



Health Training Specialist



STUDENT HANDBOOK 2020



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DNA Kingston Training / DNA – New Campus 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 / DNA Kingston Training provides tea and coffee for staff and students in the main kitchen and endeavours to provide fresh fruit, soup and biscuits on certain days through the week as part of our wellness initiatives in addition to assisting students with 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, computer access and a range of social activities (BBQs etc.) throughout the academic year. computer access.

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



Welcome

Welcome to DNA /DNA Kingston Training, **Award Winning**, Australian owned and operated, Registered Training Organisations located in Perth, Western Australia delivering a range of nationally accredited courses.

Since inception in 1999, DNA and DNA Kingston Training 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 recent 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 / DNA Kingston Training has three (3) college locations in Western Australia:

Perth city locations:

Belmont Campus (Head Office)

63 Abernethy Road
BELMONT WA 6104

Regional locations:

Bunbury Campus

**BRTTC – Manea
Senior College**
Robertson Drive
BUNBURY WA 6230

Mandurah Campus

Endeavour Centre Unit
7, 2D Peel St
MANDURAH WA 6210

Office hours: (Head office)

Monday to Friday: 8:30am to 5.00pm
Saturday and Sunday: Closed

Contact information

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 / 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, Mr Cadon Gates at cadon@dnakingstontraining.edu.au



Company Details

>DNA Kingston Training is a Registered Training Organisation with the Australian Skills Quality Authority (ASQA). Our RTO provider number is 6811 and our CRICOS registration number is 02899B.
>Dental Nursing Australia is registered with the Training Accreditation Council (TAC) of Western Australia - Provider No. 52256.



Academic Calendar 2020

Study Period Starts	Study Period End
Monday 3 rd February	Thursday 9 th April
Tuesday 28 th April	Friday 3 rd July
Monday 20 th July	Friday 25 th September
Monday 12 th October	Thursday 17 th December

Western Australia Public Holidays

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

Holiday	Date
Wed, 1 st January	New Year's Day holiday
Mon, 27 th January	Australia Day
Mon, 2 nd March	Labour Day
Fri 10 th April	Good Friday
Mon, 13 th April	Easter Monday
Mon, 27 th April	ANZAC Day
Mon, 1 st June	Western Australia Day
Mon, 28 th September	Queen's Birthday
Fri, 25 th December	Christmas Day
Mon, 28 th December	Boxing Day

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



FINALIST

2017 INTERNATIONAL EDUCATION PROVIDER OF THE YEAR

www.ciswa.com

Student Support

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 / DNA Kingston Training offer 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 resolve problems in a variety of ways, including:

- Providing confidential advice
- Assisting in preparing submissions and documentation
- Supplying regulations and procedures
- Attending meetings with students and administrative or academic staff members
- Helping to clarify issues through discussion
- Identifying student options
- Referring students to appropriate professional and health services

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

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

Please speak to lecturers or staff for assistance.

WELLNESS programme

DNA / DNA Kingston provides coffee and tea as well as various other amenities through the week to assist with student wellbeing and health initiatives. Additional support includes 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 and a caring team to look after you.

Welfare, Support and Guidance

DNA / 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 personal 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.

The College takes pride in providing an informative, comprehensive and culturally sensitive Orientation Programme for our students on course commencement. With ongoing support services which includes assisting students 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 / DNA Kingston Training Lecturing staff have a "Police Clearance", "Working with Children" and First Aid Certificate

We have an appointed team who are the official contact and support personnel for our International Students and are aware of their obligations under the ESOS framework. They are extremely knowledgeable regarding services and resources available to the students, extremely experienced in the industry as well as knowledgeable in their health services field in addition to being wonderfully kind and supportive in their role.

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



Disability Services

DNA /DNA Kingston Training are 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 /DNA Kingston Training Colleges have full wheelchair access with correct doorways, electronic doors, disability toilets, lift access and disabled bike facilities.

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

Counselling Services

The on-campus 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 / DNA Kingston Training.

This is provided free of charge as an individual, confidential service. This service is available to students to discuss a 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 is available if students need additional advice or feel unsure about their progress or overall well-being. College staff may also refer students to a range of professional or medical services as required.

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 Director before arranging travel or arranging for family to travel to Australia. Inappropriately arranged travel may compromise your Visa situation.



Safety

Work Health and Safety

The College 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. Students with a concern about their safety at the College should in the first instance discuss this with their Lecturer, Student Support or College Director. Staff have Working with Children checks, Police Clearances and First Aid certificates. Emergency drills and exit procedures are conducted regularly throughout the year to ensure ongoing 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. Please report to the course Lecturer and/or College Director. Forms and 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 website: <http://www.dnakingstontraining.edu.au/about/policies-and-documents/>

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.
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 trainer/lecturer 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 study/work space 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 advised to do so.
6. Under no circumstances may students or staff re-enter the building until 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 permitted in any classrooms.
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:

1. All footwear shall be firm, well-constructed, closed toe and heel shoes or boots. No thongs, sandals or slippers shall be allowed.
2. Students attending workshops involving machinery must wear steel capped boots at all times whilst on campus.
3. Personal protective equipment must be worn for all practical activities.
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 /DNA Kingston Training staff and students work closely together to ensure a safe campus environment. DNA / DNA Kingston Training ensures good lighting at Colleges where evening classes are offered 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. Students should contact a staff member immediately if they ever feel unsafe at the Colleges.

All Colleges have sign in & exit books to identify strangers entering and leaving the building. Alarms at the Belmont Campus are linked directly to the Fire Department.

Student lockers are available at the Belmont Campus on request. Please see your Lecturer for allocation, information and instructions.

Theft

Beware of thieves at all times! Please do not bring valuable items to college, if brought to college students should keep these on them at all times. Never leave bags and belongings unattended, especially whilst researching in libraries or in clinical activities etc. It is strongly recommended that cars are locked and bikes are 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 downstairs, along with end of journey showers. Students will need to arrange access through Admin. At any time if theft is suspected it must be reported immediately to the nearest Staff member and a report completed. Depending on the nature of the theft students will likely be advised to report to the nearest police station.

Student Life



Orientation

DNA /DNA Kingston Training takes pride in providing an informative, comprehensive 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 documentation and may establish payment plans as required. Further information is provided about courses, study timetables, assessments, college regulations, student rights and responsibilities, and the support services available at the College. Students will also receive their course material and uniforms for relevant courses.

Parking

Ample free parking is available at all campuses. The Belmont Campus specifically has indicated bays with 'Kingston'. Students must only park in indicated Kingston bays as there is a risk of being towed away if parked in an incorrect bay. Free parking is also available on the roadside and surrounding areas.

Maps are available from Administration to assist with parking if required.

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 the course lecturer or administration staff 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 20c per page (A4 page black and white). Computers can be utilised during lunch times and after class. Computers are strictly for accessing information related to studies and students are not permitted to install games or new software or access inappropriate web sites.

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, large data files or streaming of large files 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 details such as 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 letters 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 /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)

Students with acquired skills and knowledge relevant to their current course/s gained through previous study, work experience or general life experience may be eligible to have learning formally 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 /DNA Kingston Training will provide free dental health care information for students. Should dental treatment be required, DNA /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 and banking.

Health Services

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 Overseas Student Health Cover (OSHC) or Health Insurance with certain Doctors in Perth is available, students may contact Student Support for locations.

Muslim Prayer Rooms

Access to prayer areas/quiet areas are located near the Admin area in the Belmont Campus. Please contact the Student Support officer for further details and locations at other centres. Temple Prayer is to be carried out in a student's own time. Student Visa regulations do not permit students to take leave for prayer time.

Housing / Accommodation Advisory Service

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



Students' Rights and Responsibilities

The College aims 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 /DNA Kingston Training are 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 provide support and assistance, the student has the 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 /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
- Late students 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.
- Late students must ensure the roll is marked and signed to reflect their presence and the actual time of arrival to class.
- It is the student's responsibility if an assessment is missed 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 students provide feedback to their Lecturers / International Support Staff of progress in the course, including any difficulties experienced.
- 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 – all students must maintain a minimum attendance level of 80%.
- 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 only permitted in allocated areas, NOT in the classrooms, laboratory or workshop areas. Food and beverages will not be permitted in 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 the student's own work. There is risk of immediate dismissal from the College for any academic misconduct and 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 /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.

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 all work experience sessions.

To sustain our outstanding reputation of quality outcomes from our graduates, rolls are required to be signed for both morning and afternoon sessions and to meet safety requirements as to who is in the building. Students 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.

The College will monitor student 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 satisfactory 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 CEO/College Director.

Changes to address and contact details

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

Photos

Photos are taken throughout training programmes to keep a record of the learning journey with DNA /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 the College's Facebook page.

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 /DNA Kingston Training uniform. DNA Kingston Training promotes "Healthways" non-smoking policies. No smoking is supported at all Colleges.

Uniforms

Some courses at DNA /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.

WHS Students – Overalls, steel capped boots and safety glasses must be worn at all times if conducting practical workshop activities.

Appropriate safety masks must be used whenever using welding equipment.

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

Classroom protocol

No caps or hats are to be worn in the classroom and no chewing of gum. No smoking, drugs or alcohol are to be consumed inside or in the grounds at any time. Any student caught breaching this requirement may be expelled from the College immediately.

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. The College 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 /DNA Kingston Training, the authorities may be called in to investigate.

Complaints and Grievances Procedures

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

Please be advised that the College provides an Internal and External complaint and appeals process. Students have 20 working days to access this process with DNA /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 should they feel a result is incorrect or unjust.

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.



Academic Integrity

Student Learning Requirements

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.

- 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 student 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.

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 offered 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.

Examination rules and conduct

During Examinations:

- Students must obey the Supervisor's instructions throughout the examination
- Students will be allowed into the venue five minutes prior to the commencement of 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
- All hats and caps are to be removed and placed in bags
- 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

What do I bring to an exam?

Please check with the course Lecturer for a list of what can and cannot be brought to an exam. The Unit outline will also indicate if students are allowed to bring any study aids / book / notes to an exam. If unsure, please check with the course lecturer.

What if I miss an exam?

If an exam or formal assessment due is missed due to ill health or other extenuating circumstances please contact the College Director through reception. 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 3 days of the working week, from 8.30a.m to 4.30 p.m. (Students attend College for a minimum of 20 hours a week. Term breaks are provided and indicated in programme timetables).

Face to face delivery with a small element of correspondence 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 support. Work experience is arranged for most programmes.

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

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 IELTS score or English level.

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 a course

Should a programme be cancelled due to lack of student numbers or unforeseen circumstances, DNA /DNA Kingston Training will provide a full refund to affected students and negotiate opportunities to train with other RTO providers. DNA Kingston Training is registered under the Student Assurance Scheme/ Tuition Protection Scheme to safeguard course completion for students.



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 /DNA Kingston Training will provide liability/accident insurance cover each student during work placement.

There has been an increase of work experience hour requirements to successfully complete many 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. It will be the sole responsibility of the College to attain 250 work experience hours for students under Govt funding. However, Student 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 an average of 98% employment 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 for

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.

The College 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 /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 from DNA /DNA Kingston Training are NOT to phone or approach businesses for work experience without consultation with a staff member as 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.
4. Students found trying to attain their own work experience or trying to obtain employment too early before being qualified, may find themselves expelled from the College or unable to participate in the work experience in Western Australia, due to breach of policy and procedures of DNA Kingston Training and other professions.

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 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.

Graduation and Awards

Awards are presented in a variety of areas, changing slightly each year and presented on the Certificate Presentation Evenings.

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

Sponsors from the Dental Profession donate the awards and prizes and the Australian Dental Association and Dental Technician Association attend.



Policies

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

Students and staff should always feel safe and supported.

DNA /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.

[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](#)

Student Documents and Forms

[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](#)

Fees policy and procedures can be found on web site

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

COVID-19 and its impact

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 COVIDSafe 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.

Students can further assist in helping the college to combat the spread of Covid-19 by:

- Maintaining good hand hygiene: Washing and sanitising hands regularly while on campus
- Staying home and notifying staff if they feel unwell with flu symptoms (sore throat, fever, cough)
- Maintaining healthy work/study spaces: using disposable or personal cutlery/crockery and wiping down amenities after use

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.

International Students

Being an International Student 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, friendly lifestyle and welcomes people from all over the world every day.

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

<http://studyperth.com.au/>

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

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

<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.

Additionally this encompasses a Tuition Protection Scheme (TPS) for international students to ensure they are able to complete their course of study.

For further information visit

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

Arriving in Perth

Study Perth 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.studyperth.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 TAFE International WA (TIWA) 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 (DHA) 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 members must pay the OSHC family fee. DNA Kingston Training will process OSHC payments for students advise students at orientation on how to collect their 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 Home Affairs (DHA), students 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 Courses/Study plans

For students with an existing student visa due to expire before completion of studies, a renewal will be required. 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. Students under 18yrs, will need to demonstrate that adequate arrangements have been made in order to obtain a student visa.

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

While studying at DNA Kingston Training the student will be:

- living with a parent or legal guardian; or
- living with a suitable relative nominated by parents or legal guardian; or
- living in accommodation that has been approved by DNA Kingston Training

Currently DNA Kingston Training is not able to arrange or approve accommodation for international students under 18 (option 3 above), however, this may change and we will review case by case. Therefore, students under 18yrs on commencement of their DNA Kingston Training course will need to ensure that they are able to reside with a parent or legal guardian (option 1) or suitable relative (option 2) in Perth. This will need to be demonstrated as suitable accommodation arrangements when applying for a student visa.

Note that student guardian visas are available for parents or guardians to come to Australia to accompany minors (students under 18 years old) while they are studying in Australia. Please contact the Department of Home Affairs or visit their website for more information <http://www.border.gov.au/>



Fees – All Students

DNA /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 on request. Additional charges to the tuition fee may apply for books, modules, uniforms, resources, tools, safety equipment and materials. The course Offer Letter will detail all course-related 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 an instance where students complete a course qualification / module / unit in less time than specified in the course outline, however, 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 or lack of progress throughout the year due to poor commitment to learning will incur additional costs for training outside the training plan schedule. Any additional fees due are calculated on a case by case basis. Please refer to the College's 'Fee Policy' and 'Academic Progress and Intervention Policy' for standard charges.

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 made to assist students, though administration and late fees will apply at the discretion of the Financial Manager.

All students are committed by contract (enrolment agreement) 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 website.

Government Funding – Jobs and Skills WA

The West Australian government offers subsidised training places for eligible students enrolled in courses that are deemed State priority qualifications, where a training place is available. The College must apply for funding on behalf of the students and is restricted to the number of funded places it can offer to students.

Students that receive funding are offered reduced course fees that are subsidised by the State Government.

For additional information please refer to the College's 'Fees Policy', alternatively, for further information on subsidised courses and eligibility, please refer to the Future Skills WA website: <http://www.dtwd.wa.gov.au/jswa> or contact College reception staff to assist further.

For a list of eligible courses and fees offered by DNA Kingston Training /DNA , please visit our websites: www.dnakingstontraining.edu.au or dentalnursingaustralia.com

Cancellations and refunds

Cancellations and requests for refunds must be made in writing to the College. Education Agents that have assisted any student with enrolment will also be contacted as part of the process. DNA /DNA Kingston Training have a structured refund policy and procedure. Refunds are made solely at the discretion of College Senior 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.dnakingstontraining.edu.au or by contacting reception.

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

Additional Fees

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

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

Payment in advance

Local/Domestic Students

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

International Students

Initial payment as quoted on the Letter of Offer must be received before CoEs can be issued to students. Course fee payments are protected and governed by the Tuition Protection Scheme (TPS) for international students.

Payment Methods

DNA /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

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

Confidentiality, Privacy of information

DNA /DNA Kinston 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 (TPS), Australian Taxation office, Department of Training and Workforce Development, Education Department, Department of Home Affairs and other associated Government Departments. Information will include personal and contract details, course enrolment, changes and circumstances of any suspected breach by the student of a Student Visa condition.



Support services DNA /DNA Kingston Training

Contact details:	DNA /DNA Kingston Training – PH: 1300855503 PH 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 require any support.

Support/Welfare 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

Poison Information	http://www.scgh.health.wa.gov.au/OurServices/WAP/IC/	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



Download the MY WELLBEINGMATE APP from your app store on your smart device.



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
BSB41415	Certificate IV in Leadership and Management	52 weeks	✓	✓
BSB51918	Diploma of Leadership and Management	52 weeks	✓	✓
BSB61015	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	26 weeks		✓
HLT35015	Certificate III in Dental Assisting*	35 weeks	✓	✓
HLT45015	Certificate IV in Dental Assisting	52 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	52 weeks	✓	✓
CHC43015	Certificate IV in Ageing Support	52 weeks	✓	✓

FIRST AID – PARAMEDICAL			Available to	
Course Code	Course Name	Duration	International	Local
HLT21115	Certificate II in Medical Service First Response*	10 weeks		✓
HLT41115	Certificate IV in Health Care	26 weeks	✓	✓

HLT51015	Diploma of Paramedical Science	52 weeks	✓	✓
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* Available as VET in School course over 3 terms.

WORK HEALTH AND SAFETY			Available to	
Course Code	Course Name	Duration	International	Local
BSB422015	Certificate IV in Work Health and Safety	26-52 weeks	✓	✓
BSB51918	Diploma of Work Health and Safety	26-52 weeks	✓	✓
BSB61015	Advanced Diploma in Work Health and Safety	26-52 week	✓	✓

Please note programme delivery can be shorter for local students – please see admin. Funding is also available, conditions apply

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 Card
- First Aid
- Infection control updates
- Aged Care

Best wishes to all our Students and future Graduates!



Notes:

