BATCHelor INSTITUTE
VET & Research Student Guide

2015

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

NO ALCOHOL OR OTHER ILLEGAL SUBSTANCES PERMITTED ON CAMPUS.

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

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

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

Where you learn

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

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

Recognising your knowledge

The Institute values and recognises your prior learning, competencies, knowledge and skills, whether gained through formal education experiences or through other life experiences, including work and cultural activities. The Institute is committed to recognising the importance of this prior knowledge and making it relevant to the learning outcomes of your units and courses.

Recognition of Prior Learning (RPL) is an assessment process that evaluates your formal and informal learning to determine the extent to which you have achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a VET qualification.

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

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

Freecall: ................................................................. 1800 677 095
Student Services

Student Services provides a wide range of services to students during their academic journey.

Student Operations

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

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

Student Travel

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

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

Student Travel staff

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

For more information, please contact:

Freecall: ................................................................. 1800 815 262
Travel to workshops
Your travel to and from workshops will be arranged by the Institute, once you are enrolled in your course. A list showing your dates and times of arrival and departure are located at the Residential Office and the Student Travel office (Batchelor and Alice Springs). You are expected to remain for the duration of any workshop. However, if an emergency arises, you can advise your lecturer who will investigate other arrangements.

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

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

Travel arrangements and departure times
It is important to notify your lecturer(s) of your departure time and to follow the travel arrangements made by Student Travel. This is to ensure that you do not incur the costs yourself.

You are required to confirm or cancel your travel arrangements with Student Travel before 4:00pm on the Thursday before the workshop commences.

Students requiring assistance with transportation such as a wheelchair accessible taxi will need to contact the Student Travel office.

Change of address or telephone number
It is very important to advise Student Travel of any changes to your address or telephone number. If you have temporarily moved to another community, you can only travel from that community if you have provided Student Travel with your temporary address, in writing. Special conditions apply for interstate students. For details contact Student Travel.
Travel for children

Only infants aged four years and under are allowed to travel. You have to purchase the fare. Notification must be given to the Travel office of children travelling with parents. The child’s name and age must be on the Student Travel Request.

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

**For more information, please contact:**

Freecall: .............................................................. 1800 815 262
Phone: ............................................................. (08) 8939 7297 or (08) 8939 7266

**Student Support**

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

- the provision of verbal, print and web-based course information for prospective and current students
- the dispatch of enrolment and re-enrolment packages to prospective and current students
- the coordination and provision of support for students with disabilities and disadvantaged students;
- liaison with Centrelink
- managing student scholarships and special awards
- assisting with the recruitment of students
- supporting the social and emotional wellbeing of students
- providing Student Support orientation to staff and students
- advocation on behalf of the student when required

**Student Support Officers**

Student Support Officers help when you are having problems that make it difficult for you to study. They are there to offer you support and help you find ways to solve problems.
Sometimes students find it difficult to cope with their studies because of:

- personal issues (such as anger, alcohol/drug related issues, grief), family issues or social issues while on campus
- disabilities which may include:
  - physical disabilities
  - age-related illnesses
  - learning difficulties
  - medical condition/s
  - hearing loss, deafness
  - low vision and/or blindness
  - sensory disabilities
  - mental health issues.

If any of these conditions affect your ability to access and participate in education and training needs, you are required to contact a Student Support Officer who will complete an assessment in order to make reasonable adjustments to accommodate your study needs. Student Support able to offer the following services:

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

**Disclosure, confidentiality & privacy rights**

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

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

**Learning resources**

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

**Teaching & assessment strategies**

The Institute actively addresses teaching, flexible learning and assessment strategies. Please discuss your academic needs with your lecturer.
Course material requirements in alternative formats

If you need to have your course material converted into Braille, please notify the Student Support Officer when you enrol.

For more information, please contact:

Freecall: .............................................................................................................. 1800 677 095
Fax: .................................................................................................................... (08) 8939 7327

Indigenous Tutorial Assistance Scheme (ITAS)

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

The assistance includes:

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

The VET ITAS program is funded through the Northern Territory Government. All students, who are residents of the Northern Territory and enrolled in VET courses (Certificate III and above and some Certificate I and II courses where the completion leads to entry into a Certificate III course) at Batchelor Institute, are eligible to have tutorial assistance in their home community and while they are on campus. Postgraduate by Research students may be eligible for ITAS assistance on request.

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

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

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

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

Fees and expenses

Travel and accommodation costs

You must apply for ABSTUDY once you have been enrolled at the Institute. You will need to obtain a copy of your Confirmation of Enrolment from the Institute and take this to your nearest Centrelink office to apply for ABSTUDY. The Institute cannot travel you to workshops unless you are approved for one or more ABSTUDY benefits. You don’t need to be eligible for ABSTUDY Living Allowance (fortnightly payments), just the Incidentals Allowance. Your travel to and from workshops will be arranged by the Institute once you are enrolled. All your travel, meals and accommodation are covered while you are at the workshop. If you bring your child (under four years old) with you to the workshop, you will need to pay for their travel, accommodation and meals out of your own money. If the Institute has arranged travel for you and you subsequently do not travel, you may not receive assistance with travel costs, except as a reimbursement of actual costs incurred by you. If you miss your booked travel, these costs may be recovered from you unless the missed travel was beyond your control.

Financial assistance—more about ABSTUDY

The Commonwealth Government helps Aboriginal and Torres Strait Islander students to study by providing an allowance. The amount of money allocated for each student depends on many factors.
Generally, ABSTUDY allowances work out to be about the same as, or little more than, unemployed benefits.

For more information please contact:
Centrelink Office ................................................................. 1800 13 23 17

Should you need to contact Centrelink, please go to the Student Support Office located in Building A12 as there is an allocated phone provided for all our students in regards to Centrelink enquiries.

Also, Centrelink visits our Campus on a monthly basis, therefore should you wish to discuss your enquiry in person with a Centrelink Officer, please visit the Student Support Team who will provide you with the date, time and location in which the Centrelink Officers will be on campus.

VET FEE-HELP

If you need help with the cost of study, the Australian Government offers support for you to study now and pay later through their VET FEE-HELP scheme.

What is VET FEE-HELP?

VET FEE-HELP is a loan from the Australian Government that enables you to defer payment of tuition fees for specific VET qualifications.

In 2015, the Diploma of Education Support and the Advance Diploma of Education Support, with Batchelor Institute, will be eligible for VET FEE-HELP assistance.

You will need to start repaying the loan through the taxation system once your income is above an amount set by the Australian Government. This minimum repayment threshold is adjusted each year. More information can be found at the ATO website

Who is eligible?

To be eligible for VET FEE-HELP, you must:

- be an Australian citizen or permanent resident on humanitarian visa; and
- be enrolled before the census date in an eligible VET unit of study and remain enrolled in the unit at the end of the census date; and
- have submitted a valid Request for VET FEE-HELP Assistance form to Batchelor Institute before the census date for the VET course of study of which the unit forms a part; and
- provide your tax file number (TFN) or a Certificate of application for a tax file number from the Australian Taxation Office (ATO).
Who is not eligible?
- New Zealand citizens, unless they are also Australian citizens, are not entitled to access VET FEE-HELP assistance
- Students that have a permanent home address outside of the Northern Territory

What are the fees?
All tuition fees are listed on the Batchelor Institute website.
VET FEE-HELP only applies to the tuition fee component of the eligible course and cannot be used to pay for any other costs such as service and amenities fees, textbooks, personal equipment/clothing and accommodation.

What is a census date?
The census date is the last day you can submit a request for VET FEE-HELP assistance or withdraw enrolment without incurring the cost for that unit.
Batchelor Institute census dates can be found under the 2015 Semester dates on this page.

How do I apply?
You will need to complete the relevant Batchelor Institute enrolment form AND an Australian Government form to apply for VET FEE-HELP.
Enrolment forms for 2015 will be available on the Batchelor Institute website from late 2014.
To obtain a VET FEE-HELP assistance form you will need to contact Student Operations. ORIGINAL forms must be completed.

Reminder: You will need a Tax File Number to apply for VET FEE-HELP.

Tuition Fees. 2015 Course Tuition Fees can be found on the Batchelor Institute website: http://www.batchelor.edu.au/students/courses/15998-2/

More information
Detailed information is available on the Australian Government's study assist website www.studyassist.gov.au including eligibility, application and loan repayment.
Contact Batchelor Institute Student Operations on
Free call: ........................................ 1800 677 095
Email: ........................................ studentoperations@batchelor.edu.au
VET administration

Receptionists
The VET Division administrative staff are the first point of contact for all enquiries both in person and by telephone, including redirecting calls and requests to the appropriate academic staff. In some cases, since phone calls cannot be taken during classes, messages will be taken and passed onto academic staff in person or by email.

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

The key responsibilities include:

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

Trainers
Trainers 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.
Trainers 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 trainer.

Course coordinators

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

What is Research?

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. Batchelor Institute provides the opportunity for you to make a contribution to knowledge through research, by enrolling in either a Masters by Research or a Doctor of Philosophy program. At the centre of these unique programs is recognition of the richness and diversity of Indigenous perspectives and knowledge. Aboriginal and/or Torres Strait Islander peoples’ experiences and ways of working are valued from the commencement of candidature and individual connections and accountabilities to community are recognised as a fundamental component for the production of high quality research. Batchelor Institute has three areas of research strength—Indigenous Education, Creative Arts and Language.

The research programs are underpinned by standards of excellence that acknowledge the practical expertise, experience and knowledge of candidates and work from this base to develop fundamental research skills including:

- the identification and exploration of research questions of cultural value at the Masters level and the identification and exploration of research questions operating at the frontier of knowledge at the Doctor of Philosophy level
- the development of critical thinking and academic argument
- the ability to articulate complex ideas to those within, across and outside of relevant professional and research fields.

Research Degrees are undertaken through independent study with the support of a supervision panel and relevant Master Classes.

Admission to a Research degree

Admission to a Research Degree requires the identification of a primary supervisor based at the Institute and the successful submission of an application to the Higher Degrees Committee. This application must include the following:

- application cover sheet
- certified academic transcripts of relevant awards
- research proposal (1000 words)
• a letter of support from a Batchelor Institute based supervisor who has reviewed the proposal before formal submission and which states their capacity and willingness to play a supervisory role on the success of the application
• evidence of relevant practice or professional experience and/or recognition if applying to undertake a practice-led and/or practice-based project
• two referee reports.

To gain admission to the Masters by Research program you are required to have at least one of the following:

(a) Bachelor Degree with Honours and/or
(b) Graduate Diploma which included a research component and/or
(c) Bachelor Degree in relevant discipline area plus practice based experience and/or recognition in your field that demonstrates a capacity to undertake study at a Masters by Research level

To gain admission to the Doctor of Philosophy program you are required to have at least one of the following

(d) Honours Degree with a grade of 2A or above and/or
(e) a Masters by Course Work with a substantial research component and/or
(f) a Masters by Research.

If applying for admission on the basis of there being a practice-based or practice-led component within the research, evidence of experience and/or recognition in the relevant field must be provided.

**Enrolment process**

On the successful review of your application you will be eligible to enrol in the research program.

**Postgraduate scholarships**

Higher Degree by Research candidates are eligible to apply for Australian Postgraduate Award scholarships. During the application process the Higher Degree by Research Coordinator will provide you with information regarding the availability of scholarship opportunities.
VET

What is VET?

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

The VET Quality Framework is aimed at achieving greater national consistency in the way training providers are registered and monitored. All VET Registered Training Organisations (RTOs), including Batchelor Institute, are regulated under Legislation by the Australian Quality Skills Authority (ASQA).

The Australian Skills Quality Authority (ASQA)

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

How to enrol

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

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

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

Unique Student Identifier (USI)
For the first time, every student who undertakes nationally recognised vocational education and training (VET) in Australia (or overseas from an Australian-registered provider) will be able to access their enrolment and achievement record from a single authoritative source.

Currently, it is not possible for students to get a complete record of their VET enrolment and achievement history online from one place.

An individual can apply for a USI from October 2014 via www.usi.gov.au.

If you would like Batchelor Institute to apply for a USI on your behalf you will need to confirm your identity. Students without any proof of identity or a pre-existing USI cannot be enrolled in 2015. You will only need to provide this information once. After that, Batchelor Institute will not ask you again to confirm your identity.

The following documents are currently being accepted by Batchelor Institute:

- Medicare Card
- Australian Driver's Licence
- Birth Certificate
- Certificate of Registration by Descent
- Citizenship Certificate
• Marriage Certificate
• Australian Passport
• Other
  • Centrelink/Job Service Australia evidence (ie cards issued/letter containing CRN or JSA number)
  • Member of an Indigenous Corporation (ie Proof by community, Indigenous Business Australia confirmation)
  • Proof of Age Card (ie called Over 18 card in the NT and WA)
  • Working with Children Card (ochre in the NT, blue in Qld etc)
  • Confirmation by Secondary School (for VETiS students)
  • Confirmation by Prison official

*Note: All documents must show a person’s full name and date of birth. All documents must be current and not expired.

For more information about the Unique Student Identifier, please visit http://www.batchelor.edu.au/students/unique-student-identifier-usi/

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

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

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

Team Leader Student Support ................................................................. (08) 8939 7311
Senior Administrator, VET ................................................................. (08) 8939 7395
Postgraduate Coordinator ................................................................. (08) 8939 7140
Alice Springs Campus Manager ......................................................... (08) 8951 8336
Manager of Student Services ........................................................... (08) 8939 7391
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.

**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 Division who will explain the appeals process. If you need assistance to complete the appeals form, ask a staff member.

**Results and Qualifications**

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

- **Statement of Results**: at the end of each semester.
- **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).

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

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. 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.

Two main graduation ceremonies are held each year.

**Batchelor**
- 4 June 2015

**Alice Springs**
- 4 September 2015

**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 Manager of Student Services and applications need to be made at least three months in advance of the planned event.
VET legislation

VET Quality Framework

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

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

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

NT Anti-Discrimination Act

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

An educational authority shall not discriminate:

- by failing or refusing to accept a person's application for admission as a student
- 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:

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

Occupational health and safety laws apply to the workplace at all times including during periods of training. It is important to ensure that apprentices, trainees and students understand principles of safety and health as they relate to the workplace or learning environment. The *Northern Territory Workplace Health and Safety Act* provides the employees with the information, instruction, training and supervision necessary to enable them to perform their work in a manner that is safe and without risk to their health and ensures that the workplace is safe for the employees and without risk to their health. More information can be found on [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au).

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

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.

**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).

Batchelor Institute annexes

Barkly annexe — Tennant Creek

Phone: ................................................................. (08) 8961 8020
Facsimile: ................................................................. (08) 8962 4408
Freecall: ........................................................................ 1800 677 095

The Barkly region covers 284,000 square kilometres—20% of the land area of the Northern Territory. Almost half of the region identifies as Indigenous. Tennant Creek is the main town in the region with a population of approximately 3000.

The Warumungu people are the traditional owners of the Tennant Creek country and remain strong in both culture and language. Some of the other languages spoken in the Barkly region include Warlpiri, Kaytetye, Anmatyerr, Garawa, and Alyawarr.

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

Healthcare facilities

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

Childcare facilities

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

Recreational facilities

Local attractions are:

- Nyinnka Nyuu: Art and Cultural Centre, Patterson St
- The Pebbles (Kunjarra): sacred site for the Warumungu people
- Battery Hill Mining Centre (Peko Rd): learn about the mining history of the region
- Lake Mary Ann: great picnic and swimming place 5km north of town.
Katherine annexe

Street Address: 19 Second Street, Katherine Training Centre Grounds, Katherine NT 0850 (in grounds of the Employment & Training NT Regional Centre).

Phone: ................................................................. (08) 8965 1120
Facsimile: ............................................................ (08) 8971 3010
Freecall: ................................................................. 1800 677 095

Healthcare facilities

Wurli Wurlinjang Aboriginal Health Services ......................... (08) 8972 9100
Wurli Wurlinjang has a bus service to pickup/drop off patients/clients
Katherine Hospital ................................................................. (08) 8973 9211

Childcare facilities

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

Taxi service

Phone: .............................................................................. 131 008

Student Travel

Arranges for taxis to pick you up from the airport or bus depot and drop you off at your accommodation. Taxis will also be arranged to drop you back off at the airport of bus depot.

Recreational facilities

There are many places to visit in the Katherine region. These include:

- Katherine Gorge
- Katherine Low Level
- Katherine Hot Springs
- Cutta Cutta Caves
- Katherine Museum
- Banyan Art Gallery
- Katherine School of the Air
- Mataranka Hot Springs
- Katherine Cinema
East Arnhem annexe—Nhulunbuy

Street Address: East Arnhem Regional Training, Chesterfield Circuit, Nhulunbuy NT 0880.

Phone: .................................................... (08) 8965 2215
Freecall: ................................................... 1800 677 095

There are six training rooms, two computer rooms and a welding workshop.

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

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

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

This On-campus Guide contains information that will provide answers to the questions that may arise when you begin your study at Batchelor Institute or if you are an ACIKE student attending campus-based workshops.

This guide does not cover information about programs of study or course descriptions. These issues are dealt with in the Institute’s web-based course guide. The guide will be available early in 2015 on the Institute’s website. You can also talk to an Academic Advisor or the Course Coordinator about courses offered at the Institute.

Course induction

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

To obtain your Student ID card

Before an ID card can be issued you must complete a Student ID application for proof of enrolment and have your photograph taken. You are required to get a new ID card each academic year. IDs are issued at no cost, but if you lose it, you will be required to pay a small fee to replace it.

Batchelor

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

• 8:00am to 8:30am
• 10:00am to 10:30am
• 12:00pm to 1:00pm

You can pick up your Student ID card between 3:00pm and 4:00pm each day.

Phone: ............................................................................. (08) 8939 7347
Alice Springs
See the Student Support Officer
Phone: ................................................................. (08) 8951 8381

For remote area students
In order for ID card applications to be processed correctly, remote students will need to complete the Application for Student ID Card form and submit a digital passport-style photo for use on the ID card.

Email the completed form and photo to student.support@batchelor.edu.au or post it to Student Support, c/o Batchelor Institute NT 0845.

On-campus rules

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

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

If security staff 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.

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

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

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.
Damage or theft of property
You are not to remove or damage any Batchelor Institute property, such as:
- sheets or pillows
- blankets or bed spreads
- crockery, cutlery, or electric goods
- furniture
- windows etc.
Students are liable for damages and will be required to pay for them.
Loss of personal property is your responsibility, not the Institute's.

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

Computers
Computers are available for student use in the computer laboratories and the library. The Institute's Information Security Policy details the following conditions of use. All users of the Institute's computers must:
- not use the computers to view, to send or to forward harassing, intimidating, offensive or defamatory material to or about others including the viewing, sending or forwarding of pornographic, racist, sexist or socially and culturally insensitive material
- use the computers only for professional purposes and assistance with studies
- use the computers in a responsible and professional manner, respecting the rights of others
- not use digital facilities for personal non-Institute commercial activities or other personal gain
- not use digital facilities for any fraudulent or unlawful purpose, including any activities prohibited under any applicable law
- not use facilities to send or forward junk mail or chain letters
- not use another staff members or another student’s email account, unless approved by the Director.
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 centres 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:
4. Only enter another resident’s room when invited;
5. Only use another resident’s property with their permission;
6. Have respect for common property (eg. kitchens, furniture, common rooms and laundries);
7. Have respect for privacy and quiet enjoyment in their rooms, from other residents;
8. Not to act in a reckless or dangerous manner that potentially can cause harm to self, others or damage the facility;
9. Take responsibility for your own health and wellbeing;
10. Accept the cultural diversity of backgrounds and beliefs of other residents and abide by the Student Code of Conduct;
(11) Not to smoke outside of designated areas;
(12) Observe the noise, alcohol and safety instructions of the Residences;
(13) Take responsibility for the security of your own property and the property of others;
(14) Participate fully and equally in maintaining your residence in a clean, comfortable and hygienic condition at all times;
(15) Commit to your own academic success and actively support the academic success of fellow residents;
(16) Take responsibility for your actions and admit when you have been wrong;
(17) Maintain open and honest communication with other residents and staff at all times;
(18) 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.

**Accident or emergency**
In the event of an accident or emergency, please contact the Residential Manager or delegate for assistance.

**Guests**
Residents may invite guests to student residences, but the following conditions apply:
- Guests should not stay overnight;
- All guests must be invited by and accompanied by a resident. This resident must accept responsibility for their guest/s and the consequence of their guests’ actions. Damage or trouble caused by a guest will be deemed to be the responsibility of the resident who invited them.

**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.

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

Smoking
Smoking of any substance is prohibited in all rooms and buildings.

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.

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.

This 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.

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-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.
Wet season and cyclones

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 [https://www.batchelor.edu.au/](https://www.batchelor.edu.au/) includes information about the:

- 2014-2015 Cyclone Plan
- 2014 Wet season transport procedure


Staff Code of Conduct


Staying on campus

Weather

Batchelor

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

The dry season runs from April/May to October (winter), during which nearly every day is nice and sunny. There is very little rainfall between May and September. In the coolest months of June and July, the daily minimum temperature may dip as low as 14°C, but very rarely lower, and frost has never been recorded. The average temperature in the dry Season is 18-30°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.
Alice Springs
The town of Alice Springs straddles the usually dry Todd River on the northern side of the MacDonnell Ranges. Alice Springs is located in Central Australia, also called the Red Centre, an arid environment consisting of several different deserts.

In Alice Springs, temperatures can vary by up to 28°C and rainfall can vary quite dramatically from year to year. In summer, the average maximum temperature is in the high 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.

**Dress/ protective clothing**

Batchelor
You will need to be aware of the weather and dress in clothing which will be suitable for the temperatures the Top End weather. In the dry season you should bring a jumper, some long pants and socks, as the nights and early morning do get chilly. In the wet season, a rain coat, umbrella or something similar is also advised. Days are hot and humid requiring summer clothes such as shorts and t-shirts.

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

**Wildlife**
The Northern Territory, and Australia as a whole, is filled with an abundant array of native wildlife. While grounds staff 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.

**Medication**
If you are currently using medication/s please ensure you have enough supplies for your stay on campus.

While Batchelor town does have a local health centre it does not have a pharmacist. Any scripts that need to be filled will have to be taken to Coolalinga or Palmerston which are about 80km away. In this event you will need to find your own transport.

**Cleaning**
Residential blocks are cleaned prior to arrival and on departure. 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.

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

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

**Maintenance**
Report all maintenance problems directly to the Residential Staff.

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

**Visitors**
Visitors are welcome on campus but we suggest that they visit you between 3:30pm and 9:00pm. Visitors cannot sleep overnight. It is your responsibility to make sure your visitors behave in a reasonable way and obey the campus rules.
Children
If there are special reasons why you need to bring your children, you must make arrangements the week before with the Student Support Officer. Older children (five years or older) cannot stay on campus.

For more information, please contact:
Batchelor Campus ................................................................. (08) 8939 7215
Alice Springs ................................................................. (08) 8951 8331

Departure
You need to get your own luggage to the Residential Office on the day you are departing from the campus. If you require assistance you should contact the residential staff. The Institute will not be responsible for storing your luggage. Make sure that your room is clean, fans, air-conditioner and lights are switched off and that the room key is returned to Residential Staff or placed in the key box located outside the residential office.
If you are departing early by private vehicle, please let residential staff know so that the room you are leaving can be prepared for new students arriving on campus.

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

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

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

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 staff yourself, ask someone to tell them for you, so appropriate action can be taken.
**Booking lecture rooms**

If you are working after-hours and need access to a lecture room, arrange access through your lecturer beforehand. Ensure your Lecturer notifies the Residential Manager so he can ask Security to leave the room open.

**Use of computer labs**

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

**Student network accounts**

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

**For more information, please contact:**

Phone: .......................................................... (08) 8939 7116
Email: .......................................................... ichthelpdesk@batchelor.edu.au
Location (Batchelor): ................................. Building A11, Batchelor campus
Location (Alice Springs): ......................... Student Services building, DPC campus

**Books and equipment**

The Institute does not supply you with books, paper, pens, computer disks or other study materials. ABSTUDY provides an 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.
Library and Information Services

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

Borrowing

Borrowing rights include:

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

A Reply Paid service allows you to return library items by post free of charge. (See Reply Paid addresses below).

Overdue items

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

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

Services

On Campus

When you are on campus you will need your student card to borrow from the library. The library offers the following services:

- current and relevant resources both print and online
- computer access and help with applications
- help with assignments
- after-hours access to study centre
- information skills development
- copying, printing (10c per A4 page) etc.

Off Campus

When off campus you can either ring or email us to access resources. Services are also available online and include:

- online databases
On-Campus Student Guide

- library catalogue
- reference resources
- special collections
- study resources and study guides
- ask a librarian etc.

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

Library opening hours and contacts

**Batchelor campus Library**

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10:00am – 5:30pm</td>
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<tr>
<td>Tuesday</td>
<td>8:00am – 5:30pm</td>
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<td>Wednesday</td>
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<td>Friday</td>
<td>8:00am – 5:30pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00pm – 4:30pm</td>
</tr>
</tbody>
</table>

Hours may vary during semester break. Closed public holidays.

For more information, please contact:

Freecall: 1800 677 095
Phone: (08) 8939 7103
Email: library@batchelor.edu.au
Mailing address: Reply Paid 62113, Batchelor, NT 0845

**Central Australian campus Library**

The library is located at the Desert People’s Centre.

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00am – 5:00pm</td>
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<tr>
<td>Tuesday</td>
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</tr>
<tr>
<td>Friday</td>
<td>8:00am – 4:00pm</td>
</tr>
</tbody>
</table>

Hours may vary during semester break. Closed public holidays.

For more information, please contact:

Freecall: 1800 677 095
Phone: (08) 8951 8328
Email: library@batchelor.edu.au
Mailing address: Reply Paid 9170, Alice Springs, NT 0871
Batchelor campus information

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

Batchelor campus accommodation

Enquiries

Direct all of your accommodation enquiries to the Residential Supervisors 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 after hours mobile number is 0428 280 377 if you wish to call it directly.

Residences

The Batchelor campus has four types of shared accommodation:

• dormitory: single and double rooms
• duplex: two x three bedroom units
• triplex: three x two bedroom units
• a disability block.

You will need to bring your own toiletries, bath towels and an alarm clock if you need it.
Keys
You will be issued with keys to your accommodation on arrival at the Institute. They can be returned to one of the Residential Staff members or placed in the key box located at the front of the residential office.

Note: If you lose your keys, you will be charged $10.00 for a replacement. Only students arriving on campus for workshops will be issued with a key and permitted to stay on campus. Any family members or friends are not allowed to stay unless prior approval has been given. Accommodation is charged at $77 per night, per person.

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

Use of Batchelor campus vehicles
Use of buses for educational excursions
Shopping buses to Darwin depart from the Residential Office at 3:00pm on Fridays. This bus is driven by an Institute employed driver only.

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

- Shell service station Casuarina
- Northlakes shopping centre
- Palmerston

Buses depart the first departure point at 6:45am Monday to Friday, and depart Batchelor at 4:30pm Monday to Friday.

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

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

Student Support Officer .................. Phone: (08) 8939 7143 or (08) 8939 7311
Email: student.support@batchelor.edu.au

Ambulance/Health clinic .................. Phone: (08) 8976 0011

Centrelink .................................. Phone: 132 317

Dining room ............................... Phone: (08) 8939 7242

Library ..................................... Phone: (08) 8939 7103

Police ....................................... Phone: (08) 8976 0015

Residential Manager ...................... Phone: (08) 8939 7156

Residential Supervisor .................... Phone: (08) 8938 7237

Security .................................... Phone: (08) 8939 7418

Student Travel ............................. Phone: 1800 815 262

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

Yera Early Learning Centre .......... Phone: (08) 8976 0934
Email: yeraelc@cssu.org.au

Public payphones

There are two public payphones located on the campus:

- Near the Batchelor Institute kitchen, Awilla St, opposite Naranga St
- Recreation Hall, Batchelor campus.

Batchelor campus childcare facilities

YERA Childcare Centre caters for children from 0–5 years old. Childcare is available from 7:45am to 4:30pm 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 with Finance to clear the debt. Students will have to pay any anticipated child care in advance. If the prior debt has not been cleared (or suitable arrangements made), or if current child care 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 advise Student Travel staff of their requirements so that YERA staff can be notified and are ready for their arrival.

For more information, please contact:

Phone: .................................................................. 1800 815 262
Student meals

Meal times
Breakfast ........................................... 7:00am to 8:00am (Monday–Friday)
7:30am to 8:30am (weekends)
Lunch .............................................. 12:00 noon to 1:00pm
Dinner ............................................ 5:30pm to 6:30pm

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

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

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

Reimbursement (meals, accommodation, taxi) procedures
If you have to buy a meal when travelling to or from a workshop, you can claim the cost back by providing Student Travel with a receipt. The Institute will only reimburse you for a meal, not a snack (sandwiches are fine). If you have to overnight whilst travelling to and from workshops, then the Institute will provide accommodation for you. This can be either a motel or at a campus. If you stay at a motel, the Institute will reimburse you for meals you purchase whilst travelling. You can lodge your meal receipts at either the Batchelor or Alice Springs campus, and in most cases if you lodge it in the morning, you can collect the money after 3:00pm that afternoon. If you overnight at either of the Batchelor campuses, you will be entitled to meals in the dining room.
Take-away meals
No take-away meals will be provided without written approval from one of the Residential Supervisors. Take-away meals are only provided for students who are sick.

First Aid
First Aid kits are located in most buildings on the campus.

Town services and facilities

Community Health Centre
Pinaroo Crescent Phone: (08) 8976 0011
24-hour Emergency Care provided by Registered Nurses

Batchelor pool
Pinaroo Crescent
Monday 3:00–6:00pm
Tuesday–Wednesday Closed
Thursday–Friday 3:00–6:00pm
Saturday 1:00pm–6:00pm
Sunday 12:00pm–6:00pm

Batchelor Service Centre
Cnr Rum Jungle & Meneling Roads Phone: (08) 8976 0196
Monday–Sunday 6.30am–6.30pm

Batchelor General Store
Located in the centre of town
Monday–Friday 7:00am–6:00pm
Saturday–Sunday 8.00am–5.00pm
Centrelink fax and phone are located in the store.

Commonwealth Bank and Post Office
Located in the General Store Phone: (08) 8976 0020
Monday–Friday 9.00am–5.00pm
Saturday–Sunday CLOSED
**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
Batchelor campus map

Legend

A1  Admin Block: Executive, Strategic and Corporate Services
A2  Division of Human Services, Arts and Foundation Skills (HAF)
A3  Indigenous Media Unit (IMU) classrooms and seminar rooms, Media Studies (Screen, Radio & Media) staff offices
A4  IMU Mac lab and seminar rooms
A5  Division of Commerce and Industry (CAI), Batchelor Press
A6  Administration Block: Student travel, Finance
A7  Art and Craft
A8  Teaching and Learning units (HAF), classrooms, computer lab
A9  Model health clinic, science lab
A10 Cultural Advisor, Human Resources and Personnel
A11 Information and Communications Technology (ICT) & Remote Infrastructure, Printery, Fleet manager
A12 Student Support, Conference rooms, ITAS
A13 Facilities, Computer lab and classroom
A14 Archives, Registry, Student Operations and Staff Travel
A15 Division of Higher Education and Research, Design staff
A16 Horticulture classroom and office
B1  Construction, Community Maintenance workshop
B2  Campus and General Services supervisor
B3  Bulk store
B4  Horticulture shed
B5, B6 Greenhouse
C1  Coomalie Cultural Centre
L1  Library
S1  Kitchen
S2  Residential manager’s office
S3  Security
S4  CSSU (Childcare Centre)
S5  CSSU (Childcare Centre)
S6  Staff accommodation
S7  Recreation hall, SRC office, cafe
S8  Special Projects Building—Defence Indigenous Development Program NT
T1  Facilities staff room
T2  Batchelor Press storage demountable
T3  Ironbark/Centrelink office
T4  Model teaching classroom
T5  Division of Commerce and Industry (CAI)
R1-22 Student accommodation

Broadcasting & Media
A  Training room/ICT hub
B  Training room/Radio Rum Jungle/Broadcast
T6  Toilet and kitchen facilities

Western Campus
A  Store
B  Store
C  Store

Payphones
Central Australian campus information

Accommodation & Library: 5 Bloomfield Street, Alice Springs, NT 0870
Teaching and Learning: Desert Knowledge Precinct, South Stuart Hwy, Alice Springs, NT, 0870
Postal address: ................................................. PO Box 9170, Alice Springs, NT 0871
Freecall: ........................................................................................................ 1800 677 095
Reception Phone: .............................................................................. (08) 8951 8300
Facsimile: ........................................................................................................ (08) 8951 8311
Website: ............................................................................................................ www.batchelor.edu.au
Office Hours: ............................................................. 8:00am to 4:21pm, Monday–Friday

Useful phone numbers

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

Public phones

Silver ‘Phone Away’ phone (outside Library) ................................................. (08) 8951 8367
Student Travel ............................................................................................. 1800 677 095
Night patrol ...............................................................................................(08) 8953 3110
Mobile phone (Day Patrol/Night Patrol) ................................................... 0400 286 089
Alice Springs Taxi ...................................................................................... 131 008 or (08) 8952 1877
13 CABS Alice Springs ............................................................................. 132 227 or (08) 8955 5000
Support staff

If you need any help, advice and assistance, please contact your support staff.

Residential office

Sunday–Thursday ................................................. 8:00am–8:00pm
Friday ................................................................. 8:00am–7:00pm
Saturday ............................................................. 9:00am–6:00pm
Phone: ................................................................. (08) 8951 8379

Weekends and after hours:
Residential Mobile: .............................................. 0437 003 637
Student Liaison: .................................................. (08) 8951 8381
Maintenance Officer: .......................................... (08) 8951 8309
Campus Freecall: ................................................. 1800 677 095
Accommodation
Direct all of your accommodation enquiries to the Residential Supervisor:
Phone: ............................................. (08) 8951 8379 or (08) 8951 8326 or (08) 8951 8325 (Monday—Friday)
Mobile: .......................................................... 0437 003 637 (Weekends)

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

Keys
You will be issued with keys to your accommodation on arrival at the Institute. Meal tickets will also be given to you on arrival. These meal tickets will be used at the DPC Café. The keys can be returned to the residential staff or placed in the late key box located outside the library.
If you lock your keys in your room overnight you can contact:
Kitchen staff from 6:00am or Chubb Security: ............... (08) 8953 0366.
Note: If you lose your keys, you will be charged $10.00 for a replacement.

Childcare facilities
Children five years or less, must be booked into childcare, depending on vacancies at the Congress Childcare Centre. Children’s meals can be picked up at breakfast if you ask the kitchen staff. No children are to be on campus during workshop hours. The only possible exception is small babies who can’t walk yet. Parents and children will need to be at the residential office at 8:15 am for the drop off and at 3:30pm for the pickup of children who go to Congress or private childcare.

Meals

Meal times
Breakfast......................... 7:00am–7:45am (Monday – Friday)
8:00am–9:00am (weekends)
Lunch......................... 12:00 noon–12:45pm (Monday – Friday)
12:00 noon–1:00pm (weekends and public holidays)
Dinner......................... 5:30pm–6:30pm
Alice Springs and Batchelor based students

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

First Aid

First Aid kits are located in the following places:

- DPC campus
- FEASS building
- FHBS building
- Cafe
- Science lab/nutrition
- Student Services building
- Bloomfield Street campus
- Residential Office
- Library
- RRACCSU building
- Kitchen/Dining

Use of computer labs

If you require after-hours access to the computer lab please see the residential staff or security guard and they will open the lab for you.

Security

Please keep the gates around the residential area locked. Your room key will open these gates. 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.
Central Australian campus maps

Bloomfield Street campus

- A1 Art room
- A2 Art shed
- C1 Cleaners room
- D1
- D2
- D3
- D4
- K1 Kitchen and dining room
- L1 Library
- M1 Maintenance
- N1
- N2
- N3 Computer laboratory
- N4
- N5 Student lounge
- R1 Residential office
- Male toilets
- Female toilets
- Payphone
- Fire pit

On-Campus Student Guide
Desert Peoples Centre campus

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

Knowledge buildings
K1 Administration
K2.1 Seminar room
K2.2 Seminar room
K2.3 Seminar room
K2.4 Seminar room
K2.5 Seminar room
K3.1 Conference room
K4.1 Expressions building (Arts & Crafts)
K5.1 Conservation & Land Management buildings

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

Accessibility features available
Bus stop
Male toilets
Female toilets
Michelle Morton
I am a Kamilaroi/Kambuwal woman who has lived, worked and studied in the Northern Territory on and off for over 30 years. I have completed a Diploma in Freelance Photography and began painting on canvas in 2007. My paintings depict Yuurri (women spirits), Maayamali (healers), Dhayndalmuu (messengers) and the Dinawan (emu). I decided to study the Certificate III in Visual Arts at Batchelor Institute this year to further develop my art and learn new skills. Learning fabric design has been very rewarding.

Robert Bronson
Robert was born in Ernabella in 1967. He grew up at Areyonga. When he was an adult he moved to Docker River. This was where he met his wife Winsome Newberry. They have one son, George and look after another boy named Arnold. Robert loves to draw and has fine technical ability and sensitivity when it comes to digital drawing. He also loves to learn about music.

Caroline Bohning
I was born in Alice Springs on Christmas Day a few years ago. My family, the Bohning family, are drovers who travelled the Stuart Highway from Adelaide to Darwin in the 1950s. I have two sets of twins; two girls 19 years old and two boys 18 years old. This year saw the completion of their high school studies. I love to draw animals, particularly birds and flowers, and learn about the different arts. I believe I have a gift for drawing. Making art is a great stress release.