



STUDENT HANDBOOK 2023



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DNA Kingston Training 24 years of quality Training

New College opened 2020

63 Abernethy Road Belmont

Free parking in indicated Kingston Bays and along road side, walking distance from Great Eastern Highway, buses every 15 minutes, walking distance to Swan River / parks and variety of lunch bars.

WELLNESS programme

DNA Kingston Training provide fresh fruit, soup, biscuits, coffee and tea on certain days through the week to ensure healthy students, cultural and personal needs support, mentoring, employment support, short courses to aid employment, transport support, dental and general health care advice, engaging English and LLN personal support in house and external, academic support, financial guidance, fully functional kitchen, break out relaxing lounge rooms, social activities (BBQ) and computer access.

Welcome and we wish you every success with your future endeavours with DNA Kingston Training

Empower your dreams Make them happen



Welcome

Welcome to DNA Kingston Training, an **Award Winning** Registered Training Organisation in Western Australia delivering nationally accredited courses.

Our organisation has been training since 1999 and is committed to the provision of quality Vocational Education and Training, establishing careers, securing employment and University pathways for further education. We are very proud of our achievement in being awarded WA International Training Provider of the Year in 2015.

One of the reasons for our success is our unique collaboration and partnership between the industry, students and our wonderful talented Staff.

The learning experiences which you are about to participate in are: challenging, rewarding, interesting, practical, total quality wrapped in a fun and friendly atmosphere. The courses are designed to include a variety of learning strategies to:

- individuals and group learning styles
- prepare you for your role as a member of a working team
- focus on the required practical skills required for the qualification

Students from all over the world attend our programmes with a range of learning styles, needs and expectations.

This will require you to make a personal commitment to achieving success in your studies by:

- applying sustained effort and motivation
- seeking appropriate assistance as required
- self-evaluation of your performance

To assist us to meet our students' learning needs as an individual, open communication is the secret to success. Lecturers and staff are always available to provide advice and direction, along with our specialist team to provide students with support in all aspects of your training and personal needs while in Western Australia.

On behalf of Kingston Training and Employment we wish you all a very enjoyable and successful time during your studies.



Susan Lawton
Director



Contact details

DNA Kingston Training has two (2) college locations:

Perth city locations:

Belmont Campus (Head Office)

63 Abernethy Road
Belmont WA 6104

Regional locations:

BRTTC – Manea

Senior College

Robertson Drive
BUNBURY WA 6230

Office hours

Monday to Friday: 8:30am to 4.30pm
Saturday and Sunday: Closed

Contacts

| | |
|-----------------------------|--|
| Email: | admin@dnakingstontraining.edu.au |
| Website: | www.dnakingstontraining.edu.au |
| Phone: | 1300 855 503 (when dialling in Australia) |
| International Phone: | +61 8 9479 4870 |
| Facsimile: | +61 8 9479 4880 |
| Postal Address | PO Box 69, Belmont WA 6984 |

Social Media

DNA Kingston Training encourages all students to link to our various social media sites to access information about the College. These sites are used to advertise events, information and photos of our students and staff enjoying their studies.

Our sites are monitored daily and students are requested abide by the Social Media Policy and Procedures (found on the DNA Kingston Training website) and are not to use defamatory or inappropriate language or discussions. Staff are unable to accept Facebook friend requests from students. Please do not request as refusal may offend. This is a DNA Kingston Training staff policy. If you have any questions about these sites, please contact our social media administrator, Cadon Gates, cadon@dnakingstontraining.edu.au

Please click on the icons below to access our social media sites:



Company Details

DNA Kingston Training is a Registered Training Organisation with ASQA . Our provider number is 6811 and our CRICOS registration number is 02899B. Dental Nursing Australia is registered with TAC Provider no 52256.



Academic Calendar 2023

| Study Period Starts | Study Period End |
|---------------------------------|-----------------------------------|
| Monday 6 th February | Thursday 6 th April |
| Monday 24 th April | Friday 30 th June |
| Monday 17 th July | Friday 22 nd September |
| Monday 9 th October | Friday 22 nd December |

Western Australia Public Holidays

Students are not required to attend classes if the scheduled timetable falls on the following days:

| Holiday | Date |
|--|------------------------|
| Sunday 1 January, Public Hol 2 January | New Year's Day holiday |
| Thursday 26 January | Australia Day |
| Monday 6 March | Labour Day |
| Friday 7 April | Good Friday |
| Monday 10 April | Easter Monday |
| Monday 25 April | ANZAC Day |
| Monday 5 June | Western Australia Day |
| Monday 25 September | King's Birthday |
| Monday 25 December | Christmas Day |
| Tuesday 26 December | Boxing Day |

- Additional dates relating to excursions, work experience, guest lecturers and symposiums will be provided by each course lecturer.

Please note: term dates subject to COVID changes and individual course attendance requirements.



FINALIST
2017 INTERNATIONAL EDUCATION PROVIDER OF THE YEAR
www.ciswa.com

Student Support

At DNA Kingston Training, management and staff are committed to the provision of support services for students, with dedicated staff in place who are appointed to support students with course and academic enquiries, student support and general welfare matters.

DNA Kingston Training offers a range of student support services to help students settle into the College by supporting students both academically and personally. Talking to staff and/or other professionals is a good way to help resolve issues which can affect a student's personal life or study. However, students must be active in seeking information, asking questions, and reading the correspondence sent to them by DNA Kingston Training. The College can assist in resolving problems which may affect the successful completion of studies.

Staff are able to help you resolve problems in a variety of ways, including:

- Providing confidential advice or mentoring: English support, Cultural, Family, Employment
- Assisting in preparing submissions and documentation
- Supplying regulations and procedures
- Attending meetings with you and administrative or academic staff members
- Helping to clarify issues through discussion
- Identifying your options
- Referring you to appropriate health services

All discussions are strictly confidential and no action will be taken without your explicit direction.

Student Incident or **Information Request** forms are available from staff when required.

Please speak to lecturers or staff if you need any assistance.

WELLNESS programme

DNA Kingston provide fresh fruit, soup, biscuits, coffee and tea on certain days through the week to ensure healthy students, cultural and personal needs support, mentoring, employment support, short courses to aid employment, transport support, dental and general health care advice, engaging English and LLN personal support in house and external, academic support, financial guidance, fully functional kitchen, break out relaxing lounge rooms, caring team to look after you.

Welfare, Support and Guidance

DNA Kingston Training aims to ensure that every participant gains the maximum benefit from participating in a particular course or programme. Management practices are implemented that safeguard the interest and the welfare of learners in all training and assessment situations.

All staff are highly qualified and experienced personnel who give course participants support, advice and counselling whenever needed. Course participants who are unable to attend classes due to illness or work commitments are provided with additional learning and assessment strategies. Students who require further assistance during the programme with terminology or highly technical areas are advised of additional learning opportunities before and after classes by arrangement with the Senior Lecturer.

Support is also provided with Dual Lecturing in difficult practical sessions, opportunity to access the training and practical learning areas of the College on additional days or before and after classes start, additional work experience opportunity is also available.

Formal application to access these additional support services will be required.

Customised programming is made available for students who find themselves in a serious personal situation and are unable to attend the College over a period of weeks.

Evidence may be required in the form of a doctor's certificate.

DNA Kingston Training pride in ourselves on providing an informative and culturally sensitive orientation programme for our students when you commence. With ongoing support services which includes assisting the student in the transition into life in and study in Australia, legal services, emergency and health services, facilities and resources for appropriate learning, complaints and appeals process and information on visa conditions relating to course progress and attendance. Accommodation, cultural, social, career and employment support services are provided.

Intervention Strategy: Student Progress Policy assists students with poor progress in their training programme. A CoE may be extended in exceptional circumstances.

All DNA Kingston Training Lecturing staff have a "Police Clearance", "Working with Children" and First Aid Certificate

DNA Kingston Training has an appointed team who are the official contact people for our International Students and is aware of the obligation under the ESOS framework. They are extremely knowledgeable regarding services and resources available to the students, extremely experienced in their Industry Profession and are wonderfully kind and supportive in their role.

Critical incident policies and procedures are in place to ensure the safety and wellbeing of students.



Disability Service

DNA Kingston Training is committed to creating a teaching and learning environment which promotes dignity, acknowledges the right to privacy and confidentiality, and promotes an awareness of the needs and rights of students with disabilities. The College has developed a policy to ensure that students and staff with a disability and/or medical condition ('disability') receive reasonable adjustments and support that is appropriate to their disability. DNA Training College has full wheel chair access with correct doorways, electronic doors, disability toilets, lift and disable bike facilities.

For more details refer to the **Access and Equity** and **Special Support Policies** on the College website.

Counselling Service

The Counselling Service consists of a team of caring, educational personnel whose role is to assist students to develop their full potential, enjoy their stay in Western Australia and achieve success in their studies at DNA Kingston Training.

External counsellors provide a free individual, confidential service. This service is available to students to discuss any wide range of problems and decisions that affect day to day life. Students can contact the Student Support staff or their lecturer for assistance with counselling services.

Welfare Support

Personal problems, concerns and worries are a normal part of our lives, especially for students adjusting to life in a new environment. Stress, concerns or personal problems are very common and can have a significant impact on well-being and health and also on academic performance. If you are experiencing a personal problem or are worried about something, it is important you speak to someone. Many students find it helpful to speak to family or friends about problems they are having. In some cases this works. However, Student Support there comes a point that despite the efforts of those around you, you still feel like things are not changing, negative thoughts abound or you feel out of control of certain aspects of your behaviour.

Letters of support for Students

Student Support can assist students by providing them letters to:

- Confirm current enrolment
- Confirm holiday breaks for work purposes
- Confirm dates of enrolment
- Letters for visiting relatives

Students' who require letters to travel back overseas for weddings, caring for unwell family members, or other special circumstances will now require substantial evidence to meet immigration requirements. Please ensure you speak to the College International Manager before arranging travel or arranging for family to travel to Australia. Inappropriately arranged travel may compromise your Visa situation.



Your Safety

Work Health and Safety

DNA Kingston Training recognises its duty and responsibility to provide and maintain an environment for its staff and students which is safe and without risk to health. The conduct and behaviour of every person on our College premises is expected to be such that they will take reasonable care for their own health and safety and for that of anyone else that may be affected by their actions. If you have a concern about safety at your College you should in the first instance discuss it with your Lecturer, College Director or Student Support Services. Staff have Working with Children, Police Clearance and First Aid certificates. Emergency drills and exit procedures are conducted throughout the year to ensure your safety.

Accidents Involving Injury

All accidents involving injury that are incurred while attending excursions, work experience or at the training colleges, no matter how slight, must be reported immediately to your Lecturer and/or Centre Manager. Forms and incident reports will require to be completed. DNA Kingston Training has a dedicated Work Health and Safety Representative for our organisation who will also be involved with reports to establish risk management protocol.

Please also refer to our critical incident policy and procedures in the handbook and on the web site.

General Safety and Emergency Rules and Procedures:

1. In situations where there is potential for cross-infection, all standard precautions for infection control must be implemented. COVID 19 requirements will be upheld in the College as announced and required by the W.A. Premier. Immunization may be required for some courses.
2. In the event of a fire, only people trained and confident to use fire-fighting equipment may do so. Interference with any form of fire-fighting equipment will carry severe penalties.
3. Students will be required to participate in emergency drills held in the Colleges from time to time.
4. In the event of a fire or other emergency, the Chief Warden for the building will direct staff and students to evacuate or shelter in place. If the Fire Warden is absent, the teacher responsible for the class or another staff member may give the order to evacuate or shelter in place.
5. In the event of an evacuation
 - a. Prepare to evacuate when the alarm is raised or when directed by a warden
 - b. Leave your worksite in a safe condition (turn off all equipment)
 - c. When directed by wardens, leave the work area via the nearest safe route.
 - d. Move calmly to the nearest assembly point
 - e. Wait for the class lecturer to check the roll and give further instructions. Do not leave the area until you are advised you can do so.
6. Under no circumstances may you re-enter the building until you are directed to do so by the wardens.
7. At all times exit doors must be kept clear of obstructions to ensure safe access in the event of an emergency evacuation.
8. Eating and drinking is not generally permitted in any classrooms, unless for special occasions or as directed by Staff.
9. Smoking is not permitted in any part of any building or within a radius of 50 metres of building.
10. Running, wrestling or any form of rough play is not permitted at any of the campus locations.



Practical Classes - Safety Rules and Procedures

In all practical classes staff and students must comply with the following for your safety:

1. All footwear shall be firm, well-constructed, closed toe and heel shoes or boots. No thongs, sandals or slippers shall be allowed.
2. Personal protective equipment must be worn for all practical activities. May include though not limited to: masks, gloves, safety glasses and aprons.
3. Protective coats or uniforms may be required in certain locations to be worn correctly.
4. Long hair must be tied back away from the face.
5. Hands and arms must be free of jewellery.
6. At the end of sessions (and during breaks), all electrical or gas appliances must be switched off and unplugged. The premises will be locked by the Lecturers.
7. Workbench tops, floors and sinks must be kept immaculately clean. Spilt materials or liquids must be wiped/swept immediately.
8. All instruments and equipment must be returned clean to their workstation.
9. Safe working practices must be observed at all times during classes.
10. Student must not enter laboratories or workshops when a staff member is not in attendance. This is to comply with work health and safety standards.

Any student who fails to comply with the above safety and emergency conditions will be denied access to the clinical settings and laboratories and thus not permitted to participate in learning activities. This may in some circumstances affect their ability to participate in some assessment activities. In extreme cases of breach of conditions a student would be suspended or expelled from classes.



Security - Personal Safety on Campus

DNA Kingston Training work closely to ensure your safety at the Colleges for staff and students. DNA Kingston Training ensures good lighting at Colleges for evening classes and security guards at evening sessions in the winter months.

Perth is one of the safest cities in the world with a wonderful cosmopolitan lifestyle. Although it is very safe, it is very important for students to be aware of their own personal safety while studying in Perth. Advice on safety can be obtained from your Student Support officers. If you ever feel unsafe at the Colleges, immediately contact a Staff member. All Colleges have sign in & exit books to

identify strangers entering and leaving the building. Alarms at Belmont are linked directly to the fire department.

Students are advised to keep valuables with them at all times. Please see your Lecturer for further information and instructions should you have concerns in this area.

Theft

Beware of thieves at all times! Never leave your bags and belongings unattended, especially whilst researching in libraries etc. It is strongly recommended that you lock your car and that bikes be secured by means of 'hoops' or 'U bolts' rather than chains or wires as the latter are often easily cut resulting in a very quick loss of bikes.

Bike racks are available down stairs, along with end of journey showers. Students will need to arrange access through Admin. At any time if a theft is suspected, please report it immediately to the nearest Staff member, you may be required to complete a short report. Depending on the nature of a theft you may also be advised to report to police at the nearest station. DNA Kingston Training Staff will support you as required.

Student Life



Orientation

DNA Kingston Training pride ourselves on providing an informative and culturally sensitive orientation programme for our students when they commence. Orientation is a compulsory event for all students. It is an opportunity for students to meet each other and their lecturers, tour the facilities and become familiar with their study environment. At orientation students will complete enrolment documents, establish payment plans, receive information on their course of study, be advised of student rights and responsibilities, and the support services available to them at the College. Students will also receive their course material and uniforms for relevant courses.

Parking

Ample free parking is available at all campuses. Belmont specifically has indicated bays with Kingston. Students must only park in indicated Kingston bays. There is a risk of being towed away if in an incorrect bay. Free parking is also available on the road side and surrounding areas.

Maps are available from Administration to assist with parking.

Library

A small resource library is available to students located at all Colleges. Books are to be used at the Colleges sites only. Please see your lecturer or administration should you wish to utilise the Library.

Other public library facilities are available throughout Perth. For further information on locations and facilities, please refer to the State Library website: www.slwa.wa.gov.au

Computer Facilities

Computers are available for student use at each campus. These facilities are free of charge. All computers have internet and email access. Printing costs 30c per page (A4 page black and white). Computers can be utilised during lunch times and after class. You will not be able to install games or new software or access inappropriate web sites. It is suggested that Students attain and bring in their own tablets or laptops to enhance learning.

Respect and appropriate use is required for computer use at all times or access will be denied. Any negligent damage to computers will be charged to the students' accounts. Downloading movies or large data is not available, penalties may apply for inappropriate use.

Photocopying

Administration staff can make photocopies for students if required. The copiers all offer plain paper A4 copies, copy reduction and enlargement, multiple copying and contrast controls. Some copiers also provide A3 and transparency copies. Photocopying costs are 30c per page.

Student ID cards

Student ID Card - Individual student cards are produced by DNA Kingston Training. These contain your DOB, photo and course details so they can be utilised as general ID for the Colleges and public transport etc. These will be available to all students within the first two weeks of commencing. Students will also receive a student identifier number which must be used on all student documents, assessments, and email or letter s sent to the College.

Student Edge

Student Edge are the largest member-based organisation of high school and tertiary students in Australia, with more than 750,000 members nationally. By allowing students to form and feel part of a larger collective, Student Edge is able to harness the power of the student community to support each other and give Australia's youth an advantage.

Student Edge is well known for its amazing discounts which can be redeemed upon presentation of the Student Edge membership card or app, both of which are FREE.

To apply, please visit www.studentedge.com.au

Public Transport Card

Students studying a full time study load can apply for a Tertiary SmartRider card to receive discounted fares on public transport in Western Australia. Students must carry a valid student ID with them whenever using a SmartRider card to confirm student status if asked by Transit Guards. Application forms are available on orientation day at each campus or through the Student Support Officer.

USI Unique Student Identification Number (USI)

All students studying nationally recognised training in Australia are required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.

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

- link a student's VET achievements, regardless of where in Australia they did the course
- let students easily access secure digital transcripts of their achievements
- give students more control over their VET information.

DNA Kingston Training must have a valid USI from each student before it can issue a qualification or statement of attainment.

For further information or to create your own USI, please view the [Student Information Fact Sheet](#) or visit www.usi.gov.au

Recognition of Prior Learning (RPL)

If you have already gained skills and knowledge relevant to your course/s through previous study, work experience or general life experience you may be eligible to have your learning recognised. General information and the College's policy on Recognition of Prior Learning (RPL) and Credit Transfer can be accessed via the College website: www.dnakingstontraining.edu.au

Credit for Prior Studies

DNA Kingston Training recognises and accepts any Australian Qualifications Framework qualifications and Statements of Attainment that are issued by other Registered Training Organisations. Credit will therefore be given for modules or units of competency for which an original official qualification has been attained.

Dental Care

DNA Kingston Training will provide free dental health care information for students. Should dental treatment be required, DNA Kingston Training will assist in arrangements for an appointment for you with a local dentist. Dentists on occasions are invited to come into the College and discuss services they can provide students and their families.



Financial Advice

Students needing advice on everyday financial matters can seek assistance from our Student Support staff. Staff can provide guidance on who to contact for matters including: student loans, financial counselling, banking and social security.

Health Service

Student Support can assist students with information for health services. DNA Kingston Training can arrange meetings between health care professionals and students and their families for various services, including:

- An emergency service and general medical care
- Immunisation programs e.g. Hep B
- Contraception advice and pregnancy testing
- Health promotion, education programs, dental health
- Nutrition and dietetics advice
- Needle and syringe exchange

Bulk-billing for Students with AHM Health Insurance with certain Doctors in Perth is available, you can contact Student support for one located near you.

Muslim Prayer Areas

DNA Kingston Training has available on request private prayer areas located in the Belmont College. Please contact the Student Support officer for further details and information on locations at other Colleges.

Temple Prayer is to be carried out in a student's own time. Visa regulations will not allow students to take half day for prayer.

Housing Advisory Service

Information regarding temporary accommodation for students attending at DNA Kingston Training can be acquired from the student support officers or please refer to Australian Homestay Network website: www.homestaynetwork.org or Ph:1300 697 820



Students' Rights and Responsibilities

DNA Kingston Training aim to represent and safeguard students' interests. We employ staff who provide advice, information and assistance to students with problems which may include: discipline (cheating, misconduct charges); appeals against assessment or termination; special consideration; harassment of any kind; appeals against exclusion; unfair treatment; employment; work experience issues; health and safety issues.

Equity and Access

DNA Kingston Training is completely committed to the principles of equity and access in the running of the College. We do not allow discrimination in terms of race, sexual preference, disability, gender, age, ethnicity, literacy, numeracy, geography, or any other basis which is not directly related to the performance of the person involved.

Responsibilities as a Learner

Adult Education by its nature empowers the student to be ultimately responsible for their individual achievement. While our dedicated staff give all assistance possible, the student has responsibility for completion of assessments and advising Staff of any problems they may be experiencing, open communication is very important. The learning experiences provided will involve a variety of methods and will encourage the student to develop skills in research and presentation. Assessment will also be varied and will depend on the stated outcomes of the individual course.

- Students are required to conduct themselves at all times in a professional manner appropriate to their role as members of a professional team.
- All students are expected to conform to the DNA Kingston Training Course policies in relation to Equal opportunity, Sexual Harassment, Occupational Health and Safety and Infection Control.
- Attendance to all lessons, tutorials and practical sessions as per the group timetable is compulsory
- Actively participating in classroom discussions and practical sessions is an important part of overall assessment and enables students to learn together about the wider Dental Community.
- Appropriate dress code for classroom and participation in practical tasks. This applies to, long hair tied back, footwear - closed in shoes - non slip and wearing of Personal Protective Equipment (PPE). Eg Lab coat, safety glasses, mask, gloves
- The student who is late to class must report to the administration office prior to entering the classroom. In some cases when a class has commenced a student will not be permitted to enter the classroom and will be required to reschedule the class time.
- The late student must ensure the roll is marked and signed to reflect their presence and the actual time of arrival to class.
- If you miss an assessment it is your responsibility to contact the Senior Lecturer or College Director to arrange a make-up class to sit the assessment. No assessment tasks will be issued without attendance and participation in the required classroom activities.
- Students experiencing difficulties with the assessments should in the first instance discuss the assessment with the facilitator and/or Senior Lecturer.
- It is highly recommended you provide feedback to your Lecturers / International Support Staff of your progress in the course, including any difficulties you may be experiencing.
- Some courses require prerequisites so students must understand there are sound reasons for the sequencing of classes in the course. Failure to 'keep up' with the course requirements may present the student with difficulties in continuing with the program.
- Students must ensure that their Training Record Book is up to date and signed off from practical sessions, especially if they

have an opportunity of employment or work experience.

College Rules

- Presentation of appearance to classes and practical sessions in correct attire is essential.
- Attendance is recorded – it must be maintained as close to 100% as possible. Students who fall under the minimum attendance level of 80%, may find difficulty in achievement, certain support not available and issues with VISA requirements.
- Personal hygiene - shower, clean hair and oral health cleaning before attending any classes.
- Communication between staff and other students will be polite, with extreme manners and spoken in English at the Colleges at all times.
- Clinical and kitchen/lunch areas are to be kept clean and tidy at all time. Please discard rubbish in bins provided and leave furniture neat and tidy for others.
- Food and beverage are generally only permitted in allocated areas, NOT in the classrooms, laboratory or workshop areas unless specifically indicated for special events. Food and beverages will not be permitted in dental clinical areas. The area must be immaculate before leaving, with all rubbish placed correctly in bins provided and spills cleared prior to leaving. The only exception is drinking water contained in sealable bottles, which can be taken throughout all classes.
- Care and absolute respect for all equipment, library books, computers, furniture and other items at all training colleges. Misuse or stealing of any equipment will result in immediate dismissal and/or replacement fees charged.
- Payment of fees prior to completion of the previous Semester is required.
- All work completed must be your own work, completed with your own hands and mind. You run the risk of immediate dismissal from the College for presenting work not your own. Cheating will not be tolerated.
- Staff are unable to socialise with students after class hours or accept expensive gifts

or sums of money, as this will breach the Department of Education and DNA Kingston Training policies.

- Exchange of mobile phone and personal email addresses is not permitted.
between staff and students under any circumstances in accordance with DNA Kingston Training staff policies.
- Students may not enter the staff preparation area (offices), unless, in the case of exceptional circumstances and accompanied by a staff member. This policy is designed to maintain a private and quiet study area in which staff can organise and prepare learning materials with limited disruptions.
- All visitors (non-students, family and friends) MUST sign in at reception on arrival and sign out when leaving.
- Due to occupational health and safety laws children are not permitted on College grounds unless supervised by an adult and permission has been granted by the College Director for these exceptional circumstances.
- The College recognises that there are times when it is genuinely appropriate and useful to have access to a mobile phone. It is not permissible to have mobile phones switched on during class times, although parents will be allowed to have phones on vibrate for emergencies. At other times phones may only be used sparingly and in such a way that this minimises disruption to other staff and students. Text messaging in class will not be permitted. No phone in class room policy is upheld for some programmes.

Attendance

100% attendance is the College's expectation from all students in all courses. Students must attend classes on time or run the risk being marked absent. 100% attendance is expected for work experience sessions.

To sustain our outstanding reputation of quality outcomes from our graduates, attendance rolls are required to be signed for both morning and afternoon sessions and to meet safety requirements as to who is in the building. You must not sign on behalf of another Student. (This is fraud).

Attendance is required to assist with satisfactory course progress, as courses are very practical and require face to face contact with the Lecturing teams.

VOCATIONAL Education Training VET for Secondary Students

Phones are not permitted in class.

100% attendance is required due to the large amounts of hands on, practical required in Vocational Training.

If students are unable to attend, they should phone the College on 0894794870 and their VET Coordinator as soon as possible.

Lecturers take attendance rolls morning and afternoon. If you are not in the class, the VET coordinator of your school and parents will be contacted immediately. Reports are provided to the schools regularly on your performance throughout the year.

Should you feel you are not achieving or have any issues. It is important that you communicate with your Lecturer or College Director.

Good direction and support is available for academic, family and cultural support or any other personal issues you may have. Communication is the key.

Students are not to leave the College or Campus during school hours, unless they have been provided specific permission which has been documented.

If students are to leave early, advice from their parents is required by the Lecturer.

If attendance is poor additional classes may be required through the term breaks to make up practical requirements or work experience hours.

Professional dress and approach in classes is required at all times. You are now entering into professional Health Care careers that require a certain attitude and approach to learning and care of others.

Assignments are required at certain periods through the programme. If you are having difficulties with these time lines, it is important that you speak with your Lecturer.

We wish you every success with your endeavours into the Health Profession.

Further information on career and educational pathways in health are available for all Student.

Achieving

The College will monitor your performance and provide support and implement an intervention strategy where the student is at risk of not meeting satisfactory course progress. This is an open communication, collaborative approach to reinstate your course progress with additional learning and assessment approaches. Please see the Academic progress and Intervention Policy and Procedure and Flow chart for Student Course Progression and Monitoring on the DNA Kingston Training web site.

Please note: students who continually miss classes, or leave early and abuse their learning options to achieve, with no formal evidence or documentation, run the risk of poor performance. Additional learning may be offered to the student at an additional fee on top of course tuition fees. This will be at the discretion of the Director of DNA Kingston Training.

Changes to address and contact details

All students must notify DNA Kingston Training within seven (7) days of any changes to their address or contact details whilst enrolled in our training programmes. This is a visa requirement for International Students.

Photos

Photos are taken throughout your training programme to keep a small record of your learning journey with DNA Kingston Training and evidence of skills achieved and are sometimes presented to the Graduating students on a CD. A Powerpoint presentation is sometimes made on the evening of the Certificate Presentation for the guests. Graduation photos are generally available on facebook.

Photos will sometimes be placed on the web site, used as learning tools and in brochures. Students who do not mind to have their photos placed on web site, end of year CD, or brochures etc, must complete the Privacy Photo form to indicate you give permission for photos to be taken.



Smoking

Smoking is not permitted in the building or within 50 metres of the Colleges. Smoking is not permitted in DNA Kingston Training uniform. DNA Kingston Training promotes "Healthways" non-smoking policies. No smoking is supported at all Colleges.

Uniforms

Some courses at DNA Kingston Training require students to wear uniforms whilst studying. This is to ensure professionalism and high standards are maintained, both during training and work placement activities, and to provide Personal Protective Equipment (PPE) during lab or workshop sessions.

Uniforms will be issued to students during orientation.

Uniforms are to be worn during training at the Colleges and on excursions and practical placements.

Dental Students - Uniform is worn with regulation flat non slip closed in shoes and long hair tied back from the face. No jewellery is to be worn except small earrings. Fob watches are recommended. No nail varnish and nails should be kept clean and short.

Laboratory attire, including clean lab coat, must be worn at all times in Laboratories. Students will be asked to leave if they are not wearing the appropriate safety apparel.

It is the student's responsibility to maintain their uniform and ensure it is always clean when attending the College or external activities.

Class room protocol

No caps, hats or ear phones are to be worn in the classroom, no chewing of gum or using bad language. No smoking, drugs or alcohol are to be consumed inside or near the grounds at any time. Lap tops only used as requested. Any student caught breaching this requirement will be required to speak with the College Director.

Harassment

Harassment or bullying of any kind will not be tolerated. If you experience difficulties or are aware of incidents relating to sexual or any other form of harassment, please inform a member of staff immediately.

Sexual harassment is against the law in Australia. DNA Kingston Training has in place policies and procedures to educate the College staff to deal with complaints about sexual harassment.

Sexual harassment covers a range of unwelcome behaviour of a sexual nature, such as sexual comments, gestures, offensive images, demands of a sexual nature, repeated requests to date, physical contact such as patting or pinching. Sexual harassment also includes behaviour of a sexual nature by a member of staff, which as a student you may feel will have an effect on your grade or academic progress. DNA Kingston Training takes the issue of victimisation very seriously.

All enquiries and complaints are dealt with confidentially. If you are experiencing a problem which you think might be sexual harassment or harassment of another nature, please contact your Student Support Services.

Alcohol and Illegal Drugs

Students found to be under the influence of alcohol or drugs will be asked to leave the College. Alcohol and illegal drugs are not allowed on College premises and any students found in possession of these substances will be asked to leave College immediately. Any illegal activity will be reported to the appropriate authority. Dismissal from the training programme, should these circumstances persist will be at the discretion of the Director of DNA Kingston Training, the authorities may be called in to investigate.

Complaints and Grievances Procedures

Please refer to: DNA Kingston Training Grievance and Complaints and Appeals policy on the web site.

Please be advised that DNA Kingston Training provides an Internal and External complaint and appeals process. Students have 20 working days to access this process with DNA Kingston Training to commence proceedings within 10 days of receiving application and provide written documentation of the outcome.

Assessment Appeals procedure

This is found in the complaints appeals policies attached. Candidates have the right to challenge the assessment decisions made by the assessor on a unit of competence.

Mobile Phones

Phones are not to be used in class and VET for Secondary Students phones will be placed at Admin per the Premier and Education Department requirements in W.A.



Student Learning

Collusion and Plagiarism:

Any work submitted for assessment which is found to be fraudulent for reasons of collusion or plagiarism will result in Not Yet Competent (NYC) being recorded for the work submitted. You may also run the risk of being expelled from the College.

Plagiarism means presenting the work or property of another person as if it were one's own without appropriate acknowledgment or referencing. It includes:

- Copying of sentences or paragraphs from one or more sources which are the work or data of other persons
- Closely paraphrasing sentences, paragraphs or themes
- Using another person's ideas, work or research data without due acknowledgment
- Submitting work which has been produced for you by someone else
- Copying or submitting computer files in whole or in part without indicating their origin. This includes material found on the internet
- Submitting work previously assessed elsewhere
- In the case of collaborative projects, falsely representing the individual contributions of the collaborating students.

Plagiarism may constitute academic misconduct and students may be penalised accordingly. If students are in any doubt about whether what they are doing might constitute plagiarism, they can refer to the Plagiarism.org website www.plagiarism.org which provides resources on plagiarism for staff and students.

Written Assessment Presentation

The following conditions apply as a minimum standard for presentation of written assessment.

- Your written work must be presented on A4 size paper, in the appropriate learning guide or assessment book, or a thumb drive.
- All questions must be answered.

- Each page must be clearly labelled with your name, course group and student numbers
- Information should be presented in a chronological and sequential manner
- Provide a 2.5 cm margin on the left hand side of the page.
- Leave two lines between each paragraph of an essay/report or short answer response.
- Use headings and numbering to clearly indicate which question you are answering.
- Ensure that all pages of your assessment are stapled together to avoid loss
- Ensure all material which is derived from another source (eg lecture notes, text books etc) is appropriately referenced
- A plastic pocket maybe used to protect the contents of the assessment.
- No thick binders, folders or spiral bound covers, as these cause problems with handling, storage and postage.

All assignments are to be handed in on time as indicated by the lecturer. Penalties and re assessment may apply for late submissions without notice.

If students miss a submission date due to illness, a medical certificate confirming the date/s of illness must accompany a late assignment submission. Assignments must be handed in as soon as the student is fit to return to study.

Flexible delivery

Course participants will be advised of the most applicable form of delivery for each course. This will be offered with the option of on and off the job, or blend of both. In most situations this will be off the job in a group training situation, in a facility large enough to accommodate the maximum number of course participants with adequate room to conduct the practical examination portions of the classes in each module. Locations will vary according to arrangements made with participants and employers.

Exam rules and conduct

During the Examination:

- Students must obey the Supervisor's instructions throughout the examination
- Pre reading will be advised prior to the examination.

- Unless otherwise directed by the Supervisor, all unauthorised materials i.e. textbooks, notes etc., must be placed in bags at the front of the room
- Mobile phones or any other communication devices must be turned off and placed in the student's bag prior to the commencement of the examination or front of room as directed.
- All hats and caps are to be removed
- All students must provide their Student ID card and place it on the desk in front of them
- Students may not start writing in the answer booklet until advised by the Supervisor.
- If a student thinks there is an error or omission in the examination paper, they can bring this to the attention of the Supervisor, who will contact the appropriate officer for clarification
- Students requiring additional material should raise a hand
- During the examination, students are not allowed to communicate amongst themselves or to act in any way that is improper, in an attempt to obtain assistance
- Students may not leave the venue without permission of the Supervisor.
- Students who have left the examination venue will not be allowed to return unless they have been under approved supervision for the period of their absence. (e.g. to go to the bathroom)
- Students may only bring examination-approved materials into the examination venue. If unauthorised material is found in the possession of a student during an examination, they could face disciplinary action. 'In possession' means on or next to the student's desk or chair, in or on their clothing, on their body, or in their wallet or purse
- Students must hand in their examination script with their name written on it even if they may not have completed any of the paper
- Students may not leave the examination venue until advised by the Supervisor
- Failure to adhere to any of the items stipulated above, may result in a fail grade and possible expulsion from the College
- Online assessments are generally timed on the day and recorded.

What do I bring to an exam?

Please check with your Lecturer for a list of what you can and cannot bring to an exam. Your unit outline will also indicate if you are allowed to bring any study aids / book / notes to an exam. If you are unsure please check with your lecturer.

What if I miss an exam?

If you miss an exam due to ill health or other extenuating circumstances please contact the College Manager through reception on the ground floor. A deferred exam form must be completed and submitted to reception with a valid medical certificate within 5 working days from the formal assessment date.

Study Requirements in addition to class time

It is recommended that every student spends a minimum of 5 hours per week of their own time for study, to research and to complete assessment tasks.

Information on study techniques is available from your course Lecturer and Student Support Officers.

Modes of Study and Assessment

Generally courses are held over 1 to 2 days of the working week, from 9.00 a.m. to 3.30 p.m. (International Students attend the Colleges for a minimum of 20 hours a week). Term breaks are provided and indicated in your programme timetables).

Face to face delivery with a small element of correspondence and online training is provided to students. Practical participation is an important part of all our programmes. Students also are able to enjoy excursions on our bus, guest lecturers and English enhancement. Work experience is arranged for most programmes.

Assessment processes take a varied and holistic forms to capture your knowledge, skills and experience: Class discussions, role plays, scenarios, assignments, practical demonstrations, oral questions, written short answer papers, portfolios, essays, exercises, research tasks, work experience evidence, third party evidence



On-Line learning and Assessments

The College has the ability and systems in place to conduct all courses on-line with many assessments now being also available to be carried out remotely. Each course has varying requirements and your lecturer will advise where these facilities are used. Each student is provided with a college MSAccount enabling them to use MSOffice applications (Excel, Word, Outlook, Etc.) and access to MTeams which is the on-line portal for communications between student and college. MTeams holds all course resource materials for ease of reference when students are not in college.

Learning Skills Unit

DNA Kingston Training offers a Learning Skills program which can provide assistance to help students do better in their studies. Staff provide help to students gain skills in: essay and assignment writing, oral presentations, fast and efficient reading, spelling, English grammar, general study skills, touch typing, time management, maths and science. English colleges associated with DNA Kingston Training are also available to assist.

IELTS Enhancement Classes

During the term breaks, DNA Kingston Training may conduct short courses for those who would like to enhance their English levels. Additional classes may also be arranged during the term in the evenings, if there are sufficient numbers. English enhancement is also embedded in all programmes of study.

Cancellation of course

Should a programme be cancelled due to lack of student numbers or unforeseen circumstances, DNA Kingston Training will provide a full refund to these students and negotiate opportunities to train with other RTO providers. DNA Kingston Training is registered under the Student Assurance Scheme for your safety in the completion of your Education.

Deferment

Students must notify the College in writing should they wish to defer their studies. International students must understand the visa implications of any such deferment. Any pre-paid fees in credit will be held for one semester and may be used towards the resumption of studies. At the end of the deferment period, should the student decide not to resume studies, pre-paid fees will be reimbursed according to the refund policy of the College.

Work Experience

Work experience is a very exciting part of the training courses and is conducted across most courses. DNA Kingston Training will cover each student's insurance during work placement.

There has been an increase of work experience hour requirements to successfully complete health training programmes. This is due to the recent changes to the National Health Training Packages requirements, which has affected all Health Training sectors.

It will be a dual effort on the part of the student and the College to achieve the completion of these hours. Good attendance is crucial for this to be achieved successfully.

A comprehensive Employment Service and Work Experience placement assistance programme is in place for students who enrol in our Training Courses. We hold high employment rates for our Graduates in the first 3 months of Graduating. Employment hours are also used towards work experience hours.

Dental students who wish to attain work experience under the Government Department of Health, Dental Health Services will be required to comply with the Screening and Immunisation guidelines.

These guidelines are available on the Department of Health website <http://www.health.wa.gov.au/circularsnew/pdfs/12891.pdf> and from the College reception admin@dnakingstontraining.edu.au. This will not apply to those students wishing to attain work experience in Private Practice – though some Private Practices are moving in this direction. Immunisation is advisable.

protection in any Health Sector. Students are advised to see their Medical Practitioner for further advice.

Students under 18 will require a Legal Guardian or Parent to sign work experience documentation and all information regarding work experience process provided to them, to undertake work experience. Information will include: place of work experience, times and days of attendance, work involved, additional conditions, Supervisor identified at work experience location and Supervisor for DNA Kingston Training. If the student is undertaking the course through VET in School training, the School VET Coordinator will also be advised in writing.

DNA Kingston is under no obligation to provide work experience under the current training national standards for all Health courses, although we have made a commitment to provide work experience opportunities for students, wherever possible, as it is a unique opportunity to further enhance skills and knowledge.

The following principles ensure a quality outcome for both the DNA Kingston Training students, and the work placement provider.

1. All Dental work experience is to be arranged or approved through the College.
2. Students require insurance arrangements, completion of special work experience forms and data collection, and appropriate protocols must be agreed to and maintained.
3. Students are NOT to contact Private Laboratories, Oral Health Centre of W.A. (OHCWA) or Dental Health Services (Government Clinics) for work experience.

Dental Technician students - We have aligned ourselves with some very well respective Laboratories to offer excursions for Dental Technology classes to view external laboratories. Dental Technology work experience is completed in-house at the training centres.

Dental Assistant students - DNA Kingston Training works with the Dental Profession to provide unique opportunities for students to attain work experience. Dental Assisting work experience commences in the second term of training.

The essential criteria to be eligible for external or internal work experience includes the following:

- Student attendance percentage above 80%
- Student is up to date with all class work and competent in units they have completed.
- Student is up to date with all College fees.
- Student demonstrates a high technical ability.
- Student has a good attitude and willingness to learn.
- Student demonstrates a high level of professionalism.
- Successfully completed the unit on WHS.
- National Police Clearance.
- Working with Children Check.
- Accredited First Aid Certificate.
- Immunisations/vaccinations recommended as per the WA Department of Health Care Worker Immunisation policy.

Students may be moved to different locations or Dental Surgeries or Health clinics throughout their work experience. Students who do not perform to expectations at work experience or have poor attendance or inappropriate attitude to their work experience placement, may have their work experience stopped or suspended. Further opportunities from here will be at the discretion of the College Director.

Presentation afternoon / evening and Awards Ceremonies

Special Awards for high achievement are presented in a variety of areas, generally presented on the Certificate Presentation afternoon or evenings.

These Awards recognize Students demonstrating outstanding excellence - for example Theory, Practical, Professional excellence or Organisation and Management skills.

Sponsors from the Dental and Health Profession and industries donate the awards and prizes, with the Australian Dental Association, Dental Technician Association attending along with other industry professions in Business, WHS and Health sector.



Policies

DNA Kingston Training has a commitment to ethical principles which encourage the College community to co-operate and collaborate where everyone's rights are respected and protected.

You will always be safe and supported.

DNA Kingston Policies has policies and procedures in place to assist students with their rights and obligations. Students are required to read each policy as part of their enrolment conditions.

All relevant policies can be found on our website: www.dnakingstontraining.edu.au

- Transfer of Provider Policy and Procedure
- Academic Progress and Intervention Policy and Procedure
- Access and Equity Policy and Procedure
- Accommodation Policy and Procedure
- Admissions and Student Selection Policy and Procedure
- Attendance Policy and Procedure
- Cancellation and Refund Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Credit for Recognised Learning Policy and Procedure
- Critical Incident Policy and Procedure
- Deferment, suspension, Cancellation Policy and Procedure
- Flow Chart for Students Course Progression Monitoring
- International Student Transfer Policy
- Marketing and Advertising Policy and Procedure
- Privacy Policy and Procedure
- Recognition of Prior Learning Policy and Procedure
- Social Media Policy and Procedure
- Special Support Policy and Procedure
- Standard Operations Procedures
- Student Support Services Policy and Procedure
- TPS Statement for Agents
- TPS Information for International Students
- Under 18 Years International Student Policy and Procedure
- Fees policy and procedures

Student Documents and Forms can also be found on the web site

These may include:

- Leave Application Form
- Complaints and Grievances Form
- Course Credit Form
- Critical Incident Report Form
- Refund Application Form
- Student Request for Letter Form
- Local Students Application for Withdrawal Form
- International Students Application for Withdrawal Form
- International Students Application for Transfer or Withdrawal Form
- Application for Recognition of Prior Learning

COVID-19 and its impact on you

The health, safety and wellbeing of the DNA Kingston Training community is our absolute priority and we are continuing to take advice and guidance related to our business from Federal and State Government, Education Dept, DTWD and Home Affairs directives as well as other authorised institutions.

We ask our community to please follow the clear, expert advice available, so we can all play our part in containing the transmission of COVID-19.

As we move towards living in a COVID Safe Australia, some people still need to take extra steps to protect themselves and those they live with.

People classed as being at higher risk of serious illness due to COVID-19 include older people, people living in aged care facilities, people with a chronic illness, people with disabilities, and Aboriginal and Torres Strait Islander peoples living in remote communities. Anyone could develop serious or severe illness from COVID-19, but those with chronic health conditions or weakened immune systems are at greater risk.

DNA Kingston Training students who are categorised as 'vulnerable' may require alternative arrangements for their ongoing studies. If you are considered vulnerable according to the Australian Government's COVID-19 guidelines, you can apply to continue studying remotely. Whilst we are unable to predict the future of COVID-19 and its impact on our business and your learning, we are able to confirm that all our courses are able to be delivered in an on-line platform environment via MS Teams. To facilitate this every student is issued with their own MS Office account to participate fully in our remote learning facilities. This will continue unless circumstances force us to change.

Whilst we have prepared many practical sessions on video format and many students have submitted video evidence for assessment, this remains a developing area for ourselves and the industry. We still need students to attend where specialist equipment is involved and depending upon current and future COVID-19 restrictions the college may reschedule practical activities.

We are all about supporting the students, ensuring they succeed and are safe on their journey from here. It just appears the time frame for this to be achieved may be a little longer than planned. The State Government, Education Institutions and Employers are all aware and understanding.

If you have any questions or concerns, please contact College staff who will be happy to answer any questions or address any concerns you may have.

COVID Immunization evidence may be requested, please ensure you have your Immunization passport with you.

Please see policies and procedures regarding COVID attached on College walls and available from the Administration team.

You will be required to wear masks in the college and advise if you are unwell.

Sanitizing stations are positioned throughout the college. You should wash your hands prior to and after eating and when finished in the bathroom.

Sanitize your hands entering and leaving the College.

If you are required to cough, please cough in your sleeve and if needing to touch your face or blow your nose, please wash your hands immediately and discard of tissue appropriately.

Any questions please speak with Admin or our WHS team.

International Students

International study means a whole new experience of education, and often a whole new way of living, moving around and even communicating! Western Australia has a relaxed way of life and welcomes people from all over the world every day.

Students can learn more about our beautiful state by visiting the following websites:

<http://studypertth.com.au/>
<http://visitperthcity.com.au/>

<http://www.westernaustralia.com/>
<http://insiderguides.com.au/perth/>

<http://www.experienceperth.com/destinations/perth>

Education Services for Overseas Student (ESOS) Act 2000



The ESOS Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa. The Australian Government, through the Department of Education, administers the ESOS Act and its associated instruments..

The ESOS legislative framework comprises:

1. Education Services for Overseas Students (ESOS) Act 2000
2. Education Services for Overseas Students (ESOS) Regulations
3. The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2018)
4. Education Services for Overseas Students (Registration Charges) Act 1997
5. ESOS Assurance Fund Act.

For further information visit

<https://internationaleducation.gov.au/>

Arriving in Perth

StudyPerth offers our international students an **Airport Welcome Desk** at the Perth International Airport. All arriving international students will receive a free welcome pack which includes a phone SIM card, water bottle, fun map, safety advice, backpack as well as discount offers for activities and tours.

Further information can be found on their website:

<https://www.studypertth.com.au/blog/2017/06/21/airport-welcome-desk/>

Students bringing families to Australia

Please be aware in Australia, children need to attend school from the age of 5. International students are required to pay international fees for their dependent children to attend a government school or a non-government school registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Students need to liaise directly with Education and Training International (ETI) to arrange placement for their dependents. For

information regarding Visas for dependents of Student Visa Holders. For further details please access the Department of Home Affairs website <http://www.border.gov.au/>

Health Cover (OSHC)

The Australian Government requires that all students studying on a student visa are covered by Overseas Student Health Cover (OSHC). DHA visa requirements state: "students' OSHC must cover the duration of a student visa". Students who are accompanied by family must pay the OSHC family fee. DNA Kingston Training will process your payment for you and you will be advised at orientation on how to collect your Health Cover card.

Australia has a comprehensive healthcare system and access to doctors and medical centres is easy to arrange.

Further information about health care services can be found at:

<http://www.health.gov.au/internet/wcms/publishing.nsf/Content/health-privatehealth-consumers-oshc.htm>

Working in Australia

The work rights visa only entitles you to undertake 40 hours of work per fortnight during the semester. You are able to work full time during vacations. Please note that working in excess of these hours can lead to the mandatory cancellation of your student visa. The dependants of students can also obtain work rights.

Student Visas issued on 26 April 2008 or later: Changes in DHA and policy mean that permission to work is included as a condition of your student visa. Please note, you still must wait until your course commences before you can start working.

Tax File Number (TFN)

Once an appropriate visa has been issued by the Department of Immigration and Citizenship (DIAC), you must apply for a tax file number through the Australian Taxation Office. Refer to online individual tax file number (TFN) registration page.

More information

More information about working while studying is available from the Department of Home Affairs website. Information we have provided is just a guide and you will need to speak with the appropriate authorities to confirm work requirements in Australia. These are subject to constant changes.

Extending your Course

If you already hold a student visa but your visa will expire before you complete your studies, you will need to renew your student visa. It is very important that you renew your visa before it expires. If you let your student visa expire you may become unlawful and be subject to detention or removal from Australia. It is your responsibility to be aware of your visa expiry date and to renew it in time.

If you are renewing your visa because you are extending your current course, you must first apply for a new Confirmation of Enrolment (CoE). To do this you need to speak to a Student Adviser in International Student Support or the International Manager. This process is not automatic - you must satisfy certain conditions to be able to extend your course.

International Students Under 18 Years of Age

Students under the age of 18 must satisfy extra requirements before a student visa can be granted.

For information about the complete application requirements for an Australian student visas while in Australia, refer to the Department of Home Affairs.

International students who are under 18 years of age are required by their student visa to maintain adequate arrangements for accommodation, support and general welfare while in Australia. If you are under 18, you will need to demonstrate that adequate arrangements have been made in order to obtain a student visa.

According to Department of Home Affairs, the following three categories of arrangements are acceptable.

While studying at DNA Kingston Training:

- You will be living with your parent or legal guardian; or
- You will be living with a suitable relative nominated by your parent or legal guardian; or
- You will be living in accommodation that has been approved for you by DNA Kingston Training

Currently DNA Kingston Training is not able to arrange or approve accommodation for international students under 18 (option 3 above). This may change and we will view case by case. Therefore, if you will be under 18 when you commence your DNA Kingston Training course you will need to ensure that you are able to reside with a parent or legal guardian (option 1) or suitable relative (option 2) in Perth. You will need to demonstrate suitable accommodation arrangements when you apply for your student visa.

Note that student guardian visas are available for your parent or guardian to come to Australia to care for you while you are here. Contact the Department of Home Affairs for more information.



Fees

DNA Kingston Training Management and staff endeavour to provide timely and accurate information on the course related fee requirements to enrolling and enrolled students of DNA Kingston Training. Payment plans can be arranged. Additional charges to the tuition fee may apply for books, modules, uniforms, resources, tools, safety equipment and materials. Your offer letter per course will detail costs. The items required vary between programmes.

Students enrolling in a course are charged according to the same fee structure regardless of mode of delivery. This may include face to face, blended delivery, flexible delivery, workplace learning, online learning, RPL, correspondence, Traineeship arrangements.

Fees are applicable from the start date of the course/ module/ unit of competency in which the student is enrolled. To ensure consistency, adjustments will not be made to fees to reflect variations in timetabling, lecturers or instance where students complete a course qualification / module / unit in less time than specified in the course outline. Additional charges may be incurred for students that require additional tuition outside the training plan year.

Students who require additional training and support due to poor attendance throughout the year and poor commitment to learning will incur additional cost for training outside the training plan schedule. Any additional fee is calculated on a case by case basis.

Students who have outstanding fees on Graduation and Certificate Presentation evenings will not receive their Certificate or Results until full payment is received. Students having difficulties with payments can discuss payments options with the Financial Manager. Special arrangements may be engaged to assist students, though administration and late fees will apply at the discretion of the Financial Manager.

All students are committed by contract and obliged to pay fees on time and in full. For students under 18 years Guardians will be contacted when fees are in default. Should default occur on payment, fair and equitable recovery procedures will be utilised to manage the collection and recovery of monies. After three warnings, registered debt collectors will be engaged.

Students wishing to attain refunds are reminded to refer to the Refunds Policy on College web site.

Cancellations and refunds

Cancellations and requests for refunds must be made in writing to the College. Agents that have assisted any student with enrolment will also be contacted as part of the process. DNA Kingston Training has a structured refund policy and procedure. Refunds are made solely at the discretion of DNA Kingston Training management after taking into account the reason for the request and the refund policy.

Please refer to the following documents for additional information. These documents can be found on the web site www.dnakingston.com.au or by contacting reception.

- Refund policy
- How to apply for a refund document
- Deferment, cancellations and suspending document
- Transfers
- Fees policies

Additional Fees

Additional items include text books, uniforms and PPE (where required).

An Enrolment fee is payable for International Students upon acceptance of the offer and is non-refundable.

Payment in advance

Local Students

DNA Kingston Training can accept a maximum payment of \$1500 per tuition period. Payment plan options will be provided upon acceptance of the offer.

International Students

Initial payment as quoted on the Letter of Offer must be received before CoEs can be issued to students.

Payment Methods

DNA Kingston Training can accept payments via bank draft (cheque), bank transfer, EFTPOS or Credit Card. Please note that all credit card payments incur a 1.15% surcharge.

International Students must also be aware to pay the cost of International transfer fees of money

Payment plans can be arranged for all students. Plan establishment fees apply.

Penalties do apply for late payments, please check your contracts and payment plans.

Any outstanding debts will be referred to a collection agency. Additional fees will apply if this service is required.

Further details of bank payment methods can be obtained via reception or admin@dnakingstontraining.edu.au

General Information

Childcare

Western Australia has many childcare options available for families including family day care at another person's house, long care or occasional care at a day care facility, before and after school care, or hiring a nanny or au-pair for in-home care. To find more information on suitable childcare service available visit www.mychild.gov.au

Employment and career support

DNA Kingston Training provides employment support and career advice, further education advice is available with references, interview technique, assistance with C.V. and assisting with notifying practices of your expression of interest to be employed. DNA Kingston Training naturally attains requests from the Dental Profession and Health Professions of positions vacant and to advertise these positions amongst our Students and Graduates.

Confidentiality, Privacy of information

DNA Kingston Training will safeguard any confidential information obtained by our staff or individuals acting on their behalf. Information will not be disseminated or disclosed to a third party without the written consent of the client.

Records are kept under lock and key at all times and can be accessed only by DNA Kingston Training staff.

Information and student records after Graduation will not be disseminated to students without ID received: This may include Date of Birth, Full Name, Student ID number, Course of Study, Address, before being released in writing with the student's signature.

Records and certificates are archived in hard copy and electronically in a secure system for 30 years and will be accessible at a cost to the Graduates concerned.

International Students – are informed that personal information about them may be shared between DNA Kingston Training and the Australian Government and designated authorities, to include the Tuition Assurance Scheme, Australian Taxation office, Department of Training and Workforce Development, Education Department, Department of Home Affairs and other Government Departments associated. Information will include personal and contract details, course enrolment, changes and circumstances of any suspected breach by the student of a Student Visa condition.



The use of Artificial Intelligence (AI)

The use of Artificial Intelligence (AI) applications and other online or external support services / tools in your assessment submissions.

We acknowledge that the use of such services / tools being used by students has become increasingly popular in both external and online learning environments.

Whilst most of the student use has been for increased learning and understanding, there are cases where these platforms are being used inappropriately which may result in the requirement for investigative processes to determine if plagiarism and/or collusion has taken place. As you may be aware, plagiarism and collusion are considered as academic misconduct, and penalties will be applied if found guilty of the same.

At DNA Kingston Training, we are implementing changes to our teaching and learning structure to ensure that our students are still meeting all the requirements for academic integrity and avoiding potential academic misconduct whilst using the abovementioned tools.

Appropriate use of AI or other support services/ tools in academic studies

- Use for an initial literature scan to provide you with a broader search base.
- Use to build your knowledge (example – ask why and answer or solution to the correct one).
- Use for divergent thinking and generation of ideas.
- Formally acknowledge the use of AI or other support services/ tools in developing your submission/ divergent thinking e.g referencing
- Not referencing more than once for a short answer question and not more than 2 times per author for an answer of more than two paragraphs.
- Be transparent about the use of AI and other support services/ tools and clearly indicate what language or prompts were used to generate the thinking process.

Inappropriate use of AI or other support services/ tools in academic studies

- Failure to acknowledge the use of AI or other support services/ tools in the development of your submission.
- Failure to use appropriate referencing in the use of AI or other support services/ tools in your submission.
- Plagiarism in any form using AI or other support services/ tools, examples of plagiarism include but are not limited to:
 - i. Copying of sentences or paragraphs from one or more sources which are the work or data of other persons.
 - ii. Closely paraphrasing sentences, paragraphs, or themes.
 - iii. Using another person's ideas, work, or research data without due acknowledgment.
 - iv. Submitting work which has been produced for you by someone else.
 - v. Copying or submitting computer files in whole or in part without indicating their origin.
This includes material found on the internet and mobile / desktop applications, including artificial intelligence (AI) sources.
 - vi. Submitting work previously assessed elsewhere; and / or
 - vii. In the case of collaborative projects, falsely representing the individual, contributions of the collaborating students.

Please note the following penalties that may apply for academic misconduct:

- A formal written warning;
- Students are only allowed to attempt an assessment for a maximum of three times. Any assessment outside the maximum attempt may incur additional fees;

- Once the maximum attempts have been undertaken and the outcome is still Not Yet Satisfactory (NYS), the student will be deemed as failing the assessment task, unit of study or course; and/or
- Expulsion from course.

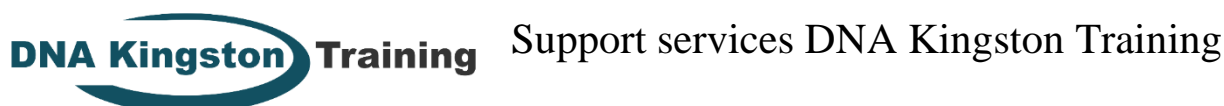
If you are in doubt about your submission and whether this has the potential to constitute academic misconduct, please refer to your DNA [Student Handbook](#), [Student Misconduct Policy & Procedure](#) or contact us directly with your query.

Alternatively, there are some helpful websites that you can refer to for additional information:

- www.plagiarism.org (P.org)
- [Ethical ways to use ChatGPT as a student](#) (Open Universities Australia)
- [Original thinking](#) (turnitin)

Our courses are aimed at preparing students for the industry and we intend for our graduates to be able to purposefully apply their skills and knowledge once they have completed with us. I reiterate that academic misconduct is considered a serious breach of College Policy and Procedure and has the potential to impact your current and future learning experiences.

I hope the above clarifies our standing on the use of AI applications and other similar services.



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| Contact details: | DNA Kingston Training - 1300855503 International: +61 8 94794865 |
| RTO website URL | www.dnakingstontraining.edu.au |
| Email: | admin@dnakingstontraining.edu.au |



Photo courtesy of Department of Mines and Petroleum MERC COMPETITION DNA Kingston Training Sponsor

Contact one of our friendly Team should you have any questions or support needs

Support organisations that can be contacted

| Problem | Website | Phone |
|--|--|--------------|
| Alcoholism | www.aa.org.au | 1300 222 222 |
| Anxiety | www.beyondblue.org.au | 1300 224 636 |
| Asthma | www.asthmaaustralia.org.au | 1800 278 462 |
| Centrelink | www.humanservices.gov.au/individuals/centrelink | 13 28 50 |
| Consumer credit | www.financialrights.org.au | 1800 007 007 |
| Crime stoppers | www.crimestoppersvic.com.au | 1800 333 000 |
| Crisis counselling | www.lifeline.org.au | 13 11 14 |
| Depression | www.beyondblue.org.au | 1300 224 636 |
| Disabilities | www.ideas.org.au | 1800 029 904 |
| Domestic violence | www.safesteps.org.au | 1800 015 188 |
| Drug addiction: Narcotics | www.na.org.au | 1300 652 820 |
| Eating disorders | www.eatingdisorders.org.au | 1300 550 236 |
| Emergency services (police, fire, ambulance) | www.triplezero.gov.au | 000 |
| Family planning | www.fpv.org.au | 1800 013 952 |
| Gambling helpline | www.gamblershelp.com.au | 1800 858 858 |
| Gay & lesbian | www.qlife.org.au | 1800 184 527 |
| Grief support | www.grief.org.au | 1800 642 066 |
| Interpreting & translation service | www.vits.com.au | 03 9280 1941 |
| Legal information | www.legalaid.vic.gov.au | 1300 792 387 |
| Mental health advice | www.beyondblue.org.au | 1300 224 636 |

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|--------------------------|---|--------------|
| Poison Information | http://www.scgh.health.wa.gov.au/OurServices/WAPIC/ | 13 11 26 |
| Pregnancy counselling | www.pregnancysupport.com.au | 1300 655 156 |
| Rape Crisis Centre | www.sacl.com.au | 1800 806 292 |
| Schizophrenia | www.sane.org | 1800 187 263 |
| Smoking - Quitline | www.quitnow.gov.au | 13 78 48 |
| Suicide Prevention | www.lifeline.org.au | 13 11 14 |
| Victims of crime support | www.victimsofcrime.vic.gov.au | 1800 819 817 |
| Women's refuge referral | www.safesteps.org.au | 1800 015 188 |



MY WELLBEINGMATE APP Download



Courses

Our lecturers and staff promote a learning environment which is competency based, student centred, flexible in its delivery and assessment and focussed on meeting the individual needs of its learners. We hope that you will maximise the learning opportunities that this approach offers to you, so that you will find your studies with us both personally and professionally rewarding.

| BUSINESS | | | Available to | |
|-------------|---|----------|---------------|-------|
| Course Code | Course Name | Duration | International | Local |
| BSB40520 | Certificate IV in Leadership and Management | 52 weeks | ✓ | ✓ |
| BSB50420 | Diploma of Leadership and Management | 52 weeks | ✓ | ✓ |
| BSB60420 | Advanced Diploma of Leadership and Management | 52 weeks | ✓ | ✓ |

| DENTAL | | | Available to | |
|-------------|--|-----------|---------------|-------|
| Course Code | Course Name | Duration | International | Local |
| HLT35115 | Certificate III in Dental Laboratory Assisting | 20 weeks | | ✓ |
| HLT35021 | Certificate III in Dental Assisting* | 26 weeks | ✓ | ✓ |
| HLT45021 | Certificate IV in Dental Assisting | 22 weeks | ✓ | ✓ |
| HLT55118 | Diploma of Dental Technology | 104 weeks | ✓ | |

* Available as VET in School course over 7 terms (students must commence in Year 11).

| HEALTH CARE – INDIVIDUAL AND AGEING CARE | | | Available to | |
|--|---------------------------------------|----------|---------------|-------|
| Course Code | Course Name | Duration | International | Local |
| CHC33015 | Certificate III in Individual Support | 26 weeks | ✓ | ✓ |
| CHC43015 | Certificate IV in Ageing Support | 26 weeks | ✓ | ✓ |

| FIRST AID – PARAMEDICAL | | | Available to | |
|-------------------------|---|----------|---------------|-------|
| Course Code | Course Name | Duration | International | Local |
| HLT21020 | Certificate II in Medical Service First Response* | 10 weeks | | ✓ |
| HLT41120 | Certificate IV in Health Care | 26 weeks | ✓ | ✓ |

| | | | | |
|----------|----------------------------------|----------|---|---|
| HLT51020 | Diploma of Emergency Health Care | 52 weeks | ✓ | ✓ |
|----------|----------------------------------|----------|---|---|

| WORK HEALTH AND SAFETY | | | Available to | |
|------------------------|--|----------|---------------|-------|
| Course Code | Course Name | Duration | International | Local |
| BSB41419 | Certificate IV in Work Health and Safety | 52 weeks | ✓ | ✓ |
| BSB51319 | Diploma of Work Health and Safety | 52 weeks | ✓ | ✓ |
| BSB60619 | Advanced Diploma in Work Health and Safety | 52 weeks | ✓ | ✓ |

Please note programme delivery can be shorter for local students or longer for International Students – please see admin.

For further information on courses available, or course fees, please refer to the College website www.dnakingstontraining.edu.au or contact reception admin@dnakingstontraining.edu.au

Short courses available

- White Care – Manual Handling
- First Aid - WHS
- Infection control updates / COVID Infection control
- Aged Care – Individual support Short course
- Theatre techniques – NDIS refresher

Best wishes to all our Students and future Graduates



Notes: