



Kingsway Institute Student Handbook 2020

Version 2020 January

Kingsway Institute

Student Handbook

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Student Support Services

Kingsway Institute

Level 3, 84-86 Mary Street
Surry Hills NSW 2010

CRICOS Provider: 03177F

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Section 1

Staff and Academic Information

Staff

Jason Dong - jason@kway.nsw.edu.au

Director and Principal Executive Officer

Administration Staff

General enquiries and problems

Student social/welfare counselling

Attendance counselling and other services

Sandy Shi – sandy@kway.nsw.edu.au

Administration, Student Service and Operations Manager

Louie Valenciano – enrol@kway.nsw.edu.au

Administration Officer

Jennifer Dong – accounts@kway.nsw.edu.au

Accounts and Administration Officer

Academic Staff

Academic enquiries

Study skills advice

Academic and attendance counselling

Winnie Jiang – academic@kway.nsw.edu.au

Academic Manager

Marketing Staff

Marketing and course enquiries

Jan Ucen – jan@kway.nsw.edu.au

Marketing Manager

Courses

Kingsway Institute offers the following ELICOS programs to overseas students:

- General English (CRICOS Code: 070494D)
Pre Elementary, Elementary, Pre Intermediate, Intermediate & Upper-Intermediate
- IELTS Preparation (CRICOS Code: 072572A)
Level 1, Level 2, Level 3
- English for Academic Purposes (CRICOS Code: 070495C)
Pre-EAP, EAP 1 & EAP 2

Entry requirements

General English

- There is no specific entry or minimum language proficiency requirement for General English, but students are tested on arrival and placed in classes according to their level.

IELTS Preparation, Level 1

- 5.0 IELTS or equivalent or General English Intermediate

IELTS Preparation, Level 2

- 5.5 IELTS or equivalent or General English Upper Intermediate or IELTS Level 1

IELTS Preparation, Level 3

- 6.0 IELTS or equivalent or IELTS Level 2

Pre-EAP:

- Official IELTS 5.0 (or Kingsway Institute IELTS practice test 5.0) or Kingsway Institute Intermediate level, or strong Pre-Intermediate. If an International English Language test score is used for entry, the score must be no longer than two years old.

English for Academic Purposes 1:

- Official IELTS 5.5 (or Kingsway Institute IELTS practice test 5.5) or Kingsway Institute Upper-Intermediate level or its equivalent. If an International English Language test score is used for the course entry, the score must be no longer than two years old.

English for Academic Purposes 2:

- Official IELTS 6.0 (or Kingsway Institute IELTS practice test 6.0) or Kingsway Institute Pre Advanced level or IELTS Level 2 or equivalent. If an International English test score is used for entry the score must be no longer than two years old.

Course Delivery

At Kingsway Institute, we aim to make learning English enjoyable. Teaching is in English only, with a focus on the four skill areas of speaking, listening, reading and writing. Teachers concentrate on the practical use of English in everyday situations. Teachers use materials specially designed for the individual needs of our students.

Students are tested on arrival and placed in classes according to their level. Kingsway encourages students to communicate in English.

Timetables

Kingsway offers both day and evening General English classes and day classes for English for Academic Purposes and IELTS Preparation. All students study for 20 hours per week and are required to attend classes for at least 80% of the time. Please choose your class time carefully.

Students have a choice of the following class times:

Day Classes

- Monday to Thursday
- 9:00 am to 3:00 pm
- 20 hours of face-to-face classroom teaching per week

Afternoon Class

- Monday to Friday
- 4:00 pm to 8:20 pm
- 20 hours of face-to-face classroom teaching per week

Intensive Class

- Tuesday and Wednesday - 8:30 am to 6:00 pm
- Thursday - 9:00 am to 1:15 pm
- 20 hours of face-to-face classroom teaching per week

Day Classes

Monday to Thursday

Session	Time
1	9.00 am – 11.00 am
Break	11.00 am- 11.15 am
2	11.15 am – 12.45 pm
Break	12.45 pm – 1.30 pm
3	1.30 pm – 3.00 pm
Total hours of tuition per day	05

Afternoon Class

Monday to Friday

Session	Time
1	04:00 pm – 06:00 pm
Break	06:00 pm – 06:20 pm
2	06:20 pm – 08:20 pm
Total hours of tuition per day	04

Intensive Class

Tuesday	
Session	Time
1	08:30 AM - 10:30 AM
Break	10:30 AM - 10:45 AM
2	10:45 AM - 12:45 PM
Break	12:45 PM - 01:30 PM
3	01:30 PM - 03:30 PM
Break	03:30 PM - 04:00 PM
4	04:00 PM - 06:00 PM
Total hours of tuition per day 08	

Wednesday	
Session	Time
1	08:30 AM - 10:30 AM
Break	10:30 AM - 10:45 AM
2	10:45 AM - 12:45 PM
Break	12:45 PM - 01:30 PM
3	01:30 PM - 03:30 PM
Break	03:30 PM - 04:00 PM
4	04:00 PM - 06:00 PM
Total hours of tuition per day 08	

Thursday	
Session	Time
1	09:00 – 11:00 AM
Break	11:00 – 11:15 AM
2	11:15 – 01:15 PM

No class

Total hours of tuition per day	04
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Student Portal

Students can track their course progress anywhere and anytime via the student portal which displays students examination results, attendance rate, announcements/news and payments. Students are also advised to update any details regarding address, number, emergency contact and more, using the student portal.

Collect a Manual for the Student Portal at Kingsway Institutes front desk.

Kingsway Institute APP

Students will be able to stay up to date with any news and announcements, through the Kingsway Institute APP, downloadable through the Play Store and App Store.

Scan the QR code



Assessment

Kingsway Institute is required by the *National Code 2018* to check your course progress to ensure that you are doing well with your studies.

Assessment in General English

In General English, you will be assessed in many different ways:

- Formal assessment at the end of every five weeks. There will be assessment tasks in speaking, listening, reading and writing.
- Teacher assessment of classroom interaction

Moving between levels in General English

Students who perform well may move up to the next level of English. Performing well means that you achieve a high result in each assessment task held every five (5) weeks (usually above 70%) and that you are making a lot of contributions in class. Your English teacher and the Academic Manager will decide if you are ready to move up to the next level.

Course Progress and Assessment

Assessments of course progress are monitored during weekly or two weekly reviews and tests but will formally take place every five (5) weeks. At this time you are assessed for course progress, and if you are not meeting 50% of the course requirements, you will be nominated as making unsatisfactory progress.

In General English, you have assessment tasks in speaking, listening, reading and writing every five (5) weeks. You are required to complete each assessment task to satisfy the course requirements. You will make good progress if you use English as much as possible, regularly participate during classes and complete all of your assessment tasks, tests and other activities.

Some of the activities which may be included as assessment tasks are:

- A speaking presentation
- Listening to a news story and answering questions
- Writing a letter
- Reading an article
- Research assignments
- Project work, such as creating a class magazine
- Writing a Learning Journal
- Participation in group activities
- A speaking role play
- Writing an essay
- Writing a paragraph

If your teacher considers that you are not making satisfactory course progress, he or she will meet with you to talk about it or refer you to the Academic Manager. You may be allowed to move to a more comfortable class or to do extra activities to help you. Some of these may be:

- Developing a learning contract with your teacher or the Academic Manager.
- Having extra tasks set by your class teacher to work on a particular area of weakness, for example, computer-assisted language learning, reading assignments, grammar exercises etc.

The Institute will do everything it can to help you with your studies. However, if you still do not achieve satisfactory progress after being assisted by the Institute, we must report this to the Department of Home Affairs. You will receive a Notice of Intention to Report due to lack of progress, which includes information on accessing an appeals process.

If you believe that you have been mistreated, you may appeal the Institute's Complaints and Appeals Procedure.

Assessment in EAP & IELTS

English for Academic Purposes

The EAP course is assessed through a series of assessment tasks and examinations which are carried out throughout the course.

To satisfactorily complete the EAP course, a student must pass all assessable pieces of work. A student receiving any number of failed results are allowed to improve and resubmit work before the end of week 10.

IELTS

The IELTS course is assessed through a series of IELTS practice tests which are held in weeks 3, 6 and 9.

Certificates

Students completing all assessment requirements for a particular English course are awarded a Kingsway Institute Certificate of Achievement.

To receive a certificate all students must

- Have at least 80% attendance

In General English and IELTS, you will receive a certificate if you:

- Have studied for at least five (5) weeks
- Have completed assessment tasks

In EAP you will receive a certificate if you:

- Have studied for at least ten (10) weeks (1A and 1B)
- Have passed all assessment tasks

Grades on your certificate

In General English, each level has learning outcomes. You will be given a grade for your performance in the level for each skill, that is, Speaking, Listening, Reading and Writing. The grades you can be given are as follows

Percentage	Description	Grade
86 -100	Excellent performance in the level	A
70 - 85	Above-average performance in the level	B
50 - 69	Pass/Average performance at this level (could do with more time at this level)	C
Below 50	Fail	D
No result	Did not complete/attempt	E/DNA

Your grade will be based on your performance in the Assessment Tasks and on your teacher's observation of your performance in class. For example, you could get an A for Speaking if you do very well in your Speaking Assessment task and if your teacher notices that you make a lot of excellent speaking contributions in class.

Section 2

Rules and Regulations

Attendance and Full-Time Study

How often must I attend the Institute as a full-time student?

You should attend classes for at least 80% of the time. As a full-time student, you are expected to attend 20 hours a week. Attendance is required for excursions and other activities as they are considered as part of your class time.

Your teacher will mark the class roll throughout the day and record any absences.

What if I am sick, or have a serious problem, which makes it impossible for me to come to class?

If you are ill or have a serious problem that affects your attendance, you need to see the teacher as soon as possible. If you are sick, visit a doctor to obtain a doctor's certificate. If you need time off for some other reason, speak to the teacher. You will be excused only under special circumstances. If you cannot come to class for any reason, please call Kingsway to let us know.

What happens if I am absent for more than a short time for other reasons and my attendance falls below 80%?

If you are absent for five days or more for no reason, you will be sent a warning letter, and you must come to a counselling session with the Student Services Manager immediately.

If your attendance drops below 85%, for any reason you can expect the following to happen:

1. First, you will be sent a reminder letter
2. If your attendance does not improve, you will be sent a warning letter which will outline your current attendance and request for you to come to the Institute and see the Student Services Manager.
3. At this interview, your course progress will be checked, and you may continue if course progress is satisfactory, and your attendance improves.
4. If your course progress is not satisfactory, you must attend a counselling interview with the Academic Manager/Student Services Manager. At this interview, you must agree to come to a fortnightly intervention interview where your attendance and progress will be checked.
5. Failure to attend the counselling interview may result in you being reported to immigration for unsatisfactory attendance.

N.B. You will be sent three warning letters before you are reported to the immigration department for lack of attendance

What if I am late to class?

If you are late for the class your teacher will mark on the attendance roll the number of minutes you are late. Late to the class will affect your total attendance when it is calculated every week. If you are always late, you will be referred to the Academic Manager for an interview.

How often must I attend the Institute as a full-time student?

Your teachers will mark on the class roll if you are present, absent or late to class.

As a full-time student, you are expected to attend class 20 hours a week and should attend classes at least 80% of the time.

Student Visa Requirements

- Under the Student Visa Regulations, you must provide the Kingsway Institute with your current residential address. If you move house, you must inform the Administration Office of your new address within seven (7) working days.
- You can work up to 40 hours every two (2) weeks on a student visa, and you must have a tax file number and pay tax.
- For more information on visas and student visas, you can visit <https://immi.homeaffairs.gov.au/>

Learning Costs

Textbooks

All students must buy their own Textbook at about \$60 per level plus you will receive course notes from the teacher. You can also hire a textbook for a fee of \$10 with a \$60 deposit. You will receive \$60 back when you return the book in good order. You cannot write in a hire textbook.

There is a one-off Materials Fee, and this does not include textbooks.

It would help if you bought your own stationery: folders, notebooks and pens, etc.

Students are expected to bring the resources above to classes to help with their learning.

For further information on fees see the enrolment form, and also the “Life in Sydney” information on page 16 of this Handbook.

Student Cards

Students may apply for a free student card with a passport-sized photo in the office. Replacement cards are \$20 per student card.

Fee Refund Policy

For any enquiries regarding the refund of your tuition fees, you will need to speak to the Administration Manager on the Reception Desk. Alternatively, you can look at the Fee Refund Policy on the website

<http://www.kway.nsw.edu.au/content/refund-and-cancellation-policy>

Student Responsibilities

The Student Code of Conduct requires the following rights to be respected and followed at all times:

- The right to be treated with respect by others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to study in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and the Institute’s property protected from damage or other misuses
- The right to have any disputes settled reasonably and rationally (the Complaints Procedure accomplishes this)
- The right to study and learn in a supportive environment without interference from others

- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courtesy at all times

If you do not follow the Student Code of Conduct the following will happen

1. The Administration Manager will contact you to discuss the issue or behaviour & to decide how to solve the problem best. This meeting and its outcomes will be documented, signed by all parties and included on your personal file.
 2. Where the issue or behaviour continues, you will be invited for a personal interview with the PEO to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on your personal file.
 3. If the issue or behaviour continues, you will be given a final warning in writing & a time frame in which to resolve the problem. A copy of this letter will be included in your personal file.
- After the three steps in the discipline procedure have been followed, if the issue or behaviour still continues, teaching will stop, and you will be notified in writing that your enrolment has been suspended or cancelled.
 - Any suspension or cancellation will be undertaken by the Institute Procedure on Deferral of commencement, suspension of studies, and cancellation of enrolment, and may affect the status of your visa.
 - At any stage of this procedure, you can access the Complaints and Appeals Procedure (see next page) to settle any disputes that may arise.

Institute Rules

Kingsway Institute has a few rules and we request that you observe the following while on Institute premises:

- Smoking is banned in public and commercial buildings in Australia by law so you must not smoke inside the Institute.
- If you smoke outside the Institute, please put all your cigarette ends in an ashtray or the bin. If you drop it on the ground, the building management will not be happy. Also, there is a fine up to \$200 can be imposed under the smoke-free Environment Act 2000.
- If you eat and drink in the classrooms at break times, you must clean up any mess.
- There should be no eating or drinking in the Computer area or the Private Study Room.
- All equipment belonging to the Institute should be treated with respect, and you should let the staff know if anything is not working correctly.

Please treat everyone - your classmates, teachers and other staff - with respect at all times

Privacy

Kingsway Institute may ask if you wish for your photo to appear on the website or Facebook, and you will have to sign an Image Consent Form. The Institute keeps information about its students in Student Files. We only collect information that is needed for proper management of the Institute or as required by law and student files can only be accessed by people who have a good reason or legal authority.

If you wish to access your own file, you must put the request in writing to the Administration Manager.

Complaints and Appeals Procedure

Kingsway is committed to providing high-quality classes and services at all times. If for any reason you are dissatisfied with any decision made by Kingsway Institute you can appeal the decision by following the Kingsway Institute Complaints and Appeals Procedures outlined below.

Plagiarism and Cheating

Any work produced by a student of the Kingsway Institute must be their own work.

Plagiarism is using the work of other persons, copying (in whole or in part) the work or data of other persons, or presenting substantial extracts from written, printed, electronic or other media in a student's written work without acknowledgement.

Intentional plagiarism occurs if you plagiarise with the deliberate intention of representing the work of others as your own.

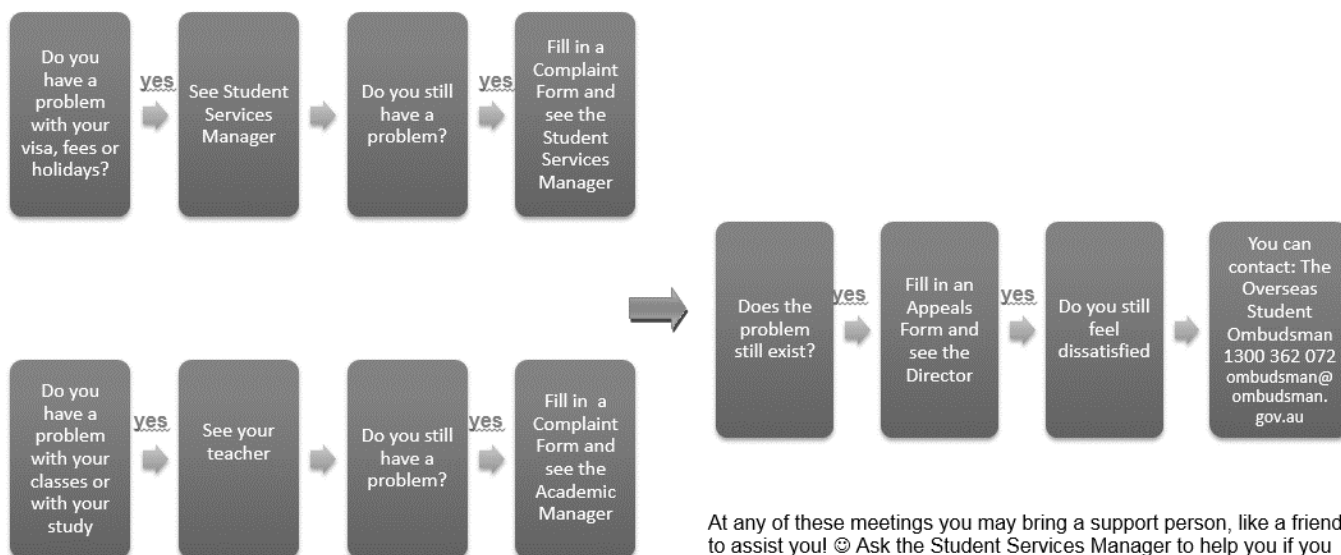
Unintentional plagiarism occurs if you inadvertently plagiarise due to a lack of knowledge or understanding of the concept of plagiarism, or lack of preparation, skill or care.

Your teacher will talk to you more about plagiarism

What should I do if I have a problem?

Kingsway Institute Complaints and Appeals Procedure

If you have a problem with the Institute, you may have a complaint. We understand that problems, differences and grievances can sometimes happen and we try to resolve them. If we do not fix the problem, you can ask the Overseas Students Ombudsman for help.



Section 3

Student Amenities

Toilets

Toilets are located near the elevator. Male Toilet is next door to lift 1; Female Toilet is next door to the lift 3

Lunch Room

The student amenities area (lunch and recess area) is located nearby the exit door. (Opposite to the Classroom 4)

It has a fridge, microwaves and sink.

Students can bring food from home and use the facilities.

There are plenty of tables and chairs and some lounges to relax in.

Remember to clean up after yourself and to use the rubbish bins provided.

Library

Student library is located on the right corridor (Opposite to Classroom 8)

Open Monday to Friday 8 am to 8 pm

Students are welcome to borrow from the library

Feel free to donate items to the library that your fellow students may find useful

Remember No Smoking, Eating or Drinking is permitted

Computer Lab

The student computer labs are located in Classroom 5 & Classroom 6

Computers can be used Monday to Friday 8 am to 8 pm

Computers all have internet access and Microsoft Office – Word, Excel, and PowerPoint

Printing is available (see page 19 for instructions on how to print)

- Smoking and eating is NOT permitted in the computer lab.

Student Support Services

Life in Sydney

Adjusting to life in a new country can be difficult. If you have any questions about living in Sydney, you can ask the Academic Manager, Senior Teacher or anyone in the Administration Office or your teacher. Below is a list of useful telephone numbers and information that you might find helpful when you arrive in Sydney.

Tax File Number

DO NOT PAY FOR A TAX FILE NUMBER. To work in Sydney, you will need to have a tax file number (TFN). You should never pay for your tax file number, and you should never give your tax file number to anyone other than your employer. You can get a tax file number from the following website

<https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/foreign-passport-holders,-permanent-migrants-and-temporary-visitors---tfn-application/>

Jobs and Work

There are a few places you can find work in Sydney.

www.seek.com.au

www.careerone.com.au

www.mycareer.com.au/

<https://au.indeed.com/>

Once you apply for a job, you may have to prepare your resume and cover letter. The following website has some tips and helpful information

<http://www.seek.com.au/career-advice/resume-cv>

If you have problems or questions about your workplace, you can go to <https://www.fairwork.gov.au/>

Emergencies, Security and Safety

Sydney is generally a very safe place to live with a low crime rate. If you encounter any problems while living in Sydney or you feel unsafe for any reason you should **contact the police on 000** immediately.

Kingsway Institute - Emergency Procedure

If the fire alarm goes off in the building, follow the instructions given and evacuate the building if you are instructed to do so. There are evacuation procedures posted in every room.

1. The first alarm (beep-beep) is to notify you that you need to be prepared to evacuate the building if necessary. If you are using a computer or other equipment, turn it off when you hear this noise.
2. The second alarm (whoop whoop) tells you that it is necessary to evacuate the building. Leave the building using the nearest EMERGENCY EXIT. Follow your teacher to the assembly area outside, and keep a lookout to make sure all of your classmates are with you. If you hear the fire alarm – DO NOT PANIC, evacuate the building as follows:
3. Leave the building by the shortest possible route
4. DO NOT USE LIFTS
5. Follow the directions of your teachers – obey all instructions they give you.
6. Go to the Assembly Area, Commonwealth Street (between Albion Way & Belmore lane)
7. DO NOT wait in groups around doorways
8. DO NOT distract Wardens and Security Officers while they are supervising the evacuation
9. Wait in the Assembly Area for more instructions from Wardens and Security Officers or the Fire Brigade. Your teacher will mark the class roll to make sure all students are present
10. DO NOT go back into the building until you are instructed to do so by the Fire Brigade, Wardens or Security Officers
11. NEVER go into a building if you can hear an alarm sounding

12. Designated Floor Wardens will direct the assistance of persons with disabilities to leave the building. Know where the Fire Exits and Emergency Assembly Points for your building are. Never put yourself in a situation that places you or other people at risk of injury or worse. If it is safe to do so, assist others, especially if you know someone has a disability.

Legal Services

If you have any problem with the police or you need to talk to a lawyer, the Australian Government offers free legal advice. Often someone will be able to help you in your first language.

<http://www.legalaid.nsw.gov.au/> or you can contact Law Access on 1300 888 529 between 9 AM and 5 PM, Monday to Friday (not on public holidays).

Health Services

Doctors

You may need to see a **doctor** while you are living in Sydney. It would help if you went to the medical centre. In Australia, international students need to pay to see the doctor, but you should get some money back from your health insurance provider. The closest doctor to Kingsway Institute in *Crown Street Medical Centre (8 minutes walk from the school)*

Address: 351 Crown Street, Lower Ground, Surry Hills

PH: 02 9360 3338

Booking online: <https://crownstmedicalcentre.com.au/book/>

If you need to go to the **hospital** for a health emergency you can **call an ambulance on 000**. For non-life threatening emergencies you should see your local doctor.

Wellbeing

Student Counselling – mental health care

Kingsway Institute offers a range of wellbeing services that are available to you at any time during your studies. Student Wellbeing is here to support you and help you succeed, both academically and personally.

If you need help or support please contact

Associated Counsellors & Psychologists Sydney

(Place link to counsellingsydney.com.au into this company name)



Associated Counsellors provides access to experiences and qualified Counsellors and Psychologists at offices throughout Sydney. If you are struggling with depression, anxiety, study stress or other personal issues you may consider getting help from an independent counsellor by contacting Associated Counsellors.

Counselling services are charged to you directly. This service does not provide letters of exemption or special consideration for study related issues.

Call (02)8205 0566 for more information or see www.counsellingsydney.com.au

Cost: ACPS charge on average between \$160-\$200 per consult for a standard 50-minute counselling session. Students with private health care (OSHC) or Medicare eligibility (Local Student) may be able to claim a partial subsidy after making full payment.

General questions about counselling

Q: How can counselling help you?

Psychological interventions and supports are provided to help students improve wellbeing, build their strengths, identify their values/goals, and achieve academic success.

Common issues we treat and provide support for are:

- stress
- anxiety and panic attacks
- low mood or depression
- relationship issues
- academic issues
- procrastination
- grief and loss
- difficulties adjusting to change (i.e. transition to Australia or university study)

Q: Who can give you a mental health care plan and referral?

A: GPs and psychiatrists are able to develop a mental health care plan and provide you with a referral to our Counselling Service.

Q: Why does student need a mental health care plan?

A: GPs and psychiatrists practice coordinated care, which ensures that all aspects of your health are considered when assessing and planning for your wellbeing.

For overseas students, OSHC requires either a GP referral letter or a GP mental health care plan.

OSHC covers the cost of up to 10 sessions of counselling per calendar year, after assessment and referral.



Locate a First Aider

Staff Name	Position Title	Available Hours
Sandy Shi	Administration Manager Occupational First Aider	Monday – Friday 08:30 AM - 05:30 PM
Jennifer Dong	Student Administration Officer Occupational First Aider	Monday – Friday 02:30 PM – 08:30 PM

Facilities and Resources

The closest train stations to Kingsway Institute is Central Station. The best way to travel around Sydney is by using an Opal Card. You can get an Opal Card for free from most convenience stores or 7/11 stores.

At Kingsway, you can use the free Wi-Fi or computers to access the internet. You can ask your teacher or the Administration Office at the Reception Desk for the Wi-Fi password.

If you need to print you can print from any of the student computers. (See the page 22 with instructions on how to print)

There are many banks around Kingsway Institute where you can set up an Australian bank account. You will need a current address and some identification to open a bank account.

Translation Services

You can contact the government's free Translating and Interpreting Service on 131 450 or visit

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

Academic and English Language Support

ONGOING STUDENT LEARNING SUPPORT

The support programs utilise a wide range of resources available on campus and on Student Share drive. The programs include support sessions, individual interviews with students and informal support provided by teachers.

English Language Assistance

English language assistance includes topics such as essay writing, making oral presentations, and examination tips.

Information Technology

Information technology staff are available on campus and to help students with the technology available to them and with connectivity issues related to their course.

ACADEMIC STAFF CONSULTATION

In-class consultation

Individual student consultations with the teachers or other appropriate academic are an integral part of the learning experience. Kingsway Institute's normal weekly teaching pattern provides face to face lectures and a structured tutorial. Further diagnostic tutorials can be scheduled to allow students the opportunity to clarify points of confusion, discuss aspects of the subject matter in more detail and obtain feedback on their assignments, both in draft form and on completed work.

Consultation with Academic Manager

Academic Manager provides counselling for individual problems, such as time management, exam preparation, essay and report writing, library research, stress management, course planning, appeals and progression issues, with the objective of helping students to improve their performance.

Appointments can be made in person, by email or at the reception desk.

Accommodation Services

When it comes to finding accommodation, you have many options to choose from ranging from finding your apartment to homestays to short term rental accommodation.

Before moving in: confirm the weekly rate, and what it does or it doesn't cover; - establish whether there is a bond, make sure you get a lease contract;

Keep any receipts for payments you make: electricity, water, electronic transfers, they will help as evidence of your rent, in case of any disagreement.

Homestays allow students to have accommodation with carefully selected Sydney homestay families. These offer students a safe, friendly and caring 'home away from home' environment, as well as the opportunity to practise their English in real-life situations. Students are carefully matched with homestay families to ensure the best possible homestay experience.

Accommodation links

- Oz Homestay www.ozhomestay.com.au Phone (02) 8765 9063
- Iglu Student Accommodation www.iglu.com.au Phone (02) 8024 8600
- 2Stay Accommodation www.2stay.com.au Phone (02) 8005 1299
- Urbanest www.urbanest.com.au Phone (02) 8091 9959
- Real Estate www.realestate.com.au
- Domain www.domain.com.au
- Unilodge Accommodation www.unilodge.com.au Phone (07) 3233 3700

Useful English Learning Websites

The following websites are useful for practising your English at home after class

Websites for all levels

1. Remembering vocabulary: <https://www.memrise.com/>
2. Grammar games: <http://www.agendaweb.org>

Websites for different levels

1. GE Elementary Reading: <http://www.eslfast.com/supereasy/>
2. GE Intermediate: www.usingenglish.com,
www.englishclub.com
3. Higher levels (e.g. Upper Intermediate):
<http://learnenglish.britishcouncil.org/en/>
4. IELTS Preparation: www.ieltsspeaking.co.uk
www.ieltsadvantage.com,
www.ielts-exam.net



You can also have a look at the Kingsway Self Study Website

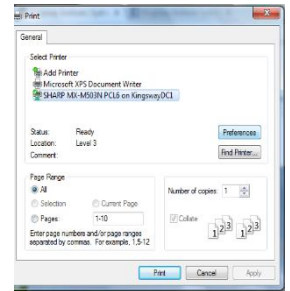
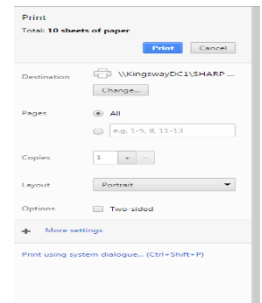
<http://kingswayselfstudy.wikidot.com/>

Disclaimer:

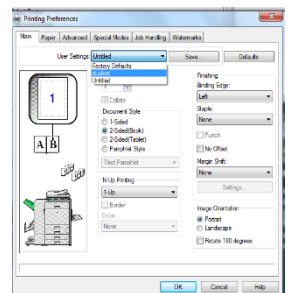
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How to Print

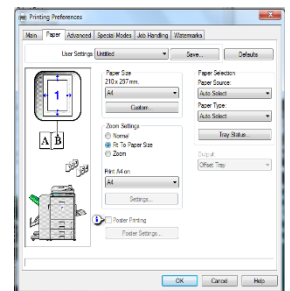
1. Go and see the office and put some money on your printing account, 10c per page
2. Press file print
3. Click on the Print using system dialogue button
4. Choose Preferences



5. Under the main tab choose a student



6. Under the paper choose Fit To Paper Size



7. Under job, handling type your Login Name and your Password

Your username is your first name with a capital letter

Your password is your student number

8. Press OK and then Print
9. Remember to delete your login name and password when you have finished saving your money

