

WELCOME
TO ANIBT
2022



Australian National
Institute of **Business**
and Technology

CRICOS 02506B RTO:21368

PLEASE NOTE



This information is based on face to face delivery. The same principles apply for online learning regarding policies and procedures

**Point of
Contact**

Dale Sheather

**Manager -
Compliance and
Special Projects**

CAMPUS LOCATIONS



- ▶ Head Office
Flinders Street Campus
Melbourne, VIC3000:
Level 13, 474 Flinders
Street.
- ▶ Hospitality Training
Kitchen Melbourne:
Unit 2 - 4, 306 Albert
Street, Brunswick
- ▶ Australian National
College Of English (ANCE)
Melbourne: Level 13, 474
Flinders Street

Stay On Track



Enrolled in a fulltime registered course



Attendance of at least 80% of scheduled classes per term (you are paying fees, attend 100%)



20 hours per week is the requirement



You must follow your scheduled timetable and classes



Do not attend a class that you have not been allocated



Missing more than 50% of scheduled classes of a term will effect your completion date



Attendance

- ▶ In most classes you must be present in class for at least 50% of the delivery of training material in a unit to be assessed in that unit.
 - ▶ Less than 50% attendance means - you may not get all the assessments and you will have to pay to re do the unit later - unless medical certificate.
 - ▶ Very important in stage 1 of hospitality programs as many units are only 2 days in length - that is delivered on the 1st day with the 2nd day being assessment.

New format

2 x 10-hour timetabled days

- Hours 8.30 - 13.30 and 14.30 - 19.30

Limited online

Now before you ask questions let me explain

Timetable

- ▶ first day of the week is listed the unit you will be studying.
- ▶ Second day of the week is something called Assessment, Knowledge and Skills Support and Development
 - This day is for completing assessment for the current unit.
 - Visits by experts giving talks on a unit related topic.
 - An external excursion relating to the current unit.
 - No training unit training takes place on this day.

International Students

You are an adult and an international student

- ▶ We report on Academic performance not attendance.
- ▶ As an international you must attend 20 hours per week - you are responsible for that.
- ▶ We will still record attendance and remind you when you fall below particular levels, but we will never report you for attendance.
- ▶ Attendance on first day is compulsory

International Students

- ▶ Attendance on 2nd day is required. This class will be a Zoom session and must attend the morning session to meet attendance requirements.
- ▶ You will have specific dates to hand in assessments
- ▶ If you can attend one day a week and complete and hand your assessments in on time and pass them no problem.
- ▶ However if you are tardy and not passing your assessments you will be contacted by Student Service.
- ▶ If you are not passing units you will be required to come both days.

Assessment

For each unit you complete you will be informed of the due dates of each assessment this is:

On the
assessment

On your
timetable

The trainer will
explain in class



Make sure you hand in on time

Assessment



- If you do not hand in on due date it is an automatic NYS.
- If the trainer grades it, and it is still NYS you will be charged for re-assessment at \$50.00 per assessment.

Assessment



If you hand your assessment in on the due date or earlier and it is NYS the trainer will return the assessment and you will be given a chance to fix the problem at no charge. Only if after re-assessment and it still not Competent will there be a charge for re-assessment.

Assessment



So what does this all mean?

- ▶ Make sure you hand the assessments in on time
- ▶ If you do attend many classes of a unit, the trainer **MUST** follow Institute policy.

Legislation



Be aware of the requirements and your obligations and rights

- ▶ ESOS Act
- ▶ Student Visa requirements
- ▶ Unique Student Identifier USI

Compliance Issues



Marketing and Enrolment Survey



Mid term or term completion Survey



AQTF Learner Questionnaire



NOTE - These are compulsory and anonymous - we only know if you have not completed.

Print Card



\$10.00 credit Only once you have:

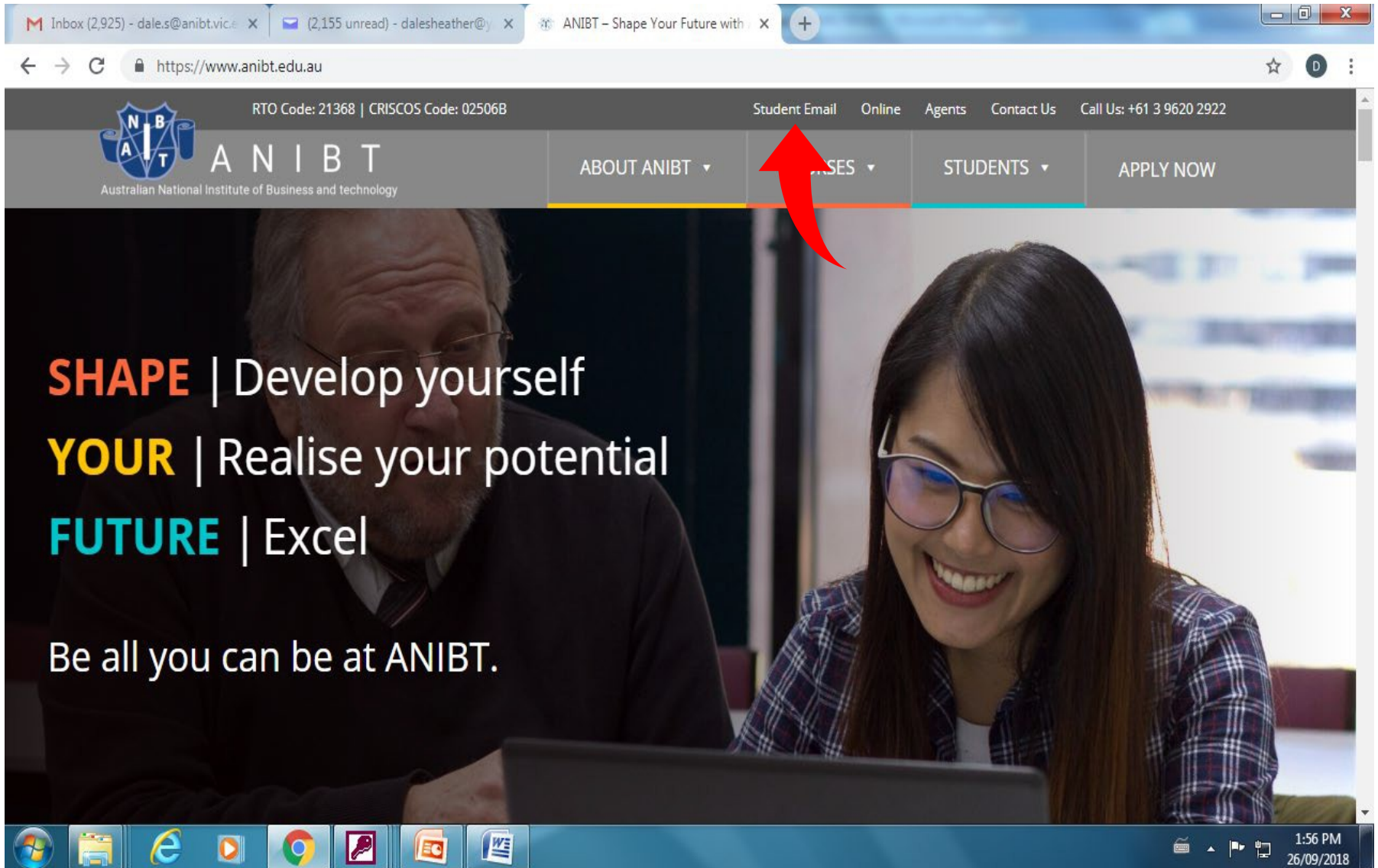
- ▶ Given your USI to reception
- ▶ Completed enrolment and the induction survey

USI and Student Email



- ▶ New government legislation
- ▶ All students must have one
- ▶ Refer to handout
- ▶ Must be submitted to ANIBT by school email
- ▶ Only mode of communication
- ▶ Must sign document that you understand

How to login to your email



The screenshot shows a web browser window with the ANIBT website. The browser's address bar displays <https://www.anibt.edu.au>. The website header includes the ANIBT logo, the text "Australian National Institute of Business and technology", and navigation links: "Student Email", "Online", "Agents", "Contact Us", and "Call Us: +61 3 9620 2922". Below the header is a main navigation bar with "ABOUT ANIBT", "COURSES", "STUDENTS", and "APPLY NOW". A red arrow points to the "COURSES" menu item. The main content area features a large image of a man and a woman looking at a laptop, with the text: "SHAPE | Develop yourself", "YOUR | Realise your potential", "FUTURE | Excel", and "Be all you can be at ANIBT." The Windows taskbar at the bottom shows the time as 1:56 PM on 26/09/2018.

What is plagiarism and Collusion?

The action of presenting another person's ideas, words, findings or work as one's own by reproducing the work without due acknowledgement of the source



Plagiarism and Collusion involves: Taking sentences or paragraphs from another person's written work without putting them in quotation marks (".....") or footnoting the material

Rephrasing another person's writing or idea without due acknowledgement

Reproducing another student's work and presenting it as your own (collusion)

What happens if you have plagiarised or been involved in collusion

Marked not yet competent (NYC)
for that unit of competency



Meet with MASS or TADM



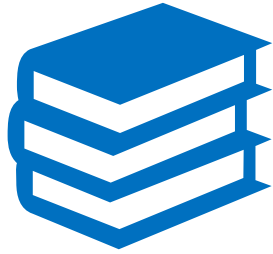
Risk not achieving satisfactory
academic progress



Will need to pay \$50 to be re
assessed or repeat unit



Risk not receiving their
certificate



Reference

- ✓ Always Reference your Projects and Assignments
- ✓ Cutting and Pasting large sections of information from the internet is NOT acceptable
- ✓ Put it into your own words and in the right tense.

All Project work must be done electronically

Save

Save copies of your work.

Fill out

Always fill out the cover page before handing in work.

Remember

Remember to sign declaration

Submit Work On-time



There are due dates for assessment/projects/activities



Trainers may not mark assessments if not submitted on due date



Work submitted on the last day of term only get marked when class restarts.



Work not handed in or computer-generated learning work not submitted during the term of doing will be charged a re-assessment

Catch up days

You will have one or two days timetabled in order to catch up any missed assessment (if permitted) or to make changes to any assessment that are NYS.

If you do not attend catch up classes, you will be charged for any re-assessing that you missed.

Trainer should acknowledge

Ask the trainer to sign the acknowledgement at the back



Request results sheet for completed units

Student Assessment/Assignment Acknowledgement Form

Please complete this sheet and detach it from the workbook and save it as evidence of submission.

Ensure that all questions are answered.

ANIBT strongly recommend that you hold a photocopy of the completed workbook / assignment which can be produced if the original is lost or damaged.

Student Name: _____
Student Number: _____
Date: _____
Group Name: _____
Course: _____
Unit Code & Name: _____

Trainer: Please ensure all questions have been attempted before signing

Trainer Signature: _____
Date Submitted: _____

Student Copy

Australian National Institute of Business and Technology

CRICOS: 02506B REG: 21368

ASSESSMENT SUMMARY

BSBPMG502A:Apply Project Scope

Student Name:		Trainer: Carlos	
Student Number		Group: DPM313	
Semester / Term 4		Year:	2013
Hours: 20			
Dates: 15/10/2013 - 29/11/2013			

Unit Descriptor: This unit describes the performance outcomes, skills and knowledge required to determine and manage project outcomes. It covers project authorisation, developing a scope management plan, and managing the application of project scope controls

Assessment Outline: All performance criteria must be met and a 'Satisfactory' result obtained for each assessment form before the overall competency is given.

<table style="width: 100%;"> <tr> <td style="width: 50%;">Written Assessment</td> <td style="width: 50%; text-align: right;">0</td> </tr> <tr> <td>Assessment project</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Class activities</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Class participation</td> <td style="text-align: right;">0</td> </tr> </table>	Written Assessment	0	Assessment project	0	Class activities	0	Class participation	0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">GRADE</th> <th style="text-align: left;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>C</td> <td>COMPETENT</td> </tr> <tr> <td>NYC</td> <td>NOT YET COMPETENT</td> </tr> <tr> <td>S</td> <td>SATISFACTORY</td> </tr> <tr> <td>NYS</td> <td>NOT YET SATISFACTORY</td> </tr> </tbody> </table>	GRADE	DESCRIPTION	C	COMPETENT	NYC	NOT YET COMPETENT	S	SATISFACTORY	NYS	NOT YET SATISFACTORY
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Final Result

Please Note: There is an assessment appeal process available to students. Please discuss this with your trainer or training manager. There may be changes from time to time to these outlines but every effort will be made to advise you of any change

- Elements:**
1. Conduct project authorisation activities
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
- Please ask your trainer to explain any items you don't understand on this outline.
- Trainer Comments:**

Student Declaration: I have viewed my assessments and received feedback from the Assessor/Trainer.

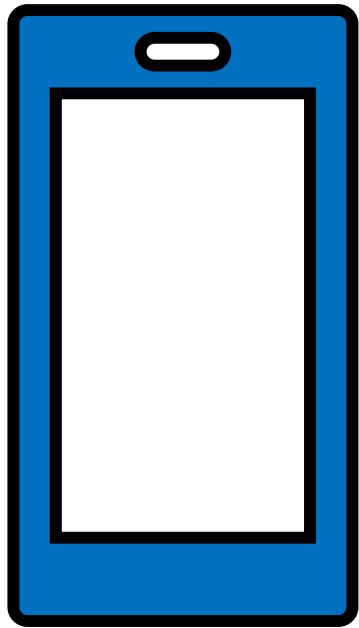
Student Signature:

Assesor / Trainer Declaration: I declare that I have conducted a fair, valid, reliable and flexible assessment with the student, and I have provided appropriate feedback.

Assesor / Trainer Signature:

Date:

**No Active Mobile
phones in class!!
Trainers don't like it.**



**Get a
laptop/notebook**



Fire Evacuation



- ▶ Listen to the fire alarm.
- ▶ **DO NOT PANIC!!**
- ▶ Follow the directions of the ANIBT fire warden
- ▶ Take your valuables only
- ▶ Exit via **FIRE EXITS**

Complaints and Appeals

Refer to Student
Handbook

ANIBT Website

IMPORTANT

- ✓ At no stage during the process will the student be disadvantaged in any way.
- ✓ The students enrolment will not be suspended, deferred or cancelled during the complaints and appeals process

Complaints Procedure

Level 1-Speak to your trainer

Level 2 - Student services & Academic

Level 3 - Academic and Compliance/CEO

- Do not raise the issue with your agent!!

Have you completed a course of study?



Ensure outstanding fees are paid



The final unit of your qualification will not be assessed if you have outstanding fees.



Confirm with your trainer you are Competent in all units. Any outstanding work will delay the process

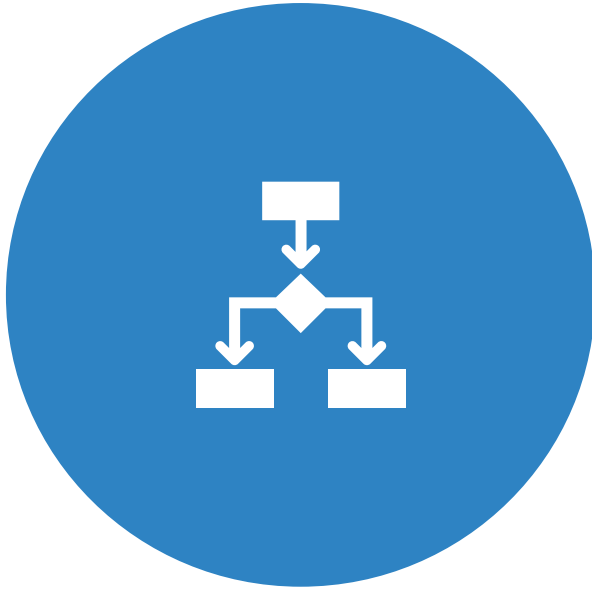


Fill out a certificate request form



20 Working days to pick up your certificate.

Unusual Request?



**CAN I GET THE UNIT(S) I
MISSED FOR THE PAST 6
WEEKS THAT I DID NOT
ATTEND?**



**CAN I GET THE
CERTIFICATE NOW AND I
WILL FINISH THE WORK
LATER?**