

Australian Hair and Beauty College



International Student Survival Kit

www.hairbeautyaustralia.com.au

CRICOS: 91006

PROVIDER: 91006

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How to use this Handbook

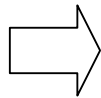
The information contained within this handbook has been colour-coded for your convenience in order of priority. Each page is colour-tagged according to its urgency or importance

Example: Immediate Priority -

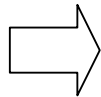


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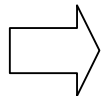
Information



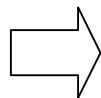
“I need to know IMMEDIATELY!”



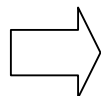
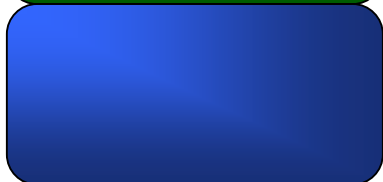
“I need to know by the first week!”



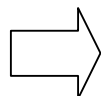
“I need to know BEFORE classes begin!”



“I need to know by the end of WEEK 4!”



“I need to know by the end of WEEK 6!”



“I need to go back and remind myself of this as I go through my study!”

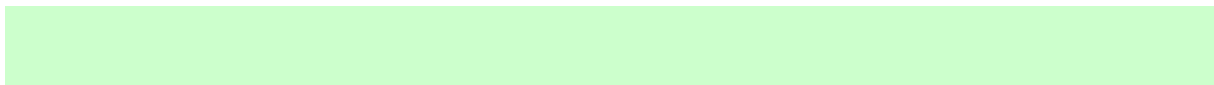
SECTION 1

Welcome

www.hairbeautyaustralia.com.au

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Section 1: Welcome

Welcome

The Australian Hair & Beauty College is a registered training organisation with the NSW Vocational Education Training and Accreditation Board (VETAB) for the delivery of training and assessment services in hairdressing.

Our goal is to be the best provider of education in hairdressing and for you to emerge from our College capable of competing in the world hairdressing market.

College Contacts

Position	Contact Name	Phone
Principal	Richard Jeans	0417431511
Deputy Principal	Sharon MacNay	0418165705
General Manager	Annie Featherstone	0401421593
College Coordinator	Bessima Hayek	0405529988
College Administrator/Marketing Officer	Claudia Liem	0406961780
College Administrator	Lisa Harnum	(02)93890771
Attendance Enforcement Officer	Emma Childs	0405519049
College Welfare Officer	Claudia Liem Jess Pilkington Bessima Hayek Chris Drake	0406961780 0412700243 0405529988 (02)93890771
Cert III unit Coordinator	Vicky Manolellis	0402353450
Cert IV unit Coordinator	Cassandra Hocking	(02)93890771
Diploma unit Coordinator	Jessica Pilkington	0412700243
Compliance Officer/Director of studies	Chris Drake	02 9389 0771

Emergency Contacts

Organisaton	Contact Name	Phone Number
Emergency Services Police/fire/ ambulance		000
Local Hospital	St Vincents Hospital	83821111
State Emergency Services		132500
Poisons Information Centre		131126
Dept. Community Services		83037688 132111
Kings Cross Traveller's Clinic		93583376
Grief Support Inc		94896644
Local St Vincent's de Paul Counselling	Maroubra	93449990
Bondi Jct Medical Centre		93893333
National Association of Loss &Grief	Julie Dunsmore Dr Geoffery Glassock	99266926 97125144

Medical Centres

George Street Medical Centre

Address 308 George Street Sydney NSW 2000

Phone (02) 9231 3211

After hours (02) 9231 3211

Bondi Junction Medical Centre

3a Bronte Rd

Bondi Junction, NSW 2022

(02) 8305 7777

Transport

With one of the highest standards of living in the world, Australia offers modern transport systems. Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. Metropolitan areas are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. Tickets can be bought at train stations, on buses and trams, 7-11 outlets and at newsagencies.

Tourist students may drive in Australia on a valid overseas drivers licence, but if the document is not in the English language, the visitor must carry a translation with the permit. An international driving licence is not sufficient by itself. Metered taxicabs operate in all major cities and towns. You will find ranks at transport terminal, main hotels or shopping centres or you can hail taxis in the street. A lighted sign on the roof indicate if a cab is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Taxi drivers do not have to be tipped.

Buses are the cheapest option between cities, followed by trains and the planes. Recent competition in the airline industry has meant cheaper plane prices - particularly when tickets are bought online.

Useful links:

- Whereis.com.au
- [City Transit Services](#)
- www.webjet.com.au

Public Facilities

There are an enormous range of services available to the general public near by AHBC, including;

- Banking Services
- Retail outlets
- Food courts
- Bookshop
- Bar
- Creative Development Courses
- Concerts
- Dental Services
- Gardens
- Lifestyle Centre (Gym/Pool)
- Legal Assistance
- Library
- Market Days
- Medical Services
- Optometry Clinic
- Post Office
- Religious Services
- Sports Association

ATMs, Eftpos, Credit Cards & Bank Accounts

Branches of the ANZ, Commonwealth, National, Westpac, HSBC and affiliated banks are found all over Australia, and many provide 24-hour automated teller machines (ATMs). Most ATMs accept cards issued by other banks and are linked to international networks. Eftpos (Electronic Funds Transfer at Point of Sale) is a convenient service that many Australian businesses have embraced. It means you can use your bank card (credit or debit) to pay directly for services or purchases, and often withdraw cash as well.

Credit cards such as Visa and MasterCard are widely accepted for everything, including getting cash advances over the counter at banks and from many ATMs. Charge cards such as Diners Club and American Express (Amex) are not as widely accepted.

Opening a local bank account is easy for overseas visitors provided it's done within six weeks of arrival. Simply present your passport and provide the bank with a postal address and they'll open the account and send you an ATM card. After six weeks you need to provide more identification (ID), such as a passport, a birth certificate or an international driving licence with photo.

Location of Public Telephones









Pay phones are located on nearly every street corner in Sydney, so finding one should not be difficult. Pay phones accept either coins or locally purchased Phone Cards; some accept both. Phone cards have stored value of various denominations, and can be purchased at newsagents, kiosks, or any place that displays the Telstra sign.

Local calls are \$0.50 when calling a landline and are untimed. For long-distance calls, they can be dialed directly using the prefix 0011 then the country code followed by the area code and the local number with costs varying from country to country. Area codes are listed in the white pages of local telephone directories. There are three basic calling periods, and charges correspond to the period during which you call. Day Period is 8am-6pm weekdays, Night Period is 6pm-8am weekdays, and Economy Period is 8pm-8am weekdays, and 8pm Friday to 8am Monday. Check with the operator for more information on long distance rates.

If you're making a call to a mobile phone in Australia, you pay based on the time you spend talking. So if you are using a public telephone to call a mobile phone, make sure you have enough coins on you or that your calling card has enough money in it.

In Australia, if you are using a mobile phone, you do not pay to receive calls, but only to make calls.

Useful Tips

-  The country code for Australia is 61
-  The city code for Sydney is 02
-  Directory Inquiries 013
-  International Directory Inquiries 1225
-  Operator 1234
-  International dialling code 0011
-  For dialing into Sydney from an overseas country: International dialling code + 61 + 2 + Local Number
-  For dialing to an overseas country from Sydney: 0011 + Country Code + Area Code + Local Number

Post Office

There are two post offices located at the Westfield Mall in Bondi Junction (500 metres from the college).

www.auspost.com.au

Application Step by Step Process Model

Things to do before Leaving Home :

- ✚ Apply for passport
- ✚ Arrange student visa
- ✚ Make contact with institution
- ✚ Arrange for immunisations and medications from my doctor
- ✚ Apply for a credit card and/or arrange sufficient funds
- ✚ Confirm overseas access to your funds with your bank
- ✚ Make travel arrangements
- ✚ Arrange travel insurance
- ✚ Advise institution of travel details
- ✚ Arrange accommodation
- ✚ Arrange transport from airport to accommodation
- ✚ Pack bags being sure to include the following:

Name and contact details of an institution representative

Enough currency for taxis, buses, phone calls etc. in the event of an emergency

Important documents:

THIS HANDBOOK!

Passport

Letter of offer

eCoE

Certified copies of qualifications & certificates

Travel insurance policy

ID cards, drivers licence, birth certificate (or copy)

Upon Arrival in Australia:

- ✚ Call home
- ✚ Settle into accommodation
- ✚ Contact Australian Hair and Beauty College
- ✚ Purchase household items and food
- ✚ Enrol children in school (if applicable)
- ✚ Attend international student orientation (the starting date is on your eCOE)
- ✚ Get student Identification card
- ✚ Advise health insurance company of address & get card. If you paid your health insurance with AHBC, come see the administration and we'll organise it for you.
- ✚ Open a bank account
- ✚ Attend faculty/course specific orientation sessions
- ✚ Get textbooks
- ✚ Start classes
- ✚ Apply for tax file number if seeking work
- ✚ Apply for permission to work (www.immi.gov.au)
- ✚ Get involved in student life and associations (eg music, sporting and cultural clubs).

Message from Chris Drake, Compliance Officer:

"I would like to formally welcome all students to the college. I have been a hairdresser for over 24 years and I have worked all round the world always involved in this truly exciting career. As director of studies at AHBC my role is to help create a superior learning environment. Where education, like hairdressing, is fun, fulfilling and always challenging the boundaries of excellence. My aim is to give the students the best. The best education; the best equipment; the best environment and the best chance at being everything they want to be."

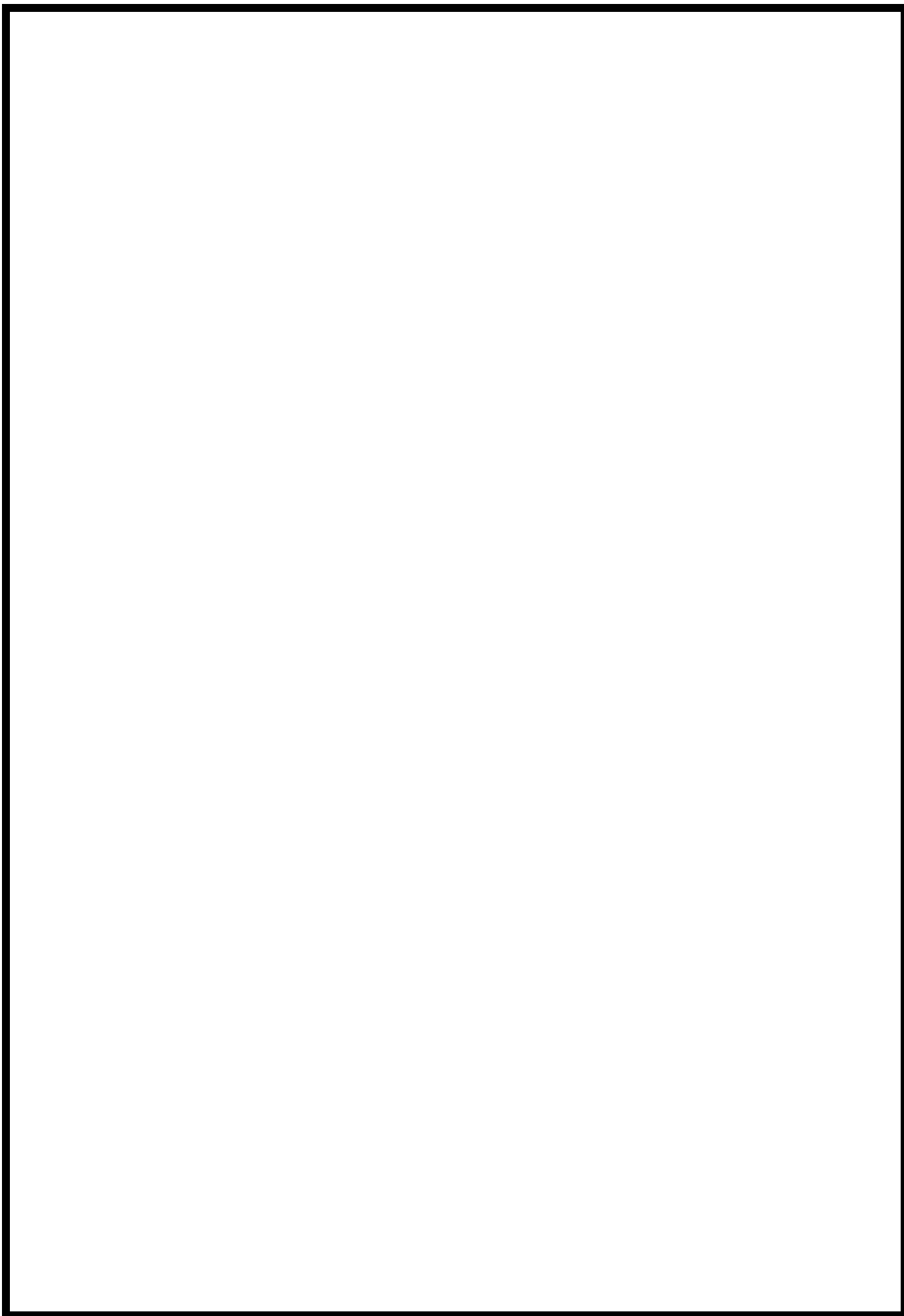


[signature]

[Message from Head of International Team]

[photo]

[signature]





Important Information and Emergency Contacts:

Education Provider Main Contact Details:

Level 1 & 2, Royal Arcade
175-181 Oxford St
Bondi Junction NSW 2022
P: + 61 2 9389 0771
F: + 61 2 9389 0538

International Student Coordinator/Advisor

Annie Featherstone
P: + 61 2 9389 0771

International Student 24 Hour Emergency Contact

General Manager:
Annie Featherstone - 0401421539

Homestay Coordinator

Claudia Liem
P: + 61 2 9389 0771

Emergency Telephone Numbers:

Police, Fire, Ambulance – 000

Department of Immigration and Citizenship (DIAC)

Street address

Ground Floor
26 Lee Street
Sydney NSW 2000

Counter hours

0900-1600 Monday - Friday

Postal address

GPO Box 9984
Sydney NSW 2001

General facsimile

02 8862 6096

Tel. 131 881

Local Medical Centre:

Bondi Junction Medical Centre

3a Bronte Rd
Bondi Junction, NSW 2022
(02) 8305 7777

Transport:

Phone: Transport Infoline call centre – **131500**.
Operating 24 hours, 7 days a week.

Non-English speaking callers

Phone: **13 12 30** (to arrange a three-way conversation with an interpreter)

Note: The transport Infoline 131500 number is provided at the cost of a local call and may attract a higher rate on mobiles depending on your carrier.

Taxis Combined 13 33 00
Legion Cabs 13 14 51

Public facilities:

Location of Automatic Teller Machines (ATMs)

Banking services in Sydney are extremely competitive. Over 20 local and numerous international banking groups are represented in Australia. All major banks have a branch in cities and regional centres. Most shopping centres have Automatic Teller Machines (ATM) facilities.

Location of Public Telephones

Pay phones are located on nearly every street corner in Sydney, so finding one should not be difficult. Pay phones accept either coins or locally purchased Phone Cards; some accept both.

Post Office

Located at Westfield Bondi Junction.
www.auspost.com.au

Application Step-by-Step Process Model:



STEP 1: Student enquiry and application
(Via agent, exhibition, email, phone or fax)

STEP 2: International admissions issues
'offer letter'

STEP 3: Student acceptance
Enrolment deposit is paid.

STEP 4: International admissions issues electronic
Confirmation of Enrolment (eCoE) and schedule health insurance (OSHC)

STEP 5: Student finalises visa conditions
with Department of Immigration and Citizenship (DIAC)

STEP 6: Student makes travel and/or accommodation
arrangements

STEP 7: Student arrives in Australia
and settles in his/her accommodation

STEP 8: Student sets up bank account
mobile phone, etc.

STEP 9: International student visit the college
and inform administration his/her address and contact details

STEP 10: Orientation day – all day
Be at the college at 9:45am on the start date on your eCOE.

STEP 11: Registration, barcodes, ID Cards
and OSHC cards are issued



Things to Do:

Before Leaving Home:

-
- Apply for passport
- Arrange student visa -
- Make contact with institution
- Arrange for immunisations and medications from my doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements.....
- Arrange travel insurance
- Advise institution of travel details.....
- Arrange accommodation
- Arrange transport from airport to accommodation
- Pack bags being sure to include the following:
 - Name and contact details of an institution representative
 - Enough currency for taxis, buses, phone calls etc. in the event of an emergency
 - Important documents:
 - THIS HANDBOOK!
 - Passport
 - Letter of offer
 - eCoE
 - Certified copies of qualifications & certificates
 - Travel insurance policy
 - ID cards, drivers licence, birth certificate (or copy).....

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

Upon Arrival in Australia:



- Call home
- Settle into accommodation
- Contact institution
- Purchase household items and food
- Enrol children in school (if applicable)
- Attend international student orientation
- Get student ID card
- Advise health insurance company of address & get card
- Open a bank account
- Attend faculty/course specific orientation sessions.....
- Get textbooks
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life and associations
(eg music, sporting and cultural clubs).