



Batchelor Institute
Vocational Education and Training (VET)
Student Guide 2025





Cover artwork

ARTIST BIOGRAPHY

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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.

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Acknowledgement of Country

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

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

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

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

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

Welcome

Message from the CEO

Dear students,

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

To all our students, new and returning - welcome to Batchelor Institute of Indigenous Tertiary Education. The Institute holds an important place in the Northern Territory's First Nations history and continues to play a significant role in our students' lives.

Education is critical to gaining independence and making a difference. Choosing to study with us is the first step in a future full of exciting opportunities and possibilities. We look forward to supporting you on your learning journey and helping you succeed wherever we can.

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

We wish you the best with your studies this year.

Joe Martin-Jard

Chief Executive Officer

Message from the VET Division

Vocational Education and Training (VET) in Australia is a long-established pathway to assist people to gain the skills, knowledge, and experiences they require to undertake work roles in a safe, practical and professional way. VET training is rewarding and enjoyable and can build confidence. To get the most from it, students should engage with the content, ask questions and build connections with their trainers, classmates and tutors.

Batchelor Institute has a long history of providing appropriate, culturally safe, and industry relevant VET training to First Nations people throughout the Northern Territory and Australia. Whether you intend to work in the construction industry, health, the visual arts or many other fields of endeavour, VET can very much be the pathway to start your learning journey, or to continue a journey you have already started, to arrive at your chosen destination.

This VET Student Guide is designed to assist you on the early steps or the continuing steps of your learning journey. Please read this document carefully, as it contains many of the important pieces of information you require to assist you towards success in your chosen course or skill set. Our staff are here to support you on your journey and are always willing and able to assist you with your inquiries. Please never hesitate to reach out to Batchelor staff for support, as they are very capable of providing you with the assistance you may require.

I would like to take this opportunity to wish you all the best in 2025. Education is a really powerful and purposeful activity to engage with and in my experience, you get more out of it the more you invest in it. My colleagues in the VET Division and all of the Batchelor team hope that you make the most of your opportunity with Bachelor Institute and enjoy your time with us.

Mike Keating

Director of VET Business Operations

Introduction

Background

Batchelor Institute is the only First Nations dual sector tertiary education provider in Australia. The Institute gives precedence to its philosophy of Both Ways: positioning First Nations peoples as knowledge holders in all educational transactions with Western knowledge systems as well as privileging First Nations ways of learning and teaching to underpin our engagement with mainstream education systems and society more broadly.

The Institute is a Registered Training Organisation with the Australian Skills Quality Authority (ASQA) to deliver vocational education and training (VET) programs. It has three main campuses, at the Batchelor township, the Desert Knowledge Precinct in Alice Springs and the Casuarina campus of Charles Darwin University. In addition, it operates a range of learning centres across rural and remote Northern Territory. Batchelor Institute is an eligible higher education provider per the Higher Education Support Act (2003) and is accredited by the Tertiary Education Quality and Standards Agency (TEQSA) to deliver postgraduate higher education.

At the postgraduate level it offers Master and PhD level studies that incorporate and promote First Nations perspectives and approaches to knowledge.

Our goals are to partner on our own terms and build strength through alliances with First Nations organisations, with partner organisations and with premier tertiary education and research institutions across Australia and internationally:

- to remain deeply committed to education for the bush, as we extend our reach to the First Nations families and communities of Australia's regions and cities.
- to be innovative and creative in our approaches and partnerships to best serve First Nations' communities as well as their participation in the mainstream economy.

Vision

To be the First Nations institutions of choice, where truth, knowledge and wisdom meet

To achieve this vision this Institute will adhere to the following Principles and Commitments

Principles

- (1) **OUR CULTURE IS OUR STRENGTH** - Our First Nations graduates will uphold the collective values, obligations and responsibilities of their own cultures.
- (2) **REALISING OPPORTUNITIES** - The Institute's teaching, research and problem solving take into account the challenges and opportunities for First Nations peoples, and are based on their priorities, perspectives and ways of knowing.
- (3) **COLLABORATION** - Bicultural partnerships are key to solving shared problems, capitalising on shared opportunities and addressing shared realities.
- (4) **EXCELLENCE** - First Nations academic success is both about equity and social justice and applying conventional benchmarks of high attainment.
- (5) **LEARNING ON OUR TERMS** - First Nations peoples are understood through the depth and breadth of their cultures and acknowledged as sources of knowledge in the academy.
- (6) **VALUING ALL FORMS OF SCHOLARSHIP** - Equal esteem is given to First Nations knowledges, ideas, and understanding within the Australian educational system.

Our Commitments

- (1) **PARTNERSHIPS** - We will work together with our partners to develop evidence-based and innovative approaches to closing the gap in First Nations educational opportunities, achievements and livelihoods.
- (2) **FIRST NATIONS' SOVEREIGNTY** - Our partnerships will be underpinned by the recognition of and respect for First Nations sovereignty and the rights of First Nations peoples to self-determination.
- (3) **DECOLONISATION THROUGH EDUCATION AND ENQUIRY** - We will challenge the practices and assumptions of colonisation by increasing and promoting First Nations voices, influence, agency, and decision-making.
- (4) **LOCAL, NATIONAL AND GLOBAL IMPACT** - Our students and staff will have the skills to transform their lives and communities through their ideas, endeavours and achievements.
- (5) **CULTURAL LEGACY** - Our students and staff will strive to ensure that they endow a positive legacy for future generations of First Nations students, staff and communities.
- (6) **PUTTING STUDENTS FIRST** - Our services and programs will put student wellbeing and success at the centre of all we do.

Studying VET at Batchelor Institute

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

All the Institute's courses are developed with the help of many people from Aboriginal and Torres Strait Islander communities, Aboriginal and Torres Strait Islander organisations, and employer groups. During talks with the Institute, Aboriginal and Torres Strait Islander people have said it is important to keep their own cultures strong, as well as learn about mainstream Australian culture. They have said they want to develop the knowledge and skills they need to operate successfully in both cultures.

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

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

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

What is VET?

VET stands for Vocational Education and Training. VET is a national system designed to skill workers to work industries, for example construction, conservation and ecosystem management, community services, health, and visual arts.

VET awards include four certificate levels 1 to 4, Diplomas and Advanced Diplomas within the Australian Qualifications Framework. You can also study in short courses and skillsets of VET units and gain recognition for those into other qualifications at the same or higher levels.

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 registered under the National VET Regulator Act 2011 (NVR Act). Each RTO needs to meet and adhere to the latest Australian Quality Skills Authority (ASQA) standards.

Legislation, Regulations and Standards for Batchelor Institute students

During your studies with Batchelor Institute there may be government legislation, regulations and standards that apply to your studies.

These include, but are not limited to, the following:

- › Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations 2015
- › Northern Territory (NT) Anti-Discrimination Act 1992
- › NT Education Act 2015
- › Disability Discrimination Act 1992
- › National Vocation Education and Training Regulator Act 2011
- › Tertiary Education Quality and Standards Agency Act 2011
- › Work Health and Safety (National Uniform Legislation) Act 2011
- › Privacy Act 1988
- › Copyright Act 1968
- › Information Act (NT) 2002

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

These include, but are not limited to, the following:

- › Student Code of Conduct
- › Student Conduct Rules
- › Student Conduct in Residence
- › Academic Rules
- › Assessment Rules
- › Information and Communications Technology Policy
- › Student Encumbrance Policy
- › VET Fees Policy
- › VET Enrolment Policy

More information can be found here - <https://www.batchelor.edu.au/students/forms-guides/>

Courses

Batchelor Institute offers education and training to help you to enter many careers, including construction, conservation ecosystem management, community services, resource and infrastructure, education, health, visual arts and more.

For an up-to-date list of VET courses offered in the current academic year please visit <https://www.batchelor.edu.au/courses/>

Apprenticeships and Traineeships

Batchelor Institute also offers education and training to Apprentices and Trainees in specified fields. To apply for an Apprenticeship/Traineeship you will need to contact the GTNT Group – Australian Apprenticeship Support Network discuss the options available.

For more information visit: www.gtntgroup.com.au

To see courses currently offered by Batchelor Institute through an Apprenticeship/Traineeship please visit: www.nt.gov.au/employ/apprenticeships-and-traineeships/become-an-apprentice-or-trainee/nt-apprenticeships-and-traineeships-database

For more information about becoming an Apprentice or Trainee at Batchelor Institute please contact:

VET Apprentice and Trainee Coordinator

Phone: 08 8939 7386

Email: apprenticeships@batchelor.edu.au

Fees

All new and continuing students undertaking VET courses at Batchelor Institute will be charged fees. The amount will depend on a student's details and what is being studied. In 2025, student fees for NT based students enrolled in Certificate I through to Diploma will be covered by several schemes including a joint initiative of the Australian and Northern Territory Governments to provide tuition-free training places to students wanting to train, retrain or upskill with an approved Registered Training Organisation (RTO).

For more information please visit: www.batchelor.edu.au/students/fees/

Fee Exemptions

Batchelor Institute offers fee exemptions for current year students depending on a student's details and what is being studied. Not all students will be entitled to a fee exemption and some fee exemptions require evidence or supporting documents to be submitted by a student to the Institute to confirm their entitlements.

For more information please visit: www.batchelor.edu.au/students/fees/

Recognition of Prior Learning (RPL)

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

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your course. The Institute will recognise the qualifications and statements of attainment gained from other registered training organisations.

You can also identify your wish to seek recognition of prior learning on the enrolment form at the time of enrolment. For more information please visit: www.batchelor.edu.au/students/rpl/

To discuss an RPL option further and to receive more information on the RPL process and the assistance you will receive, please contact:

Quality Officer

Phone: (08) 8939 7104

Email: rpladmin@batchelor.edu.au

Credit Transfer (CT)

Batchelor Institute, as a Registered Training Organisation, recognises the Australian Quality Framework Qualification and Statement of Attainments issued by any other Australian Registered Training Organisation. Credit transfer is a process that provides students with agreed and consistent credit outcomes for units of competency based on equivalence in content and learning outcomes between matched qualifications.

If you have completed training at another Registered Training Organisation, or in a different course with Batchelor Institute, speak to your trainer about potential Credit Transfer opportunities. You can also identify your wish to seek credit transfer on the enrolment form at the time of enrolment.

Timetables

Timetables for courses scheduled with on-campus and community delivery can be found on the Batchelor Institute website.

For more information please visit: www.batchelor.edu.au/students/timetables/

Academic dates

Academic dates should be considered before enrolling with Batchelor Institute. It is important that all students are aware of these dates before they commence as it is a student's responsibility to adhere to all Academic Dates set by the Institute.

For more information, please visit: www.batchelor.edu.au/students/important-dates/

Minimum age for students

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

Where:

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

Unique Student Identifier (USI)

A USI (Unique Student Identifier) is an individual education number for life. It also creates an online record of a student's Australian training achievements that students can access.

New or continuing students undertaking nationally recognised training, will need a USI in order to be enrolled to receive their qualification or statement of attainment.

A USI has no cost and students may apply for a USI, or access their existing USI independently by visiting: www.usi.gov.au

If a student applies for a USI independently they will need to advise Batchelor Institute of this number on the enrolment form.

Alternatively, Batchelor Institute can create or access your existing USI on your behalf. For Batchelor Institute to create or access a USI on behalf of a student, students will be required to:

- **provide 'Proof of Identity'** Acceptable forms of ID are listed on the cover page of the enrolment form
- **Complete Section 1 on the Enrolment Form including:**
 - Place of Birth
 - Mark the box to enable Batchelor Institute Student Administration staff to create a USI on your behalf or access your pre-existing USI through the USI Registered Training Organisational Portal

For more information about the Unique Student Identifier please visit www.usi.gov.au/about

Abstudy

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

The amount of an allowance that can be paid will depend on many factors such as income and whether you are enrolled in a full-time or part-time study load.

If you are studying with Batchelor Institute, you may be eligible to apply for Abstudy to assist with the costs associated with your course.

For information regarding eligibility, closing dates and how to claim for ABSTUDY, please visit: www.humanservices.gov.au/individuals/services/Centrelink/Abstudy

You can also link your USI to your myGov account. For more information go to: www.usi.gov.au/students/mygov

Enrolment

How do I enrol?

COLLECTING INFORMATION AND MAKING CHOICES

The first step is to consider what type of things you are interested in and what kind of job you would like to do. When you have decided what you would like to do, it is time to collect information on courses offered by Batchelor Institute that can help you to achieve your goals.

This should include information about:

- › Course and unit details,
- › Course duration,
- › Entry requirements,
- › Course requirements,
- › Course fees, and
- › Recognition of Prior Learning (RPL) or Credit Transfer (CT), and
- › Timetables.

As well as general information about:

- › Academic Dates,
- › Minimum age for students,
- › Unique Student Identifier (USI) requirements, and
- › ABSTUDY

You may benefit by speaking to a Senior Lecturer or Lecturer in a chosen course/discipline to query information you believe would be useful in helping you determine if Batchelor Institute is right for you.

If you would like to contact a Lecturer or Senior Lecturer to discuss your course/study options, please contact one of our VET Administration team support staff.

VET Administration team

Phone: **08 8939 7260** or **08 8939 7393**

Email: vetadmin@batchelor.edu.au

COMPLETING YOUR FORM(S)

When you are ready to enrol in a course, you need to fill in the relevant enrolment form(s). When you have completed the 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 on a Batchelor Institute campus.

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

ONCE YOUR ENROLLED

Once you are enrolled you will be sent a VET Enrolment and Fees Invoice confirming your enrolment with Batchelor Institute. You may also be contacted by Batchelor Institute regarding your enrolment and/or if you are required to be travelled to an on-campus workshop.

Student Number

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

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

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

Student Network Account

Students enrolled at Batchelor Institute are entitled to network accounts that will give them access to the internet, email and limited data storage. You will need a network account to be able to access workstations in the computer labs and for some online applications. Your account will be set up by ICT after you have been enrolled.

The Information, Communication & Technology (ICT) area provides and maintains all computers, printers, phones, data projectors and other equipment.

Student Email Account

Each student is issued with a Batchelor Institute student email account. This will be the email address Batchelor Institute will use to correspond with you, unless an alternate email address is provided on your enrolment form.

Your email address will be username@batchelor.edu.au e.g., s123456@batchelor.edu.au

VET Enrolment and Fees Invoice

A VET Enrolment & Fees invoice will be issued to students once the enrolment form has been signed off by the relevant lecturer and processed by Student Administration.

This Invoice will outline all 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 & Fees invoice acts as a Proof of Enrolment document as it lists all your enrolled course/unit information including Course/ Unit codes/names, teaching periods and activity start and end dates.

How do I change my enrolment?

If you wish to add units or withdraw units, you must submit a VET Change of Enrolment form.

See Enrolment Dates for information about the last date to withdraw without incurring Fees – www.batchelor.edu.au/students/important-dates/

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

It is also a student's responsibility to notify the Department of Human Services of any enrolment changes as this may cause changes to their study entitlement.

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

How do I completely cancel my course?

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

See Enrolment Dates for information about the last date to withdraw without incurring Fees – www.batchelor.edu.au/students/important-dates/

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

It is also a student's responsibility to notify the Department of Human Services of any enrolment changes as this may cause changes to their study entitlement.

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

Where do I find VET forms?

All VET Forms are located on Batchelor Institutes website by visiting: www.batchelor.edu.au/students/forms-guides/

Student ID Cards

When your enrolment has been processed, you will be entitled to a Student ID card.

Student ID cards are also available to external or community based students and can be issued on Batchelor or Desert People's Centre campus.

See **Support Services** for more information.

What fees do I need to pay?

In 2025, all new and continuing students undertaking Further Education (VET) courses at Batchelor Institute will be charged fees, unless they have been offered a Fee-Free TAFE place or have been issued with a fee-waiver. The amount will depend on a student's details and what is being studied.

- A student must be:
 - An Australian citizen, or
 - A permanent resident
- and enrol in
- a course AQF level III and above; or
 - an approved stand-alone unit course

VET Fees

Fees are subject to change each academic year. Students who are Northern Territory (NT) residents and wish to enrol in a course that is subsidised by the Northern Territory and/or Commonwealth Government will be charged the following.

Certificate I & II - Fees exempt for 2025 (by Batchelor Institute)

Certificate III - Diploma - Fees covered by the Fee-Free TAFE Initiative for 2025 (joint initiative of the Australian and NT Governments). Places subject to availability This does not include cases where an employer requests the delivery of specific programs to specific student cohorts.

Interstate students who enrol in the Certificate III or IV in Media and the Certificate IV or Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care, or any other Diplomas or Advanced Diplomas that will be introduced in that area will be charged the following:

- \$2.20 per nominal hour for enrolment

Students **are** eligible to apply for a fee exemption.

VET Flat Fee

Students who require stand-alone course/units to complete their qualification or for licencing purposes, will be charged a flat fee.

Students **are not** eligible to apply for a fee exemption.

VET Flat Fee course and unit information will be available as it becomes available and can be accessed here: <https://www.batchelor.edu.au/students/fees/>

VET Fee for Service

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

For information about Fee-For-Service delivery, please contact:

VET Administration team

Phone: **08 8939 7260** or **Freecall: 1800 677 095**

Email: vetadmin@batchelor.edu.au

AM I ELIGIBLE FOR A FEE EXEMPTION?

From January 2025 the following students are automatically exempted in the current academic year from paying student fees at the time of enrolment in a course fully funded by the Commonwealth or NT Government:

- › Incarcerated students;
- › Students attending a Secondary School in the Northern Territory;
- › Non-indigenous student Enrolled in a course AQF level II and below;
- › Aboriginal and/or Torres Strait Islander students enrolled in a course at AQF Level I and above;
- › Enrolled in an approved, stand-alone unit used for Australian Core Skills Framework (ACSF) assessment.

The following students are exempted from paying student fees in the current academic year, with the **provision of relevant and current written evidence** at the time of enrolment in a course subsidised by the Commonwealth or NT Government;

- › In receipt of one of the following full-time fortnightly Centrelink benefits: Abstudy, Austudy, Parenting Payment, New Start Allowance (including Jobseeker), Youth Allowance, Disability Support Pension, Carer Allowance, Aged Pension;
- › Unemployed; or
- › Financial Hardship – Special consideration will be given to students who can demonstrate financial hardship. The Director, Student Experience and/or delegate will assess individual cases.

The following forms of current written evidence will be considered;

- › Centrelink – Healthcare Card issued by Centrelink, current Payment Statement (issued within the last month) issued by Centrelink, current case summary issued by CDP provider confirming a student is in receipt of fortnightly payments;
- › Unemployment – Written correspondence from the student or by an organisation stating the circumstances of their unemployment, and
- › Financial Hardship – Written correspondence from the student or by an organisation stating the circumstances of their financial hardship.

If the evidence is received by the Institute after the enrolment has been submitted, the fee exemption is applied from the current and following teaching period onwards. Fee exemptions are not applied retrospectively, unless approved otherwise.

Paying your Fees

Once a student is enrolled with Batchelor Institute, they will receive an invoice for the Course Fees incurred in a specified teaching period and/or year.

Course Fees will be determined at the time of the enrolment by Student Administration staff and are payable to the Institute by the student.

All payments must include the relevant reference on your VET Enrolment and Fee Invoice. If you do not provide this, your payment may not be matched to your invoice resulting in the monies paid being held in a suspense account.

For more information about payment methods, please visit: www.batchelor.edu.au/students/fees/

FEE refunds

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

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

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

For more information see [VET Student Withdrawal and Fee Refunds Procedure](#) or contact Student Administration.

Third Party Sponsorship of Fees

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

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

- VET Third Party Sponsorship of Course Fees form

For more information please visit: www.batchelor.edu.au/students/fees

IMPORTANT INFORMATION FOR A THIRD PARTY SPONSOR

- The VET Third Party Sponsorship of Course Fees form is only valid for one (1) year. You will need to complete a new form for each year
- An email address must be supplied by the Third Party. Invoices will be sent to the specified email provided on the form
- By completing and returning the above form to Batchelor Institute, the Third Party agrees to sponsor the student(s) listed on the form
- If the student has a pre-existing debt with Batchelor Institute, any form of AQTF certification will not be available until the pre-existing debt is also cleared
- To cancel this sponsorship agreement, written revocation is required by Batchelor Institute and should be forwarded to studentfees@batchelor.edu.au
- Cancellations will be processed for the following teaching periods. Example: If a cancellation request is received in Teaching Period 2, the request will be valid from the following Teaching Period (TP 3) onwards

- Batchelor Institute will invoice the Third Party in June and December of the specified year. This amount will be a total of all of the students sponsored under the same Third Party/Employer
- For more information on Fees please contact

Student Administration

Phone: **08 8939 7215**

Email: studentfees@batchelor.edu.au

Graduating from VET at Batchelor Institute

The Institute holds graduation ceremonies to formally confer awards for students who have successfully completed a course of study. Graduation ceremonies combine Western tradition with the cultures of Aboriginal and Torres Strait Islander communities.

You are invited to graduate as soon as you have been identified as having completed the requirements of your course and you have no encumbrances i.e. outstanding debts.

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.

For more information on the graduation ceremony dates please visit: www.batchelor.edu.au/students/important-dates/

Official Certification

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

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

- Statement of Results: at the end of each semester
- Statement of Attainment: when you successfully complete one or more unit of competency or an accredited short course but do not meet the requirements for a qualification (as specified in the Training Package). The Statement of Attainment will list all the units you have passed.
- Academic Transcripts: evidence of the units you have studied towards the completion of a course
- VET Qualification: the formal certification that means you have completed a VET qualification
- Testamur*^: for completed courses leading to an award (handed out at either a graduation ceremony, in absentia or an approved community graduation ceremony).

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

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

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

Encumbrance(s)

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

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

If you are wishing to attend a graduation event and have an encumbrance, this must be resolved with the Institute four (4) weeks prior to the specified graduation ceremony you wish to attend.

Any late payments of encumbrances made by students, will not guarantee a place in the ceremony. The Institute's Encumbrance Policy can be viewed by visiting the website: <https://www.batchelor.edu.au/students/forms-guides-rules-legislation/>

Workshops on Campus

Student Travel

The Away from Base (AFB) Mixed-Mode program supports Aboriginal and Torres Strait Islander students who are studying an approved mixed-mode course by distance education, to access compulsory course elements in another location away from their permanent home for short periods of time.

Student Travel are responsible for arranging travel for students who are enrolled in a 'mixed mode' AFB course, which is a nationally accredited course that is delivered through a combination of distance education and face-to-face residential teaching. AFB contributes towards the costs of travel, meals, and accommodation only.

Direct all student travel enquiries to **Student Travel**:

Freecall: **1800 815 262** (after hours)

08 8939 7250 (business hours)

Email: student.travel@batchelor.edu.au

TRAVEL ENTITLEMENTS

To be eligible for assistance under AFB, students must be:

- Aboriginal or Torres Strait Islander and;
- Enrolled in and studying an approved 'mixed-mode' course with a provider in receipt of 'mixed mode' AFB funding for that course; and

- Approved for one or more ABSTUDY benefits payable by DHS during the funding year which study being undertaken and in respect of the 'mixed-mode' course in which they are enrolled (other than the testing and assessment payment); and

Undertaking one of the following:

- Post-graduate degree by coursework (including Masters or Doctorate studies);
- VET course

TRAVEL TO WORKSHOPS

Once you are enrolled your trainer will provide you with a workshop timetable. They will also send a reminder that a workshop is coming up, prior to submitting a request for you to be travelled to the Student Travel team.

Prior to being travelled you need to provide evidence that you are in receipt of ABSTUDY. You should use the Enrolment & Fees invoice sent to you by Student Administration to apply for ABSTUDY.

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

TRAVEL ARRANGEMENTS

The Travel Services Team will make reasonable attempts to contact you to confirm your attendance prior to Student Travel preparing the itinerary and making your bookings. Attempts to contact will be made by phone, SMS and Email.

Note - You are required to confirm or cancel your travel arrangements with Student Travel before 12.00 pm on the Wednesday before the workshop commences, otherwise your travel will be automatically cancelled by the Student Travel team and your Lecturer will be notified.

A list showing students' dates and times of arrival and departure are located at the Residential office and the Travel Services Office in Building Orange 2 and in the Reception Building at the Desert Peoples Centre Campus in Alice Springs..

TIME OF DEPARTURE

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

You must allow yourself sufficient time to check-in for your travel. You must plan to be ready for pick up for your bus at least 1 hour before the departure time. For flights, you will be required to check in at the airport no later than 2 hours before departure time. If departing from Batchelor Campus your transportation from Campus to the Airport will be arranged for 3 hours prior to your flight departure time.

COMMUTING TO CAMPUS

If you are commuting to Batchelor campus, an Institute bus currently runs daily, Monday to Friday, for enrolled students. Designated pick-up locations and times can be confirmed with Travel Services. The bus will depart Batchelor campus at 4:30pm, Monday to Friday.

TRAVEL FOR CHILDREN

Only infants under six years of age are allowed to travel with their parent or guardian and must be booked into the Childcare Centre on campus by their parent/guardian. The student will be responsible for all costs relating to the travel and may incur additional costs for meals and accommodation. Notification must be given to the Travel Office of children travelling with parents no later than two weeks prior to departure as approval may need to be sought internally. The child's name and date of birth will be recorded on Student Travel's travel manifest.

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

CHANGES TO TRAVEL

You are expected to remain for the duration of any workshop, however, if an emergency arises you can advise your trainer who will send the Travel Services team a request to change the travel arrangements for an early return home.

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

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

Students attending an Away from Base activity are not eligible for compassionate travel but may use their return trip prior to the end date of the activity. A maximum of two return trips per student per year can be approved under extenuating circumstances.

Extenuating circumstances include but are not limited to:

- the critical illness or injury of an immediate family member i.e. parent/guardian, parent substitute, grandparent, sibling, parent, child, or partner's parent or child; or
- an illness or injury of the student that requires the student to return home; or
- the death or funeral of an extended family member; or
- where the student comes from an Aboriginal or Torres Strait Islander community that observes Aboriginal or Torres Strait Islander law or kinship obligations, a required for the student to participate in a community activity under these law or kinship obligations, or in exceptional circumstances.

NO LONGER ABLE TO ATTEND

If, at the last minute, you are unable to travel due to an emergency, please contact Student Travel on **1800 815 262** – they are available out of hours. Please try and cancel your booking with the travel provider yourself. This may save the booking and we may be able to re-book you at a later date.

NO SHOW

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

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

TRANSPORTATION ASSISTANCE

Students requiring assistance with transportation, such as a wheelchair accessible taxi, will need to advise the Student Travel team of this before 12:00 pm on the Wednesday before the workshop commences.

DIETARY REQUIREMENTS

The Kitchen staff can cater for most dietary requirements. You should advise Student Travel of any special requirements prior to your arrival.

CHANGE OF ADDRESS OR CONTACT DETAILS

It is your responsibility to provide the Institute with a current address and telephone number at the time of enrolment. If these details change, even if it is temporarily, it is your responsibility to advise Travel Services and Student Administration of any changes to your address or telephone number. You are required to complete a Request to Change Personal Details form and return it to Student Administration as soon as possible so that your personal details can be updated into the student enrolment database.

REIMBURSEMENT PROCEDURES

There may be times when you would have some out-of-pocket costs and be entitled to reimbursement from Batchelor Institute. In most instances these would be recognised by the Travel Services Team and discussed with you in advance. For example, if you have to buy a meal when travelling to or from a workshop, you may be able to claim the cost back by providing Student Travel with a receipt.

Some students choose to travel into campus via private vehicle and are entitled to claim a kilometre allowance. You must notify the Student Travel team that you will be making your own arrangements to campus, prior to travelling, and they will discuss the claim process with you upon application.

Please contact **Travel Services** for more information.

Residential

ACCOMMODATION

Batchelor Campus

The Batchelor Campus has four types of shared accommodation:

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

Desert Peoples Centre Campus

Accommodation is currently provided in Alice Springs through commercial arrangements the Institute holds with accommodation providers, with daily transport provided from your accommodation to Campus and return throughout your workshop.

STUDENT KITCHEN

All students are entitled to meals when studying a VET course with Batchelor Institute.

The Institute has changed its policy on student meal entitlements to include local residents from Darwin, Batchelor and Alice Springs, as well as students who are travelling from communities. If you're a day student, you'll be entitled to lunch. If you're travelling in from a community, then you'll be able to have breakfast, lunch and dinner, depending on your traveling times. The Student Travel team will let you know which meals we can provide for you when they call to arrange your travel into Batchelor and/or Alice Springs campus. The Student Travel team will also ask if you have any special dietary requirements, please let them know and they will pass this information across to the Kitchen. If you arrive on campus and have special dietary needs, please let the Kitchen staff know.

Meal times

Batchelor Campus

Breakfast	7:00am to 8:00am Monday – Friday
	8:00am to 9:00am Saturday and Sunday
Lunch	12:00noon to 1:00pm
Dinner	5:30pm to 6:30pm

Desert Peoples Centre Campus

Students will be provided with breakfast, lunch and dinner. Meal times will be confirmed prior to travel, or on arrival.

Late meals

If you're arriving late on campus due to a late flight or bus, the Kitchen will have a meal pack ready for you. We can also arrange a meal travel pack for you prior to your travel back home. The Student Services and Student Travel teams will let you know if a meal travel pack will be prepared.

Batchelor Campus

If you arrive on either campus after the Dining Room has closed, Student Travel will advise Kitchen Services and Residential Services of your late arrival, in which a meal pack will be prepared and stored within the Residential Services Office upon your arrival, or if you must buy a meal, keep the receipt, and when you are at either the Desert Peoples Centre Campus or Batchelor Campus, you may be able to claim reimbursement for this meal. The Student Services team will be able to advise you about what to do.

Takeaway meals

Takeaway meals are available for students who are sick, caring for dependents travelling with them and by arrangements with the Kitchen staff. If you are going to be busy finishing an assignment or doing a presentation, speak to the Kitchen staff beforehand and ask them if you can collect a meal from them later.

Support Services

Student and Residential Services

Student and Residential Services are the first point of contact when current students arrive on our Batchelor Campus.

Residential Services

- ▶ When you arrive at Batchelor Institute, you will be greeted by our friendly staff who will provide you with your key to your allocated Student Accommodation whilst on campus for your workshop.
- ▶ The Residential staff provide Student Accommodation orientations sessions for new students, so you are aware of what and how the Residential Office can support you whilst residing on campus.
- ▶ Residential staff work a rotating shift, a Residential Officer will always be there if you require assistance in Residence.
- ▶ Residential staff will provide you with information about amenities and classrooms, and how to find them.
- ▶ Residential Staff will report any issues you may have whilst in residence, and ensure they are resolved as soon as possible.
- ▶ All students travelling to and from the Institute, will arrive and depart from the Residential Office.

For more information contact **Residential Services – Batchelor Campus:**

Freecall: **1800 677 095**

Email: residential@batchelor.edu.au

Student Services

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

- › provide course information;
- › provide enrolment and re-enrolment package;
- › provide support information regarding Human Services benefits;
- › provide social and emotional support for students,
- › provide Student Support and Enquiries Orientation sessions for both staff and students, and
- › provide the VET Student Guide to new and continuing students with contains information about Batchelor Institute.

For more information contact

Student Services – Batchelor Campus:

Freecall: **1800 677 095**

Email: student.support@batchelor.edu.au

enquiries@batchelor.edu.au

Student Services – Desert Peoples Centre Campus:

Freecall: **1800 677 095**

Email: dpcstudentsupport@batchelor.edu.au

STUDENT ID CARDS

Before an ID card can be issued you must complete a Student ID application You are required to get a new ID card each academic year. Student ID cards are issued at no cost. If there is normal wear and tear on your Student ID or if you have lost your ID card, please contact and/or present to the Student Services Office on our Batchelor Campus and/or the Receptionist or Student Experience Officer at our Desert People Campus. Who do I contact if I am located in a community?

To obtain your Student ID card please visit Student Services on the Batchelor Campus and the Student Experience Officer and/or Receptionist at our Desert Peoples Campus.

If you are an external or community-based student, you are still entitled to a student ID card. Please contact the Student Services Team on our Batchelor Campus and/or Student Experience Officer for assistance at our Desert People Campus. Please provide info on the web for them to access

INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

The ITAS scheme is a free tutorial service provided to students and is the primary interface between students and tutors. Students are entitled to an amount of tutorial support, per week, based on their enrolment. This support can be during class, after classes or in the student's home community while they are enrolled. The primary support functions include:

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

For more information contact **Student Services**:

Freecall: **1800 677 095**

Email: ITAS@batchelor.edu.au

STUDENT COMPLAINTS

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

Every complaint is taken seriously and if your complaint can not be immediately resolved then you will be asked to lodge an official complaint. The staff will explain the complaints process to you and will assist you in formally lodging your complaint.

Student Services:

Freecall: **1800 677 095**

Email: student.support@batchelor.edu.au

Information, Communication & Technology (ICT) Support

ICT aim to support your learning and research by providing professional advice to help resolve your IT problem or request over the phone, online and face-to-face. The ICT Appropriate Use Guidelines apply to everyone equally and defines appropriate use of Batchelor ICT facilities and services.

For more information & assistance, please contact **ICT Help Desk**:

Phone: **08 8939 7116**

Email: help.desk@batchelor.edu.au

Location **(Batchelor)**: Building Orange 5, Batchelor Campus Location

(Desert Peoples Centre Campus): Student Services building, DPC campus

Student Administration

Student Administration is responsible for the processing of all student data which is recorded on the Student Management System.

This includes, but is not limited to, the following:

- › Enrolments.
- › Issuance of USIs on behalf of students (if applicable).
- › Credit transfer(s) and Recognition of Prior Learning (RPL).
- › Results
- › Course completions and partial completions
- › Main and community graduation ceremonies
- › Issuance of Certifications (Academic Transcripts., Statement of Attainments, National Qualifications, Testamurs)
- › Student Fees
- › Third Party Sponsorships
- › Timetabling of workshops and
- › Queries related to the above

For more information, please contact **Student Administration**:

Phone: **08 8939 7215**

Email: studentprogression@batchelor.edu.au
graduation@batchelor.edu.au
studentfees@batchelor.edu.au
timetabling@batchelor.edu.au

VET Teaching Staff

SENIOR LECTURERS

Senior Lecturers are responsible for much of the administration and coordination of courses.

They have a teaching role and assist trainers to organise their courses and improve their teaching and assessment.

If you have difficulties with the course that your trainer cannot solve, you may need to speak with a Senior Lecturer about your concerns.

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 regarding 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.

Library and Information Services

The Batchelor Institute Library is a dual-purpose library for students, staff and community members to enjoy.

Batchelor Institute has libraries at Batchelor Campus and the Desert Peoples Centre (DPC) Campus. The libraries are a culturally safe space to visit and study and offer services both on and off campus.

LIBRARY MEMBERSHIP

To register as a member of the library, visit your campus library and show library staff your student ID card. You will also need to provide staff with your contact details. Your student ID card will become your library card once registered.

LIBRARY SERVICES AND PROGRAMS

Resources

- › Access to 262,000 online and hard copy resources including books, newspapers, magazines, and journals.
- › 24-hour access to the online catalogue and e-resources.
- › CALL Collection language archives.
- › DVDs and fiction books.

Services

- › Assistance in searching and locating items using the library catalogue, and online databases.
- › Assistance in developing research and study skills
- › Inter-library loan
- › Basic IT support.
- › Photocopying, printing and scanning

Facilities

- › Tea and coffee
- › Wi-Fi access
- › Computers
- › Quiet study space
- › After-hours access to Study Room and computers (Batchelor Campus)

ITEMS NOT RETURNED

A reminder notice will be sent listing overdue items. These items should be returned as soon as possible.

RENEWING LOANS

Contact Library staff if you need to extend your loans

LIBRARY CONTACT DETAILS

Batchelor Campus: **08 8939 7103**

Email: library@batchelor.edu.au

DPC Campus: **08 8951 8328**

Website: www.batchelor.edu.au/library

Freecall: **1800 677 095**

For more information or to view the most up to date opening times please visit the website.

Contacts

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

For more information about the locations & services available please contact

Email: enquiries@batchelor.edu.au

Website: www.batchelor.edu.au

Office Hours: 8:00am-4.21pm, Monday - Friday

Batchelor Campus

Batchelor Institute & Library

Street address: Nurdina Street, Batchelor, NT 0845

Postal address: c/- Post Office, Batchelor, NT, 0845

Freecall: 1800 677 095

Desert Peoples Centre Campus

Desert Knowledge Precinct & Library

Street address: 475 South Stuart Hwy, Alice Springs, NT, 0870

Postal address: PO Box 9170, Alice Springs, NT 0871

Freecall: 1800 677 095

Reception Area: 08 8951 8300

Campus Guide

Batchelor Campus

Kungarakan and Warai Country

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

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

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

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

ARRIVING FOR WORKSHOPS

What to bring

As workshops can vary to between one (1) to three (3) weeks, please ensure you bring the following items with you when travelling to campus:

- Personal belonging such as clothes and toiletries – it's a good idea to check the weather before you travel to ensure you are bringing the right clothes depending on if it is humid or cold.
- A bath towel – sheets, blankets and pillows are provided during your stay.
- Medication, Medicare, and Health Care Card – remember if you are on medication to bring it with you. If you need to visit a doctor during your stay you will also require your Medicare card and, if applicable, your Health Care Card.
- Study items – pens, workbooks and notebooks.

Where to arrive

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

I HAVE ARRIVED, WHAT HAPPENS NOW?

If you arrive at Batchelor Institute during business hours, you will need to report to the Residential Office. There you will be greeted by a Residential Officer where you will be allocated your rooms for the duration of the workshop, advised of meal times and shown where the Student Kitchen is to access meals.

If you arrive at Batchelor Institute after business hours, you will need to report to the Security Office where you will be taken to your allocated room and advised of the Student Kitchen location and times for meals. You will then need to present to the Residential Office during business hours for further direction, 8am being the recommended time.

If you have any issues within the residential area where you are staying, please contact the Residential Office. If the issue occurs after hours, you will need to contact the Security Office.

WHERE IS MY ON-CAMPUS WORKSHOP?

On Monday morning of your first workshop day, please visit Student Services. From here, you will be directed of the following:

- which building your workshop is in, and
- who your lecturer for the workshop will be.

Obtaining a timetable from the website or from your Lecturer before arriving on campus would also be beneficial in knowing where you are supposed to be on campus for your workshop.

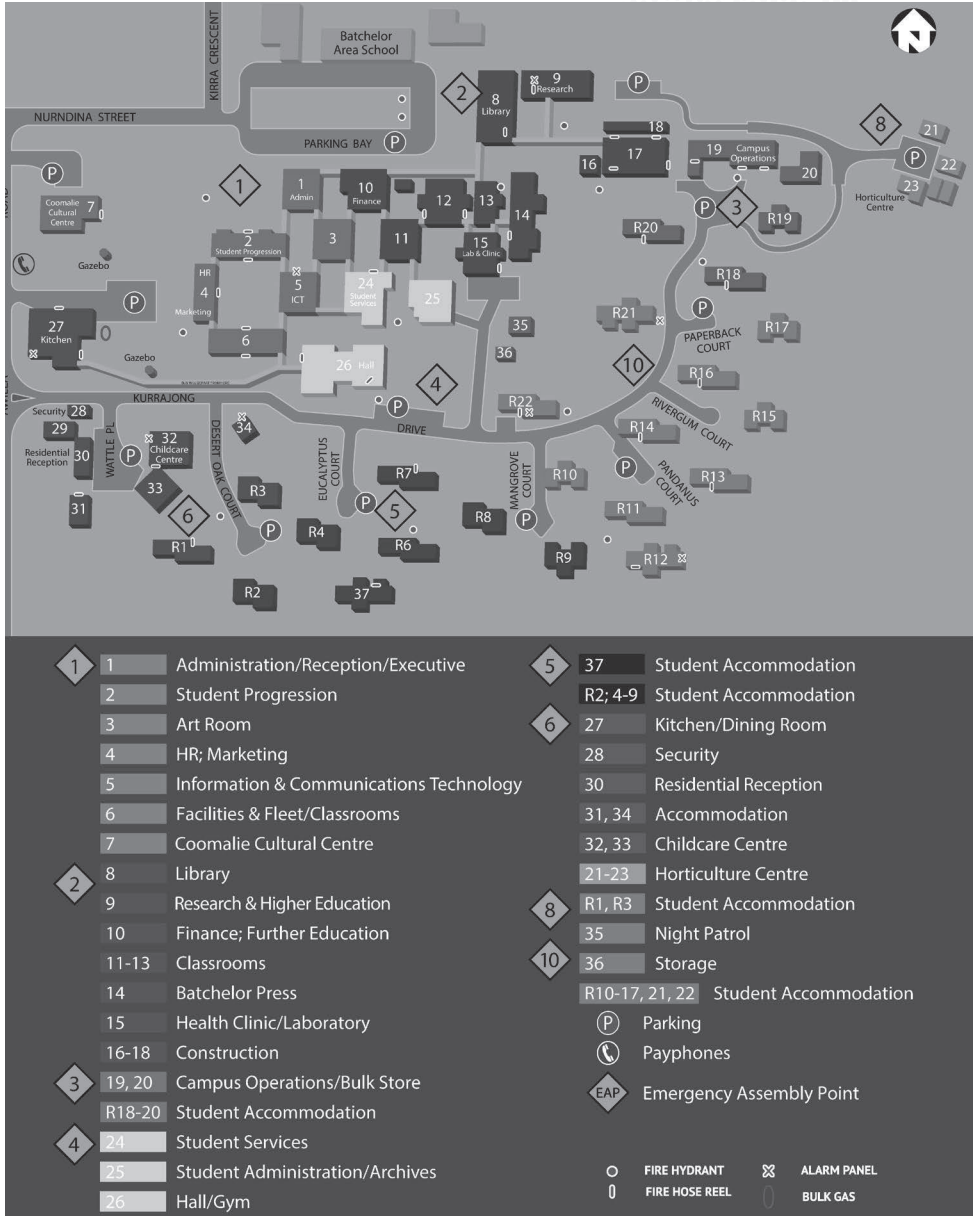
STUDENT ORIENTATION

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 of the support services available to you.

Campus maps

Batchelor Campus



Desert People's Campus

Arrente Country

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

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

At the heart of the Desert Peoples initiative is desert people. It seeks to be a catalyst for change around delivery of educational and other services to desert people and other services to desert peoples and how they will affect livelihood outcomes.

ARRIVING FOR WORKSHOPS

What to bring

As workshops can vary to between one (1) to three (3) weeks, please ensure you bring the following items with you when travelling to campus:

- Personal belonging such as clothes and toiletries – it's a good idea to check the weather before you travel to ensure you are bringing the right clothes depending on if it is humid or cold.
- A bath towel – sheets, blankets and pillows are provided during your stay.
- Medication, Medicare, and Health Care Card – remember if you are on medication to bring it with you. If you need to visit a doctor during your stay you will also require your Medicare card and, if applicable, your Health Care Card.
- Study items – pens, workbooks and notebooks.

Where to arrive

Accommodation is currently provided in Alice Springs, with daily transport provided from your accommodation to Campus and return throughout your workshop. You will be advised as to where you will be accommodated prior to your workshop commencing.

WHERE IS MY WORKSHOP?

A bus will commute students from their accommodation to the Desert People Centre (DPC) campus. Buses depart from Student Accommodation between 8-8.05am and depart from DPC between 3 - 3.15pm.

On Monday morning of your first workshop day, please visit Student Services. From here, you will be directed of the following:

- which building your workshop is in, and
- who your lecturer for the workshop will be.

Obtaining a timetable from the website or from your lecturer before arriving on campus would also be beneficial in knowing where you are supposed to be on campus for your workshop.

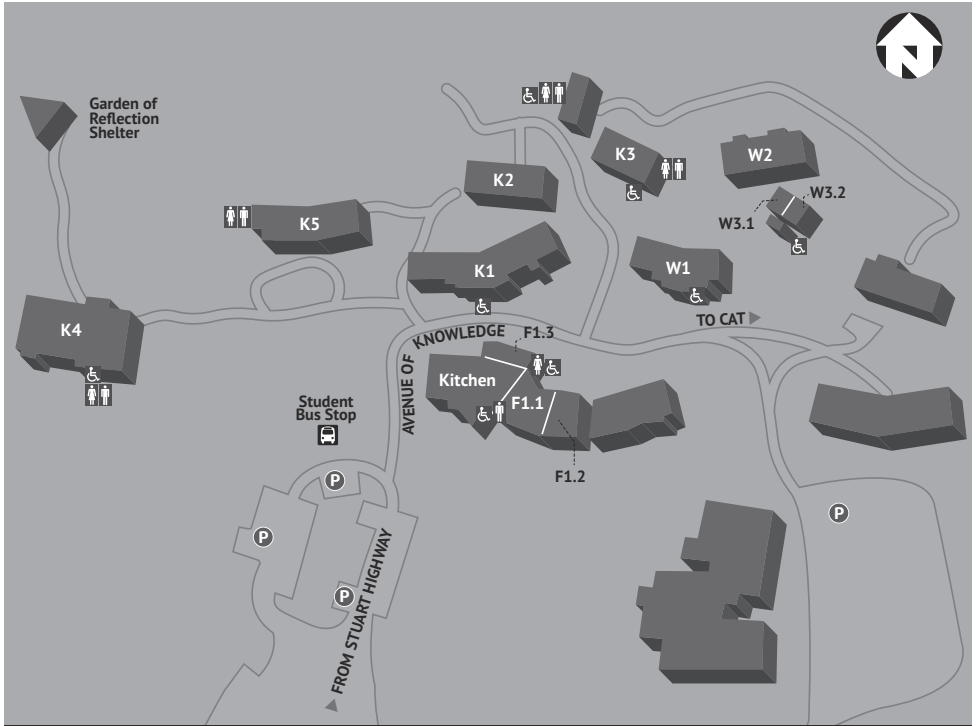
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If you have a disability, you will be advised on the support services available to you.

Campus maps

Desert Peoples Centre Campus



Desert Peoples Centre Campus

Service buildings

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

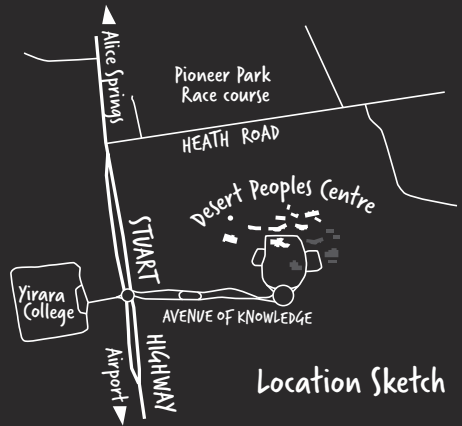
Knowledge buildings

- 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

Guidelines

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 Conduct in Residence 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. By accepting the offer of accommodation, students agree to abide by the rules and regulations of the Guidelines.

For more information about the Student Conduction in Residence Guidelines please visit:

<https://www.batchelor.edu.au/students/forms-guides-rules-legislation/>

Computer Guidelines for Acceptable use

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.

A–Z List of Information

A

ACCIDENT & EMERGENCY

In the event of a life threatening situation call 000.

ALCOHOL & OTHER DRUGS

No alcohol is permitted on campus. In accordance with clear and consistent messages from our Indigenous communities, Batchelor Institute has established a policy that alcohol and other drugs are not to be brought into, or consumed within, any Institute facilities, including Institute vehicles. Students that bring alcohol and/or other drugs on any campuses will be travelled home early, and will be excluded from further studies at the Institute for an allotted period.

B

BOOKING LECTURE ROOMS

If you are working after-hours and need access to a lecture room, arrange access through your trainer beforehand.

BOOKS & EQUIPMENT

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

Please note, you may need to check with ABSTUDY to find out if you are eligible for the Incidentals Allowance.

C

CHANGING ROOMS

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

CHILDCARE CENTRE

Batchelor Campus

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

Any student with a current debt in relation to childcare fees will either have to repay the outstanding debt or make arrangements to clear the debt. Students will have to pay any anticipated childcare

in advance. If the prior debt has not been cleared (or suitable arrangements made), or if current childcare has not been paid in advance, the Centre will not be able to accept children into care.

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

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

Desert Peoples Centre Campus

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

CHILDREN

See Student Travel Information

CLEANING

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

COMMUTING TO CAMPUS

See Student Travel Information

COMPUTER LABS

Batchelor Campus

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

Desert Peoples Centre Campus

If you are attending a workshop in Alice Springs and require a laptop for after-hours use, you will need to obtain approval from your lecturer and ICT, to access a loan laptop.

CYCLONES & WET SEASON

Batchelor Campus

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

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

Useful information about cyclones and how to be prepared in the case of a cyclone can be found in the Northern Territory Emergency Services cyclone publications.

D

DAMAGE OR THEFT OF PROPERTY

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

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

Students are liable for damages and will be required to pay for them. Loss of personal property is your responsibility, not the Institute.

DEPARTURE FROM CAMPUS

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

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

DIETARY REQUIREMENTS

See Student Travel Information

DEFIBRILLATOR KIT

See First Aid

DRESS/PROTECTIVE CLOTHING

Batchelor Campus

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

Desert Peoples Centre Campus

With its arid climate, Alice Springs experiences weather similar to Winter and Summer. In summer it is extremely hot and in winter close to freezing temperatures. Please ensure that you bring

clothing to suit the time of the year. A winter jacket is advised for the middle months of the year, as well as a scarf and/or gloves.

E

ENTRY TO CAMPUSES

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

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

F

FIRST AID

Batchelor Campus

Emergency signage on each building advises the presence of a First Aid Kit. First Aid kits are also located in the commuter buses. In the event of an injury please notify either WHS Manager, Student Services or Residential Coordinator.

A Defibrillator Kit is located outside the Residential Office, Building 30 (across from the kitchen) and at the Library, Building 8 (on the wall near Research Building 9).

Desert Peoples Centre Campus

First Aid kits are located in the following places:

- Reception,
- Building: Knowledge,
- Building: Wellbeing,
- Irrarnte Cafe,
- Science lab/nutrition,
- Student Services building ,
- Library: DPC, and
- Maintenance office.

G

GARBAGE

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

GUESTS & VISITORS

Batchelor Campus

Residents may invite guests & visitors to student residences but we suggest that they visit you between 3:30pm and 9:00pm. The following conditions apply:

- guests & visitors cannot stay overnight; and
- it is your responsibility to make sure your visitors behave in a reasonable way and obey the campus rules.

Desert People Centre Accommodation

Residents must comply with accommodation guidelines. The following conditions apply:

- guests & visitors cannot stay overnight;
- it is your responsibility to make sure your visitors behave in a reasonable way and obey the facilities rules.

GYM

Batchelor Campus

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

Shoes must be worn at all times and the gym is cleaned on a daily basis. Opening hours are: 6am - 10pm Monday - Friday.

H

HEALTH CARE CLINIC

Refer to Useful Information.

HYGIENE

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

I

IDENTIFICATION

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

ILLEGAL DRUGS

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

K

KEYS

Batchelor Campus

You will be issued with keys to your accommodation on arrival at the Institute. They can be returned to one of the Residential Staff members or given to Security.

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 \$88 per night, per person exclusive of meals. For further information with regards to meal charges, please contact the Student Services team on **08 89397 322**.

Desert Peoples Centre Campus

You will be issued with a key to your accommodation on arrival. The keys can be returned to the Accommodation staff upon departure.

If you lock your keys in your room, please see Accommodation staff at reception.

L

LIGHTING FIRES

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

M

MAINTENANCE

Report all maintenance problems directly to the Residential Office.

MEDICATION

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

P

PARKING

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

POLITICAL & 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.

REIMBURSEMENT PROCEDURES

See Student Travel Information.

S

SECURITY

Batchelor Campus

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

Phone: **0447 021 113**

SICKNESS

If you are sick, tell a Residential and/or Student Enquiries & Support Staff member so that they can make necessary arrangements. If you are too sick to tell the Residential or Student Enquiries & Support office yourself, ask someone to tell them for you, so appropriate action can be taken. If you are unable to advise someone, please call directly to the Student Services mobile number: **0488 664 141**. Alternatively, you can also call the Batchelor Institute free call number: **1800 677 095** in which will divert you directly to the Student Services Mobile.

SMOKING

Batchelor Institute has designated smoking areas for staff and students. Please refer to the campus maps.

STAFF CODE OF CONDUCT

Information about the Staff Code of Conduct is available at this address: www.batchelor.edu.au/uploads/Students/Forms-Guides-Rules-Legislation/Staff-Code-of-Conduct.pdf

STORAGE OF PERSONAL ITEMS

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

STUDENT NETWORK ACCOUNT

See Information, Communication & Technology (ICT) Support

T

TELEPHONES

Batchelor Campus

There are two public payphones located on the campus.

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

See the campus map for locations.

Desert Peoples Centre Campus

Students are permitted to use the phone in reception or have a message left for them at

08 8951 8300.

TRAVEL CHANGES

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

U

USEFUL INFORMATION - BATCHELOR

Emergency (Police, Fire and Ambulance)	Phone: 000
Centrelink Indigenous Call Centre	Phone: 1800 136 380
Abstudy	Phone: 1800 132 317
Yera Early Learning Centre	Phone: 08 8976 0934
Batchelor BP service centre	Phone: 08 8976 0196
Security	Phone: 0447 021 113
LifeLine	Phone: 13 11 14
BeyondBlue	Phone: 1300 22 4636
ATMs	Located at Batchelor BO Service Centre

USEFUL INFORMATION - DESERT PEOPLES CENTRE

Emergency (Police, Fire and Ambulance)	Phone: 000
Centrelink Indigenous Call Centre	Phone: 1800 136 380
Abstudy	Phone: 1800 132 317

Hospital	Phone: 08 8951 7777
Taxi	Phone: 131 008 or 08 8952 1877
13 CABS	Phone: 132 227
LifeLine	Phone: 13 11 14
BeyondBlue	Phone: 1300 22 4636
13Yarn	Phone: 13 92 76

W

WEATHER

Batchelor Campus

The Top End of Australia has a tropical savannah climate, with distinct wet and dry seasons. The average maximum temperature is similar all year round. The Dry season runs from April/ May to October (winter), during which nearly every day is nice and sunny. There is very little rainfall between May and September. In the coolest months of June and July, the daily minimum temperature may dip as low as 14°C, but very rarely lower, and frost has never been recorded. The average temperature in the dry Season is 18-30°C.

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

Desert Peoples Centre Campus

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

In Alice Springs, temperatures can vary by up to 28°C and rainfall can vary quite dramatically from year to year. In Summer, the average maximum temperature is in the high 30's, whereas in Winter the average minimum temperature can be 7.5°C with an average of 12.4 nights below freezing every annum. The average temperatures in June/July are 4-19°C while the average temperatures in December/January are 20-36°C.

WEAPONS

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

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

WILDLIFE

The Northern Territory, and Australia as a whole, is filled with an abundant array of native wildlife. While grounds staff keep the lawns and surrounding areas beautifully maintained and do their best to keep the grounds free of animals, there is still a small chance of an encounter with one of these animals. These could include but are not limited to: snakes, spiders, centipedes, kangaroos, wild birds, crocodiles, cane toads, dingoes etc. Under no circumstances should you touch, antagonise or attempt to pick up or shift animals. Also, do not feed wild animals.

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

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



RTO 0383

Freecall 1800 677 095

Email enquiries@batchelor.edu.au

batchelor.edu.au