



2024

Student Handbook



APTC is an Australian Government initiative in partnership with the Pacific and Timor-Leste
APTC is implemented by TAFE Queensland (RTO 0275)



Explore our courses



www.aptec.edu.au



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CAMPUS EMERGENCY CONTACT

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Electricity +679 3313333
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PAPUA NEW GUINEA

Ambulance +675 3256822
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SAMOA

Ambulance +685 911
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Hospital +685 911/+685 21212/+685 66564/+685 66565
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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
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Hospital +678 112 / +678 24012
Police +678 22222 / +678 111



19,000 +
Graduates



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WELCOME MESSAGE

Nicki Baird
APTC Executive Director

It is my pleasure to welcome you to the Australia Pacific Training Coalition (APTC). 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 19,000 APTC graduates. 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. We are 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 for 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 region.

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.

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 reprimand
- 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 and support to other students.
- Be truthful about your personal and financial situation and education, employment and 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 obtained from the relevant Country Director.
- Behave in a manner that will ensure you meet departure times/dates promptly. The Director Skills and Systems Strengthening (DSSS) will approve exceptions only in extraordinary circumstances.
- Advise APTC if you have, or suspect that you have, a communicable disease.
- APTC must be informed of any personal/family/work circumstances (e.g. medical or pregnancy) likely to affect the commencement or continuation of the course within the bursary period.

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 these 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 31 for information on Insurance Cover. APTC will take all reasonable steps to prevent and actively respond to incidents to ensure the safety of students and staff.

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 are 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
- 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, TikTok) 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:

- 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;
- Refraining from any verbal abuse towards LGBTQIA+ persons;
- Avoiding threats or actual physical confrontations or assaults of LGBTQIA+ persons;
- Abstaining from inappropriate use of electronic resources, devices, and social media in addressing or commenting on LGBTQIA+ persons; and
- Respecting the property of LGBTQIA+ persons.

Avoiding discrimination and harassment through insensitivity or ignorance:

- Using the gender, sexuality, name, and gendered prefix and pronoun, the LGBTQIA+ person nominates for themselves;
- Avoiding questioning the gender, sexuality, name, and gendered prefix and pronoun the LGBTQIA+ person uses for themselves;
- Refraining from asking what an LGBTQIA+ person's 'real' or 'birth' gender, sexuality, name, and gendered prefix and pronoun is;
- Avoiding discussing an LGBTQIA+ person's physical appearance, unless invited to do so; and
- 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 forms of major misconduct and will result in disciplinary action.

Instances of discrimination and harassment may also be unlawful behaviour and may result in further action being taken.

Providing Access to Facilities

APTC students are able to access the facilities (e.g. bathrooms and change rooms) that best correspond to their gender identity.

For example, transgender men (birth-assigned females who identify as male) are able to use male designated bathrooms and change rooms, and transgender women (birth-assigned men who identify as female) are able to use female designated bathrooms and change rooms.

Students accessing facilities that best correspond to their gender identity have no obligation to communicate their decision to use those facilities.

However, if you wish to communicate your use of a facility that corresponds to your gender identity with local staff or students you can discuss this with your local Student Services/Customer Services area, including using a Change of Personal Details Action Plan.

If you require increased privacy in access to facilities, you can ask Student Services/Customer Services for advice on how to accommodate your needs, for example accessing single stall or unisex bathrooms.

Amending APTC Records

Change of Preferred Name:

APTC allows students to make changes to their preferred name as they choose. No supporting evidence is required.

If you wish to change your designated preferred name, you can email your campus administration officer to have this updated in the system (for existing students).

Change of Legal Name:

APTC allows students to represent a change in legal name in cases where supporting evidence of a legal name change is presented, in particular:

1. A change of name certificate;
2. If you wish to change your designated legal name, you can email your campus administration officer to have this updated in the system (for existing Students).

Change of Gender:

APTC allows students to make changes to their designated gender as they choose. No supporting evidence is required.

If you wish to change your designated preferred name, you can email your campus administration officer to have this updated in the system (for existing students).

Implementing a Change of Preferred Name, Legal Name, or Gender:

When you have submitted your request for change along with any supporting evidence we will work with you to communicate these changes with appropriate staff and students. This is a joint effort and we'll respect your wishes for how we communicate your changes in details.

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 that 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.

Communicable Diseases

Your training may be located in a 'high risk' area for the transmission of communicable diseases (e.g. typhoid, flu, hepatitis, zika, dengue, HIV/AIDS etc.) or in close contact with others requiring the implementation of required 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 you are 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 for loss or damage.
- 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, then report it 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 adhere to the APTC Student Code of Conduct and obey local and national laws while demonstrating respect and a willingness to collaborate with others at all times during your training. Any disruption of class activities or distractions to others' 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, in accommodation or to attend any APTC student activity while 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.

Weapons

You are prohibited from bringing knives or other weapons onto APTC premises, unless the implement is intended for training purposes, such as a knife for cookery training. Possessing a weapon for self-defense purposes is not considered a valid excuse. Any threats to staff, students, or property will be regarded as serious misconduct and will be reported to the police.

Stealing

The unlawful taking of APTC tools, equipment, resources, or the belongings of other students and individuals is a criminal offence. Always seek permission from the relevant APTC staff before using APTC resources. Any acts of theft will be treated as misconduct, leading to disciplinary action and reporting 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 to study related activity. 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 to complete the required course study and tasks. 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.
- 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 the value of information technology and electronic resources as essential tools for learning.

These resources include computers and other devices, internet and services provided by APTC such as the Learning Management System, email, and various websites and forums.

You are encouraged to make use of these resources for purposes relating to your education and training.

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

Misuse of Information Technology and Electronic Resources

You are expected to refrain from the misuse of information technology and electronic resources.

Misuse refers to wrongful, improper, inappropriate, unauthorised, or unlawful use of information technology and electronic resources, including:

- Excessive personal use;
- Accessing or downloading website materials or files or transmitting material that is defamatory (including posting defamatory statements on the internet);
- Accessing, displaying, disseminating, or storing obscene or offensive material including abusive, pornographic, profane, or sexually oriented material;
- Using of information technology or electronic resources to access or distribute material that promotes hatred or discrimination based on age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status;
- Using information technology or electronic resources to stalk, harass, threaten, bully, or intimidate anyone;
- Downloading, uploading, copying, storing or distributing software applications or other material with content that is illegal;
- Using information technology or electronic resources to access or to assist in concocting or distributing illegal drugs or dangerous materials;
- Breaching copyright, such as unlicensed copying of a computer program;
- Intercepting, attempting to steal or alter data (hacking), unlawfully accessing, altering, or falsifying electronic documents or programs; and
- Deliberately vandalising information technology or electronic resources.

Addressing Misuse of Information Technology and Electronic Resources

APTC reserves the right to:

- Moderate access to internet services, including filtering of websites, and blocking selected non-educational and training websites, in order to improve the speed and quality of education and training delivery;
- Monitor and record all usage of its computer networks; and
- Access a student email account where it is considered that there may have been misuse of the email system.

The misuse of information technology and electronic resources is a form of student misconduct, and will be managed under the student misconduct process.

Instances of misuse of information technology and electronic resources may also be unlawful behavior and may result in further action being taken.

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.
- 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 follow the instructions provided by APTC staff to prepare for various emergency situations, such as tsunamis, fires, earthquakes, or political upheavals.

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.

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 or 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 Identification Card

If eligible, you will be issued a student photo identification card during the first week of class. 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.

Disability Assistance

Identification and Assessment of Support Needs:

If you have a disability, impairment, or long term condition, you are encouraged to advise APTC about this as part of your admissions application, through the:

- Student application form, or
- Advising APTC staff at your orientation.

Once you do this, we'll consult with you to discuss your circumstances, this may include review of medical documentation and any previous support arrangements. From there we will assess what types of support might help you with your study, and determine our capacity to meet these needs.

Development and Implementation of Support Plans:

Where this assessment has identified support needs, we'll work with you to develop a Support Plan, which will outline how we'll provide support for you, for example for:

- Any course requirements you might have;
- Any adjustments to the classroom or practical setting; and
- Other additional services.

We'll only share this information with relevant staff, to ensure you're getting the support you need.

From there, we'll work with you to implement your Support Plan, and review the plan on a regular basis, to ensure it's up to date.

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 Director Skills and Systems Strengthening (DSSS) 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 DSSS 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.

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	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	APTC	Country Office Team
			Medical conditions arising whilst in the country of training, including travel period	Student (unless major illness requiring approval for APTC to pay)	Student Travel 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 supported by a medical certificate.
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)

Recognition of Prior Learning (RPL) is a process that provides you with an opportunity to receive credit for the formal and non-formal learning you have undertaken.

The RPL process takes into account all relevant skills, knowledge, and experience that you have. Through the assessment process you may be able to gain a complete qualification or, if you have gaps in your knowledge, parts of a qualification, which you can then complete with additional training.

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.

Credit Transfer

Credit transfer is a process that provides you with credit for previous formal study that is equivalent to your nominated qualification.

Current and prospective students are eligible to apply for credit transfer when:

- You have previously successfully completed the unit/s through an Australian accredited registered training organisation; or
- The unit/s is embedded within the qualification in which you are enrolled. Where the relevant unit/s are electives within the qualification's packaging rules, only the required number of electives for the qualification will be eligible for credit.

Discuss this directly with your trainer or administration officer at orientation if you think this applies to you.

Assessment

There are a variety of forms of assessment that you will undertake throughout your education and training with APTC, including:

- Written assessments (including projects, applied research, assignments, and case studies);
- Practical assessments (including demonstrations, practical tasks, and role plays);
- Examinations/tests; and
- Work-based activities (including vocational placements, professional practice, live work, and work-based projects);

Trainers will provide you with a Qualification Guide and other material about the assessment rules relevant to you at the commencement of your education and training.

To be successful, you need to:

- Attend/participate in all scheduled assessment;
- Submit written assessment on or before the due date (unless an extension has been granted);
- Follow all assessment instructions, including submission requirements;
- Undertake assessment honestly, without any form of cheating, plagiarism or collusion; and
- Retain copies of all assessment for at least 14 days after you receive your final grade. In the case of an appeal, this timeframe may be longer.

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 making 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.

Talk to your trainer for more information.

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 may be able to re-submit the assessment item.

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, and will be required to re-enrol in the competency.

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.

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' (WID) 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 based on the following grounds through the 'Enquiries and Feedback' form on the APTC website:

- 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 Grievances (Complaints) and Appeals section on page 45 of the handbook.



MISCONDUCT AND CONSEQUENCES

APTC is committed to ensuring a fair and just learning environment by ensuring that students and other stakeholders have access to processes that allow for allegations of student misconduct to be resolved.

Misconduct is any behaviour or action that is deemed inappropriate and can disrupt the learning of self and others, interfere with APTC operations, inhibit or prevent staff members from carrying out their duties, or endanger the health and safety of yourself, other students or staff.

The types of misconduct are:

- Behavioural Misconduct: Inappropriate personal conduct and behaviour.
- Academic Misconduct: Inappropriate conduct and behaviour when undertaking education and training activities.

Examples of Misconduct

Misconduct is generally broken into two types:

- Minor Misconduct; and
- Major Misconduct.

Whilst these are sometimes dependent on the context of what has occurred, below are some guidelines of which each involves.

Minor Misconduct

Personal conduct and behaviour that breaches the APTC student code of conduct, but where the extent or impact of the breach is not substantial, such as:

Behavioural Misconduct

- Use of inappropriate or offensive language;
- Failure to comply with directions from APTC staff;
- Inappropriate use of personal electronic devices; and
- Inappropriate clothing, including clothing that contains offensive language or images that may offend others.
- Smoking on APTC campuses and sites (including burning tobacco products, herbs, drugs, or the vapour from a personal vaporiser, e-cigarette, or other device).

Academic Misconduct

- Minor breach of assessment and academic progression rules, including:
- Failure to comply with directions from a APTC staff member for a classroom or learning activity.

Major Misconduct

Personal conduct and behaviour that breaches the APTC student code of conduct, and where the extent or impact of the breach is substantial, such as:

Behavioural Misconduct

- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief;
- Behaviour that subjects another person to an unsolicited act of physical intimacy, makes an unsolicited demand or request of a sexual nature to another person, makes a remark with sexual connotations relating to the other person, or engages in any other unwelcome conduct of a sexual nature towards the other person;
- Abusive or aggressive behaviour that causes offence, fear, or harm to others, such as verbal abuse or making threats to others;
- Use of technology to hurt, threaten, harass, or humiliate another person and cause fear and distress, including use of collaboration and communication functions with systems/platforms and social media channels;
- Physical violence directed to others;
- Being under the influence of prohibited drugs and/or substances, including alcohol, kava, betel nut, inhalants, drugs etc. at any APTC event, location or accommodation
- Possessing dangerous articles or banned substances;
- Wilfully obstructing or disrupting any official meeting, ceremony, activity, class or examination;
- Wilfully damaging or wrongfully dealing with APTC property and resources, or the property of others persons;
- Making a false representation concerning your identity or status as a student
- Trespassing or knowingly entering any place within APTC premises that is out of bounds to students;
- Refusing to obey health and safety and emergency procedures;
- Attempt at a cyber attack on a APTC system, incorporating any actions to disrupt, deny, degrade, destroy, or gain unauthorised access to information resident in computers and computer networks, or the computers and networks themselves; and
- Repeated instances of minor behavioural misconduct.

Academic Misconduct

Major breach of assessment and academic progression rules, including;

- Directly copying another person's work without proper acknowledgement;
- Using or developing another person's ideas without acknowledging them;
- Using the work of other students (with or without their permission) and claiming it as your own;
- Handing in an assessment item that is a duplicated or copied from another person;
- Colluding with another student in a deceitful way to develop a submission for an assessment that is restricted to an individual attempt;
- Using notes or other resources without permission during formal assessment;
- Having several people write one assessment response or exercise and hand in multiple copies, all represented (implicitly or explicitly) as individual work;
- Contributing APTC study materials and/or assessment to third party online platforms (e.g. Course Hero) that are accessed by the public to obtain study resources (this at a minimum constitutes copyright infringement, and may be considered as colluding with another student in a deceitful way to develop a submission for an assessment that is restricted to an individual attempt);
- Obtaining and using assessment answers or solution from a teacher without permission;
- Misrepresenting, falsifying, misstating or fabricating data, results or information used for the purposes of assessment;
- Providing fraudulent certification in order to gain academic credit or recognition;
- Failing to comply with instructions relating to the conduct of assessment/ examinations;
- Failing to participate in structured training, assessment or other course related activities;
- Failing to attend the formal meetings scheduled to discuss your academic progression;
- Failing to adhere to the learning intervention strategies developed to support your academic progression;
- Not working towards achieving the qualification or statement of attainment stated in the training contract, and
- Repeated instances of minor academic misconduct.

Consequences

Immediate Suspension

In cases of either minor or major misconduct, APTC reserves the right to immediately suspend you from your education/training for a minimum period of 24 hours. The suspension period may be longer than 24 hours in cases of major misconduct.

You will be advised of the date you can return to your education/training.

Whilst suspended, you are not entitled to enter TAFE Queensland premises or use its facilities.

Disciplinary Process

Informal Disciplinary Process

If the misconduct is minor in nature, APTC may deal with it informally.

In this case APTC may choose an informal method of addressing the issue, such as an interview, counselling session, or offer of support, with arrangements made to improve your behaviour in the future.

Formal Disciplinary Process

If the misconduct is major in nature (or involves repeated instances of minor misconduct) APTC will deal with it formally.

In this case APTC will provide you with a Student Allegation of Misconduct Notice, to outline the nature of the misconduct and process of dealing with the misconduct.

You have the right to respond to the Student Allegation of Misconduct Notice via a meeting or written submission within 5 business days of the date of the notice.

If you are attending a meeting, you may invite a parent, guardian or advocate (however, they must not be another student involved in or associated with your case).

If you are not in attendance at the scheduled meeting or do not respond in writing within 5 business days, the disciplinary process will continue to determine whether misconduct is substantiated.

APTC will then inform you of its disciplinary decision through a formal Student Disciplinary Decision Notice within 5 business days of the date of the decision. The decision notice will set out the decision findings and your right of appeal.

APTC will ensure that the decision only takes effect after any appeals process requested has been completed.

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

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 Appeals on page 47).

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.

Appeals

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.

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.

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 a 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. 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 information about joining 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. When registering with the NLSU, ensure you declare that you are an APTC graduate and provide them with a copy of your APTC qualification.

COUNTRY CONTACT

Fiji	Register your interest at your local National Employment Centre or email (fores@govnet.gov.fj). You can also call (+679 3303500), (+679 9906 421) or (+679 892 5087).
Kiribati	Please email the Senior Labour Officer at the Ministry of Employment and Human Resources at (slo.eu@employment.gov.ki), (lo.ner@employment.gov.ki), (slo.eu@employment.gov.ki) or phone (+686 750 21068) or (+686 75021018).
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 72857281) or (+675 73914173).
Samoa	For more information, please contact the Labour Mobility Unit by phone (+685 20 441) or by email (leep@mcil.gov.ws).
Solomon Islands	Please contact the Labour Mobility Unit 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 dneefsefope.gov.tl or facebook.com/sefopednee for more information.
Tonga	Please contact the Overseas Employment Division by phone on (+676 26820) 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.

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 have experienced or are at the risk of domestic violence.

Domestic Violence Helpline Number: 1560

www.fjiwomen.com

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

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/>

Suva Counselling Centre

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

Lautoka Counselling Centre

(Lautoka Hospital – Beside Antenatal 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

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: tncwinfo@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 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 are at the 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

1-Tok Kaunselin Helpim Lain

Lain Port Moresby (national reach)
Phone: 7150 8000 (Toll Free)

Nazareth Centre for Rehabilitation

Arawa, Buka, Buin and Chabai
in the Autonomous Region of
Bougainville
Phone: 7474 3889

Men's Hub:

Awara, Autonomous Region of
Bougainville
Phone: 79181173

Coupe Safe House

Kokopo – East New Britain
coupe- housepng@gmail.com
Phone: 73477303 / 9400174

Nana Kundi Crisis Centre

Maprik, East Sepik
Phone: 7298 8037

St Anna Crisis Centre

Wewak, East Sepik
Phone: 7132 5060

Family for Change

Wewak, East Sepik
Phone: 7377 8013

Kafe Urban Settlers Women's Association

Goroka, Eastern Highlands Province
Phone: 72998310

Eastern Highlands Family Voice

Goroka, Eastern Highlands Province
Phone: 72998310

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

Email: info@femilipng.org

Lae

7091 4027 or 472 8904

Port Moresby

7916 9063 or 325 1018

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

PUBLIC HOLIDAYS

Disclaimer:

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

AUSTRALIA (QLD)

New Year's Day	Monday 1 January
Australia Day	Friday 26 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
ANZAC Day	Thursday 25 April
Labour Day	Monday 6 May
Royal QLD Show	Wednesday 14 August
King's Birthday	Monday 7 October
Additional DFAT PH	Monday 23 December
Christmas Eve	Tuesday 24 December
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
Additional DFAT PH	Friday 27 December



AUSTRALIA (VIC)

New Year's Day	Monday 1 January
Australia Day	Friday 26 January
Labour Day	Monday 11 March
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
ANZAC Day	Thursday 25 April
King's Birthday	Monday 10 June
Melbourne Cup	Tuesday 5 November
Additional DFAT PH	Monday 23 December
Additional DFAT PH	Tuesday 24 December
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
Additional DFAT PH	Friday 27 December



FIJI

New Year's Day	Monday 1 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Girmit Day	Monday 13 May
Ratu Sir Lala Sukuna Day	Friday 31 May
Prophet Mohammed's Birthday	Mon 16 September
Fiji Day	Thursday 10 October
Diwali	Friday 1 November
Additional DFAT PH	Monday 23 December
Additional DFAT PH	Tuesday 24 December
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
Additional DFAT PH	Friday 27 December

KIRIBATI

New Year's Day	Monday 1 January
Independence Day	TBC
International Women's Day	TBC
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Constitution Day	TBC
Culture Day	Thursday 11 July
National Day	Friday 12 July
National Youth Day	Monday 5 August
Education Day	Friday 4 October
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
Additional DFAT PH	Friday 27 December



NAURU

New Year's Day	Monday 1 January
Independence Day	Wednesday 31 January
International Women's Day	Friday 8 March
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Easter Tuesday	Tuesday 2 April
Constitution Day	Friday 17 May
RONPhos Handover Day	Monday 1 July
Ibumin Earoeni Day	Monday 19 August
Sir Hammer DeRoburt Day	Wednesday 25 September
Angam Day	Monday 28 October
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December

PAPUA NEW GUINEA

New Year's Day	Monday 1 January
National Remembrance Day	Monday 26 February
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Reconciliation Day	Monday 27 May
Sovereign's Birthday	Monday 17 June
National Repentance	Monday 26 August
Independence Day	Monday 16 September
Labour Day	Monday 7 October
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
Additional DFAT PH	Friday 27 December
Additional DFAT PH	Monday 30 December



SAMOA

New Year's Day	Monday 1 January
Day after New Year's Day	Tuesday 2 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Mother's Day	Monday 13 May
Father's Day	Monday 12 August
White Sunday	Monday 14 October
Additional DFAT PH	Monday 23 December
Additional DFAT PH	Tuesday 24 December
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
Additional DFAT PH	Friday 27 December
Additional DFAT PH	Monday 30 December

SOLOMON ISLAND

New Year's Day	Monday 1 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
White Monday	TBC
King's Birthday	TBC
Independence Day	Monday 8 July
Additional DFAT PH	Monday 15 July
Additional DFAT PH	Monday 7 October
Additional DFAT PH	Monday 23 December
Additional DFAT PH	Tuesday 24 December
Christmas Day	Wednesday 25 December
National Day of Thanksgiving	Thursday 26 December
Additional DFAT PH	Friday 27 December



TONGA

New Year's Day	Monday 1 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
ANZAC Day	Thursday 25 April
Emancipation Day	Monday 3 June
King Tupou VI's Birthday	Thursday 4 July
Crown Prince Tupouto'a Ulukalala's Birthday	Tuesday 17 September
National Day	Monday 4 November
King Tupou's I's Day	Monday 2 December
Additional DFAT PH	Tuesday 24 December
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
Additional DFAT PH	Friday 27 December

TUVALU

New Year's Day	Monday 1 January
Commonwealth Day	Monday 11 March
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Gospel Day	Monday 13 May
National Children's Day	Monday 5 August
Tuvalu Day	Tuesday 1 October
Tuvalu Day Holiday	Wednesday 2 October
Additional DFAT PH	Monday 23 December
Additional DFAT PH	Tuesday 24 December
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
Additional DFAT PH	Friday 27 December



TIMOR-LESTE

New Year's Day	Monday 1 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Labour Day	Wednesday 1 May
Restoration of Independence	Monday 20 May
Reconciliation Day	Wednesday 29 May
Popular Consultation Day	Friday 30 August
All Saints' Day	Friday 1 November
National Youth Day	Tuesday 12 November
Proclamation of Independence	Thursday 28 November
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
National Heroes Day	Tuesday 31 December

VANUATU

New Year's Holiday	Monday 1 January
Father Walter Lini Day	Wednesday 21 February
Chief's Day	Tuesday 5 March
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Labour Day	Wednesday 1 May
Children's Day	Wednesday 24 July
Independence Day	Tuesday 30 July
Assumption Day	Thursday 15 August
Constitution Day	Friday 4 October
Unity Day	Friday 29 November
Christmas Day	Wednesday 25 December
Family Day	Thursday 26 December

SEMESTER 1 2024 CALENDAR

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	29		

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 2024 CALENDAR

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	30

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				





AUSTRALIA PACIFIC
TRAINING COALITION

Creating Skills For Life



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

APTC is implemented by TAFE Queensland (RTO 0275)

