

Navitas English Perth Student Handbook

Address: 211 Newcastle St Northbridge Western Australia 6003

Tel: +61 (08) 6330 1600

Email: english@navitas.com

Web: navitasenglish.edu.au

CRICOS Provider code: 00289M

Welcome to Navitas English Perth

Hello, welcome to the school and we are very glad you have chosen to study with us. Navitas English Perth has a very friendly and dedicated team of teachers and administrative support staff who all work very hard to make your studies and life in Perth both successful and enjoyable.

Please read this handbook carefully because it will give you lots of information about your course and ways for you to make the most of your time with us. It will also explain how the different staff members at Navitas English Perth can help you with any problems you may have.

Enjoy your course with us



*Simon Baronowitz
Centre Manager and Director of Studies (CM-DoS)*

Table of Contents

Your Courses	3
Certificates.....	9
Your Timetables.....	9
myStudy Options	10
Attendance.....	12
Welfare Checks.....	13
English Only Policy	13
Asking for help	14
The Student Code of Conduct	15
Course or Centre Changes.....	17
Your Accommodation.....	19
Your Safety	19
Perth Transport Information	22
Working in Perth.....	23
Complaints and Appeals.....	24
Information for Under 18-year-old Students.....	27
Navitas English Policies and Forms	28

Your Courses

You might be studying Academic English, General English, IELTS Preparation or Cambridge Examination Preparation or a combination of these courses with Navitas English.

All our courses are currently in face-to-face study mode with no courses taught online. There are 4 hours of face-to-face classes each day, 20 hours of classes per week. Some students choose to study part-time which is 4 hours of face-to-face classes Mondays to Thursdays. Part-time study is for non-student visa holders only.

The maximum number of students in all Navitas English courses is 18 students per class.

Click on the link to see a [diagram of Navitas English courses with IELTS & CEFR levels](#)

Academic English (AE)

Academic English is for students who want to prepare for and gain entry to further and higher education courses without needing to take an official test such as IELTS or Pearson Academic.

The Academic English program is divided into 4 levels. Each course level runs for 10 weeks.

Level	Language level
Academic English – Level 1 CRICOS code: 11367A	Low Intermediate to Intermediate
Academic English – Level 2 CRICOS code: 11368M	Intermediate to Upper Intermediate
Academic English – Level 3 CRICOS code: 109382J	Upper Intermediate to Advanced
Academic English – Level 4 CRICOS code: 109383H	Advanced

What will I study in Academic English?

Academic English courses provide the skills and confidence to study at all types of college or for most university undergraduate or post graduate program. Successful completion of the Academic English – Level 3 and 4 courses gives direct entry to many institutions without the need to take an international English test, like IELTS, TOEFL, or PTE.

Academic English 1

Academic English introduces academic writing, reading, listening, and speaking skills through general coursework, seminars, factual reports, and assignments. Test taking skills are developed and practised.

Academic English 2

Academic English provides a broad academic language foundation and introduces students to a range of academic texts, building on the skills base of the Level 1 course.

Academic English 3

Academic English provides further skills development to advanced levels in academic writing, listening, reading, and speaking. Independent research skills are practised for seminar preparation and written essays.

Academic English 4

Academic English has an integrated approach to the development of academic skills of writing, reading, listening, and speaking at an advanced level, focusing on critical analysis of information. Independent research skills are practiced for seminar presentations and academic reports.

Academic English students are given detailed course outlines on the first day of the course.

Direct Entry

On successful completion of Navitas English's Academic English courses you may gain direct entry [to over 70 of Australia's leading colleges and universities](#) (undergraduate and postgraduate courses). Some institutions from the full list are:

Universities	Vocational Colleges (degrees available too)
Curtin University (Perth)	Curtin College (Perth)
	Edith Cowan College
Edith Cowan University	TAFE International Western Australia (TIWA)
	Australian College of Applied Psychology (ACAP)
Murdoch University	SAE Institute (Perth)
	Australian Professional Skills Institute
	Sheridan Institute of Higher Education

Assessment & Course Progress for Academic English

Requirements to achieve satisfactory course progress

Academic English 1 & 2

Students are required to achieve:

- an overall total of at least 60%
- a minimum of 55% on all written coursework assignments and the Seminar assessment
- a minimum of 55% for the combined total of the Unit A and Unit B examinations for Reading, Writing, Listening and Speaking
- a minimum of 55% in the Participation assessment

Academic English 3

Students are required to achieve:

- an overall total of at least 60%
- a minimum of 55% on all written coursework assignments
- a minimum of 55% for the combined total of spoken coursework assessments
- a minimum of 55% for the combined total of the Unit A and Unit B examinations for Reading and Listening
- a minimum of 55% in the Participation and e-Portfolio assessments.

Academic English 4

Students are required to achieve:

- an overall total of at least 60%
- a minimum of 55% on all written coursework assignments
- a minimum of 55% in the integrated examination
- a minimum of 55% for the combined total of spoken coursework assessments
- a minimum of 55% for the Unit B examinations for Reading and Listening
- a minimum of 55% in the Participation and e-Portfolio assessments

In each course, students are allowed to either resit one in-class examination or submit a main assignment. Students who do not pass based on the above have the opportunity to take either half, or all of the same level of Academic English again.

Note that some Navitas English direct entry partners have their own additional requirements. For further details refer to the [list of Direct Entry agreements on the Navitas English website](#).

Failure to achieve satisfactory course progress

Students are considered to have failed an Academic English course if they are unable to pass according to the criteria detailed above.

Academic English course outcomes can also be found on the Navitas English website.

Assessment Appeals Procedure

If you wish to have your assessment results reviewed you may request this through your teacher, who will ask the Academic English Senior Teacher to arrange a reassessment of your work. If you are not comfortable talking to your teacher about this, you may discuss it with the Academic English Senior Teacher. Any unresolved academic disputes may be referred to the Director of Studies.

Appeals against assessment results must be made within six months of the assessment or before the issuing of certification, whichever comes first.

General English (GE) CRICOS Code: 0101937

General English is for students who want to improve their overall English skills and using topics in class such as travel, lifestyle, technology, and entertainment. The course is ideal if you need to improve your English before starting an exam preparation course like IELTS Preparation or Cambridge Preparation.

We have five levels of **General English** at Navitas English. Students usually spend **10 -15 weeks** at each level:

Language level	Course duration*
Elementary	10 – 15 weeks
Pre-Intermediate	10 – 15 weeks
Intermediate	10 – 15 weeks
Intermediate Plus	10 – 15 weeks
Upper-Intermediate	10 – 15 weeks
Advanced	10 – 15 weeks

*students may need to study more or less than 10-15 weeks for each level depending on their level when they start the course, their attendance, and their language learning abilities and effort. Students can start the GE course any Monday and they can choose how many weeks to study depending on visa type limitations.

What will I study in General English?

You will study speaking, listening, writing, and reading skills plus grammar and vocabulary that improve your overall English skills. There are lots of opportunities to learn about your classmates, their cultures, and interests. GE is a fun and exciting language learning course that can help you at work, play and with the next steps for your career or higher education goals.

How does Navitas English decide which class to put me in?

On your first day at Navitas English, the academic team will test your English and they will put you in the class most suited to your overall English language ability. If you have submitted an official test score such as IELTS or have a result from the Navitas English Overseas Test and it has been accepted and confirmed by Navitas English in writing, you are not required to do a test on your first day to determine your level.

However, the academic team will do a speaking assessment with all new students on day one to check your level. It helps them to know your strengths and weaknesses so your teacher can work with you on improving your needed areas.

Assessment & Course Progress for General English

Requirements to achieve satisfactory course progress

Students are required to demonstrate communicative competence in 3 of the 4 macro skills (speaking, listening, reading, and writing) sufficient for progression to the next highest level after 10-15 weeks of study at a particular level, both in weekly assessments and participation in interactive classroom activities.

For example, after spending 10-15 weeks in Elementary (CEFR A2) a student is expected to demonstrate communicative competence at Pre-Intermediate level (CEFR B1) in at least 3 of the following: speaking, listening, reading and writing.

Students who are not able to demonstrate progress on this basis may continue to study in the same level beyond the first 15-week period and then have a maximum of 10 more weeks to demonstrate communicative competence at the next highest level.

Failure to achieve satisfactory course progress

Unless there are justifiable reasons (see below), a student who is unable to demonstrate communicative competence in 3 of the 4 macro skills sufficient for progression to the next highest level after 25 weeks in the same level of General English is considered to have failed to achieve satisfactory course progress and may be reported to immigration. For example:

GE Level	Duration of Study	Action
Pre-Intermediate	15 weeks (3 of 4 macro skills fails)	Academic counselling with the Teacher or Senior Teacher
Pre-Intermediate	10 more weeks (up to 25 weeks of study at the same level)-no progress is shown; 3 of 4 macro skills fails.	Meeting with the Centre Manager <i>Intend to report letter</i> for the lack of progress* Reported to Immigration for not meeting student visa requirements

*In accordance with complaints and appeals procedure which can be found on our website [here](#), you will have up to 20 working days to make an internal appeal before you are due to be reported by the centre manager. You will also be provided the information regarding how to make an external appeal.

Navitas English will consider any justifiable reasons for students not to progress after 25 weeks.

These may include learning difficulties, conditions such as stress, anxiety, ongoing homesickness, and personal matters impacting studies such as financial hardship or relationship issues. You will not be reported if you demonstrate and evidence of such issues but may be encouraged to take a course break and in some cases, to seek professional help.

Students who are reported for failure to make course progress may be demonstrating in-class behaviour such as purposefully not concentrating or participating in class activities, not paying attention to the teaching such as in constant use of their mobile devices, showing no commitment to advice from the teacher(s) or senior teachers after 15 weeks of study at the same level, and not taking advantage of study support such as 1:1 teacher appointments and attending the myStudy program.

General English course outcomes are on the Navitas English website.

IELTS Preparation CRICOS Code: 093053F

IELTS (International English Language Testing System) is an internationally recognised test. Please use IELTS scores for employment, migration (visa to stay in English speaking countries), and further study at TAFEs, vocational colleges, and universities. The course will help higher level students develop their speaking, listening, writing, and reading skills. There are two class levels:

IELTS Levels	IELTS Band score	Course Duration
IELTS Upper-intermediate	5.0 to 5.5	1-25 weeks
IELTS Advanced	5.5 to 7.5	1-25 weeks

What will I study in IELTS?

You will study speaking, listening, writing, and reading skills with test preparation strategies for both the Academic and General test components of the exam. You will do regular practice tests and mock tests so that you are fully prepared for the official IELTS test. Navitas English recommends a minimum of 4 weeks of study so you are familiar with all the test sections, but students can start any week and choose the number of weeks they study depending on visa type limitations.

Assessment & Course Progress for IELTS

Requirements to achieve satisfactory course progress

In weekly practice IELTS tests, students are required to demonstrate an improvement equivalent to half an IELTS band in at least 3 of the 4 skills sections after 10-15 weeks.

Students who are not able to demonstrate progress on this basis may continue to study in the same level beyond the first 15-week period and then have a maximum of 10 more weeks to demonstrate the required improvement.

Failure to achieve satisfactory course progress

Unless there are justifiable reasons (see below), a student who is unable to demonstrate an improvement equivalent to half an IELTS band in at least 3 of the 4 skills sections after 25 weeks in the same level of IELTS Preparation is considered to have failed to achieve satisfactory course progress and may be reported to immigration.

For example:

IELTS Level	Duration of Study	Action
Upper-Intermediate 5.0 to 5.5 (equivalent)	15 weeks (3 of 4 macro skills fails to reach 5.5)	Academic counselling with the Teacher or Senior Teacher
Upper-Intermediate 5.0 to 5.5 (equivalent)	10 more weeks (up to 25 weeks of study -no progress is shown; 3 of 4 macro skills fails to achieve a half band increase to 5.5)	Meeting with the Centre Manager <i>Intend to report letter</i> for the lack of progress* Reported to Immigration for not meeting student visa requirements

*In accordance with complaints and appeals procedures which can be found on our website [here](#), you will have up to 20 working days to make an internal appeal before you are due to be reported by the centre manager. You will also be provided the information regarding how to make an external appeal.

Navitas English will consider any justifiable reasons for students not to progress after 25 weeks.

These may include learning difficulties, conditions such as stress, anxiety, ongoing homesickness, and personal matters impacting studies such as financial hardship or relationship issues. You will not be reported if you demonstrate and evidence of such issues but may be encouraged to take a course break and in some cases, to seek professional help.

Students who are reported for failure to make course progress may be demonstrating in-class behaviour such as purposefully not concentrating or participating in class activities, not paying attention to the teaching such as in constant use of their mobile devices, showing no commitment to advice from the teacher(s) or senior teachers after 15 weeks of study at the same level, and not taking advantage of study support such as 1:1 teacher appointments and attending the myStudy program.

IELTS Preparation course outcomes are on the Navitas English website.

Cambridge Preparation

Cambridge exams are world recognised and can be used for work, study, and migration (visa) purposes. The C1 Advanced exam is accepted for student visa applications in Australia in addition to IELTS. There are four class levels:

Course Name	Language level	Duration
B1 Preliminary CRICOS code: 030816M	Pre-Intermediate to Intermediate	10 to 12 weeks
B2 First CRICOS code: 030815M	Upper-Intermediate to Advanced	10 to 12 weeks
C1 Advanced CRICOS code: 030817K	Advanced	10 to 12 weeks
C2 Proficiency CRICOS code: 030818J	High Advanced / Proficiency Level	10 to 12 weeks

What will I study in Cambridge Preparation?

You will study speaking, listening, writing, reading skills, learning new vocabulary and grammar and test preparation strategies. You will do regular practice tests and mock tests so that you are fully prepared for the official exam. You do not have to take the final exam, but it might help to motivate you and the Cambridge certificate does not have an expiry date.

Cambridge Preparation course outcomes are on the Navitas English website.

Assessment & Course Progress for Cambridge courses

Requirements to achieve satisfactory course progress

In each Cambridge course there are 2 mock tests. Students are required to pass at least 3 of the 4 skills sections in the final mock test.

Students who do not achieve satisfactory course progress on the basis of the above are allowed one full retake of each level of Cambridge preparation.

Failure to achieve satisfactory course progress

Unless there are justifiable reasons, a student who is unable to pass at least 3 of the 4 skills sections in the final mock Cambridge test at the end of their second attempt to pass a particular level is considered to have failed to achieve satisfactory course progress and may be reported to immigration. For example:

Cambridge B2 First	Duration of Study	Action
Upper-Intermediate to advanced	10 -12 weeks – 3 of 4 macro skills do not pass in final mock	Academic counselling with the Teacher or Senior Teacher
Upper-Intermediate to advanced	10 -12 more weeks to repeat course. After up to 24 weeks of study - no progress is shown; 3 of 4 macro skills fail to achieve a pass at B2 First level in final mock	Meeting with the Centre Manager <i>Intend to report letter</i> for the lack of progress* Reported to Immigration for not meeting student visa requirements

*In accordance with our complaints and appeals procedures which can be found on our website [here](#), you will have up to 20 working days to make an internal appeal before you are due to be reported by

the centre manager. You will also be provided the information regarding how to make an external appeal.

Navitas English will consider any justifiable reasons for students not to progress after 24 weeks.

These may include learning difficulties, conditions such as stress, anxiety, ongoing homesickness, and personal matters impacting studies such as financial hardship or relationship issues. You will not be reported if you demonstrate and evidence of such issues but may be encouraged to take a course break and in some cases, to seek professional help.

Students who are reported for failure to make course progress may be demonstrating in-class behaviour such as purposefully not concentrating or participating in class activities, not paying attention to the teaching such as in constant use of their mobile devices, showing no commitment to advice from the teacher(s) or senior teachers after 15 weeks of study at the same level, and not taking advantage of study support such as 1:1 teacher appointments and attending the myStudy program.

Cambridge Preparation course outcomes are on the Navitas English website.

Special Needs and Considerations

Some students may have 'special needs' such as a permanent disability or impairment or, may have a 'special consideration' which is often a short-term circumstance which negatively affects their ability to study. Navitas English has a special needs policy and will try to help students with any special needs but please inform the team as soon as you can and in the application stage if possible.

If you are not sure if you have a special need or consideration, please make an appointment to speak to a senior teacher. Navitas English has first aid officers and first aid mental health trained staff who can speak to you with confidentiality.

Certificates

All students get a Navitas English certificate via email and the end of each course they study. For General English (GE), your certificate will be the level that you achieved in your final GE course with us for example, upper-intermediate level.

Academic English (AE) student also receive a 'hard copy' for each AE course they complete. If You would like a hard copy certificate for your courses (General English, IELTS Preparation and Cambridge Preparation), please ask the student services team at reception who can prepare one for you.

Your Timetables

There are 3 timetables at Navitas English Perth. Your timetable will be provided to you when you receive your confirmation of enrolment (CoE). The timetables may change from time to time.

Timetable 1 - Day (morning) - General English and Cambridge Preparation

Lesson 1 8.10 to 10.10	Break 10.10 to 10.30	Lesson 2 10.30 to 12.30	Break 12.30 to 13.00	myStudy 13.00 to 14.00
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Timetable 2 - Day (afternoon) - Academic English and IELTS Preparation

myStudy Assignment Work 11.30 to 12.30	Break 12.30 to 12.35	Lesson 1 12.35 to 14.35	Break 14.35 to 15.05	Lesson 2 15.05 to 17.05
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Timetable 3 - Evening - General English, IELTS and Cambridge Preparation

Lesson 1 17.10 to 19.10	Break 19.10 to 19.30	Lesson 2 19.30 to 21.30
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myStudy Options

For Timetable 1 students (1pm - 2pm, Monday to Friday)

myStudy is an individual learning program for day students and is structured to support your studies, allowing you to focus on your most important learning skills. Students can choose what to study with guidance from their teachers. You can study one hour of myStudy each day and some example choices are:

myStudy Reading & Writing *

This activity combines reading and writing skills and will help you move up to a higher level of General English or enter higher level courses like IELTS and Cambridge Preparation or Academic English.

myStudy Speaking & Listening *

In this activity, you will make conversation with other students from other classes, practice using your grammar and vocabulary, and use your listening skills to respond. Using different topics to discuss, this activity can help build friendships and increase your confidence when speaking to people inside and outside the school.

myStudy Pronunciation *

In this activity you will practice the pronunciation of words and sentences so you can be more easily understood and increase your confidence in speaking, and also more easily recognise what native speakers say to you.

myStudy Progression & Development #

This activity allows you to make a one-to-one appointment with your teacher to talk about your individual learning goals and progress in your course. This is an opportunity to ask about your main areas of need and receive extra feedback from your teacher.

myStudy Masterclasses *

In this activity, you will learn about other courses at Navitas English and see examples of lessons and tests for those courses. This helps you to choose a future course, which could be an IELTS class, an Academic English class, or one of the Cambridge preparation courses.

myStudy Exam Practice #

In this activity, you can practice both your reading and listening skills and become familiar with test formats like in IELTS and Cambridge exams. You can also work on your timing and find out more about your strengths and weaknesses.

myStudy Business Communications & Culture *

In this activity, you will learn about workplace culture in English speaking environments, learn to build a strong resume and cover letter and study business terminology. This will help you prepare for work in Australia.

myStudy Pop-Up Lessons *

This activity changes from week to week depending on what students would like to learn and what teachers feel students need. It could be learning vocabulary through music, playing grammar games, or listening to a guest speaker.

For Timetable 2 students

You teachers will show you where you can study and provide study support to you during this time for exam practice, assignment work, and one-to-one academic appointments.

For Timetable 3 students

myStudy options are only offered to Timetable 1 and 2 students.

** A 1-hour lesson prepared and taught by a teacher.*

A 1-hour practice activity supervised by a teacher.

Attendance

Attendance for Student Visa Holders

The Australian Government and [Education Services for Overseas Student Act 2000](#) requires Navitas English to check, monitor, and report on each student visa holder's attendance. Navitas English monitors your attendance for each Confirmation of Enrolment (COE) which can either be:

- One course per COE
- Multiple courses grouped together under one COE

Navitas English requires all student visa holders (visa condition 8202) to maintain minimum attendance levels on all COE's otherwise we may need to inform immigration.

- You must attend a minimum of 80% of classes
- If your overall attendance falls below 80% we may have to report you to immigration.
- If your overall attendance is below 70% you must be reported to immigration and your visa may be cancelled.

Attendance Information

We will provide you with information about our attendance policy and procedures in the following ways:

- Student Orientation (Day 1)
- The Navitas English Student Guide
- Attendance Warning Letters

The Navitas English attendance policy & procedure is available on the Navitas English website [here](#).

How do we calculate your attendance?

We calculate your attendance in 2 ways:

Current Attendance – Your attendance since you started the course.

Overall Attendance – This is your attendance for all of your enrolment, which is the best possible attendance you can achieve if you do not miss any further classes under your COE.

Your Overall Attendance is used to monitor your attendance for visa reporting purposes.

How do we tell you about your attendance?

You can ask reception at any time to find out your attendance. We will send you letters by email if your overall attendance is below certain levels. These letters tell you about your attendance and give you the opportunity to talk to our staff. The table below tells you all about attendance letters and when we send them out.

Stage	When	Navitas English will:	What you can do
1	Overall Attendance is under 90%	Send you an Attendance Under 90% letter with information and your teacher will explain it to you	Come to school more often and talk to your teacher if you have questions
2	Overall Attendance is under 85%	Send you an Attendance Under 85% letter with information and your teacher will explain it to you	Meet with the Centre Manager and Director of Studies or a Senior Teacher to talk about your attendance
3	Overall Attendance is under 80%	Send you an Attendance Under 80% letter explaining our plan to report you to Immigration for failure to maintain attendance (visa condition 8202) and explain what you can do	Meet with the Centre Manager & Director of Studies, or a Senior Teacher. You may need to submit an Internal Appeal Form and evidence explaining why Navitas should not report you to the Department of Home Affairs

How do we record your attendance/absences (including lateness)?

Your attendance/absence (including lateness) will be recorded using the below criteria which applies if you arrive late for class and if you leave early:

- You will be marked absent for each full 15-minute period (i.e., 0.25 of an 1 hour)

For example:

- If you enter class 60 minutes after the scheduled start time you will be marked absent for 60 minutes
- If you leave class 30 minutes early, then you will be marked absent for 30 minutes

Navitas English will give you the following leeway at the start of each class. If you arrive for class **before** the end of the leeway/cut off time you will not be marked absent for the period missed:

Timetable	Scheduled Class Start Time	Leeway/Cut Off Time
Timetable 1	8.10am	8.20am
Timetable 2	12.35pm	12.45pm
Timetable 3	5.10pm	5.30pm

What to do if you are sick

If you are sick and you go to the doctor, medical centre, or hospital you should ask for a medical certificate. Once you have got a medical certificate, please bring it to Navitas English reception, or send it to attendance@navitas.com.

Note that in the event of an Internal Appeal, you may be requested to show your medical certificates to the Department of Home Affairs.

Welfare Checks

If you are absent from class beyond a certain number of days, the school will contact you to do a 'welfare check' to make sure you are safe:

- Over 18 years** – the school will try to contact you if you are absent for **3 consecutive days**.
- Under 18 years** – the school will try to contact you if you are absent for **1 whole day**.

If your contact details change (i.e., your phone number and address), please provide the new contact details to the school as soon as possible, because it is *very important for the school to be able to confirm your safety*.

Please note that if the school is unable to contact you to confirm your safety, it may be necessary to ask the Police to visit your address to do a welfare check.

English Only Policy

Navitas English has an English Only policy. Students are required to always speak English while in class because this is what most of our students expect, and we want to make the classroom environment comfortable for all students and nationalities so that everyone can improve their English as quickly as possible. Therefore, the English Only Policy is strictly enforced by our teachers and other staff. While the English Only Policy is not enforced outside the classroom in other part of the school, we strongly encourage you to speak English as much as possible because this will help you to improve. Please speak to a member of staff if you have any questions about our English Only policy.

Asking for help

Type of question	Who to speak to
About your class About your textbook About myStudy	Your teacher(s)
About your changing your class or course About changing schools About your attendance About your learning progress	A senior teacher
About attendance About your fees e.g. payment instalment plan About accommodation About the Boomerang social activities program About overseas health cover About your certificates	Student services & experience staff

A Navitas English staff member may ask that you make an appointment with the Centre Manager and Director of Studies or the Student Services and Experience Manager.

Counselling

Navitas English Perth's staff can help you in the following areas:

Enrol in Australian educational institutions

- Technical and Further Education Colleges (TAFE)
- Private Colleges
- Universities

Apply for internationally recognised English language tests

We can provide information about tests such as IELTS, the Pearson Test of English - Academic (PTE-A), Cambridge exams etc. and can help you apply for them.

We can help you to develop study skills

We can help you develop study skills and plans. Navitas English Perth offers individual counselling with your teacher(s).

Career pathways

Students can discuss their career ambitions with a senior teacher and look at study options for future careers.

Welfare and personal issues

Navitas English Perth provides welfare and personal counselling options for students to support them during their stay with us. You can see a Welfare Counsellor about a range of matters related to settling into life in Australia, including homesickness, social interactions, and Australian culture.

If you are not feeling good, please talk to a senior teacher and do not be shy – we have spoken to many students who are not feeling good, are homesick, lonely, or feeling depressed. We can help.

Support Services

Emergency (Police/Fire/Ambulance) call Triple Zero **000**

Non-emergency (Police Assistance Line) **131 444**

Lifeline (crisis support) **131 114**


Alcohol and Drug Information Service **02 9361 8000**

Sexual Assault, Domestic and Family Violence Counselling Service **1800 737 732**

Telephone Interpreter Service **131 450**

International Student Legal Advice **02 9698 7645**

Department of Immigration and Citizenship **131 881**



If it's late and
you need help,
call **1800 NAVITAS**
(1800 628 4827)

This is a special
after-hours telephone
hotline for international
students on our campus.

The Student Code of Conduct

Navitas English is an adult learning community which follows a code of conduct for both staff and students. The student code of conduct is part of your Conditions of Enrolment as is also available on the Navitas English website [here](#).

Navitas English is committed to providing a supportive learning environment which is:

- **safe**
- **respectful**
- **relaxed & comfortable**

for our students, visitors, and staff.

Students are expected to behave appropriately at all times. There are certain things which are never acceptable at Navitas English:

Aggressive or dangerous behaviour

- physically hurting someone
- damaging or stealing resources or property
- profane, offensive, intimidating, or threatening language or behaviour

- bullying, stalking or harassment
- possessing a knife or other weapon
- inappropriate behaviour or interaction with younger students

Drugs and alcohol

- smoking/vaping inside
- arriving drunk or stoned for class
- possessing illegal drugs

Intolerance

- racism or sexism
- homophobia
- disrespect for religious or political beliefs and practices
- general discourtesy
- displaying or forwarding pornography

Cooperation

- disrupting teaching & learning in class
- not following the reasonable directions of staff
- not following other Navitas English Policies and Procedures
- unfairly damaging the reputation of Navitas English
- Not following the approved care arrangements (only for students under 18 years of age)

Information Technology (IT)

IT systems, services and equipment must not be used for the following:

- Using the internet to access inappropriate material Inappropriate material includes: information or media that could be illegal, harassing, offensive, sexually explicit, racist, sexually discriminatory
- Using college IT systems for gambling or internet gaming
- Any political activity
- Downloading malicious software or applications
- Browsing, sharing, downloading from or otherwise accessing illegal websites
- The use of on-line security scanning or hacking/cracking tools
- Use of IT systems for personal financial gain, solicitation or private business purposes
- Downloading or storage of data subject to intellectual property or copyright

Online Learning

Students studying online must do the following:

- Have both their camera and microphone turned on (not on mute) so the teacher can see and hear you or unless instructed otherwise by your teacher
- Be in an appropriate space during the lessons such as at home or in an office where there are no distractions such as loud noise or disturbance from other people
- Participate and behave politely and appropriately with the students and teachers
- Not cheat when doing assessments and keep the camera on so the teacher can see you at all times for the duration of that assessment

Consequences

Students who do not follow the code will be asked to meet with the Centre Manager and Director of Studies or Student Services Manager to discuss whether Navitas English is the right place for them to be. Any behaviour described in the Code of Conduct may cause your course to be suspended or terminated, and/or you being asked to leave. If this happens, tuition and other fees may not be

refunded, and certificates may not be issued. You may not be able to study with Navitas English in the future. Criminal behaviour may be referred to the police.

Reporting a Code of Conduct breach

Both students and staff can report a code of conduct breach by asking to see the Centre Manager and Director of Studies or the Student Services Manager. They will listen to you and take action if necessary and can also treat your report as confidential.

This Code of Conduct is part of the Navitas English Conditions of Enrolment. If you would like to talk about the Navitas English Code of Conduct, please see your Centre Manager and Director of Studies.

Navitas English has a Critical Incident Policy which means all staff and students can report any serious incidents, for example if you see someone get assaulted or you are a victim of assault. The Critical Incident Policy is available on the Navitas English website [here](#)

Course or Centre Changes

After you have started an enrolment at Navitas English, if you would like to change your course or change to a different Navitas English school, please speak to a member of staff at Reception, a Senior Teacher, or the CM-DoS. They will help you to make sure you make the right decision, and give you the correct form to complete.

Please note that:

- You need to tell Navitas English about the change **at least 2 weeks before you want the change to happen** so there is enough time to make the necessary arrangements.
- If you change your course, and then **you want to make another change within 4 weeks of making the first change, you will be required to pay a \$55 fee.**

Airlink

The Navitas English Airlink program offers all students who are studying for more the 17 weeks the option of one free flight to transfer between Navitas English centres. Please speak to a member of staff at Reception if you would like more information.

Please note that:

- Airlink is only available to students studying at Navitas English for more than 17 weeks
- Students must study **a minimum of 4 weeks at each Navitas English centre**
- If you want to use Airlink you must speak to Reception at least 4 weeks before your intention to use Airlink
- Domestic tickets will be booked by Navitas English
- Airlink is limited to 1 per student

Applying for a course break (a holiday)

You may take a course break if:

- You speak to a staff member **at least 2 weeks in advance** (please do not book any flights before your holiday has been approved)
- You are over 18 years of age
- Your attendance is over 80% (for Student Visa holders only)
- You are an Academic English student and the holidays do not interfere with your pathway study plans (note that the holiday leave entitlement for Academic English students is a maximum of 5 weeks taken at the end of a 10-week Academic English program, in line with the intake dates)
- Holiday applications may be approved or declined, depending on your course, your attendance level, any relevant further study plans, and visa expiry dates

- If your holiday request is not approved but you decide not to come to school, you will be marked absent. This will affect your course attendance %, and you will lose the course week/s (for which you were absent) from your enrolment.

Your Accommodation

Homestay

If you have arranged a homestay with Navitas English, before you start your studies with us you will receive a placement report which has all the information about your homestay family and advice about what to expect when you arrive and start living with your new family. Navitas English partners with **AHN (Australian Homestay Network)** to provide quality homestay to all our students wanting to live with and experience an 'Aussie home.'

Information about homestay including our Homestay Guest Conditions and frequently asked questions (FAQs) can be found on our website [here](#)

Changing or cancelling Homestay

You must talk to reception staff **at least two weeks** before extending, changing, or stopping your Homestay. If you do not, or cannot, you may have to pay an amendment fee and two weeks cancellation fee.

If you take a holiday during your course and want to return to the same Homestay family, you need to pay 50% or your usual fees per week so that we can keep the accommodation for you.

Problems with Homestay

If you have any problems with your Homestay, please speak to the Student Services & Experiences Manager (SSEM). Often what feels like a problem or worry can be solved with our understanding and help.

Independent Accommodation

Navitas English Perth works closely with some independent accommodation providers to make sure students can live in suitable conditions at a fair price. You can read about these providers on our website and through this link:

[Navitas English Perth Independent Accommodation Options](#)

Please come and talk to us at reception if you need help to find accommodation in Perth

Your Safety

Please be careful and considerate to other people when using the facilities, lifts, and stairs at Navitas English Perth. Do not run up or down the stairs, or along the corridors at any time.

When using lifts, remember to use the handles and ensure that the main lift door is closed properly. Notify reception if you have any problems with the lifts.

Do not leave your bags unattended at any time. Navitas English takes no responsibility for loss or theft of personal belongings.

Beach Safety

Please be careful as waves, currents, underwater rocks, rip tides, sun, and jellyfish can be dangerous. Here is some advice to help you stay safe and have fun at Australia's beaches:

- Swim between the red and yellow flags.
- Swim where you can see lifeguards.
- Read safety signs.
- Avoid big waves because they can cause permanent & serious injuries.
- If you are in a rip tide, relax and swim parallel to the beach to get out of the rip tide area, then let the waves bring you back to the beach.
- Wear sunscreen and drink lots of water.

Fire Safety

Please see the notice board in your classroom for information on Fire Safety, Fire Exits, and Fire Drills at Navitas English Perth. You will also see fire evacuation diagrams on the walls in the corridors around the school.

In the event of the fire alarm going off, please leave via the nearest fire exit:

- **Ground Floor:**

Use the door at the bottom of the stairs, the door at the back of Student Breakout area, or the front door.

- **First Floor:**

Either use the stairs next to the lift to exit via one of the doors on the Ground Floor (although do not use the lift), or use the fire exit stairs leading to Via Torre.

Please note that during your course at Navitas English Perth you may need to participate in regular Navitas English Fire Drills.

Smoking/vaping is not allowed on Navitas English premises (including all toilets) or in the entrance area.

First Aid

If you need medical assistance while on the Navitas English Perth campus, please speak to a member of staff immediately. Ask for a First Aid Officer at reception for assistance. There are first aid kits:

- At Reception (Ground Floor)
- In the Staff Kitchen (Ground Floor)
- In the Study Room (First Floor)

Allianz Overseas Student Health Cover (OSHC)

When you receive your OSHC details you need to set up your account so that you can access it online. The online account allows you to:

- Update your current contact details including dependents details
- Order a new membership card
- Print temporary certificates
- File a claim

Activating your OSHC Account

1. Go to <http://www.allianzassistancehealth.com.au/> from the Welcome email Allianz sends you
2. Select students login or students
3. Select click here for assistance
4. Enter your policy number and enter your email address

Email matches (got to step 5) or email does not match (go to step 7)

5. If your email matches the details on the Allianz OSHC records you will receive an email with a hyperlink to set up your account
6. Please enter your:
 - Policy number
 - Family name
 - Date of Birth
 - Email address
 - New password

Your online account has now been created.

- If your email does not match then please contact Allianz OSHC on 13 67 42 (option 2) where an Allianz representative will confirm your account so that it can be activated

Allianz OSHC App

- Once you have activated your account then download the OSHC app to your smartphone. Go to the app store and search OSHC. For more information visit - <https://www.oshcallianzassistance.com.au/app/>

Doctors and Hospitals

We understand that being sick away from home can cause a lot of anxiety, and we will do everything we can to help.

If you are staying in a homestay, your homestay family can help you make an appointment to see a doctor. If you prefer, there are medical centres close to the school and we can make an appointment for you. There are also online medical services you can access, and you can contact us for details of these.

Often you will need to pay the doctor first and use the receipt to get the money back from your insurance company. This can be done online, or you can fill out a claim form.

If you need to visit a hospital, your insurance may pay for this (including an ambulance) depending on the terms and conditions of your policy. We strongly recommend checking this before starting your enrolment. You also have the choice of visiting a private hospital.

If you need help finding medical centres please ask at Reception.

Live, study and play safely in Australia

- ✓ You have a right to feel safe
- ✓ Support is available from Navitas
- ✓ Report crime to the police

Read our advice on staying safe in Australia



Out and about

Be seen

- Try not to walk alone at night
- Walk with friends or on busy streets
- Walk where you can be seen. Use well-lit paths where other people can see you

Be focused

- Be aware of what is going on around you
- Walk confidently and with purpose
- Using headphones, a mobile or drinking too much alcohol can be dangerous if they distract you from your surroundings

Be safe

- Trust your feelings and instincts
- If you feel in danger, ask for help or enter a shop and wait until you feel safe
- Don't meet strangers alone, in your house or get into a stranger's car



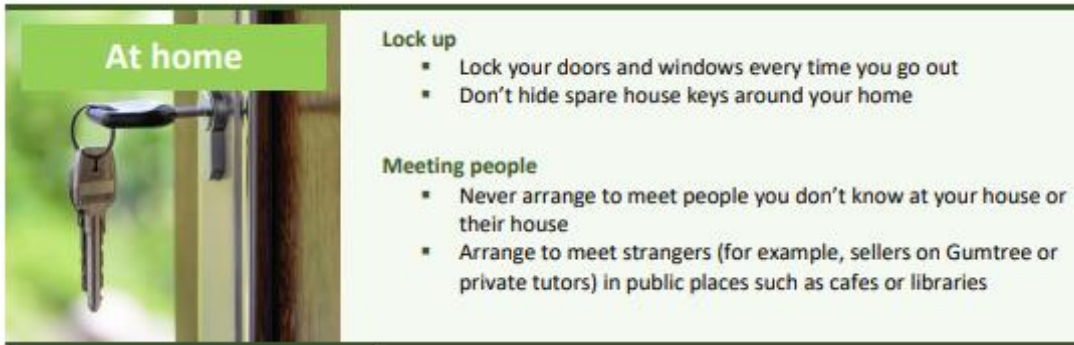
Valuables

Money and credit cards

- Only carry the money you need for the day
- Put money into your wallet before you walk away from a cash machine (ATM)
- Never write down the PIN numbers for your cash or credit cards

Your bag

- Keep your bag in front of you
- Don't leave your bag or valuables where you can't see them
- Don't fight a thief for your bag or belongings— your safety is more important



At home

Lock up

- Lock your doors and windows every time you go out
- Don't hide spare house keys around your home

Meeting people

- Never arrange to meet people you don't know at your house or their house
- Arrange to meet strangers (for example, sellers on Gumtree or private tutors) in public places such as cafes or libraries

Please speak to Navitas staff if you have any issues affecting your safety or wellbeing. Psychological, sexual and physical abuse are never acceptable and should be reported immediately. Students are assured that their complaints will be taken seriously and assistance will be provided to ensure their ongoing safety and welfare.

Perth Transport Information

Information source: <https://www.transperth.wa.gov.au/>

The public transport network in Perth is called Transperth. International students can access concession rates under certain conditions. You can buy individual tickets, or you can use a Smartrider card with credit on it.

THE DIFFERENT ZONES OF TRANSPORT

Transperth's public transport service area is divided into nine zones, which are defined by circles centred on Perth city.

Your fare is calculated based on the number of zones you travel through:

- If you travel within the one zone, you will be charged a one-zone fare.
- If you travel over a zone boundary into another zone, you will be charged a two-zone fare.
- All journeys on the Transperth system are capped at a two-zone fare.

Find Transperth Zone Map [here](#)

TIME LIMITS

Transperth fares are valid for a limited time and this time varies depending on how far you are travelling:

- Travelling one to four zones - your fare is valid for two hours
- Travelling five to nine zones - your fare is valid for three hours
- The two-section fare is valid for a single one-way journey and cannot be used to transfer between services
- Cash tickets will have an expiry time printed on it. You can ride on any number of bus, train or ferry services to complete your journey provided you get on board before the expiry time

SmartRider detects your location, calculates travel time, and deducts the correct fare from your card balance. All you need do is remember to tag on and off.

The transfer period commences at the time of the ticket purchase or first tag-on of your SmartRider.

INDIVIDUAL TICKETS

Usually recommended for once-off travels only, and for travellers staying a few days only.

Individual tickets can be handy as they are easily available.

Where to buy tickets:

- In buses (cash only)
- At train stations (depending on the machines or counters at each station, cash and/or card)

SMARTRIDER CARDS

This is the best way to get around Perth, as it offers a cheaper rate than individual tickets, without having to purchase a ticket each time before your trip.

To be considered a valid ticket, the Smartrider card must be tapped on when getting on the bus/train/ferry and tapped off when getting off.

If you don't tap on/off, you could be fined or pay a larger fee.

Buying a new Smartrider card costs \$10, and the initial minimum amount of credit to be added is \$10. So, when you purchase your Smartrider, you will spend \$10 to buy the card, and a minimum of \$10 extra to be able to use the public transport.

There are several types of concessions on Smartrider cards. You can get the Student SmartRider form at Navitas English Perth reception, or at the Transperth Office. You will need to apply to the Student Concession with the form, at the Transperth Office in Yagan Square.

Transperth has special offers for SmartRider Cardholders:

- Free public transport every first Sunday of the month
- Free public transport to some special events (updates in buses/trains/on Transperth website)

There are no off-peak/peak hour rates, only the flat rate depending on the zones you travel.

How to top up (= add more money) on your Smartrider?

- On buses (with cash only, minimum \$10)
- At Newsagencies
- At train/bus stations equipped with an add-value machine
- At a Transperth office
- Online, with the autoload

You can find more information on how and where to top up [here](#).

FURTHER INFORMATION

- Transperth website: <https://www.transperth.wa.gov.au/>
- Planning your journey: <https://www.transperth.wa.gov.au/Journey-Planner>
- Updates on track closure: <https://www.transperth.wa.gov.au/TrackClosures>
- Smartrider Card information: <https://www.transperth.wa.gov.au/SmartRider/FAQs>
- Transperth fares: <https://www.transperth.wa.gov.au/Tickets-Fares>

Working in Perth

Student visa holders can work up 48 hours a fortnight (a fortnight = 2 weeks) while their course is in session. Students are not allowed to work until they have started their course. Family members of students are also allowed to work for up to 48 hours a fortnight once the student visa holder begins their course.

If you would like further information about your visa conditions, including permission to work, please contact the Department of Immigration on 131 881.

The Australian Immigration Advice Centre is located at:

803A Wellington Street, West Perth WA 6005

Website: www.border.gov.au

Tax File Number (TFN) information

A tax file number (TFN) is your personal reference number in the tax and superannuation systems. It is free to apply for a TFN.

Your TFN is:

- an important part of your tax and super records
- an important part of your identity – make sure you keep it secure
- yours for life, even if you change your name, change jobs, move interstate or go overseas.

You don't have to have a TFN, but without one you pay more tax. You also won't be able to apply for government benefits, lodge your tax return electronically or get an Australian business number (ABN).

If you need to apply for a Tax File number, please contact the Australian Taxation Office (ATO). The nearest ATO is located at:

Wesley Quarter, 15/770 Hay street Perth WA 6000

Tel: 132 861

Note: A valid passport is required when the application is submitted.

The online Tax File number registration system is available 24 hours a day, seven days a week via the Tax Office website at: www.ato.gov.au

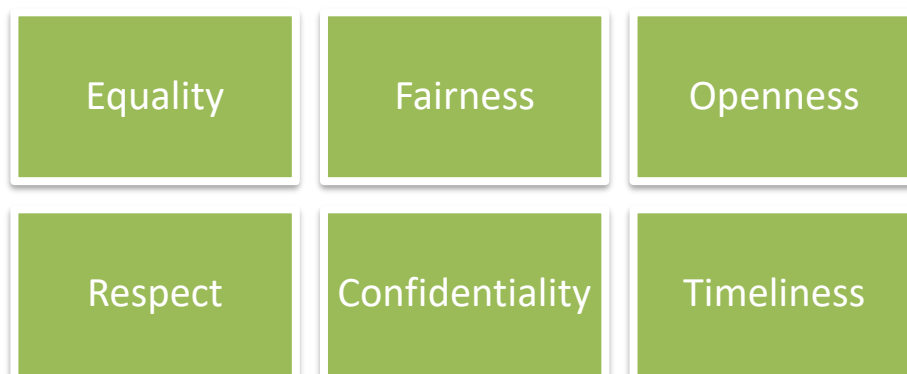
If you do not have access to the internet, or the system experiences significant down time, you can get a paper version of the TFN application or enquiry for permanent migrants and temporary visitors

Complaints and Appeals

Navitas English are committed to managing complaints and appeals that:



Our principles include:



Your Options

There are three options for Navitas English students with a problem or complaint, or who want to appeal a decision we make:

1. Informal Discussion

If you have a problem or complaint, please talk with one of our staff. We will do our best to help you and fix the situation. You can come with a support person (someone to help you).

2. Internal Appeal

If you are not happy after an *Informal Discussion*, or you want to appeal a decision that Navitas English has made, you can make an *Internal Appeal*:

- Talk with a Navitas English manager and write down your complaint or appeal
- You can come with a support person (someone to help you)
- We will respond to you within 10 days, and do our best to fix the situation quickly
- Our response will tell you the result of the Internal Appeal, and the reasons for our decision.

If you make an *Internal Appeal* about our decision to report you for deferral, suspension or cancellation of enrolment, Navitas English will not actually report you until the *Internal Appeal* is complete.

3. External Appeal

If you are not happy after an *Internal Appeal*, you can make an *External Appeal*:

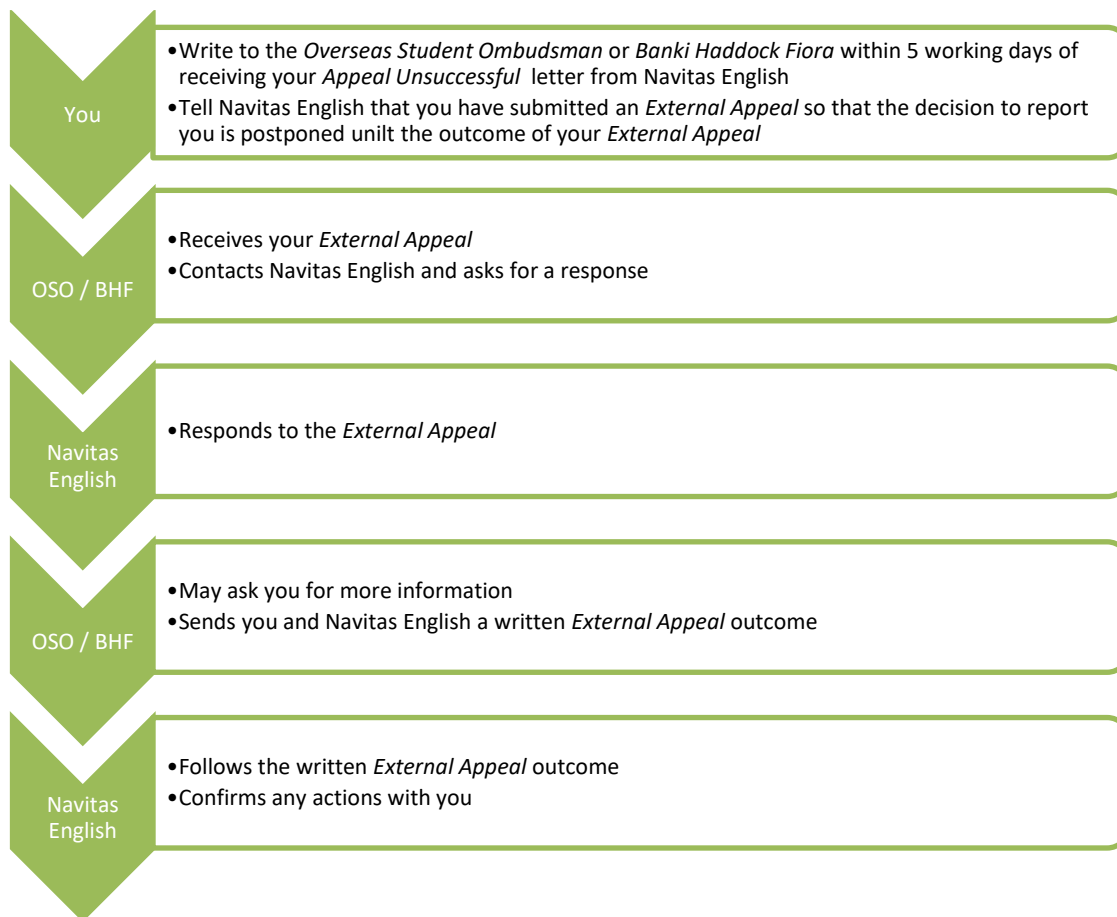
If you have a Student Visa, contact:

**Overseas Students
Ombudsman**
Level 5, 14 Childers Street, Canberra,
ACT, 2601
Telephone: 1300 362 072
Email:
ombudsman@ombudsman.gov.au
Web: www.ombudsman.gov.au/making-
a-complaint/overseas-students
Cost: Free

If you do not have a Student Visa, contact:

**Banki Haddock
Fiora**
Level 10, 179 Elizabeth St, Sydney,
NSW, 2000
Telephone: 02 9266 3400
Email: email@bhf.com.au
Web: www.bhf.com.au
Cost: \$192.50

Here is the process for submitting an *External Appeal*:



If you make an *External Appeal* about our decision to report you to Immigration for unsatisfactory attendance or unsatisfactory course progress, Navitas English will not actually report you until the *External Appeal* is complete.

Navitas English's Complaints Handling and Appeals Policy can be found on the website [here](#)

More Options

You can also contact these organisations if you have a complaint:

Tertiary Education Quality and Standards Agency <https://www.teqsa.gov.au/>

- GPO Box 1672, Melbourne, VIC, 3001
- Telephone: 1300 739 585 or Email: complaints@teqsa.gov.au

Information for Under 18-year-old Students

Navitas English is committed to ensuring the safety and wellbeing of younger overseas students.

Australia is a very safe country to live, study, work or for a holiday but sometimes you might need help and Navitas English can help with any problems or questions, don't be afraid to ask us please!

Who do I talk to if I have a problem or question?

Kind of problem or question	Who to ask for
Academic: example your class, English level, studies, your attendance	Ask your teacher or a senior teacher
Administration or accommodation: example your fees, course changes, transport, homestay problem	Ask for the Student Services Manager
To make a complaint	Ask for the Centre Manager and Director of Studies
You have an injury: example a cut, burn or feeling sick	Ask for the First Aid Officer
Not feeling happy : example feeling sad, homesick, missing your family, want someone to talk to about how you are feeling	Ask for the First Aid Officer or the Student Services Manager
Any problem or emergency outside of the school: example, you are lost, can't find your house key, you don't feel safe, you are in trouble	Call your Carer or Homestay Family. You can also call 1800 Navitas student helpline (1800 628 4827) any time, any day (24/7) to speak a senior Navitas staff member
Who to contact in an emergency situation: For a serious emergency: example traffic accident, attack, serious health issue For any other emergencies:	Call the police and ambulance number: 000 (triple zero) Contact the school Centre Manager and Director of Studies or the Student Services Manager The Navitas English Perth Centre Manager and Director of Studies is: Simon Baronowitz E: Simon.Baronowitz@navitas.com P: +61 8 6330 1621 The Navitas English Perth Student Services Manager is: Valerie Nadisic E: Valerie.Nadisic@navitas.com M: +61 482 165 875
How to seek assistance and report any incident of sexual, physical or other abuse	If you experience any sexual, physical or other abuse, please talk to your Carer, the Centre Manager and Director of Studies or the Student Services Managers as soon as you can. We will listen to you, talk to you and we can help you. Navitas English takes these matters very seriously and has a duty of care for all students.

You can contact a Navitas staff member 8am to 5pm at the Perth school: +61 8 6330 1600

Remember, Navitas English has a 24-hour student assistance helpline:

1800 Navitas (1800 628 4827). Please give your full name, name of your school and explain your problem to the operator who will contact a Navitas English staff member if urgent.

Please remember! If any of your contact information changes (the phone number and email address for you, your parents, your carer or homestay family), please let the student services team know what these changes are as soon as possible

Tip! – take a picture of our contact details and save it on your phone.

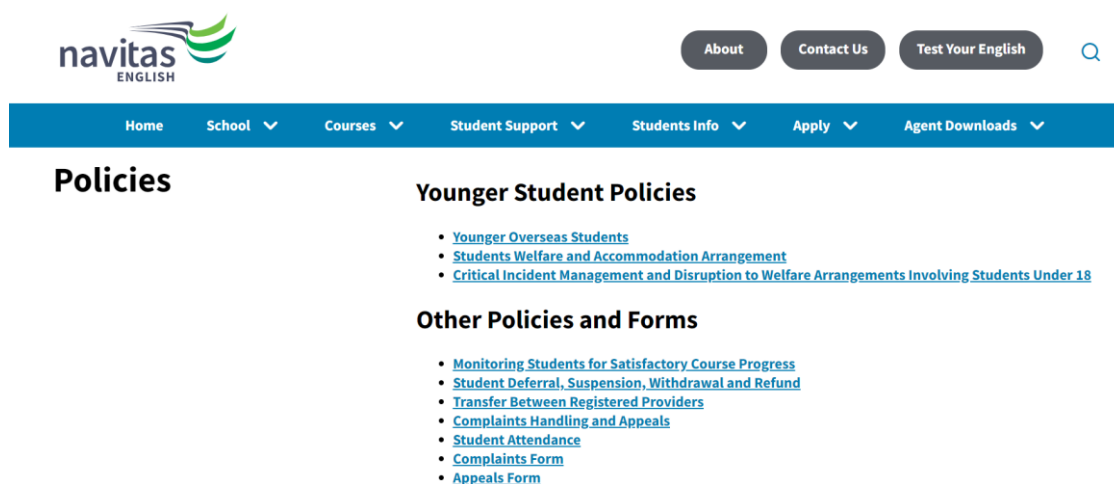
Navitas English's Younger Overseas Policy and Procedure is on our website and also [here](#).

Navitas English Policies and Forms

[Navitas English Policies and Forms](#)

Using the link above to the Navitas English website, students can read what to do if they have a question, concern, or request about matters such as attendance, course progress, making a formal complaint or wanting to change education providers.

Please talk to our student services & experience staff or a senior teacher if you need help with these.



Study aspects such as tuition fees and service fees can be found on our website:

<https://www.navitasenglish.edu.au/apply/fees> (Fees are subject to change).

Student Photos Privacy Notice

During your time with Navitas English, we may take photos and videos of you at an activity to promote the student experience at Navitas English. Because these photos or videos could be taken at any time by any member of the college staff, it is not possible to gain consent (get permission) from all students each time. Instead, we have used "legitimate interests" as a lawful basis instead of consent, in line with privacy and data protection requirements.

However, it is important that you understand that you have a "right to object" (to say "No") at any time. This means you just need to email your college, or the privacy team on privacy@navitas.com and we will make sure any photos or videos are not taken of you.

This is 100% your choice, so please let us know if you do not want photos or videos taken of you.

The full Privacy Notice can be found on the Navitas English website:

<https://www.navitasenglish.edu.au/privacy>