



INSTITUTE OF
INTELLECT BLENDING

WELCOME to Institute of Intellect Blending



Name: _____ ID: _____ Room: _____

My Course

I am studying:

- | | | | |
|--------------------------|------------------------------------|--------------------------|--|
| <input type="checkbox"/> | General English Beginner | <input type="checkbox"/> | BSB40120 Certificate IV in Business |
| <input type="checkbox"/> | General English Elementary | <input type="checkbox"/> | BSB50120 Diploma of Business |
| <input type="checkbox"/> | General English Pre-Intermediate | <input type="checkbox"/> | BSB60120 Advanced Diploma of Business |
| <input type="checkbox"/> | General English Intermediate | <input type="checkbox"/> | BSB50820 Diploma of Project Management |
| <input type="checkbox"/> | General English Upper-Intermediate | <input type="checkbox"/> | BSB50420 Diploma of Leadership and Management |
| <input type="checkbox"/> | General English Advanced | <input type="checkbox"/> | BSB60420 Advanced Diploma of Leadership & Management |
| <input type="checkbox"/> | EAP 1 Intermediate | <input type="checkbox"/> | ICT50220 Diploma of Information Technology |
| <input type="checkbox"/> | EAP 2 Upper- Intermediate | <input type="checkbox"/> | ICT60220 Advanced Diploma of Information Technology |
| <input type="checkbox"/> | EAP 3 Advanced | <input type="checkbox"/> | BSB80120 Graduate Diploma of Management (Learning) |
| <input type="checkbox"/> | IELTS | | |
| <input type="checkbox"/> | PTE | | |

My timetable

Please speak with the Student Services Officer for the details of your timetable:

- My VET Timetable & Classroom
- My ELICOS Timetable & Classroom

| Room | Shift | Mon | Tue | Wed | Thur | Fri | Sat |
|------|-----------|-----|-----|-----|------|-----|-----|
| | Morning | | | | | | |
| | Afternoon | | | | | | |
| | Evening | | | | | | |

My First Day Checklist

There is a lot to do on your first day at IIB! Tick the boxes below when you complete a task!

- Timetable & Classroom
- Student ID Card
- Do the Orientation
- Complete orientation paperwork
- Unique Student Identification (USI)
- Moodle login
- Take the placement test & LLN test
- Take a speaking test
- TEAMS login

Student Services & Reception

The Student Service Officer (SSO) is at the front desk. SSO is your main point of contact while you are studying at IIB. The SSO can help you with:

- Change of class or timetable
- ID cards
- Health cover
- Leave of absence
- Appointment with the Academic Manager
- Appeals and grievances

Feel free to be in touch with an SSO if you have any questions:

- Phone: 02 8072 7651 or 0451 604 021
- Email: info@iib.edu.au or studentservice@iib.edu.au
- For marketing enquiries: marketing@iib.edu.au

Facilities and Resources on Campus

Wi-Fi

Username:
IIB_Level1
Password:
IIB2021



Library

We have a student library on **Level 2**.



Computer Room

There are computers on **Level 3**. Please do not download music, videos or applications and **DO NOT** save data to the computer hard drive.



Student Lounge & Kitchen

The kitchen with fridge, microwave and coffee/tea supplies is on **Level 2**. You can use this space to relax and socialise during breaks and after class. Please help us and keep the space clean and tidy. 😊 Please do not eat in the classroom.



Cafes and restaurants

There are many cafes and restaurants with walking distance of the college.



Important information for Student Visa holders

Attendance

These are the attendance conditions at IIB and required under your Student Visa:

- Your enrolment is a full-time registered course, which is a course with a minimum of **20 scheduled course contact hours**. This is a visa condition for overseas students.
- You will be marked absent for a study session if you are late or absent.
- You must adhere to your student visa requirements of **80% attendance**.
- If you are sick, and you are on a Student Visa, you must bring a medical certificate to Student Services.
- It is your responsibility to fulfil your student visa conditions. If your attendance falls below 80%, you will be reported and may have the visa cancelled.

Satisfactory Academic Progress

Satisfactory course progress is very important, especially for student visa holders.

- VET students must pass at least 50% of the subjects every term to avoid receiving caution letter for unsatisfactory academic progress.
- ELICOS students should receive an overall grade of 60%, or a grade of no less than 50% in each component in the final summative test scheduled in their weeks of ELICOS study, as stated in the student's CoE.

If you do not progress, your teacher and the Academic Manager will discuss an Intervention Strategy with you.

Contact Details

All students **must** give Student Services their current address, email and phone number. It is also very important for you to check your email on a regular basis to make sure you are always well informed.

Work in Australia

Your student visa allows you to work up to **40** hours per fortnight; however, there are a number of conditions that you will need to meet. These include:

- You cannot commence working in Australia until you have started your course;
- You can only work up to 40 hours per fortnight while your course is in session. This does not include work experience you undertake as part of your course requirements;
- You can work unlimited hours during holiday periods when your course is not in session.

Many international students find that part-time work is a great way to give them a little extra money, on top of their available funds, to spend on entertainment or unexpected bills. However, do not rely on wages from part-time work to support your life in Australia.

If you need more help understanding these visa conditions, contact the Department of Home Affairs at www.homeaffairs.gov.au

Health Services

IIB Wellbeing Services

Is there something worrying you?

Would you like to talk to someone confidentially?

The IIB Wellbeing Team can help

What can I talk about?

Our team can provide assistance in the areas of personal welfare and wellbeing, health, adjusting to a new culture/country, independent living skills, school life and crisis and emergency situations.



How can I book a session?

30-50 minute sessions are available on campus. To book an appointment with one of the Wellbeing Team you can call [02 8072 7651](tel:0280727651) or [0451 604 021](tel:0451604021) or email studentservice@iib.edu.au or counsellor@iib.edu.au.

Is there a medical centre or dentist near me?



The Allianz Website can help you find a doctor in Sydney. They have lists of doctors who speak different languages. Visit the website now to find a doctor you can use in the future if you ever get sick. Visit the following website for more details:

<https://allianzassistancehealth.com.au/en/find-doctor/>

Overseas Student Health Cover



As an International Student, you are required to purchase an **Overseas Student Health Cover (OSHC)** policy to cover the period you are staying in Australia. For more information on what your OSHC insurance covers, as well as what to do if you need treatment, refer to the Department of Health's (DoH) Fact Sheet: <https://www.health.gov.au/resources/publications/overseas-student-health-cover-oshc-fact-sheet>.

Living in Sydney

Student Cards

You need your student card to get many things in Sydney, so always carry your student card with you and remember to ask if you can get a 'student concession'.

Student cards are not valid on public transport or as proof of identity (ID).

Staying Safe

Sydney is generally a safe and friendly city. However, it is important to be careful in a new city. Please be sure to keep your valuable belongings with you at all times. The college cannot be responsible for any lost or stolen items.



What if there is an emergency at the college?

The fire escape (stairs) is at the end of the corridors and are clearly marked with green signs, saying EXIT. Please follow your teacher's direction in case of emergency.

Banks in Australia

The 'Big 4' banks in Australia are ANZ, Commonwealth Bank, NAB and Westpac.



Public Transport

In Sydney, we use Opal to get around on public transport easy.



Your Opal card can be used on the following:

- All Sydney Metro, Sydney Trains and NSW TrainLink Intercity trains
- All buses in Sydney, the Blue Mountains, Central Coast, Hunter and Illawarra
- All Sydney Ferries and the Stockton Ferry in Newcastle
- All Sydney and Newcastle Light Rail

Remember to set up auto top up so you are always ready to travel.

What do I need to do if I want to get a job?

You will need a Tax File Number (TFN). Apply online: www.ato.gov.au.

The best job search websites include:

- Seek
- Indeed
- Gumtree
- CareerOne
- Jora



Important phone numbers you should know

Police, Fire, Ambulance: 000

Department of Home Affairs: <https://www.homeaffairs.gov.au/> or call 131 881

Fair Work Ombudsman: www.fairwork.gov.au/ or call 131 394

Public Transport Information: transportnsw.info/ or call 131 500

National Translating and Interpreting Service: www.tisnational.gov.au or call 131

Lifeline: www.lifeline.org.au/ or call 13 11 14

Beyond Blue: www.beyondblue.org.au/ or call 1300 224 636

Pregnancy Counselling Australia: www.pregnancycounselling.com.au/ or call 1300 737 732

National Sexual Assault, Domestic Family Violence Counselling Services

(1800RESPECT): www.1800respect.org.au/ or call 1800 737 732

Cancer Council: <https://www.cancer.org.au/> or call 13 11 20

Women's Health NSW: whnsw.asn.au/ or call 02 9560 0866

Drug Arm NSW: www.drugarm.com.au/ or call 1300 656 800

Men's Referral Service: ntv.org.au/get-help/ or call 1300 766 491

Mensline Australia: mensline.org.au/ or call 1300 789 978

Kids Help Line: kidshelpline.com.au/ or call 1800 551 800

Family Relationship Advice Line: www.familyrelationships.gov.au/talk-someone/advice-line or call 1800 050 321

Australian Information Commissioner: www.oaic.gov.au/ or call 1300 363 992

Australian Taxation Office—Personal Tax Information Line: www.ato.gov.au/about-ato/contact-us/ or call 13 2861

Financial Counselling Australia: www.financialcounsellingaustralia.org.au/ or call 1800 007 007

Complaint and Appeals

A student complaint or Appeal form is available at IIB Reception or from IIB's website. IIB's internal appeals processes is in the *Student Handbook*.

You can submit an internal complaint or appeal using Complaint form/Appeal Form. The College will start the assessment of complaint/appeal within 10 working days after the date of submission of the complaint/appeal, and will finalise the outcome as soon as practicable.

For further details, please refer to *Complaints and Appeals Policy* on the IIB website.

For more information: Students can contact the Overseas Student Ombudsman, if required further assistance.

Website: www.ombudsman.gov.au | phone: [1300 362 072](tel:1300362072)



Useful Resources and Links

Student Handbook ELICOS

Scan the QR code below to see *IIB Student Handbook ELICOS*.



Moodle Course Manual

Scan the QR code below to see *Moodle Course Manual*.



Student Handbook VET

Scan the QR code below to see *IIB Student Handbook VET*.



Moodle Assessment Submission Manual

Scan the QR code below to see *Moodle Assessment Submission Manual*.



Microsoft TEAMS Login Manual

Scan the QR code below to see *Microsoft TEAMS Login Manual*.



Orientation Slides VET

Scan the QR code below to see *IIB Orientation Slides VET*.



Orientation Slides ELICOS

Scan the QR code below to see *IIB Orientation Slides ELICOS*.



RTOM Student Portal Guide

Scan the QR code below to see *RTOM Student Portal Guide*

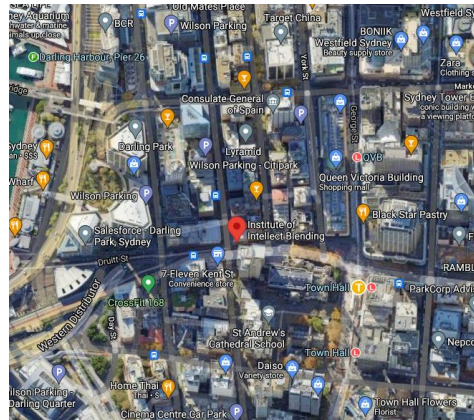




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Visit our website: <https://iib.edu.au/>



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