

Melbourne Rudolf Steiner Seminar Ltd
CRICOS Provider 01812M



International Student Handbook

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International Student Information

Introduction

Thank you for your interest in the Melbourne Rudolf Steiner Seminar Ltd. The purpose of this handbook is to introduce you to the services available to you here at our Registered Training Organisation (RTO) and provide you with some general information about our courses and processes. If you have any further questions please do not hesitate to contact us.

The Melbourne Rudolf Steiner Seminar Ltd provides specialised industry training Nationally Recognised Training in the following qualifications Advanced Diploma of Steiner Education (course code 69801, CRICOS code 071548J)



More information about the course can be found on the website

<http://www.steinerseminar.com/>

Campuses and courses

The Melbourne Rudolf Steiner Seminar¹ is spread over three campuses, however International Students may only study courses offered at The Michael Centre.

The Michael Centre

37A Wellington Park Drive Warranwood 3134, Victoria Australia, tel. (03) 9876 5199

email: <mailto:admin@steinerseminar.com>

About the Melbourne Rudolf Steiner Seminar Ltd.

The Seminar offers a unique human education in Art, Science and Philosophy. Our courses are based upon Rudolf Steiner's spiritual-scientific view of the human being as an enlightened thinker in an intelligent universe. The Rudolf Steiner approach offers a way of teaching which works with universal understanding of the ever-developing human being, an understanding which can be applied to the needs of children in different countries and cultures.

The Seminar is a Registered Training Organisation that grew out of an informal study group for interested teachers and adults in 1968. From these beginnings a number of Steiner Schools were established. The Seminar's courses are offered for students interested in Anthroposophy, artistic development, individual self-development and teacher training in Rudolf Steiner education.

Rudolf Steiner was an Austrian philosopher who developed a view of the world known as Anthroposophy. His ideas have inspired many activities; architecture, agriculture, medicine, the arts and education. Anthroposophy shows that by the capacities of thinking, feeling and willing new faculties of perception and awareness can develop.

We are a nationally recognised training centre and the full-time courses are government accredited.

¹ A.C.N. 081 055 110 RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

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There is a great need for Steiner teachers, caring people who will teach with imagination, a feeling of responsibility and a sense of truth.

Children need to unfold gradually, they are not empty vessels to be filled with information.

Steiner Education is the most rapidly expanding education in the world at the moment, with five Steiner streams in the Victorian Education system and 40 independent schools throughout Australia.

Entry Requirements for International Students

Full information on entry requirements is available in the Seminar's International Student Enrolment Policy.

English Language Requirements

All Vocational Education courses (Certificate IV and Diploma) have an English language requirement. This requirement is achieved by achieving an IELTS testing score of 5.5, or TOEFL score of 550. Students who do not have a current IELTS or equivalent test result are advised to have their English level tested prior to commencement of their chosen vocational course.

Course Details, Dates, and Fees

For information relating to course details, dates and fee schedule please refer to the website.

Competency-Based Training & Assessment Process

Competency-based training (CBT) is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a training program. The aim of competency-based training is to ensure that vocational education and training programs better meet the needs of Australia's industries and enterprises.

Outcomes from competency-based training reflect workplace duties, working environment and performance requirements. This should include performing higher level duties such as planning, problem solving and managing tasks through to completion.

Competency-based training programs are often comprised of Units of Competency that contain specific learning outcomes, which are based on standards set by industry. Delivery of training may occur in a variety of forms (Classroom, on-line, and distance) and workplace learning may apply to ensure an overall understanding of all skills and knowledge is available.

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform the standard expected in the workplace, as expressed in the relevant endorsed industry or enterprise competency standards. Assessments through this course will require students to complete a variety of written work, oral questions, practical demonstrations, and assignment / portfolio presentations.

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Equity Commitment

All staff are required to have an awareness and understanding of access and equity issues, and will adhere to the principles and practices of equity in education and training; they will treat every student fairly and without discrimination. The Seminar has a complaints procedure in place to ensure any student concerns are dealt with immediately and appropriately (refer to the Access and Equity, and the Communication policy).

The Seminar acknowledges its legal obligations under State and Federal equal opportunity law, including:

- The Racial Discrimination Act, 1975 (Commonwealth)
- The Sex Discrimination Act, 1975 (Commonwealth)
- Disability Discrimination Act, 1992 (Commonwealth)
- The Equal Opportunity Act, 1995 (Victoria)

All legislation can be accessed at: www.comlaw.gov.au

The Seminar fosters equality and access in a training environment that is fair and conducive to learning at all levels. Our training services are available to all participants regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

If you believe you have been treated unfairly please contact the Coordinator.

Facilities

Classrooms

Our three classrooms are Architect designed with polished timber floors with large windows for light. The classrooms are furnished with appropriate classroom furniture and equipment for effective learning to take place. See website for pictures of the Seminar

<http://www.steinerseminar.com/>

Resources Centre

The resource centre/ Library is equipped with excellent selections of textbooks. The local shopping centre in McAdam Square also has a good selection of relevant books for the course. Photocopying facilities are available in the General Office along with basic stationary.

Student Lounge

The Steiner Seminar provides a student lounge area which is a comfortable area within the building for students to relax, meet others, and converse in English. They are also used to gain information on social activities, rooms available to rent / share, and other general information related to international students living in Australia.

Kitchen

Each building is equipped with a small kitchen for students wanting to heat their lunches. Hot water, milk, tea and coffee are available to students.

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Computer Usage

There is also shared access to computers and internet for student use at the Melbourne Rudolf Steiner School Library. Also other community regional Libraries have computers available for use. The Office computer can be made available for minimal student usage.

Occupational Health and Safety

The Seminar complies with all relevant Occupational Health and Safety legislation. All Seminar staff will actively take steps to identify hazards that could cause harm to participants in the learning environment. Where possible, staff will take action to remove or control these hazards, and will report the hazard to the appropriate on site personnel.

Where practicable, Students must take responsibility for their own health and safety and that of their fellow students. This means students must follow all safety rules, procedures and the instructions of Seminar staff.

Student Support Services

Being an international student is exciting, but it can also be challenging. The Seminar has a designated Student Support Officer who can be approached to gain advice on academic and personal issues. The Student Support Officer offers professional and confidential advice in areas where they can help. They can also provide links to external sources of support where the Seminar is not qualified.

The types of common issues that the Student Support Officer is able to provide support are:

- ***Academic issues***
Students are able to gain advice and support in ensuring they maintain appropriate academic levels. All students' progress is monitored and guidance and support provided where non satisfactory results are identified.
- ***Personal / Social issues***
Students have access to the Support officer through normal Seminar hours
- ***Accommodation***
The Seminar is able to refer students to appropriate accommodation services and staff are always available to discuss any issues or concerns a student may have with their accommodation arrangements.
- ***Medical Issues***

Student Administration will always have an up to date list of medical professionals within access from the Seminar location and any student with medical concerns should inform the student support officer who will assist them in finding an appropriate medical professional.

Local medical services are as follows:

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Referral Services Available	Name & Location	Contact Phone
Maroondah Hospital	Mt. Dandenong Rd Ringwood East	9871 3333
Doctor P. Moraes	Melb Therapy Centre	9876 3011
Ringwood Plaza Dental	Shop 4, Ringwood Plaza Ringwood	9870 6030

The emergency phone number for an ambulance in Australia is '000'. (This number should only be dialled in an emergency and you require ambulance, police, or fire attendance.)

- ***International Student Health Cover (OSHC)***

As an International Student, it is a condition of your student visa that you have International Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health.

The following cost is valid as of July, 2007 and price is subject to change. Further information on the price of OSHC and provider details can be gained by contacting the Seminar.

International Student Health Cover	Approximately \$350.00 - \$400.00 for 12 months
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- ***Legal Services***

The Seminar is able to provide some advice and guidance on a limited range of situations. Where the Student Support Officer feels it appropriate for you to gain professional legal advice they will refer you to an appropriate legal professional.

Referral Services Available	Name & Location	Contact Phone
Free legal advice	Fitzroy Legal Service	9419 3744
	Springvale Legal Service	9562 3144
Lawyer	Bruce Curl	8601 8888

- ***Social Programs***

The student support officer will occasionally organise social events that allow all students enrolled with the Seminar to mingle and socialise. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events.

Arrival Services

If you inform the Seminar, a representative will meet you at the Airport and take you to your place of accommodation at no charge.

Language Literacy and Numeracy

The Melbourne Rudolf Steiner Seminar Ltd recognises that reading, writing, listening, speaking and understanding mathematical concepts and processes are integral skills required for work and are

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therefore an important component of training. As all students are individuals with different life experiences, literacy and numeracy skills vary.

As part of the enrolment process, the student will need to complete a language, literacy and numeracy (LLN) exercise which will be used to assess the LLN ability of the student. Some students may be referred on for special help as required.

We encourage students with Language Literacy or Numeracy concerns to undertake training. A range of support services can be provided for the student upon request.

If you have a Language Literacy or Numeracy concern that is affecting your training program, we encourage you to raise the matter directly with the Co-ordinator.

Recognition of Prior Learning (RPL) and Credit Transfer

Competency-based training places emphasis on the workplace application of attained knowledge and skills - not how long spent in training or the amount of knowledge acquired in a formal learning environment.

You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training.

Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation (RTO) will be recognised by the Seminar and you will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment with National codes and titles that match the current course a student is enrolled.

Where a student has gained skills and knowledge from sources such as life experience, work experience, and other related learning experiences, they may be able to demonstrate their competence in required skills and knowledge by completing a Recognition of Prior Learning application. This requires the students to provide detailed explanation of how the learning was gained and provide evidence of how such skills and knowledge meet the detailed requirements of the Unit of Competence recognition is being applied for.

Please refer to the website for further information.

Student Requirements

Satisfactory Attendance

International students are required to maintain a full time study load as part of the student Visa requirements. A full study load requires a minimum 80% attendance. The attendance of the student is monitored by the Seminar and where a student:

- a. has missed *1 full working week* of classes *without prior approval*; or
- b. has irregular attendance; or
- c. has a cumulative attendance that has fallen below 80%

The Seminar will counsel and provide support to prevent an unsatisfactory attendance record. Where there is an unsatisfactory record of attendance the Seminar is obliged to notify the Department of Immigration and Citizenship. (DIAC) This may affect a student's visa status.

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Refer to the Seminar's policy on *Student Attendance Policy (Recording, Monitoring, & Reporting)* for more details.

Academic Progress

Students are also required to maintain satisfactory academic progress as a condition of their visa. This progress is also monitored by the Seminar and support and guidance will be given where progress is not being achieved. Where a student is unable to maintain a pass mark in 50% of the modules (units) being undertaken, (as required by the National Code) the Seminar is obliged to notify DIAC. Where this occurs a student's visa status may be affected. Intervention strategies will be implemented for students who are at a risk of not achieving a satisfactory academic progression.

Student Conduct

Students are required to follow all rules of the Seminar and the instructions from staff representing the Seminar. Students are required to act in a non discriminatory manner at all times and respect the rights of other students, staff and visitors.

Students are also required to adhere to academic rules and regulations as directed by the Seminar or its representatives. Where a student is found to have acted in a way that the Seminar deems to be misconduct, the Seminar may implement disciplinary action in the form of suspension or cancellation of a student's enrolment.

Complaints/Grievances and Appeals

Students have access to the Seminar complaints and appeals process. Further information is available on the website or through the Coordinator.

This allows for a fair and equitable process to be implemented for any grievance or complaint against the Seminar in its assessment process, decisions relating to academic or attendance records, and any other concern students may have.

Students are able to submit a complaint against the Seminar or any person employed by the Seminar if they feel a person has acted inappropriately, or the systems and practices of the Seminar are not meeting expectations, or the Seminar is treating a person unfairly. All complaints are handled with confidence and are reviewed by Seminar Coordinator. Complaints and appeals are at no cost to the student.

A student may also appeal a decision made by the Seminar in relation to a complaint or an assessment outcome. Where a student feels they have been treated unfairly or incorrectly judged and assessed on a specified task, project, or assessment requirement they may have the decision reviewed by the Seminar by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the decision or outcome was unfair or why the decision / outcome should be reviewed.

If a student is still not satisfied with the outcome they shall also be provided the option of activating the external appeals process. All students have access to this complaints and appeals process and a copy of this policy & procedure is readily available from Student Administration.

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Student Feedback.

All students are required to complete a feedback form at least once per year to provide feedback on the services and education that the Seminar is providing.

Refunds

Refund applications may be granted in certain circumstances, although not when a visa has been cancelled due to actions of the student. For further information refer to the Tuition Fee Policy.

Deferring, suspending or cancelling an enrolment

Students are able to initiate deferral or suspension of enrolment or the Seminar may initiate cancellation of a student's enrolment on the basis of **extenuating** or **compassionate** or **compelling circumstances**.

Full details are provided in the Seminar's **International Student Enrolment Policy** and **Communication Policy** available on the website and through the Seminar office.

Deferral, suspension or cancellation of enrolment **may affect your Visa conditions** – please ensure that you read the International Student Enrolment Policy thoroughly.

Living in Australia

Australia is a land of contrasts - sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent.

Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants that are unique on the planet. The surface geology is typically old and flat, with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

Further information can be found from visiting the following website by the Australian government about living in Australia: [Living in Australia](http://www.immi.gov.au/) (<http://www.immi.gov.au/>)

Melbourne is the capital of the State of Victoria and set around the shores of Port Phillip Bay with its beautiful beaches and water sports facilities. The city itself, laid out in a large rectangle and boasting a lively and cosmopolitan pulse, sits on the northern banks of the Yarra River, about five kilometres from the bay.

Melbourne is a world-renowned for its cultural influence in its restaurants and cafés, and the home of major cultural events, and is also considered to be the sporting capital of Australia. Melbourne, once voted the world's 'most liveable city', enjoys clean fresh air and beautiful parks and gardens.

Further information on Melbourne is available from www.visitvictoria.com (<http://www.visitvictoria.com/>)

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Climate

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Melbourne does not have a specific wet season - it can rain at any time of the year.

Sports and other outdoor activities are possible at all times of the year.

Accommodation while living in Australia

The Melbourne Rudolf Steiner Seminar does not offer any accommodation services and students are required to organise their own accommodation arrangements for their stay in Australia. However the Student Support Officer often has a list of contacts for accommodation. Where a relative or friend is able to provide accommodation that is close to transport and within access to the Seminar, students would be encouraged to take this option. It is recommended that your accommodation arrangements be organised prior to your arrival in Australia.

The Student Support officer can provide information, advice, and guidance on the types of accommodation services available to students prior to arrival in the case of a need to change arrangements whilst in Australia. The types of accommodation available in Australia are many and varied and brief descriptions of some of the options are listed below:

Homestay / Private Board

This is a common form of accommodation is where students live with an Australian family. Homestay or private board is where you live with a family, couple or single person/s in their own home.

There are many 'Homestay Providers' operating in Australia and these arrangement will vary from Full Board, Part board, or Board in Exchange. The most common arrangements for homestay will usually consist of a furnished room, two or three meals per day and bills (except telephone and internet). Some homestay providers may even do your laundry. The cost may be between A\$170 - A\$220 per week.

The family is generally chosen by the *Homestay Provider* and allow students an excellent way of settling into the country.

Hostels & Guesthouses

Generally these are temporary accommodation arrangements and are available from A\$25.00 per day to A\$400.00 per week. Prices will depend on shared facilities, meals provided, shared rooms, etc.

Private Leasing / Rentals

The rental market offers a wide range of housing options. Signing a lease on your own for an apartment, flat or house can offer you an independent lifestyle and privacy. You may also plan to stay in this property for the duration of your course.

It can however be very expensive if you choose to live by yourself, as you are solely responsible for the rental payments plus the connection fees for utilities and then ongoing bills. Generally tenants are responsible for connection and usage of water, electricity and gas. Tenants are also responsible for connection and payment of the telephone.

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Rental prices vary according to the location and condition of the property. It can be useful to familiarise yourself with the average price of properties in the various suburbs around the Seminar. Rental costs usually increase the closer the property is to the city centre and the Seminar.

Consumer Affairs Victoria has information on your rights and responsibilities when renting a home in Victoria. They can also help you if you have a complaint or problem with your landlord. Go to the Consumer Affairs Victoria website at: www.consumer.vic.gov.au/students or call 1300 55 81 81 for advice or more information.

Living Costs

The information in this section outlines the estimated cost of living for an international student living in Australia. When calculating the costs of living in Australia students should budget for accommodation, food, health care, transport, books, clothing and entertainment.

This is only a guide to the living costs in Australia and these expenses will vary depending on the student's lifestyle.

Accommodation Costs

Accommodation costs will vary from city to city and the following is an estimate of various types of accommodation in Melbourne.

Type of Accommodation		No. of Weeks	Weekly Rent / Board Range (A\$)	Estimated Total (\$) Rent or Board and other expenses
Home	Living at Home (Board)	52	20 - 60	\$7200 - 9,600
Sharing Rented House (with 2 others)	Close to City	52	135 -165	18,100 - 24,400
	Within 10 kilometres of City	52	105 -135	16,400 - 22,700
	Regional area	52	60 - 80	13,800 - 19,600
Apartment - One Bedroom	One bedroom not shared	52	235 - 285	23,700 - 31,100
Hostel	One bedroom - shared bathroom/kitchen	52	155 - 190	19,200 - 25,800
Homestay	Living with a local family	40	220 – 230*	14,500 - 16,700

*Usually includes most meals.

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Rental property prices vary from suburb to suburb. Check [real estate.com](http://www.realestate.com.au/) (<http://www.realestate.com.au/>) or The Age newspaper for the current cost of renting in Melbourne.

General Costs

Students may also allow for general expenses such as those indicated below:

Weekly Cost (other than Rent)

Items	Amount
Food Contribution	\$50.00 – \$75.00
Takeaway Lunches & Drinks	\$30.00 – \$45.00
Bills / Utilities (Electricity, Gas etc)	\$20.00 – \$25.00
Telephone (not Mobile)	\$10.00 – \$15.00
Public Transport fares	\$30.00 – \$60.00
Spending Money	\$40.00 – \$70.00

Annual Cost

General Course Costs (books & equipment)	\$100.00 - \$200.00
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Establishment Costs

Bond (usually 1 month's rent)	4.333 x weekly rent
Telephone / utilities connection	\$150-160
General furniture items	\$400-650

Please Note:

- The above estimates are in Australian dollars (AUD\$) and these estimates are subject to change. For further information on living costs in Melbourne please refer to the Live In Victoria website Live In Victoria - Cost of Living <http://www.liveinvictoria.vic.gov.au/> which has a guide to living costs in Victoria.
- Don't forget these costs do not include expenses relating to mobile phones, car or computer expenses.
- Tuition Fees are not included in these living costs estimates.

It is recommended that students allow a minimum of A\$15,000.00 per year to cover their living costs. It is also recommended to allow an extra A\$2000.00 for costs that you may incur while settling in – such as food, transport, and any personal items you may require.

School Aged Dependants

If you are to be accompanied by any school aged dependant's you are required to ensure that they are enrolled in a school. The options are enrolling in a Government or private school. In both cases you will be required to pay any fees.

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Privacy

In accordance with our Privacy policy, we are committed to protecting the privacy and personal information of all of our students. Except as required under the Australian Quality Training Framework (AQTF) Standards for Registered Training Organisations, Government Contracts or by law, information about a participant will not be disclosed to a third party without the consent of the participant.

Access by participants to their personal records is available upon request. A copy of the Privacy Policy Statement is also available upon request.

Enrolment Process

The enrolment process is fully described on the Seminar's website.

Please Note: The information collected on the Enrolment Form is used for administrative and statistical purposes and will remain confidential. Upon commencing in a program, the Seminar will provide you with detailed information about the course you are undertaking and your rights and responsibilities as a valued student.

Further Information

The ESOS Framework

Please refer to the Australian Government explanation of how the Education Services to International Students Act 2000 works:

[http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS FrameWork pdf.pdf](http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS%20FrameWork%20pdf.pdf)