

# OWN YOUR FUTURE



Batchelor Institute of Indigenous Tertiary Education  
Vocational Education and Training (VET)  
Student Guide 2026

RTO Provider No: 0383



**Batchelor**  
Institute



# Batchelor Institute

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**IMPORTANT NOTICE TO ALL INTENDING STUDENTS OF BATCHELOR INSTITUTE OF INDIGENOUS TERTIARY EDUCATION:**

**NO ALCOHOL OR OTHER ILLEGAL SUBSTANCES PERMITTED ON CAMPUS.**

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

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

Cover artwork by Billy Tjampitjinpa Kenda, Alice Springs. Used with permission.

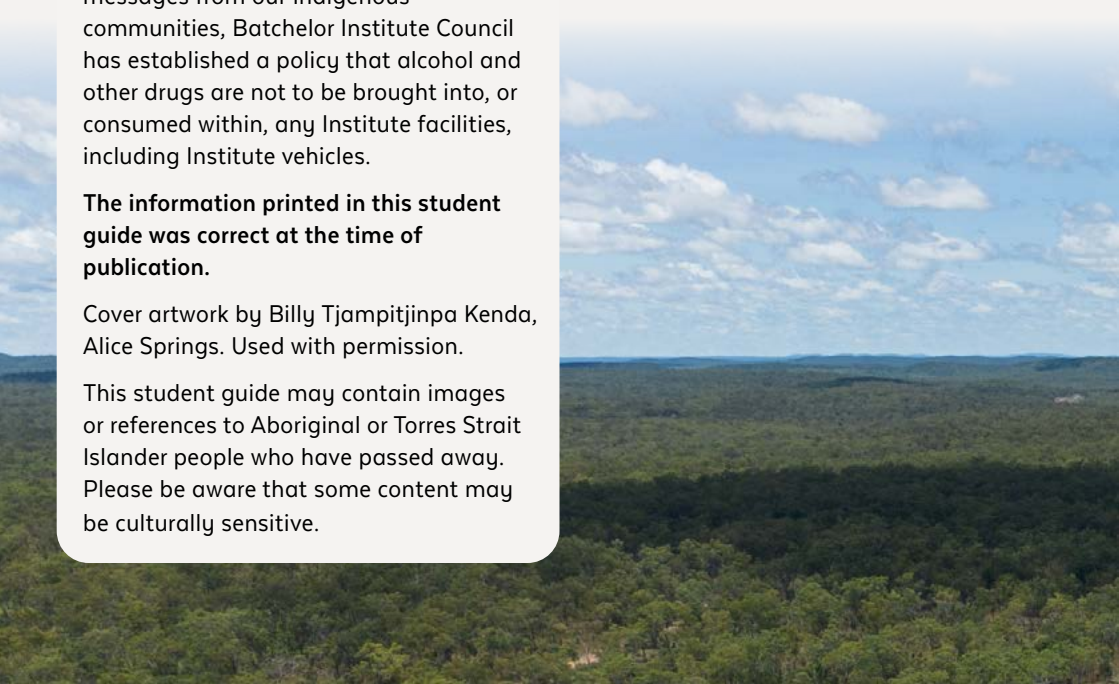
This student guide may contain images or references to Aboriginal or Torres Strait Islander people who have passed away. Please be aware that some content may be culturally sensitive.

Batchelor Institute of Indigenous Tertiary Education Post Office, Batchelor, NT 0845

Phone: (08) 8939 7111

Freecall: 1800 677 095

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# Acknowledgment of Country

Batchelor Institute acknowledges the Traditional Custodians of the land, sea, waters and communities throughout Australia where we live and work. We pay our respects to the Traditional Custodians, their cultures, and their Elders, past, present and emerging. We acknowledge the traditional custodians of the land on which Batchelor Institute campuses are located.

- Kungarakana and Warai at Batchelor Campus
- Arrernte at Desert Peoples Centre Campus in Alice Springs
- Larrakia at the Casuarina Campus of Charles Darwin University

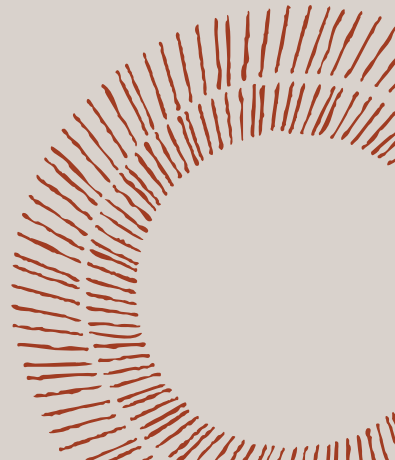
As we share our knowledge, teaching and learning and engage in research practices within this Institution and/or conduct business with a variety of external agencies and organisations, we must always pay respect to the sovereign status of our hosts. May their Ancestors always be remembered and honoured, their Elders listened to and respected, all members treated with dignity and fairness, in the present and well into the future.





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**GENERAL ENQUIRIES**

Phone: 1800 677 095  
Email: [enquiries@batchelor.edu.au](mailto:enquiries@batchelor.edu.au)  
Office hours: 8am-4:21pm Monday to Friday

**STUDENT SERVICES**

Phone: 1800 677 095  
Email: [student.support@batchelor.edu.au](mailto:student.support@batchelor.edu.au)

**STUDENT ADMINISTRATION**

Phone: 08 8939 7215

**TRAVEL ENQUIRIES**

Phone: 1800 815 262

**Batchelor campus**

Nurdina Street, Batchelor NT 0845  
Phone: 1800 677 095

**Batchelor campus library**

Phone: 08 8939 7103  
Email: [library@batchelor.edu.au](mailto:library@batchelor.edu.au)

**Other contacts**

Yera Early Learning Centre: 08 8976 0934  
Batchelor BP Service Centre: 08 8976 0196  
Campus Security: 0447 021 113  
Batchelor Community Health Centre:  
08 8976 0011

**Desert Peoples Centre campus**

475 Stuart Highway, Alice Springs NT 0870  
Phone: 08 8951 8300

**Desert Peoples Centre campus library**

Phone: 08 8951 8328  
Email: [library@batchelor.edu.au](mailto:library@batchelor.edu.au)

**Other contacts**

Alice Springs Hospital: 08 8951 7777  
Alice Springs Taxis: 131 008 or 08 8952 1877  
13 Cabs Alice Springs: 132 227

**OTHER USEFUL INFORMATION**

SERVICE	CONTACT
Emergency (Police, Fire and Ambulance)	000
Centrelink Indigenous Call Centre	1800 136 380
ABSTUDY	1800 132 317
LifeLine	13 11 14
BeyondBlue	1300 224 636
13Yarn	13 92 76





# Welcome

## MESSAGE FROM THE CEO

Dear students,

I acknowledge the Traditional Custodians of the lands and waters where our campuses are located and pay my respects to Elders past, present and emerging.

To all our students, both new and returning, welcome to Batchelor Institute of Indigenous Tertiary Education. Our Institute has a strong history in the Northern Territory and continues to play an important role in the lives of Indigenous students.

By choosing to study with us, you are taking an important step toward your future. Education is powerful and can change lives. We look forward to supporting you throughout your learning journey.

We are committed to providing quality education in a culturally safe environment where you are supported to learn and live in both worlds. We respect the knowledge you bring with you and the knowledge you will take forward.

All students and staff follow the Batchelor Institute Code of Conduct. This helps ensure our campuses remain safe, welcoming and respectful for everyone. This handbook explains your rights and responsibilities as a student.

As visitors on these campuses, students are asked to respect the cultural authority of local Elders, care for Country, respect others and follow cultural guidance. Inappropriate behaviour will not be accepted.

Please read this handbook carefully and speak with staff if you need any help or clarification.

Welcome to Batchelor Institute, and we wish you every success in your studies.

Renee Long  
**Chief Executive Officer**





## MESSAGE FROM THE VET DIVISION

Vocational Education and Training (VET) helps you gain real skills, hands-on experience and confidence for work and life. By choosing a VET course, you are taking an important step toward building your future.

We encourage you to take an active part in your learning by asking questions, talking with your trainers, and supporting each other. The more you put into your studies, the more you will gain.

Batchelor Institute has a strong 50 year history of working with Aboriginal and Torres Strait Islander people to deliver training that respects culture, Country and community. Our courses are designed to build skills you can use in the workplace and in everyday life.

Many students take their skills back to their communities, become role models and support their families. What you learn here can create new opportunities for you and future generations.

This VET Student Guide will help you understand what to expect during your studies. Please read it carefully, and remember our staff are always here to help you.

As you begin your studies in 2026, we wish you every success.

Samuel Henry  
**Director of VET Business Operations**



# Introduction

## BACKGROUND

Batchelor Institute of Indigenous Tertiary Education is Australia's only Indigenous Australian dual-sector tertiary education provider.

Guided by our *Both Ways* philosophy, we recognise Indigenous Australians as knowledge holders and educators in every learning exchange. This approach brings together Indigenous and Western knowledge systems, valuing Indigenous ways of learning and teaching as the foundation of our engagement with mainstream education and society more broadly.

As a Registered Training Organisation with the Australian Skills Quality Authority (ASQA), Batchelor Institute delivers a wide range of vocational education and training (VET) programs. Our 3 main campuses are located in Batchelor township, the Desert Knowledge Precinct in Alice Springs and the Casuarina campus at Charles Darwin University. We also operate a network of learning centres across rural and remote areas of the Northern Territory to ensure access to education for all Indigenous communities.

### Our goals are to:

- remain deeply committed to education for the bush, while extending our reach to Indigenous families and communities in regional and urban Australia
- be innovative and creative in our approaches and partnerships to best serve Indigenous communities and enhance participation in the broader Australian economy.

Batchelor Institute stands as a place of learning, empowerment, and cultural strength – where Indigenous knowledge leads the way in shaping education for the future.



## OUR VISION

*Liberation through education our way.*



## OUR PURPOSE

We provide transformative education centred on Indigenous Australians knowledges, imagination and voice and where teaching, learning and research is built upon and accountable to Country and community.

## OUR VALUES

- World class education – we lead the way through excellence to deliver equity and justice.
- Students and communities first – we are responsive to aspirations of students and communities and walk together on the journey with learners.
- Culture is strength – we recognise and respect old ways as the foundation to uphold our cultural values, obligations and responsibilities.
- Both Ways approach – we position Indigenous Australians as knowledge holders and privilege our ways of teaching and learning. Our strength is understanding and appreciating local context and value and demonstrating reciprocity.
- Innovation and opportunity – we centre our ways in collaborations and partnerships that deliver positive impact for Indigenous Australians.



# Studying VET at Batchelor Institute

We are proud to offer Aboriginal and Torres Strait Islander people the opportunity to study a wide range of courses designed to build skills, gain qualifications and help strengthen communities, especially those that continue to live and work in traditional ways.

Our courses are developed with input from Indigenous Australian communities, organisations and employer groups. We listen carefully to what our students and communities tell us is important. Many have said they want to keep their cultures strong while also learning about mainstream Australian culture to gain the knowledge and skills needed to succeed in both worlds.

We've also heard how important it is for future generations to have better employment opportunities and a stronger voice in social, economic and political decision making.

That's why our courses are designed to bring together Indigenous and Western ways of learning. We call this *Both Ways* education which combines traditional Aboriginal and Torres Strait Islander knowledge and teaching methods with Western academic systems.

At Batchelor Institute, you'll have the chance to grow your skills, strengthen your culture and help shape the future for your community and the generations to come.



## WHAT IS VET?

VET stands for Vocational Education and Training. It's a national system designed to give people the practical skills and knowledge they need to work in a range of industries including construction, conservation and ecosystem management, community services, health, and visual arts.

VET courses focus on real world, hands on learning that prepares you directly for work.

Qualifications in VET include Certificates I to IV, Diplomas, and Advanced Diplomas within the Australian Qualifications Framework (AQF). You can also complete short courses or skill sets, which may later count towards a higher qualification.

The VET Quality Framework ensures consistency and quality across Australia in how training providers are registered and monitored. All VET Registered Training Organisations (RTOs), including Batchelor Institute, are registered under the National VET Regulator Act 2011 (NVR Act). Each RTO must meet and maintain the standards set by the Australian Skills Quality Authority (ASQA).

## LEGISLATION, REGULATIONS AND STANDARDS FOR BATCHELOR INSTITUTE STUDENTS

Your studies may be guided by various government legislation, regulations, and standards that support quality education and ensure your rights and safety while studying.

Batchelor Institute also abides by its by-laws, rules, codes of conduct and policies.

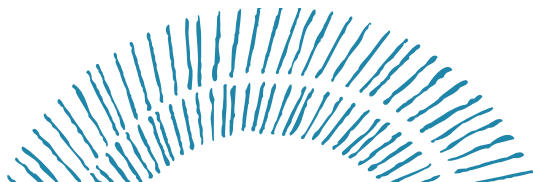
For information on legislation and rules visit [www.batchelor.edu.au/students/forms-guides-rules-legislation/](http://www.batchelor.edu.au/students/forms-guides-rules-legislation/)

## COURSES

Batchelor Institute offers education and training to help you to enter many careers, including:

- construction
- conservation and ecosystem management
- community services
- infrastructure
- education
- health
- visual arts and more.

For a list of VET courses offered in the current academic year please visit [www.batchelor.edu.au/courses/](http://www.batchelor.edu.au/courses/)



## APPRENTICESHIPS AND TRAINEESHIPS

We offer education and training to apprentices and trainees in specified fields.

For a list of courses offered by Batchelor Institute through an apprenticeship/traineeship please visit [www.nt.gov.au/employ/apprenticeships-and-traineeships](http://www.nt.gov.au/employ/apprenticeships-and-traineeships)

To apply for an apprenticeship/traineeship you will need to contact the GTNT Group – Australian Apprenticeship Support Network to discuss the options available or visit [www.gtntgroup.com.au](http://www.gtntgroup.com.au).

If you would like to speak to someone about becoming an apprentice or trainee, please contact:

### VET Apprentice and Trainee Coordinator

Phone: (08) 8939 7386

Email: [apprenticeships@batchelor.edu.au](mailto:apprenticeships@batchelor.edu.au)

## FEES

All new and continuing students undertaking VET courses at Batchelor Institute are charged fees. The amount will depend on your details and what you are studying.

In 2026, there are several schemes including a joint initiative of the Australian and Northern Territory Governments to provide free training places to students wanting to train, retrain or upskill with an approved Registered Training Organisation (RTO). There are also a range of Batchelor Institute Fee Exemptions to help relieve you from paying fees for the year. Criteria for different schemes apply.

## FEE EXEMPTIONS

We offer a range of fee exemptions for students however, certain criteria do apply. Some fee exemptions will require you to provide evidence or supporting documents to be submitted.

For more information visit [www.batchelor.edu.au/students/fees/](http://www.batchelor.edu.au/students/fees/)

## RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a process that tries to match skills you might have gained through other work, study or through life experience to the outcomes of your course. Through this process, we recognise the qualification and statement of attainment gained from other registered training organisations.

You can identify that you would like to seek recognition of prior learning on the enrolment form when you enrol. For more information visit [www.batchelor.edu.au/students/rpl/](http://www.batchelor.edu.au/students/rpl/)

To discuss an RPL option further and to receive more information on this process please contact:

### Quality Officer

Phone: (08) 8939 7104

Email: [rpladmin@batchelor.edu.au](mailto:rpladmin@batchelor.edu.au)





## CREDIT TRANSFER (CT)

Batchelor Institute recognises the Australian Quality Framework Qualification and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO). This means that if you have completed units at another RTO in Australia, and those units count towards the VET course offered by Batchelor Institute that you have enrolled in, you will be eligible for a credit transfer. If you receive a credit transfer for a unit, you do not need to undertake delivery or assessment related to that unit.

You can choose if you want to seek a credit transfer on the enrolment form when you enrol or speak to a relevant trainer.

## TIMETABLES

You can find your timetable for courses on-campus and through community delivery on the Batchelor Institute website.

For more information visit [www.batchelor.edu.au/students/timetables/](http://www.batchelor.edu.au/students/timetables/)

## ACADEMIC DATES

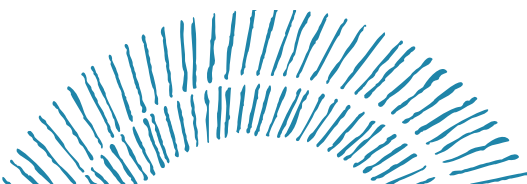
Academic dates should be considered before enrolling. It is important you are aware of these dates before you begin as it is your responsibility to follow all academic dates set by the Institute.

For more information on academic dates visit [www.batchelor.edu.au/students/important-dates/](http://www.batchelor.edu.au/students/important-dates/)

## MINIMUM AGE FOR STUDENTS

You must meet the minimum age requirement to enrol with Batchelor Institute. The minimum age depends on several factors.

TRAINING TYPE	AGE REQUIREMENT
Training delivered in a regional or remote community, and you're not engaged in secondary schooling	15 years or older at the time training begins
Training is delivered on the Batchelor or Desert People Centre campus and the student attends day training only (no overnight accommodation)	17 years or older at the time training begins
Training is delivered at any location, and the student needs Batchelor Institute to provide travel arrangements to attend the training	18 years or older, or accompanied by a parent or guardian, at the time training begins



## UNIQUE STUDENT IDENTIFIER (USI)

Your Unique Student Identifier (USI) is an individual education number required for all nationally recognised study, including university and vocational education and training (VET). It is free and stays with you for life.

You will need a USI to enrol and receive your qualification or statement of attainment.

A USI has no cost, and you may apply for a USI or access your existing USI by visiting [www.usi.gov.au](http://www.usi.gov.au)

Batchelor Institute can create or access your USI on your behalf if you give us permission during enrolment and provide a valid identification.

For more information about the USI visit [www.usi.gov.au/about](http://www.usi.gov.au/about)

## ABSTUDY

The Australian Government assists Aboriginal and Torres Strait Islander students to study by providing allowances and benefits.

For more information regarding eligibility, dates and how to claim for ABSTUDY visit [www.servicesaustralia.gov.au/abstudy](http://www.servicesaustralia.gov.au/abstudy)

## STUDENT ADMINISTRATION

Student Administration is responsible for managing and recording all student data. For more information, please contact:

### Student Administration

Phone: 08 8939 7215

Email: [studentprogression@batchelor.edu.au](mailto:studentprogression@batchelor.edu.au)  
[graduation@batchelor.edu.au](mailto:graduation@batchelor.edu.au)  
[studentfees@batchelor.edu.au](mailto:studentfees@batchelor.edu.au)  
[timetabling@batchelor.edu.au](mailto:timetabling@batchelor.edu.au)





# Enrolment

## HOW DO I ENROL?

When you know which course you are interested in, you need to complete a VET enrolment form.

Visit [www.batchelor.edu.au/students/how-to-enrol/how-to-enrol-in-vet/](http://www.batchelor.edu.au/students/how-to-enrol/how-to-enrol-in-vet/) to download the form.

If you are unsure about what you would like to do, you can speak to a VET Administration support person for more information and discuss your options.

### VET Administration

Phone: (08) 8939 7260 or (08) 8939 7393

Email: [vetadmin@batchelor.edu.au](mailto:vetadmin@batchelor.edu.au)



To submit your enrolment form, you can return it to Batchelor Institute via email or post, or hand it to a Batchelor Institute staff member in your community or at a Batchelor Institute campus.



## ONCE YOU'RE ENROLLED

When you're enrolled you will receive a VET Enrolment and Fees Invoice confirming you are enrolled with Batchelor Institute.



This invoice will outline all the units you are enrolled in for the current academic year, and the fees associated with those units.

This will include units assessed using Recognition of Prior Learning (RPL).

A VET Enrolment and Fees Invoice acts as a proof of enrolment document as it lists all your enrolled course/unit information including course/unit codes and names, teaching periods and activity start and end dates. This form can be used as a supporting document if you are applying for ABSTUDY.

We may touch base with you about your enrolment and if you need travel to be organised to an on-campus workshop.

### Student number and ID cards

Once you are a Batchelor Institute student, you will be issued with an individual student number. This student number will be yours across the life of your study. Please keep this number safe as you will need to refer to it throughout your studies.

You will also be entitled to a Student ID card. This is available to external or community based students and can be issued on the Batchelor or Desert Peoples Centre campus. See Student Services for more information.

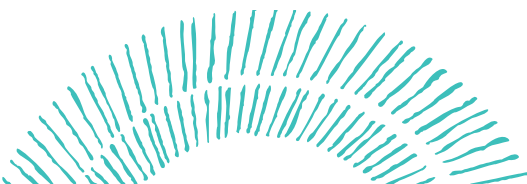
### Student email account

You will receive a Batchelor Institute student email account. This will be the email address Batchelor Institute will use to contact you, unless an alternate email address is provided on your enrolment form.

Your email address will be 's' for student, followed by your student number e.g. s123456@batchelor.edu.au

### Student network account

Once you're enrolled for the year, you will be entitled to a student network account for the current year only. This will give you access to the internet and some online applications while on campus.



## CHANGING ENROLMENT

### Changing or withdrawing from a unit

If you wish to change, add or withdraw from a unit, you will need to complete and submit a VET Change of Enrolment form.

For information about the last date to withdraw without incurring fees visit [www.batchelor.edu.au/students/important-dates/](http://www.batchelor.edu.au/students/important-dates/)



It is your responsibility to provide the correct form to Batchelor Institute by the specified date if you wish to change your enrolment.

It is also your responsibility to notify Services Australia of any enrolment changes as this may cause changes to your benefit or allowances.

An amended VET Enrolment and Fee Invoice will be sent to your postal address once the change of enrolment has been signed by your trainer and processed by the Student Administration team.

### Cancelling your course

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

For information about the last date to withdraw without incurring fees visit [www.batchelor.edu.au/students/important-dates/](http://www.batchelor.edu.au/students/important-dates/)



It is your responsibility to provide the correct form to Batchelor Institute by the specified date if you wish to cancel enrolment.

It is also your responsibility to notify Services Australia of any enrolment changes as this may cause changes to your benefit or allowances.

An amended VET Enrolment and Fee Invoice will be sent to your postal address once the change of enrolment has been signed by your trainer and processed by the Student Administration team.





## Our campuses

### BATCHELOR CAMPUS

#### Kungarakkan and Warai Country

Batchelor campus is located in the town of Batchelor which is 100 kilometres south of Darwin. Batchelor is a small township of approximately 500 people where a significant portion of people are Indigenous.

The Batchelor campus has 4 types of shared accommodation:

- dormitory (single and double rooms)
- duplex (2 to 3 bedroom units)
- triplex (2 to 3 bedroom units)
- support block.

There are ATMs located at the Batchelor BP Service Centre.

#### Address:

Corner of Awilla Road and Nurndina Crescent, Batchelor NT 0845

#### General Enquiries

1800 677 095





- |          |   |            |                                    |
|----------|---|------------|------------------------------------|
| <b>1</b> | 1 Administration/Reception/Executive          | <b>5</b>   | 37 General                         |
|          | 2 Student Experience                          | <b>6</b>   | R1-46-9 Student Accommodation      |
|          | 3 Art Room                                    |            | 27 Kitchen/Dining Room             |
|          | 4 People & Culture/Marketing                  |            | 28 Security                        |
|          | 5 ICT/Printery                                |            | 29,31,34 Accommodation             |
|          | 6 Facilities/ Fleet/Classrooms                |            | 30 Residential Reception           |
|          | 7 Coomalie Cultural Centre                    |            | 32,33 Childcare Centre             |
| <b>2</b> | 8 Library                                     |            | 21-23 Horticulture Centre          |
|          | 9 Research/Higher Education/Classroom         | <b>8</b>   | R1,R3 Student Accommodation        |
|          | 10 Finance/Elder in Residence                 |            | 35 Night Patrol/Iron Bark          |
|          | 11-13 Batchelor Press/Classrooms/Computer Lab | <b>10</b>  | 36 Storage                         |
|          | 14 VET Area                                   |            | R10-17,21,22 Student Accommodation |
|          | 15 Health Clinic/Laboratory                   |            | P Parking                          |
|          | 16-18 Construction/Civil                      |            | ☎ Payphone                         |
| <b>3</b> | 19,20 Campus Operations/Bulk Store            | <b>EAP</b> | Emergency Assembly Point           |
|          | R18-20 Student Accommodation                  |            | Toilet Block                       |
| <b>4</b> | 24 SEE Program                                |            | FIP BULK GAS                       |
|          | 25 Archives/Governance                        |            | Bus Stop                           |
|          | 26 Hall/Gym/Student Lounge                    |            |                                    |

## DESERT PEOPLES CENTRE CAMPUS

### Arrernte Country

The Desert Peoples Centre is a joint venture between Batchelor Institute and the Centre for Appropriate Technology (CfAT). It is located approximately 12 kilometres from the Alice Springs town centre.

Accommodation in Alice Springs is provided through an arrangement we have with local accommodation providers. Daily transport is provided to and from accommodation to the Desert Peoples Centre campus.

### Address:

Desert Peoples Centre

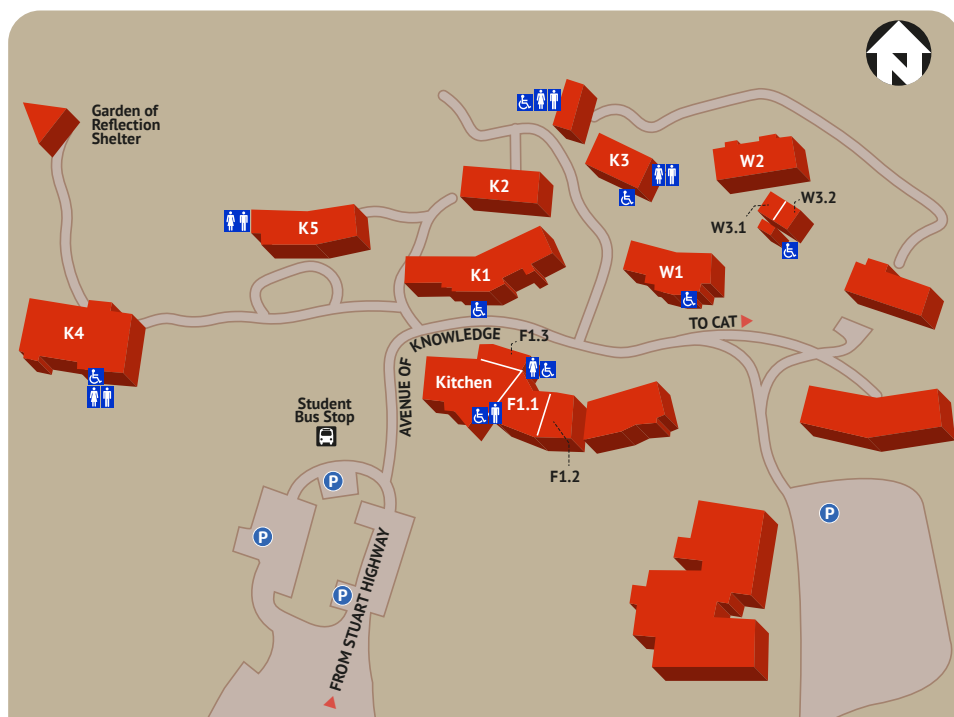
Desert Knowledge Precinct, 475 South, Stuart Highway, Alice Springs NT 0870

### General Enquiries

1800 677 095



For more information about our locations visit [www.batchelor.edu.au/contact-us/bachelor-locations/](http://www.batchelor.edu.au/contact-us/bachelor-locations/)



## Desert Peoples Centre Campus

### Service buildings

- F1.1 Irarrnte cafe
- F1.2 Function room
- F1.3 VET Director office

### Knowledge buildings

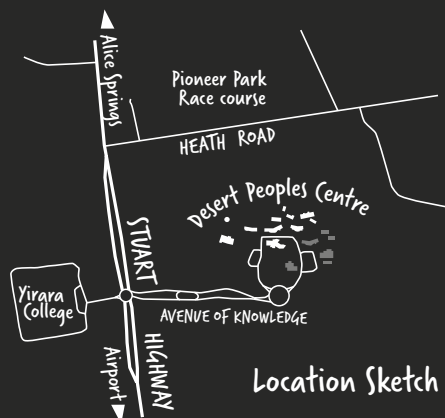
- K1 Reception/Administration
- K2 Seminar rooms
- K3 Conference room
- K4 Arts & crafts
- K5 Conservation & land management

### Well-being buildings

- W1 Library
- W2.1 Science laboratory
- W2.2 Food and nutrition
- W3.1 Model clinic
- W3.2 Seminar room



- Male toilets
- Female toilets
- Accessibility features available
- Student bus stop
- Parking



Location Sketch

## WORKSHOPS ON CAMPUS

Some students may need to travel for their studies, such as to the Batchelor campus or Desert Peoples Centre campus.

The Away from Base (AFB) Mixed-Mode program supports Aboriginal and Torres Strait Islander students who are studying to access compulsory course elements in another location away from their home for short amounts of time.

The Student Travel team arranges travel for students who are enrolled in a mixed mode course.

### Travel

Batchelor Institute receives funding from the National Indigenous Australians Agency (NIAA) to assist us with getting you to a workshop, or to get our trainers out to locations across the Northern Territory.

If you are an eligible student and are required to travel to an approved workshop as part of your VET course, the Travel Services team will arrange this.

The Travel Services team will contact you to check if you are able to attend an upcoming workshop and arrange your trip. It is very important you confirm your availability with us by the required due date, so all your travel can be finalised and sent to you prior to your travel day.

If you require specific support, need to make changes to your travel or are no longer able to attend, you will need to let Travel Services know as soon as possible.

In some instances, Travel Services may be able to cover expected out-of-pocket expenses you may face during your trip. These should also be discussed with us before your travel begins to ensure these can be reimbursed to you.

For more information on travel visit [www.batchelor.edu.au/students/student-travel/](http://www.batchelor.edu.au/students/student-travel/) or contact a member of the Travel Services team.

### Travel Services

Phone: (08) 8939 7250 (business hours)  
1800 815 262 (after hours  
emergency only)

Email: [student.travel@batchelor.edu.au](mailto:student.travel@batchelor.edu.au)





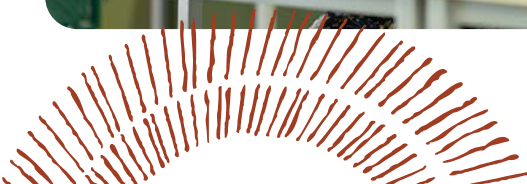
### Arriving to a workshop on campus

A workshop can go for one to 3 weeks. Please ensure you bring the following items when travelling to campus for a workshop:

- personal belonging such as clothes and toiletries
- a bath towel
- medication if needed
- Medicare and Health Care cards
- study items such as a pen, workbooks and notebooks.

Sheets, blankets and pillows are provided during your stay.

If you arrive during business hours, you will need to visit the Residential Office. A Residential Officer will then show you where your allocated room is and provide you with all the information you need. If you arrive after hours, you will need to visit the Security Office.



## MEALS ON CAMPUS

Students are provided with meals when they are on campus.

- Day students: If you're attending classes during the day, you will get a free lunch.
- Travelling students: If you're travelling in from a community, you'll be able to have a free breakfast, lunch, and/or dinner depending on your travel times.

The Travel Services team will confirm which meals will be provided when they arrange your travel. They will also ask if you have special dietary requirements.

### Meal times



#### Batchelor campus

**Breakfast** 7:00am to 8:00am Monday – Friday  
8:00am to 9:00am Saturday and Sunday

**Lunch** 12:00 noon to 1:00pm

**Dinner** 5:30pm to 6:30pm

The student kitchen may close at times when student numbers are low (under 5) but if you are still on campus, a packed meal will be provided.



#### Desert Peoples Centre campus

**Lunch** 12:00 noon to 1:00pm

Lunch will be provided on campus by the friendly Treat Me Good Café staff on Desert Peoples Centre campus.

You will be provided with breakfast and dinner at your accommodation.

See the Student Experience Officer on campus for more information.

## Late meals

Late meals will be provided if you arrive on campus late. If you're travelling home and need something for the journey, we can also arrange a meal travel pack.

## Takeaway meals

Takeaway meals are available for students who:

- are unwell
- are caring for dependents travelling with them
- have made prior arrangements with kitchen staff.

If you know you'll be busy finishing an assignment or doing a presentation, speak to the kitchen team ahead of time and they'll be happy to help you organise a meal to collect later.

For more information about accommodation at our campuses visit [www.batchelor.edu.au/students/student-accommodation/](http://www.batchelor.edu.au/students/student-accommodation/)



## LIBRARY AND INFORMATION SERVICES

Batchelor Institute has libraries at the Batchelor campus and the Desert Peoples Centre campus.

To register as a member of the library you will need to show your student ID card.

For more information about library services visit [www.batchelor.edu.au/explore/library/](http://www.batchelor.edu.au/explore/library/)

## INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) SUPPORT

ICT support services are available to help resolve IT problems or requests over the phone, online or face to face.

The ICT Appropriate Use Guidelines apply to everyone equally and outline appropriate use of Batchelor Institute ICT facilities and services.

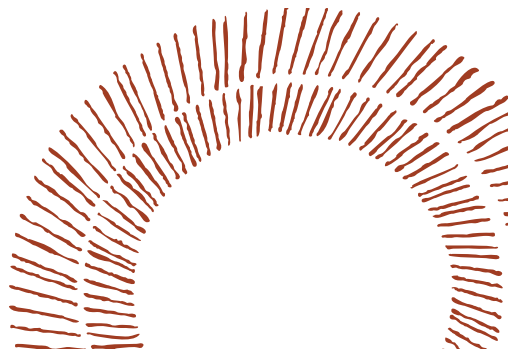
For more information or assistance contact the **ICT Help Desk:**

Phone: 08 8939 7116

Email: [help.desk@batchelor.edu.au](mailto:help.desk@batchelor.edu.au)

Location:

- Batchelor campus – Building Orange 5
- Desert Peoples Centre campus – Building Knowledge 1



# Graduating from VET at Batchelor Institute

## OFFICIAL CERTIFICATION AND DOCUMENTS

You will be provided with the following documents by Student Administration throughout your course.

DOCUMENT/ CERTIFICATION	WHEN YOU RECEIVE IT	WHAT IT INCLUDES	COST
Statement of results	End of each semester	Your results for all units studied that semester	Free
Statement of attainment	When you finish units but not a full qualification	Lists all units you have successfully completed	Free
Academic transcript	During or when you finish your course	Evidence of all units studied toward your course	Free
VET qualification	When you finish all qualification requirements	Formal certification confirming completion	Free
Testamur (official certificate)	When you complete your whole course	You receive it at graduation or via registered post	Free
Testamur re-issue	If your original Testamur is lost or needs reissuing	Reprinted Testamur	\$50





All of the above documents will be sent to the postal address you have provided when you enrolled or during your studies. It is your responsibility to advise the Institute if your postal address changes.

### GRADUATION CEREMONY

Two main graduation ceremonies are held each year to formally award students who have successfully completed their studies with their official certificate (Testamur). Graduation ceremonies combine Western tradition with the cultures of Indigenous Australian communities.

You are invited to graduate once you have finished the requirements of your course and have no outstanding items, such as unpaid fees. You will need to let us know if you want to attend the ceremony and if you don't attend, you will be sent your formal certificate by registered post after the graduation ceremony.

For more information on graduation ceremony dates visit [www.batchelor.edu.au/students/important-dates/](http://www.batchelor.edu.au/students/important-dates/)

### ENCUMBRANCES

An encumbrance is an outstanding matter that needs to be resolved such as unpaid fees. If you have a current encumbrance with Batchelor Institute, you will not be able to obtain any official documentation from the Institute or participate in any graduation events.

If you have a current encumbrance with Batchelor Institute and would like to resolve the encumbrance, you will need to contact the Institute.

If you wish to attend a graduation event and have an encumbrance, this must be resolved with the Institute 4 weeks before the graduation ceremony you would like to attend.

Any late payments of an encumbrance will not guarantee a place in the ceremony.

For more information about the Institute's Encumbrance Policy visit [www.batchelor.edu.au/students/forms-guides-rules-legislation/](http://www.batchelor.edu.au/students/forms-guides-rules-legislation/)

For more information about graduation and certifications contact the Student Administration team.

### Student Administration

Phone: (08) 8939 7215

Email: [graduation@batchelor.edu.au](mailto:graduation@batchelor.edu.au)

