

# MENZIES INSTITUTE OF TECHNOLOGY

2024 Student Orientation



**MENZIES**  
INSTITUTE OF TECHNOLOGY



# Agenda:

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- **1. Institute Overview**
- **2. Student Services**
- **3. Information for international students**
- **4. Emergency Evacuation**
- **5. Important Rules**
- **6. Fee Payments**
- **7. Course Information**
- **8. Be Ready before Course starts**
- **9. Maintain your enrolment with Menzies**
- **10. Completion of the Course**
- **11. Demonstration of Canvas**

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# INSTITUTE OVERVIEW:

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- **Main Office (Dental, Nursing , Automotive theory - weekend):**

Level 4, 355 Spencer Street, Melbourne VIC 3003.

Mon – Fri 9:00 AM to 4:30 PM

Phone: 1300 244 002

- **Workshop (Automotive Theory & Automotive Practical class):**

87 Mark St, North Melbourne VIC 3051.

Mon – Sun 8:00 AM to 5:00 PM

Phone: (03) 7001 7183

- **Website:** <http://www.menzies.vic.edu.au>



# OUR FACILITIES:



- Computer facilities and Printing facilities available at the Main Campus  
(PC Password: STUDENT)
- Wireless internet access is available for all students in all campuses  
(Wifi: MENZIES X6, Password: menziesadmin)
- Plenty of cafes and shops nearby
- Student common areas for studying, relaxing, having lunch, and socializing



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# STUDENT SERVICES:

# STUDENT SERVICES



- **Email:**

Admission Email: (Offer letters, COE, new course enrolments)

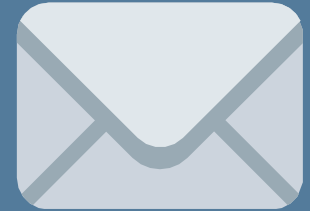
[admission@menzies.vic.edu.au](mailto:admission@menzies.vic.edu.au)

Academic Email: (Attendance, Course Progress, Redos, Leave applications, Certificate ...)

[Academics@menzies.vic.edu.au](mailto:Academics@menzies.vic.edu.au)

Info Email: (Complaints, Feedback, Appeal, Fees/Finance matters ...)

[info@menzies.vic.edu.au](mailto:info@menzies.vic.edu.au)





# ADDITIONAL SUPPORT



- **Additional Referral For Support**

English and Numeracy language support, LLN Support and Study Assistance

Personal, Welfare, and Counseling Services

Academic, Career, and Employment advice

Student Social activities

Student Learning Assistance

Student accommodation assistance (International students)

- **External Support Services**

Study Melbourne Student Centre, Healing Minds Psychology, Reading and Writing Hotline, Legal

Aid Victoria, Disability Rights Victoria, Lifeline, Fair Work Australia

# Staff Members



- Your Trainer/Educator – 1<sup>st</sup> point of contact
- Your Course Coordinator – additional or difficult queries
  - Andinet – Automotive
  - Asad – Nursing, Community Support, Ageing Support
  - Mary, Jane - Dental
- Your Student Support Staff
  - Chiranga – Dental, Nursing, Community Support, Ageing Support students
  - Ranbir – Automotive students
  - Ravneet – Work Placement Officer (Nursing, Community Support, Ageing Support)

03



INFORMATION FOR  
INTERNATIONAL STUDENTS:

# WORKING & STUDYING



## FOR INTERNATIONAL STUDENTS

Know your rights when working and employment, and know how to resolve workplace issues

- Range of other services available (legal, medical).

**Need to get a tax file number (TFN)** to work in Australia

**Restrictions on working hours** (Up to 48 hours per fortnight during course sessions; Work limits do not apply during official recognized vacation periods; A fortnight means any 14-day period starting on a Monday and ending on the second following Sunday)

Note: For further information, please refer student handbook and on:

[www.ato.gov.au](http://www.ato.gov.au) & [www.fairwork.gov.au](http://www.fairwork.gov.au)

<https://www.homeaffairs.gov.au/trav/stud/more/work-conditions-for-student-visa-holders>

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# EMERGENCY EVACUATION:

# EMERGENCY EVACUATIO



## Level 4, 355 Spencer Street CAMPUS

- STOP what you're doing and follow the evacuation procedure
- Do not panic
- Do not attempt to collect personal items
- Exit the building in an orderly manner
- Follow the Exit Signs to the Fire Stairs and DO NOT USE THE LIFTS.
- Assemble at the designated location for roll call
- Wait for further instructions

Two tones

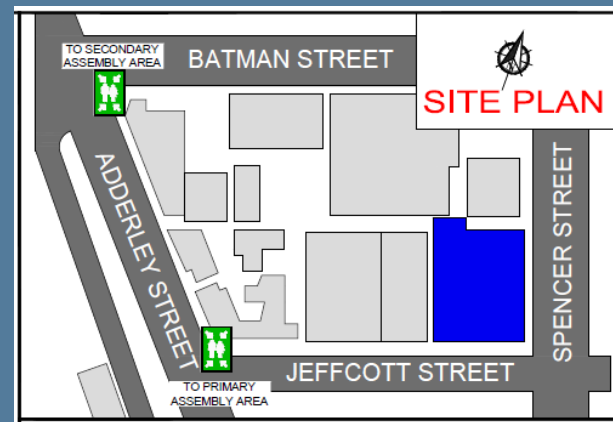
- **Beep, Beep, Beep**

(Be ready for evacuation)

- **Whoop, Whoop, Whoop**

(Evacuate the building at your nearest exit point,

Go to the Assembly Point relevant to your campus with your teacher)



# EMERGENCY EVACUATIO

Two tones

- **Beep, Beep, Beep**

(Be ready for evacuation)

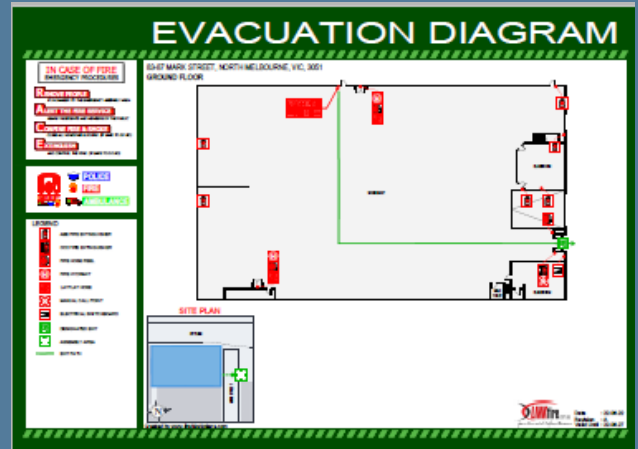
- **Whoop, Whoop, Whoop**

(Evacuate the building at your nearest exit point,

Go to the Assembly Point relevant to your campus with your teacher)

## 87 Mark Street Automotive CAMPUS

- STOP what you're doing and follow the evacuation procedure
- Do not panic
- Do not attempt to collect personal items
- Exit the building in an orderly manner
- Follow the Exit Signs to the Fire Stairs and DO NOT USE THE LIFTS.
- Assemble at the designated location for roll call
- Wait for further instructions



# EMERGENCY MATTERS:



- **Emergency hotline: 000**

Life threatening situations, such as a car accident or a fire

- **Non urgent matters:**

Call local police station, for example Melbourne West Police Station: 03 8690 4444

- **Lifeline: 131 114**

Crisis support, Suicide prevention and mental health support services

Note: For non-urgent medical or health services, student can visit the QV Medical Centre on Level 3, 292 Swanston Street, VIC 3000



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**IMPORTANT RULES:**

# IMPORTANT RULES:



- **Classroom etiquette** (no smoking, student code of conduct)
- **Be on time for classes**
- **Keep the campus and surroundings clean**
- **Familiarize yourself with important policies and procedures**



Note: Vocational Attendance and Course Progress Recording, Monitoring and Reporting; Deferral, Suspension and Cancellation, Refund, Critical Incident, Student Support Services, Student Welfare, Redo Fees and so on. These policies can be obtained from Menzies Website.

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FEE PAYMENTS:

# FEE

# PAYMENTS:



- Pay tuition fees according to the payment schedule
  - Outstanding fees may affect access to results and official documents
  - Extension requests for payment due dates must be made prior to the due date, with supporting evidence documents
  - Additional fees may apply for late payments or outstanding fees
1. Student will first receive a payment reminder email
  2. A penalty fee of \$200 per each week overdue will be charged additionally without warning
  3. Menzies may initiate intention to cancel student's enrolment for non-payment of fees  
(student can still make an appeal within 20 days)

# FEE PAYMENTS:



Item	Fees	Item	Fees
Enrolment Fee	\$150		
Re-issue of Confirmation of Enrolment	\$50	Replacement Overalls (Automotive)	\$75
Re-issue of Letter of Offer	\$50	Replacement Uniform (Nursing)	\$60
Re-issue of Certificate (Testamur)	\$50	Replacement Uniform (Dental)	\$60
Re-issue of Transcript of Results	\$50	Replacement Safety Glasses (Automotive)	\$20
Re-issue of Statement of Attainment	\$50	Replacement Safety Glasses (Dental)	\$40
Late payment penalty of invoice due (per week overdue)	\$200	Replacement Safety Boots (Automotive)	\$60
Re-sit of Unit	\$1500	Replacement Toolkit (Dental Technology)	\$530
Re-sit of Assessment	\$200	Replacement Student Nurse Kit (Nursing)	\$800
Recognition of Prior Learning (per Unit)	\$1500	Replacement Textbook (Automotive)	\$250
Credit Transfer of Unit	NIL	Replacement Textbook (Nursing)	\$600
Re-issue of Student ID Card	\$10	Replacement Textbook (Dental Technology)	\$550
Printing/Photocopying per page	20c	Telephone call (local only)	\$1
Scanning per page	\$1	Pen	\$1

FEE

PAYMENTS:



REDOs / Re-Assessment Fees <https://menzies.vic.edu.au/wp-content/uploads/2023/05/Redo-and-Reassessment-Fee-Schedule-Ver-2.3.pdf>

**Re-assessment fees:** \$100 per assessment task (Dip of Nursing - \$200 per assessment task)

**Redo all unit fees:** fee is based on the duration of the unit. Please refer to the PDF document at link above and Menzies website.

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**COURSE INFORMATION:**

# COURSE INFO



- **Taking leave from the course (Leave of Absence – less than 2 weeks OR Suspension Request – more than 2 weeks)**

Send email to [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au) with relevant proof and evidence.

- **Withdrawal/Cancellation from enrolment, Release requests**

Send email to [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au) with relevant information and evidence

Note: Student's visa may be impacted and cancelled if student withdraw from your enrolment; and without an authorized release from Menzies, students are unable to transfer to another education provider; and if student has any outstanding fees, the request will not be approved

- **Any document requests (enrolment letter, visa extension letter, interim academic transcript etc)**

Send email to [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au) with relevant information and nature of request



# COMPLAINTS & FEEDBACKS



- **Complaints and Feedbacks**

Please feel free to talk with your Trainer and staff at Menzies informally

Or you can come to the office and fill out a formal complaint form.

Or you can send an email to [info@menzies.vic.edu.au](mailto:info@menzies.vic.edu.au)

- **Appeals**

To appeal a decision that Menzies may have taken against you (e.g. attendance final warning and cancellation), you must come to the Main Office and fill out the Appeal Form or check Menzies website for appeal form.

- **Survey**

There will be a Student survey every 6 months

Also you may be contacted by the department or other regulatory bodies for survey and feedback

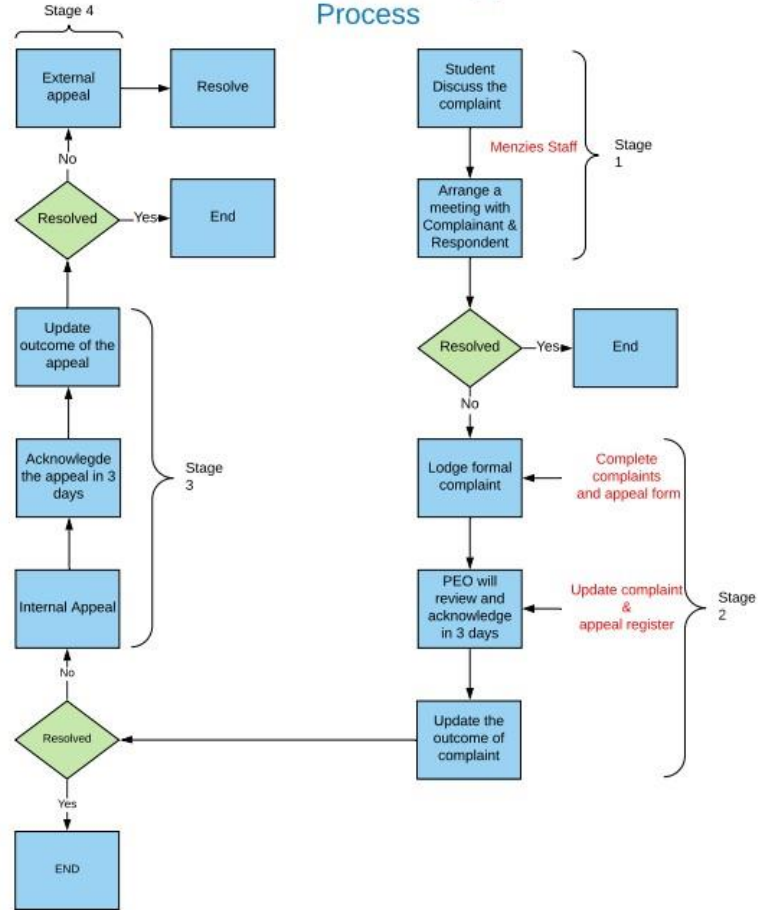
# COMPLAINTS & FEED BACKS



Menzies will always strive to make your education experience better.

We value your comments and will consider each situation individually and make a decision.

## Student Complain & Appeal Process



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**BE READY BEFORE COURSE  
STARTS:**

# BEFORE START



- **Obtain a Unique Student Identifier (USI)**

USI can be created at [www.usi.gov.au/create-your-USI](http://www.usi.gov.au/create-your-USI)

- **Request a Student ID card**

Please send email to [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au) and with your photo

- **Uniform, Safety Gear and Tools/Equipment**

Please keep these in good condition and wear it during all practical sessions

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**MAINTAIN YOUR ENROLLMENT WITH  
MENZIES:**

# 3 Categories



3 Categories students need to maintain:

- **Attendance progress** (minimum 80%)

Sign in and sign out after class, no signature means no attendance

- **Course Progress** (pass minimum 50% of the units per semester)
- **Fees payment**

Note: For further information, please refer student handbook and on:

MTP01 Vocational Student Attendance policy and MTP02 Vocational Student Course progress Policy

# CANCELLATIO



- **First warning letter**

Required the student to attend a meeting with our student services staff and explain the reason why you didn't meet the requirements

- **Notice of intention to cancel enrolment**

Either the student did not respond to the 1st warning letter Or  
Continue to not meet the requirement even after the intervention meeting  
(Student still have a chance to make an appeal within 20 working days)

Note: For Domestic Students: Cancellation of enrolment and reporting to NCVER through data reporting.

For International Students: Enrolment is cancelled and reported to authorities (Dept of Home Affairs) unless an appeal is made within 20 working days and is successful

# Special Circumstances



- **If you MISS YOUR CLASS and to be able to complete your course on time**
  - Fill a leave of absence form, provide a Medical Certificate or supporting documents and submit to the Main Office (within 2 weeks) – do not submit to your teacher or trainer.
  - Do not skip classes and assessments (otherwise your finish date will be delayed and have to redo units)
  - Re-arrangement fee will be applied if student doesn't attend Special Class arranged for redo units.
  - Two weeks notice is compulsory for application for other types of leave
  - If student has outstanding fees, leave of absence will not be approved



# Competency



- **To achieve a COMPETENT result in your Units:**

You must be Satisfactorily in ALL the Assessment Tasks in the Unit

(e.g. if there are 3 Assessment Tasks in one unit, then you must Satisfactorily pass all 3 Assessment Tasks)

- **To achieve a SATISFACTORY result on your individual Assessment Task:**

You must attain 100% score (competency-based training)

**Note:** Additional attempts may be provided for students to re-answer the incorrect questions based on discretion of trainer.

You can view your Unit Results through the Learner App

# Due Date



- **BE AWARE OF ASSESSMENT DUE DATES:**

It is recommended that you attempt and complete your Assessment at least 3 days prior to Due Date (e.g. internet issues, login issues etc)

- **APPLY FOR EXTENSION**

If you have compelling and compassionate circumstances, then you can apply for an Extension of the Assessment Due Date (before the Due Date or at most 3 days before the Due Date)

- **ASK FOR SUPPORT:**

Trainers will be available to provide help during support classes.

# Competency



What if you do not achieve competency?

- **Intervention Meeting and first notice for Poor Course Progress.**

Strategy session for being at risk of failing to maintain satisfactory course progress (to discuss with you about reasons for poor course progress, reassessment opportunities, support services).

- **Notice of Intention to Cancel Enrolment.**

Failed to maintain satisfactory course progress over 2 consecutive study periods.

Enrolment could be cancelled after 20 working days and you have not made an appeal against this decision.

Please read carefully the instructions on any warning letters sent.

If you do not understand the warning letter or believe there has been an error, please contact the front office (1300

244 002) or via [info@menzies.vic.edu.au](mailto:info@menzies.vic.edu.au)

Note: Refer to MITP02 Vocational Student Course Progress Policy.

# Fail the unit?



What if you fail/miss some units?

- **What is a Re-assessment?**

Re-sitting a certain assessment task (practical/theory/online).

- **What is a Redo?**

Repeating the entire duration of unit either due to below attendance requirement or course progress.

Note: Please refer to the “Redo and Reassessment fee schedule” on our website for the Reassessment/Redo/Re-enrol charge.

# Plagiarism



**It is the act of presenting another persons work as your own, and failing to acknowledging that the thought, ideas or writings are of another person.**

Specifically, it occurs when:

other people's work and/or ideas are paraphrased and presented without a references

other students' work is copied or partly copied

phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page.

Plagiarism is considered academic dishonesty and is a form of cheating.

"Cheating" is to act dishonestly or unfairly in connection to an assessment conducted

**Disciplinary process for breach of student code of conduct, cheating & plagiarism**

**1st warning – to inform you that the breach has been noted and recorded formally**

**Final warning – may result in action for suspension or cancellation of your enrolment**

**Immediate suspension or cancellation of your enrolment – serious breach of student code of conduct, plagiarism or cheating that would be dangerous or disruptive to other students and staff.**

# CODE of CONDUCT



Improper or Inappropriate Behaviour/Misbehaviour	Serious Misconduct
Being on any of the Institute's premises and consuming or having consumed alcohol.	Carriage, use or being in possession of a prescribed or regulated weapon or dangerous article while on The Institute's premises;
Persistent disruptive behaviour; by arriving late for classes and / or persistently using mobile phones or moving in and out of classes during normal class times.	Physical assault on a member of general or teaching staff, other students or members of the public or behaviour which is perceived to be threatening.
Verbally abusive or hostile behaviour affecting fellow students and staff of The Institute.	This behaviour can result in immediate suspension pending investigation and may lead to expulsion. Misconduct of a criminal nature will be reported to the appropriate authority.
Smoking or the use of prohibited or illegal substances at any of the Institute's premises.	
Deliberate misuse of the Institute's property and equipment .	
Any behaviour that is in any way discriminatory.	
Theft from staff or students at The Institute.	
Slander or harassment (whether verbal, sexual or otherwise) of staff or other students.	
Arson of The Institute's property.	
Wilful or malicious damage to The Institute's property or equipment.	

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**COMPLETION OF THE  
COURSE:**

# COMPLETION



- When your course is completed, your certificate will be issued. And please allow **maximum of 4 weeks to process** your certificate after your last day of class (or completion/submission of last assessment).
- You will be notified by email when your certificate is issued. And you will need to come to Menzies office to collect in person (preferred) or you can request for it to be mailed to you at an additional charge.
- 3 Documents will be provided: **Certificate / Academic Transcript / Completion Letter**



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**DEMONSTRATION OF  
CANVAS:**

The word "CANVAS" is written in a light blue, sans-serif font on a brown rectangular background.

- CANVAS is the main student Learning Management System used.
- You will receive an email invitation for login prior to commencement of your first class.

# TIMETABLE



- You will receive a copy of your allocated Timetable after this Orientation Session
- Note the Class Days and Times (also the allocation of Support Classes)
- Note on how to read the Start/End dates of each unit
- Note the address and classroom details of your Class

## HLT35021 CERTIFICATE III IN DENTAL ASSISTING

**Delivery: Classroom Based face to face, 20 hours per week (May 2022)**

Sr No.	Unit code	Unit Name	Hours	Weeks	Term	Start Date	End Date
9	HLTDEN016	Assist with dental radiography	40	2		31-Jul-23	13-Aug-23
<b>TERM 3</b>							
10	HLTDEN017	Assist with administration in dental practice	20	1		14-Aug-23	20-Aug-23
1	HLTDET005	Construct thermoformed bases and appliances	40	2		21-Aug-23	3-Sep-23
2	HLTAID011	Provide First Aid	20	1		4-Sep-23	10-Sep-23
3	CHCCOM005	Communicate and work in health or community services	20	1		11-Sep-23	17-Sep-23
<b>Break 2 week</b>				2		18-Sep-23	1-Oct-23
4	CHCDIV001	Work with diverse people	20	1		2-Oct-23	8-Oct-23
5	HLTINF001	Comply with infection prevention and control policies and procedures	40	2		9-Oct-23	22-Oct-23
6	HLTINF002	Process reusable medical devices and equipment	40	2		23-Oct-23	5-Nov-23
7	HLTWHS001	Participate in workplace health and safety	20	1		6-Nov-23	12-Nov-23
<b>TERM 4</b>							
8	HLTDEN015	Prepare for and assist with dental procedures	120	6		13-Nov-23	24-Dec-23
<b>Break 2 week</b>				2		25-Dec-23	7-Jan-24
8	HLTDEN015	Prepare for and assist with dental procedures	100	5		8-Jan-24	11-Feb-24
<b>Work placement</b>							
11		WORK Placement	300	8		12-Feb-24	7-Apr-24

<b>ROOM #</b>	<b>Location</b>	<b>Trainer Name</b>
S4-10	Level 4, 355 Spencer Street West Melbourne	Mary

<b>Days and Time</b>	Monday (09:00AM to 06:00PM)
	Tuesday (09:00AM to 06:00PM)
	Wednesday (09:00 AM to 01:00PM)

# PROGRESSION



- Your Progression to next enrolments (if in package enrolment courses)
- Once you have successfully completed the first course, then you will receive an email for the “ Progression” to your next course enrolment.
- This “ progression course email” will then contain details of your next course timetable.



#menziesinstitute

#menziestech



#menziestech



**STAY CONNECTED WITH US ON**



# Q/A SESSION:



**MENZIES**  
INSTITUTE OF TECHNOLOGY

THE END

THANKS