



GREENWICH
English College

MELBOURNE



STUDENT HANDBOOK

greenwichcollege.edu.au

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A modern office interior featuring a reception desk in the foreground, a meeting area with white chairs and tables, and an open-plan workspace with multiple computer monitors and desks. The floor is covered in a blue and grey geometric patterned carpet. Large windows in the background offer a view of a city skyline with a bridge. The word "WELCOME" is overlaid in large, white, hand-drawn style letters.

WELCOME

ABOUT AUSTRALIA

Mainland Australia has an area of 7.69 million square kilometres. It is approximately 3700 kilometres north to south, and 4000 kilometres east to west. This makes Australia the 6th largest nation after Russia, Canada, China, the United States and Brazil.

Since this time, Australia's population has grown to more than 21 million people.

More than 5 million Australians speak a second language and almost 25% of residents were born overseas.

Canberra (The Australian Capital Territory) is Australia's capital and is home to the Australian Parliament, the High Court of Australia, the National Gallery, the National Library, the National Museum of Australia and the Australian War Memorial.

Australia is a great place to visit and explore. With its spectacular natural environment and scenery, multicultural communities, contemporary arts and culture, world class events, food and wine, the friendliness of its people, combined with its weather and lifestyle it is amongst the world's most popular tourist destinations.





ABOUT MELBOURNE

Melbourne, the capital city of Victoria, is located on the southeast coast of Australia and has a population of about 4.8 million people.

Melbourne is known as a stylish and arty city. The city center offers visitors excellent shopping, dining options and cultural attractions. Melbourne is also a great place for sports fans. Not far from the city, visitors can enjoy beautiful beaches, wineries and natural landmarks.

- Some of the most popular activities for visitors to Melbourne are:
- Sampling different cuisines from all over the world – Melbourne is a multicultural city and has cafes and restaurants offering food from all over the world
- Experiencing Melbourne's 'coffee culture' at a local café
- Having a drink at one of Melbourne's many rooftop bars
- Touring the city's laneways filled with fine dining restaurants, cafes, hidden bars and unique shops
- Spending a day exploring the city's street art (graffiti)
- Shopping
- Visiting one of Melbourne's amazing galleries or museums
- Attending a sporting event – Melbourne hosts the Australian Open, Formula One and its famous horse race, the Melbourne Cup
- Taking a drive down the Great Ocean Road to visit the famous 12 Apostles
- Seeing the famous penguins at Phillip Island
- Skiing or snowboarding during winter at one of the nearby ski fields



ABOUT GREENWICH ENGLISH COLLEGE

Greenwich English College Campus Details and Operating Hours

Melbourne (Spencer Street) Campus

Address: Level 8, 120 Spencer Street, Melbourne VIC 3000 Australia
Phone: +61 3 8609 0000
Email: info@greenwichcollege.edu.au
Web: www.greenwichcollege.edu.au

Sydney Campuses:

Pitt Street: Level 2, 396 Pitt Street, Sydney NSW 2000 Australia
Mary Street: Level 2, 72 Mary Street, Surry Hills NSW 2010 Australia

Operating Hours

Greenwich English College is open weekdays (excluding public holidays and Christmas holiday periods)

Monday to Friday between 8:00am and 9:00pm

However for security reasons, lift access will only be available between 8:00am and 7:00pm.

Reception Hours

Reception is open weekdays (excluding public holidays and Christmas holiday periods)

Monday to Friday between 8.00am and 7.00pm

If you require support outside of these hours, please speak with your teacher



GREENWICH
English College

GREENWICH ENGLISH COLLEGE

At Greenwich English College, we put you on your pathway to success.

- Whether you are a student who is aiming to study at university
- Whether you want to develop English language skills for general communication
- Whether you want to learn to teach English

Greenwich English College is committed to providing high quality learning experiences for its students and clients through the provision of first rate programs, teaching and related services.

- We focus on the educational needs of our students at all times
- We create a supportive, enjoyable environment for students and staff
- We employ highly capable, motivated teachers and staff
- We provide a wide range of services for our students including: work, accommodation and counseling.
- We promote cultural diversity by embracing the different cultures, views, skills and experiences of our students, staff and clients

- We deliver on our commitments; we deliver value and quality

GREENWICH ENGLISH COLLEGE MISSION STATEMENT

Greenwich English College aims to provide a high quality learning experience for its students through the provision of first rate programs, teaching and services.

Key values of Greenwich English College are:

- To focus on the educational needs of our students at all times
- To create a supportive, enjoyable environment for students and staff
- To employ highly capable, motivated teachers and staff
- To provide a wide range of services for our students: including assistance with finding accommodation, part time jobs and counseling for personal and educational reasons.

GREENWICH ENGLISH COLLEGE REGISTRATION AND ACCREDITATIONS

Greenwich English College is a Registered Training Organisation (RTO) and our courses are accredited and recognised by all relevant government bodies.

The Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

English Australia

English Australia is the national peak body for the English language sector of international education in Australia. English Australia represents member colleges throughout Australia that provide quality English language programs to students and professionals from around the world.

Test of English for International Communication (TOEIC®)

Authorised TOEIC® Test centre

Cambridge ESOL Preparation Centre

Authorised Cambridge Test centre



GREENWICH ENGLISH COLLEGE STAFF

All Management, Administration/Marketing staff at Greenwich English College are available to answer any questions you may have about studying and living in Sydney. We are all here to help you improve your English and ensure that you have an enjoyable time studying at Greenwich English College.

Melbourne Campus

- **Roxana Ene** – General Manager
- **Ben Bagshaw** – Group International Sales & Marketing Manager
- **Kerry Olsen** – National ELICOS Academic Manager
- **Reena Ram** – National VET Academic and Compliance Manager
- **Lenka Nemesova** – Student Services Manager
- GEC Academic Team
- GMC Academic Team
- Student Services Team
- Marketing Team

GREENWICH ENGLISH COLLEGE TEACHERS

Greenwich English College is aware that teachers are the most important part of your learning experience. We have excellent teaching staff (highly qualified, with industry recognised qualifications and experience), fantastic programs and a great atmosphere. The teachers are carefully selected based on their educational background, professional training, experience, and their dedication and commitment to teaching. Greenwich English College is a fun, friendly place to do some serious study, and we have English courses to suit all levels and interests.

COLLEGE FACILITIES AND SERVICES

Computers and Internet Access

Greenwich English College provides students with free access to computers in the Student computer room located on Level 8. The computers are equipped with access to the Internet and Linux Applications. To ensure fair computer access for everyone, students should restrict their computer use to 15 minutes when other students are waiting to access the computers.

Greenwich English College also provides wireless internet access for students. To access the wireless internet, please see Reception.

Photocopier and Facsimile Services

Please see Reception if you would like to Photocopy, Print, Scan and/or Fax (send/receive) a document.

The following charges apply.

Photocopy/Print

A4 - \$0.20 per single sided page

A3 - \$0.50 per single sided page

LUNCH ROOM (STUDENT COMMON AREA)

The student lunch room is equipped with a refrigerator, food and drink vending machines, water, hot water kettle, and microwaves. Please note that the refrigerators are emptied every month.

STUDENT IDENTIFICATION CARD

A Greenwich English College Student Card may get you discounts at various tourist attractions, venues, and movie theatres. Please note that international students cannot get discounts on public transport using the Greenwich English College Student Card. International students are not eligible for Transport Discounts). Please refer to the Public Transport/International Student Travel Program section of this handbook.



PUBLIC HOLIDAYS AND CHRISTMAS HOLIDAYS

Public Holidays

Greenwich English College will be closed on all Australia and Victoria Public Holidays, Teacher's Day.

Christmas School Holidays

Greenwich English College will also be closed over the Christmas and New Year school holiday period. Relevant notifications will be sent out accordingly.

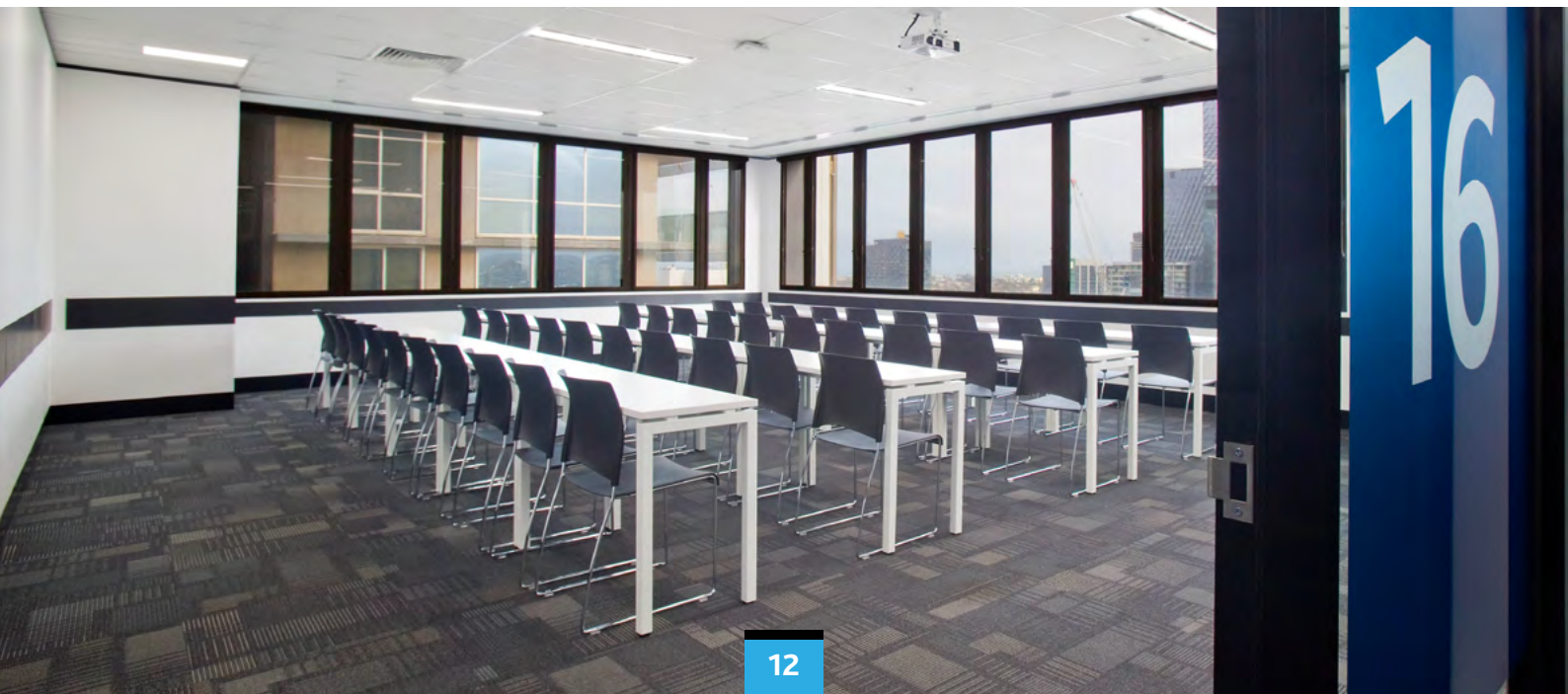
COURSES AT GREENWICH ENGLISH COLLEGE

Greenwich English College offers many different courses to suit your English level and your individual needs.

- Whether you are a student who is aiming to study at university
- Whether you want to develop English language skills for general communication

Please discuss your study needs with a Greenwich English College staff member or the Director of Studies, who can assist you in choosing the course that is right for you.

Below is a summary on the courses offered at Greenwich English College. For more information on each of the courses, please speak to a Greenwich English College staff member or visit our website.



GENERAL ENGLISH 1-50 WEEKS (DAY & EVENING)

Our General English course has two streams. General English ACTIVE and General English PROFESSIONAL. Our General English Courses will develop your core skills (reading, writing, speaking, and listening) so that you can speak English confidently and apply practical skills to communicate in everyday situations and in professional contexts.

TIMETABLE DAY 9:00 - 15:00 **EVENING** 16:30 - 21:00

FREE 9 HOURS EXTRA LESSON PRACTICE PER WEEK

General English ACTIVE

- A complete approach focusing on the language skills you need in your daily life
- Helps you to take action in your English speaking lives with a strong focus on functional language
- Suitable for Beginner to Upper Intermediate level

General English PROFESSIONAL

- A targeted approach that assists you to improve your skills for both your personal and professional pathways
- Designed to improve your workplace communication skills and develop soft skills, enabling you to communicate effectively in the global workforce

Suitable for Pre-Intermediate to Upper Intermediate level.

PRONUNCIATION IN CONTEXT 4 WEEKS (DAY & EVENING)

Ensuring people understand you is the most important part of learning any language and, perhaps, the most difficult. Replicating the sounds of English often means learning new ways of using your facial muscles, breathing, and your voice.

TIMETABLE DAY 09:00 - 15:00 **EVENING** 16:30 - 21:00

FREE 5 HOURS (DAY) PRESENTATIONS & INDIVIDUAL FEEDBACK ON PRONUNCIATION

ENTRY REQUIREMENTS

Suits Pre Intermediate students (IELTS 4.5) to Intermediate students (IELTS 5.0) or equivalent in the Greenwich English College General English Test (available at the College or online).

IELTS PREPARATION 1-28 WEEKS (DAY & EVENING)

IELTS (International English Language Testing System) is a standard test used for university entry in Australia, New Zealand, Canada, Britain and much of the United States. You can also use your IELTS score for immigration purposes. Greenwich English College offers 2 levels of IELTS Preparation: Foundation and Advanced. Our 2 level approach will help fast track your progress toward reaching your goal.

TIMETABLE DAY 09:00 - 15:00 **EVENING** 16:30 - 21:00
FREE 5 HOURS EXTRA TEST PRACTICE PER WEEK, FREE!

ENTRY REQUIREMENTS

Foundation: Suits Intermediate students (IELTS 5.0) or equivalent in the Greenwich English College Placement Test (available at the College or online).

Advanced: Suits Upper Intermediate and Advanced level students (IELTS 6.0 and above) or equivalent in the Greenwich English College Placement Test (available at the College or online).

ENGLISH FOR VOCATIONAL STUDIES (EVS) 5 OR 10 WEEKS (DAY AND EVENING)

Our EVS course offers you intensive English preparation for your future Vocational Studies. EVS has been designed to help you develop the skills needed to live and work in Australia. EVS focuses on improving your critical thinking skills and developing control of the English language so that you can use your skills in a wide range of formal and informal situations. EVS is also a great foundation for other academic programs such as IELTS, Cambridge Preparation and English for Academic Purposes.

TIMETABLE DAY 09:00 - 15:00 **EVENING** 16:30 - 21:00
FREE 5 HOURS (DAY) PRESENTATIONS INDIVIDUAL FEEDBACK
ON ACADEMIC WRITING PRACTICE IELTS TEST

STUDY PATHWAYS

EVS introduces you to formal and academic English. When you successfully complete the EVS program, you will have all the academic skills that you need to gain direct entry into a Vocational Certificate IV or Diploma level course at Greenwich Management College or other partner institutions.

ENTRY REQUIREMENTS

Suits Intermediate level students (IELTS 5.0 or equivalent) or Greenwich Entry Test (available at the College or online).

ENGLISH FOR ACADEMIC PURPOSES (EAP) 12 WEEKS (DAY & EVENING)

Our EAP course provides you with excellent preparation for university and other higher education institutions where successful students need to understand and communicate effectively. Greenwich English College aims to prepare you not only for university entry but to enjoy your study at an Australian institution. Even if higher education is not your chosen path, EAP is a fantastic course to improve your English in formal report writing and presentations.

TIMETABLE DAY 09:00 - 15:00 **EVENING** 16:30 - 21:00

FREE 5 HOURS (DAY) PRACTICE IELTS TEST

STUDY PATHWAYS

Greenwich English College is highly regarded as a pathway provider for universities and colleges. Studying one of our pathway programs means you may not have to take an official English test to gain entry into a study partner program. Instead, you build your proficiency in one of our pathway classes until you reach the level required.

ENTRY REQUIREMENTS

Suits strong Upper Intermediate students (IELTS 6.0 or equivalent) or Greenwich Entry Test (available at the College or online).

ENGLISH FOR BUSINESS 4,8,12 WEEKS (DAY & EVENING)

The language of modern international business is different from that of academic and conversational English. English for Business is perfect if you are aiming for a career in business within the global international business environment, or seeking to boost your career with the right language skills to succeed.

- Module 1 – Administration and Customer Service
- Module 2 – Sales and Marketing
- Module 3 – Management and Human Resources

TIMETABLE DAY 09:00 - 15:00 **EVENING** 16:30 - 21:00

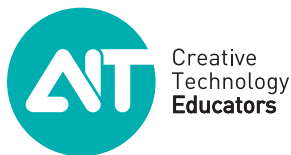
FREE 5 HOURS (DAY) FORTNIGHTLY TESTS AND PRESENTATIONS ON FRIDAYS

FREE PROFESSIONAL SPEAKING CLUB (DAY AND EVENING) Wednesdays and Thursdays every week.

ENTRY REQUIREMENTS

Suits Intermediate students (IELTS 5.0) to Upper Intermediate students (IELTS 6.0) or equivalent in the Greenwich English College Placement Test (Available at the College or online).

ENGLISH+ CREATIVE TECHNOLOGY 4, 8, 12 WEEKS (DAY & EVENING)



CRICOS Code 059969M

As the only course of its type in Australia, English+ Creative Technology is a unique 12-week course to help you to communicate in the field of technology for study or work. You will develop broad technological English skills that will provide you with a platform for technology-related careers.

TIMETABLE DAY 09:00 - 15:00 **EVENING** 16:30 - 21:00

FREE 5 HOURS CREATIVE TECHNOLOGY WORKSHOPS

- Module 1 – English for Programming (Coding)
- Module 2 – English for Digital Design
- Module 3 – English for Film Making

CREATIVE TECHNOLOGY WORKSHOPS

Each English+ Creative Technology module includes an exclusive full-day workshop at the Academy of Information Technology. Workshops will focus on the creation of tangible outcomes such as your own short film, a unique design concept and your own mobile App.

ENTRY REQUIREMENTS

Suits Intermediate students (IELTS 5.0) to Upper Intermediate students (IELTS 6.0) or equivalent in the Greenwich English College Placement Test (Available at the College or online).

ENTRY PLACEMENT TESTS

All students regardless of course(s) will have/or would have had an Entry Placement Test and Interview with a Senior Teacher. This is to ensure that you are placed in the most appropriate class based on your English proficiency. If you would like to enrol in another course at Greenwich English College, please note the English entry requirements and testing days. Please contact Reception to make a booking.

General English tests

Greenwich English College entry placement test every Monday (at 9:00am and 4:00pm) or online prior to Monday - all details are sent to students via email the week before their commencement date. All General English students will sit the test on their first day.

All other course tests

Greenwich English College entry test every Tuesday and Thursday at 9:00am and 4:00pm, and Wednesday at 4:00pm. Or book via our website www.greenwichcollege.edu.au/your-exams/book-a-placement-test

STUDENT MEETINGS

Greenwich English College holds weekly student meetings. The student meetings are a great way to be informed of what's happening and also farewell graduating students who will receive their certificates. During these meeting important information about Greenwich English College and any upcoming events are announced. Student meetings are conducted every Thursday in your class.

GREENWICH ENGLISH COLLEGE POLICIES AND PROCEDURES

All Greenwich College Policies and Procedures are available on our website www.greenwichcollege.edu.au/greenwich-policies-and-procedures

ATTENDANCE

It is a requirement of your student visa that you remain enrolled in a CRICOS registered course. It is also a requirement of your visa that you maintain an attendance above 80%. Greenwich English College is required to report student visa holders who fail to comply with their attendance and/or academic visa requirements to the Department of Home Affairs (DHA) www.homeaffairs.gov.au

Greenwich English College teachers record students' attendance for every lesson. Students who are more than 15 minutes late or leave earlier will also be marked absent for that lesson.

Greenwich English College will issue warning letters that will be sent to your email address and we will offer counseling before your 'overall course' attendance falls below 80%. If your attendance subsequently falls below 80% you will be issued a Notice of Intention to Report and you will be given 20 working days to appeal or you will be reported to the Department of Home Affairs (DHA) www.homeaffairs.gov.au. If you would like to appeal the College's decision you may access the College "Complaints and Appeals" process. Please understand that a breach of your attendance may result in the cancellation of your visa. We recommend that if you have any concerns about your attendance or this policy you should speak with the Academic Manager or Assistant Academic Manager.

ABSENCES DUE TO ILLNESS

If you cannot attend classes due to illness, it is recommended that you obtain a medical certificate. Reception will take a copy for our records however you should keep the originals in a safe place.

If you cannot attend class for an extended period of time due to illness, you should contact Greenwich English College to advise us of your situation. Please note that medical certificates will not increase your actual attendance, however they may be considered by Department of Home Affairs (DHA) www.homeaffairs.gov.au should you be reported due to unsatisfactory attendance.

ADDRESS NOTIFICATION

It is a requirement of your student visa that you notify Greenwich English College in writing of your address within 7 days of arriving in Australia. You must also notify Greenwich English College of any changes to your address within 7 days.

Greenwich English College requires your current contact details including your home address, email and phone number to contact you in the event you do not satisfy the requirements of your course and/or visa. If we cannot contact you, this may result in your visa being cancelled.

STUDENT LEAVE (HOLIDAY) APPLICATION

All Student Leave (Holiday) applications must be submitted a minimum of 5 working days prior to the leave request date. Leave must be in whole week periods and must commence on a Monday (e.g., Monday to Friday).

All leave is at the discretion and subject to the approval of Greenwich English College and may vary depending on your visa type and circumstances. Changes to your course may affect the status and validity of your visa.

Please contact Student Services Team to apply for your leave request. Leave requests are not confirmed until approved by Greenwich English College. All leave requests are subject to approval by Greenwich English College and will incur a change fee.

CHANGE TO ENROLMENT APPLICATION

All Changes to Enrolment applications must be submitted a minimum of 5 working days prior to the change of enrolment request date. A change fee and or fee difference may apply.

Requests for changes to fixed-entry courses (all courses excluding General English and IELTS Preparation) are at the discretion of Greenwich English College. Cancellation fees may apply in accordance with the terms and conditions of enrolment. All requests are subject to availability at time of approval and will be at the discretion of Greenwich English College.

Changes to your enrolment may affect the status and validity of your visa. Those on student visas should contact DIBP for further information.

OVERSEAS STUDENT HEALTH COVER (OSHC)

It is a student visa requirement that you must have and maintain appropriate health cover for you and your family members for the entire duration of your stay in Australia.

OSHC assists with a payment contribution for any medical and/or hospital care you may need while you are studying in Australia. OSHC will also contribute towards the cost of prescription medicines and an ambulance in the event of an emergency (Dental, optical and physiotherapy are not covered under the basic OSHC)

Greenwich English College arranges OSHC for students through ahm Health Insurance and Medibank Private. Students who have arranged OSHC through the College will be issued with a letter on your first day. This letter will provide instructions on how to register and obtain your OSHC Card.

Further information about member services and what is covered is available at the respective websites –

ahm Health Insurance – www.ahmoshc.com.au

Medibank Private website – www.medibank.com.au

Though it is not a requirement, Greenwich English College recommends that all other visa holders also have some form of OSHC and/or travel insurance in the event of an accident.

EMERGENCIES / INCIDENTS

Accidents/Incidents and First Aid

All accidents must be reported to your Teacher or nearest Greenwich English College staff member. If a person requires First Aid, a member of the Critical Incident Management team will initiate the Critical Incident Policy which may include administering First Aid and or calling Emergency Services.

Please note that Greenwich English College staff are not permitted to administer any form of medication under any circumstances.

Fire Drills/Evacuation

In the event of an evacuation, safety signage and exit procedures are located in each classroom. Students should evacuate the building in an orderly manner using the fire stairs and assemble on the corner of Little Frances and King Street under the supervision and directions of Greenwich English College staff. Please take only your personal belongings. The elevator must not be used in the event of an evacuation.

The Fire Warden (Greenwich English College) will be responsible for contacting the relevant Emergency department and accounting for the safe, efficient evacuation process. No one is permitted to return to the building until the Fire Warden advises it is safe to return.

CANCELLATION AND REFUND POLICY

Please refer to the Greenwich English College application form and [Terms and Conditions](#) on our website for details on the Cancellation and Refund policy.

GREENWICH ENGLISH COLLEGE GENERAL CODE OF CONDUCT

All students and staff at Greenwich English College are governed by Australian federal and state laws, however in addition to these laws, the Greenwich English College code of conduct will also apply.

The purpose of the code is to ensure that Greenwich English College maintains its commitment to providing a safe, equitable and orderly environment for all students and staff, and that each student and staff behave responsibly and ethically.

GENERAL CODE OF CONDUCT

- Student Misconduct (both Academic and Non-academic) includes but is not limited to the following –
- Use and/or possession of unauthorised material or technology during an assessment/examination including obtaining and/or providing assistance with answers during an assessment/examination
- Unauthorised access to files and/or altering or destroying those files
- Plagiarism in whole or in part and/or submitting material as your own that has been produced by another student
- Possessing, using, distributing, or selling unauthorised copies of an examination and/or course materials
- Possessing, consuming, and/or being under the influence of alcoholic beverages (except during authorised Greenwich English College events)
- Knowingly or recklessly acting in a way resulting in serious physical and/or mental harm to another student or staff member
- Intentionally or recklessly damaging, destroying, stealing, tampering and/or unauthorised use of Greenwich English College property and/or the property of another student or staff member
- Disobeying or showing disregard to an order or direction from a Greenwich English College member of staff

- Discriminating against a particular group of people on the grounds of – Sex, Pregnancy, Race, Age, Marital status, Homosexual, Disability, Transgender (Trans sexuality), Carers responsibilities, Association, Harassment, and/or Sexual harassment
- Knowingly or recklessly providing false information to Greenwich English College
- Knowingly or recklessly disrupting, obstructing, or interfering with Greenwich English College staff and/or students, classes, and/or activities
- Smoking within Greenwich English College including the fire stairs, toilets, and/or any covered areas within the building.
- Smoking is not permitted in public spaces, only in designated areas. Please be aware that littering (including the littering of cigarette butts) is an offence in Australia, On the spot fines of up to \$750.00 may apply
- Possession, distributing, and/or under the influence of any illegal drug (except where prescribed by a licensed physician)
- Knowingly or recklessly causing, and/or making a false emergency warning and/or tampering with emergency safety equipment
- The theft and/or abuse of information technology (IT) including but not limited to using IT to send obscene and/or threatening messages, and/or to interfere with Greenwich English College systems
- Unauthorised trespassing and/or forcible entry into Greenwich English College or any of unauthorised rooms
- Inappropriate dress standards. As a minimum students should dress in neat casual attire with footwear required at all times.

PENALTIES FOR MISCONDUCT

Students found to be in violation of the Code of Conduct will be subject to disciplinary action imposed according to the severity of the offence

Each violation may be treated separately or if a student has several violations may be cumulatively applied should the violation(s) call for a more severe penalty.

Failure to comply with any of Greenwich English College Policies and Procedures may result in you being dismissed and/or suspended from your course and/or Greenwich English College.

Where you are dismissed and/or suspended from your course and/or Greenwich English College due to failure to comply with any of the above, no refund of fees paid whatsoever will be made. You may also be required to pay for any damages and/or disruptions caused, and/or reported to the relevant government authorities, which could result in the cancellation of your visa.

The Greenwich English College Policies and Procedures and the availability of Greenwich English College complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws. All Greenwich Policies and Procedures are available on Greenwich website.



DISCRIMINATION AND HARASSMENT

Discrimination occurs when someone is treated unfairly because they happen to belong to a particular group of people or have a particular characteristic. In VIC many types of discrimination are against the law if they occur within Employment, State education, Goods and services, Accommodation, and/or Registered club environment.

Harassment is any form of behaviour that is not wanted and/or not asked for that humiliates, offends, and/or intimidates.

The following types of discrimination are against the law in VIC – Sex/Gender, Pregnancy, Race, Age, Marital status, Homosexual, Disability, Transgender (Trans sexuality), Carers' responsibilities, Harassment, Sexual harassment, and or Discrimination because of who you are related to or who you associate with.

If you feel that someone may have discriminated against you, in the first instance please contact the Greenwich English College Director of Studies or Academic Manager with your complaint. You can also contact the Victorian Equal Opportunity and Human Rights Commission.

To lodge a complaint you must submit your complaint in writing and it must be signed by you. You can either send a completed discrimination complaint form, or write a letter to the commission explaining why you think you have been discriminated against. You can write in any language.

The Victorian Equal Opportunity and Human Rights Commission is located at:

Level 3, 204 Lygon Street, Carlton 3053

Phone: 1300 891 848

TTY: 1300 289 621

Email: complaints@veohrc.vic.gov.au

Further information is available at: www.humanrightscommission.vic.gov.au

GRIEVANCE POLICY (COMPLAINTS AND APPEALS)

TO LODGE A COMPLAINT OR APPEAL

If you have a problem, concern, complaint, that can't be solved by your teacher and/or you would like to appeal a decision made by Greenwich English College, we encourage you to advise us so that we may try to assist you to achieve a positive outcome.

Complete a Complaints and Appeals Form available from Reception. You can also make an appointment to discuss the matter with the Academic Manager. All complaints and appeals will be treated confidentially. If you would prefer to remain anonymous, please place your form in an envelope addressed to the Academic Manager. You have the right to be accompanied or assisted by a support person throughout the Complaints and Appeals process.

The College will follow up your complaint and/or appeal and respond with a written statement of the outcome, including details of the reasons for the outcome.

The Complaints and Appeals Form and written statement will be kept on file.

If you are not satisfied with the Greenwich English College internal complaints handling and appeals process, you have the right to access the External Appeals Process.

THE EXTERNAL COMPLAINTS AND APPEALS PROCESS

The external appeals process is managed and conducted by an independent and impartial body, the Overseas Student Ombudsman. The Overseas Student Ombudsman investigates complaints about problems that overseas students have with private education and training in Australia.

You must lodge your complaint or appeal directly with the Overseas Student Ombudsman

Complaints can be made in four ways –

Online – <https://forms.business.gov.au/smartforms/servlet/SmartForm>

Phone – 1300 362 072 (or if outside Australia +61 2 6276 0111)

If you want to make a complaint in your language you can. Call the Translating and Interpreting Service in Australia on 131 450 (or if outside Australia +61 3 9203 4027). The Overseas Student Ombudsman will pay for the interpreter.

Facsimile – 02 6276 0123 (or if outside Australia +61 2 6276 0123)

Mail/Post – Overseas Students Ombudsman, GPO Box 442, Canberra ACT 2601, Australia

Once the Overseas Student Ombudsman has received your complaint, they will carefully consider if they can help you based on the information and subsequent investigations. They will then contact you with their decision and why.

The time it takes to investigate a complaint by the Overseas Student Ombudsman varies depending on the complexity of the complaint.

If you would like any further information about the Complaints and Appeals process, please ask to speak with the Director of Studies or Academic Manager.

PUBLIC TRANSPORT

Greenwich English College is conveniently located in the heart of Melbourne close to all public transport. The College is across the street from Southern Cross Station. The campus is also located near many tram and bus routes.

To travel on public transport, you need to use the myki card. These can be bought at most major stations, retail outlets and at 7-11 convenience stores. The myki card is easy to use. For trains you need to touch on and touch off and for tram lines in zone 1, you just need to touch on. On the bus, you just touch on if travelling in zone 1. The myki card is reusable so when it runs out of money, you only need to top it up.

In the city centre, the tram is free and you do not need to touch on. Go to the following link to see the free tram zone:

www.atem.org.au/uploads/content/293-Melbourne-Free-Tram-Zone-Map.pdf

Please note that International students are NOT entitled to concession tickets on these public transport tickets (except those on approved Australian Government exchange or sponsorship programs). On the spot fines may apply for travelling without a valid ticket.

Further information can be found at: www.ptv.vic.gov.au

Zones

Fares for travelling on Melbourne's trains, trams and buses are separated into two zones: Zone 1 for the CBD and inner suburbs, and Zone 2 for the middle and outer suburbs.

Use the transport maps to check what zones you are planning to visit and make sure you have enough value on your myki to cover your entire journey. As you touch on and touch off your myki, the system automatically calculates the lowest fare for your trip.

Free city services

The Free Tram Zone includes the area from the Queen Victoria Market, across to Victoria Harbour in Docklands, up to Spring Street and over to Flinders Street Station and Federation Square.

Travel on trams within this zone is free, and you don't need a myki, however, if your journey starts or finishes outside the boundaries of the Free Tram Zone, you must touch on your myki at the reader in the normal way to make sure you have a valid ticket.

The City Circle Tram travels the perimeter of the CBD, taking in many of Melbourne's landmarks every day of the year except Christmas Day and Good Friday.

Hours of operation for Melbourne's trains, trams and buses

Train and tram services run between 5am and midnight, Monday to Thursday. On Friday night and Saturday night, the trains run all night. On Sunday, trains and trams run from 7am to 11pm. Many of Melbourne's bus routes run from 6am – 9pm Mon – Fri, 8am – 9pm Saturday and 9am – 9pm

Information taken from: www.ptv.vic.gov.au

WORKING IN AUSTRALIA

Work rights in Australia

International students have basic rights and protections in the workplace, including minimum pay and conditions. For further information please check the Fairwork Australia page

<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students>

More information is also provided in the fact sheet at the end of this handbook

Visa Work Conditions

Students who wish to work in Australia must have the appropriate visa that gives them the authority to work while in Australia. Students who work in Australia without an appropriate visa and/or students who do not comply with the work conditions attached to their visa are breaking the law and may have their visas cancelled and/or fined up to \$10,000.00. It is your responsibility to ensure that you comply with your visa conditions at all times.

Further information can be found on your visa label in your passport and on the Department of Home Affairs (DHA)

www.homeaffairs.gov.au

Student visa holders

Student visa holders are automatically granted Permission to Work as a condition of their visa (Permission to Work is also granted to any dependants)

Students with Permission to Work can work a maximum of 40 hours per fortnight (2 weeks) whilst studying and unlimited hours during scheduled and or approved course breaks. Students cannot commence work until after the start date of your course (Dependents with Permission to Work can work a maximum of 40 hours per fortnight).

Tourist visa holders

Tourist visa holders are not permitted to work.

Working Holiday visa holders

Working Holiday visa holders are permitted to work while in Australia. There are no restrictions on the type and/or the hours per week, however you can only work with the same employer for a maximum of 6 months.

TAX FILE NUMBER (TFN)

If you intend to work in Australia, it is recommended that you obtain a TFN. Applying for a TFN is free and you can apply either online or in person.

Online

The quickest and easiest way to apply for a TFN is online. If you apply online, your TFN will be sent to the Australian address you provided on your application within 28 days. To apply – Logon to the Australian Taxation Office website:

www.ato.gov.au

Click on the following links to start your application (You will need your passport, and address) – Individuals

Apply for a tax file number

Online individual tax file number (TFN) registration

This application can only be used by permanent migrants and temporary visitors with a work rights visa. NAT4157

Apply for a tax file number

In Person (or by post)

You can either apply in person at the Australian Taxation Office or complete the application form (available online at

www.ato.gov.au). If you apply in person or by post, your TFN will be sent to the Australian address you provided on your application within 28 days.

Once you have completed your application, you can post your application form and proof of identification to the address on the form, or you can take your application form and proof of identification to an Australian Taxation Office.
Australian Taxation Office - Collins Square, 747 Collins Street
Docklands VIC - Open 8.30am–4.45pm weekdays

FINDING WORK

1. Prepare a resume and cover letter.
2. Look in the local newspapers in the employment section. Check the Wednesday and Saturday newspapers which usually contain the most listings such as –
 - a. The Sydney Morning Herald
 - b. The Daily Telegraph
3. Check employment websites such as –
 - a. <http://www.seek.com.au>
 - b. <http://www.careerone.com.au>
4. Contact and make an appointment with an employment agency. You can find employment agencies listed in the Yellow Pages telephone directory.
5. studentjobscentral.com

MONEY/BANKS

The legal currency in Australia is the Australian dollar (AUD\$).

It comes in the following denominations –

Notes (Dollars) - \$100.00, \$50.00, \$20.00, \$10.00, and \$5.00

Coins (Cents) - \$2.00, \$1.00, \$0.50, \$0.20, \$0.10, and \$0.05

If you are planning on living and working in Australia, it is beneficial to have an Australian bank account. To open a bank account you will require proof of identification and evidence of your current home address.

There are 4 major banks located near Greenwich English College. All of these banks have automatic teller machines throughout Sydney and Australia where you can withdraw your money. Bank operating hours are Monday to Thursday from 9:30am to 4:00pm and Friday from 9:30am to 5:00pm.

ANZ Bank – 600 Bourke Street

Commonwealth Bank – 99 King Street

National Australia Bank – 700 Bourke Street, Docklands

Westpac Bank – 530 Collins Street



IMPORTANT MELBOURNE SERVICES CONTACT DETAILS

SERVICE	ADDRESS	PHONE	OPERATIONAL HOURS
Study Melbourne Student Centre*	17 Hardware Lane, Melbourne, VIC 3000	1800 056 449	Monday to Friday 9:00am to 5:00pm
Australian Taxation Office	Collins Square, 747 Collins Street Docklands VIC	13 28 61	
Abortion & Grief Counseling		1300 363 550	
Consumer Affairs Victoria		1300 55 81 81	
Alcoholics Anonymous		(03) 9429 1833	
Family Planning Victoria		1800 013 952	
My Options		1800 696 784	
Domestic Violence Resource Centre		03 8346 5200	
Gambling Help		1800 858 858	
Health Direct (24hr Health Advice line)		1800 022 222	24 hours
Lifeline (Free counseling ser- vice)		13 11 14	
Victoria Poisons Information Centre		13 11 26	
The Victorian Equal Opportunity and Human Rights Commission		1300 891 848	
Department of Home Affairs	2 Lonsdale Street Melbourne Vic. 3000	131 881	Monday, Tuesday, Thursday, Friday 9:00am to 4:00pm, and Wednesday 9:00am to 1:30pm

EMERGENCY SERVICES

SERVICE	ADDRESS	PHONE	OPERATIONAL HOURS
Emergencies Police/Ambulance/Fire		000	
Poisons Information Centre (VIC)		131 126	
Police (Melbourne East)	226 Flinders Lane Melbourne East	(03) 9637 1100	
Police (Melbourne West)	313 Spencer Street Docklands	(03) 8690 4444	
Police (Melbourne North)	36 Wreckyn Street North Melbourne	(03) 8679 0800	
Royal Melbourne Hospital	300 Grattan Street, Parkville VIC 3050	Phone: (03) 9342 7000	
St Vincents Hospital	41 Victoria Parade, Fitzroy VIC 3065	(03) 9288 2211	

LIBRARIES

SERVICE	ADDRESS	PHONE	OPERATIONAL HOURS
State Library	328 Swanston Street, Mel- bourne VIC	(03) 8664 7000	
City Library	253 Flinders Lane, Mel- bourne VIC	(03) 9658 9500	
Southbank Library	207 City Road, Southbank VIC	(03) 9658 8300	
East Melbourne Library	122 George Street, East Mel- bourne VIC	(03) 9658 9600	
Port Melbourne Library	333 Bay Street, Port Mel- bourne VIC	(03) 9209 6644	
North Melbourne Library	66 Errol Place, North Mel- bourne	(03) 9658 9700	

MEDICAL CENTRES

SERVICE	ADDRESS	PHONE	OPERATIONAL HOURS
Burwood Healthcare	400 Burwood Hwy, Burwood 3125	(03) 9888 8177	
Carlton Family Medical	88 Rathdown Street, Carlton 3053	(03) 8330 3900	
High Street Medical Centre	139 High Street, Prahran 3181	(03) 9510 5500	
Paramount Medical Clinic	Upper level, Suite 4-5/108 Bourke Street Melbourne	03 8627 8500	
QV Medical Centre	Level 1 53-55/292 Swanston Street, Melbourne 3000	(03) 9662 2256	

The list of Medical Centres and bulk billing centres above is a sample only. Please check for other Centres in your local area.

AHM HEALTH INSURANCE

SERVICE	ADDRESS	PHONE	OPERATIONAL HOURS
ahm Health Insurance Call Centre		134 246	Operational Hours: Monday to Friday 8:00am to 8:00pm
Medibank Private Call Centre		13 23 31	Operational Hours: Monday to Friday 8:00am to 8:00pm

TRANSLATING AND INTERPRETING SERVICES

SERVICE	ADDRESS	PHONE	OPERATIONAL HOURS
Translating and Interpreting Service (TIS)		13 14 50	Operational Hours: Monday to Friday 8:00am to 8:00pm
Victorian Interpreting and Translating Service (VITS)	Level 7, 620 Bourke Street, Melbourne, VIC 3000	03 9280 1941	

REDHILL EDUCATION GROUP

RedHill Education is proud to be ranked as the fastest growing education company in Australia by the Financial Times. With campuses across Sydney, Melbourne and Brisbane, we offer students a range of English language, Vocational Education and Training (VET) and Higher Education courses. Each year thousands of domestic and international students experience our welcoming community, great student support services, excellent graduate outcomes and connections with industries as part of their studies.

GREENWICH ENGLISH COLLEGE

Greenwich English College is widely regarded as one of the best English colleges in Australia. We welcome more than 1500 students from over 30 different countries, and offer study options across 11 English language programs in both day and evening sessions. We are proud to be an industry leader offering our students the best variety of courses and timetables in the country.

GREENWICH MANAGEMENT COLLEGE

Greenwich Management College has been awarded the prestigious Star Vocational College Award at the global 2018 Study Travel Magazine Star Awards ceremony. We offer 5 disciplines and 11 Management programs at Australia's largest boutique vocational college. We deliver courses with a focus on Business, Leadership and Management, Project Management, Marketing and Communication and Event Management. It's your story, your future. Your success starts here.

ACADEMY OF INFORMATION TECHNOLOGY

Operating since 1999, AIT has educated thousands of students from all over the world who have gone on to build successful careers in the IT & digital industries. AIT's courses are delivered using the latest industry tools and supported by specialist educators, who work in the industry, that are passionate about the industry. AIT are committed to ensuring their students develop the right knowledge, skill and attitude to complete their courses and confidently enter the workforce once they graduate. Courses are created based on industry feedback and students are exposed to the industry throughout their studies.

CODER ACADEMY

Coder Academy is a technology education provider fostering the next generation of web developers and information security professionals. Coder Academy's mission is to reduce inequality and drive innovation via high quality technology training. Coder Academy offers the only coding and cyber security bootcamps in Australia equipping its students with essential enterprise skills. Coder Academy provides engaging, industrydriven, and empowering education in a collaborative, practical environment.

INTERNATIONAL SCHOOL OF COLOUR + DESIGN

Since opening its doors 35 years ago, The International School of Colour and Design (iscd) has worked with leading industry associations and companies to train the next generation of Interior Designers. iscd is a quality provider of design education as recognised by the Design Institute of Australia (DIA), with our Diploma of Interior Design and Decoration passing their rigorous assessments to be a DIA approved course. With custom designed campuses in Sydney and Melbourne, iscd offers a quality educational experience in a nurturing and creative environment.

LEFT BANK

The Left Bank is an specialist provider of high-quality courses that teach you how to understand and apply emerging digital technologies in your career and business. The Left Bank is a brand of the Academy of Information Technology. Both The Left Bank and AIT have a strong track record of delivering high-quality learning experiences to students each year across various specialisations.



Connect With Us On Social Media

Connect with your classmates, your teachers and friends on our social media channels. Receive the latest news, updates and activities here first and share your experience with the Greenwich College family. You can connect with us before you arrive to see a sample of the Greenwich lifestyle in Australia.



GreenwichCollege



/school/greenwich-college



@greenwichcollege

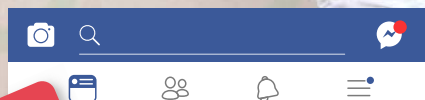


Greenwich English College

#I ❤️ MYGREENWICH



CLICK TO
KNOW
MORE



Greenwich English College

Our students have a great time at our Student Part
Check out our photos.



You and 462 others

Like Comment Share



Greenwich College

2,129 Followers

Our Senior teacher Justin Moon is currently in
Shenzhen, China, training high school English teachers
in methodology.

greenwichcollege

FOLLOW



799 likes

Happy World Teachers' Day to all our educators! Thank you
for the significant contributions you make in our classrooms.
#WorldTeachersDay



Comment Share

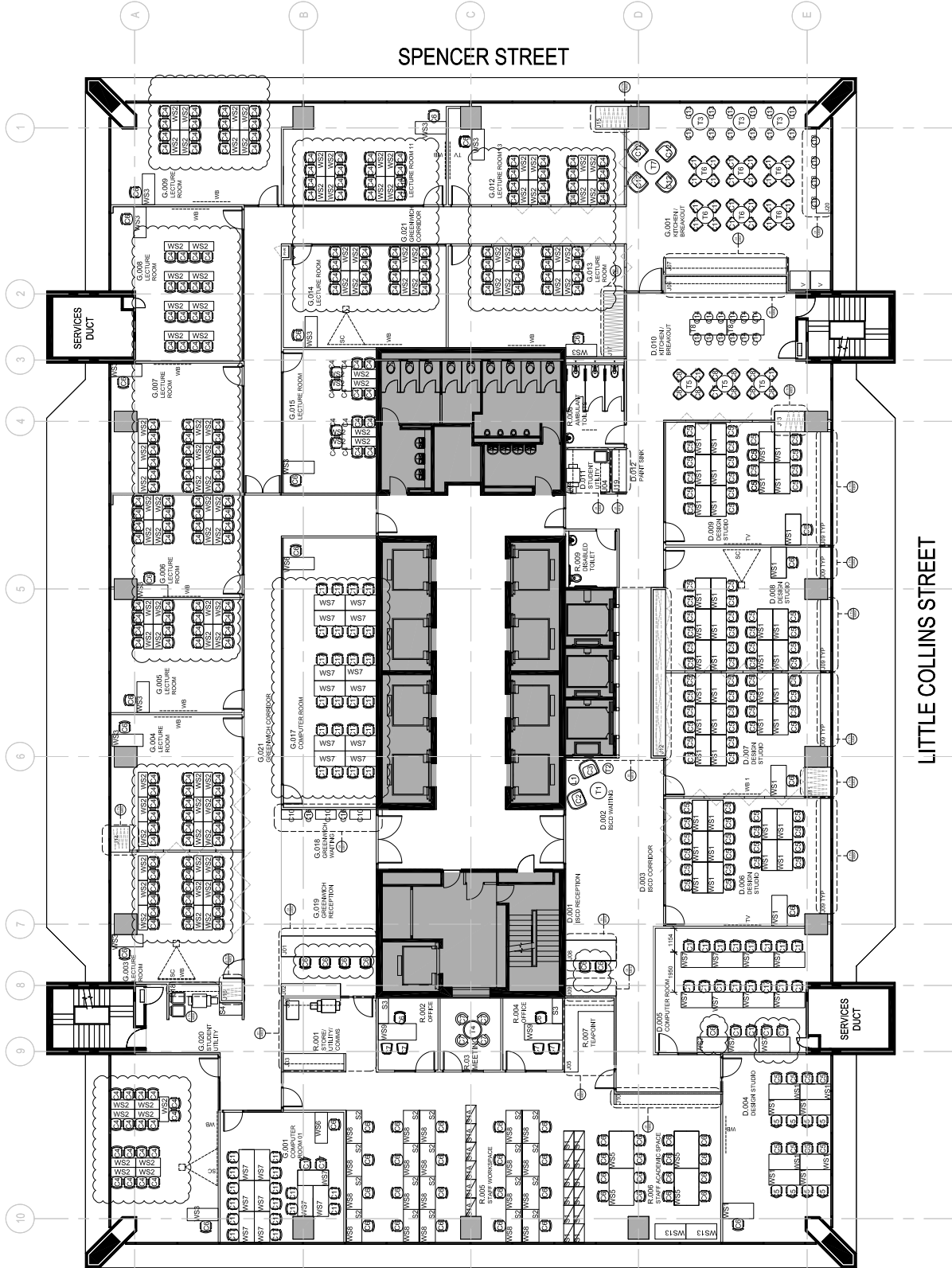
YouTube



Study English in Australia
Greenwich English College • 7,808 views

722 0 Share

Australia is one of the most popular international
education destinations to develop your English skills.
Greenwich College is here to help students achieve
their dreams. #ILoveMyGreenwich



FOR CONSTRUCTION






Issue	Description	Date	Issue	Description	Date
1	FOR CONSTRUCTION	22.06.15	15		
2	FOR CONSTRUCTION	22.06.15	16		
3	FOR CONSTRUCTION	25.06.15	17		
4	FOR CONSTRUCTION	29.06.15	18		
5	FOR CONSTRUCTION	13.07.15	19		

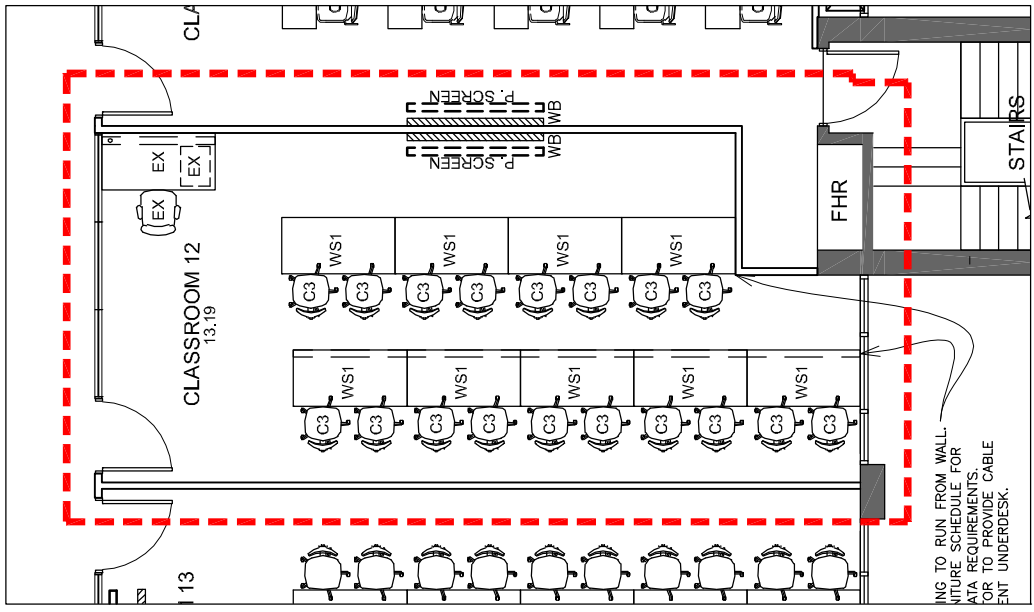
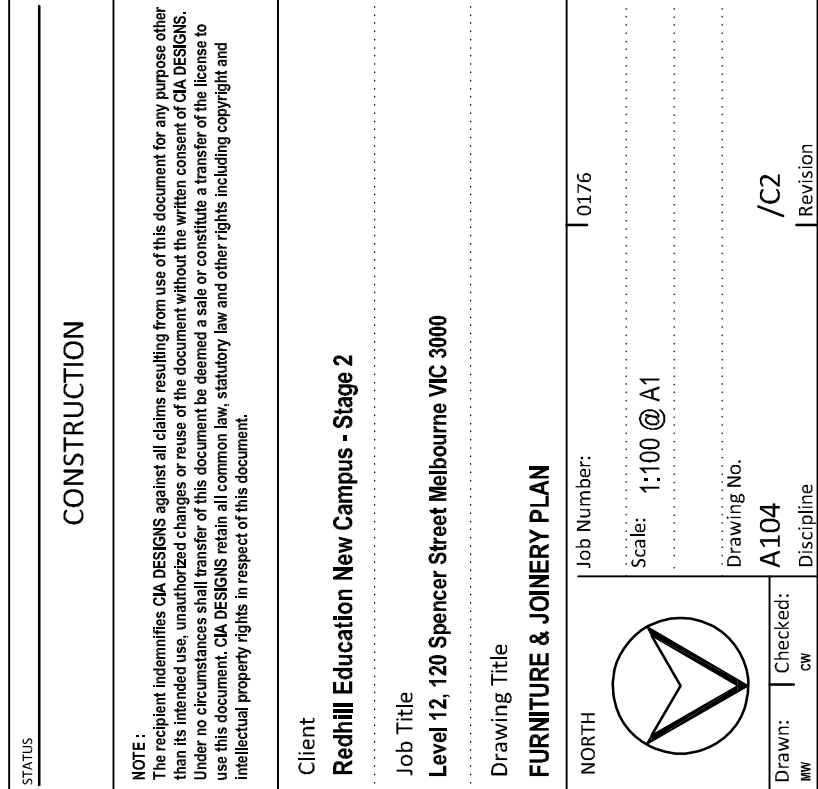
RED HILL EDUCATION
 120 SPENCER ST
 MELBOURNE
 VIC 3000

**LEVEL 08
 FURNITURE PLAN**

Drawing No.	A300	Sheet	C3
Scale	1:100 @ A1	Drawing Size	A1
Project Number	15026	Drawn By	DJ
		June 2015	

This drawing and its contents remain the copyright of W&A Architects Pty Ltd ©

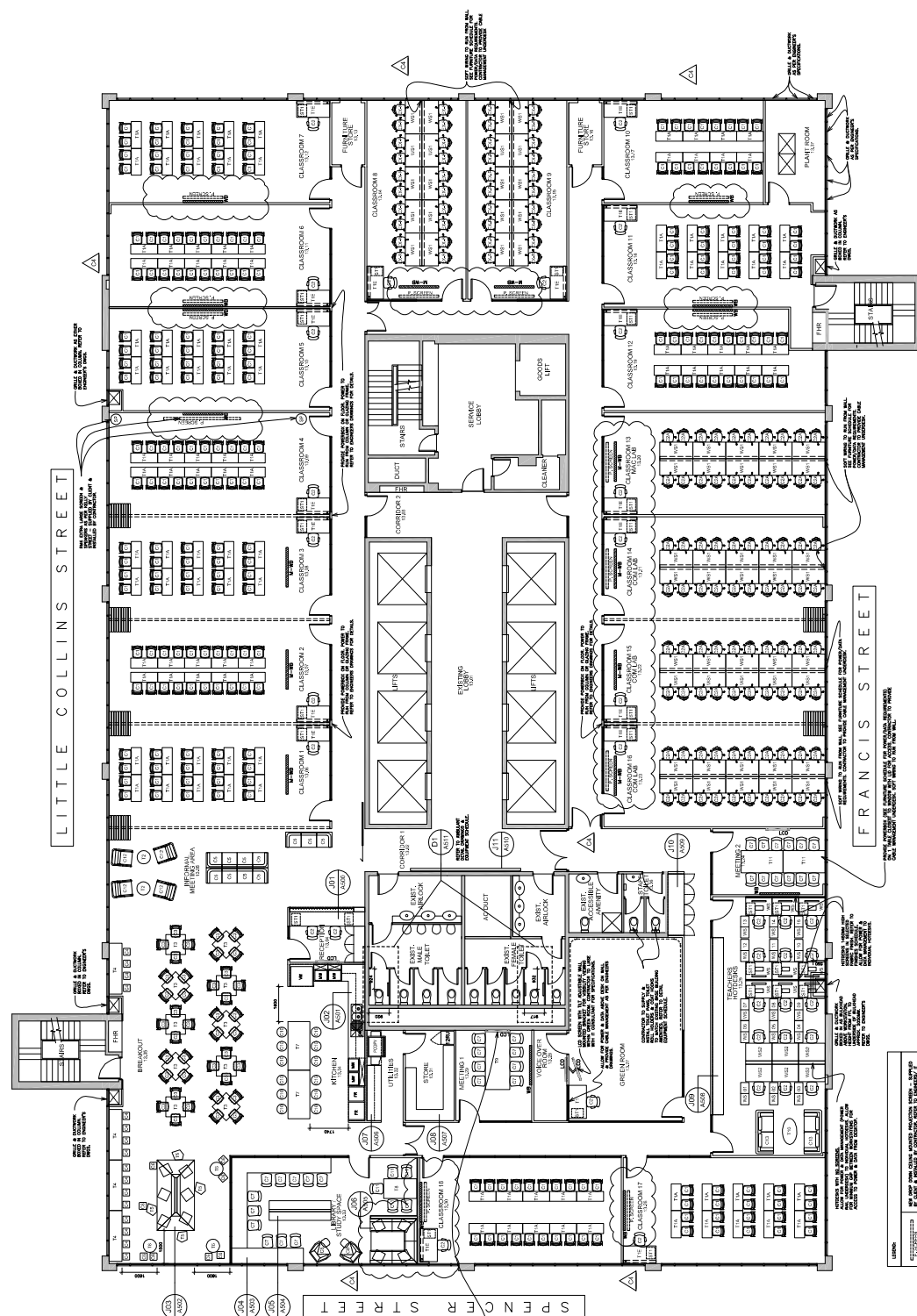
LEGEND:		NEW DROP DOWN CEILING MOUNTED PROJECTION – REFER TO ENGINEERS/IT CONSULTANT SPECIFICATION FOR DETAILS. CONFIRM WITH CLIENT EXACT LOCATION ON SITE.
	P. GREEN ROOM	NEW CEILING FLUSH MOUNTED PROJECTION – SUPPLIED BY CLIENT & INSTALLED BY CONTRACTOR. REFER TO ENGINEERS/IT CONSULTANT SPECIFICATION FOR DETAILS.
T1		TYPICAL NEW FURNITURE CODE. REFER TO FURNITURE SCHEDULE.
	W1	LED TV TO SCREEN (SUPPLIED BY CLIENT) MOUNTED ON WALL. ALLOW FOR REINFORCEMENT TO WALL FOR SUPPORT.
	WB	WALL MOUNTED WHITEBOARD (SUPPLIED BY CLIENT & INSTALLED BY CONTRACTOR) – CONTRACTOR TO CONFIRM WITH CLIENT ON EXACT LOCATION ON SITE
	M-WB	MOBILE WHITEBOARD (SUPPLIED BY CLIENT)
	RT1	EXISTING CHAIRS SUPPLIED BY CLIENT TO BE RELOCATED BY CONTRACTOR (FAC – RELOCATED CHAIR/ RT – RELOCATED TABLE)
Ex		EXISTING ITEMS/FURNITURE TO REMAIN AS IS
ACCOMMODATION SUMMARY		
	RECEPTION	2
	CLASSROOM (20 STUDENTS)	240
	TEACHERS' DESKS (STUDENTS)	120
	TEACHERS' DESKS	17
	MEETING ROOM	
	BREAKOUT ROOM	
	STORE	
	UTILITIES AREA	
	TOTAL STUDENTS & STAFF	479



NOTE: CONTRACTOR TO INCLUDE ADDITIONAL SCOPE (LEVEL 13 – CLASSROOM 12):

- THE PROVISION OF POWER & DATA RETICULATION INCLUDING CABLE MANAGEMENT TRAY UNDER
- ADDITIONAL WS1 TABLES & C3 CHAIRS (REFER TO FURNITURE SCHEDULE)
- ALLOW FOR DOOR TO BE KEYED SAME AS LEVEL 13 MASTER KEY
- REFER TO ENGINEER'S DRAWINGS FOR POWER & DATA REQUIREMENTS

Room	Area	Volume	Notes
CLASSROOM 1	1,200	1,200	
CLASSROOM 2	1,200	1,200	
CLASSROOM 3	1,200	1,200	
CLASSROOM 4	1,200	1,200	
CLASSROOM 5	1,200	1,200	
CLASSROOM 6	1,200	1,200	
CLASSROOM 7	1,200	1,200	
CLASSROOM 8	1,200	1,200	
CLASSROOM 9	1,200	1,200	
CLASSROOM 10	1,200	1,200	
CLASSROOM 11	1,200	1,200	
CLASSROOM 12	1,200	1,200	
CLASSROOM 13	1,200	1,200	
CLASSROOM 14	1,200	1,200	
CLASSROOM 15	1,200	1,200	
CLASSROOM 16	1,200	1,200	
CLASSROOM 17	1,200	1,200	
CLASSROOM 18	1,200	1,200	
CLASSROOM 19	1,200	1,200	
CLASSROOM 20	1,200	1,200	
CLASSROOM 21	1,200	1,200	
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CLASSROOM 93	1,200	1,200	
CLASSROOM 94	1,200	1,200	
CLASSROOM 95	1,200	1,200	
CLASSROOM 96	1,200	1,200	
CLASSROOM 97	1,200	1,200	
CLASSROOM 98	1,200	1,200	
CLASSROOM 99	1,200	1,200	
CLASSROOM 100	1,200	1,200	



design firm

FOR INFORMATION

Client: Red Bull Education New Campus

Location: Level 11, 120 Spencer Street Melbourne VIC 3000

Project: Furniture & Joinery Plan

Scale: 1:100 @ A1

Project No: A114

Project Name: Red Bull Education New Campus

Project Address: Level 11, 120 Spencer Street Melbourne VIC 3000

Project Contact: [Name]

Project Phone: [Phone]

Project Email: [Email]

Project Website: [Website]

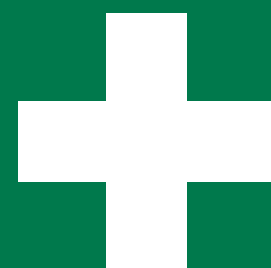
Project Date: [Date]

Project Status: [Status]

Project Notes: [Notes]



FIRST AID



REDHILL EDUCATION - 120 SPENCER STREET
FIRST AID & CRITICAL INCIDENT RESPONSE TEAM

YOUR FIRST AID PERSONNEL ARE:

Amalia Dumapias
0421 466 562

available Mon-Fri
9:00 AM to 5:30 PM

Chris Laverdure
0403 532 582

available Mon-Fri
9:00 AM to 5:30 PM

Kerry Olsen
0410 355 320

available Mon-Fri
8:00 AM to 4:30 PM

Tom Skrzecz
0458 458 553

available Sat
8:30 AM to 7:30 PM

Asher Leslie
0490 352 424

available Mon, Tue, Fri: 8:00 AM to 4:30 PM
available Sat: 8:30 AM to 7:30 PM

CRITICAL INCIDENT REPORT TEAM:

Shin Shimizu
0420 908 493

Asher Leslie
0490 352 424

Chris Laverdure
0403 532 582

Kerry Olsen
0410 355 320

Level 8 Reception
03 8609 0000

Level 13 Reception
03 9005 2328

IN THE EVENT OF AN EMERGENCY,
DIAL 000 IMMEDIATELY
(FOR POLICE, FIRE OR AMBULANCE).

FOR MINOR CUTS AND ABRASIONS:
BAND-AIDS, ALCOHOL WIPES & SALINE SOLUTION ARE AVAILABLE AT ALL RECEPTION AREAS.

Protections at work

Overview

All people working in Australia under relevant Commonwealth workplace laws are entitled to general workplace protections.

The Fair Work Act 2009 (FW Act) provides protections of certain rights, including:

- workplace rights
- the right to engage in industrial activities
- the right to be free from unlawful discrimination
- the right to be free from undue influence or pressure in negotiating individual arrangements.

These rights are protected from certain unlawful actions, including (but not limited to):

- adverse action
- coercion
- misrepresentations
- undue influence or pressure in relation to:
 - individual flexibility arrangements under modern awards and enterprise agreements
 - guarantees of annual earnings
 - deductions from wages.

What rights are protected under General Protections?

Workplace Rights

The term 'workplace right' is broadly defined under the FW Act, and exists where a person:

- is entitled to a benefit or has a role or responsibility under a workplace law, workplace instrument (such as an award or agreement) or an order made by an industrial body
- is able to initiate or participate in a process or proceedings under a workplace law or workplace instrument
- has the capacity under a workplace law to make a complaint or inquiry:
 - to a person or body to seek compliance with that workplace law or workplace instrument
 - if the person is an employee, in relation to their employment.

Industrial activities

All employers, employees and independent contractors are free to become, or not to become, members of an industrial association, such as a trade union or employer association. In addition, all employers, employees and independent contractors are entitled to engage or not engage in what are called 'industrial activities'.

These activities are defined in the FW Act. They include various forms of lawful participation in an industrial association (such as a trade union) and its activities, including organising or promoting lawful activities for or on its behalf, representing its views, and seeking to be represented. Further, it covers a person being victimised for refusing to be involved in unlawful activity organised or promoted by an industrial association or industrial action.

For more information on industrial action, including what is protected industrial action, please see our [Industrial action fact sheet](#).

Discrimination

Under the FW Act, it is unlawful for an employer to take adverse action against a person who is an employee, former employee or prospective employee because of the person's race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

For more information on unlawful workplace discrimination, please see our [Unlawful workplace discrimination fact sheet](#).

What am I protected from?

Adverse Action

Adverse action is action that is unlawful if it is taken for particular reasons. The FW Act defines a number of actions as adverse actions.

Adverse action taken by a person includes doing, threatening, or organising any of the following:

- an employer dismissing an employee, injuring them in their

employment, altering their position to their detriment, or discriminating between them and other employees

- an employer refusing to employ a prospective employee or discriminating against them in the terms and conditions the employer offers
- a principal terminating a contract with an independent contractor, injuring them or altering their position to their detriment, refusing to use their services or to supply goods and services to them, or discriminating against them in the terms and conditions the principal offers to engage them on
- an employee or independent contractor taking industrial action against their employer or principal
- an industrial association, or an officer or member of an industrial association, organising or taking industrial action against a person, or taking action that is detrimental to an employee or independent contractor
- an industrial association imposing a penalty of any kind on a member.

The FW Act prohibits a person from taking adverse action against another person because that person:

- has a workplace right
- has or has not used a workplace right
- proposes to, or proposes not to, use a workplace right
- does or does not belong to a trade union
- engages or does not engage in industrial activity (as set out previously).

Adverse action does not include:

- action that is authorised by or under the FW Act or any other Commonwealth law
- an employer standing down an employee who is engaged in protected industrial action
- an employer standing down an employee who is employed under a contract of employment that provides for the employer to stand down the employee in the circumstances.

Coercion

It is unlawful for a person to organise or take action (or threaten to) with the intent to coerce another person or third party to:

- use or not use a workplace right, or use it in a particular way
- take part in industrial activity
- employ or not employ a particular person

- engage or not engage a particular independent contractor
- allocate or not allocate certain duties or responsibilities to a particular employee or independent contractor
- give a particular employee or independent contractor certain duties and responsibilities.

Misrepresentations

A person must not knowingly or recklessly make a false or misleading representation about:

- the workplace rights of another person
- the use, or the effect of the use, of a workplace right by another person
- another person's obligation to take part in industrial activity
- another person's obligation to tell anyone whether they, or a third person:
 - is or is not an officer or member of an industrial association
 - is or is not taking part in industrial activity.

Undue influence or pressure

Undue influence or pressure is when an employer exerts significant or inappropriate pressure on an employee to modify or alter their conditions of employment.

It is unlawful for an employer to force or try to force an employee to:

- make or not make an agreement or arrangement under the National Employment Standards (which commenced operation from 1 January 2010)
- make or not make an agreement or arrangement under a term of a modern award or enterprise agreement that is permitted to be included in the award or agreement
- agree to or terminate an individual flexibility arrangement under an enterprise agreement or modern award
- accept a guarantee of annual earnings
- agree or not agree to a deduction from amounts payable to the employee in relation to the performance of work.

The undue influence or pressure or coercive behaviour can be unlawful even if it does not succeed in making the person take or not take the action.

How can I seek help for a general protections contravention?

There are a number of avenues a person can pursue if they believe they have been subject to a general protections contravention.

A person who believes they have been subject to a general protections contravention can request assistance from the Fair Work Ombudsman (FWO) by:

- submitting an [online enquiry](#)
- calling us on **13 13 94**.

The FWO can investigate allegations of contraventions of the general protections provisions. Where identified, the FWO can initiate legal action for penalties of up to \$12,600 for an individual, or \$63,000 for a corporation.

The Fair Work Commission (FWC) can also deal with alleged contraventions of the general protections provisions.

There are two main types of applications:

- disputes – if a person has not been dismissed, but alleges that there has been some other contravention of the general protections provisions, they may make an application to the FWC to deal with the dispute
- dismissals – if a person believes they have been dismissed and alleges that their dismissal was in contravention of the general protections provisions, they should make an application to the FWC to deal with the dismissal in the first instance. A general protections dismissal application must be lodged within 21 days of the dismissal taking effect.

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: **13 13 94**

Need language help?

Contact the Translating and Interpreting Service (TIS)
on **13 14 50**

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: **13 36 77**. Ask for the Fair Work Infoline **13 13 94**

Speak & Listen: **1300 555 727**. Ask for the Fair Work Infoline **13 13 94**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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