



Student Life Handbook

Planetshakers College

Student Life Handbook
Version 4.0
© Alphacrucis College Ltd
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Contents

1	About Alphacrucis College	5
1.1	The Australian Christian Churches	5
1.2	Our Story	5
1.3	Our Mission	6
1.4	Our Invitation	6
1.5	What Makes Us Unique	6
	Transformative Learning	6
	Leading research	7
	Practical Emphasis	7
	Vibrant Student Life	7
1.6	What We Believe	7
	The Christian Story	7
	Change the World	7
	Community Transformation	8
1.7	How Do I Get to the Head Office?	8
	Delivery Locations	8
2	Planetshakers City Church	10
2.1	Our Story	10
2.2	Our Mission	10
2.3	Our Invitation	10
2.4	What We Believe	11
2.5	How Do I Get to Location?	11
3	Faculty	12
3.1	Alphacrucis Faculty	12
3.2	Planetshakers College Faculty	12
4	Community Life	13
4.1	Life at Planetshakers College	13
4.2	Services and Facilities	13
	Special Needs Access	13
4.3	Formalities	13
	Confidentiality Policy	13
	Dating and Engagements	13
	Dress Standards	14
	Insurance	14
	Prohibited Material	14
	Sexual Harassment	14
	Disciplinary Procedures	14
5	Information services	15
5.1	Introduction	15
5.2	General Information	15
5.3	Computers	15
5.4	College Websites	15
5.5	helpdesk	15
6	International Students	16
6.1	Who do I contact when I arrive?	16
6.2	Education and Your Rights and Responsibilities	16
6.3	Studying In Australia	16
6.4	Do I Need A Study Visa?	16
6.5	Student Visa Applications	16
6.6	How Do I Apply	17
6.7	What Do I Do If My Application To Alphacrucis Is Approved?	17
6.8	How Much Will It Cost Me To Study At Alphacrucis College?	17

Cost of Living	Error! Bookmark not defined.
When Do I Pay My Student Tuition Fees?	18
6.9 Refund Policy for International Students	18
6.10 Living in Australia	18
6.11 Attendance Policy	20
6.12 Course Progress Revised	20
6.13 Complaints Procedure	22
6.14 Critical Incident Procedure for International Students	24
Critical Incident Flow Chart	25
7 Occupational Health and Safety	26
7.1 Commitment	26
7.2 Objectives	26
7.3 Responsibilities of the College	26
7.4 Responsibilities of Employees, Voluntary Workers and Students	26
7.5 Consultation	26
7.6 Health and Safety Rules.	26
7.7 First Aid Procedures	27
7.8 Emergency Services	27
7.9 Emergency Procedures in Case of Fire.	27
Appendix A: Australian Christian Churches Statement Of Belief	29

1 About Alphacrucis College

It is our pleasure to warmly welcome you to Alphacrucis College. We are delighted that you have responded to the call of God upon your life, and taken this important step to prepare yourself as thoroughly as you can to fulfil God's will for your life.



1.1 The Australian Christian Churches

Alphacrucis College serves as the national training college of the Australian Christian Churches (Assemblies of God in Australia).

The Australian Christian Churches is an indigenous Australian church that emerged spontaneously in the early part of the 20th century. At that time many people in Methodist, Presbyterian, Baptist and other evangelical churches were rediscovering that the power exercised by Jesus and the Apostles in the First Century was still available. These people from many different Christian backgrounds, who now had a common experience called the 'Baptism with the Holy Spirit', began to form into associations with similar groups throughout the country and the first Pentecostal denominations were formed. They also sought association with similar groups in other countries. From the beginning of this century until now this worldwide movement of 'Pentecostals' has grown to be more than 400 million strong.

There is no central headquarters and no centralised control over this diverse and autonomous body of Christians who continue to be the fastest growing segment of Christianity. The Pentecostal Movement is a loose coalition of Christians in a variety of denominations and fellowships who all share a similar belief and experience, and are generally known for their enthusiastic and joyful church services. They also emphasise the work of the Holy Spirit to empower the individual Christian's life and that the ministry of the Church includes healing those who are sick in body, mind and spirit. In the latter half of the Twentieth century these 'Pentecostal' values have been adopted by a large segment of the traditional denominations.

Since the first Pentecostal church was established in North Melbourne in 1909 the Australian Pentecostal churches have also grown remarkably with most of that occurring in recent years. The Assemblies of God is the largest of the Pentecostal churches in Australia, with more than 800 churches and in excess of 2,000 ministers. It has churches in most towns and cities in every State, and has approximately 125,000 constituents. The major growth of the Assemblies of God has occurred in recent years and this is continuing to escalate.

As from 2007, the Assemblies of God is also referred to as the Australian Christian Churches.

1.2 Our Story



Graduating class of 1949

Formerly known as Southern Cross College and before that as Commonwealth Bible College, the College began in 1948 in Melbourne and has served as the national training college of the church in a number of locations since then. In 1949 this meant a move to New Farm in Brisbane, a site it would return to sixty years later. A purpose built campus was established in 1961 at Graceville on the banks of the Brisbane River but was totally destroyed in the massive Brisbane floods of 1974.

For one interim year the college was conducted at Glad Tidings Tabernacle in Brisbane while a new campus was obtained and refurbished in Katoomba, NSW, in the former Palais Royale guesthouse. A few years later the facilities of the Illawara Bible College were added to the campus and the college continued in Katoomba until 1995. In 1993 the name was changed to Southern Cross Bible College, and then Southern Cross College of the Assemblies of God in Australia Ltd. From the beginning of 1996 the college moved into the residential heart of Sydney, transforming a former RAAF training base in Chester Hill into the heart of a growing network of campuses

throughout Sydney and interstate (Hillsong 2005, Oxford Falls 2006, Auckland 2007, and Brisbane 2009). Others are planned even further afield. Now in 2011 and its 64th year of operation, Alphacrucis College has moved its main campus to a modern state-of-the-art campus in Parramatta, in the heart of Sydney.

The College has played a major role in the academic and spiritual development of thousands of Christian leaders who have shaped - and are shaping - the Church in Australia and throughout the world.

The vision for the future is to build toward a multi-faculty Christian university to prepare Christians to serve God anywhere and everywhere: not only in and through the Church but in every aspect of society.

Alphacrucis started this journey in the 1990s, with a longitudinal plan for staff and capacity building. In 2004 the highly successful advanced leadership program was offered in Brisbane, Perth and Auckland. In 2005, planning and writing began for registration and accreditation of a Bachelor of Contemporary Ministry and for the development of a teaching degree. Previously, all the degrees offered at the College were accredited through the Sydney College of Divinity, but in 2008 Alphacrucis obtained accreditation for their Bachelor in Contemporary Ministry and early 2009 the College became an independent Higher Education Provider (HEP). New programs continue to come on stream as the College seeks to serve Christian people in their everyday vocations in every part of society.

1.3 Our Mission

Alphacrucis seeks to provide its students with an educational experience that integrates faith, learning, and living. Through the fostering of their intellectual and spiritual development within the framework of a Christian worldview we will prepare and challenge our students to take an active role in shaping their culture and their world.

1.4 Our Invitation

We believe that it is our responsibility to prepare students to take an active role in shaping their world; to prepare them for the challenges and complexities of this day and age. To do so, we see a need for integration of different areas of knowledge and education. We see a need for inspiration to ignite passion; and a need for personal transformation to live a life beyond self-interest. We invite you on this journey.

We believe that the big questions of faith and meaning cannot and should not be avoided by anyone who truly seeks knowledge and understanding. Our view on the origin and purpose of life influences how we perceive and interact with the world around us. We invite you to explore with us.

We offer a community of faculty and staff who share a common encounter with the triune God; who share the transforming power of hope; who share a vision of a world waiting to reveal the divine beauty and meaning in all things, all places at all times; and who share a sense of calling to help to make this transformation happen. We invite you to join our community.

We invite students from all walks of life to share our desire to see our world transformed. We believe that diversity in the classroom will help us to deepen the conversations about spirituality and protect us from simple answers. We invite you to join our conversation.

1.5 What Makes Us Unique

Transformative Learning

At Alphacrucis we want to create an environment for excellence in learning. Our highly qualified and experienced faculty provides quality teaching that consistently achieves excellent feedback from students. They combine specialist knowledge with practical insight and open conversation. This produces an inspiring and innovative classroom experience with solid content.

We advocate a holistic approach to education through active learning. Our education is not about transferring information. It is about meeting students where they are at and building their understanding. This includes providing students with a critical knowledge of subjects; skills in problem-solving; people skills and conflict negotiation through group work; and, the ability to effectively communicate to a large range of audiences.

This inspiring learning environment is also available in flexible delivery options – where the classroom comes to you! Beyond the classroom, our faculty demonstrate individual attention and care for students. They also function as mentors and inspirational role models for many students.

Leading research

The dedication of Alphacrucis to research and innovative Christian thinking is reflected in the quality of our faculty, who rank among the leading researchers in their fields. The majority of our faculty hold PhDs from major universities and colleges. They frequently participate in collaborative research, which promotes an environment of creative, intellectual stimulation.

At Alphacrucis we nurture a dynamic research culture that encourages students to passionately pursue their interests, producing graduates from our research programs who not only demonstrate academic brilliance but also contribute practical solutions to the challenges of today. In this way, our research benefits the broader community and participates in the transformation of our world.

Practical Emphasis

Our research and teaching is not isolated from everyday life. We are building an academic community that engages with contemporary society and culture. Each faculty member passionately strives to model practical application of their research and Christian faith. Our practical emphasis is also reflected in the classroom experience through relevant case studies and applications. Students can choose to complete practicum course units that provide “hands-on” experience in their community.

Vibrant Student Life

Student life at Alphacrucis provides meaningful interaction and fun social events; from chapel services to formal dinners. This is facilitated by the Student Dean and teams of student volunteers. Our graduates continually refer to the long-lasting friendships they developed at Alphacrucis that have helped them both personally and professionally. We aim to model our vision for a transformed society through our community events that are creative, relevant and informative.

1.6 What We Believe

The Christian Story

The Christian story forms the foundation of our worldview, western society and many global institutions. It provides the perspective from which we view the world and our role within it. This worldview is formed through an understanding of the centrality of Christ as revealed through the Bible, theology, history and culture. We believe this is crucial to students of all vocations in society. It provides the foundation for building a changed community.

We believe that the Christian story results in the freedom of both individuals and communities. While we are committed to developing a Christian worldview, we also seek to understand alternative worldviews and show appreciation for the perspectives of others.

Change the World

Alphacrucis is a catalyst for change. We believe that education based on a Christian worldview should produce more than information, but a transformation of the whole person. We must be changed by the educational experience to live a life of purpose and consequence. For this reason, personal growth and discipleship are key areas of focus at Alphacrucis. This includes the ability to nurture healthy relationships and foster a dynamic spirituality that leads to a transformative and engaged Christianity.

While individual change is a private matter and an individual journey, it can impact the public realm. As students are changed, their life takes on broader concern for the community, social justice and the environment.

Community Transformation

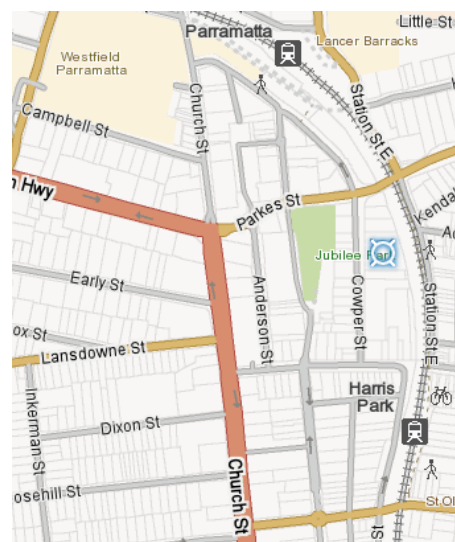
We believe in connecting people to the Christian story to find their place in the transformation of our world. We are part of a larger narrative that encompasses people of faith from all generations. Yet we live in a new time with new challenges. We provide an environment for creative ideas and solutions to the questions of our time. Alphacrucis is a place for innovators - for people who dare to challenge the status-quo and create better alternatives for the future.

While we provide programs and course units in Social Engagement, we have a broader vision. Our vision is to see graduates outworking their faith in ways that promote justice, ethical living, grace and hope in our global community. We are a place for people who want to live a life of purpose and consequence that engages their community and transforms our world.

1.7 How Do I Get to the Head Office?

Students who wish to drive to the head office will find it located at 30 Cowper Street. Cowper Street is connected to Parkes Street, which continues east from the intersection of the Great Western Highway and Church Street. Parking is limited, there is metered parking along the street, a parking station is available in Wentworth Street.

Students who wish to use public transport to get to the campus will find that it is located approximately 340 m south of the Parramatta Train Station (on the Blue Mountains, Cumberland, North Shore & Western lines). 30 Cowper Street is also approximately 350m north of Harris Park Train Station. The Parramatta Bus Interchange is located next to the train station.



Our Cowper Street campus is within 500 m of Westfield Parramatta Shopping Centre.

Delivery Locations

NSW

Parramatta Campus - Head Office
30 Cowper Street, Parramatta, NSW, 2150*

Baulkham Hills
Cnr Norwest Boulevard & Solent Circuit, Baulkham Hills, NSW, 2153*

Macquarie Leadership College
Cnr Macquarie Rd & Wentworth Rd, Cardiff, NSW, 2285

QLD

Brisbane Campus
35 Thompson St, Bowen Hills, QLD, 4006*

iSEE College
308 Seventeen Mile Rocks Road, Seventeen Mile Rocks, QLD, 4073*

Brisbane South Campus at American College
180 Logan Rd, Woolloongabba, QLD, 4102*

Calvary Leadership College

212 Crosby Hill Road, Tanawha, QLD, 4556*
569 Bayswater Road, Mt Louisa, QLD, 4814

Brisbane Full Gospel Church
2642 Logan Road, Eight Mile Plains, QLD, 4113*

Metro College of Theological Studies
116 Ridgeway Avenue, Southport, QLD, 4215

VIC

Planetshakers College
360 Main Road, Lower Plenty, VIC, 3093*
607 Canterbury Road, Surrey Hills, VIC, 3127*

South West Christian Church
147-155 Hogans Road, Hoppers Crossing, VIC, 3029

* These locations are approved to offer specific courses to international students.

2 Planetshakers City Church

Planetshakers City Church is a church for this generation. It is filled with vibrant, enthusiastic, passionate people with the focus to champion the cause of Christ.

Founded in 2004 by Ps Russell and Sam Evans, it has flourished under their leadership, which has a firm foundation on the word of God, the Bible. Their desire is to see each person empowered by the Holy Spirit to reach their God-given destiny, and the kingdom of God established and, therefore, bring the positive influence of the gospel of Christ to their society through word and deed.

The church is known for its love and acceptance, passionate praise and worship, inspirational preaching of God's word and acts of the Holy Spirit. Its members are very active, with a high volunteer base, helping the church to function and reach the wider community with the love of Christ through acts of kindness and the power of God.

2.1 Our Story

Planetshakers City Church began its journey in February, 2004. Ps Russell and Sam Evans moved from Adelaide, South Australia, to follow the call of God to plant a vibrant, passionate church that would fulfil the mandate 'to empower a generation to win a generation'. The opening service of Planetshakers City Church (then Melbourne City Church) saw 900 people pack out Storey Hall as Ps Rich Wilkerson brought the word of God to Planetshakers City Church for the first time. Along with an initial team of 12, the church quickly grew and flourished under their care and leadership. Finding big enough venues to cater for the rapid growth became a challenge as more and more people heard the reports of God healing and transforming lives through the powerful praise and worship, dynamic preaching of God's word and the personal encounters with Jesus.

Over the years Planetshakers City Church services have been held in venues across the city of Melbourne, such as: Storey Hall (RMIT), Capitol Theatre, Arrow on Swanston, Melbourne High School, Melbourne Town Hall, and more regularly the church home is Dallas Brooks Centre in East Melbourne.

It continues to impact the community through its various ministries, which include programmes for children, youth, university students, families, single parents, women and business-minded people.

2.2 Our Mission

We have a passion to help our students discover and develop their God given destiny and become a person of influence in every sphere of life. Planetshakers College has been developed to empower a generation to reach a generation. We provide excellence in training to help you become a person of influence and a disciple of Christ.

2.3 Our Invitation

Congratulations on your decision to choose Planetshakers College and set aside a year of your life for God! On behalf of the team we welcome you and we are excited as you take the initial steps into seeing God impact and empower your life like never before.

The heart of Planetshakers College is to see God's kingdom come in your life and see you empowered to reach generations with the love and the message of Jesus. Describing what partnering with Planetshakers College does to a person is often a hard thing to do. God always continues to surprise us in what He has done with people who truly surrender their life to him. The miracles, testimonies and the stories of lives that have been enriched by our great God astound us every year. Our mandate is to influence every area of society with the power of the Holy Spirit to make God famous in this world. We believe Planetshakers College equips you with the vital spiritual and practical tools to do just this. Each week you will experience great teaching and preaching from the Planetshakers staff and world leading guest speakers. The anointed praise and worship will bring you into deeper levels in your expression and faith in God. You will be imparted

to and disciplined in an environment that is loving, safe and faith-filled. The culture of Planetshakers will inspire you to walk in the ways of the Kingdom of God, explore who you are in Christ, encourage you to believe for the miraculous and see you mobilised in the giftings and authority He placed in you. Welcome to the most significant year of your life.

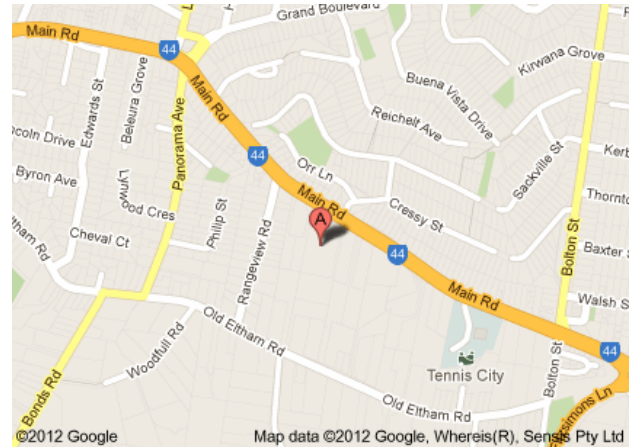
2.4 What We Believe

See Appendix A

2.5 How Do I Get to Location?

Students who wish to drive will find it located at 360 Main Road, Lower Plenty. Parking is available in our main car park at the front of the campus.




Students who wish to use public transport to get to the campus will find that it is located close to Montmorency Station (on the Eltham, Greensborough Lines). A bus (293 line) is then available to from the station to our campus. For more information regarding Public transport visit: <http://ip.ptv.vic.gov.au>






3 Faculty

3.1 Alphacrucis Faculty

Below are some of the staff from Alphacrucis College you may need to contact. For an up-to-date list of faculty please refer to <http://ac.edu.au/faculty-and-staff/>.

	Staff Member	Job Title
	Stephen Fogarty	Principal
	Dr Jacqueline Grey	Academic Dean
	Mr Dean O'Keefe	Director of Vocational Education and Training

3.2 Planetshakers College Faculty

	Staff Member	Job Title
	Paul Bergin	Principal
	Angelina Kyriakou	Student Dean
	Rachael Richardson	Academic Dean
	Estelle Lam	International Student Contact
	Harmony O'Dwyer	Registrar

4 Community Life

4.1 Life at Planetshakers College

Student Development works to enhance the growth and development of students, both inside and outside the classroom. Student Development aims to challenge and support students in their journey in areas such as intellectual, physical, interpersonal and spiritual development.

4.2 Services and Facilities

Special Needs Access

Planetshakers College has wheelchair access to lecture rooms, library, chapel and reception. Disable parking is available. If any further assistance is required please contact the Student Dean.

Recreational Areas

Student areas have been established around the college premises for the purpose of accommodating community and individual relaxation:

- Student kitchen area
- Communal Café Area
- Communal Foyer
- Library Reading Area

Rest Rooms

Female and male rest rooms are located in the main foyer.

Library

The library exists to provide staff and students at Planetshakers College with all the information resources they need for their teaching, study and personal pursuits. We offer books, videos and DVD's on loan. Opening hours vary throughout the year, please check with the academic dean for the latest information.

4.3 Formalities

Confidentiality Policy

Alphacrucis College works to enhance students' success at study and to encourage life-long learning. Students' details are collected to enable the provision of the highest quality service and effective communication between the service and the student. The confidentiality policies in respect of these details is as follows:

1. All students' personal details are completely confidential. Student records are stored in a secure system. Electronic storage is password protected and hard copy information is filed securely. No contact details of students or staff will be given to any person (such as friends, media, parents etc), unless the student/staff member specifically gives permission for the details to be passed on.
2. Staff will take precautions that any personal details (eg. staff or student phone numbers) recorded in their own diaries or offices are kept in a secure manner.

Please note that in situations where College staff are of the opinion that the student is likely to harm him/herself or others, staff are legally obliged to inform the appropriate person/s.

Dating and Engagements

It is understood that, from time to time, students may develop relationships. As this can effect application while studying at Planetshakers College and hinder getting the best out of the experience, the following points will help eliminate problems:

- All such relationships need to be brought to the attention of the Principal and Stream Leader.

- Body contact is not appropriate during College time or functions (cuddling, kissing, etc.)
- The College Staff reserves the right to speak to any students regarding any behaviour that is inappropriate or cause for concern.

College policy is that students should only become married during the extended semester breaks at Christmas and mid-year. Any variation requires a written letter requesting permission from the student dean.

Dress Standards

Students are expected to dress neatly and modestly at all times. The College atmosphere is reasonably casual and, as such, smart casual dress is appropriate, but the College staff reserve the right to speak to any students who dress inappropriately.

Appropriate clothing for setting up and packing down events must be worn i.e. footwear and fluorescent vests complying with all Occupational Health and Safety requirements.

Insurance

The College insurance policies do not cover your personal property. It is therefore your responsibility to make appropriate insurance arrangements.

Prohibited Material

Alcoholic beverages, unprescribed drugs, illegal substances, cigarettes, weapons and firearms or pornographic materials whether in print, video, CD, Internet or in any other form are not permitted on the College premises.

Sexual Harassment

Alphacrucis College is committed to the protection of its student body and staff from all forms of sexual harassment of/by students or staff. Under the 1977 NSW Anti-Discrimination Act and 1984 Commonwealth Sex Discrimination Act, any and all matters relating to sexual harassment will be dealt with speedily, sensitively, equitably, confidentially and professionally.

Disciplinary Procedures

For the benefit of the student body as a whole, it is essential that all students adhere to general guidelines of acceptable behaviour, as well as college rules set out in this handbook (and elsewhere). If faculty, staff or student leaders believe that a student's behaviour is unacceptable, and warrants disciplinary action, the disciplinary procedures shall be undertaken as follows:

I. Discuss the Issue with the student (where appropriate)

The purpose of this initial phase is to ensure that the student is aware of the inappropriate behaviour, and to warn the student that if the behaviour continues, formal discipline may result. This phase is resolved, and the discipline complete, if the student behaviour is corrected.

II. Meeting with Student Dean or Principal

Should the inappropriate behaviour continue, the student shall be required to report to the student dean and/or principal, where the issue will be discussed, and disciplinary action appropriate to the behaviour implemented. The college reserves the right to suspend or expel students in certain circumstances, provided the principal approves such disciplinary action.

Should the student be dissatisfied with any disciplinary action, they should follow the *Student Grievances, and Complaints and Appeals Policy*.

5 Information services

5.1 Introduction

The Information Services Department (IS) of AC facilitates student access to a wide range of computer-based resources, including:

- Internet
- World Wide Web
- Computer based theological journals and abstracts
- Search facilities

5.2 General Information

Planetshakers College provides computing and telecommunications services to employees and currently registered students, on computers and networks owned and operated by the College. The College reserves the right to circumscribe operation of its computing and telecommunications facilities, using policies consistent with its mission and the role computers and networks are intended to play within that mission. Specifically, it is expected that each person's conduct in the use of such services will be consistent with and conform to the policies set forth herein. We trust that all who use the College's systems or campus network will behave in ways that demonstrate convincingly to the world that we are a community seeking to honour Christ and His Kingdom in all we do.

5.3 Computers

Most AC students bring their own computer and connect it to the wireless campus network. For those who don't have a computer, they may book the use of college computers via reception.

5.4 College Websites

Alphacrucis College: <http://ac.edu.au>

Moodle: <http://moodle.ac.edu.au/>

Facebook:

Twitter: <http://twitter.com/#!/alphacrucis>

5.5 helpdesk

If you have any difficulties please contact it@ac.edu.au, or make an appointment via reception.



6 International Students

The following information is for international students who are considering studying at Alphacrucis College Brisbane, Melbourne, Sunshine Coast or Sydney Australia (face-to-face studies). This information does not apply to international students wanting to study via our e-learning delivery.

6.1 Who do I contact when I arrive?

Estelle Lam is our International Students officer and available for contact with any International concerns. Estelle can be contacted during office hours on 1300 88 3 21 or email estelle@planetshakers.com

6.2 Education and Your Rights and Responsibilities

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code. Students are encouraged to familiarise themselves with the ESOS framework. Further information can be found at:

http://www.aei.gov.au/aei/esos/quickinfo/ESoS_FrameWork_pdf.pdf

6.3 Studying In Australia

Information on studying in Australia can be found at the following website:

<http://www.studyinaustralia.gov.au>.

The government legislation regarding studying in Australia is outlined in the following government documents:

- The ESOS Act, 2000
- The ESOS Regulations, 2001
- The National Code for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code)

As part of your decision to study in Australia you are encouraged to make yourself familiar with these documents so that you are aware of your rights and obligations as an Overseas Student studying in Australia. The National Code is available from our college office. The ESOS Act, the ESOS Regulations and the National Code may also be viewed from the Australian Government Department of Education Science and Training website: <http://www.deewr.gov.au>.

For more information on studying in Brisbane and the Sunshine Coast, Queensland, Australia go to The Department of Education and Training, Queensland website: <http://deta.qld.gov.au/>.

For more information on studying in Melbourne, Victoria, Australia go to The Department of Education and Training, Victoria website: <http://www.education.vic.gov.au/>.

For more information on studying in Sydney, New South Wales, Australia go to the NSW Department of Education and Training website: <https://www.det.nsw.edu.au/>.

6.4 Do I Need A Study Visa?

If you want to study face-to-face at one of our campuses and you do not fulfil one of the following categories, you will need to apply for a student visa:

- Australian Citizen, or
- Australian Permanent Resident

6.5 Student Visa Applications

The Australian Government has instituted major reforms to the procedures of Student Visa applications. Under these reforms, each country has been assessed at different levels, which determine the requirements for a successful application. The Australian Embassy in your own

country can help you with these details. You can also find out more information at the Australian Department of Immigration website: <http://www.immi.gov.au/students/index.htm>.

6.6 How Do I Apply

To apply for a course, international students need to submit the following items:

- Application form
- IELTS Test or equivalent¹

6.7 What Do I Do If My Application To Alphacrucis Is Approved?

If your application to become a student of Alphacrucis is successful, we will be issuing you with a Confirmation of Enrolment (CoE). Once you have received this, you will need to apply for a Student Visa.

You should begin the process of obtaining your student visa as early as possible by contacting the Australian Embassy in your city, as it can take a few months to process a visa.

A checklist on what you need can be found at the Department of Immigration website, <http://www.immi.gov.au/>.

- Click on the 'Visas and Immigration.'
- Click on the 'Students.'
- Click on 'Student Visa Options.'
- Click on 'Vocational education and training.'
- Select your country and click on the 'Continue your visa' button.
- This next page shows you links to five pages to help you with a visa application:
 1. About this Visa
 2. How this Visa Works
 3. Eligibility
 4. Obligations
 5. Applying for this Visa

Read through these pages. Page five, 'Applying for this Visa,' allows you to download a click list to help you complete your application.

6.8 How Much Will It Cost Me To Study At Alphacrucis College?

For information on module fees please refer to the fee schedule, in the *VET Student Handbook*.

Overseas Student Health Cover

Overseas students studying in Australia are required to have Overseas Student Health Cover (OSHC). Students will need to obtain this from an insurance provider.

Information for International Students can be found here:

<http://ac.edu.au/international-students/>

Course Fees Each Year

Refer to Fee Schedule.

Travel Costs To and From Australia

The student will be responsible for any travel costs to Australia and visits throughout their course.

¹ If your previous studies (i.e. School certificates / university qualification) are not in English language, you will need to submit an IELTS test. For more information on completing an IELTS test go to <http://www.ielts.org/>.

When Do I Pay My Student Tuition Fees?

Please be aware that all international students are required to pay the initial instalment fees in advance before the Alphacrucis College can issue a 'Confirmation of Enrolment' – which is necessary for you to process a visa application. This amount is calculated with the use of our fee schedule.

Student fees moneys will be kept in a trust until you are officially enrolled as a student, and are refundable to you if your visa application is unsuccessful. We will give you more details about this payment once we receive your application.

If you have any questions, please don't hesitate to contact our Enquires Office on +61 2 8893 9000 or email info@ac.edu.au.

6.9 Refund Policy for International Students

Alphacrucis College's Refund Policy for International Students can be found here:

<http://ac.edu.au/ppm/refund-policy-international-students/>

Students' complaints in relation to refunds are processed using the Alphacrucis grievance and appeals procedures. Alphacrucis dispute resolution processes do not circumscribe the student's right to pursue other legal remedies; students may take further action under Australia's Consumer Protection Law.

6.10 Living in Australia

Accommodation

AC does not provide accommodation. Below are some contact details on organisations who can assist in finding accommodation.

CESE: <http://ceseaustralia.com/cese/>

Melbourne HomeStay Agency: <http://www.melbournhomestay.net/>

For more information on rental property in Australia go to <http://www.domain.com.au>.

Make sure you notify Planetshakers College of any changes to your residential address.

Working in Australia

Students and their dependents applying for student visas for the first time will not automatically be granted permission to work in Australia. Students and their dependents will only be able to apply for a visa with work rights after they arrive in Australia and the student has commenced their course of study and there are no guarantees that a visa with work rights will be granted. You therefore need to be sure that you have sufficient funds to support yourself and any family members for your entire stay in Australia.

Where work rights are granted, students are limited to 20 hours work per week while their Australian education provider is in session but they may work full time during holiday breaks. Work rights are intended to be only a supplement to a student's support rather than their sole source of support.

Further details about work issues can be found at the official Australian Government website for advice on study in Australia, <http://www.studyinaustralia.gov.au>.

Arrival Arrangements

Planetshakers College is happy to arrange pick up to first time arrival international students, during office hours.² Please notify the College office of your flight number and arrival time two weeks prior to your arrival and accommodation arrangements. A Planetshakers College representative will meet you upon arrival and drive you to the college or accommodation.

Emergency Services

In an emergency in Australia, dial – “000”. Please refer to the Emergency Services section.

Legislation Information for Overseas Students

Alphacrucis College follows standards set-out by the ESOS Act and the National Code 2007 in delivering education and training to overseas students. These standards detail the specific requirements that registered providers such as Alphacrucis must meet to comply with their obligations.

Privacy and Use of Personal Information

- Alphacrucis College must meet the requirements of the Federal Privacy Act.
- All students are able to access their own personal file held by the college and may also request that updates be made to information that is incorrect or out of date.
- Access may be given to an identified government officer from such agencies as DEEWR, DIBP or ASQA for the purposes of audit. We are required to tell DIBP about: changes to your enrolment; and any breach by you of your student visa conditions relating to attendance or satisfactory academic performance.
- A copy of student or staff records by a third party can only be obtained by written permission of the relevant person whose file has been requested. This permission must be provided in writing for such access to occur.
- Personal information is collected solely for the purposes of operation as a Registered Training Organisation.
- All reasonable steps must be taken to protect personal information from misuse, loss, unauthorised access, modification or disclosure including password protection of electronic files, secure storage of paper files and secure backup of data.
- Students will be allocated a unique number for the purposes of maintaining Alphacrucis College electronic records or for collection of data by Commonwealth and State Government departments and agencies.

Staff Responsibilities for Access / Equity and Equal Opportunity Issues

AC will meet the needs of individuals and the community through the integration of access and equity guidelines. We will ensure that equity principles for all people are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination.

We will increase opportunities for people to participate in the vocational education and training system, and in associated decisions which affect their lives. Alphacrucis College prohibits discrimination towards any group or individuals in any form, inclusive of:

- Gender
- Pregnancy
- Race
- Colour
- Nationality
- Ethnic or ethno-religious background
- Marital status
- Homosexuality (male or female, actual or presumed)
- Age (in relation to compulsory retirement)

² Please discuss with Planetshakers College exceptions to these times.

We are firmly committed to achieving ‘best practice’ in the provision of vocational education and training. The Director of VET is the access and equity officer and can delegate any one to be the access and equity officer in their absence.

6.11 Attendance Policy

1. Alphacrucis College will record and assess the attendance of each student for the scheduled course contact hours for each course in which face-to-face students are enrolled.
2. The minimum scheduled course contact for CRICOS registered courses shall be 20 hours.
3. Minimum attendance for each unit/module shall be at least 80% of the scheduled course contact hours. This will be provided to students at the commencement of each unit/module.
4. Trainers are to record attendance and absences at the commencement of each class. Attendance will be recorded for each hour of the scheduled course contact hours.
5. Students arriving more than 15 minutes late will be recorded as absent for that training hour.
6. Students will be notified in writing when an absence has been recorded:
 1. First warning: Students will be notified when their attendance reaches less than 95%.
 2. Second warning: Students will be notified with a second warning when their attendance reaches less than 90%.
 3. Third warning: Students will be notified with a third warning when their attendance reaches less than 85%. If no response from the student has been the Campus or School Director will follow up the student with a phone call.
7. A final letter of unsatisfactory attendance or Notice of Intention to Report will be sent to students who have reached a minimum of 80% attendance. This written notice will inform the student that he or she is able to access Alphacrucis’ complaints and appeals process and has 20 working days in which to do so.
8. Written letters to the student will inform the student:
 1. Of their current attendance status;
 2. That they can access the complaints and appeals process;
 3. That student support and counselling is available.
9. Students who have been absent for more than five consecutive days without approval will be notified in writing. If his or her absence equates to 5% or more normal warning letters will be issued.
10. Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the original intention, the college Registrar will notify the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance as soon as possible.
11. Where the student has provided a successful appeal, the School or Campus Director will decide whether an intervention strategy will be necessary for the student.
12. Alphacrucis College may only decide not to report the student for breaching the 80% attendance requirement where:
 1. That decision is consistent with its documented attendance policies and procedures, and
 2. The student records clearly indicate that the student is maintaining satisfactory course progress, and
 3. Alphacrucis confirms that the student is attending at least 70% of the scheduled course contact hours for the course in which he or she is enrolled.

6.12 Course Progress Revised

1. Alphacrucis College will monitor, record and assess the course progress of each face-to-face student for the course in which the student is currently enrolled.
2. Alphacrucis College will assess each student’s progress at the end of each compulsory study period.
3. Study periods for each course shall be set at:
 1. for courses which are 52 weeks or less in duration, a study period of 10 weeks, or one term (whichever is lesser), will be followed;

2. for courses greater than 52 weeks in duration, a study period of 20 weeks, or one semester (whichever is lesser), will be followed.
4. Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.
5. Course requirements for each study period shall be set out in the unit/module student manual. This manual will be made available to the students at the commencement of each unit/module and is available online
6. Alphacrucis College will have an intervention strategy for any student who is not making satisfactory course progress. It must be made available to staff and students and must specify:
 1. procedures for contacting and counselling students;
 2. strategies to assist identified students to achieve satisfactory course progress; and
 3. the process by which the intervention strategy is activated.
7. The intervention strategy must include provisions for:
 1. where appropriate, advising students on the suitability of the course in which they are enrolled;
 2. assisting students by advising of opportunities for the students to be reassessed for tasks in units or subjects they had previously failed, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and
 3. advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DIBP and cancellation of his or her visa, depending on the outcome of any appeals process.
8. At the end of each compulsory study period, students must be assessed against the course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy as outlined in item 4 is implemented. The intervention strategy must be activated within the first four weeks of the following study period. However, if a provider identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the provider is encouraged to implement its intervention strategy as early as practicable.
9. If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course, the provider must notify the student of its intention to report the student to DIBP for unsatisfactory progress. The provider does this through the written notice described below.
10. The written notice (of intention to report the student for unsatisfactory progress) must inform the student that he or she is able to access the registered provider's complaints and appeals process under Standard 8 and that the student has 20 working days in which to do so. A student may appeal on the following grounds:
 1. provider's failure to record or calculate a student's marks accurately,
 2. compassionate or compelling circumstances, or
 3. provider has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.
11. Where the student's appeal is successful, the outcomes may vary according to the findings of the appeals process.
 1. If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 50% of the course requirements for that study period), Alphacrucis does not report the student, and there is no requirement for intervention.
 2. If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support must be provided to the student through the provider's intervention strategy, and the provider does not report the student.
12. Where:
 1. the student has chosen not to access the complaints and appeals processes within the 20 working day period,
 2. the student withdraws from the process, or

3. the process is completed and results in a decision supporting the registered provider (ie. the student's appeal was unsuccessful)
Alphacrucis must notify the Secretary of DEST through PRISMS as soon as practicable of the student not achieving satisfactory course progress.

6.13 Complaints Procedure

AC believes that it is necessary and appropriate for students to be given every opportunity to appeal if they feel that the assessment process has been unfair or if they have felt disadvantaged in any way. Consequently the College has developed the following guidelines for students to make an appeal if they feel their assessment has been unfair or incorrect.

The Faculty, and in particular the Academic Board, will be accountable for the moderation of all student results, and for evaluating the comparability, validity and reliability of a markers judgement and student results across each student's assessment submitted for each term. The final results will then be published to students at the end of each semester.

Informal Process

1. The student shall first discuss the problem with the other person (Trainer, Assessor or staff member).
2. The other person will make a note of student's concerns and follow-up appropriately. The other person will be responsible to facilitate a resolution within no more than four weeks from the time of the student raising the concern.
3. Details of the problem and how it was addressed are recorded by the other person and placed in the student's folder.
4. If the complaint or appeal cannot be resolved with the other person students should then approach the Campus or School Director.
5. The advice to the complainant shall include information and procedures concerning the complainant's right to formally appeal the proposed solution to the Academic Dean.
6. If the complaint or appeal cannot be resolved informally students should access the Complaints and Appeals Form, which is available at Reception, or downloaded from the website.
7. The Complaints and Appeals Form must be completed by the student and submitted to the Academic Dean.
8. The complainant may request assistance from the college in order to accurately complete a Complaints and Appeals Form.
9. There is no fee involved with this informal process.

Formal Process

10. Academic Dean
 - 10.1 On receiving the complaint that has not been resolved, the Academic Dean shall review the nature of the complaint and cause and the appropriate cause of action to satisfy the complainant's appeal and if requested by the student provide an appropriate time for the student to present their complaint personally within ten (10) days of the Academic Dean receiving the complaint for review.
 - 10.2 The Academic Dean shall respond in writing to the appeal recording the reviewed proposed solution and advise the complainant of the proposed solution within ten (10) days of the Academic Dean receiving the complaint for review.
 - 10.3 The student complainant should be informed that their enrolment is not at risk during the complaints and appeal process. Alphacrucis must maintain the student's enrolment throughout the complaints and appeals process, and will not victimise or discriminate against any complainant or respondent.
 - 10.4 If the student chooses not to remain in class, the consequences of their absence to their class progress must be explained.
 - 10.5 If requested by the student, provide an appropriate time for the student to present their complaint personally with the director within ten (10) days of receiving the complaint for

- review, no cost to him or herself and each party may be accompanied and assisted by a support person at any relevant meetings.
- 10.6 The advice to the complainant shall include information and procedures concerning the complainant's right to appeal the proposed solution and request an independent adjudicator.
- 10.7 The completed response shall be filed in the students folder for confidential storage for at least five (5) years, and allow parties to the complaint appropriate access to these documents.
- 10.8 The Academic Dean shall give reasons and full explanation in writing for the decisions and actions taken as part of the procedures within ten (10) days of the request.
- 10.9 In the event of the complainant reporting that they are dissatisfied with the reviewed proposed solution, the Academic Dean shall advise the complainant that within ten (10) days an independent adjudicator shall be informed of the nature of the complaint in writing and to seek possible further resolution.
- 10.10 There is no fee involved with this informal process.
11. Independent Adjudicator
- 11.1 A current Independent Adjudicator arrangement is in place with Australian Council of Private Educational and Training (ACPET)
- 11.2 On the receipt of advice of a decision appeal and the request for an independent adjudicator from the student, the Director shall contact ACPET.
- 11.3 The selection of an independent adjudicator shall be managed by the Director and be by mutual agreement with the complainant. The complainant should also be advised that they are entitled to attend the ACPET independent adjudication meeting with a preferred support person.
- 11.4 All independent adjudicator outcomes will be reported by the Director to the next scheduled campus or school Committee Meeting, documented within the minutes and filed for future reference.
- 11.5 All independent adjudicator outcomes will be communicated to the complainant in a timely and prompt manner, within forty-five (45) days of receiving the complaint for review.
- 11.6 There shall be no fee for services provided by the independent adjudicator.
12. The complainant may also approach the Department of Fair Trading if the unresolved matter does not relate to training delivery or assessment.
13. Alphacrucis will organise a translator where bi-lingual support is required and is requested by the student.
14. The complainant may also call the Department of Education, Employment and Workplace Relations at the toll-free National Training Complaints Hotline on 1800 000 674 or email their complaint to nationalcomplaintshotline@deewr.gov.au.
15. Results and Decisions on Complaints and Appeals
- 15.1 Appeal decisions granted in favour of the student should be implemented by the college as soon as practicable. Depending on the nature of the complaint and result, within ten (10) working days of the result.
- 15.2 If internal or any external complaint handling results in a decision that supports the student, Alphacrucis must immediately implement any decision and/or corrective and preventative actions required and advise the student of the outcome.
- 15.3 Alphacrucis will then modify its policies and procedures as required and record this action in the continuous improvement system. The student will be notified of this follow-up and corrective action within ten (10) working days.
- 15.4 If the student wishes to lodge an external appeal or complaint about a decision, he or she can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website <http://www.oso.gov.au> or phone 1300 362 072 for more information.
16. The student has the right to take an appeal related to a VET Qualification to the national regulator when other avenues have failed. ASQA - <http://www.asqa.gov.au>

17. Students have the right to take further action under Australian Consumer Law and the right to pursue other legal remedies.
18. The complainant also has the right to apply to the Administrative Appeals Tribunal (AAT) for a review of the reviewable VET decision that has been confirmed, varied or set aside. The contact details of the nearest AAT Registry are: GPO Box 9955, Sydney NSW 2001. The approximate costs of lodging an appeal are: \$777. More information on the AAT can be found at <http://www.aat.gov.au/>. National Telephone number: 1300 366 700.

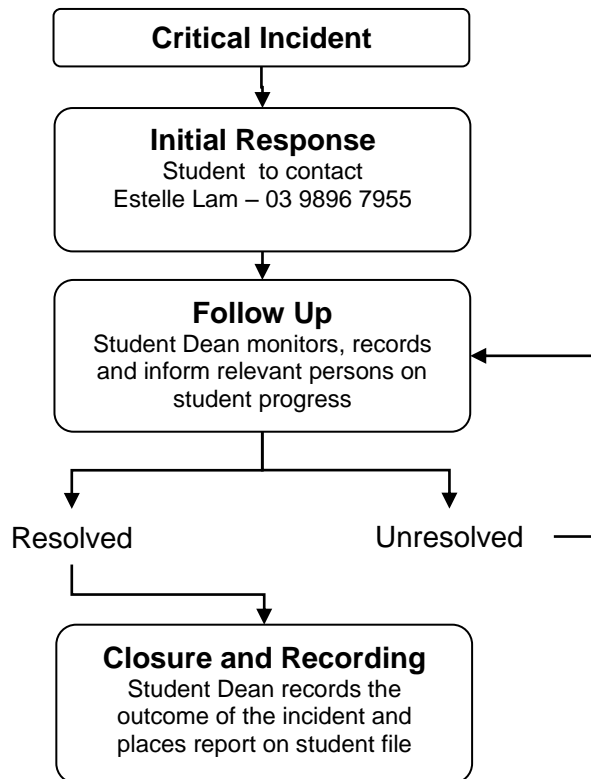
6.14 Critical Incident Procedure for International Students

It is highly recommended that students get connected to a local church. This local church will provide an extra support network and friends to assist during your study here at AC. To find out details about a local church near you contact the Student Dean.

1. The National Code defines critical incident as ‘a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury’.
2. Critical incidents may include but not limited to:
 - a. missing students
 - b. severe verbal or psychological aggression
 - c. death, serious injury or any threat of these
 - d. natural disaster
 - e. issues such as domestic violence, sexual assault, drug or alcohol abuse
 - f. loss of accommodation
 - g. other non-life threatening events that may cause extreme stress or fear
3. Orientation
 - a. During orientation student will be informed of the critical incident procedure, including the initial response contact information:
 - i. International Student Officer
 - ii. Police, Ambulance, Fire and Rescue services: 000
 - iii. First Aider
4. Initial Response
 - a. When a critical incident has been identified, the person receiving the news will contact the International Student Officer as soon as practical. The International Student Officer can be contacted 24 hours, 7 days a week.
 - b. The International Student Officer will meet with the student and will determine the severity of the incident and actions to be taken.
 - c. If the incident is not severe and can be resolved with the resources available, the International Student Officer will begin the action plan and follow up as required.
 - d. If the incident is considered severe and requires addition support, the International Student Officer will ensure the appropriate support is provided.
 - e. A report of the critical incident will be forwarded to the International Student Affairs Committee within 5 days working days.
 - f. At any time the student can contact the International Student Office or other services immediately if necessary.
5. Follow Up Action Procedure
 - a. The International Student Officer will follow up the action required to help support this student, or delegate this to another person with approval of the student. This includes:
 - i. monitoring the condition of and providing appropriate support to the international student/s through this period;
 - ii. contacting, where appropriate, family members and other relevant people regarding the condition of the international student;
 - iii. coordinate the any resources required during this period;
 - iv. liaise with the police and other emergency services (where necessary);
 - v. provide assistance for any family members who decide to travel to Australia to support the international student/s with travel and accommodation requirements;
 - vi. record all details of the incident and follow up outcomes;
 - vii. inform relevant staff that the student situation.

- b. In the event of the death of an International Student, the International Student Officer will ensure the following is undertaken:
 - i. contact the family and determine their wishes regarding repatriation of the body, personal effects, religious observances etc.;
 - ii. coordinate the repatriation of the body and personal effects in line with the family’s wishes and in accordance with Australian regulations;
 - iii. organise the sending of a letter of condolence to the family;
 - iv. ensure all administrative actions are taken e.g. adjust the student records database, process any tuition refunds, notify PRISMS etc.
6. Closure and Recording Procedure
- a. The International Student Officer will meet with the international student at the completion of the follow up action plan.
 - b. The International Student Officer will determine if any further follow up is required, if so they will repeat the process as described in the Follow Up Action Procedure.
 - c. When the International Student Officer determines the incident has been resolved, the International Student Officer will:
 - i. Complete the Critical Incident Report Form, and attached all necessary documents
 - ii. Send report to the ISAC
 - iii. The report is then filed in the student’s folder.

Critical Incident Flow Chart



7 Occupational Health and Safety

7.1 Commitment

Alphacrucis College recognises its moral and legal responsibility to provide a safe and healthy work and living environment for employees, voluntary workers, students and visitors and will endeavour to ensure they do nothing to place themselves or the local community at risk of injury or illness.

7.2 Objectives

The College will endeavour to:

- provide safe buildings, plant and systems of work
- ensure compliance with legislative requirements and standards.
- provide employees, contractors, voluntary workers and students with information, instruction, training and supervision for their safety.
- provide support that will assist employees, voluntary workers and students in maintaining their psychological and physical health.

7.3 Responsibilities of the College

- to provide a safe workplace and living area.
- to implement Occupational, Health and Safety policies and procedures.
- to promote actively and be involved in those policies and procedures.
- to provide the resources required to satisfy the College's OHS commitments.

7.4 Responsibilities of Employees, Voluntary Workers and Students

- follow all OHS policies and procedures
- report all hazards identified to the reception
- comply with lawful instructions.
- not behave in a wilful and reckless manner.

7.5 Consultation

The College is committed to encouraging consultation, cooperation and coordination between College administrators, employees, voluntary workers and students. It will involve all parties in workplace changes likely to affect their safety, health and welfare.

7.6 Health and Safety Rules.

1. No smoking in/around College buildings.
2. No alcohol or drugs on College property.
3. Know and observe all OHS rules.
4. Know and observe details of emergency response and evacuation plans.
5. All work at heights must have the permission of the OHS coordinator before commencement. Safety equipment is essential, and can be obtained from the coordinator.
6. Do not undertake work for which you are not qualified. eg. electrical maintenance.
7. Take responsibility for own OHS by not doing anything that may endanger your OHS or that of a fellow employee/voluntary worker.
8. Report all potential hazards or accidents and incidents to the OHS coordinator.
9. Keep work areas neat and tidy at all times.
10. If required to lift any items likely to cause injury, seek assistance before proceeding.

7.7 First Aid Procedures

During Standard Work Hours

1. If the incident requires immediate medical attention, all persons are to call 000.
2. For other related first aid administration all person are to contact the primary or secondary first aider. This can be done through reception.
3. First aid kits are located at reception.
4. All incidents requiring first aid administration are to be recorded.
5. An incident form is to be completed and handed to the OHS representative via reception for any incident requiring either use of the first aid kit or medical attention.

7.8 Emergency Services

In an emergency in Australia, dial – “000”. More information about emergency services in Victoria can be found at the VIC Government Emergency Services website:

<http://www.vic.gov.au/emergencies-safety.html>

Police Service

The Police can be contacted in an emergency by dialling – 000.. For more information please visit the VIC Police website: <http://www.police.vic.gov.au>

Health Services

For any medical and health emergencies, dial – 000. For more information please visit the VIC Health website: <http://www.police.nsw.gov.au/>.

Local Doctors

Local doctors can be found in most suburbs in Melbourne. For more information on finding a local doctor go to: <http://www.truelocal.com.au>.

Local Hospital

145 Studley Road Heidelberg VIC 3084
Phone: (03)9496 5000

Legal Services

For legal assistance please call Legal Aid on 1300 888 529. More information can be found at this website: <http://www.legalaid.vic.gov.au/>

7.9 Emergency Procedures in Case of Fire.

- If you see a fire or an emergency on the campus ring Emergency Services 000 and notify the Reception (03 9439 5555). There is no need to contact 000 if the fire alarm rings in the buildings, since our alarms are connected to the local fire station.
- Be aware of the location of portable fire extinguishers, emergency exits and the location of the assembly area.
- Only fight a small fire if you are trained and it is safe to do so.
- If a fire cannot be controlled, inform others in the vicinity and evacuate the premises.

On being instructed to evacuate:

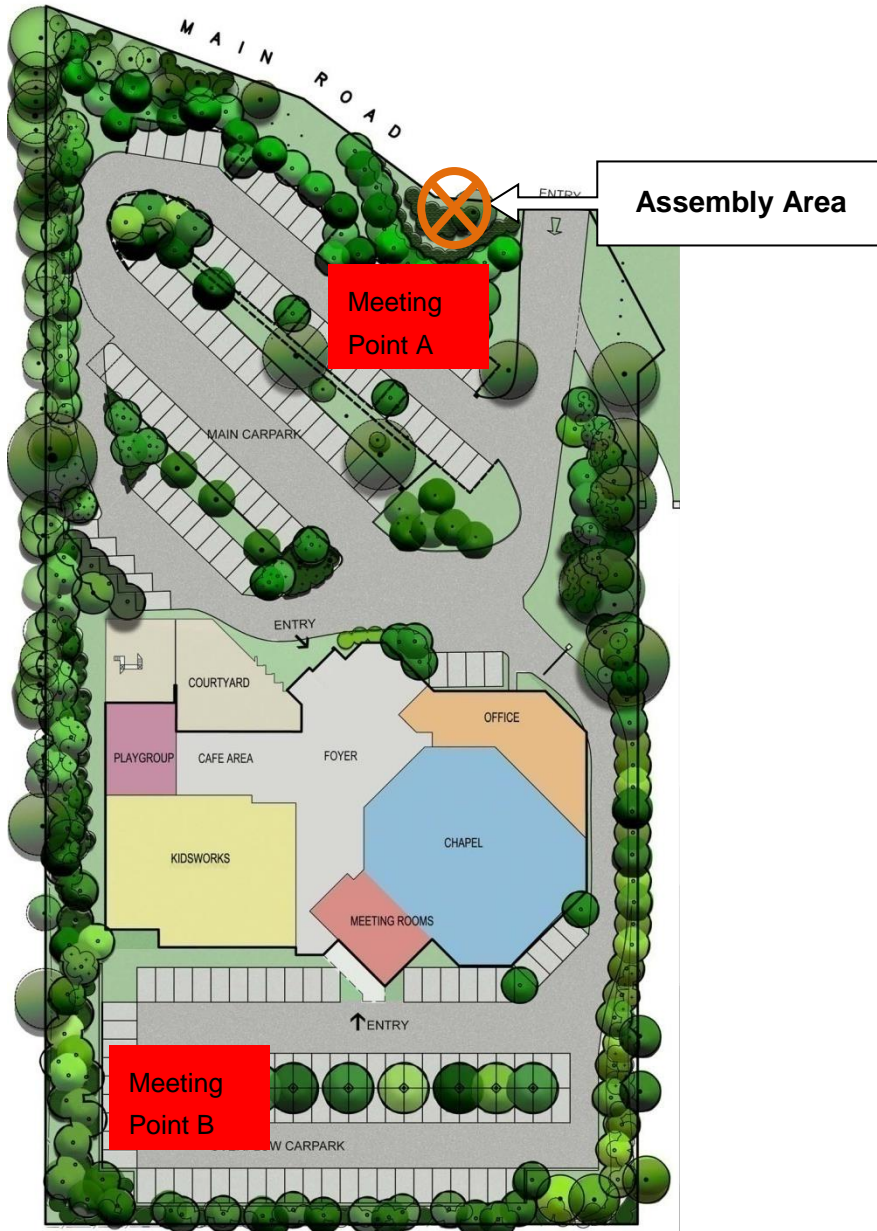
- Assembly as directed by your Warden
- Evacuate under directions of Wardens
- Leave by fire exits
- Proceed to assembly area until emergency is over

If a fire bell sounds in your building:

- Immediately leave your room.
- Notify others in the area of the emergency.
- Assist Wardens to check toilets and bathrooms.

- Move to the nearest fire exit and evacuate to the assembly area immediately.
- Report to the Warden or Lecturer/Trainer.

Our assembly area (Meeting Point A) is located in the lower car park. If this is not accessible, please head to Meeting Point B, in the rear car park.



Do not enter your building until the Fire Brigade persons have instructed the Fire Warden/s that it is safe to do so.

Appendix A: Australian Christian Churches Statement Of Belief

Preamble:

The Holy Scriptures, known as the Bible is the inspired Word of God and our all-sufficient rule for faith and practice.

1. The Eternal Godhead

We believe in the unity of the true and living God who is the eternal, self-existent one, who has revealed Himself as one being in three persons – Father, Son and Holy Spirit, and who is the Creator and preserver of things visible and invisible – Deuteronomy 6:4; Mark 12:29; Matthew 28:19; Genesis 1:1; Psalm 86:9-10; Isaiah 43:10-11; John 1:1-3

2. The Lord Jesus Christ

We believe in the Lord Jesus Christ, the second person of the triune Godhead, who was and is the eternal Son of God; that he became incarnate by the Holy Spirit and was born of the Virgin Mary.

We believe in his sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, glorious ascension, and abiding intercession – Isaiah 7:14; Matthew 1:23; Hebrews 7:26; 1 Peter 2:22; Acts 2:22, 10:38; 2 Corinthians 5:21; Hebrews 9:12; Luke 24:39; 1 Corinthians 15:4; Acts 1:9; Ephesians 4:8-10; Romans 8:34; Hebrews 7:25.

3. The Holy Spirit

We believe in the Holy Spirit, the third person of the triune Godhead, who proceeds from the Father and the Son, and is ever present and active in the work of convicting and regenerating the sinner, and sanctifying and guiding the believer into all truth – John 14:26; John 16:8-11; 1 Peter 1:2; Romans 8:14.

4. The Holy Scriptures

We believe in the verbal, plenary inspiration of the Holy Scriptures, namely the Old and New Testaments in their original writings. All Scripture is given by inspiration of God, and is infallible, inherently revealing the will of God concerning us all in all things necessary to our salvation, and is absolutely supreme and sufficient in authority in all matters of faith and conduct. The Bible does not simply contain the Word of God, but is, in reality, the complete revelation and very Word of God, inspired by the Holy Spirit, so that whatever is not contained therein is not to be enjoined as an article of faith – Matthew 5:17,18; 24:35; John 4:39; 2 Timothy 3:16,17; 2 Peter 1:19-21.

5. The Devil

We believe in the personality of the devil, who, by his influence, brought about the downfall of man, and now seeks to destroy the faith of every believer in the Lord Jesus Christ – Genesis 3:1-15; Matthew 4:1-11; Luke 4:1-13; James 4:7; 1 Peter 5:8; John 13:2.

6. The Fall of Man

We believe that God created man by specific, immediate act and in his image and likeness, morally upright and perfect, but fell by voluntary transgression. Consequently, all men are separated from original righteousness, being depraved and without spiritual life – Genesis 1:26-31, 3:1-7; Romans 5:12-21.

7. The Atonement

We believe that God's answer to man's sinful state is in the death of his Son, the Lord Jesus Christ upon the cross, whose sufferings and shed blood have made full atonement for the sins of the whole world, both original and actual, and there is no other ground for salvation – 2 Corinthians 5:18-21; Galatians 1:4; Ephesians 1:7; Colossians 1:14; Hebrews 9:25,25; 1 Peter 1:19,20.

8. The Salvation of Man

We believe salvation is received through repentance toward God and faith in the Lord Jesus Christ. This experience is also known as the new birth and is an instantaneous and complete operation of

the Holy Spirit whereupon the believing sinner is regenerated, justified, and adopted into the family of God and becomes a new creation in Christ Jesus and heir to eternal life – Titus 2:11, 3:5-7; 1 Peter 1:23; 1 John 5:1.

9. The Church

The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfilment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the first-born which are written in heaven – Ephesians 1:22-23, 2:22; Hebrews 12:23.

10. Water Baptism

We believe that Baptism, by single immersion, in the name of the Father, and of the Son, and of the Holy Spirit, is enjoined upon all who have repented and have believed in Christ as Saviour and Lord, and that it is symbolic of our identification with Christ in his death, burial and resurrection – Matthew 28:19-20; Acts 10:47-48, 2:38-39; Romans 6:4-5; Colossians 2:12; Mark 16:16.

11. The Lord's Supper

We believe the Lord's Supper, consisting of the elements of bread and fruit of the vine, is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4); a memorial of his sufferings and death (1 Corinthians 11:26); and a prophecy of his second coming (1 Corinthians 11:26), and is enjoined upon all believers "until He comes" – Luke 22:15-20; Matthew 26:26-28; Acts 20:7.

12. Sanctification

Sanctification is an act of separation from that which is evil, and of dedication unto God. We believe it is the glorious provision for every believer in Christ to be made pure in heart and wholly sanctified, through the operation of the Holy Spirit, by the blood of Jesus and the Word of God – John 17:15-19; Acts 15:8-9; 1 Thessalonians 4:3-4; Hebrews 2:11; 1 Thessalonians 5:23-24; Hebrews 10:16-19; Romans 12:1-2.

13. The Baptism in the Holy Spirit

We believe that the Baptism in the Holy Spirit is the bestowing of the believer with the power to be an effective witness for Christ. This experience is distinct from, and subsequent to, the new birth; is received by faith, and is accompanied by the manifestation of speaking in tongues as the Spirit gives utterance, as the initial evidence – Luke 24:49; Acts 1:4,5,8; 2:1-4; 8:15-19; 11:14-17; 19:1-7. Despite the fact that there are many groups today who believe that speaking in tongues may or may not accompany the Baptism with the Spirit, our Fellowship is emphatic that the scriptural teaching is that speaking in tongues is the initial evidence or consequence of receiving the Baptism with the Spirit. All of our State Executives are resolute in upholding this Biblical position and do not process credential applications by any candidate who is not clear about this.

14. The Gifts of the Spirit

We believe in the present day operation of the nine supernatural gifts of the Holy Spirit, as recorded in 1 Corinthians 12. We also believe in the ministry gifts of Christ, as recorded in Ephesians 4:11-13.

15. Divine Healing

In accordance with the teachings of the Scriptures, we trust our heavenly Father to protect and heal our bodies from sickness and disease. We believe that divine healing for the body, as with all redemptive blessings of God, has been provided for us by the atoning death and victorious resurrection of our Lord Jesus Christ; it is the privilege of all believers and it is appropriated by faith in our heavenly Father's unfailing promises – Exodus 15:26; Isaiah 53:4; Matthew 8:16,17; 1 Peter 2:24; Psalms 103:3; James 5:14-15; Mark 16:17-18.

16. The Second Coming of Christ

We believe in the premillennial, imminent and personal return of our Lord Jesus Christ to gather

His people unto Himself. Having this glorious hope and earnest expectation, we purify ourselves, even as he is pure, so that we may be ready to meet him when he comes – John 14:1-3; James 5:7-8; Titus 2:13; 1 Thessalonians 4:15-17; 2 Thessalonians 2:1; 1 John 2:28, 3:2,3.

17. The Millennium

We believe in the return of the Lord Jesus Christ to set up his millennial reign on this earth – Zechariah 14:5; Daniel 7:22; Revelation 5:9-10; Psalms 96:10-13; Psalms 11; Revelation 20:1-10. This statement on Prophecy allows for either Pre, Mid, or Post Tribulation theories regarding the return of Christ.

18. The Punishment of the Wicked

We believe in the everlasting punishment of the wicked (in the sense of eternal torment) who wilfully reject and despise the love of God manifested in great sacrifice of his only Son upon the cross for their salvation – Matthew 25:46; 13:49-50; Luke 12:47-48; 2 Thessalonians 1:8-9; Romans 6:23; Revelation 20:11-15. We believe that the devil and his angels and whosoever is not found written in the book of life shall be consigned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death – Revelation 19:20; Revelation 20:10-15.

19. The New Heavens and the New Earth

“We, according to his promise, look for new heavens and a new earth wherein dwells righteousness” – 2 Peter 3:13; Revelation Chapters 21 and 22.

20. Creation

We believe that the heavens and earth and all original life forms, including man, were made by the specific immediate creative acts of God as described in the account of origins presented in Genesis, and that all biological changes which have occurred since creation are limited to variation within each species. We believe that creation was by the specific immediate act of God and there is room for those who believe the Gap Theory of Genesis and those who accept the “Young Earth” position.