, and it may not be readily available where you are going. You will need your medicare card if you need to see the doctor.
• Your study items, workbooks, pens, notebooks etc. Your lecturer will let you know at your first workshop what you will need to have.

IMPORTANT THINGS TO DO

• Your address and phone contacts.
• Make sure you provide the Travel Office always with any up-to-date address and phone numbers so you can be contacted. If you move you must let the Travel Office know in writing, even if it’s just for a couple of weeks, so that they can find you to arrange your travel.
• If you stop studying or change your study load you must complete a Change of Enrolment Form. If you are on ABSTUDY you must also advise Centrelink. You are responsible to repay any overpayments you may receive from ABSTUDY.
• The Institute will not notify Centrelink for you.

CONTACTS

Direct all student travel enquiries to the Student Travel Officers:
Phone: (08) 8939 7297 or (08) 8939 7266
Freecall: 1800 815 262 (business hours)
Freecall: 1800 677 095 (after hours)
Email: student.travel@batchelor.edu.au

Timetables

Timetables for courses scheduled with on-campus delivery can be found on the Batchelor Institute website. Please visit batchelor.edu.au/students/timetables for more information.

Student ID cards

Before an ID card can be issued you must complete a Student ID application 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 $10 fee to replace it.
**Batchelor Campus**
To obtain your Student ID card please come to the Student Services, 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

**Desert Peoples Centre Campus**
See the Student Support Officer  
Phone: (08) 8951 8381

**VET teaching staff**

**Lecturers**
Lecturers do most of the course planning and teaching and may 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.

Lectures 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.

**Senior lecturers**
Senior lecturers 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 about your concerns.
Changing my enrolment

How do I change my enrolment?

How do I add and/or withdraw from a unit?
If you wish to add units or withdraw units, you must submit a VET Change of Enrolment form. See Enrolment Dates for information about the last date to withdraw without incurring Fees.

It is a student’s responsibility to provide the correct form to Batchelor Institute by the specified dates if they wish to change their enrolment.

An amended enrolment & fee invoice will be sent to your postal address once this has been signed by your lecturer, and processed by Student Administration.

Complete cancellation of a course
If you wish to completely cancel your course enrolment, you must submit a VET Change of Enrolment form, and tick the Complete Cancellation box.

See Enrolment Dates for information about the last date to withdraw without incurring Course Fees.

It is a student’s responsibility to provide the correct form to Batchelor Institute by the specified dates if they wish to cancel their enrolment.

Notification of your cancellation will be sent to your postal address once this has been signed by your lecturer, and processed by Student Administration.
What fees do I need to pay?

In 2018, all new and continuing students undertaking Further Education (VET) courses at Batchelor Institute will be charged fees. The amount will depend on a student’s details and what is being studied.

A student must be:
- an Australian citizen, or
- a permanent resident

And
- enrol in a course of AQF level of III and above, or
- enrol in a recognised VET National Skill Set, or
- enrol in an approved stand-alone unit course

Students who enrol in a course which is subsidised by the Northern Territory and/or Commonwealth Government will be eligible to apply for a fee exemption.

Students who enrol in a course which is partially/not subsidised by the Northern Territory and/or Commonwealth Government will not be eligible to apply for a fee exemption.

VET fees for subsidised courses

Students who are Northern Territory (NT) residents and wish to enrol in a course that is subsidised by the Northern Territory and/or Commonwealth Government will also be charged fees.

Interstate students who enrol in the Certificate III, IV or Diploma in Media and the Certificate IV or Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care, will be charged the same rate as a NT Resident

The fees will be charged at:
$2.00 per nominal hour for enrolment
$0.00 per nominal hour for Recognition of Prior Learning (RPL)

Students may be eligible to apply for a fee exemption.

VET tuition fee exemptions

Students Eligible to apply for fee exemptions include those which at the time of employment, are enrolled in a fully subsidised program funded by the Commonwealth or the Northern Territory Government and are:
- enrolled in a course AQF level II and below; or
- enrolled in an approved, stand-alone unit used for Australian Core Skills Framework (ACSF) assessment; or
- Attending secondary school; or
- On one of the following fortnightly Centrelink benefits: ABSTUDY, Austudy, Parenting Payment, Newstart Allowance, Disability Support Pension or Carer Allowance
Fee exemptions are not automatic for students in receipt of a Centrelink Benefit and you must submit one of the following documents:

- current Health Care Card
- current Payment Statement (issued within the last month)
- letter from Centrelink confirming you are in receipt of a benefit
- current case summary issued by CDP provider confirming a student is in receipt of fortnightly payments.

If your document for fee exemption is not submitted at the time of enrolment, the exemption will apply from the start of the teaching period in which the document is submitted.

The fee exemption only lasts until the end of the calendar year therefore if you re-enrol in a course in the following year, you will need to provide your Fee Exemption documentation again for that year.

For more information, please contact Student Administration:

**Student Administration**  
Batchelor Campus, Building Yellow 25  
Phone: 08 8939 7215  
Freecall: 1800 677 095  
Fax: 08 8939 7334  
Email: studentfees@batchelor.edu.au

**VET flat fees**

Students who are Northern Territory residents and who are enrolled in a subsidised course AND who require an approved stand-alone unit to complete their qualification, will be charge a flat fee.

Students are not eligible to apply for a fee exemption.

Flat fee rates will be published on the Batchelor Institute website on the 1st of December, of the year prior to each academic year.

**VET fee for service**

Batchelor Institute runs Fee-For-Service delivery for specified cohorts of students and/or for employees of a business that wish to have training delivered in specific location and/or time frame.

For information about Fee-For-Service delivery, please contact the Division Project Officer on:  
Freecall: 1800 677 095  
Phone: (08) 8939 7272
Material fees for Units

At Batchelor Institute, Material Fees may apply to some units of competency for items such as mandatory text books and or specialised training items. To check if a unit of competency has a Material Fee, please visit the Course Guide.

Credit Transfer – no charge

Batchelor Institute, as a Registered Training Organisation, recognises the Australian Quality Framework Qualification and Statement of Attainments issued by any other Australian Registered Training Organisation. No fee applies for Credit Transfer.

If you have completed training at another Registered Training Organisation, or in a different course with Batchelor Institute, speak to your trainer about possible Credit Transfer opportunities.

How do I pay my fees?

Once a student is enrolled with Batchelor Institute, they will receive an Enrolment & Fees Invoice for the fees incurred. Fees will be determined at the time of the enrolment by Student Administration staff and are payable to the Institute by the Student. Students can pay their Course Fees through the following methods: BPAY, Credit Card, On Campus Cash/EFTPOS and By Cheque.

Please see batchelor.edu.au/students/course-fees/paying-course-fees for more information.

Third Party Sponsorship of Course Fees

If an employer or a third party sponsor wishes to make a partial or full payment of your Fees they will need to complete the relevant form to be able to have your Fees invoiced directly to them.

If an employer or third party has agreed to pay your Fees, and they do not make payment, you will not be able to obtain any official documentation from the Institute nor participate in any graduation event.

Employers or a third party sponsor will need to complete the following form:


Completed forms should be sent to: studentfees@batchelor.edu.au

Important information for a Third Part Sponsor can be found on the Batchelor Institute website: batchelor.edu.au/students/course-fees/paying-course-fees/
For more information on third party payments please contact
Student Administration
Phone: (08) 8939 7215
Email: studentfees@batchelor.edu.au

Refunds

Students enrolled at the Institute may, under certain circumstances, be entitled to a full or partial refund of their tuition or course fees or deposits. Any debts to the Institute must be paid before any refund can be calculated with outstanding amounts being deducted from the refund.

Refunds are not automatic. Where a refund is due, fees are re-credited to the student’s account and are held for a period of two (2) years, after which time, if the student has not applied for a refund, the monies may be forfeited.

Students may apply in writing to re-credit the forfeited amount to their student account or to their bank account. Refunds are remitted to the student after the appropriate form has been processed. Where a third party pays the student’s fees, any refund will be paid to the third party.

For more information see VET Student Withdrawal and Fee Refunds Procedure (batchelor.edu.au/biite/wp-content/uploads/
VET-Student-Withdrawal-and-Fee-Refunds-Procedure.pdf) or contact Student Administration.
Services for students

Student Administration

Student Administration is responsible for the processing of all student data which is recorded on the Student Management System. Within Student Administration there are small teams, dedicated to providing best practice services to both students, and internal and external clients.

Student Progression

Student Progression is responsible for the processing of student data relating to:
• enrolments
• issuance of USIs on behalf of students (if applicable)
• credit transfer(s) and Recognition of Prior Learning (RPL)
• results
• queries relating to these

Contact the Student Progression team for more information
Freecall: 1800 677 095
Email: studentprogression@batchelor.edu.au

Qualifications & Graduation

Qualifications & Graduation is responsible for the processing of student data and issuing of official documents relating to:
• Statement of Attainments
• course completions
• main and community graduation ceremonies
• Academic Transcripts
• National Qualifications
• Testamurs*^  
• queries relating to these

*Testamurs include the legal name of the student as provided at the date of conferral of the award.

^Requests for the re-issue of a Batchelor Institute Testamur will incur a $50 administrative fee

Contact the Qualifications & Graduation coordinator for more information
Freecall: 1800 677 095
Email: graduation@batchelor.edu.au
**Student Fees**

The Student Fees Officer is responsible for the processing of student data related to:

- Correct issuance of Student Fees
- Third Party Sponsorships
- Queries relating to these

Contact the Student Fees and Offshore Officer for more information

Freecall: 1800 677 095  
Email: studentfees@batchelor.edu.au

**Timetabling**

Timetabling is to ensure a study flow chart for each course so that pathways may be established within the Share Point system to for all Vocational Education and Training (VET) campus based workshop delivery.

For more information contact the Timetabling Coordinator:

Freecall: 1800 677 095  
Phone: (08) 8939 7153  
Fax: (08) 8939 7334  
Email: timetabling@batchelor.edu.au

**Student Services**

**Student Enquiries & Support (Inc Disability support)**

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

- provide course information
- provide enrolment and re-enrolment packages
- provide support information regarding Centrelink benefits
- provide and promote information on student scholarships and special awards
- provide social and emotional support for students
- provide Student Support and Enquiries Orientation sessions for both staff and students
- provide the VET Student Guide to new and continuing students with contains information about Batchelor Institute.

For more information contact Student Services on

Freecall: 1800 677 095  
Fax: (08) 8939 7327  
Email: student.support@batchelor.edu.au or enquiries@batchelor.edu.au
Indigenous Tutorial Assistance Scheme

ITAS is the primary interface between students and tutors. The primary support functions include:

- Effective provision of tutorial support to eligible students;
- Improving and enhancing educational outcomes for students;
- The identification of available tutors to deliver tutorial support to students on-campus, remote and or other areas;
- The first point of contact for potential tutors;
- The interface between Directorates and Student Services for provision of tutorial support.

For more information contact:
Freecall: 1800 677 095
Phone: (08) 8939 7322
Fax: (08) 8939 7327
Email: ITAS@batchelor.edu.au

Student Travel

Student Travel are responsible for arranging travel for students who may be required to attend on-campus workshops away from their home-base/community.

See ‘on-campus workshops’ for more information

Office of Elder Academic & Cultural Leadership

The Office of Elder Academic and Cultural Leadership (OEACL) merges academic disciplines with cultural engagement to reflect and capture the essence of the Batchelor experience. The Office will overview and contribute to the continuous improvement and academic direction of Batchelor Institute, embedding Aboriginal and Torres Strait Islander knowledges and perspectives within the curriculum and throughout Batchelor Institute’s broader practices.

Dr Sue Stanton

Elder Executive Advisor: Academic and Cultural Leadership (Elder Academic)
Location: Batchelor Campus 08 8939 7158
Focus Areas: Academic & Cultural Advice 0408 238 493

Mrs Noressa Bulsey

Coordinator Cultural Training/Torres Strait Islander Advisor
Location: Batchelor Campus 08 8939 7299
Focus Areas: Cultural Advice - Torres Strait Islands
Mr Harold Furber
Elder-In-Residence - Desert People’s Centre (DPC)
Focus Areas: Cultural Advice - Arrernte, Community Engagement
Location: Desert Peoples Centre campus
All requests and enquiries must be sent via email to: culture@batchelor.edu.au

Library and Information Services
Batchelor Institute has libraries at Batchelor Campus and Central Australian Campus (DPC) as well as many services that can be accessed from off campus.

Library contact details and opening hours
Batchelor Campus (08) 8939 7103 Email library@batchelor.edu.au
Central Australian Campus (08) 8951 8328 Website batchelor.edu.au/library
Freecall 1800 677 095

Please visit the Library website to view the most up to date opening times, as they may change without notice.

Library membership
Visit either campus library and complete a Patron Registration form to join the library.
The Batchelor Institute student ID card is used as a library card after registering.

Renewing loans
Loans can be renewed by phone, e-mail or visiting the library or online at batchelor.edu.au/library.

Items not returned
A reminder notice will be sent listing overdue items. These items should be returned as soon as possible. Borrowing rights will be suspended until the items are returned. When items are returned borrowing rights will be restored.
If items are not returned students will receive a bill for replacement. If items are returned this bill will be cancelled.

Library services and programs
Resources
- Inter-library loans from other libraries: Email library@batchelor.edu.au to request an interlibrary loan.
- CALL is a database collection of Indigenous language resources held by Batchelor Institute
- Newspapers, magazines and journals are available
- DVDs and CDs, both documentary and recreational are available for overnight loan
- Access to a wide range of databases and hard copy resources.
Services

• help with assignments and study skills
• help locating items and using the library catalogue and databases
• setting up for Success, Information and Learning skills support sessions
• information technology support
• copying/printing at a small cost
• stationary items are available for sale.

Facilities

• tea and coffee bar
• WIFI can be accessed using student logon
• computer facilities are available during opening hours and in the study centre after hours.
A–Z Other information

Academic Record/National Qualification/Testamur

Student Administration will provide you with the following, unless you have an outstanding encumbrance with Batchelor Institute:

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

- Statement of Results: at the end of each semester
- 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: evidence of the units you have studied towards the completion of a course
- VET Qualification: the formal certification that means you have completed a VET qualification
- Testamur*: for completed courses leading to an award (handed out at either a graduation ceremony, in absentia or an approved community graduation ceremony).

*Testamurs include the legal name of the student as provided at the date of conferral of the award.

*If you have lost or would like a Testamur re-issued, an administration charge of $50 is payable to the Institute.

All of above documents will be sent to the postal address you have provided either at the time of enrolment or during your studies.

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.

Call your nearest Centrelink Office on 13 23 17 if you require more information, or visit their website, humanservices.gov.au

You can also visit the Centrelink Officer who is on site at Batchelor Campus as advertised through the Residential Offices.

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 Senior Administrator, VET Directorate who will explain the appeals process. If you need assistance to complete the appeals form, ask a staff member.

**Apprenticeships**

**What is an apprenticeship?**

Most people have heard of apprenticeships. Apprenticeships used to be only in traditional trade areas like plumbing, carpentry and automotive mechanics etc. These days to keep up with changes in the workforce and the changing nature of work, apprenticeships now cover many areas. Batchelor Institute offers apprenticeships in Business Studies.

An apprenticeship or traineeship is a contract between three parties: the employee, employer and the Registered Training Organisation (RTO), all agreeing that the employee will undertake formal training. The employer and a RTO form a training partnership to ensure that the apprentice receives training and qualifications to nationally recognised standards. Training is completed at the worksite by the workplace supervisor. The RTO provides training support and resources and completes the assessment of competencies.

**Who can apply for apprenticeship training though Batchelor Institute?**

Batchelor Institute is dedicated to the education and training of Aboriginal and Torres Strait Islander people, so you will need to identify with this group. Additionally apprentices are required to be employed for at least 48 days in a year. In some instances additional industry criteria apply.

**Why do an apprenticeship?**

Apprentices gain Australian Quality Framework qualifications which are nationally recognised. Entry level starts at Certificates I & II, while potential apprentices can be assessed on prior knowledge, enabling them to enter at a higher level. Qualifications range up to an Advanced Diploma level. Apprentices are not required to leave the workplace or workforce to undertake training, unless industry specified. On-campus workshops may also be offered from time to time. Benefits for employers include gaining a skilled staff member while the Australian and Territory Governments provide attractive incentives. For information on employer incentives contact Australian Apprenticeships NT.

**How do you apply?**

To apply for an apprenticeship contact Australian Apprenticeships NT to discuss the apprenticeship options available. This is also an opportunity for you to nominate Batchelor Institute as your preferred Registered Training Organisation.

To see courses currently offered by Batchelor Institute through an Apprenticeship, please visit the NT Apprenticeships and Traineeships Database for more information: apprenticeships.nt.gov.au/Pages/default.aspx
Can you commence an apprenticeship while still at school?
To become a school-based apprentice you are required to be at least 15 years of age and have the permission of your school, parent/guardian, employer and training organisation. Additionally, you must be in paid employment for 15 or more hours per week. There are approximately 25 school based apprenticeships on offer in the Northern Territory.

Where can you get more information about apprenticeships?
Batchelor Institute: Freecall 1800 677 095
Australian Apprenticeships NT: Freecall 1300 137 130

Where do employers get information about apprenticeships?
Employers may contact the Australian Apprenticeships NT for advice on apprenticeships and Government incentives.

Employment
Courses completed can lead to employment, promotion and further education.

Concerns & complaints
If you have a complaint about any of the services Batchelor Institute provides, please contact Batchelor Institute.

Every complaint is taken seriously and if your complaint can not 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.

Encumbrance(s)
If a student has a current encumbrance with Batchelor Institute, they will not be able to obtain any official documentation from the Institute nor participate in any graduation event.

If a student has a current encumbrance with Batchelor Institute and would like to resolve the encumbrance they will need to contact the Institute.

If you are wishing to attend a graduation event and have an encumbrance, this must be resolved with the Institute four (4) weeks prior to the specified graduation ceremony you wish to attend. Any late payments of encumbrances made by students, will not guarantee a place in the ceremony.

The Institute’s Encumbrance Policy can be viewed by visiting the website batchelor.edu.au

Email account
Each student is issued with a Batchelor Institute student email account. Please contact ICT Helpdesk on Phone: (08) 8939 7116
Graduation

The Institute holds graduation ceremonies to formally confer awards for 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 have been identified as having completed the requirements of your course and you have no encumbrances. 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 after the graduation ceremony. If you or your family wish to be danced up on Graduation Day, it is expected that students liaise with the Office of the Elder, Academic and Cultural Leadership prior to the event.

Two main graduation ceremonies are held each year.

Batchelor
7th June 2018

Desert Peoples Centre (Alice Springs)
14th September 2018

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, Performance, Monitoring and Review and applications need to be made at least three months in advance of the planned event.

Also see Encumbrances.

Timetables

All on-campus workshop timetables can be found at batchelor.edu.au/students/timetables
For more information see Student Administration.
Batchelor Institute Campuses

Batchelor Institute currently comprises of campuses, annexes, study centres and training rooms throughout the Northern Territory.

For more information about the locations & services available please see batchelor.edu.au/about/community-profiles

Contact information

Email: enquiries@batchelor.edu.au
Website: batchelor.edu.au
Office Hours: 8:00am-4.21pm, Monday - Friday

Batchelor Campus

Batchelor Institute

Street address: Nurndina Street, Batchelor, NT 0845
Postal address: c/- Post Office, Batchelor, NT, 0845
Freecall: 1800 677 095
Facsimile: (08) 8939 7334

Desert Peoples Centre Campus

Desert Knowledge Precinct & Library

Street address: South Stuart Hwy, Alice Springs, NT, 0870
Postal address: PO Box 9170, Alice Springs, NT 0871
Freecall: 1800 677 095
Reception Area: (08) 8951 8300
Fax: (08) 8951 8311

Accommodation and Computer Lab

Street address: 5 Bloomfield Street, Alice Springs, NT, 0870
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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.

This guide does not cover information about programs of study or course descriptions.

About the Campuses

Batchelor Campus

Batchelor Campus is located in the heart of the town of Batchelor, which is 100 kms due South of Darwin. Batchelor is a small township of approximately 500 people of which a significant portion are of Indigenous origin.

Batchelor township started slowly, with brief spurts of mining activity until World War II when in the 1950s a prospector named Jack White discovered uranium deposits at nearby Rum Jungle. Legend has it that Rum Jungle earned its name after an incident in 1871. Apparently a bullock-wagon load of rum became bogged near jungle in the East Finniss River prompting the fearless bullockies to settle in for one of the most notorious binges in Northern Territory history.

The local airfield was substantially upgraded during World War II, becoming a major base for both Royal Australian Air Force and United States Army Air Forces in the defence of Australia.

The township of Batchelor facilities include a police station, post office and a public swimming pool. There are also community sports facilities including playing fields, a skate park, basketball and tennis courts.

Desert Peoples Centre Campus

The Desert Peoples Centre is a joint venture between Batchelor Institute for Indigenous Tertiary Education and Centre for Appropriate Technology (CAT) and located approximately 12kms from Alice Springs town centre.

The concept of a Desert Peoples Centre has been an aspiration of many Aboriginal leaders and education visionaries for 15 years. The rationale behind the establishment as a joint venture is that a systematic and coordinated approach to Indigenous education and training is necessary to foster a framework for the future cultural, social and economic development of Indigenous peoples and communities. It is a catalyst for change: an opportunity to create new, dynamic and productive learning environments for desert peoples, not only on campus but in communities.

At the heart of the Desert Peoples initiative is desert people. It seeks to be a catalyst for change around delivery of educational and other services to desert people and other services to desert peoples and how they will affect livelihood outcomes.
What should I bring to Batchelor Institute?
You will need to bring your own toiletries, bath towels and an alarm clock if you need it. Certain items are provided in the accommodation blocks such as use of a small fridge, television and linen.
You should also pack a reasonable amount of clothing, any medication that you require and any personal items you will need, depending on the length of your stay on campus.

Arriving on campus

Batchelor Campus
All students should arrive to Batchelor Institute at the entry on Awilla Road.

Desert Peoples Centre Campus
All students should arrive to Batchelor Institute Residential area at the entry on Bloomfield Street.
A bus will commute students from the Bloomfield Street accommodation to the Desert People Centre (DPC) campus. Buses depart from Bloomfield Street residential area at 8.15am and depart from DPC at 3.15pm.

I have arrived on campus, what do I do now?
If you arrive at Batchelor Institute during business hours, you will need to report to the Residential Office. There you will be greeted by a Residential Officer where you will be allocated your rooms for the duration of the workshop, advised of meal times and shown where the dining hall is.
If you arrive at Batchelor Institute after business hours, you will need to report to the Security Office where you will be taken to your allocated room and advised of the Dining Halls for meals. You will then need to present to the Residential Office during business hours for further direction, 8am being the recommended time.
If you have any issues within the residential area where you are staying, please contact the Residential Office. If the issue occurs after hours, you will need to contact the Security Office.

How do I find where my workshop is being held?
On Monday morning of your first workshop day, please visit Student Services. From here, you will be directed of the following:
• which building your workshop is in
• who your lecturer for the workshop will be.
Obtaining a timetable from the website or from your lecturer before arriving on campus would also be beneficial in knowing where you are supposed to be on campus for your workshop.
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.
Guidelines

Computer use guidelines

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
- not use another staff members or another student’s email account

Student Conduct in Residence guidelines

A central task of the Institute is the provision of tertiary education and training programs which engage students in the development of appropriate responses to issues of cultural protocol, cultural safety, cultural sensitivity, cultural survival, cultural maintenance, renewal and transformation, within the context of the national and international social, political and economic order.

The Residence Guidelines work in conjunction with Institute rules and policies (in particular the Student Code of Conduct Rules).

The rights of individual residents should be respected and include the right to privacy, security and a healthy living environment. The individual must in turn accept responsibility for their actions and the consequences of their actions. Individual rights can only be upheld where they do not violate the rights of other individuals or the community in general.

The Institute affirms that the right of all residents is to live free from harassment and discrimination of any kind, including harassment, ridicule or discrimination based upon gender or sexual preference, race, religion, age, disability, nationality or marital status. Harassment or discrimination in any form is unacceptable and is illegal under both Commonwealth and Northern Territory Laws.
These guidelines apply to all students living on residence at a campus or regional/remote training centers where students may reside.

If you live in a Batchelor Institute Student Residence you agree to:

1. act in a considerate manner towards your fellow residents and staff at all times
2. stay within the designated Men’s and or Women’s residences as allocated.
3. respect the rights and property of others and agree to:
   (i) only enter another resident’s room when invited
   (ii) only use another resident’s property with their permission
   (iii) have respect for common property (eg. kitchens, furniture, common rooms and laundries).
4. have respect for privacy and quiet enjoyment in their rooms, from other residents
5. not to act in a reckless or dangerous manner that potentially can cause harm to self, others or damage the facility
6. take responsibility for your own health and wellbeing
7. accept the cultural diversity of backgrounds and beliefs of other residents and abide by the Student Code of Conduct
8. not to smoke outside of designated areas
9. observe the noise, alcohol and safety instructions of the Residences
10. take responsibility for the security of your own property and the property of others
11. participate fully and equally in maintaining your residence in a clean, comfortable and hygienic condition at all times
12. commit to your own academic success and actively support the academic success of fellow residents
13. take responsibility for your actions and admit when you have been wrong
14. maintain open and honest communication with other residents and staff at all times
15. ensure that furniture and equipment provided in common areas and residents’ rooms remains where located and is not to be moved/ relocated by residents. While chairs (excluding soft furnishings) may be taken outside for temporary use, they must be immediately returned to their correct room immediately after use.
A–Z List of Information

A

Accident & emergency
In the event of an accident or emergency, please contact the either WHS Manager, Residential Coordinator or delegate for assistance. If the situation is life threatening, please call 000.

Alcohol & other drugs
In accordance with clear and consistent messages from your communities, the Batchelor Institute Council has imposed restrictions on alcohol and other drugs. Such items 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. Students that bring alcohol and/or other drugs on any campuses will be travelled home early, and will be excluded from further studies at the Institute for a period of 12 months.

Accommodation
Batchelor Campus
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.

Direct all of your accommodation enquiries to the Residential Office 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.

Desert Peoples Centre Campus
The campus has two types of shared accommodation:
Dormitory: five beds per room
Duplex: two beds per room

Direct all of your accommodation enquiries to the Residential Office:
Phone: (08) 8951 8379 or (08) 8951 8326 or (08) 8951 8325 (Monday—Friday)
Booking lecturer 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 Coordinator so they can request that Security leave the room open for your use.

Books & equipment

The Institute does not supply you with books, paper, pens, computer disks or other study materials. ABSTUDY provides an Incidentals 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 Incidentals Allowance.

Café (BIITE Café)

Batchelor Institute offers an on campus café on Batchelor Campus, available to students, staff and visitors.

A selection of breakfast and lunch meals are available for purchase daily.

Freshly brewed coffee and assorted teas also available.

Opening Times: 7:30am – 3:30pm (Mon-Fri)

Phone: 08 8939 7202

Changing rooms

If you want to move from the room that has been allocated to you, please speak to the Residential Office. 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.

Childcare centre

Batchelor Campus

YERA One Tree Community Services caters for children from 0–5 years old. Childcare is available from 7:45am to 4:15pm on weekdays. Childcare is not available for children older than 5 years.

Any student with a current debt in relation to childcare fees will either have to repay the outstanding debt or make arrangements to clear the debt. Students will have to pay
any anticipated childcare in advance. If the prior debt has not been cleared (or suitable arrangements made), or if current childcare has not been paid in advance, the Centre will not be able to accept children into care.

Students intending to bring children to a workshop need to liaise with YERA staff to make arrangements for children can be placed in care.

For more information, please contact:
Phone: 1800 919 995 (Yera Freecall)

Desert Peoples Centre Campus
There is no childcare service at Bloomfield St or the Desert People Centre. It is the student’s responsibility to contact and arrange childcare for their child (under 5) if they bring them to the workshop. The Student Services Liaison Officer has a list of childcare services in Alice Springs. Students will need to drop off and pick up their child from the childcare service that they have booked. No children are to be on campus during workshop hours. The only possible exception is small babies who cannot walk yet, if it is allowed by the lecturer prior to classes commencing.

Children
If there are special reasons why you need to bring your children, you must make arrangements the week before with Student Services. Older children over five years old cannot stay on campus.

For more information, please contact:
Batchelor Campus: (08) 8939 7215
Desert Peoples Centre Campus: (08) 8951 8381

Cleaning
Residential blocks are cleaned prior to arrival and on departure. Common areas and toilets are cleaned daily, excluding units. While on campus you are responsible for the cleaning of your bedroom and any other area with personal items.
Commuting to campus
Batchelor Campus

If you are commuting to campus, a commuter bus currently runs daily from Darwin for staff and enrolled students. Designated points of pick up can be confirmed with student travel and may include:
• Charles Darwin University
• Stuart Park Depot
• Palmerston Shopping Centre
• Coolalinga Bus Exchange
• Noonamah

Buses depart the first departure point at 6:45am Monday to Friday, and depart Batchelor at 4:00pm 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 Office and they will coordinate these requests and advise the commuter bus driver.

Computer labs
Batchelor Campus

Computer labs are available for use subject to class bookings. After hours labs are available on the Batchelor Campus.

Desert Peoples Centre Campus

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.

Cyclones and wet season
Batchelor Campus

The cyclone season officially commences on 1 November and ceases on 30 April, but cyclonic events have been known to occur outside this period. The Institute website batchelor.edu.au includes information about the:

Cyclone Plan
Wet season transport procedure

Please also refer to the following web site: Bureau of Meteorology cyclone information bom.gov.au/cyclone/index.shtml

D

**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.

**Departure from campus**

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 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.

**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.

**Defibrillator kit (see First Aid)**

**Dress/protective clothing**

**Batchelor Campus**

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.
Desert Peoples Centre Campus

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.

E

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.

If security staff believes 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.

F

First Aid

Batchelor Campus

Emergency signage in each building advises the location of first aid kits along with first trained personnel. First Aid kits are also located in the Commuter buses. In the event of an injury please notify either WHS Manager, Student Services or Residential Coordinator.

A Defibrillator Kit is located at the Residential Office.

Desert Peoples Centre Campus

First Aid kits are located in the following places:

- Reception
- Building: Knowledge
- Building: Wellbeing
- Irrarnte Cafe
- Science lab/nutrition
- Student Services building
- Library: DPC
- Bloomfield Street campus
- Residential Office
- RRACCSU building
- Kitchen/Dining
- Maintenance office

G

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 Office.
**Guests & visitors**

Residents may invite guests & visitor to student residences but we suggest that they visit you between 3:30pm and 9:00pm. The following conditions apply:
- guests & visitors cannot stay overnight;
- it is your responsibility to make sure your visitors behave in a reasonable way and obey the campus rules.

**Gym**

**Batchelor Campus**

The gym is available to both students and staff on Batchelor Campus. The gym is equipped with a range of exercise equipment including treadmills, exercise bikes, a cross trainer, free weights and bench press.

Shoes must be worn at all times and the gym is cleaned on a daily basis.

Opening hours are: 6am – 10pm Monday - Friday

**H**

**Health care clinic**

Refer to Useful Information

**Hygiene**

When the 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.

**I**

**Identification**

Residents should obtain a Student Identification (ID) card from Student Services as soon after arrival as possible. Residents may need to produce photo ID when returning to campus outside of normal business hours.

**Illegal drugs**

Illegal drugs are strictly forbidden at student residences. The possession, cultivation, usage, or selling of any non-prescribed or illegal drugs and/or the possession of any equipment to aid the use of illegal drugs or substances is prohibited.
K

Keys

Batchelor Campus
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.

Desert Peoples Centre Campus
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 under the big clock.

If you lock your keys in your room overnight you can contact:
Kitchen staff from 6:00am or Chubb Security: (08) 8953 0366.

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

L

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 Office before using the designated fire pit during this time of the year.

M

Maintenance
Report all maintenance problems directly to the Residential Office.

Meals
If your community (or home base) is Alice Springs, Batchelor or you are a day student, 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 (see Meal tickets below).
Meal times

Batchelor Campus

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
</table>
| Breakfast | 7:00am to 8:00am Monday – Friday  
7:30am to 8:30am Saturday & Sunday |
| Lunch   | 12:00noon to 1:00pm           |
| Dinner  | 5:30pm to 6:30pm              |

Desert Peoples Centre Campus

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
</table>
| Breakfast | 7:00am to 7.45am Monday – Friday  
8:00am to 9:00am Saturday & Sunday |
| Lunch   | 12:00noon to 12:45pm Monday – Friday  
12:00noon to 1:00pm Saturday & Sunday |
| Dinner  | 5:30pm to 6:30pm              |

Meal tickets will be issued to Desert Peoples Centre Campus students on arrival. These meal tickets are to be used at the DPC Café.

Late meals

If you arrive more than an hour after the dining hall closes, you won’t be able to have a meal because meals kept longer than an hour become an WHS 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 Desert Peoples Centre Campus or Batchelor Campus, you may be able to claim reimbursement for this meal.

Meal tickets for day students

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.

Takeaway meals

No take-away meals will be provided without written approval from one of the Residential Officers. Take-away meals are only provided for students who are sick.

Medication

Batchelor Campus

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 70km away. In this event you will need to find your own transport.

P

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.

Pharmacy
Refer to Medication

Political and religious views/ solicitation
Residents are encouraged to discuss and debate their political and religious views, however, no resident has the right to force their opinion and views on another in a way that is abusive or which causes physical or emotional harm or distress, and no person may be discriminated against or oppressed because of their beliefs.

R

Recreation activities
Batchelor Campus
For information about recreational activities on Batchelor Campus, please contact the Recreation Officer

Desert Peoples Centre Campus
There is a Recreation Room located at Bloomfield Street, which has a pool table, tennis table, balls & bats, some games and jigsaws.

Reimbursement procedures (meals, accommodation, taxi)
If you have to buy a meal when travelling to or from a workshop, you may be able to claim the cost back by providing Student Travel with a receipt. Please contact Student Travel for more information.
Security

Desert Peoples Centre Campus

Please keep the gates around the residential area locked. Your room key will open these gates. The main gate will be locked at 9:00pm each night.

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 9:00am to 6:00pm. A security guard is provided in the evenings.

Please see the guard if you have any security or other concerns.

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 Residential office yourself, ask someone to tell them for you, so appropriate action can be taken.

Smoking

Batchelor Institute is a smoke free workplace and smoking is prohibited in all areas including the following:

- Inside any building owned or leased by Batchelor Institute
- Inside any vehicle owned or leased by Batchelor Institute
- Inside any enclosure owned or leased by Batchelor Institute
- On any land owned or leased by Batchelor Institute
- Within the vicinity of any combustible material or explosive atmosphere

Staff code of conduct

Information about the Staff Code of Conduct is available at this address: batchelor.edu.au/biite/wp-content/uploads/2014/03/Staff-Code-of-Conduct.pdf

Storage of personal items

Student Residence has no facility to store any personal items after a student has departed. Any items left by students will be disposed of.

Student lounge

Batchelor Campus

A student lounge is available for students on Batchelor Campus. Facilities include Tea and coffee making area, board games, Op shops and two confidential rooms.

Opening hours are as follows:
Student network account

Students enrolled at Batchelor Institute 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 (Batchelor): Building A11, Batchelor Campus
Location (Desert Peoples Centre Campus): Student Services building, DPC campus

T

Telephones

Batchelor Campus

There are two public payphones located on the campus.

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.

Desert Peoples Centre Campus

A silver ‘phone away’ phone is located outside the Library.

Travel changes

All travel changes must go through Student Travel. Please contact Student Travel for more information.

U

Useful information – Desert Peoples Centre Campus

Emergency (Police, Fire and Ambulance) Phone: 000
Ambulance Phone: 000 or (08) 8951 6616
Alice Springs Women’s shelter (24hrs) Phone: (08) 8952 6075
Centrelink Indigenous Call Centre Phone: 1800 136 380
Abstudy Phone: 1800 132 317
Flynn Drive Community Health Centre (Dentist, renal, dietician, hearing) Phone: (08) 8951 6711
Central Australian Aboriginal Congress Clinic
Administration Phone: (08) 8951 4400
Childcare Centre Phone: (08) 8951 4499
General Clinic Phone: (08) 8951 4443
Social and emotional wellbeing Phone: (08) 8959 4750
Hospital Phone: (08) 8951 7777
Police Phone: 131 444 or 1800 333 000
Prison Fellowship Phone: (08) 8955 1202
Night Patrol Phone: (08) 8953 3110
Mobile: 0400 286 089
Taxi Phone: 131 008 or (08) 8952 1877
13 CABS Phone: 132 227
Budget Rental Car Phone: (08) 89 555 899
Yirara College Phone: (08) 8950 5644
LifeLine Phone: 13 11 14
BeyondBlue Phone: 1300 22 4636

Useful information – Batchelor
Emergency (Police, Fire and Ambulance) Phone: 000
Centrelink Phone: 132 317
Centrelink Indigenous Call Centre Phone: 1800 136 380
Abstudy Phone: 1800 132 317
Dining room Phone: (08) 8939 7242
Library Phone: (08) 8939 7103
Police Phone: (08) 8976 0015
Security Phone: (08) 8938 7237
Yera Early Learning Centre Phone: (08) 8939 7418

Community health centre
Pinaroo Crescent Phone: (08) 8976 0192
24-hour Emergency Care provided by Registered Nurses

**Batchelor pool**

Pinaroo Crescent

- 3:00-6:00pm | Monday, Thursday & Friday
- CLOSED | Tuesday & Wednesday
- 1:00pm-6:00pm | Saturday
- 12:00pm-6:00pm | Sunday

**Batchelor service centre**

Cnr Rum Jungle & Meneling Roads Phone: (08) 8976 0196

Open every day 6:30am-6:30pm

**Batchelor general store**

Located in the centre of town.

- 7:00am-6:00pm | Monday – Friday
- 8:00am-5:00pm | Saturday & Sunday

Centrelink fax and phone are located in the store.

**Commonwealth bank and post office**

Located in the General Store Phone: (08) 8976 0020

- 9:00am-5:00pm | Monday – Friday
- CLOSED | Saturday & Sunday

**ATMs**

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

**Security**

Batchelor Institute has after-hours security, 7 days a week for your safety and wellbeing.

Phone: (08) 8939 7418

**Night patrol**

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

Phone: (08) 8988 5905 or 0447 800 960

**Police**

Phone: (08) 8976 0015

LifeLine Phone: 13 11 14

BeyondBlue Phone: 1300 22 4636
Weather

Batchelor Campus

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°C.

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% 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°C.

Desert Peoples Centre Campus

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 30’s, 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°C while the average temperatures in December/January are 20-36°C.

Weapons

Weapons, including knives, and firearms and ammunition are prohibited at Batchelor Institute and in residents’ rooms. Flammable and dangerous items such as fireworks, flammable liquids and gases, home brew kits, stills etc are forbidden at Batchelor Institute.

The Residential Guidelines are supported by the Institute’s Student Code of Conduct. A finding of misconduct under the Student Code of Conduct may lead to penalties, which may include warning, restriction or exclusion from the Residences or the Institute.

Wildlife

The Northern Territory, and Australia as a whole, is filled with an abundant array of native wildlife. While grounds staff keep 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 etc. Under no circumstances should you 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.
Find us, follow us, like us

facebook.com/batchelorinstitute
instagram.com/batchelorinstitute
youtube.com/user/BatchelorInstitute
goo.gl/raj4RA
twitter.com/indigenous_inst