

# HOLMES INSTITUTE



## **Information for Prospective Students**

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## 1. Introduction

Holmes Institute welcomes students from around the world to its courses. This document provides important and useful information about Holmes Institute, its courses and about living in Australia.

## 2. History of Holmes Institute

The Holmes Education Group (Holmes) is an internationally recognised multi-sector provider of education that delivers over 20 programmes ranging from secondary education through to postgraduate programmes in business administration, accounting, fashion and creative arts and information systems. It has campuses in Melbourne, Sydney, Brisbane, Gold Coast and Cairns.

Holmes started with Holmes Institute which was founded as a business college in 1963. Holmes was acquired by the present ownership in 1988 and has had the same senior management team since that time. Holmes Institute began delivering higher education programmes in 1999. It was registered as a higher education provider in New South Wales in 2006 and Queensland in 2007. Since then, Holmes has developed three postgraduate programmes and four undergraduate qualifications in business, accounting, information systems and fashion business. All programmes have been through a number of re- accreditation cycles and are currently accredited by the Australian regulator, TEQSA.

The ongoing growth and expansion of Holmes is a testament to student demand and the reputation of Holmes Institute in Australia and offshore. As of Semester 2, 2020, Holmes Institute has over 7500 higher education students from 53 different countries across campuses in Melbourne, Sydney, Brisbane and Gold Coast.

The student profile of Holmes Institute is diverse, including both domestic and international learners of various ages, languages, religions, cultural values, and ethnicity. Holmes Institute has also gained and maintained accreditation with globally recognised professional bodies such as the CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CPA/ICAAANZ) for its two accounting programmes, Master of Professional Accounting and Bachelor of Professional Accounting.

With this background context of robust growth and educational excellence, Holmes Institute looks forward to a bright future of increasing expansion of its high quality education services around the world.

## 3. Courses Available at Holmes

The course accreditation information can be found in

<https://www.teqsa.gov.au/national-register/provider/holmes-institute-pty-ltd-trustee-holmes-institute-trust> (Higher Education courses).

The table below lists the current courses offered by Holmes in each campus.

Course	Melbourne	Sydney	Brisbane	Gold Coast	Cairns
<b>Bachelor of Business</b> Duration: 156 weeks CRICOS Course Code: 063634M (QLD) 058264G (NSW) 057002E (VIC)	✓	✓	✓	✓	
<b>Bachelor of Fashion Business</b> Duration: 156 weeks CRICOS Course Code: 078139C (NSW) 075515G (VIC)	✓	✓			
<b>Bachelor of Information Systems</b> Duration: 156 weeks CRICOS Course Code: 085585M (NSW) 085586K (VIC)	✓	✓			
<b>Bachelor of Professional Accounting</b> Duration: 156 weeks CRICOS Course Code: 073287J (QLD) 058348D (NSW) 057746J (VIC)	✓	✓	✓	✓	
<b>Bachelor of Aviation (Flight)*</b> Duration: 156 weeks CRICOS Course Code: 112849H *This course is delivered in conjunction with a third party	✓				
<b>Bachelor of Aviation (Management)</b> Duration: 156 weeks CRICOS Course Code: 112848J	✓				
<b>Graduate Certificate in Information Systems</b> Duration: 26 weeks CRICOS Course Code: 105374H (QLD) 105289E (NSW) 102298F (VIC)	✓	✓		✓	
<b>Graduate Diploma of Information Systems</b> Duration: 52 weeks CRICOS Course Code: 105373J (QLD) 105288F (NSW) 102297G (VIC)	✓	✓		✓	
<b>Graduate Diploma of Business</b> Duration: 52 weeks CRICOS Course Code: 081497K (QLD) 062950G (NSW) 061403J (VIC)	✓	✓	✓	✓	
<b>Graduate Diploma of Early Childhood</b> Duration: 52 weeks CRICOS Course Code: 114689C (QLD) 114691J (NSW) 114688D(VIC)	✓	✓	✓		
<b>Master of Business Administration</b> Duration: 78 weeks CRICOS Course Code: 081498J (QLD) 062951F (NSW) 061402K (VIC)	✓	✓	✓	✓	
<b>Master of Professional Accounting</b> Duration: 78 weeks CRICOS Course Code: 087748C (QLD) 070512G (NSW) 070528K (VIC)	✓	✓	✓	✓	
<b>Master of Information Systems</b> Duration: 104 weeks CRICOS Course Code: 105372K (QLD) 105287G (NSW) 102296H (VIC)	✓	✓		✓	
<b>Master of Business Administration (Professional)</b> Duration: 104 weeks CRICOS Course Code: 102783D (QLD) 102782E (NSW) 102781F (VIC)	✓	✓	✓	✓	

<b>Master of Cyber Security</b> Duration: 104 weeks CRICOS Course Code: 114475F (QLD) 114476E (NSW) 114387F (VIC)	✓		✓		
<b>Master of Teaching (Early Childhood)</b> Duration: 104 weeks CRICOS Course Code: 114702M (QLD) 114703K (NSW) 114700B (VIC)	✓	✓	✓		

#### 4. Course Entry Requirements

Students must prove they meet the admissions requirements relevant to their specific course outlined below. Overseas students must demonstrate that they meet the English requirements for their chosen course. Please refer to Holmes' *Admission Requirements Policy and Procedures* on the Holmes website (<https://www.holmes.edu.au/pages/about/policies>) for the admission details.

#### 5. RPL and Advanced Standing

Consistent with national guidelines, students with appropriate prior learning will be eligible to enter the courses with advanced standing/ credit. Students who have completed relevant studies or who have relevant informal or non-formal experience may apply for Recognition of Prior Learning (RPL) for an assessment of advanced standing. Please refer to Holmes' *Advanced Standing Policy and Procedures – Higher Education* on the Holmes website (<https://www.holmes.edu.au/pages/about/policies>) for details.

**International students note:** a grant of credit cannot result in an international student undertaking less than a full-time load of study. A grant of credit may result in the shortening of the course and therefore a shorter COE

#### 6. Modes of Study and Assessment Methods

Programs at Holmes are available to international students in the full-time mode only. The courses are, nevertheless, designed to offer flexible learning opportunities for students. The variety in the teaching methods allows for a maximum level of participation by students and the opportunities for them to apply knowledge and skills during the course. Delivery typically engages combinations of the following methods and strategies:

- ❖ Lectures, Tutorials, Seminars, Workshops, Group discussions, Small group work, Guest speakers; and
- ❖ Audio-visual material, Case study analysis, Simulations.

The Graduate Diploma of Teaching and the Master of Teaching (Early Childhood) have a compulsory work component of 24 weeks.

Student learning will be assessed through individual/group assignment, test, project or examinations and the marking of the student academic achievement will be conducted against the prescribed learning outcomes of the courses. Refer to Holmes' *Assessment Policy and Procedures – Higher Education* on the Holmes website (<https://www.holmes.edu.au/pages/about/policies>) for details.

#### 7. Complaints and Appeals

Holmes Institute has an established, fair, objective and accessible dispute resolution procedure that aims to resolve grievances effectively, locally and with a spirit of conciliation. For further information about the Complaints and Appeals Policy and Procedures at Holmes please visit the Holmes website (<https://www.holmes.edu.au/pages/about/policies>).

#### 8. Facilities at Holmes

All Holmes campuses are located in the central business district. All classrooms are air- conditioned and modern, with up to date facilities and resources available to students.

## 8.1 Resource centres

Holmes has dedicated resource centres at all campuses which are equipped with a wide selection of textbooks, videos, magazines and periodicals, newspapers and student photocopy and printing facilities. Computer facilities are available to students from 8:00 am until 6:00 pm most days.

### 8.1.1 Resources

Holmes strives to provide library services in

- ❖ Providing students and staff with a diversity of quality information resources and a high standard of customer service;
- ❖ Ensuring library services and resources are relevant to the needs of all students and staff;
- ❖ Supporting the information literacy of all students;
- ❖ Providing training in the use of library and information services and resources where necessary;
- ❖ Ensuring library resources are clearly labelled and organised so that they are easy to find and use;
- ❖ Ensuring that where practical, library systems and processes are uniform across all Holmes resource centres in Australia; and
- ❖ Fully catalogued library resources using the Amlib library automation system, Dewey decimal classification (DDC) and Library of Congress Unit headings.

### 8.1.1 Acquisition Program

An extensive program of acquisition is ongoing to ensure that the Holmes Institute Resource Centres (HIRC) offer adequate resources for the increasing number of students and the expanded program offerings. HI recognises the need to provide a level of support resources for staff and students as would be expected in a quality higher education environment offering business and allied degree and postgraduate programs.

Unit Coordinators and the Executive Dean (or delegate) provide recommendations for acquisitions. In addition to the acquisition of texts pertinent to particular content areas of individual units, there is also an ongoing program of acquisition of materials relating to the world of business generally.

Resources are assessed and acquired on the basis of their relevance to the course, their quality, depth and currency. HIRC provide a diverse range of resources to support the delivery of the courses and to enhance the skill level of both staff and students.

Services provided by the HIRC include:

- ❖ Access to books and journals;
- ❖ Access to electronic information resources;



- ❖ Borrowing and photocopying facilities;
- ❖ Study and computer facilities;
- ❖ Study skills and English language support materials; and
- ❖ Assistance in the use of the above services.

Materials are catalogued using the Dewey Decimal Classification system and can be accessed via electronic catalogue using unit headings universally accepted and currently used by the National Library of Australia. The Holmes Institute Resource Centre (HIRC) has both open and reserve collections, catering for different borrowing needs of students, as well as staff. An online catalogue is available at: <http://weblib.holmes.edu.au/amlibweb/>. In addition, HI subscribes to the following electronic databases, which give students access to a range of business and allied journals:

*ABI / Inform*: Providing comprehensive and up to date full text coverage of the latest international business and management information.

*Proquest Asian Business*: Providing in full text format over 70 leading Asian business journals.

*Informit On Line*: Providing bibliographic and full text coverage of business and management materials with an Australian focus. Databases accessed via Informit include:

- ❖ AATD Australian Accounting and Taxation Database;
- ❖ AIMMAT AIM Management and Training Database;
- ❖ GIBLIN Working Papers Database;
- ❖ INTAX International Taxation Issues Database;
- ❖ MEDGE Management and Environment Information; and
- ❖ APAIS Australian Public Affairs Information Service.

In addition to the subscribed databases, students have access to freely available databases such as Australian Journals On Line from the National Library of Australia which they can access via Holmes intranet.

All Holmes campuses are accessible for people with a disability.

## 8.2 Student Representation

We have student representatives on our committees and boards to ensure that our student's voices are heard. As a student representative you will have the opportunity to actively participate in meetings and represent the student body in key plans and decisions. Participating as a student representative gives you the opportunity to learn committee and board meeting protocols, develop leadership qualities and enhance communication and interpersonal skills.

For further information on becoming a student representative on our Academic Board, please contact your Campus Director or email [hello@holmes.edu.au](mailto:hello@holmes.edu.au)

## 8.3 Computer Networks

All Holmes campuses have industrial-strength wireless networks available to staff and students. A secure 802.1A RADIUS authenticated wireless network is available throughout all

five campuses. Internet access is available via a 20MB DSL Content Filtered Link. There is a private 10MB Ethernet-over-copper link joining Melbourne and Sydney campuses with 6 MB links connecting Brisbane, Cairns and Gold Coast to Melbourne.

#### 8.4 Student Access

- ❖ Students are provided with a webmail address.
- ❖ Learning material at Holmes is presented using Blackboard. The institute has been a subscriber to Blackboard for 10 years and uses the platform extensively in delivering its tertiary courses.
- ❖ Printing facilities are available to students via a Centralised Print Quote System.
- ❖ Holmes has increasingly shifted to a wireless environment in recent years and whilst fixed line computers are available on all campuses, it is expected that students will have a portable device e.g. laptop or iPad, with them at all times. A senior IT specialist oversees the ICT environment nationally and dedicated IT support specialists are available on all campuses. Wireless connectivity is of paramount importance to the institute's ICT environment and special care is dedicated to its maintenance.

#### 8.5 Audio-visual Equipment

All campuses are equipped with DVD, Data Projectors and wireless internet access.

#### 8.6 Student Lounges

Comfortable areas within the building for students to relax, meet others, and converse in English. They are also a place to find information on social activities, rooms available to rent or share, etc.

#### 8.7 Campus Facilities

CAMPUS FACILITIES					
Service	Sydney	Melbourne	Brisbane	Gold Coast	Cairns English Language Only
Campus Director	✓	✓	✓	✓	✓
Student Welfare	✓	✓	✓	✓	✓
Student Services	✓	✓	✓	✓	✓
Language Support	✓	✓	✓	✓	✓
Academic Support	✓	✓	✓	✓	✓
Common Room	✓	✓	✓	✓	✓
Social Program	✓	✓	✓	✓	✓
Free WiFi	✓	✓	✓	✓	✓

<b>Breakout and Microwaves</b>	✓	✓	✓	✓	✓
<b>Printing and Photocopying</b>	✓	✓	✓	✓	✓
<b>Online Academic Resources</b>	✓	✓	✓	✓	✓
<b>Student IT Lab</b>	✓	✓	✓	✓	✓
<b>Resource Centre</b>	✓	✓	✓	✓	✓

## 9. Course Fees and Dates

**Higher Education course fees and dates:** Please refer to <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/fees-and-start-dates> to view current course dates and fees.

**Higher Education Academic Calendar** – You will find a link to our Academic Calendar at the bottom of our Higher Education Information page at <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/information>

## 10. Bachelor of Aviation (Flight) Additional Fees

The Bachelor of Aviation (Flight) contains 5 professional flight training units. These units are delivered by the nominated flight training provider and each unit is allocated a specified number of hours as listed in the unit outline and below. Should a student require additional training beyond the specified number of hours these will be charged at additional cost as per the listed Holmes fees.

Additionally there are a number of items such as medicals, security cards and materials that will be required in order to undertake flight training, these are at additional cost and are listed on the Holmes aviation website: [www.aviation.holmes.edu.au](http://www.aviation.holmes.edu.au)

Students will be identified during their studies if they are at risk of requiring additional flight training hours through the Holmes flight record monitoring. Students identified will have a Student Progress Action Plan completed with their flight instructor and Holmes liaison officer, this action plan states the number of additional hours of flight training required.

Holmes Institute will create an invoice with stated number of additional hours, all fees are payable to Holmes Institute. Students are reminded that no fees should be paid directly to the flight training provider.

<b>Unit Code</b>	<b>Allocated flight hours</b>
AVP1001	32 Flight Hours

AVP2002	33 Flight Hours
AVP2003	44 Flight Hours
AVP3004	56 Flight Hours
AVP3005	45 Flight Hours

## 11. Bachelor of Aviation (Flight) Delivery Location

Holmes utilises a third-party provider for provision of flight training units, however Holmes remains responsible for all aspects of your enrolment including academic, financial and support. The delivery of the flight training units are provided by Tristar Aviation and located at 14 Northern Ave, Moorabbin Airport. Students will be expected to attend both their regular units at the Melbourne city campus at 185 Spring St as well as their flight training units at Moorabbin Airport during their study week.

## 12. Bachelor of Aviation (Flight) Inherent Requirements

To enable students to make well-informed decisions regarding their studies, Holmes Institute has identified and detailed the Inherent Requirements for the Holmes Institute Bachelor of Aviation (Flight). Please refer to the Holmes website for further information.

## 13. Deferment, Suspension & Cancellation

For information on Deferment, Suspension and Cancellation policy, please refer to our policy at <https://www.holmes.edu.au/pages/about/policies>.

## 14. Refunds

Holmes Refund Policy is clearly outlined in the Letter of Offer and Offer and Acceptance Form given to prospective students. The *Refund Policy* is also publicly available on the Holmes website here <https://www.holmes.edu.au/pages/about/policies>.

Note: Domestic students on FEE\_HELP do not incur tuition fee charges until Census date. After Census date fees may be refunded only in exceptional circumstances. For more information visit: <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/information>.

## 15. Applying for Admission to Holmes

All students applying to Holmes must meet Holmes admission requirements as set out in Holmes' Admission Requirements Policy and Procedures found at <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/forms>.

### 14.1 Domestic students

Complete the Application Form and attach all documents as required through our online application portal available at <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/forms>. Please refer to Admission Requirements Policy for a detailed checklist – available here <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/forms>

### 14.2 International students

#### *14.2.1 Decide the Length of Your Study*

You need a student visa if you wish to study in Australia for over 3 months. If your intended stay in Australia is 3 months or less you may apply for a short stay visa. For periods of study greater than 3 months a Student (Temporary) Visa is required by non-Australian residents and is granted only if they enrol in a registered, full-time course in Australia. All courses for international students must be registered with the Australian Government. For further information, refer to the following websites:

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

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>

#### *14.2.2 Complete Application Form*

Complete the Application Form and attach all documents as required through our online application portal available at <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/forms>. Please refer to *Admission Requirements Policy and Procedures* for a detailed checklist – available here <https://www.holmes.edu.au/pages/schools-and-faculties/higher-education/forms>. Be sure to include any supporting documentation with your enrolment (e.g. transcripts and certificates from previous study, English test results (IELTS, TOEFL). If you want to apply for a recognition of your prior learning, be sure you indicate such in the application. Refer to Section 5 of this document for details.

#### *14.2.3 Letter of Offer*

If your application for admission is successful, Holmes will make an offer to you for a study place via a Letter of Offer. To accept the offer, you will need to sign and return the offer acceptance with the required deposit.

In some instances, Holmes may grant a student a conditional offer, for instance where you are still undertaking studies necessary for admission. An example of this is a student completing final examinations for a course necessary for entry into Holmes.

#### *14.2.4 Obtain your “Confirmation of Enrolment”*

You will need to accept the offer by signing and returning the Acceptance of Offer and pay your deposit in order to obtain your Electronic Confirmation of Enrolment (CoE).

For further visa information, refer to the following website:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>

#### *14.2.5 Apply for Your Visa*

Once you have a valid CoE you can begin the visa application process. You will need to contact the Australian Embassy or Mission in your country. Some countries allow you to apply for your visa on-line using the e-Visa function.

The Australian Education Centre, Australian Diplomatic Mission or recognised education agent will give you advice and assistance in preparing your application. You will be asked to have a medical examination as part of the visa process. Special forms will be provided for the doctor to complete.

#### *14.2.6 When You Get Your Visa*

When your visa is granted, you can finalise your travel arrangements to Australia. If you have requested Airport Reception and Homestay, you will need to advise us of your arrival details so that we can confirm your reception service and advise your homestay family when you will be arriving. You will receive an email with the confirmation details and an airport map so that you know where to meet us when you clear customs.

#### *14.2.7 Overseas Student Health Cover*

As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out-of-hospital and in-hospital medical services to help maintain your health and to provide treatment in the event of an accident.

## **16. On your First Day at Holmes**

Students should bring their passport and CoE to Orientation Day. Orientation is generally held a week prior to the commencement of studies. You will be advised of your Orientation before enrolment. Orientation day generally includes the following:

- ❖ Welcome address;
- ❖ Introduction to Holmes relevant staff and student support services;
- ❖ Completion of relevant personal and medical forms;
- ❖ Outline of course and study expectation;
- ❖ English assessment if required and unit selection;
- ❖ Explanation of Holmes student related policies and procedures,
- ❖ Information about staying safe whilst in Australia as well as information about work rights; and
- ❖ Access to the Student Management System and Learning Management System.

## **17. Student Obligations**

### **16.1 What is expected of a student at Holmes?**

Students are expected to attend all classes and submit all assessments on time. It is expected that you will supplement your class attendance with an equal number of self-study hours in order to be successful in your chosen course. Effective time management is crucial. You should adhere to a pattern of regular study and strive to make these study sessions as productive as possible.

### **16.2 Academic Progress**

It is a condition of your student visa that you meet course progress requirements. In any given study period, students must pass at least 50% of the units they enrolled in. Holmes has a structured system and mechanism of monitoring student course progress. More details can be accessed from Holmes' policies on Monitoring Course Progress located on the website at:

<https://www.holmes.edu.au/pages/about/policies>.

International students must ensure they have an appropriate visa for study for the duration of their course. Any change in visa or status including supporting documentation must be provided to [hello@holmes.edu.au](mailto:hello@holmes.edu.au) within 14 days of the event.

### 16.3 Attendance

International students must undertake full time study.

### 16.4 Appropriate Conduct

Students must not engage in any conduct that is:

- ❖ Damaging to other persons pursuing their studies, research, duties or lawful activities in Holmes Institute,
- ❖ Detrimental to the operation or property of the Institute,
- ❖ Contravenes federal, state or local law, or
- ❖ Otherwise deemed to be inappropriate.

Inappropriate conduct includes, but is not limited to:

- ❖ Disrupting any teaching, study, assessment or research activities or the administration of Holmes Institute,
- ❖ Obstructing any officer or employee of the Institute in the performance of his or her duties,
- ❖ Damaging or wrongfully dealing with any property, including intellectual property belonging to Holmes Institute,
- ❖ Knowingly withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student,
- ❖ Threatening, intimidating or disorderly behaviour,
- ❖ Endangering the health or safety of a person,
- ❖ Compromising the privacy of an individual, and
- ❖ Compromising the confidentiality of information.

All allegations of inappropriate conduct, including in relation with academic misconduct (e.g. cheating and plagiarism) received shall be dealt with in accordance with the relevant Holmes' Policies & Procedures see here <https://www.holmes.edu.au/pages/about/policies>. Significant penalties may apply, such as exclusion from studies in the case of serious misconduct.

## 18. Advice and Guidance Services

Holmes staff are at hand to discuss and advise on academic and personal issues. Advice, guidance and support services are provided by Holmes at no extra cost to the student. Support interviews are usually provided in English unless there is communication difficulty or the student finds it more comfortable in his or her own language. In most cases, students can speak directly to the Head of Department or Campus Director if necessary.

All staff at Holmes Institute are committed to assisting you to make your study a rewarding experience. If you require any assistance with your personal or academic needs, make an appointment to see the Campus Director or Academic Support Officer on your campus. Holmes will provide, where necessary, details of external counselling and support services. Advice, guidance and support services are provided by the Institute at no extra cost to the student.

External support and counselling services may incur a cost and students should request information prior to engaging an external service. The staff at Holmes will be pleased to assist you.

### **17.1 Academic**

Each student's academic performance is regularly reviewed by Holmes. Students are welcome to make an appointment at any time to discuss their progress with the Academic Support Officer or Academic Manager in each campus.

### **17.2 English Language Support**

Students who need extra support with English can access help at no extra cost through the Academic Support Officers as well as through the "Drop In Sessions" on Blackboard. There is an English Language Centre (Oxford House) at each campus. If extra paid tuition is required Student Services staff will assist in determining the best solution.

### **17.3 Personal / Social**

Each campus has a Student Services/Administration Office where students can seek information or assistance open weekdays during office hours. On weekends, after office hours and/ or in the event of an emergency, students can call the 24/7 emergency number (provided to students during Orientation, on the website <https://www.holmes.edu.au/pages/services/student-welfare> and in the *Critical Incident Policy and Procedures* <https://www.holmes.edu.au/pages/about/policies> ). The Contact details are also listed by campus in this brochure (Section 17).

### **17.4 Medical and other personal problems**

Each campus keeps a list of medical professionals in the vicinity, this information is also available in the Student Handbooks and available on the website at <https://www.holmes.edu.au/pages/services/student-welfare>. If students have medical concerns whilst on campus they may inform Student Services who will assist them in finding a doctor. Holmes will also refer students to other professionals as necessary.

### **17.5 Emergency**

Each Holmes Campus maintains a 24/7 emergency contact service. Please see <https://www.holmes.edu.au/pages/services/student-welfare> for a list of Holmes emergency contact numbers. Holmes staff are always on hand to deal with a range of problems and difficulties.

### **17.6 International students under the age of 18 years (Welfare and Accommodation)**

Holmes Institute welcomes international students under the age of 18 years to its secondary education programs only. (Higher education students must be at least 18 years of age). When you enter Australia on a student visa before your 18th birthday, you must have appropriate accommodation, support and welfare arrangements in place as required by the Department of Home Affairs (DHA).

U18 students have 2 main accommodation and welfare choices, these are, to:

#### **a) Live with a parent, guardian or eligible relative**

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You will need to apply to the Australian Government if you intend to live with your parent/guardian or a DHA approved eligible relative while studying. This person will require a valid visa to stay with you in Australia and must:

- ❖ have enough money to support you and themselves during their stay,
- ❖ be able to provide accommodation and other support, and
- ❖ be at least 21 years of age.

OR

**b) Live in Holmes-approved accommodation**

If you will not be living with a parent, guardian or eligible relative, you must apply to live in Holmes-approved accommodation. Holmes will only approve accommodation and welfare (caregiver) arrangements that meet the standards and guidelines outlined in the National Code (2018) Standard 5.

Under 18 students should note they cannot enter Australia before the commencement of welfare arrangements. This is a student visa condition. Under 18 students must also stay in approved accommodation and have care arrangements in place until they turn 18, including any period of non-enrolment.

Please let your agent or Holmes know if you would like Homestay arranged for you.

For further information about accommodation and welfare requirements for international students under the age of 18 intending to enrol in Holmes Grammar School, please read our Management of U18 International Students Policy and Procedures available here <https://www.holmes.edu.au/pages/about/policies> and visit the Department of Home Affairs website.

## 19. Information for International Students

### 18.1 Living in Australia

Holmes has been a leader in the provision of Australian education for almost fifty years. During this time the company has had an impressive record as a private provider of high-quality business and language training to both Australian and international students. 100% Australian owned, Holmes is proud to be one of the largest and most well regarded private educational institutions in Australia. Holmes has the unique advantage of being able to offer students the opportunity to participate in the 'whole' Australian experience with campuses located in Melbourne, Sydney, Brisbane, Gold Coast and Cairns.

#### *Melbourne*

Melbourne – elegant, European, wealthy, conservative – is internationally recognised as the world's most liveable city. Melbourne can boast the best restaurant and cafe society in the Southern Hemisphere, the home of major cultural events and considered the sporting capital of Australia.

A four-season climate, the greatest concentration of research and technology universities in Australasia and the business centre of the nation, all make Melbourne the most wonderful of experiences. For more information, visit <https://www.visitvictoria.com/>.

#### *Sydney*

Sydney – famous for its wonderful harbour – is arguably the most exciting place to be in the Southern Hemisphere, and is definitely one of the great cities of the world.

It is fast moving, cosmopolitan, multicultural, a place that appears to have no boundaries. Art, science, commerce and sport all flourish here, making Sydney Australia's hub for tourism, learning and cultural activity. For more information, visit <https://www.visitnsw.com/>.

### *Brisbane*

Brisbane – capital city of the 'Sunshine State' is a fabulous place to study English. The living is easy in Brisbane and its friendly homestay families and helpful citizens really know how to make an international student feel at home.

The short Brisbane winter means you don't need heavy clothing and the excellent weather makes Brisbane and surrounding districts an excellent place for sightseeing and having fun. Holmes modern Brisbane campus is located in the City CBD, just minutes from buses, trains and ferries. Study English and then take a Business or University course and experience life in Australia's fastest growing city. For more information, visit <http://www.ourbrisbane.com/>.

### *Gold Coast*

The Gold Coast – five minutes from paradise – is situated one and a half-hour south of Brisbane in Queensland. The city has stunning beaches, sun, action, cafes and restaurants.

The Gold Coast experiences life to the fullest. Studying in cosmopolitan Broadbeach comes as near to learning in paradise as you can get, with only metres to the beach and a host of Gold Coast activities. For more information, visit <https://www.goldcoast.qld.gov.au/default.html>.

### *Cairns*

Cairns – a tropical climate, the magic of Far North Queensland, the Great Barrier Reef and World Heritage rainforest parklands – all make Cairns a unique choice for students who want to seek the most out of life and witness a unique environment.

Cairns offer an unrivalled opportunity to experience tropical Australia, alongside magnificent sun drenched beaches and non-stop action. Why not add adventure to your Australian study experience? For more information, visit <https://www.cairns.qld.gov.au/>.

## **18.2 Accommodation**

### *Hostels & Guest Houses – Temporary Accommodation*

Available from A\$25 per day to A\$400 per week. Prices depend on if meals are served or if there are kitchen facilities, and on whether the students share a room. This can be arranged by Holmes before your arrival with the payment of the Accommodation Placement Fee.

### *Lease and Shared Accommodation*

It is important to consider the full range of costs and responsibilities with leased accommodation. The demand is usually high and ranges generally from AUD80 – AUD 550 per week unfurnished or AUD100 – AUD600 per week furnished depending on the size, condition and location of the house/apartment. Shared accommodation also varies greatly in price. Holmes will provide

assistance in helping you find this accommodation once you have arrived.

### ***Reception Services***

If you would like us to meet you when you arrive in Australia, please let us know when you enrol. There is a cost involved with this. A Holmes representative will then meet you at the airport and transfer you to your pre-arranged accommodation.

### **18.3 Cost of Living**

Students relocating to Australia should keep in mind the following costs when they undertake studies. When calculating the cost of living in Australia, students must also budget for food, health care, transport, books, clothing and entertainment.

### **18.4 Medical and Health**

#### ***Overseas Student Health Cover - (OSHC)***

The Australian Government requires all holders of a student visa to have approved health cover for the duration of their visa. Overseas Student Health Cover (OSHC) is invoiced to all students initially and when you commence studies, you will be issued with your Membership card. Exemptions to the OSHC requirement are Norwegian Students and Swedish students whose insurance is provided by CSN International.

Holmes's preferred OSHC provider is Allianz Global Assistance as its insurer. Allianz Global Overseas Student Health Cover is approved by the Australian Commonwealth Department of Health and Aged Care. Refer to <https://www.oshcallianzassistance.com.au/default.aspx> for more details. Alternatively, students may opt to select their own provider. Please note that actual costs may vary between providers of OSHC.

Overseas students who are not on a student visa are advised to arrange travel/medical insurance prior to departure for Australia.

### **18.5 School-Aged Dependents**

If you are an international student to be accompanied by school-aged dependants it is your responsibility to ensure that they are enrolled in a school. If they are enrolled in either a government or a non-government school, you will be required to pay full fees.

### **18.6 Driving in Australia**

If you have a driver's licence from another country, in English or with an official translation, you are allowed to drive for your first three months as a resident in Australia. After the three months, if you want to drive, you will need to have the appropriate driver's licence. To get one you will usually need to pass a knowledge test, a practical driving test, and an eyesight test. In Australia, drivers' licences are issued by state and territory governments.

Driving in Australia is on the left-hand side. All drivers in Australia are expected to obey traffic and drink driving laws.

The penalties for breaking traffic laws can be severe. These may include expensive fines, losing your

driver's licence or imprisonment. The laws are very strict about driving over the speed limit (speeding) and driving after drinking alcohol (drink driving).

NSW <https://www.rms.nsw.gov.au/roads/licence/index.html>

VIC <https://www.vicroads.vic.gov.au/>

QLD <https://www.tmr.qld.gov.au/>

### 18.7 Australian Laws

In Australia, there are many laws to help maintain order and a civil society. If you are unsure what the law is, it is best to ask someone. Knowing some common laws will help you to adapt to your new life in Australia. Visit the below websites to find more information:

<https://info.australia.gov.au/index>

<https://immi.homeaffairs.gov.au/>

### 18.8 Weather

Nearly a third of Australia is in the tropics and the rest is in the Temperate Zone. Summer is from December to February; autumn from March to May; winter from June to August; and spring from September to November.

General Climatic conditions:

- ❖ Sydney – warm summer, cool winter with an average summer temperature of 26 degrees - occasionally up to 35 degrees and an average winter temperature of 17 degrees;
- ❖ Melbourne – warm summer, cool winter with an average summer temperature of 25 degrees - occasionally up to 40 and an average winter temperature 14 degrees;
- ❖ Gold Coast – warm humid summer with an average summer temperature 28 degrees and an average winter temperature 21 degrees;
- ❖ Brisbane – warm humid summer with an average summer temperature 29 degrees and an average winter temperature 20 degrees;
- ❖ Cairns – hot humid summer with an average summer temperature of 30 degrees and an average winter temperature 25 degrees.

More information about the weather of Australia, visit <http://www.bom.gov.au>.

### 18.9 World Times

Australian Eastern Standard Time is GMT plus 10 hours. From the end of October until the middle of March, NSW and Victoria change to Daylight Saving time, which is when we move the clocks forward 1 hour making it GMT plus 11 hours. You can check the world clock in <http://www.timeanddate.com/worldclock/>.

### 18.10 Beach Safety

Australia is fringed with superb beaches just waiting to be enjoyed. As with all beaches, it is advisable to follow basic precautions.

Popular beaches are usually patrolled by volunteer lifesavers from October to April. Always swim or surf at patrolled beaches between the red and yellow flags which mark the safest area for swimming.

Take your time entering the water, and don't swim alone.

Many surf beaches in Australia have strong currents, called rips. These are powerful currents of water that can drag you along. If you find yourself being caught in a rip, do not panic. Stay calm, float with the current and raise your hand, or swim across it, not against it.

Read and obey warning signs on beaches, beach access points and at waterways.

If you are unsure of the beach surf conditions check with a lifesaver.

Always swim with others.

Children should always be accompanied in the water by an adult who can swim.

Know your health limitations when considering diving, snorkelling, swimming (or other active pursuits).

Also, don't forget to protect yourself from the sun - take your hat, sunglasses, sunscreen and cover up, particularly in the middle of the day.

### 18.11 Bushfire Safety

Bushfires can occur in Australia's bushland, typically in the warmer months of the year. Bushfires do pose a risk to travellers and property, for this reason it is recommended to check local conditions and reschedule trips within a bushfire radius. These bushfire safety tips include useful resources to stay up to date.

- **Follow the advice of local authorities at all times.** They're acting in your interests to keep you and others safe.
- **Act quickly on evacuation notices.** Bushfires can change direction or escalate without warning. If local authorities instruct you to leave the area, do so as soon as possible. Don't delay.
- **Monitor local media for updates.** Evacuation orders are often issued on local news and radio. If the place you're in has a local emergency channel, tune in to that.
- **If in doubt, leave.** Late evacuation from a bushfire zone can be more dangerous than sheltering in place. It's better to evacuate and find it wasn't necessary, than it is to get trapped in a bushfire front.

### 18.12 Snakes

Australia is home to some venomous snakes. Here are some tips for avoiding snakebite:

- Leave snakes alone
- Wear clothing and stout shoes (not sandals/thongs) in 'snake country'
- Never put hands in hollow logs or thick grass without prior inspection
- When stepping over logs, carefully inspect the ground on the other side
- Don't provoke a snake, don't try to catch or kill it. When a snake crosses your path, wait and let it slither away. Stamp your feet and make some noise, it'll go away. Don't make the snake feel trapped.
- Use a torch when you walk around your campsite in the dark. Shake out your sleeping bag if you had left it on the ground.

- Last but not least, don't panic when you see a snake. Always remember: the snake might be as frightened as you are. Snakes usually won't attack anything that is too big to swallow.

### 18.13 First Aid for Snakebites

- The most effective first aid for snakebite is the pressure-immobilisation technique. The principle is to minimise the movement of the venom around the body until the victim is in a hospital by applying a firm bandage (or suitable alternative) to the bitten area and limb and to immobilise the victim. When applied properly, this method can trap the venom in the bitten area for many hours. The victim might not suffer any effects of the venom until the compression is released, which is done in hospital where antivenom can be administered if required.
- Do not let the bitten person walk to help, Any movement of muscles in the limb speeds up absorption of the poison. • Start transport to the nearest medical centre or call and meet an ambulance.

**For an ambulance in an emergency Tel. 000 Australian Venom Research Unit Tel. 1300 760 451**

## 20. Cost of Living

Students relocating to Australia should keep in mind the following costs when they undertake studies. When calculating the cost of living in Australia, students must also budget for food, health care, transport, books, clothing and entertainment.

The following should only be used as a guide as spending may differ depending on the student's lifestyle. Cheaper no frills brands can reduce food costs for students, as can shopping at markets.

Approximate Living Costs	Melbourne	Sydney	Brisbane	Cairns	Gold Coast
Student Studio Apartment (weekly)	A\$350 - 900	A\$250 - 600	A\$250- 400	A\$150- 400	A\$200 - 500
Share House rental (weekly)	A\$200-550	A\$200- 550	A\$200- 550	A\$200-550	A\$200 - 550
Overseas Student Health Cover*	From A\$80 per month	From A\$80 per month	From A\$80 per month	From A\$80 per month	From A\$80 per month
Public Transport (weekly)	A\$46	A\$50	\$40	\$38	\$32
Films/Movies	A\$18 - 25	A\$18 - 25	A\$18 - 25	A\$18 - 25	A\$18 - 25
Music Concerts	A\$80 -150	A\$80 -150	A\$80 -150	A\$80 -150	A\$80 -150
Food - bread 700g	A\$4.00	A\$4.00	A\$4.00	A\$4.00	A\$4.00
Food - milk 1lt	A\$3.20	A\$3.20	A\$3.20	A\$3.20	A\$3.20

Food - cheese 500g	A\$7.50	A\$7.50	A\$7.50	A\$7.50	A\$7.50
Food - rice 1kg	A\$2.60	A\$2.60	A\$2.60	A\$2.60	A\$2.60
Food - Big Mac	A\$8.00	A\$8.00	A\$8.00	A\$8.00	A\$8.00

*Prices include goods and services tax (GST). Living costs noted above are indicative only and correct at time of publication. All costs are subject to change.*

*\* Overseas Student Health Cover OSHC is an Australian Government Requirement - cost varies depending on duration of cover and is subject to change.*

Casita and Booking.com are third party providers, accommodation is subject to availability at the time of booking.  
<https://www.casita.com>

For detailed current information about the cost of living in Australia, refer to  
<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

It is recommended that students allow a minimum of A\$21,040 per year to cover their cost of living. Students are also advised to have access to A\$2,000 to cover settling in costs such as food, transport and personal items if not already prepaid on enrolment.

Students will be required to purchase books and equipment relevant to their course of study. These costs are not included in course fees.

## 21. List of Helpful Websites

### *Government Departments*

Department of Home Affairs

<https://www.homeaffairs.gov.au/>

Australia and Overseas  
Embassies and Missions

<https://www.dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas>

Department of Education and Training  
(DET) - Tuition Protection

<https://www.education.gov.au/international-students>

Department of Education and Training  
(DET) - ESOS Legislation

<https://www.education.gov.au/esos-framework>

Department of Foreign Affairs and  
Trade

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

Study in Australia

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

TEQSA – Tertiary Education and Quality Standards Agency

<https://www.teqsa.gov.au/students>

### *Tourist Information Services*

Australian City Search	<a href="http://www.citysearch.com.au/">http://www.citysearch.com.au/</a>
Australian Street Maps	<a href="https://www.whereis.com/">https://www.whereis.com/</a>
Victoria	<a href="http://www.visitvictoria.com/">http://www.visitvictoria.com/</a>
New South Wales	<a href="https://www.visitnsw.com/">https://www.visitnsw.com/</a>
Brisbane	<a href="http://www.ourbrisbane.com/">http://www.ourbrisbane.com/</a>
Gold Coast	<a href="https://www.destinationgoldcoast.com/">https://www.destinationgoldcoast.com/</a>
Cairns	<a href="https://www.visitcairns.com.au/">https://www.visitcairns.com.au/</a>
Australian Weather	<a href="http://www.bom.gov.au">http://www.bom.gov.au</a>
World Times	<a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>
Currency Conversions	<a href="http://www.xe.com/">http://www.xe.com/</a>
Australian Tourism	<a href="https://www.tourism.australia.com/en">https://www.tourism.australia.com/en</a>

### *Airport/Airlines Information*

Melbourne	<a href="http://www.melbourneairport.com.au/">http://www.melbourneairport.com.au/</a>
Sydney	<a href="http://www.sydneyairport.com.au/">http://www.sydneyairport.com.au/</a>
Brisbane	<a href="https://www.bne.com.au/">https://www.bne.com.au/</a>
Gold Coast	<a href="http://www.goldcoastairport.com.au/">http://www.goldcoastairport.com.au/</a>
Cairns	<a href="https://www.cairnsairport.com.au/">https://www.cairnsairport.com.au/</a>
Qantas Airlines	<a href="http://www.qantas.com.au/">http://www.qantas.com.au/</a>
Virgin	<a href="https://www.virginaustralia.com/au/en/">https://www.virginaustralia.com/au/en/</a>
Jetstar	<a href="http://www.jetstar.com/">http://www.jetstar.com/</a>
Australian Airlines	<a href="http://www.australianairlines.com.au/">http://www.australianairlines.com.au/</a>

### *General Services*

Allianz Global Overseas Student Health Cover	<a href="https://www.oshcallianzassistance.com.au/default.aspx">https://www.oshcallianzassistance.com.au/default.aspx</a>
Sensis (White and Yellow Pages)	<a href="http://www.whitepages.com.au">http://www.whitepages.com.au</a>
Public Holidays	<a href="http://www.australiatravelsearch.com.au/trc/hols.html">http://www.australiatravelsearch.com.au/trc/hols.html</a>
Driving in Australia	NSW <a href="https://www.rms.nsw.gov.au/">https://www.rms.nsw.gov.au/</a> VIC <a href="http://www.vicroads.vic.gov.au">http://www.vicroads.vic.gov.au</a> QLD <a href="https://www.qld.gov.au/transport/covid-19-transport">https://www.qld.gov.au/transport/covid-19-transport</a>
Laws in Australia	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>

## **22. Contact Details**

### *International Office*

Address:	185 Spring Street Melbourne Victoria 3000 Australia
Telephone:	03 9662 2055
E-mail:	<a href="mailto:hello@holmes.edu.au">hello@holmes.edu.au</a>
Website:	<a href="http://www.holmes.edu.au">www.holmes.edu.au</a>

### *Sydney Campus*

Address:	Level 6, 91 York Street Sydney NSW 2000
Telephone:	02 9299 1400
E-mail:	<a href="mailto:hello@holmes.edu.au">hello@holmes.edu.au</a>



### *Melbourne Campus*

Address 185 Spring Street, Melbourne, Victoria 3000  
Telephone: 03 9662 2055

E-mail: [hello@holmes.edu.au](mailto:hello@holmes.edu.au)

### *Brisbane Campus*

Address Level 3, 126 Margaret Street, Brisbane Queensland 4000  
Telephone: 07 3211 4188

E-mail: [hello@holmes.edu.au](mailto:hello@holmes.edu.au)

### *Gold Coast Campus*

Address Level 2, Circle on Cavill 3184 Surfers Paradise Boulevard  
Surfers Paradise, Gold Coast, Queensland 4217  
Telephone: 07 5592 5477

Email: [hello@holmes.edu.au](mailto:hello@holmes.edu.au)

### *Cairns Campus*

Address 18 Lake Street Cairns Queensland 4870  
Telephone: 07 4041 2855

E-mail: [hello@holmes.edu.au](mailto:hello@holmes.edu.au)

*All Campuses 24 Hour  
Emergency Contact* 03 7002 3399