



2023 Student Handbook & Diary

APTC is an Australian Government initiative in partnership with the Pacific and Timor-Leste

APTC is implemented by TAFE Queensland (RTO 0275)

2023

Student Diary



APTC Courses



@aptcpacific





Explore our courses



www.aptc.edu.au





Personal Information

| | |
|---------------------------------|-------|
| Name | _____ |
| Home Address | _____ |
| Home Telephone | _____ |
| Mobile | _____ |
| Email | _____ |
| Passport Number | _____ |
| Bank Account Number | _____ |
| Tax Identity Number | _____ |
| Blood Group | _____ |
| Hospitality Registration Number | _____ |
| Doctors Number | _____ |
| Taxi Service Numbers | _____ |



School Information

| | |
|----------------------|-------|
| Campus Location | _____ |
| Registered ID Number | _____ |
| Course of Study | _____ |
| School Address | _____ |
| School Phone Number | _____ |
| Email | _____ |

APTC Office Contact

APTC REGIONAL HEAD OFFICE

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P O Box 14319, Suva, Fiji
Phone: +679 330 0967/+679 773 3960
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FIJI COUNTRY OFFICE

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SAMOA COUNTRY OFFICE

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SOLOMON ISLANDS COUNTRY OFFICE

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Honiara
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Solomon Islands
Phone: + 677 21313/ 21316
+ 677 7697845
Email: enquiries.solomons@aptc.edu.au

PAPUA NEW GUINEA COUNTRY OFFICE

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Email: enquiries.png@aptc.edu.au

VANUATU COUNTRY OFFICE

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KINGDOM OF TONGA

Ministry of Education and Training
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c/ - Ministry of Education and Training
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Mobile: (676) 861-2682
Email: Kasanita.Holani@aptc.edu.au

TUVALU

Room B103 – KHouse
Queen Elizabeth II Park
Labour Department
Ministry of Public Infrastructure Environment
Labour Meteorology & Disaster (PWIELMD)
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Mobile Phone: +688 7003027

TIMOR-LESTE

c/o Centro Nacional de Formação Profissional-
Becora
CNFP
Estrada de Becora,
Posto Administrativo Cristo Rei,
Dili, Timor-Leste
Email: enquiries.timorleste@aptc.edu.au

Campus Emergency Contact



FIJI (SUVA CAMPUS)

Ambulance +679 911/ +679 3313444
Electricity +679 3313333
Fire +679 910/912 +679 3312877
Hospital +679 3313444
Police +679 917/ 919 +679 3311222



PAPUA NEW GUINEA

Ambulance +675 3256822
Emergency +675 111/+675 1567
Fire +675 101/ +675 3255188
Hospital +675 3248206/ +675 3201718
Police +675 000/ +675 3203578



SAMOA

Ambulance +685 911
Fire +685 911/+685 20404
Hospital +685 911/+685 21212/+685 66564/+685 66565
Police +685 911/ +685 222222
Disaster Management Office +685 32759



SOLOMON ISLANDS

Ambulance +677 911
Ambulance (St John) +677 7697845
Electricity +677-39422
Fire +677 988 / +677 24476
Hospital +677 911 / +677 23600
Police +677 999 / +677 22999
National Disaster +677 955
Weather +677 933



VANUATU

Ambulance +678 112 / +678 115
Emergency +678 115
Fire +678 113 / +678 22333
Hospital +678 112 / +678 24012
Police +678 22222 / +678 111



18,000+
Graduates



APTQ
This is to certify that
has fulfilled the requirements for
MST30816
Certificate III in Applied Fashion Design
and Technology
TAFE QUEENSLAND
Australian Institute of Training
Award Number: APTQ/00001/01/19
Australian
Aid

APTQ
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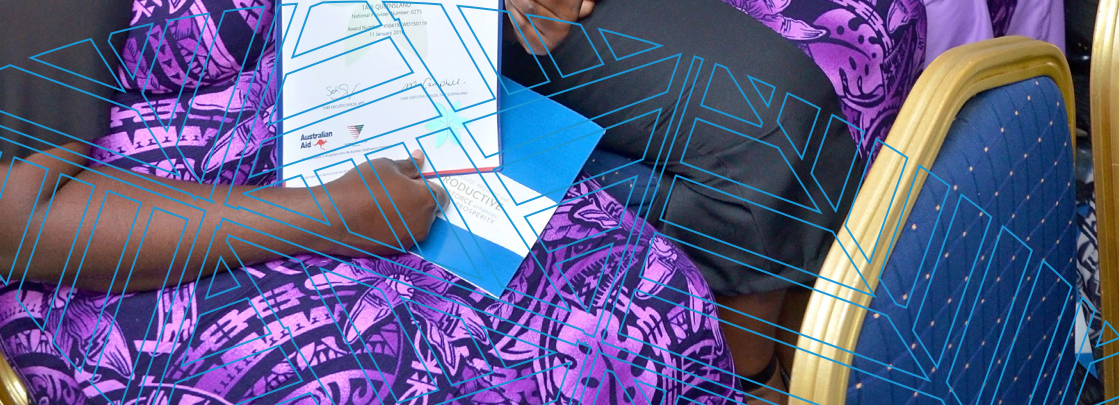


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Welcome Message

Welcome to the Australia Pacific Training Coalition. We are happy to have you join us and congratulate you on choosing APTC to further your learning and career prospects. We are committed to enriching your student experience, as we have done with more than 18,000 APTC graduates.

It is my pleasure to welcome you to the Australia Pacific Training Coalition (APTC).

I congratulate you on choosing APTC to further your learning and career prospects. I am certain that you will enjoy the enriching study experience and gain many skills along the way.

APTC is an Australian Government initiative in partnership with the Pacific and Timor-Leste. APTC is a centre for training excellence and collaboration contributing to a more skilled, inclusive and productive workforce.

We provide Pacific and Timorese citizens with the opportunity to access high-quality Australian standard qualifications here in the region, targeted towards areas of job growth in your respective countries and internationally.

APTC strives to provide a safe and inclusive educational environment to our students. We are committed to ensuring women, persons with disabilities and students from rural, remote, maritime and small island states are able to access quality education to gain employment.

As a student, you will find the Student Handbook and Diary to be a useful resource that will assist you in understanding your rights and responsibilities during your time with APTC. Additionally, our student support services are available for all students, so feel free to reach out to our dedicated team of academic and administrative staff who are here to ensure your study experience is as rewarding as possible and that your opportunities for success are maximised.

I encourage you to make the most of this opportunity, network with your peers, enjoy the student life experience and be an ambassador for vocational skills development in your country and the Pacific.

Upon successfully completing your course requirements, you will receive an internationally recognised Australian Qualification issued through TAFE Queensland (RTO 0275).

On behalf of all at APTC, I wish you every success in your studies.

Nicki Baird
Interim Executive Director
APTC

APTC Student Code of Conduct

At APTC, we regard our students as adults, capable of reasonable and responsible behaviour. We respect your right to be treated fairly and to learn in a supportive and safe environment, free of discrimination, harassment and violence. Accordingly, you are required to adhere to public laws and APTC policies and directions.

Our Student Code of Conduct applies to all students, and any breach is taken seriously. Disciplinary actions might include warnings, student behaviour contracts, suspension of training, or termination of your enrolment.

Student Rights

You have the right to:

- be treated fairly with respect, regardless of your background, sex, gender, sexuality, age, culture, religion, race, disability or any other differences
- learn in a supportive and safe environment, free of discrimination, harassment and violence
- access learning and personal support services
- have personal records kept private and confidential, subject to statutory requirements
- access your personal records upon request
- have your existing skills and knowledge recognised
- be informed about assessment procedures at the beginning of your study
- receive regular feedback on your academic progress and encouragement to succeed
- receive study materials and access to safety equipment required for your occupational training
- make a formal complaint to or about any staff member without fear of recrimination
- have complaints dealt with fairly, promptly and confidentially.

Student Responsibilities

You have a responsibility to:

- Treat people fairly and respectfully regardless of their background, sex, gender, sexuality, age, culture, religion, race, disability, or any other differences.
- Show respect for others by not using offensive language or gestures.
- Not endanger the safety of others or display aggressive behaviour, which includes bullying, harassment, intimidation or violence.
- Not possess or use any weapon or any item that could be deemed a weapon in a public place, education or accommodation facility.
- Maintain the required level of attendance and participate fully in all training activities.
- Complete all assessment requirements within the specified time allocation.
- Not disrupt APTC training/activities.
- Provide encouragement/support to other students.
- Be truthful about your personal/financial situation and education/employment/ criminal history.
- Follow all Workplace Health and Safety practices required (including wearing protective clothing and equipment and safely using machinery).
- Not damage or steal property or other resources of any individuals.
- Return any borrowed materials and equipment on time and in good condition.
- Abide by all campus, vocational placement and accommodation rules, including curfews, room access restrictions and substance bans(e.g. illegal drugs, alcohol, kava, betel nut, chewing tobacco, inhalants etc.). The consumption of these substances by staff and students is strictly prohibited. If students are required to participate in a traditional ceremony involving kava drinking, formal permission must be sought from the relevant Country Director.
- Behave in a manner that will ensure you meet departure times/dates promptly. The Skills for Employment and Training Director (SETD) will approve exceptions only in extraordinary circumstances.
- Advise APTC if you have, or suspect that you have, a communicable disease.

Student Rules

Personal and Workplace Health and Safety

APTC is committed to protecting all APTC staff, students and visitors from the risk of injury or illness in the training environment. Each staff or student shall be committed to eliminating workplace risks and is responsible for ensuring their work practices are safe. Please advise APTC staff if you notice a hazard or potential safety issue.

Safety Responsibilities

When on any premises used by APTC for work, vocational placement, live-work or accommodation, you have the responsibility to:

- Follow all Workplace Health and Safety policies and procedures, for example, wearing approved clothing, footwear and protective equipment.
- Follow APTC and vocational placement, live-work or accommodation emergency procedures (for example, fire, cyclone, tsunami and political upheaval).
- Follow any reasonable spoken or written directions given by APTC staff or the host vocational placement, live-work or accommodation provider.
- Ensure you are properly instructed in the use of machinery and other equipment.
- Use all equipment according to safe operating procedures.
- Not enter APTC premises with illegal drugs, alcohol, weapons, or be under the influence of illegal drugs, alcohol, kava or betel nut.
- If you are taking prescription medication, it is your responsibility to ensure that it does not affect your safety or the safety of others, for example, in operating machinery or equipment. Prescription medication should be kept secure at all times and never given to another person for whom it is not prescribed.

Incident, Accident or Injury

If you are injured or involved in an incident or accident, you must report it to APTC staff, who will help you with any medical or counselling needs. Refer to page 29 for information on Insurance Cover. APTC will not tolerate any incidents of bullying, intimidation, sexual harassment and violence and will take all reasonable steps to prevent and actively respond to incidents to ensure the safety of students and staff.

Student Rules

■ Child Protection

APTC has a zero tolerance approach to child abuse, child pornography, or any activity that puts the welfare of children at risk.

■ Gender Equity, Disability and Social Inclusion

APTC encourages and supports the empowerment of women, persons with diverse gender identities and sexual orientation, persons with disabilities and students from rural, remote, maritime and small islands through improved access to training and employment. As a student of APTC, you will be expected to support this approach.

■ Discrimination

Discrimination occurs when a person is treated less favourably than another person because of perceived attributes such as age, gender, sexuality, race, ethnicity, cultural background, disability or socio-economic status. Acts of discrimination will be considered behavioural misconduct and will result in disciplinary action.

■ Sexual Harassment

APTC is committed to providing a safe, inclusive and empowering work and training environment for all staff and students.

APTC has a zero tolerance approach to sexual exploitation, abuse or harassment of any kind.

A particular action or behaviour may be considered inappropriate by the recipient regardless of the intentions of the perpetrator/initiator.

Sexual harassment may include (but is not limited to):

- any unwelcome conduct of a sexual nature with the intention of offending, humiliating or intimidating the other person, or touching, brushing up against them or sexual innuendo (words that suggest something sexual or unpleasant but do not refer to it directly)
- display of offensive print material
- staring

Student Rules

- inappropriate or unwelcome sexual or physical contact
- the use of electronic media to send unwelcome messages, including using Social Media (e.g. Facebook, Twitter, Instagram, Tik Tok) to make sexual, threatening or derogatory remarks about APTC staff or students.

As a student, you are encouraged to be respectful in your interactions with diverse students and staff. If you are concerned about sexual harassment, talk to a staff member who can assist and inform you about available services for resolving issues.

Other Harassment

Bullying, intimidation, discrimination based on race, age, religion, socio-economic status, disability or gender, identity, sexual orientation, abuse of power and workplace abuse are other examples of harassment.

APTC has zero tolerance for all forms of harassment, and breaches of this clause will result in disciplinary action and even termination of enrolment.

LGBTQIA+ Support

APTC is committed to providing a safe and inclusive educational environment to students who identify as lesbian, gay, bisexual, transgender, queer, intersex, or asexual (LGBTQIA+)

As a student, you can avoid discrimination and harassment by being respectful and inclusive in your interactions with LGBTQIA+ persons, including:

Avoiding deliberate discrimination and harassment:

- a. Avoiding any form or verbal harassment of LGBTQIA+ persons, in particular, directed towards an LGBTQIA+ person's gender, sex, sexual orientation, dress, or other personal circumstances;
- b. Refraining from any verbal abuse towards LGBTQIA+ persons;
- c. Avoiding threats or actual physical confrontations or assaults of LGBTQIA+ persons;
- d. Abstaining from inappropriate use of electronic resources, devices, and social media in addressing or commenting on LGBTQIA+ persons; and
- e. Respecting the property of LGBTQIA+ persons.

Student Rules

Avoiding discrimination and harassment through insensitivity or ignorance:

- a. Using the gender, sexuality, name, and gendered prefix and pronoun, the LGBTQIA+ person nominates for themselves;
- b. Avoiding questioning the gender, sexuality, name, and gendered prefix and pronoun the LGBTQIA+ person uses for themselves;
- c. Refraining from asking what an LGBTQIA+ person's 'real' or 'birth' gender, sexuality, name, and gendered prefix and pronoun is;
- d. Avoiding discussing an LGBTQIA+ person's physical appearance, unless invited to do so; and
- e. Avoiding questions about an LGBTQIA+ person's anatomy, sex life, relationship status, or medical treatment unless invited to do so.

Under the APTC Student Code of Conduct, discrimination and harassment are considered misconduct and will result in disciplinary action.

■ Personal Hygiene and Cleanliness

Personal hygiene and cleanliness are part of Workplace Health and Safety requirements for all students and particularly for hospitality, cookery, tourism and community services. Personal hygiene requires attention to washing and grooming thoroughly daily, using deodorant, keeping hair, teeth, hands and nails clean, and regularly laundering clothing.

■ Dress Code

APTC prepares you for employment in business or industry. As such, you are expected to dress in a manner that is neat, clean and safe at all times in the workplace. It is a Workplace Health and Safety requirement that you attend classes appropriately dressed.

You must not wear clothing that is likely to offend others in terms of cultural appropriateness.

APTC provides uniforms for practical classes, including footwear and where necessary safety equipment which you are required to wear as directed. Your Trainer will advise you of specific dress codes, and safety wear requirements at the beginning of the course.

Student Rules

■ COVID-19, HIV, AIDS and Communicable Diseases

Your training may be located in a 'high risk' area for the transmission of HIV/ AIDS or communicable diseases (e.g. typhoid, flu, hepatitis, zika, dengue, etc.) or in close contact with others requiring the implementation of required COVID-19 protocols. Detailed information on how to minimise the risk of infection will be provided to you during orientation.

Information about voluntary testing for communicable diseases can also be provided by your doctor, and during orientation.

■ Food and Beverages in Training Areas

You can carry food and beverages (drinks) stored securely in bags; however, food consumption in classrooms is not allowed. Drinks must be carried in secure bottles to minimise spills. You are responsible for properly disposing of drink containers from classrooms.

Eating and drinking is not allowed in computer laboratories and workshops.

■ Restricted Areas

All APTC classrooms and workshops are off-limits to students during non-training times unless a Trainer or supervisor is present.

Student Accommodation Rules

- Servicing accommodation/rooms is your responsibility.
- Caretakers will assist you in general cleaning.
- Keep accommodation premises clean, including kitchen, toilet and bathrooms, bedrooms, sitting and study rooms, and refrigerators.
- Laundry – if a washing machine is available on the premises, you can use it for washing clothes and linen as required. Please consult the caretakers if not sure how to use it. Use water wisely.
- Security – keep your room doors locked and your valuables secured when not at home.
- Keep grilles and doors locked at all times. Caretakers will not accept any responsibility.
- Visitors are not allowed to stay overnight. Please refer to your campus accommodation rules regarding approved visiting hours.
- If you leave the accommodation to visit friends or family and need to stay overnight, you will be required to inform the caretakers and Student Support & Welfare Officer before leaving and provide them with contact details of the people you will be with.
- All students must be back at the accommodation no later than the identified time.
- Noise – in consideration of neighbours and your well-being, and respect to owners and caretakers, parties (drinking, merry-making etc.) are not permitted on the premises.
- Alcohol is not allowed on the premises.
- Smoking, alcohol, kava, betel nut and inhalants are not to be consumed at the accommodation.
- Respect other people's privacy.
- Only individuals assigned to a bedroom are allowed in that bedroom. No visitors.
- Garbage must not be left in any part of the common areas, corridors, communal kitchen or laundry.
- No pets or animals are allowed.
- Any damage caused by you or others to furniture, equipment or other items must be reported to the Student Support & Welfare Officer immediately (if after hours, first thing in the morning). If you break something, you may have to pay for it to be repaired or replaced (to be determined by the Student Support & Welfare Officer).

Do's and Don'ts

You are expected to abide by the APTC Student Code of Conduct and local, national laws and show your respect and willingness to work with others at all times during your training. Disrupting class activity or distracting others from their work will be considered behavioural misconduct.

Any behaviour that brings you, your country or APTC into disrepute will result in disciplinary action. Students under the influence of substances including alcohol, drugs, kava, marijuana, betel nut, or other behaviour-altering substances will not be tolerated.

Alcohol

Drinking or being under the influence of alcohol on campus premises, student accommodation, sites for excursions, field trips and vocational placements is not allowed. Alcohol brought into APTC premises will be confiscated and destroyed.

Drugs

You are not allowed on campus and on accommodation or to attend any APTC student activity when in possession of or under the influence of illegal drugs or controlled substances. The possession, use or sale of illegal drugs and controlled substances (including stimulants, depressants, betel nut or marijuana) is a criminal offence, and suspected cases will be reported to the Police.

Smoking

Smoking is not allowed in or near campus and accommodation premises. There may be marked designated smoking areas, away from classrooms and accommodation where smoking may be permitted. Students are not permitted to leave class during training to smoke.

Some countries, such as Fiji, have Tobacco Control Regulations prohibiting smoking in public places such as bus stations and certain restaurants, bars and nightclubs. If you are unsure of how these regulations apply, ask the Student Support and Welfare Officer.

Governments may also impose hefty penalties for breaches of such regulations.

Do's and Don'ts

Weapons

You are not to bring knives or other weapons onto APTC premises unless the implement is to be used for training purposes, for example, possession of a knife for cookery training. It is not a reasonable excuse to possess a weapon for self-defence purposes. Any threats to staff, students or property will be considered serious misconduct and reported to the Police.

Stealing

Unlawful taking of APTC tools, equipment, resources, or belongings of other students and people is a crime. Ask appropriate APTC staff for permission to use APTC resources before doing so. Acts of stealing will be considered misconduct, resulting in disciplinary action and will be reported to the Police.

Mobile Phones, Sound/Photographic and Electronic Devices

The use of mobile phones, sound and photographic equipment (including smartphones, portable media players, tablets, computers and cameras), and other electronic devices in campus classrooms should be limited. Students must comply with the instructions of APTC staff on the use of these items.

Campus Environment and Resources

Students are not allowed to remove APTC equipment from campus premises. All equipment will be used in the designated areas and pre-approved access provided to enable you to complete the study and tasks required for your course. You are required to assist in maintaining campus resources by:

- Not interfering with campus infrastructure and resources, including security systems and fire alarms.
- Reporting breakages/faults with equipment to relevant staff. Should you be found responsible for breakages, you may be required to pay the costs of repair.

Do's and Don'ts

- Leaving classrooms, workshops and laboratories neat and tidy after classes, practicals and tutorials and ensuring that equipment and tools are cleaned and correctly stored.
- Ensuring all electrical and gas appliances are switched off.
- Returning APTC resources according to policies and instructions by staff.

Computing and Electronic Resources

APTC recognises that computing and electronic resources are valuable sources of learning and information relevant to educational courses, including internet and intranet services provided by APTC, e.g., computer laboratory services.

During classroom learning, you are encouraged to use these resources for APTC study purposes only and to abide by guidelines for reasonable use. Misuse or unlawful use (e.g. using computer resources to harass, hack, deliberately vandalise or access inappropriate sites) of computing or electronic resources will lead to disciplinary action.

Computers or electrical equipment are not to be removed from APTC classrooms or workshops.

Personal Safety

- Always be aware of what's going on and those around you, especially at night.
- If you have concerns regarding your security, please discuss them with your Trainer or other APTC staff as soon as you can.
- Look after your valuables (money, phone, laptop, camera, personal protective equipment). Remember to keep valuables secured when not in use.
- Be careful where you place your money. If money is stolen, report it to the Student Support & Welfare Officer.
- APTC will not be responsible for any transactions between students. Be careful when lending/borrowing money or selling/buying items from other students. These activities are not recommended.

Personal Safety

- There are many scams, so always be aware of those around you. Try not to use the ATM at night, but if you must, go with a friend and avoid deserted or poorly lit areas. Don't hang about once you withdraw your money. Never write down your PIN.
- If your mobile phone is stolen, contact your network provider and request to have your number/SIM card deactivated and report it to the Student Support & Welfare Officer.
- If you get a new mobile number, remember to advise Customer Service staff to update your contact details.
- Robbers look for easy targets. If you are returning home late at night, walk in a group or take a taxi. If you go out together, come home together.
- Avoid confrontation. It is better and safer to walk away if you are being hassled or provoked.
- If you regularly go jogging, stick to well-lit roads and consider changing your route. If you wear a headset, remember that you cannot hear traffic or somebody approaching from behind.
- Most muggings and assaults happen outside nightclubs, between 10 pm and 6 am. Be careful at all times.
- If you are attacked, call Police immediately. By attending the scene quickly, the Police are more likely to catch your attackers. You must report the incident to Student Support & Welfare Officer as soon as possible.

Emergency Procedures

Evacuation procedures are in place for all APTC campuses and workplaces. It is your responsibility to learn, remember, and abide by APTC staff's instructions to prepare for an emergency (e.g. tsunami, fire, earthquake, or political upheaval).

Fire Safety

The fire risk at APTC facilities is low, but kitchens and workshops have a higher risk of fire breaking out. Familiarise yourself with the locations and types of fire extinguishers in your building. Know the nearest exits in your classrooms, accommodation, and kitchen and workshop areas.

Emergency Procedures

Building Evacuation

During an evacuation from the classroom or accommodation, leave the building quickly by the nearest exit door. Do not run.

Assemble at the designated assembly point to be accounted for. Keep a lookout for your roommate or classmates. Do not leave the assembly point until directed by the designated officer. Do not re-enter the building until a designated officer gives an 'All Clear'.

Cyclones

Monitor cyclone advice and levels from reliable sources. Tune in to your local radio/ TV for further information and warnings. Stay indoors until officially advised that it is safe.

Earthquakes

During an earthquake, remain calm and reassure others. If you are outside - move to an open area away from buildings with high walls, electrical lines and coconut trees. Take cover under a sturdy table if you are inside a building. Otherwise, seek cover against an interior wall and protect your head and neck with your arms.

Stay away from windows, bookcases, file cabinets, shelves, large free-standing furniture, hanging plants and heavy objects that could fall. Hold position until the ground stops shaking, and it is safe to come out. Do not attempt to vacate buildings during an earthquake. If it is safe to do so, leave the building immediately .

Tsunamis

If you feel earth tremors, see the warning signs of a tsunami, or if you receive an official warning, evacuate immediately to higher ground or well away from the water's edge. Wait at a safe place until a designated officer gives an 'All Clear'.

Student Support Services

General Enquiries and Support

At orientation, you will be provided with information about accessing local support agencies. If needed during your training, you may be offered assistance by specialist agencies for personal counselling or health issues. If you have any particular support questions during your training, you are encouraged to contact your Trainer, Student Support & Welfare Officer or the local APTC office.

Student ID card

If eligible, you will be issued a student photo identification card at orientation. This card contains valuable information about you and your enrolment at APTC. You should keep this card safe at all times and produce it when asked by APTC staff at any APTC location, including accommodation premises.

Access to Resources

Each APTC location will have information about access to training resources, e.g., books, computers, and the internet. You will receive details about these at orientation.

Photocopying

Each APTC location has access to photocopy services. This information will be provided at orientation or by your Trainers.

Learning Support

Before and during training, you will be assessed to determine if any tutorial support is needed to help you with literacy, numeracy or general English. APTC will organise this for you if required, at no cost to you. You are encouraged to use the support provided to you, as it will give you a greater chance of success in your training.

If you need any further help with your studies, you should talk to your Trainer first. Your Trainer is in the best position to determine what support you may need and organise extra help if required.

Student Support Services

Disability Assistance

APTC is committed to assisting persons with disabilities to achieve their full potential. Students who have a disability, confirmed by a doctor's certificate, may be eligible for specific support at no cost.

This support may be one of the following:

- additional learning support (as determined)
- modification to training and assessments (reasonable adjustment)

Please contact APTC to discuss your specific support requirements. The earlier APTC is aware of your individual needs, the sooner we can ensure the appropriate support to help you begin your study.

Messages

If there is an emergency and family need to contact you, APTC will take a message and make every effort to contact you. APTC contact details are located at the beginning of this document.

Compassionate Leave

On provision of supporting documentation (eg. doctor's certificate, death certificate, student's birth certificate as proof of relationship to deceased), students may be granted one-off leave approved by the Academic Manager under special, compassionate circumstances. This could include the death of a student's immediate family member (parents, brothers, sisters, spouse and children).

Evidence must be provided to the Academic Manager to support the request for compassionate leave.

Student Bank Account

Allowances (if eligible) are paid directly into your local bank account. The bank account for your allowances must be in your name. Local students should already have a bank account. If you do not have a bank account, you will be assisted to set one up by the Student Support & Welfare Officer.

Bursary (Scholarship) Information

The following information is to help bursary students understand their entitlement.

Establishment Allowance

What is the Establishment Allowance payment for?

Establishment Allowance is a cash payment contributing to costs associated with international travel or with initial set-up related costs, including:

- visa expenses including passport, medical and police clearances
- international banking fees associated with your APTC payments
- refundable accommodation bond (if necessary)
- excess baggage or unaccompanied luggage when returning home
- transit expenses including meals, telephone and internet charges
- general expenses including meals, medical and miscellaneous
- unexpected costs such as departure tax and levies

Who is entitled to receive an Establishment Allowance payment?

An establishment allowance is paid to international bursary students who travel to a different country of study.

How is the Establishment Allowance paid?

Establishment Allowance is paid in two equal payments; 50 per cent at the beginning of training and 50 per cent at the end of training.

How much am I entitled to receive as Establishment Allowance?

Eligible international bursary students must refer to their bursary offer letter for details of their establishment allowance entitlement.

Bursary (Scholarship) Information

Living Allowance

What is the Living Allowance payment for?

Living Allowance is intended to support basic daily living costs (food, transportation costs) for the weeks you attend training, including vocational work placement and compulsory mid-semester breaks. It is a single unaccompanied rate and is not a total replacement for wages or financial support for the family. It will not change to suit the locational changes of a student.

Who is entitled to receive a Living Allowance payment?

Living allowance is paid to nominated bursary students. Refer to your APTC bursary offer letter for details of your bursary award and living allowance entitlement.

How is Living Allowance paid?

Living Allowance is paid in arrears for the weeks a student is attending training to assist with the following costs:

- food
- transport to and from campus
- medical, dental, optical and chemist costs
- incidental living expenses such as personal hygiene and recreation

How much am I entitled to receive as Living Allowance?

Eligible bursary students must refer to their APTC bursary offer letter for details of their living allowance entitlement. Payment of this allowance is dependent on students attending all scheduled classes in a timely manner. Living Allowance is not paid for the days a student is absent from class except where there is a legitimate reason. In the case of sickness, students must provide a medical certificate from a registered local doctor. Students recorded as arriving late to classes may also have deductions from their Living Allowance.

Overview of APTC Student Insurance Policies

| | Eligible Student | Eligible Campus | Type Of Cover | Responsibility For Expense | Responsibility For Claims Submission |
|--|---------------------------------|---------------------------|--|---|--|
| Personal Accident | All enrolled APTC Students | All Campuses | Accident, injury or illness arising as a result of undertaking APTC training or training related activity | APTC | Country Office Team |
| Travel Insurance (Includes Medical) | International Students | Fiji, PNG, Vanuatu, Samoa | Travel related loss, e.g. mislaid luggage, missed transport connection Medical conditions arising whilst in the country of training, including travel period. | APTC Student (unless major illness requiring approval for APTC to pay) | Student Travel Team Country Office Team |
| CLIC Health Care Insurance | Level 1-4 (Local students only) | PNG | For general medical conditions arising whilst undertaking APTC PNG campus training | Student (unless major illness requiring approval for APTC) | Country Office Team |

Personal Accident Insurance

Personal Accident Insurance

As a student, you are exposed to the risks of accidents, irrespective of your age, ethnicity or level of knowledge and experience. APTC's personal accident insurance policy covers accidental injury or illness while undertaking an APTC approved and supervised training activity. The policy provides cover for all students enrolled at the institute and helps pay medical costs associated with the treatment of an accidental injury. In all cases, APTC pays 100 per cent for medicals and submits a claim to the insurer.

Other situations where the insurance cover is applicable include practical work/community placement or on-the-job training element of a course. In such instances, insurance cover is approved on an individual case basis.



Travel (And Health) Insurance

Travel Insurance

Travel insurance provides cover for unforeseen loss that can occur as part of preparing for or travelling internationally.

APTC's Travel Insurance Policy provides cover for international students to assist with travel losses associated with missed flight connection, mislaid luggage (or personal effects), illness or sickness, flight cancellation, emergency evacuation or flight accident. In most cases, APTC Travel and Insurance team submits travel claims to the insurer on behalf of the student(s).

International students are encouraged to speak to the country office team to get a copy of the International Students insurance brochure for details on the cover.

CLIC Health Care Insurance – PNG students

Owing to security risks, high medical costs and geographical issues, PNG local students are covered for general medical. Under this arrangement, all medical costs are fully paid by the student (100%) at the time of consultation and claim is submitted to APTC for reimbursement. Alternatively, APTC country team may pay and submit claims on behalf of the student on a case basis.



Emergency Procedures

In the event of an accident or injury, you are to follow safety procedures and abide by OH&S guidelines implemented at your location:

- Notify your training supervisor or an APTC staff member immediately
- Call for medical help
- APTC staff will assist by transporting you to the nearest medical center
- APTC staff will assist with notifying the insurance company of the incident
- APTC will also assist by paying for medical expenses covered by insurance
- Witnesses to the incident may be interviewed (recorded by APTC)
- APTC will lodge a claim and submit it to the insurer to reimburse the costs paid by APTC.



Insurance Policy Exclusions

Insurance protection does not apply in the following instances:

- Pregnancy (therefore, it is important to declare if you are pregnant)
- Pre-existing medical condition or illness, e.g. diabetes, TB, HIV (you must declare if you have a pre-existing medical condition)
- An injury that results from neglect or, if self-inflicted (example, suicide)
- An injury that occurs while being under the influence of alcohol or drugs
- Undertaking unsupervised or unauthorised APTC training activity
- Receiving salaries/wages and undertaking a work placement with own employer
- Receiving a form of gratuity or wage as part of work placement (such as existing employees)

Attendance, Assessments and Progress of Study

Attendance

You should attend all classes, vocational placement and any other scheduled training-related activity as part of your course on time. Unsatisfactory attendance will be reported to the Country Director and may result in disciplinary action.

1. It is your responsibility to advise your Trainer (before 8:00 am) of your inability to attend classes or scheduled training. If you are on vocational placement, you must notify your vocational placement supervisor at least one hour before your shift commences. In either situation, keep a record of your communication regarding your absence.
2. Attendance will be monitored and recorded by the Trainer. If you are undertaking a vocational placement, you are required to have an attendance sheet signed off by your vocational placement supervisor and return it to the APTC campus on either a weekly or fortnightly basis or at the completion of your placement. Your Trainer will provide guidance on the requirements.
3. If your absence is for medical reasons, you are required to produce a medical certificate.
4. Remember – it is not ok to be absent from class. You must attend classes, and you must be on time.

The following excuses will not be accepted for missing classes:

- I do not like the unit of competency
 - I was sick (a medical certificate supplied by a doctor is required for every day you are sick)
 - I had a doctor's appointment
5. Legitimate absence (e.g. family issues) - if there is serious sickness or a death in your family and you need to be absent from class, discuss the matter with your Trainer and Country Director. They will advise you of your responsibilities and what APTC can do to assist you in these circumstances.
 6. You will not be paid your living allowance for days that you are absent from class except where there is a legitimate reason, for example, in the case of sickness.
 7. It is not permitted for students to travel out of their country of study for the duration of their training delivery. This includes mid-semester breaks. If an emergency or family situation occurs, a student may request special permission from the Country Director to travel to their home country. Students that currently hold a return flight

ticket (domestic or international) that was booked by APTC are not permitted to change their own tickets. To change your own ticket is considered a breach of policy and may result in disciplinary action. If you need a change made, please contact Student Services.

Course Progress and Completion

You are expected to meet all of the academic progression requirements for your education and training with APTC.

To successfully achieve each unit and complete your qualification, you are required to:

- Meet all of your attendance obligations for each unit;
- Finish and submit all assessments on time; and
- Complete all the requirements for each unit within the study period.

At times, you may have difficulty in attending classes, completing assessments and passing exams. There can be very good reasons for this which are sometimes beyond your control. APTC has learning support frameworks to ensure you receive adequate study support and have every opportunity to complete your studies. If you are having difficulty maintaining acceptable progress, you must discuss the situation with your Trainer as soon as possible.

Satisfactory Student Performance

APTC will regularly monitor your study and personal progress during your course. Remember:

- If you have problems with your study, talk to your Trainer
- If you have problems with your vocational placement supervisor, raise these issues with your Trainer
- Unsatisfactory progress in your studies may put your enrolment at risk

Confidentiality

As a student of APTC, you may be required to attend excursions, vocational placement or live-work as part of your studies and you may become familiar with information that is confidential to that workplace (for example, financial or business affairs, personal affairs and family background of staff and clients, technical information). You must not share any confidential information that you become aware of during live work or vocational placement. Breaches of confidentiality will be considered acts of behavioural misconduct and will result in disciplinary action.

Recognition of Prior Learning (RPL) or Credit Transfer

Recognition of prior learning (RPL) identifies and validates the skills you have gained through prior study (including formal, informal and non-formal learning) or previous work experience or volunteer work.

If you believe you have the experience and previous learning to be assessed for RPL, speak to your Trainer at the start of your program so they can advise you. Further information is available on the APTC website.

If you have studied the same unit of competency previously (this must be a unit of competency conferred by an Australian accredited registered training provider) and can provide evidence of competence, then you are eligible for a credit transfer. Discuss this directly with your Trainer or administration officer at orientation if you think this applies to you.

Assessment

There will be a variety of assessment methods used during your training. These may include written and practical tasks, work-based activities and assignments.

You are responsible for:

- Complying with all assessment instructions, submission and collection instructions
- Submitting ALL assessment items by the due date
- In special circumstances (such as illness or bereavement), apply for an extension to assessment due date before the actual due date. Must be supported by documentation and submitted for consideration by your Trainer.
- Undertaking assessment tasks honestly, without any form of cheating, plagiarism or collusion
- Retaining a copy of all of your completed assessment items

Reasonable Adjustment

If you have an identified learning difficulty, disability, or other unique circumstance, you may be eligible to have an adjustment to an assessment activity or have an alternative assessment arranged.

A number of reasonable adjustments can be applied to modify the learning environment or make changes to the training and assessment delivered to assist a disadvantaged learner. However, a reasonable adjustment in teaching, learning and assessment activity needs to be justifiable and must uphold the integrity of the qualification. There are basic requirements of each course that students must meet to be deemed competent, and these cannot be changed. Your Trainer can provide you with more information.

A request for consideration:

- Should be submitted directly to the Trainer.
- Will be verified with specialist staff.
- Will be approved/ not approved and documented by the Trainer.

For further information, contact APTC staff.

Feedback and Results

APTC courses are focused on vocational skills assessed using competency based training principles, which is different to schools, colleges and universities. For each assessment task completed, you will receive an outcome of satisfactory (S) or unsatisfactory (U).

Assessment Feedback

Your Trainer will mark an assessment item or provide other feedback within 10 business days of the assessment due date. Feedback may take the form of:

- Written comments;
- Verbal comments;
- Provision of sample responses; and/or
- Communication of the assessment outcome.

Resubmission/Re-assessment

If you do not satisfy the assessment requirements on your first attempt, you will receive feedback and be may be able to re-submit the assessment item (providing you have complied with appropriate submission requirements - see next paragraphs).

Second attempts or resubmitting an assessment item may be granted only when the Trainer considers that you have made a genuine attempt at the first assessment.

Any assessment components/elements deemed as 'Satisfactory' may be carried forward and only those elements deemed 'Unsatisfactory' need to be re-submitted/re-assessed.

If you do not submit or complete an assessment on or by the due date (unless there are exceptional circumstances or an extension has been formally granted) a "did not submit/sit" (DNS) will be recorded and you will have 5 days to submit your second and final attempt.

You will only get one assessment re-submission opportunity. The assessment re-submission may involve the same assessment item as the original assessment, or it may be different.

If you do not attempt the assessment re-submission on or by the due date without prior approval or your attempt is unsatisfactory, you will be given an "unsatisfactory" outcome.

Remember that no assessment re-submissions will be permitted after the close of study date or after the final result for the unit of competency has been issued.

You are required to retain a copy of all completed assessment items. In the case of an appeal, copies of the relevant completed assessment items should be retained until the appeal is finalised.

Results

When you have successfully completed all assessment tasks for a unit, you will receive a final result.

- You must satisfactorily complete ALL assessment tasks for a unit to be awarded 'Competency achieved' (J)
- You must have attempted all the assessment tasks for a unit and been judged as being unsatisfactory in one or more assessment tasks to be awarded 'Competency not achieved' (M)
- If you receive one or more 'M' results, you will not be able to successfully complete your full qualification. Please discuss with your trainer opportunities for re-enrolling into units in which you were unsuccessful to complete the components you missed the first time.

- You will be 'Withdrawn / Discontinued' (AW) if you have engaged in a learning activity but have not attempted all assessment tasks or have officially withdrawn.

A Record of Results will be provided to you with your Certificate after successful completion of all requirements for the course. Should you not be successful in achieving the full qualification, you will be provided with a Statement of Attainment which lists the units of competency you have been able to successfully achieve.

Re-evaluation of Assessment Item/ Review of Final Grade

If you believe that an assessment outcome is unfair or incorrect, you should first discuss it with your Trainer (this is called an informal review). You will be notified of the informal review decision by your Trainer in writing or via email.

If after this discussion you still feel the outcome is incorrect, you can submit a Request for Assessment Re-Evaluation Form. You must submit the form to your local Student Services/Customer Services within 10 business days of receiving notification of the informal review from your Trainer. APTC will then undertake a formal review of the assessment decision.

- If there has been an error the result will be amended.
- If there has not been an error APTC will proceed with the original assessment decision.
- If you are dissatisfied you have the right to request an assessment appeal.

Assessment Appeals

If following the re-evaluation and/or assessment or review of your final grade, you are still dissatisfied, you may lodge an academic appeal to the Complaints and Appeals Committee based on the following grounds:

- That the decision is grossly unreasonable
- That procedural requirements were not followed
- That relevant evidence was not considered in reaching the decision or that irrelevant evidence was relied upon in reaching the decision
- That fresh evidence has become available
- That a penalty imposed was excessive or inappropriate

See Appeals section on page 40 of the handbook

Misconduct and Consequences

Student misconduct includes both academic misconduct and behavioural misconduct.

Academic Misconduct (Cheating, Plagiarism and Collusion)

This refers to study related breaches, including cheating, plagiarism and copying work from textbooks or the internet, without acknowledgement and authority. You are asked to express your own ideas and not copy them from someone else. Remember to reference copyright works you use.

The following are also classified as academic misconduct:

- copying work from other students, textbooks or the internet
- cheating or helping others cheat
- plagiarism or using other people's work

Plagiarism is considered serious academic misconduct, and any breach will result in disciplinary action and even termination of enrolment.

Behavioural Misconduct

Behavioural misconduct relates to inappropriate behaviour at any time, including but not limited to breaches of the APTC Student Code of Conduct, rules or requirements.

Consequences of Misconduct

In accordance with the Student Conduct Management Policy, student misconduct is categorised into three levels. The levels and consequences are noted on page 39 for your information.

| LEVEL 1 | Consequences |
|--|---|
| <p>Allegations of Criminal Behaviour</p> <p>APTC will report any allegations of criminal behaviour to the local authorities. These may include (but are not limited to):</p> <ul style="list-style-type: none"> ▪ assault ▪ threatening behaviour ▪ drug possession or trafficking ▪ theft ▪ sexual harassment ▪ airport security breaches ▪ serious alcohol offences ▪ fraud <p>APTC will take a zero tolerance approach to any of the above as well as the conviction of a current student in regard to a pre-existing crime.</p> | <p>Zero tolerance</p> <p>Reported to Police</p> <p>Suspension</p> <p>Extended suspension or termination of enrolment and scholarship</p> |
| LEVEL 2 | Consequences |
| <p>Serious Misconduct</p> <p>May include (but not limited to):</p> <ul style="list-style-type: none"> ▪ risking health and safety of self and others ▪ damaging or not returning property ▪ damaging APTC's or partner countries' reputation ▪ harassment ▪ bullying ▪ disrupting APTC training activities ▪ inappropriate use of property ▪ deliberately disrespecting local laws or customs ▪ dishonest statements ▪ being under the influence of alcohol, kava, betel nut, inhalants, drugs etc. at any APTC event, location or accommodation ▪ multiple cases of general misconduct ▪ plagiarism, collusion, cheating ▪ sharing APTC materials | <p>Extended suspension period for up to one week</p> <p>Student Behaviour Contract</p> <p>Extended suspension or termination of enrolment and scholarship</p> |
| LEVEL 3 | Consequences |
| <p>General Misconduct</p> <p>May include (but not limited to):</p> <ul style="list-style-type: none"> • inappropriate behaviour not resulting in physical or emotional harm • lack of respect for others • non attendance • non participation in APTC/ class activities • non completion of assessment requirements • inadequate effort in study requirements • distracting or discouraging other students • breaches of guidelines for computer use • non-compliance with rules and regulations e.g. APTC or accommodation house | <p>Exclusion from study</p> <p>Extended suspension period for up to one week</p> <p>Student Behaviour Contract</p> <p>Extended suspension or termination of enrolment and scholarship</p> |

Grievances (Complaints) and Appeals

APTC is committed to providing a fair, safe and productive learning environment for you. APTC is committed to continually improving the quality of its service. You are encouraged to provide feedback to APTC via its website about its operations and the quality of education and training it provides.

As a student of APTC, you have the right to lodge a complaint and appeal decisions if you believe you have been treated in a manner that is likely to have an unreasonable negative impact on you. You have the right to:

- Raise a complaint informally or formally as outlined in the APTC Complaints and Appeals Policy
- Appeal any decision made about any alleged misconduct
- Have your complaints and appeals managed equitably, fairly and in a confidential and timely manner
- Lodge an appeal while maintaining your enrolment (while the complaints procedure is ongoing)
- Be accompanied or supported by another person (other than a legal practitioner) during informal or formal processes
- Appeal the final decision made through the formal process.

Compliments, Feedback, Complaints and Appeals- Process

APTC has an online 'Enquiries and Feedback' form on the APTC website with further information about the APTC Complaints and Appeals Policy and process.

If you wish to make a complaint, you should first raise your concerns as soon as possible with the individual concerned; the aim is to resolve the problem directly and informally. If you feel you cannot approach the individual or are not satisfied with the initial response, contact your relevant Trainer or staff member or lodge an Informal Complaint through the 'Enquiries and Feedback' form on the APTC website.

If we are unable to resolve your complaint through informal means, you may then make a formal complaint in writing to APTC or via the online form on the website. We will treat your complaint with respect for privacy and fairness. If your matter is urgent, please call the office relevant to your country.

Complaints are classified into academic and non-academic matters:

Formal complaints will be forwarded to the relevant Country Director (unless the complaint involves the Country Director in which case it will be forwarded to an APTC Executive Officer) who will allocate an APTC staff member to contact you within 2 business days to assist in resolving the issue. We will inform you of the outcome of your complaint within 10 business days, or else respond within 10 business days to keep you informed of our progress in resolving your issue. If you are dissatisfied with the outcome, you have the right to appeal (see section on Appeal).

Complaints are classified into academic and non-academic matters.

Academic Complaints (but are not limited to):

- Provision of accurate academic course information and selection criteria
- Selection and enrolment decisions
- Credit recognition, course content and structure, assessment methods or processes
- Decisions about course content, structure, assessment methods made by training staff affect an individual student or group of students, or individuals seeking to enrol

Non-Academic Complaints (but are not limited to):

- Administration and application of APTC policies, procedures and guidelines
- Access to training and assessment materials and resources
- Administration of payment of fees
- Penalties applied for non-payment of fees and charges
- Administration of bursaries
- Administration of student enrolment, withdrawal, course transfer, results and graduation

- Course completion time limits relating to modified or expired courses
- Refusal of refund (as per policy)
- The behaviour of other students of APTC
- Penalties imposed for academic or behavioural misconduct

Withdrawal of a Complaint or Appeal

- You may withdraw a complaint or appeal at any time during the process.
- The withdrawal must be in writing to the relevant staff member who is handling the matter.
- Withdrawal of the complaint or appeal will stop the process, and the matter will be deemed resolved.

Appeal

For instances of major or exceptional cases of unresolved appeals or misconduct, further appeals can be made in writing to the APTC Executive Director or via the online Enquiries and Feedback form within 20 business days of the date of notification from APTC decision and must fully set out the grounds for appeal.

If you are still dissatisfied with the outcome of the internal appeals process, you have the right to take your case to an independent external body. The purpose of an external appeal is to review the decision-making processes undertaken by APTC to determine the fairness of the decision. APTC can provide you with a list of independent reviewers if required.

Study Guide and Tips

Learning at APTC

It is important to be aware that there will be differences between the training delivery and assessment methods used at APTC and those you may have experienced in your previous study or workplace.

For example, the main styles of training and learning you have previously encountered may have focused on remembering and repeating information. The learning style at APTC often differs from these methods and is based on practical skills training and assessments. You may even be able to apply your skills in a work based environment through vocational placement.

APTC trainers will assist you in learning new skills, information, ideas and facts and also encourage you to explore and find additional knowledge from sources and books other than those used in class. Asking the Trainer questions and discussing what is being said in class is encouraged and not seen as disrespectful or challenging to the Trainer's authority. Instead, this shows your interest and willingness to participate in class.

Ensuring Your Success

Your success will result from planning, motivation, hard work, time management, some sacrifices, evaluation and review.

Many things may affect your studies. New surroundings, studying with people from different cultures, being away from home, making new friends, wanting to do well, issues of separation, family commitments or isolation and balancing work and study may affect your academic performance.



Study Guide and Tips

Effective Study Skills

Effective study skills are about more than understanding the course content and must be practised for you to improve. It is not enough to simply 'think about' studying. To develop your current study skills, it is important that you consider the following:

The Value of a Schedule

Before you even think about the process of studying, you must develop a schedule.

If you do not have a schedule or plan for studying, you do not have a way of managing your time when the unexpected occurs. A good, well-thought-out schedule can be a lifesaver. You may not get it right the first time. The secret is to regularly review what works well and what does not and revise your schedule as required. You will need to change your study priorities according to your progress with your course work and assessments.

The Process of Study

Time is the most valuable resource. It is also one of the most wasted resources. To maximise the use of your time, here are a few helpful suggestions:

- Plan enough time for study. If you are unsure of how much time to commit to studying, ask your Trainer for advice.
- Study at the same time every day. Regular hours are easier to follow.
- Make use of the free hours during the day. If you have free hours between classes, use these to review material or edit notes and study the material covered in your next class.
- Plan study periods to follow class periods whenever possible.
- Fifty to ninety minutes of study at a time for each course works best. Relaxation periods of ten to fifteen minutes should be scheduled between study periods. It is more efficient to study hard for a definite period of time, stop for a few minutes, than attempts to study for extended, indefinite periods.
- Plan for weekly reviews. At least one hour each week for each class (distinct from study time) should be scheduled. The weekend is a good time for review.
- Leave some unscheduled time for flexibility. Lack of flexibility is the major reason why schedules fail. Students tend to over-schedule themselves.

- Allow time for planned recreation, campus and church activities, etc. When you plan your schedule, you should begin by listing the activities that come at fixed hours and cannot be changed. Classes and workshops, sleep, and paid work are examples of time 'uses' that you may not be able to alter. Next, you can schedule your flexible time commitments. These hours can be interchanged with other hours if you find that your schedule must be changed during the week. Recreational activities are planned last.
- Set up study groups with fellow students. This can be a good way to expand on your knowledge and understanding.
- Use all assistance offered by APTC Trainers and Staff.

Where to Study

You can study anywhere. Libraries, study lounges or private rooms are best. Study at a desk with good lighting and a comfortable chair. Most importantly, do not get distracted by music, friends or phone.

Research

- Find out as much as you can about APTC and campus facilities.
- Take a campus tour.
- APTC staff can help with learning strategies, report writing and literacy and numeracy skills.
- Get to know your Trainer and other APTC staff.

Be Organised

- Divide work into immediate and less urgent.
- Put tasks in order of urgency and break the big tasks down into smaller parts – the more you break down your work into small tasks, the more you're likely to find the time to do them.
- Draw up a calendar of when all your assessments are due and display it in a prominent place.
- Try to get ahead in your work so that if a crisis arises, you will not fall behind too easily.
- Find a special place and time for working to help create the right mood to concentrate on study.
- Don't worry. It will take time to get into a routine of study, so do not put too much pressure on yourself.

Study Guide and Tips

Share your experiences

- Meet other students and talk about your good and bad experiences.
- Organise social activities for yourself, other friends and/or family members.
- If it all seems too much, approach your Trainer or the Student Support & Welfare Officer for support.

Take Time Out

Be kind to yourself and, where possible, take some time out to do something that you enjoy, such as playing a sport, reading a book or watching a movie.

Student Skills

Remembering information is an important skill, but in addition to this, students are encouraged to develop independent thinking. Students will be expected to:

- take notes during class
- ask questions of the Trainers
- attend all classes (unless ill and able to produce a doctor's certificate)
- be on time for classes
- remain in class for the whole lesson if you have a valid reason to leave the lesson early, this must be approved at the start of the day/lesson by your Trainer
- hand in original (your own) work
- develop research and library skills
- complete all assessment tasks by the due dates
- participate in class
- request help if needed
- read prescribed texts plus additional reading

Socialising

Socialising is an important part of your time at APTC. Joining any social, sporting or specific interest groups or associations is a great way to meet new people and have fun.

Study and Family

Studying and looking after a family at the same time can be challenging. The following may help you manage both:

- Inform - make sure family members know why study is important to you, when your family understands why you are studying and the pressures you face, they are more likely to help you and give you the time you need to study.
- Plan - write up a new household chores roster and involve each family member in the process. You will not be able to do as much around the house now that you are studying.
- Time - work out a schedule to ensure that each week includes time for family.
- Students do get breaks between training blocks – look forward to them.
- Share - get together with other students who are also managing a family. You can share your experiences and advise one another.

Study and Work

Studying and working at the same time can also be challenging. Follow these guidelines and use your APTC Student Handbook & Diary to help manage your time between work and study:

- Plan - develop a schedule for work and study to follow.
- Start a "to-do list" - keep a to-do list to make sure you finish every task.
- Use time well – do not waste your time. Make the most of your free time to study. You can always study while on public transport, instead of watching TV or first thing in the morning when you wake up.
- Say no - learn to say no when people try to add more on to your already busy schedule. Make sure your employer knows you cannot take on extra hours.
- Inform - keep your employer and Trainers informed about your situation and your commitments so that they can be flexible as well. Keeping them informed is the best way to avoid problems in the future.

How we use Your Information

Privacy of Personal Information

We will collect and handle your personal information in accordance with the Queensland Information Privacy Act 2009:

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-014>

APTC will use information collected as a result of your enrolment for general student administration and planning, reporting, communication and evaluation purposes. Only authorised APTC staff have access to this information.

APTC Privacy Statement

The APTC complies with the Australian Federal and State government requirements. The Privacy Act 1988 (<https://www.legislation.gov.au/Details/C2018C00292>) forms the basis of this statement.

The information you have supplied to APTC will be used, where applicable, for:

- processing your application
- assessing your application
- accepting your enrolment
- assessing your welfare needs
- processing and advising you of your assessment results and
- other communication to you as required

Your personal information, attendance details, progress and results will be made available to the APTC Regional Head Office and APTC campuses as required. Access to your information will not be given to any other organisation or persons without your consent or unless authorised or required by law.

When attending practical vocational placements, you may become familiar with the information that is confidential to that workplace. You must not share any confidential information, as this may be considered an act of misconduct under the APTC Student Rules.

Access to your Student Records

As a student of APTC, you have the right to see any records that are being kept about you (e.g. personal details, assessment records). If you wish to see your records, ask your Trainer first and then contact the Country Director if required. APTC will not release any details to a third party unless you have provided written consent. This includes requests from friends, family and employers. You must provide written consent to APTC before this information can be released to anyone other than you.

Changes to Personal and Contact Details

To ensure important information reaches you, immediately notify your local APTC office of any change in your name, address, phone number or emergency contact details. Requests for changes to your name recorded in APTC must be advised during your studies. It must be supplied with proof of your change of name (e.g. birth certificate, marriage certificate, statutory declaration) to ensure your records are up to date and your certificate is accurate. **NOTE: The name on your enrolment will be the name on your certificate.**



Results and Awards

You will be advised of your unit results during your study by your Trainer. Fees must be paid in full before results or Certificates are released. Within 30 days of APTC confirming you have successfully completed your course and are eligible to graduate, your official results and certificate will be available for collection at the APTC Country Office closest to your home country. Alternatively, you may collect your results and Certificate at Graduation.

GRADUATIONS

Please make sure that APTC has your current phone and contact details so APTC can invite you to attend your Graduation. Your certificate and results will be printed in the name that is recorded on our enrolment records. Formal graduation ceremonies, for students who have successfully completed the requirements for the award, are held in students' home countries. These are opportunities for your achievements to be recognised and celebrated with government representatives, industry and community leaders, and family and friends. You will receive your certificate and record of results at graduation unless collected previously. If you had collected the certificate and results previously, you may still attend your Graduation.

GRADUATE TRACER SURVEY

APTC's commitment to the continuous improvement of its services includes conducting a survey of its graduates at least after 8-14 months of their graduation.

It is important that students participate in these surveys that will be used to determine the effectiveness of APTC programs and provide feedback to help improve APTC training and support services. APTC may use a third party in administering this survey.

GRADUATE DOWN THE TRACK SURVEY

In addition to the Graduate Tracer Surveys, APTC also randomly chooses some of its graduates since 2007 to better understand issues of workplace productivity, earnings, migration, further studies et cetera every three years. The next Graduate Down the Track is scheduled for the year 2023. It is important that if chosen for this survey you participate as your answers will help improve APTC training and support services. APTC may use a third party in administering this survey.

To ensure that your feedback is properly captured in the surveys, APTC will need to be able to contact you after you have graduated from APTC. It is the student's responsibility to inform APTC about current contact details. If your email, Facebook account or phone number changes, then contact the relevant APTC campus or representatives in your country to update your information.

APTC Alumni Association

Your journey with APTC begins as a student. It will continue even after you graduate through the APTC Alumni Association (Alumni), which will assist you to stay connected and engaged with APTC and fellow alumni.

APTC Alumni Association aims to connect and engage the Alumni of APTC by developing a lasting and mutually beneficial relationship between APTC and its alumni. Together the Alumni and APTC will support the development of local, regional and international professional networking in the Pacific Island Forum countries.

The goals of the Alumni are to:

- Strengthen communications between alumni and APTC
- Develop and support alumni volunteer leadership
- Enhance alumni connections with APTC, students and the community
- Encourage participation in alumni development programs

Alumni Chapters have been established in Fiji, Samoa, PNG, Vanuatu, Kiribati, Tonga and Solomon Islands. Members of the Alumni will automatically become members of the country Alumni Chapter where they reside. The Alumni program of events, correspondence, meetings, various alumni chapters, and social media enable members to connect personally and professionally with other graduates.

Membership

Our Alumni members are committed to retaining their connections with APTC and are proud advocates for their training with APTC. You can become one of these proud advocates as well. Visit the APTC Alumni website for more details:

www.aptc.edu.au/alumni

As of January 2013, all graduates of APTC automatically become members of the Alumni, and membership is free. If you know anyone who graduated from APTC before 2013, please encourage them to register through the online registration form:

<https://www.aptc.edu.au/alumni/membership/registration>



Labour Mobility

Labour mobility is the migration of a worker from his or her original home to a new location to work and earn a living. Labour mobility can take many forms such as workers migrating within different divisions/provinces/villages in the same country, or between Pacific Island Countries (PICs) and to other international countries.

APTC is committed to providing skills training for industry areas in demand by employers both domestically and internationally. We recognise that particular skills are often required to meet the specific needs of overseas employers. To assist students wishing to take up labour mobility opportunities, APTC offers the Work Abroad Skills program to students. The Work Abroad Skills program covers topics such as workplace culture and international expectations; work health and safety, personal health and well-being and the Pacific Australia Labour Mobility scheme (PALM). Completion of the APTC course and Work Abroad Skills program does not guarantee you employment or migration to another country but may give you an advantage if you pursue labour mobility opportunities after graduation.

There are four benefits of labour mobility: it allows receiving countries (countries workers migrate to work) to fill labour shortages with a flexible workforce; migrating workers are able to earn higher incomes and develop their skills in their areas of study; the worker's home countries benefit from remittances or money sent back home by workers, and returning migrants' newly acquired skills makes the PICs labour force more attractive for hiring opportunities.

There are many labour mobility schemes available around the Pacific as well as overseas. However, APTC works collaboratively with the Pacific Labour Facility (PLF) that manages the PALM Scheme. To be eligible to work in Australia under the PALM scheme, you will need to register with your National Labour Sending Unit (NLSU) in your country.

Country Contact

| Country | Contact |
|-------------------------|---|
| Fiji | Register your interest at your local National Employment Centre or email (fores@govnet.gov.fj). You can also call (+679 3303 500), (+679 9906 421) or (+679 892 5087). |
| Kiribati | Please email the Senior Labour Officer at the Ministry of Employment and Human Resources at (lo.eu2@employment.gov.ki), (lo.ner@employment.gov.ki), (slo.eu@employment.gov.ki) or phone (+686 750 21068) or (+686 750 21018). |
| Nauru | Please contact the Ministry of Labour by phone (+674 5561510) or email the LMU Director (rebecca.amwano112@gmail.com) or Labour Mobility Coordinator (lynsydab25@gmail.com). |
| Papua New Guinea | Please email (swp@treasury.gov.pg) or call (+675 7285 7281) or (+675 7391 4173). |
| Samoa | There is currently a pause on recruitment. For more information, please contact the labour mobility unit by phone (+685 20 441) or by email (leep@mcil.gov.ws). |
| Solomon Islands | Solomon Islands is processing existing applications from 2021 and will not be accepting new applications until this is complete. Please contact the labour mobility unit for more information by phone on (+677 212 50), (+677 202 51), call the support service on (20452), email (lmu@mfaet.gov.sb) or visit the office on the Ground Floor, Anthony Saru Building, Point Cruz. |
| Timor-Leste | For seasonal work opportunities please contact (swp.lsu.tl@gmail.com). For longer-term work opportunities contact (pls.lsu.tl@gmail.com). Otherwise, you can visit dneef.sefope.gov.tl or facebook.com/sefopednee for more information. |
| Tonga | Please contact the Overseas Employment Division by phone on (+ 67626820) or by email at (aaltuihalamaka@gmail.com). |
| Tuvalu | Please contact the Department of Labour, or email (meafou.brian@gmail.com) or (tellyfinauga@gmail.com) |
| Vanuatu | For seasonal work opportunities please contact (snaio@vanuatu.gov.vu). For longer-term work opportunities contact (gvuti@vanuatu.gov.vu). |

Gender Equity, Disability and Social Inclusion at APTC

At APTC, we want to ensure that no one is left behind when it comes to education and employment, and this begins with the recognition that some groups require a targeted effort.

We aim for our training to be accessible to those who face barriers and so often do not have access to the full range of qualifications and professional opportunities. This includes women, people living with a disability and other socially excluded groups, as well as those in the most remote parts of our region.

As a result, women, persons living with disabilities, students from remote rural communities and small island states, and any other identified at-risk groups are at the centre of our work, partnerships, and advocacy.

As students, you have a part to play. You are also the face of APTC. As such, we would like to see you grow as Gender Equality and Social Inclusion champions and be role models within your workplaces and communities to promote greater gender equality and social inclusion.

Gender Equity

Refers to the consideration and provision to meet different needs, preferences and interests of women and men. E.g. this may mean that different treatment is needed to ensure equality of opportunity. This is often referred to as substantive equality (or equality of results) and requires considering the realities of women's and men's lives.

Disability

Disability is an umbrella term covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations.

Social Inclusion

Social inclusion is a process of improving the ability, opportunity and dignity of those disadvantaged on the basis of their identity to take part in society. Exclusion can be hinged on a number of factors: gender, disability, age, and location, and socio-economic condition, level of education, sexual orientation, cultural status, along with other intersecting.



For now, as you begin your journey with us, you can begin by practising the below:

1. Support and treat each other with respect and dignity, including women and persons living with disabilities.
2. Do not discriminate or treat others negatively because of their gender, sexuality, ethnicity, location, culture, age and language.
3. Do not bully, tease or use abusive or crude language.
4. Where possible, offer support and assistance to your fellow students as and when needed/required.
5. Notify your Trainer and Student Support and Welfare Officer if you or your fellow student are experiencing any form of difficulty or challenges or facing any form of discrimination or violence.
6. Notify your Trainer and Student Support and Welfare Officer if you or your fellow student are experiencing any form of sexual exploitation, abuse or harassment.
7. Understand the power and privileges you have and use it for the benefit of others.
8. Adhere to APTC's Student Code of Conduct.

Counselling Support



Fiji

Fiji Womens Crisis Centre

Provides 24/7 telephone crisis counselling for women and children in Fiji who has experienced or is at risk of domestic violence.

Domestic Violence Helpline Number: 1560

| Locations | Address | Phone Contacts |
|-----------|------------------------------|------------------|
| Suva | 88 Gordon Street | 3313300/9209470 |
| Labasa | Lot 3 Naiyaca Sub-division | 8814609/9377784 |
| Nadi | 84 Sagayam Road | 6707558/9182884 |
| Ba | 21 Navatu Street, Varadoli | 6670466/ 9239775 |
| Rakiraki | Lot 2 Yaratale Road, Vaileka | 6694012/9129790 |

www.fijiwomen.com

Empower Pacific

Provides counselling support to vulnerable individuals and families.

Head Office

8 Waya Street, Lautoka
P.O BOX 5693, Lautoka, Fiji.
Phone: +679 776 9224
Email: headoffice@empowerpacific.com

<http://empowerpacific.com/>

Lautoka Counselling Centre

(Lautoka Hospital – Beside Ante Natal Clinic)
Old Hospital Road, Lautoka
Phone: +679 773 0010
Email: bm.lautoka@empowerpacific.com
Nadi Counselling Centre
Old Hospital Road, Nadi.
Phone: +679 776 0018

Suva Counselling Centre

CWM Hospital (next to the Diabetic Clinic)
Waimanu Road, Suva.
Phone: +679 778 0015
Email: bm.suva@empowerpacific.com

Labasa Counselling Centre

(Soqosoqo Vakamarama Building)
Hospital Road – Opposite Court House, Labasa.
P.O BOX 4055, Labasa.
Phone: +679 776 0017
Email: bm.labasa@empowerpacific.com

Medical Services Pacific (MSP)

MSP Suva Office

Suva Office Telephone:
(+679) 3315295
Suva Clinic Telephone:
(+679) 450 2907
MSP General Inquiries:
info@msp.org.fj

MSP Labasa – Fiji

Lot 11 Naiyaca Sub Division, Labasa
Labasa Office Telephone:
(+679) 881 1308
Labasa Clinic Telephone:
(+679) 450 2909

MSP Lautoka- Fiji

Lot 49 Yawini Street, Lautoka
Lautoka Office Telephone:
(+679) 6660595
Lautoka Clinic Telephone:
(+679) 2224595/ 7500595

House of Sarah

Des Voeux Road, Suva
Ph: 3100665

<http://www.houseofsarah.org>

Homes of Hope

Wailoku Suva
Ph: 7733369

<https://www.hopefiji.org>



Samoa

Samoa Victim Support Group Inc.

Provides shelter assistance for children victims of all forms of abuse and neglect and is the main service provider for survivors of gender based violence.

Location: Behind the Central Police Station, Beach Road, Apia
Ph: +68527904/ Freecall +6858007874 (Helpline)
Email: svsginsamoa@gmail.com



Tonga

Tonga National Centre for Women and Children

Provides support, counselling, information, advocacy and referrals for women and children experiencing violence and abuse.

Location: Bypass Road, Halaleva, Nukualofa
Toll Free Line: 0800567
Tel: (676) 26567, (676) 25975
Email: tnwcinfo@gmail.com

Women and Children Crisis Centre

Provides counselling support to vulnerable individuals and families

Location: Ground Floor, Tungi Colonnade Building, Taufa'ahau Road, Nukualofa
Ph: 22240/ 21887/ 26899



Solomon Islands

Family Support Centre

Provides legal advice and counselling is available in domestic violence, sexual assault or child sexual/physical abuse.

Location: Honiara
Phone: +677 26999
Email: cs@solomon.com.sb

Empower Pacific

Provides counselling support to vulnerable individuals and families

Location: Solomon Islands Counselling Centre, Panatina Ridge, Ranadi Industrial Area, Honiara (opposite SINU School of Maritime Studies)
Phone: +677 26999

Christian Care Centre

Provides pastoral care for all women and children who have been victims of any form of violence.

Location: Honiara
Phone: +677 7479326

Seif Ples 132 (Toll Free)

Provides pastoral care for all women and children who have been victims of any form of violence.

Location: Old Police Clinic, Honiara, (in front of the Rove Police Club)
Phone: +677 24677



Vanuatu

National Domestic Violence Hotline

Hotline: 161

Vanuatu Police Family Protection Unit

Provides support for victims of domestic violence and implementation of the Family Protection Act No.28 of 2008.

Location: Kumal Highway, Port Vila

Phone: 22222 Ext 2806

TVL Digicel free line: 111

Vanuatu Women's Centre

Provides 24/7 telephone crisis counselling for women and children in Vanuatu who have experienced or is at risk of domestic violence.

| Locations | Address | Phone Contacts |
|--------------------|----------------------------|------------------------|
| Port Vila | Rue d'Anjou, Nambatu | +678 25764 / +67824000 |
| Luganville, Santo | Sanma Counselling Centre | 36157 / 7771128 |
| Sola, Vanualava | Torba Counselling Centre | 7793459 / 7102422 |
| Saratamata, Am-bae | Penama Counselling Centre | 25764 |
| Lakatoro, Malekula | Malampa Counselling Centre | 7799165 |
| Lenakel, Tanna | Tafea Counselling Centre | 88660 / 7101869 |



Papua New Guinea

| Locations | Address | Phone Contacts |
|---|---|-----------------------|
| 1-Tok Kaunselin Helpim Lain | Lain Port Moresby (national reach) | 7150 8000 (Toll Free) |
| Nazareth Centre for Rehabilitation | Arawa, Buka, Buin and Chabai in the Autonomous Region of Bougainville | 7474 3889 |
| Men's Hub: | Awara, Autonomous Region of Bougainville | 79181173 |
| Coupe Safe House | Kokopo – East New Britain coupe-housepng@gmail.com | 73477303 / 9400174 |
| Nana Kundi Crisis Centre | Maprik, East Sepik | 7298 8037 |
| St Anna Crisis Centre | Wewak, East Sepik | 7132 5060 |
| Family for Change | Wewak, East Sepik | 7377 8013 |
| Kafe Urban Settlers Women's Association | Goroka, Eastern Highlands Province | 72998310 |
| Eastern Highlands Family Voice | Goroka, Eastern Highlands Province | 72998310 |

| Locations | Address | Phone Contacts |
|----------------------------------|--|-------------------------------|
| Family Support Centre | Tari, Hela Province | 7201 2229 |
| | Port Moresby General Hospital: 3 Mile, Port Moresby National Capital District | 3248245 |
| | City Mission: Koki, National Capital District | 70300851 / 71471518 / 3200606 |
| | Kundiawa General Hospital: Kundiawa, Simbu Province | 535 1066 |
| | Mendi General Hospital: Southern Highlands Province | 549 1166 |
| | West Sepik Provincial Health Authority: Vanimo, West Sepik Province | 8571251 |
| Medical Clinics | Begabari Clinic: Taurama Rd, Boroko | |
| | Gerehu General Hospital | |
| | Heduru Medical Clinic: Port Moresby General Hospital, 3 Mile | |
| | Lawes Road Medical Clinic, Kone | |
| | Nine Mile Medical Clinic | |
| | Six Mile Medical Clinic: Morea Tobo Road, Six Mile | |
| | Tokarara Medical Clinic: Gaiboduru Street, Tokarara | |
| Voice for Change | Between Kudjip – Minj along the Highlands Highway, Jiwaka Province | 79826142 / 70036017 |
| Kedu safe house | Alotau | 7141 5428 |
| Femili PNG | Lae | 7091 4027 or 472 8904 |
| | Port Moresby | 7916 9063 or 325 1018 |
| <i>Email: info@femilipng.org</i> | Goroka | 7217 9445 |
| House of Hope | Port Moresby, National Capital District | 72272480 / 71941738 |
| Bel isi PNG | (Operated by Femili PNG) | 7055 4401 |
| Life Line Refuge Centre | Port Moresby, National Capital District | 3261680 |
| Living Light Health Services | Kaugere 4 Square Clinic, Port Moresby, National Capital District Haus Ruth (City Mission) Port Moresby | 3203375 / 7664 6072 |
| Meri Seif Line (transport) | Port Moresby | 7222-1234 |
| Women of Hope | Port Moresby | 72290768 / 75526735 |
| Medical Clinics | Begabari Clinic: Taurama Rd, Boroko | |
| | Gerehu Hospital Clinic: Gerehu General Hospital, Gerehu | |
| | Heduru Medical Clinic: Port Moresby General Hospital, 3 Mile | |
| | Lawes Road Medical Clinic: Lawes Road, Kone | |
| | Nine Mile Medical Clinic: Nine Mile | |
| | Six Mile Medical Clinic: Morea Tobo Road, Six Mile | |
| | Tokarara Medical Clinic: Gaiboduru Street, Tokarara | |
| Well Women Clinic | Western Highlands Provincial Health Authority: Mt Hagen | 5421166 |

The cover features a solid blue background with four decorative geometric patterns in the corners. Each pattern consists of overlapping lines forming a complex, crystalline or architectural structure. The top-left and bottom-right patterns are light blue, while the top-right and bottom-left patterns are yellow.

2023

Student Diary

PUBLIC HOLIDAYS

Disclaimer:

Please note that public holidays have been listed according to dates available at the time of printing and maybe subject to change

FIJI



| | |
|-----------------------------|----------------------|
| New Year's Day | Monday 2 January |
| Good Friday | Friday, 7 April |
| Easter Saturday | Saturday 8 April |
| Easter Monday | Monday 10 April |
| Constitution Day | Thursday 7 September |
| Prophet Mohammed's Birthday | Monday 2 October |
| Fiji Day | Tuesday 10 October |
| Diwali | Monday 13 November |
| Christmas Day | Monday 25 December |
| Boxing Day | Tuesday 26 December |

SAMOA



| | |
|--------------------------------|---------------------|
| New Year's Day | Monday 2 January |
| Day after New Year's Day | Tuesday 3 January |
| Good Friday | Friday 7 April |
| Day after Good Friday | Saturday 8 April |
| Easter Monday | Monday 10 April |
| Mother's Day | Monday 15 May |
| Independence Day | Thursday 1 June |
| Father's Day | Monday 14 August |
| White Sunday (Lotu-a-Tamaiti) | Monday 9 October |
| Christmas Day | Monday 25 December |
| Boxing Day | Tuesday 26 December |

PNG



| | |
|---|--------------------|
| New Years Day | Monday 2 January |
| National Remembrance Day of the Late First Prime Minister, Great Grand Chief Rt. Hon. Sir Michael Thomas Somare | Friday 24 February |
| Good Friday | Friday 7 April |
| Easter Saturday | Saturday 8 April |
| Easter Sunday | Sunday 9 April |

| | |
|--------------------------|---------------------|
| Easter Monday | Monday 10 April |
| Queen's Birthday | Monday 12 June |
| National Remembrance Day | Monday 24 July |
| National Repentance Day | Saturday 26 August |
| Independence Day | Friday 15 September |
| Christmas Day | Monday 25 December |
| Boxing Day | Tuesday 26 December |

SOLOMON ISLANDS

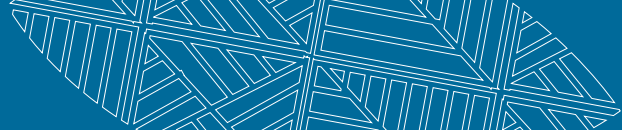


| | |
|------------------------------|---------------------|
| New Year's Day | Monday 2 January |
| Good Friday | Friday 7 April |
| Holy Saturday | Saturday 8 April |
| Easter Monday | Monday 10 April |
| Whit Monday | Monday 29 May |
| Independence Day | Friday 7 July |
| Christmas Day | Monday 25 December |
| National Day of Thanksgiving | Tuesday 26 December |

VANUATU



| | |
|-------------------------------|-----------------------|
| New Year's Day (PH in lieu) | Monday 2 January |
| Father Walter Lini Day | Tuesday 21 February |
| Chiefs Day | Monday 6 March |
| Good Friday | Friday 7 April |
| Easter Monday | Monday 10 April |
| Labour Day | Monday 1 May |
| Ascension Day | Thursday 18 May |
| Children's Day | Monday 24 July |
| Independence Day (PH in lieu) | Monday 31 July |
| Assumption Day | Tuesday 15 August |
| Constitution Day | Thursday 5 October |
| Unity Day | Wednesday 29 November |
| Christmas Day | Monday 25 December |



SEMESTER 1 2023 ACTIVITY CALENDAR

(Use this calendar to mark important dates such as allowances payment and class activities.)

January

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|-------|
| | 1 | 2 | 3 | 4 | 5 | 6 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 28 |
| | 29 | 30 | 31 | | | |

February

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|-------|
| | | | 1 | 2 | 3 | 4 |
| | 5 | 6 | 7 | 8 | 9 | 10 11 |
| | 12 | 13 | 14 | 15 | 16 | 17 18 |
| | 19 | 20 | 21 | 22 | 23 | 24 25 |
| | 26 | 27 | 28 | | | |

March

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|-------|
| | | | 1 | 2 | 3 | 4 |
| | 5 | 6 | 7 | 8 | 9 | 10 11 |
| | 12 | 13 | 14 | 15 | 16 | 17 18 |
| | 19 | 20 | 21 | 22 | 23 | 24 25 |
| | 26 | 27 | 28 | 29 | 30 | 31 |

April

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|-------|
| | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 15 |
| | 16 | 17 | 18 | 19 | 20 | 21 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 29 |
| | 30 | | | | | |

May

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|-------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | 7 | 8 | 9 | 10 | 11 | 12 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 20 |
| | 21 | 22 | 23 | 24 | 25 | 26 27 |
| | 28 | 29 | 30 | 31 | | |

June

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|-------|
| | | | | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 |



SEMESTER 2 2023 ACTIVITY CALENDAR

(Use this calendar to mark important dates such as allowances payment and class activities.)

July

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

August

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

September

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

October

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

November

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | | | |

December

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |



December/January | Week 1

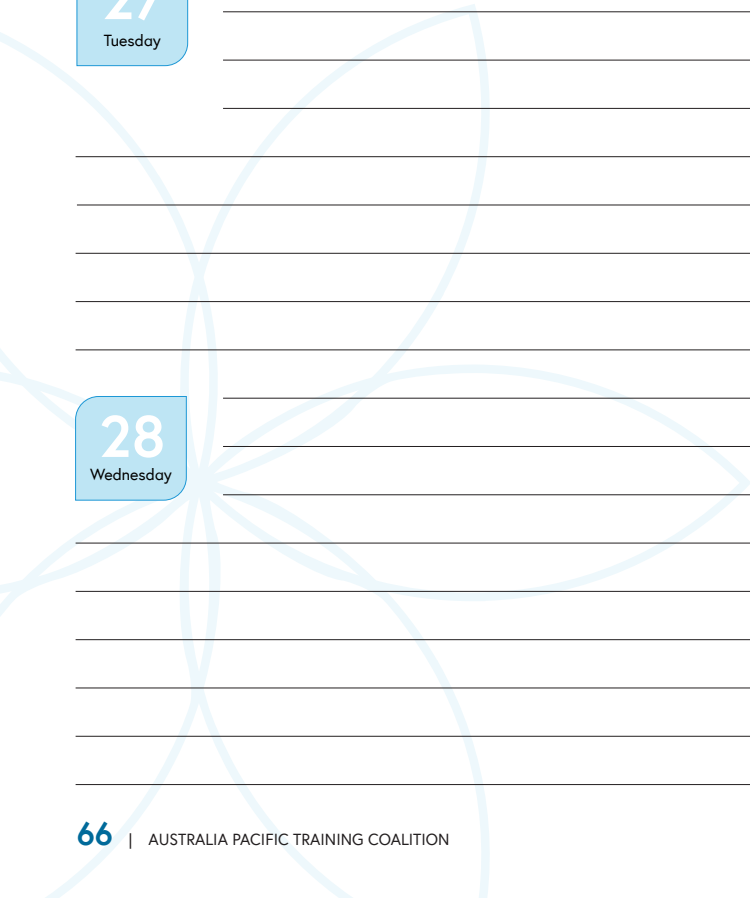
"An army of sheep led by a lion is better than an army of lions led by a sheep."

- Alexander the Great

26
Monday

27
Tuesday

28
Wednesday



"I'm a greater believer in luck, and I find the harder I work the more I have of it."

- Thomas Jefferson

December/January | Week 1

29
Thursday

30
Friday

31
Saturday

1
Sunday

"Try not to become a man of success, but rather become a man of value."

- Albert Einstein

January | Week 2

2
Monday

3
Tuesday

4
Wednesday

"Coming together is a beginning. Keeping together is progress. Working together is success."

- Henry Ford

January | Week 2

5

Thursday

6

Friday

7

Saturday

8

Sunday



"If you can't yet do great things, do small things in a great way."

- Napoleon Hill

January | Week 3

9
Monday

10
Tuesday

11
Wednesday



"You must expect great things of yourself before you can do them."

- Michael Jordan

January | Week 3

Lined writing area for the first part of the page.

12
Thursday

Lined writing area for the second part of the page.

13
Friday

Lined writing area for the third part of the page.

14
Saturday

Lined writing area for the fourth part of the page.

15
Sunday



January | Week 4

People often say that motivation doesn't last. Well, neither does bathing. That's why we recommend it daily.

- Zig Ziglar

16
Monday

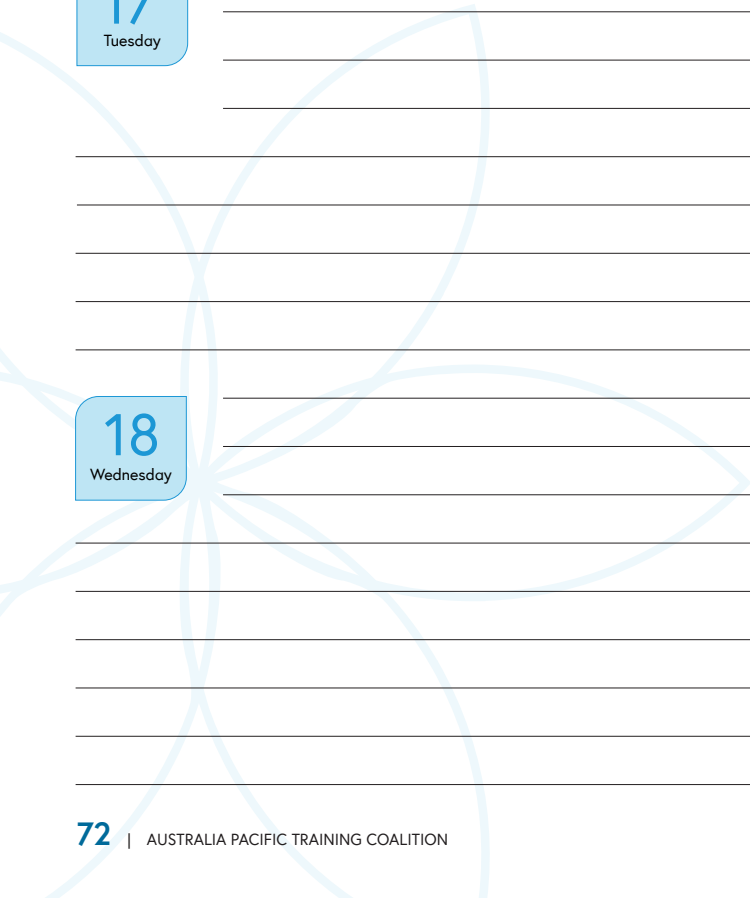
Handwriting practice lines for January 16th, Monday.

17
Tuesday

Handwriting practice lines for January 17th, Tuesday.

18
Wednesday

Handwriting practice lines for January 18th, Wednesday.



I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.

- Maya Angelou

January | Week 4

19

Thursday

20

Friday

21

Saturday

22

Sunday

Lined writing area for the week of January 19th to 22nd.



Fall seven times and stand up eight.

January | Week 5

- Japanese Proverb

23

Monday

24

Tuesday

25

Wednesday

I didn't fail the test. I just found 100 ways to do it wrong.

- Benjamin Franklin

January | Week 5

26

Thursday

27

Friday

28

Saturday

29

Sunday



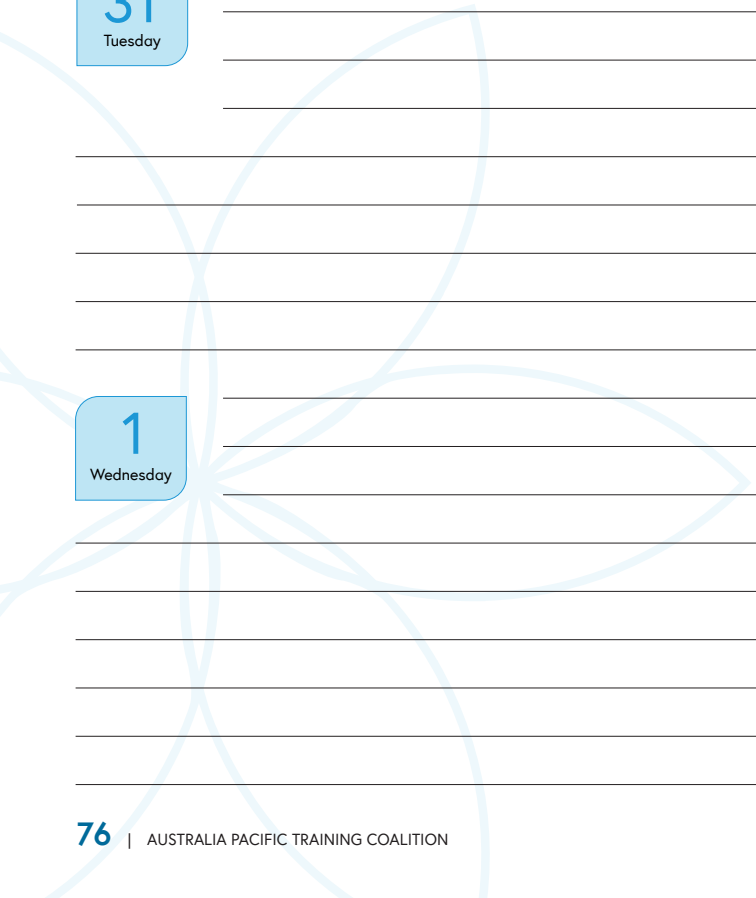
January/February | Week 6

If you do what you've always done, you'll
get what you've always gotten
- Tony Robbins

30
Monday

31
Tuesday

1
Wednesday



"Life is not always a matter of holding good cards, but sometimes playing a poor hand well."

- Jack London

February | Week 6

2

Thursday

3

Friday

4

Saturday

5

Sunday

"Every worthwhile accomplishment, big or little, has its stages of drudgery and triumph: a beginning, a struggle and a victory."

- Mahatma Gandhi

February | Week 7

6
Monday

7
Tuesday

8
Wednesday

All you need is the plan, the road map, and the courage to press on to your destination."

- Earl Nightingale

February | Week 7

Lined writing area for Thursday, February 9th.

9
Thursday

Lined writing area for Friday, February 10th.

10
Friday

Lined writing area for Saturday, February 11th.

11
Saturday

Lined writing area for Sunday, February 12th.

12
Sunday



"Don't Count the Days, Make the Days Count"

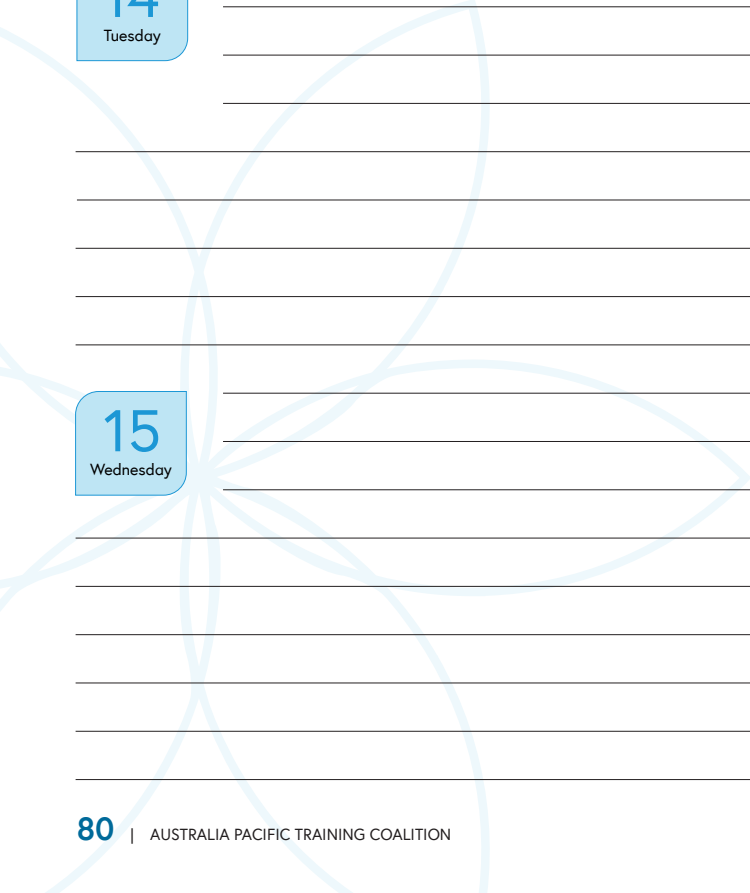
- Muhammed Ali

February | Week 8

13
Monday

14
Tuesday

15
Wednesday



"Many of life's failures are people who did not realize how close they were to success when they gave up."

- Thomas A. Edison

February | Week 8

Lined writing area for the first part of the page.

16
Thursday

Lined writing area for the second part of the page.

17
Friday

Lined writing area for the third part of the page.

18
Saturday

Lined writing area for the fourth part of the page.

19
Sunday

"It takes 20 years to build a reputation and five minutes to ruin it. If you think about that, you'll do things differently."

- Warren Buffett

February | Week 9

20
Monday

21
Tuesday

22
Wednesday

It always seems impossible until it's done.

- Nelson Mandela

February | Week 9

23

Thursday

24

Friday

25

Saturday

26

Sunday

Opportunity is missed by most people because it is dressed in overalls and looks like work."

- Thomas Edison

March | Week 10

Lined writing area for Thursday, March 2nd.

2
Thursday

Lined writing area for Friday, March 3rd.

3
Friday

Lined writing area for Saturday, March 4th.

4
Saturday

Lined writing area for Sunday, March 5th.

5
Sunday



"The elevator to success is out of order. You'll have to use the stairs, one step at a time."

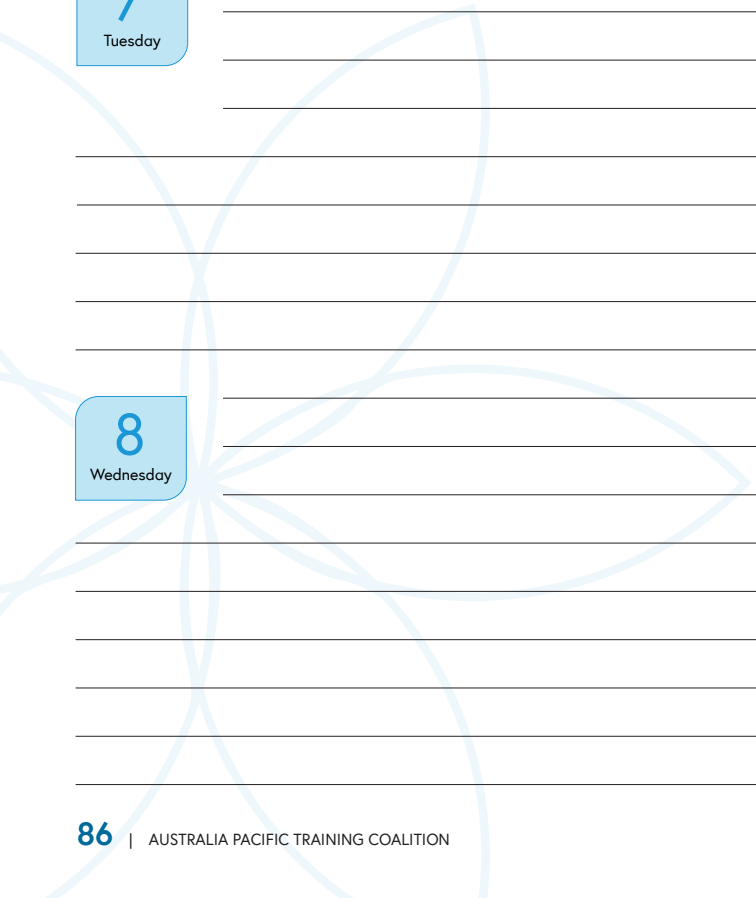
- Joe Girard

March | Week 11

6
Monday

7
Tuesday

8
Wednesday



"Don't let someone else's opinion of you become your reality"

- Les Brown

March | Week 11

9
Thursday

10
Friday

11
Saturday

12
Sunday



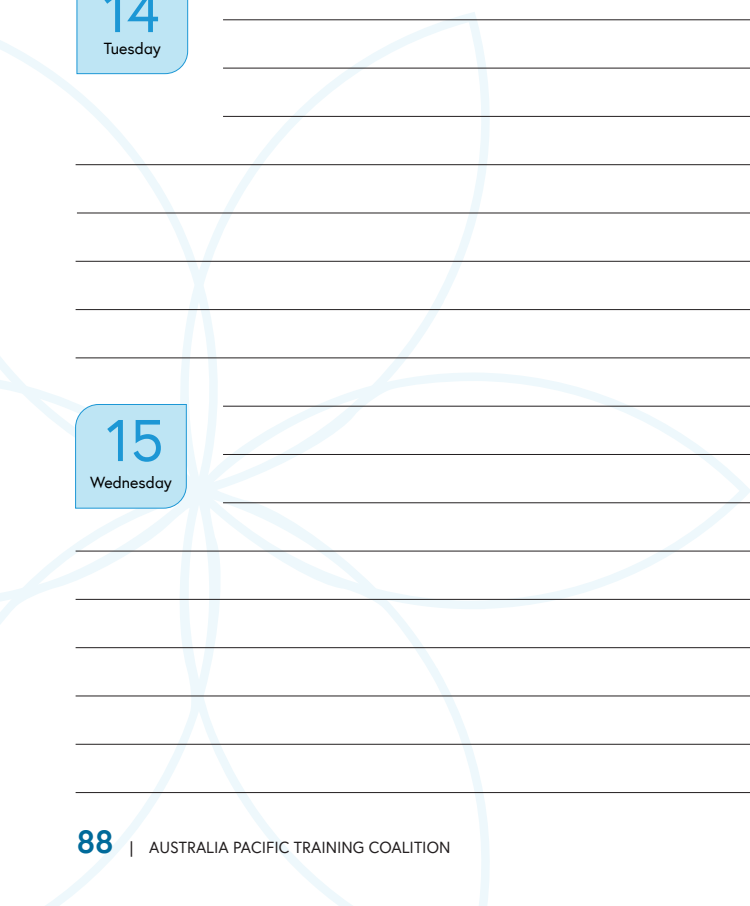
"Ability can take you to the top, but it takes character to keep you there"
- Zig Ziglar

March | Week 12

13
Monday

14
Tuesday

15
Wednesday



"There is no greater agony than bearing an untold story inside you."

- Maya Angelou

March | Week 12

16
Thursday

17
Friday

18
Saturday

19
Sunday



"On matters of style, swim with the current, on matters of principle, stand like a rock"

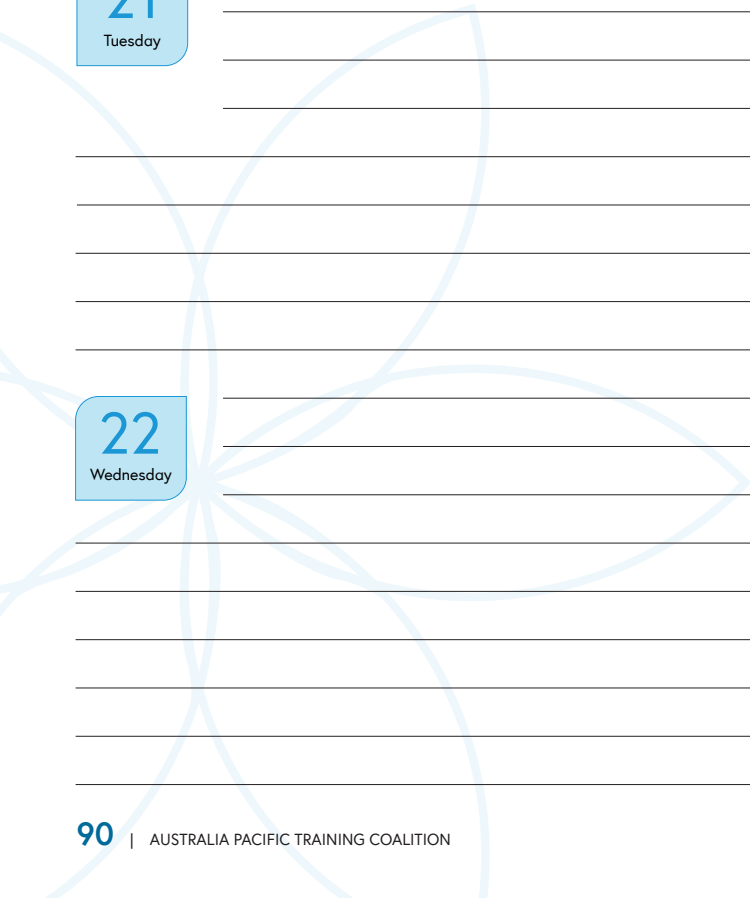
- Thomas Jefferson

March | Week 13

20
Monday

21
Tuesday

22
Wednesday





"The battles that count aren't the ones for gold medals. The struggles within yourself—the invisible battles inside all of us—that's where it's at."

- Jesse Owens

March | Week 14

27

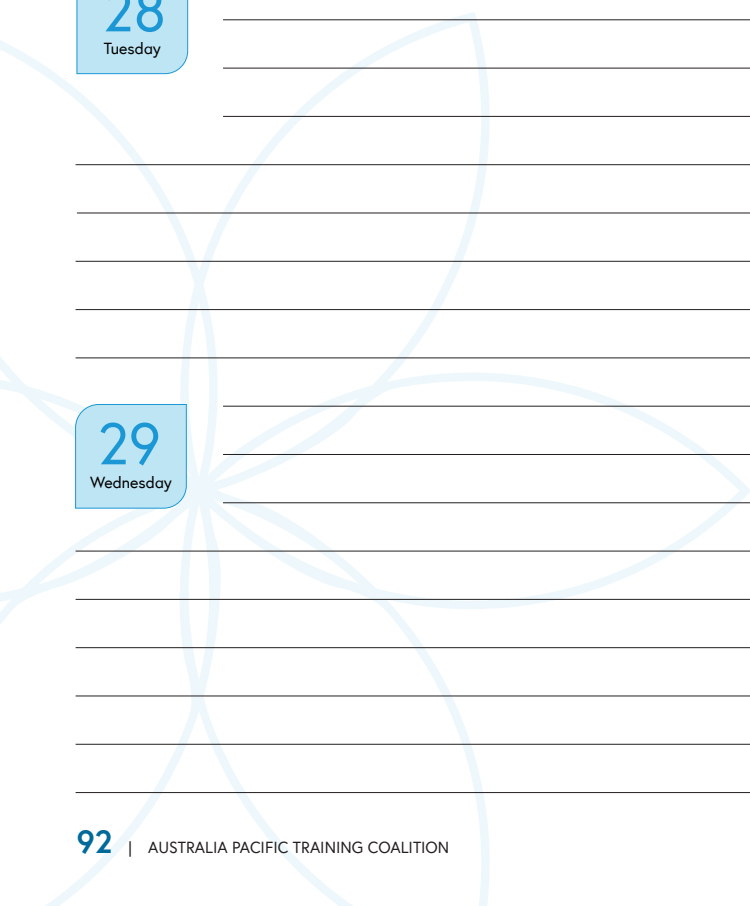
Monday

28

Tuesday

29

Wednesday



"A penny saved is a penny earned."

- Benjamin Franklin

March/April | Week 14

30
Thursday

31
Friday

1

Saturday

2

Sunday

"The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty."

- Winston Churchill

April | Week 15

3
Monday

4
Tuesday

5
Wednesday

"Goal setting is the secret to a compelling future."

- Tony Robbins

April | Week 15

Handwriting practice area for April 6th. It includes a light blue box on the right with the number '6' and the word 'Thursday'. To the left are ten horizontal lines for writing.

Handwriting practice area for April 7th. It includes a light blue box on the right with the number '7' and the word 'Friday'. To the left are ten horizontal lines for writing.

Handwriting practice area for April 8th. It includes a light blue box on the left with the number '8' and the word 'Saturday'. To the right are ten horizontal lines for writing.

Handwriting practice area for April 9th. It includes a light blue box on the right with the number '9' and the word 'Sunday'. To the left are ten horizontal lines for writing.



You are never too old to set another goal or to dream a new dream.

- C.S. Lewis

April | Week 16

10
Monday

11
Tuesday

12
Wednesday





"If I have seen further than others, it is by standing upon the shoulders of giants."

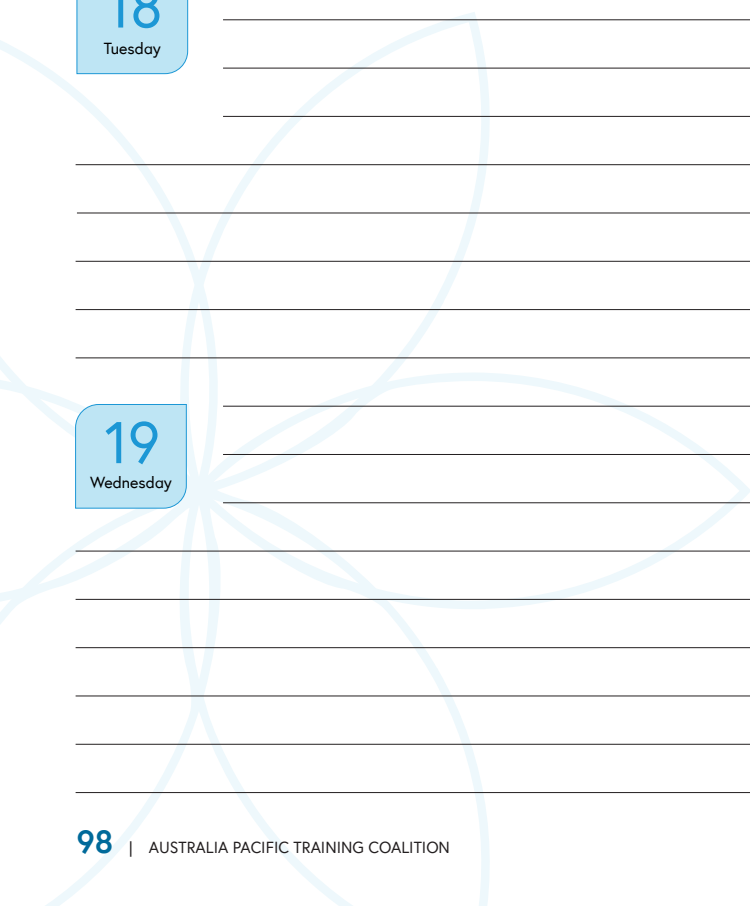
- Isaac Newton

April | Week 17

17
Monday

18
Tuesday

19
Wednesday



"Do not go where the path may lead; go instead where there is no path and leave a trail."

- Ralph Waldo Emerson

April | Week 17

Lined writing area for Thursday, April 20th.

20
Thursday

Lined writing area for Friday, April 21st.

21
Friday

Lined writing area for Saturday, April 22nd.

22
Saturday

Lined writing area for Sunday, April 23rd.

23
Sunday

Shoot for the moon. Even if you miss, you'll
land among the stars

- Les Brown

April | Week 18

24

Monday

25

Tuesday

26

Wednesday

"Remember that the happiest people are not those getting more, but those giving more"

- H. Jackson Brown, Jr.

April | Week 18

27
Thursday

28
Friday

29
Saturday

30
Sunday

Don't be afraid to give up the good to go for the great.
- John D. Rockefeller

May | Week 19

1
Monday

2
Tuesday

3
Wednesday

"A successful man is one who can lay a firm foundation with the bricks others have thrown at him."

- David Brinkley

May | Week 19

4

Thursday

5

Friday

6

Saturday

7

Sunday



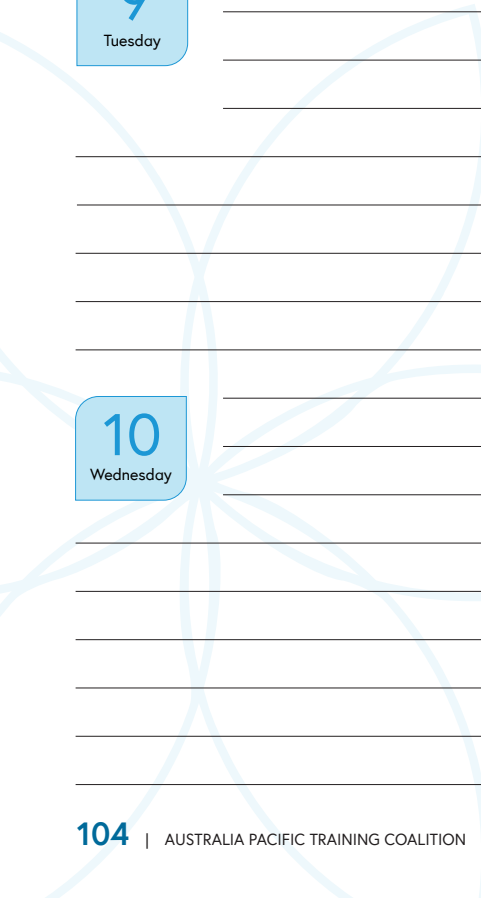
Tough times never last but tough people do
- Robert H. Schuller

May | Week 20

8
Monday

9
Tuesday

10
Wednesday



"Life is ten percent what happens to you and ninety percent how you respond to it"

- Charles Swindoll

May | Week 20

Lined writing area for days 11 and 12.

11
Thursday

12
Friday

Lined writing area for day 13.

13
Saturday

Lined writing area for day 14.

14
Sunday



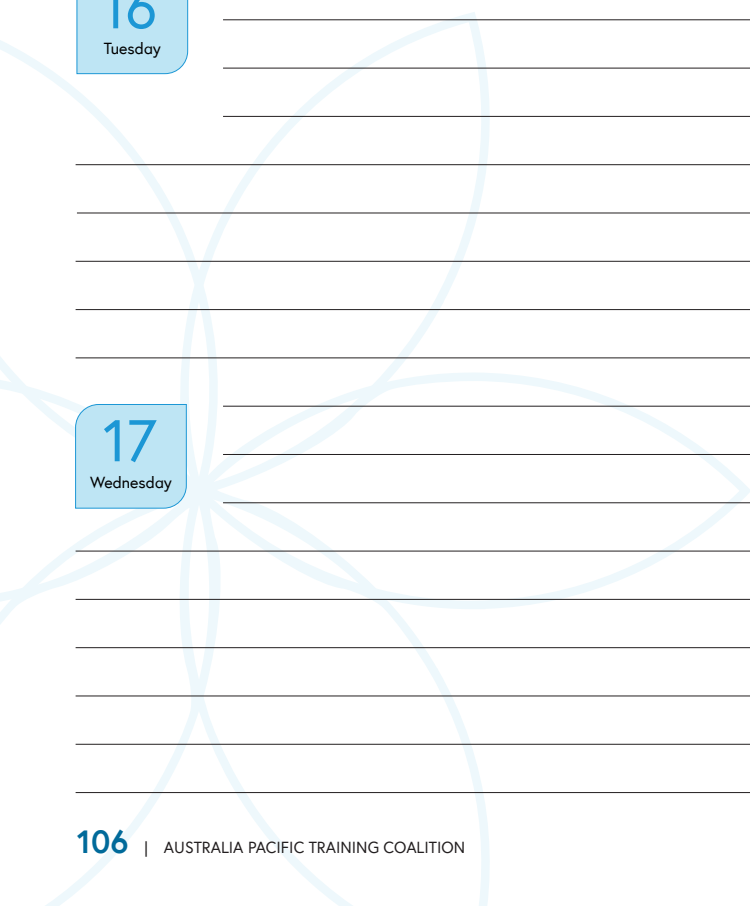
*When the going gets tough, the
tough get going.
- Joe Kennedy*

May | Week 21

15
Monday

16
Tuesday

17
Wednesday



"The journey of a thousand miles begins with one step."

- Lao Tzu

May | Week 21

18

Thursday

19

Friday

20

Saturday

21

Sunday



"If You Are Working On Something That You Really Care About, You Don't Have To Be Pushed. The Vision Pulls You."

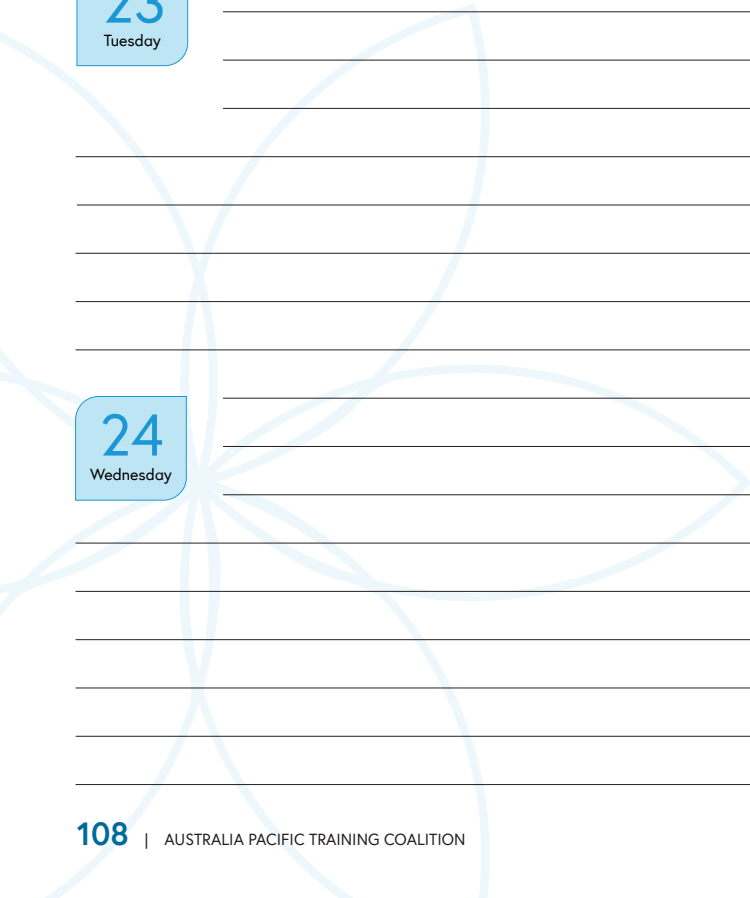
- Steve Jobs

May | Week 22

22
Monday

23
Tuesday

24
Wednesday



"Develop An 'Attitude Of Gratitude'. Say Thank You To Everyone You Meet For Everything They Do For You."

- Brian Tracy

May | Week 22

25
Thursday

Lined writing area for Thursday, May 25th.

26
Friday

Lined writing area for Friday, May 26th.

27
Saturday

Lined writing area for Saturday, May 27th.

28
Sunday

Lined writing area for Sunday, May 28th.



"Creativity Is Intelligence Having Fun."

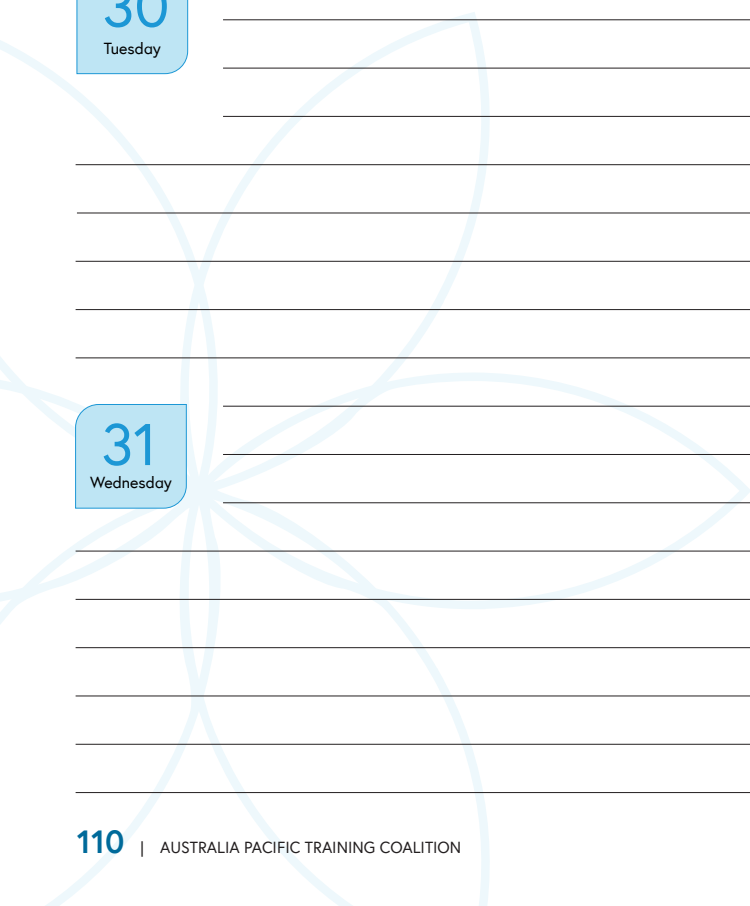
- Albert Einstein

May | Week 23

29
Monday

30
Tuesday

31
Wednesday



"You were born an original. Don't die a copy."

- John Mason

June | Week 23

1
Thursday

2
Friday

3
Saturday

4
Sunday



"Positivity is like a boomerang. The more we put it out there, the more it comes back to us."

- Jan Gordon

June | Week 24

5

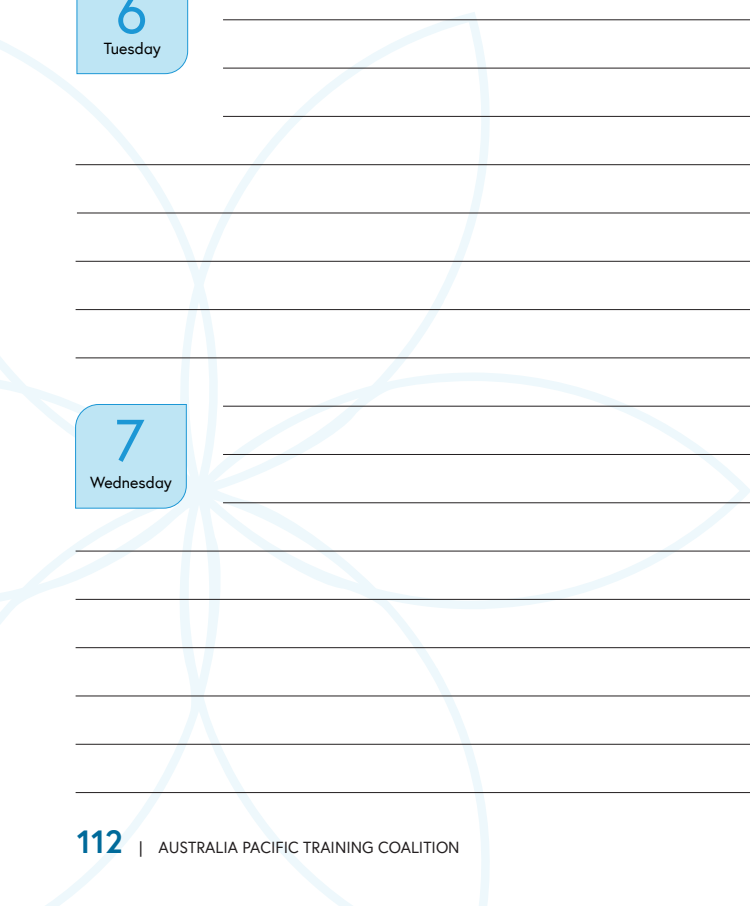
Monday

6

Tuesday

7

Wednesday



"To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment."

- Ralph Waldo Emerson

June | Week 24

Lined writing area for Thursday, June 8th.

8
Thursday

Lined writing area for Friday, June 9th.

9
Friday

Lined writing area for Saturday, June 10th.

10
Saturday

Lined writing area for Sunday, June 11th.

11
Sunday



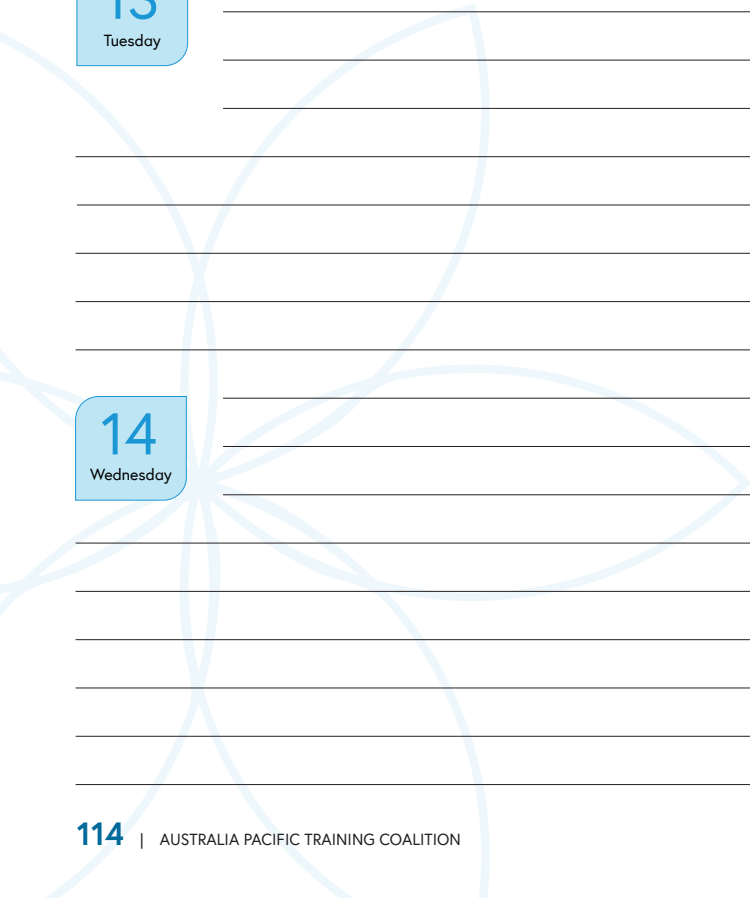
*"Everything you do is triggered by an emotion of either desire or fear."
- Brian Tracy*

June | Week 25

12
Monday

13
Tuesday

14
Wednesday



"Discipline is the bridge between goals and accomplishment"

- Jim Rohn

June | Week 25

Lined writing area for Thursday, June 15th.

15
Thursday

Lined writing area for Friday, June 16th.

16
Friday

Lined writing area for Saturday, June 17th.

17
Saturday

Lined writing area for Sunday, June 18th.

18
Sunday





If you don't program yourself, life will program you!"

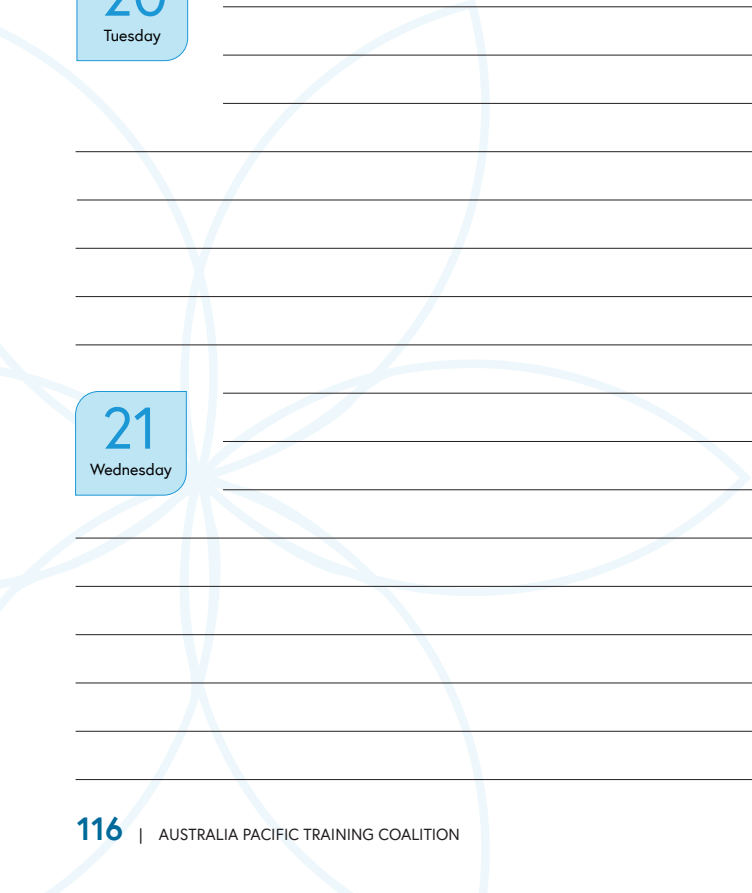
June | Week 26

- Les Brown

19
Monday

20
Tuesday

21
Wednesday



"It is often in the darkest skies that we see the brightest stars."

- Richard Evans

June | Week 26

Lined writing area for the first part of the page.

22
Thursday

Lined writing area for the second part of the page.

23
Friday

Lined writing area for the third part of the page.

24
Saturday

Lined writing area for the fourth part of the page.

25
Sunday



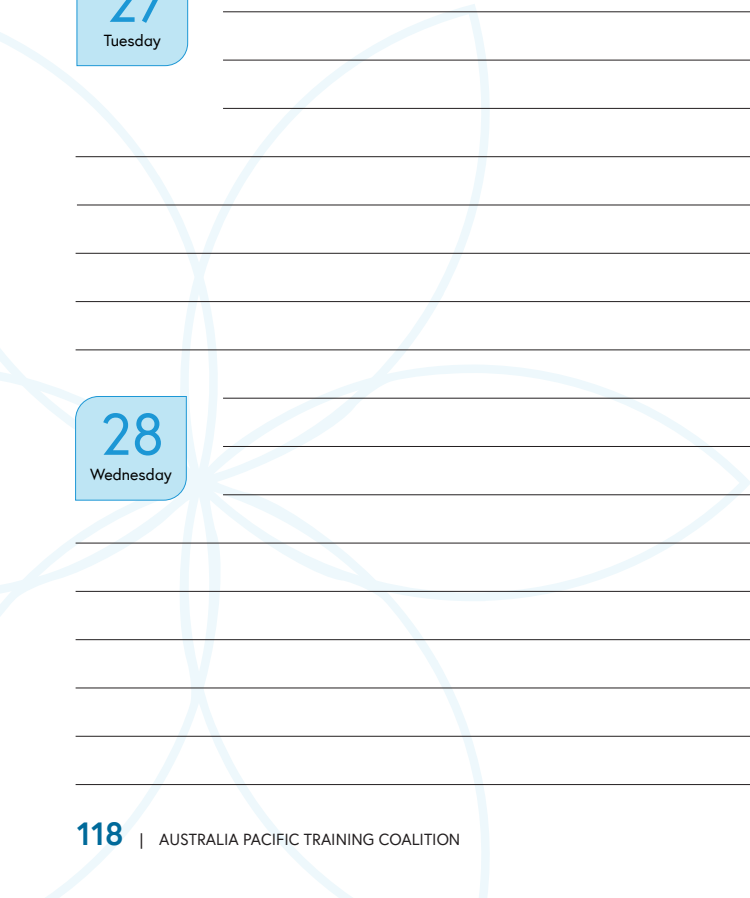
June | Week 27

"People teach us remarkable lessons if we are open to learning."
- Skip Prichard

26
Monday

27
Tuesday

28
Wednesday



"Mastering others is strength. Mastering yourself is true power."

- Lao Tzu

June / July | Week 27

29
Thursday

30
Friday

1
Saturday

2
Sunday



"Imagination is the eye of the soul."

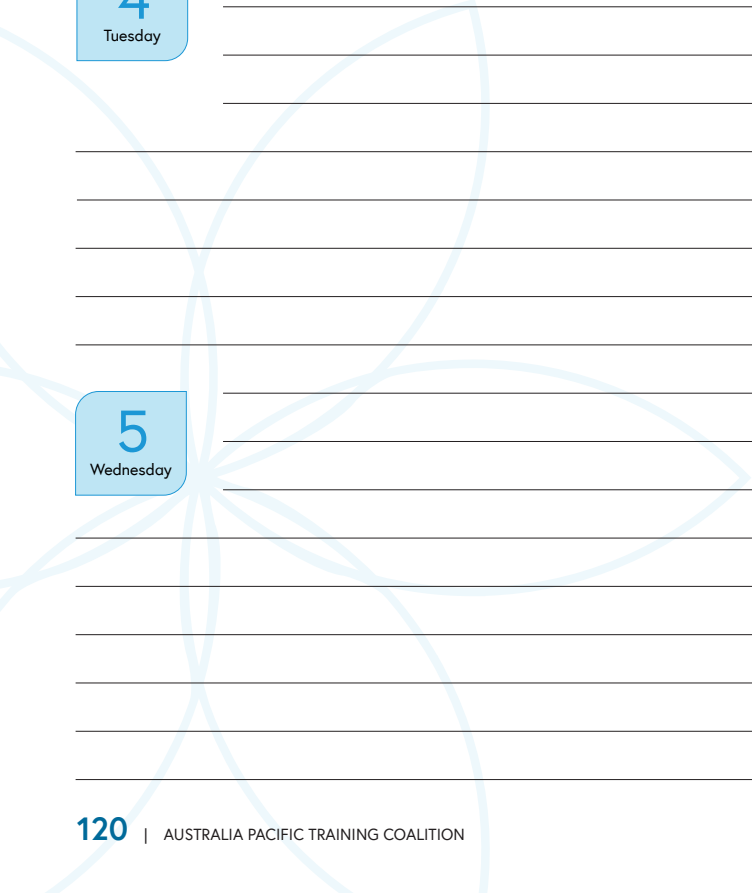
July | Week 28

- Joubert

3
Monday

4
Tuesday

5
Wednesday



"After climbing a great hill, one finds that there are many more hills to climb."

-Nelson Mandela

July | Week 28

6

Thursday

7

Friday

8

Saturday

9

Sunday

"Inspiration does exist, but it must find you working."

- Pablo Picasso

July | Week 29

10
Monday

11
Tuesday

12
Wednesday

"I learned that courage was not the absence of fear, but the triumph over it."

-Nelson Mandela

July | Week 29

Handwriting practice lines for Thursday, July 13th.

13
Thursday

Handwriting practice lines for Friday, July 14th.

14
Friday

Handwriting practice lines for Saturday, July 15th.

15
Saturday

Handwriting practice lines for Sunday, July 16th.

16
Sunday



July | Week 30

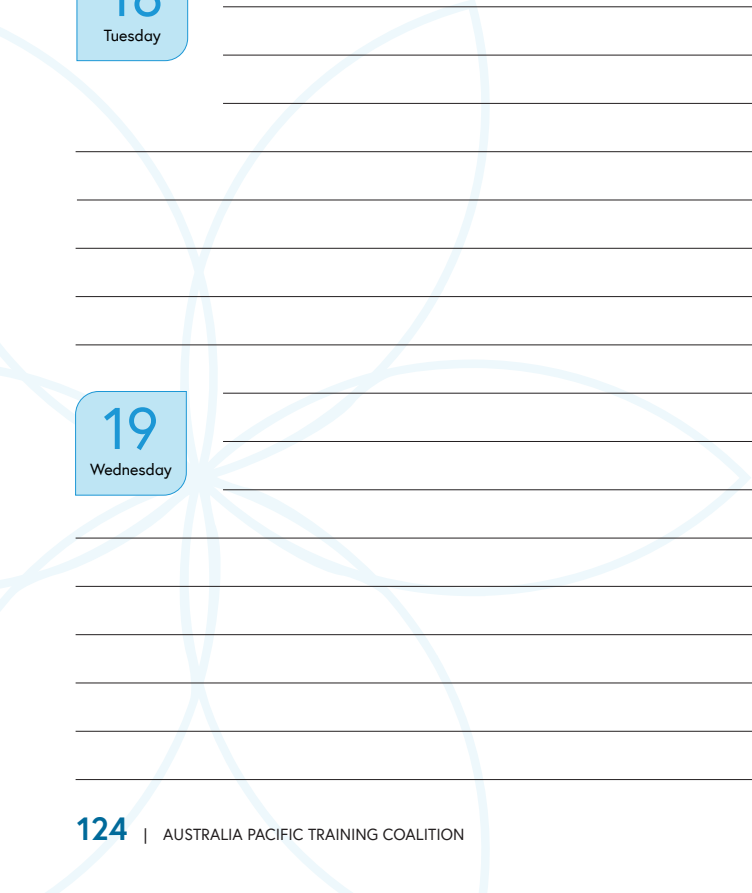
"Choosing to associate with positive, optimistic people will accelerate our positive growth."

- Dan Miller

17
Monday

18
Tuesday

19
Wednesday



"Not all of us can do great things, but we can do small things with great love."

-Mother Teresa

July | Week 30

Handwriting practice lines for Thursday, July 20. The page contains 10 horizontal lines for writing.

20
Thursday

Handwriting practice lines for Friday, July 21. The page contains 10 horizontal lines for writing.

21
Friday

Handwriting practice lines for Saturday, July 22. The page contains 10 horizontal lines for writing.

22
Saturday

Handwriting practice lines for Sunday, July 23. The page contains 10 horizontal lines for writing.

23
Sunday



"Courage is resistance to fear, mastery of fear-not
absence of fear."

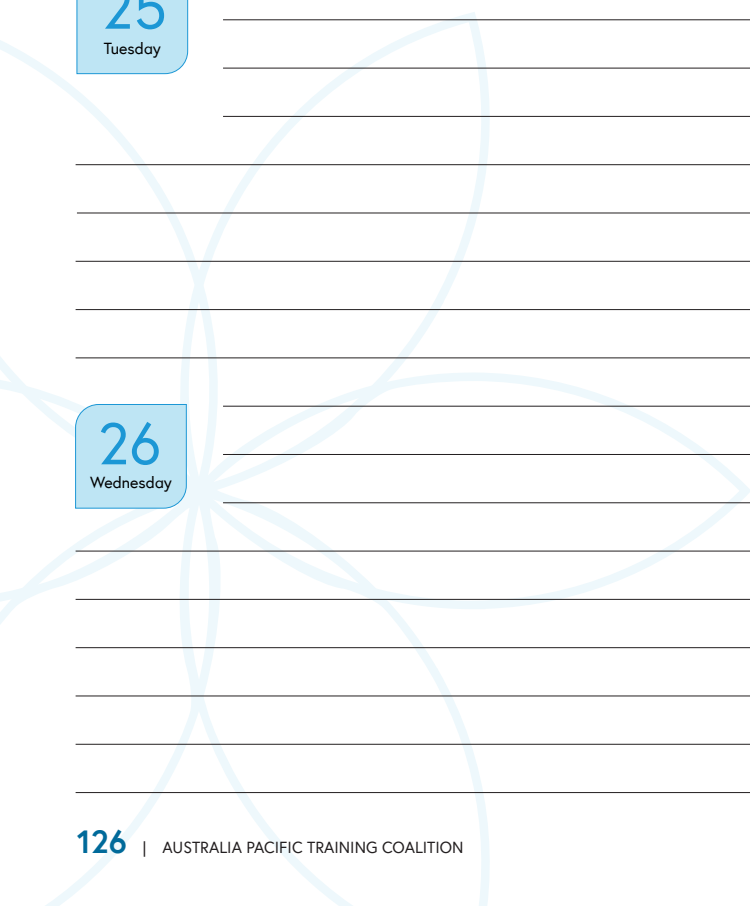
- Mark Twain

July | Week 31

24
Monday

25
Tuesday

26
Wednesday



"As we look ahead into the next century, leaders will be those who empower others."

-Bill Gates

July | Week 31

Handwriting practice lines for Thursday, July 27th.

27
Thursday

Handwriting practice lines for Friday, July 28th.

28
Friday

Handwriting practice lines for Saturday, July 29th.

29
Saturday

Handwriting practice lines for Sunday, July 30th.

30
Sunday



"We become what we think about most of the time,
and that's the strangest secret."
- Earl Nightingale

July / August | Week 32

31

Monday

1

Tuesday

2

Wednesday



"If you can't outplay them, outwork them."

-Ben Hogan

August | Week 32

3

Thursday

4

Friday

5

Saturday

6

Sunday



"The starting point of all achievement is desire."

- Napoleon Hill

August | Week 33

7
Monday

8
Tuesday

9
Wednesday



"Lack of direction, not lack of time, is the problem. We all have twenty-four hour days."

- Zig Ziglar

August | Week 33

Lined writing area for Thursday, August 10th.

10
Thursday

Lined writing area for Friday, August 11th.

11
Friday

Lined writing area for Saturday, August 12th.

12
Saturday

Lined writing area for Sunday, August 13th.

13
Sunday



"Vision without execution is just hallucination."

- Henry Ford

August | Week 34

14
Monday

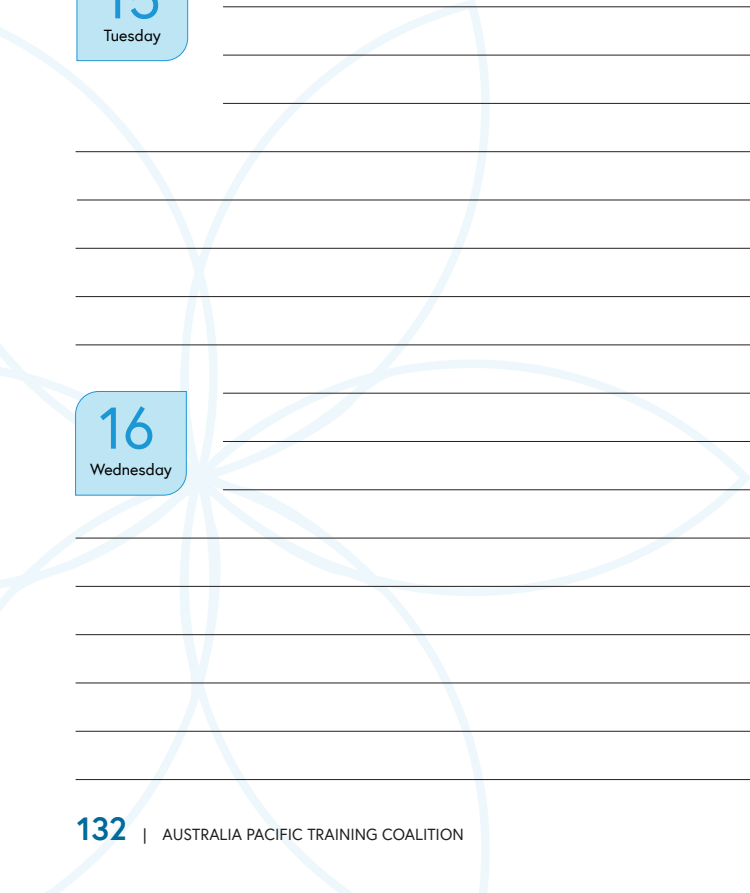
Lined writing area for Monday, August 14th.

15
Tuesday

Lined writing area for Tuesday, August 15th.

16
Wednesday

Lined writing area for Wednesday, August 16th.





"It is our attitude toward life that determines life's attitude toward us. We get back what we put out."

- Earl Nightingale.

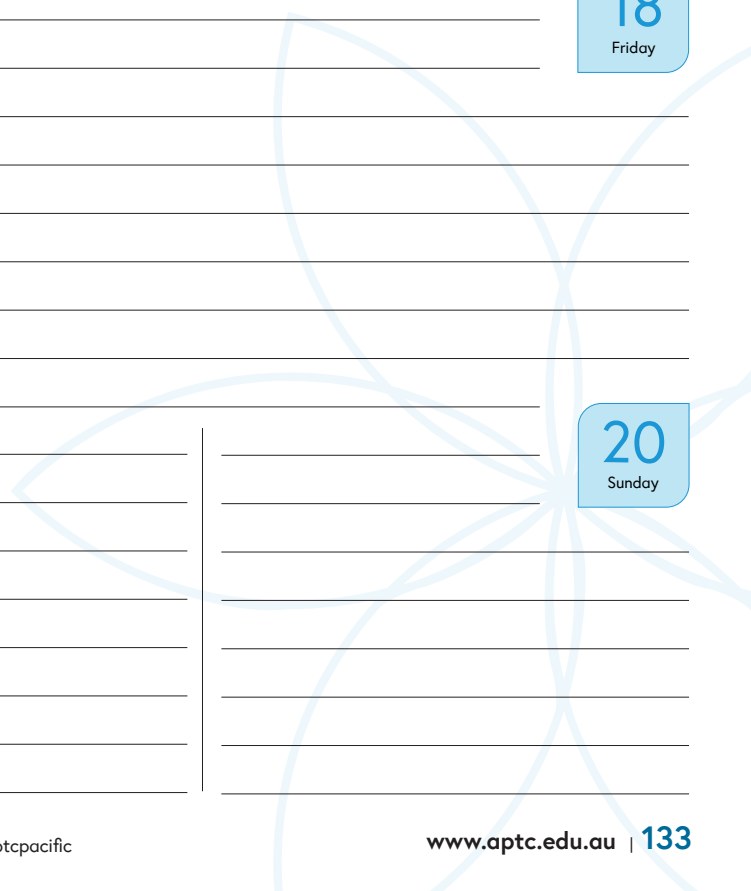
August | Week 34

17
Thursday

18
Friday

19
Saturday

20
Sunday



"Success is something you attract by the person you become."

- Jim Rohn

August | Week 35

21

Monday

22

Tuesday

23

Wednesday

" You will face many defeats in life, but never let yourself be defeated."

- Maya Angelou

August | Week 35

24
Thursday

25
Friday

27
Sunday

26
Saturday

Lined writing area for the calendar page, including a vertical separator line between Saturday and Sunday.

*"When you reach the end of your rope,
tie a knot in it and hang on."
- Franklin D. Roosevelt*

August | Week 36

28
Monday

29
Tuesday

30
Wednesday

"Tell me and I forget. Teach me and I remember. Involve me and I learn."

- Benjamin Franklin

August/September | Week 36

31
Thursday

1
Friday

2
Saturday

3
Sunday



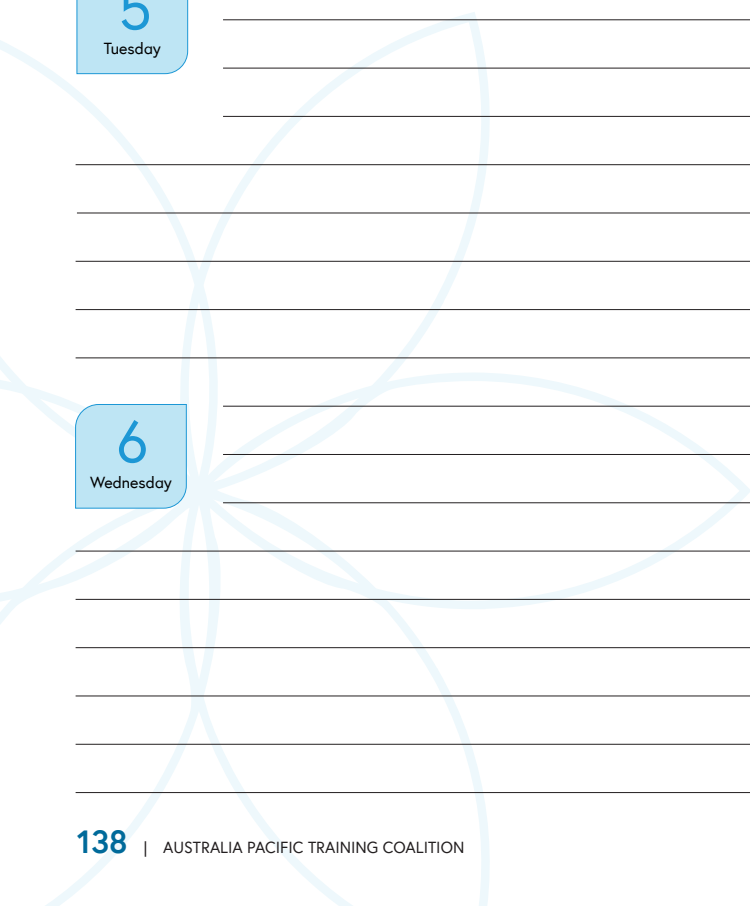
"Nothing is impossible, the word itself says, "I'm possible!"
- Audrey Hepburn

September | Week 37

4
Monday

5
Tuesday

6
Wednesday



"It's not the years in your life that count. It's the life in your years"

- Abraham Lincoln

September | Week 37

Lined writing area for Thursday, September 7th.

7
Thursday

Lined writing area for Friday, September 8th.

8
Friday

Lined writing area for Saturday, September 9th.

9
Saturday

Lined writing area for Sunday, September 10th.

10
Sunday



"In order to succeed, your desire for success should be greater than your fear of failure."

- Bill Cosby

September | Week 38

11

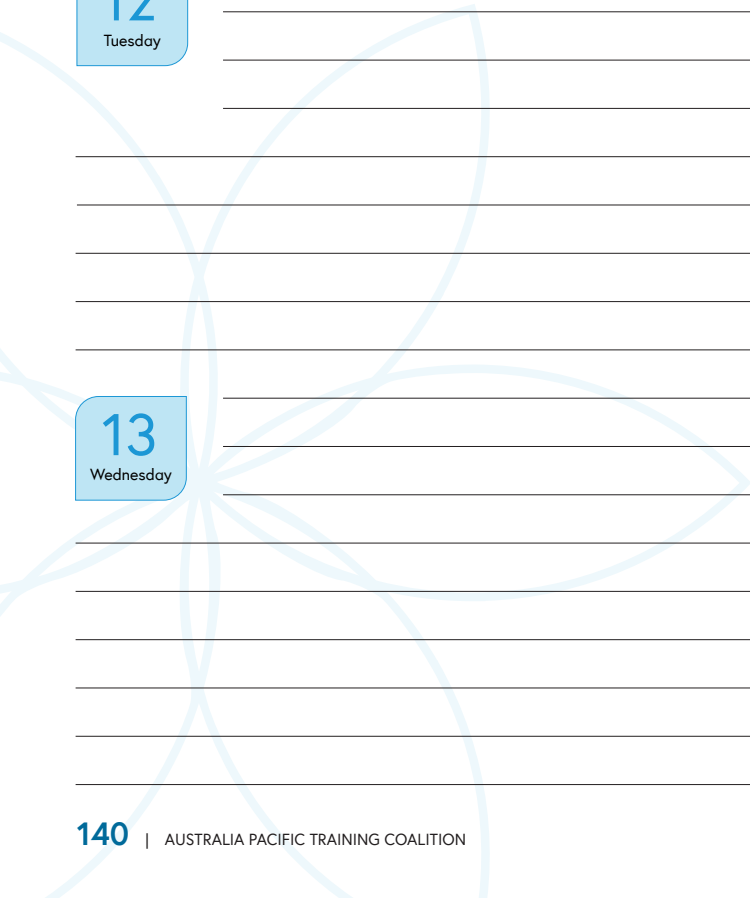
Monday

12

Tuesday

13

Wednesday



"I have been impressed with the urgency of doing. Knowing is not enough; we must apply. Being willing is not enough; we must do."

- Leonardo da Vinci

September | Week 38

Handwriting practice lines for Thursday, September 14th.

14
Thursday

Handwriting practice lines for Friday, September 15th.

15
Friday

Handwriting practice lines for Saturday, September 16th.

16
Saturday

Handwriting practice lines for Sunday, September 17th.

17
Sunday



September | Week 39

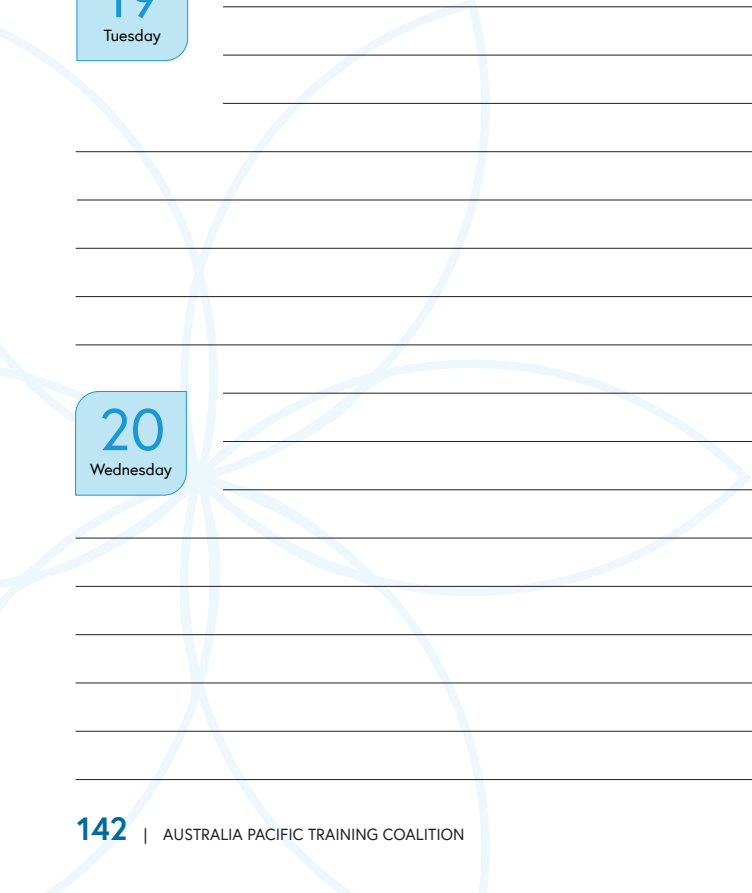
*Life is not measured by the number of breaths we take,
but by the moments that take our breath away.*

- Maya Angelou

18
Monday

19
Tuesday

20
Wednesday



"Life is like riding a bicycle. To keep your balance you must keep moving."

- Albert Einstein

September | Week 39

21

Thursday

Lined writing area for Thursday, September 21st.

22

Friday

Lined writing area for Friday, September 22nd.

23

Saturday

Lined writing area for Saturday, September 23rd.

24

Sunday

Lined writing area for Sunday, September 24th.





" Believe you can and you're halfway there."

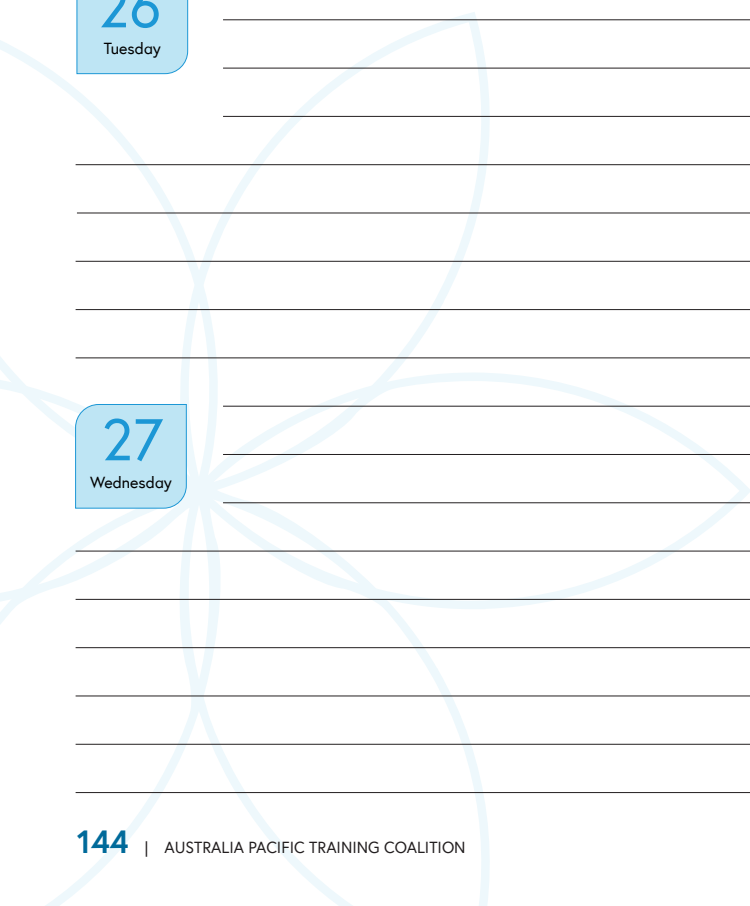
- Theodore Roosevelt

September | Week 40

25
Monday

26
Tuesday

27
Wednesday



"Start where you are. Use what you have. Do what you can."

- Arthur Ashe

September/October | Week 40

Handwriting lines for the first section of the page.

28
Thursday

Handwriting lines for the second section of the page.

Handwriting lines for the third section of the page.

29
Friday

Handwriting lines for the fourth section of the page.

30
Saturday

Handwriting lines for the fifth section of the page.

1
Sunday



October | Week 41

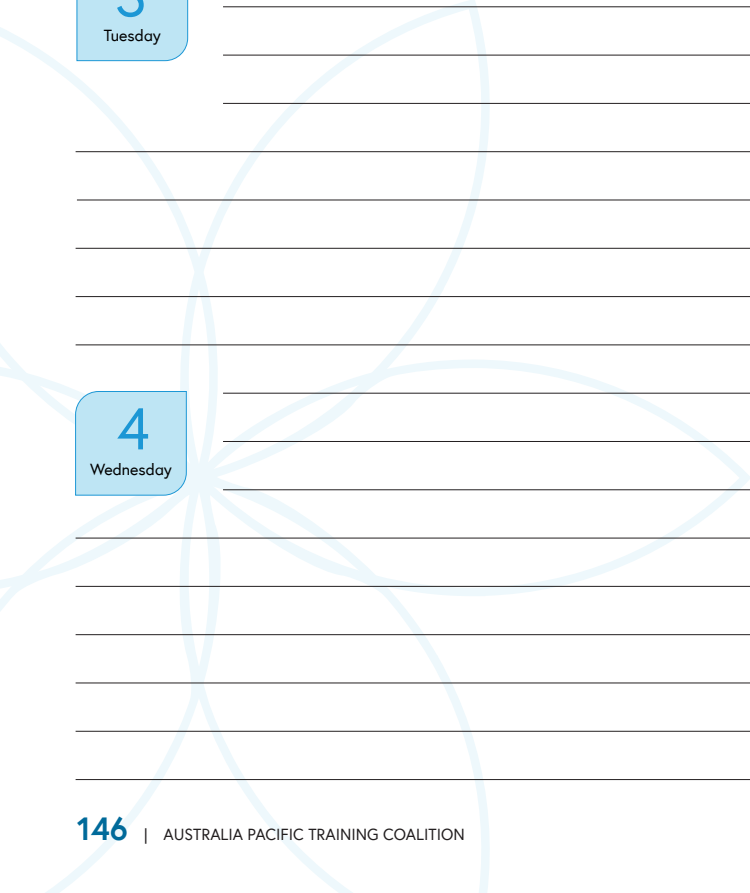
"Certain things catch your eye, but pursue only those that capture the heart."

- Theodore Roosevelt

2
Monday

3
Tuesday

4
Wednesday



" The best revenge is massive success."

- Frank Sinatra

October | Week 41

Lined writing area for the first three days of the week.

5
Thursday

6
Friday

Lined writing area for Saturday.

7
Saturday

Lined writing area for Sunday.

8
Sunday



"Either you run the day, or the day runs you."

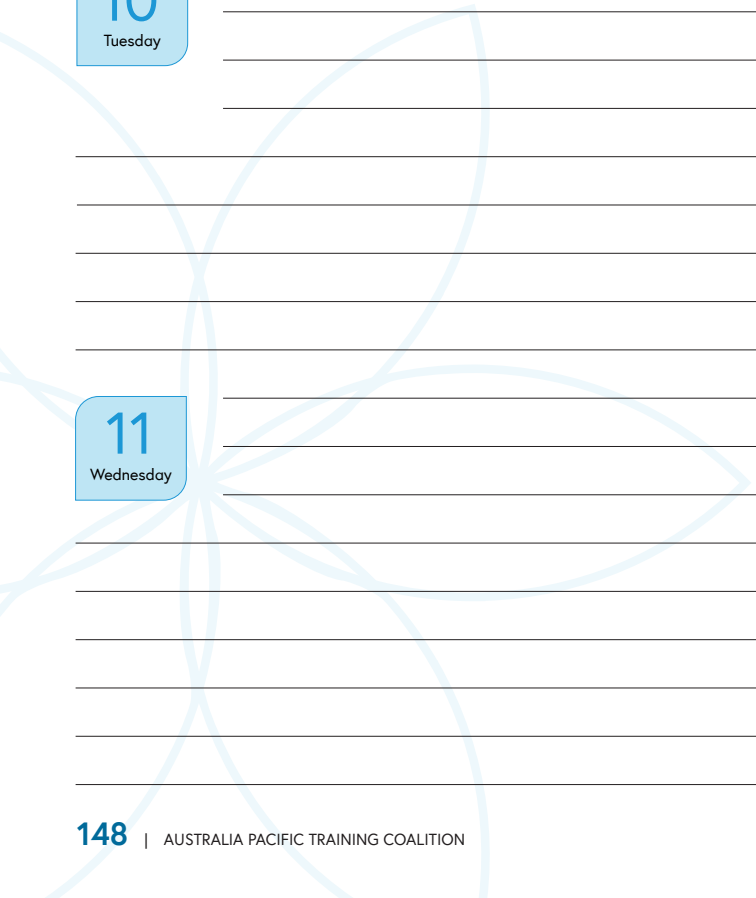
- Jim Rohn

October | Week 42

9
Monday

10
Tuesday

11
Wednesday



"I am not a product of my circumstances. I am a product of my decisions."

- Frank Sinatra

October | Week 42

12
Thursday

13
Friday

14
Saturday

15
Sunday



" We become what we think about. "

October | Week 43

- Earl Nightingale

16
Monday

17
Tuesday

18
Wednesday



"Two roads diverged in a wood, and I—I took the one less traveled by, and that has made all the difference."

- Robert Frost

October | Week 43

Lined writing area for the week of October 19-20.

19
Thursday

20
Friday

Lined writing area for October 21.

21
Saturday

Lined writing area for October 22.

22
Sunday

"We are what we repeatedly do. Excellence therefore is not an act but a habit."

- Aristotle

October | Week 44

23
Monday

24
Tuesday

25
Wednesday

"By failing to prepare, you are preparing to fail."

- Benjamin Franklin

October | Week 44

Handwriting practice lines for October 26th. A blue box on the right contains the text "26 Thursday".

Handwriting practice lines for October 27th.

Handwriting practice lines for October 27th. A blue box on the right contains the text "27 Friday".

Handwriting practice lines for October 28th.

Handwriting practice lines for October 28th. A blue box on the left contains the text "28 Saturday".

Handwriting practice lines for October 29th. A blue box on the right contains the text "29 Sunday".



October\November | Week 45

"Only surround yourself with
people who will lift you higher."
- Oprah Winfrey

30
Monday

31
Tuesday

1
Wednesday



"Learn from yesterday, live for today, hope for tomorrow."

- Albert Einstein

November | Week 45

Lined writing area for Thursday

2
Thursday

Lined writing area for Friday

3
Friday

Lined writing area for Saturday

4
Saturday

Lined writing area for Sunday

5
Sunday



"Learning is like rowing upstream, not to advance is to drop back."

- Chinese Proverb

November | Week 46

6

Monday

7

Tuesday

8

Wednesday



"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do."

- Pele

November | Week 46

Lined writing area for the first part of the page.

9
Thursday

Lined writing area for the second part of the page.

10
Friday

Lined writing area for the third part of the page.

11
Saturday

Lined writing area for the fourth part of the page.

12
Sunday



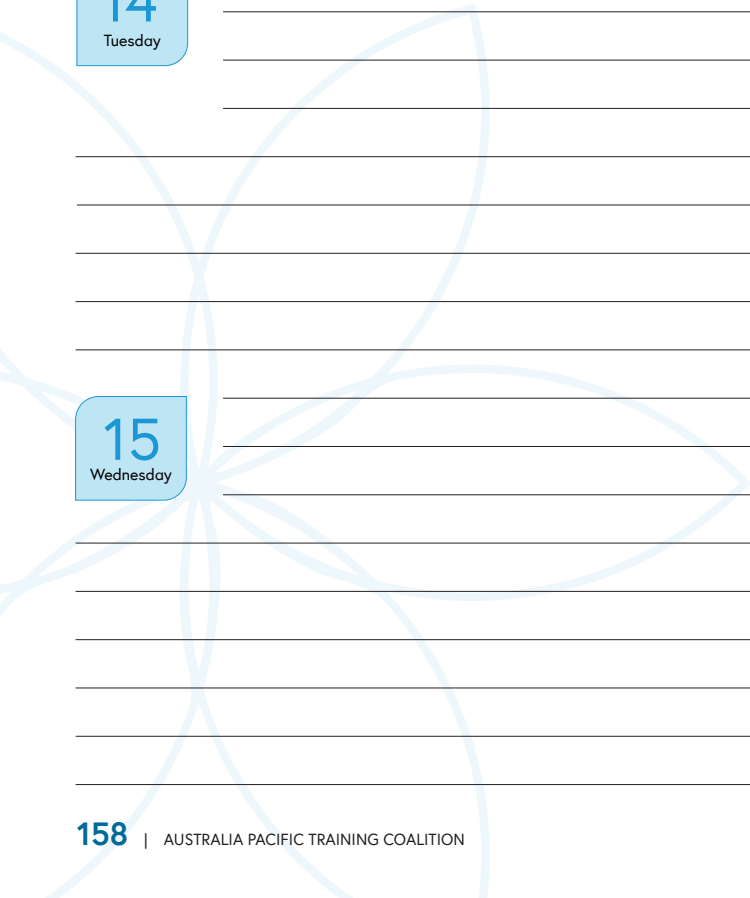
*"The best way to predict your future is to create it."
- Abraham Lincoln*

November | Week 47

13
Monday

14
Tuesday

15
Wednesday



"There are no traffic jams on the extra mile."

- Zig Ziglar

November | Week 47

Lined writing area for the week, consisting of multiple horizontal lines for notes.

16
Thursday

17
Friday

Lined writing area for Saturday, with a date label on the left.

18
Saturday

Lined writing area for Sunday, with a date label on the right.

19
Sunday



November | Week 48

The difference between ordinary and extraordinary is that little "extra."

- Jimmy Johnson

20
Monday

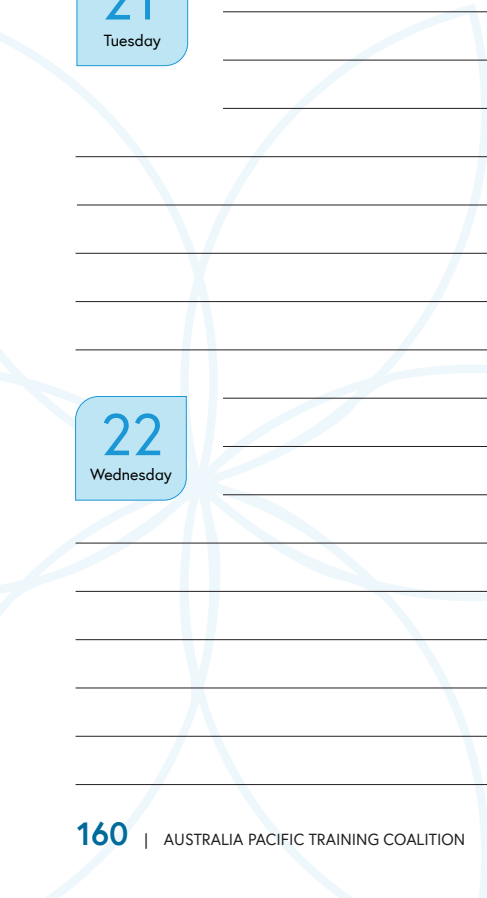
Lined writing area for November 20.

21
Tuesday

Lined writing area for November 21.

22
Wednesday

Lined writing area for November 22.



"You don't have to be great to start, but you have to start to be great."

- Zig Ziglar

November | Week 48

23
Thursday

24
Friday

26
Sunday

25
Saturday



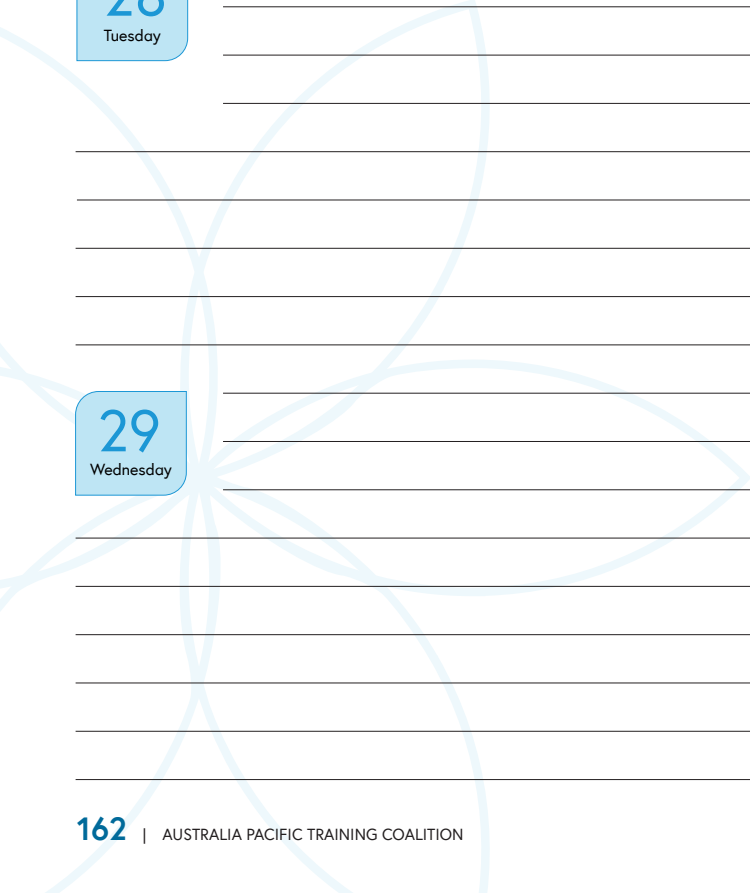
There are two kinds of people in this world: those who want to get things done and those who don't want to make mistakes.
- John Maxwell

November | Week 49

27
Monday

28
Tuesday

29
Wednesday



"Don't wish it were easier; wish you were better."

- Jim Rohn

November/December | Week 49

Lined writing area for Thursday.

30
Thursday

Lined writing area for Friday.

1
Friday

Lined writing area for Saturday.

2
Saturday

Lined writing area for Sunday.

3
Sunday



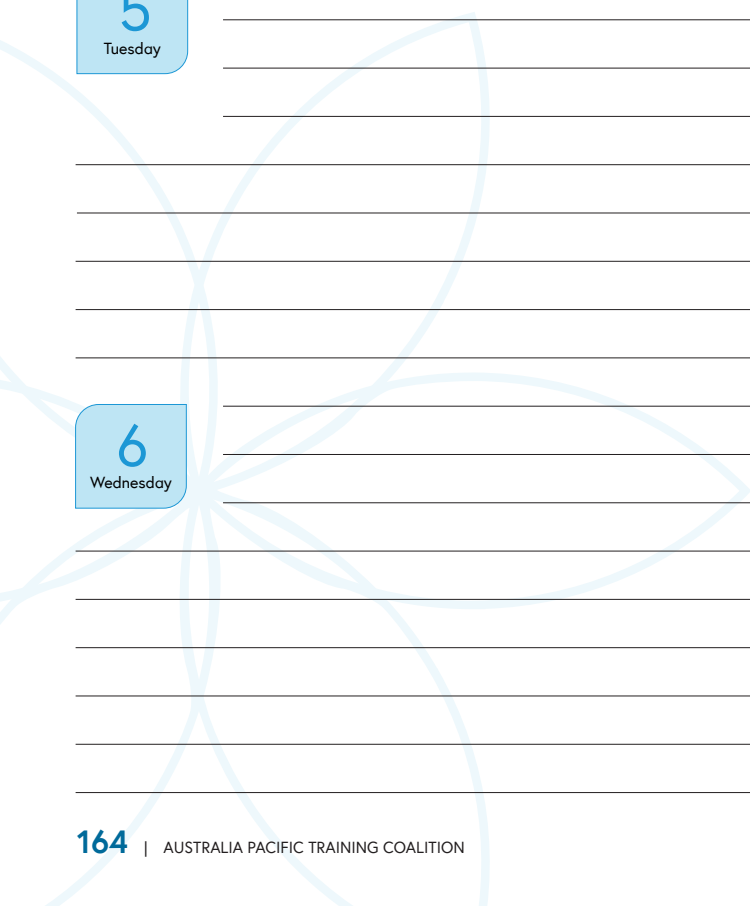
"Success is...knowing your purpose in life, growing to reach your maximum potential, and sowing seeds that benefit others."
- John Maxwell

December | Week 50

4
Monday

5
Tuesday

6
Wednesday



"A life spent making mistakes is not only more honorable, but more useful than a life spent doing nothing."

- George Bernhard Shaw

December | Week 50

7

Thursday

8

Friday

9

Saturday

10

Sunday



"Yesterday is history, tomorrow is a mystery, today is a gift of God, which is why we call it the present."

- Bil Keane

December | Week 51

11

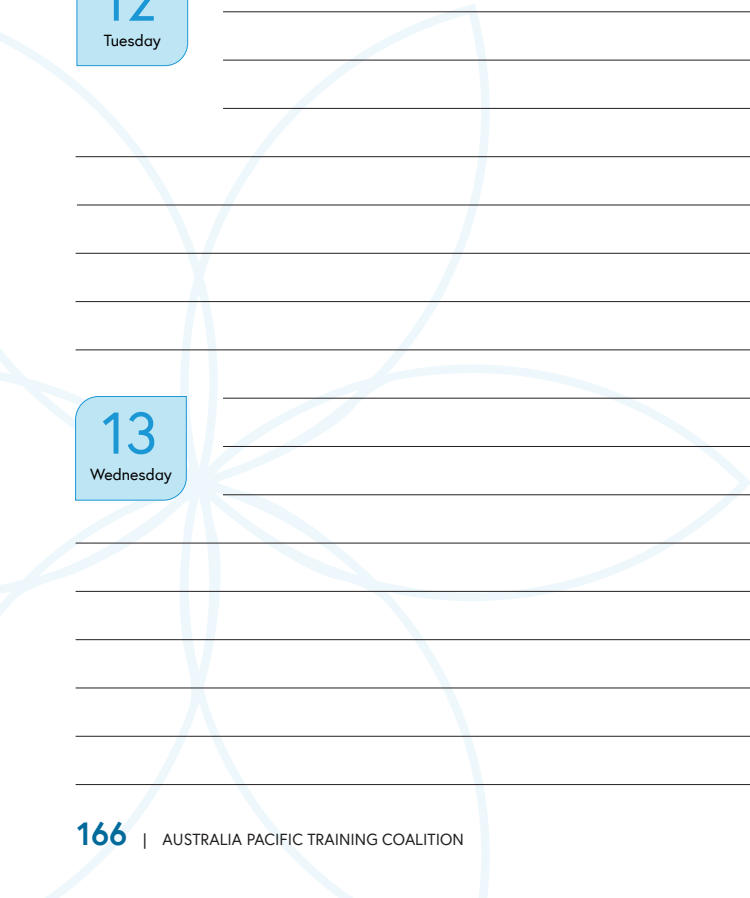
Monday

12

Tuesday

13

Wednesday





"Great minds discuss ideas, average minds discuss events, small minds discuss people."

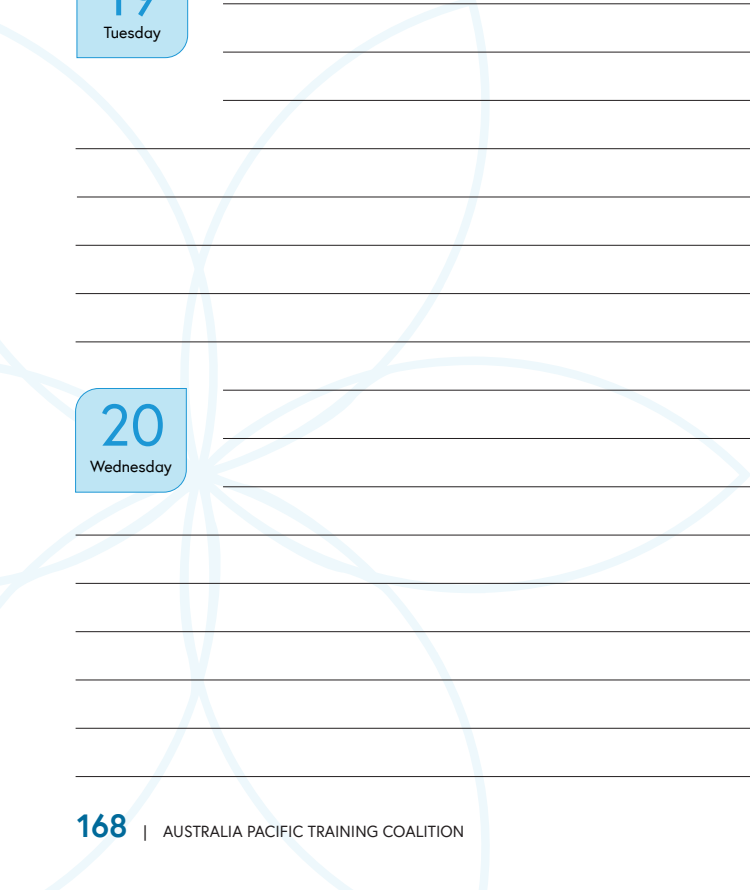
- Eleanor Roosevelt

December | Week 52

18
Monday

19
Tuesday

20
Wednesday



"Failure is simply the opportunity to begin again, this time more intelligently."

-Henry Ford

December | Week 52

Lined writing area for Thursday, December 21st.

21
Thursday

Lined writing area for Friday, December 22nd.

22
Friday

Lined writing area for Saturday, December 23rd.

23
Saturday

Lined writing area for Sunday, December 24th.

24
Sunday



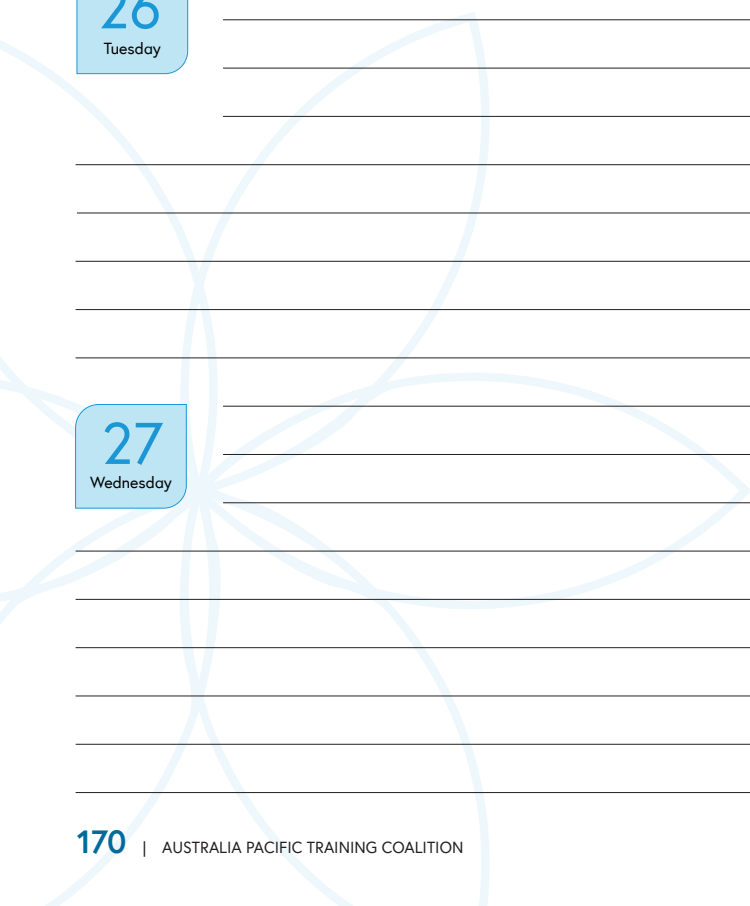
"Integrity is doing the right thing, even when no one is watching."
- C.S. Lewis

December | Week 53

25
Monday

26
Tuesday

27
Wednesday



"A ship is safe in harbor, but that's not what ships are for."

- William G.T. Shedd

December | Week 53

Handwriting practice lines for Thursday, December 28.

28
Thursday

Handwriting practice lines for Friday, December 29.

29
Friday

Handwriting practice lines for Saturday, December 30.

30
Saturday

Handwriting practice lines for Saturday, December 30.

Handwriting practice lines for Sunday, December 31.

31
Sunday

NOTES



NOTES

NOTES



Creating



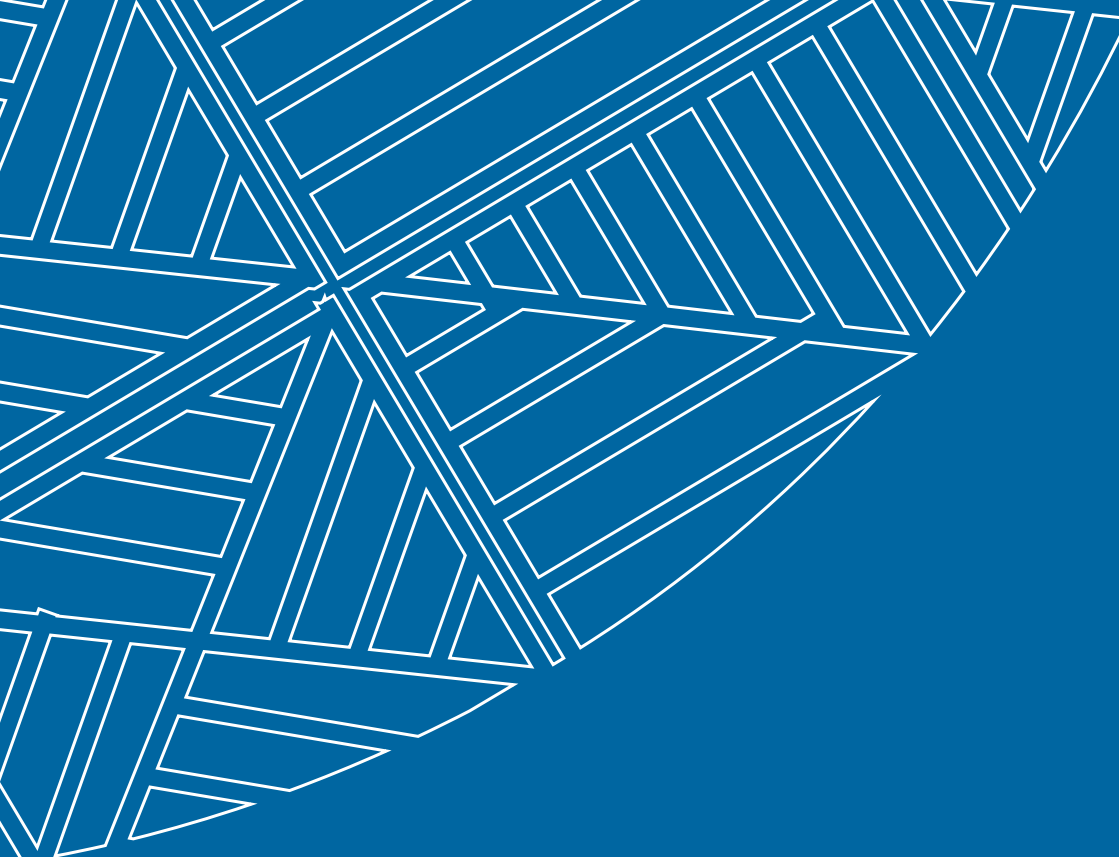
Skills



For



Life



2023

Student Handbook & Diary



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