

WELCOME
TO



LETS GO!





**WE ACKNOWLEDGE THE
TRADITIONAL OWNERS OF
THE LAND ON WHICH WE
ARE MEETING.**

**WE PAY OUR RESPECTS TO
ABORIGINAL ELDERS, PAST
AND PRESENT.**

WELCOME TO WINSLOW COLLEGE

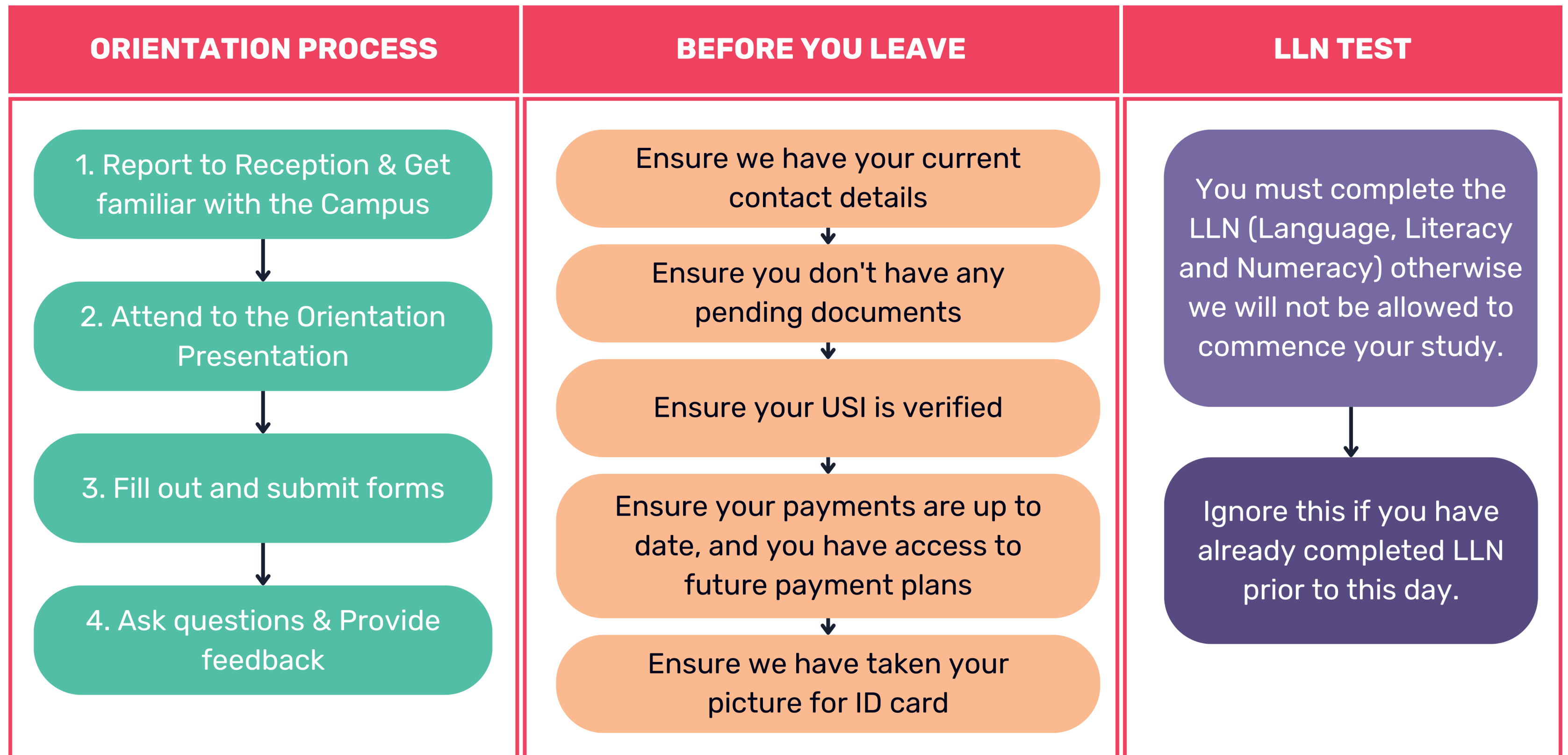
This presentation will provide information and guide you through starting your new course at Winslow College. It contains relevant and essential information, such as policies, processes and procedures, which directly affect you as a student of Winslow.

Additionally, you will meet the team, get around the campus and know important contacts.

If you have any queries or concerns regarding anything detailed in this presentation you are welcome to discuss this with our support team.



Orientation Process



OUR COURSES



Leadership & Management

Diploma of Leadership and Management

Advanced Diploma of Leadership and Management

Graduate Diploma of Strategic Leadership



Hospitality

Certificate III in Commercial Cookery

Certificate IV in Kitchen Management

Diploma of Hospitality Management

OUR LOCATION

Main Campus:

- Tenancy 1, Level 7, 440 Elizabeth Street, Melbourne VIC 3000

Training Kitchen:

- 172 Victoria St, Richmond VIC 3121



COURSE DELIVERY

Learner Environment:

- Face to face in the classroom.
- Practical face-to-face training will be provided in a commercial training kitchen.
- Self-Study
- Work placement

1 /

You will be added to Microsoft Teams for your course.

2 /

The timetable will be emailed to you, and it will be shared in Microsoft Teams.

3 /

All the updates from trainers will be in Microsoft Teams.



TEAMS PURPOSE

- This is an informal channel of communication with your trainer.
- Your assessments and study resources are located here for you to download and submit in the Assessment Submission Form.

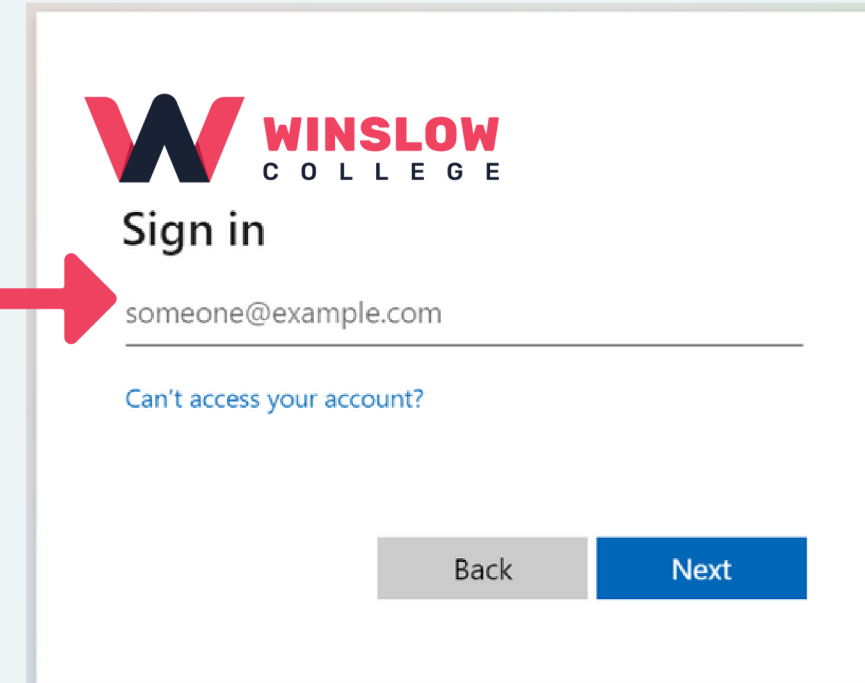
***DO NOT UPLOAD YOUR ASSESSMENTS IN TEAMS.**

Teams Student User-Guide

1. ACCEPT THE INVITATION SENT TO YOUR EMAIL

The screenshot shows an email from Microsoft Teams. The subject is "You have been added to a class team in Microsoft Teams". The sender is "Microsoft Teams <noreply@email.teams.microsoft.com>". The recipient is "youremail@email.com". The email body contains a message from Microsoft Teams: "Teams added you to the your course class!". Below this is a card with the Microsoft Teams logo, the text "your course", "9 members", and another "your course". At the bottom of the card is a blue button labeled "Open Microsoft Teams". A red arrow points to this button.

2. SIGN IN WITH YOUR OWN EMAIL AND
PASSWORD.



WINSLOW COLLEGE

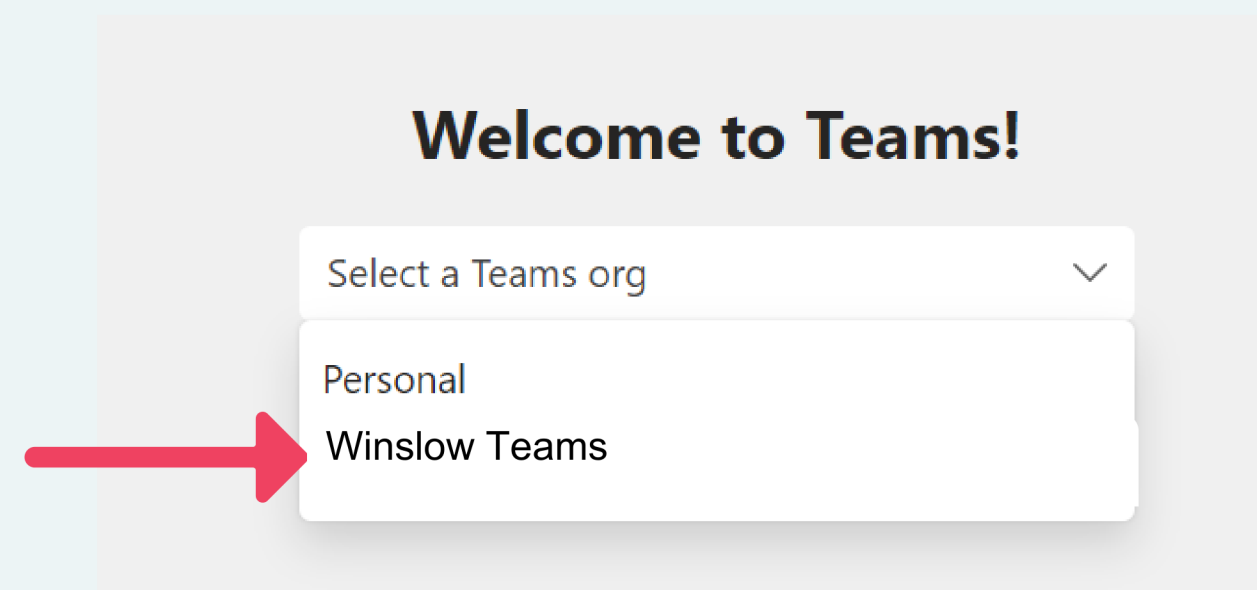
Sign in

someone@example.com

[Can't access your account?](#)

Back Next

3. CHOOSE WINSLOW TEAMS OPTION

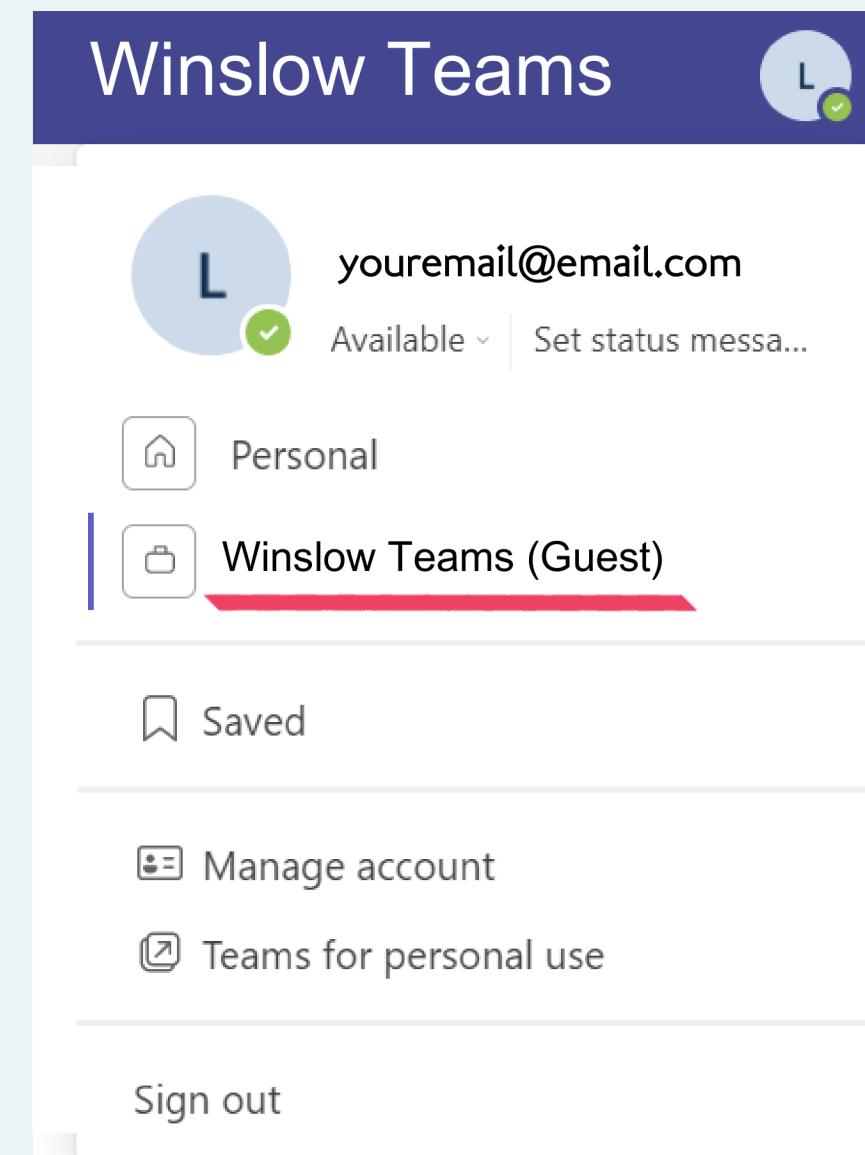


Welcome to Teams!

Select a Teams org

Personal

Winslow Teams



Winslow Teams

youremail@email.com

Available | Set status messa...

Personal

Winslow Teams (Guest)

Saved

Manage account

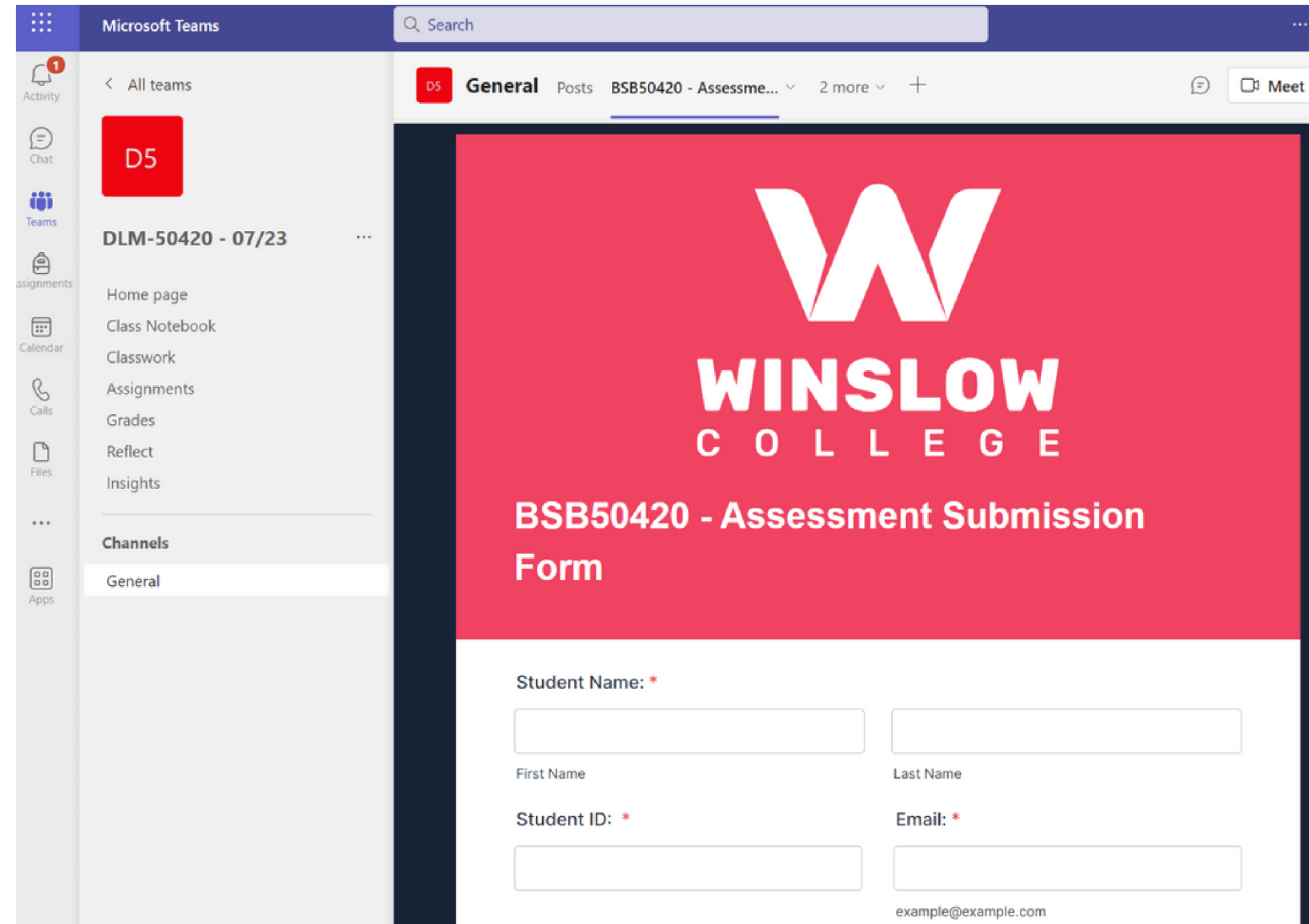
Teams for personal use

Sign out

Assessment Submission

In the tabs, you will find one named Assessment Submission Form. To submit your assessments you need to do it through this link.

Fill out your student details and upload your assessments on time.

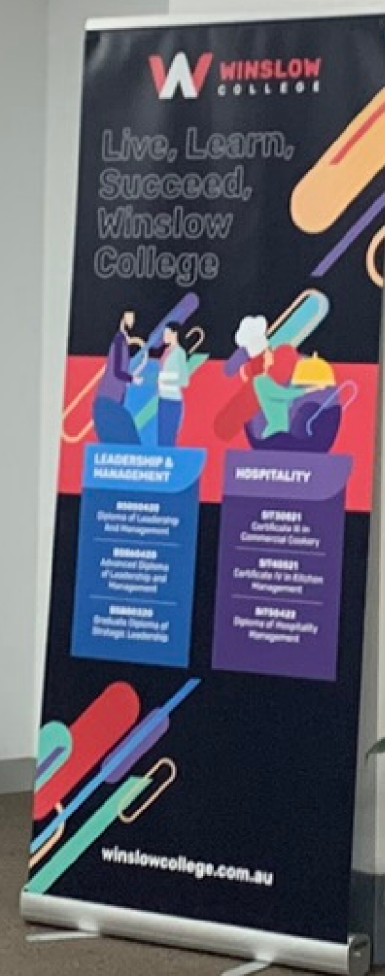


The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows 'All teams' with a team named 'D5'. Below it, a list of tabs is visible, including 'Home page', 'Class Notebook', 'Classwork', 'Assignments', 'Grades', 'Reflect', and 'Insights'. The 'Channels' section shows 'General' selected. The main content area displays a red banner with the Winslow College logo and the text 'BSB50420 - Assessment Submission Form'. Below the banner, there is a form with the following fields:

- Student Name: * (Two input fields for First Name and Last Name)
- Student ID: * (One input field)
- Email: * (One input field with the placeholder text 'example@example.com')

CAMPUS

Tenancy 1, Level 7 Elizabeth St.,
Melbourne VIC 3000





TRAINING KITCHEN

172 Victoria St, Richmond VIC 3121.

- Huge Kitchens.
- Maximum capacity of 25 students.
- Easy access to Public Transport.
- Just 15 to 20 min from the CBD

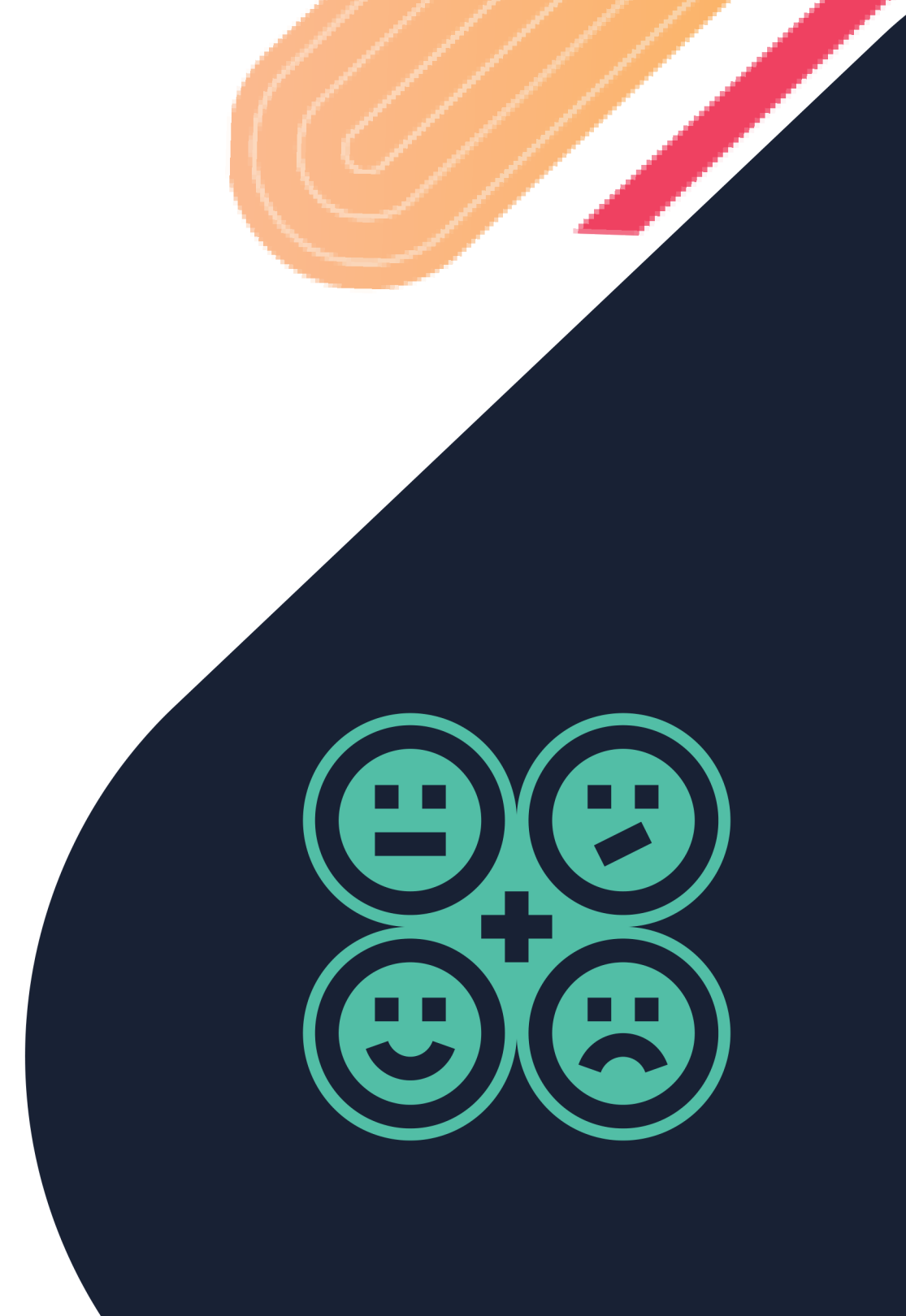
Student's code of Conduct

- Students must be punctual at all times to ensure fellow classmates are not disadvantaged by lateness or early departure from timetabled classes.
- Any class session or activity missed, regardless of cause, reduces the learning opportunity and may adversely affect a student's achievement in their enrolled course.
- At the end of every class, the room is to be tidied up, chairs pushed in, and tables straightened.
- Students or staff do not permit using personal electronic equipment, such as mobile phones, during class lectures.
- A laptop computer is permissible provided it is relevant to the class or got permission from the trainer.
- The use of a dictionary by students in class is permitted.
- Students are expected to always use appropriate language.
- Students are expected to speak English in the classroom by local etiquette.



Improper or Inappropriate Behavior

- Being on Winslow premises and consuming or having consumed alcohol.
- Persistent disruptive behaviour.
- Verbally abusive or hostile behaviour affecting fellow students, fellow employees or colleagues.
- Smoking or using prohibited or illegal substances at Winslow classes or on Winslow or field/work placement provider premises.
- Deliberate misuse of Winslow equipment or materials.
- Willful or malicious damage to Winslow's property or equipment.
- Arson of Winslow property.
- The behaviour of a discriminatory nature.
- Carrying, using or owning a prescribed or regulated weapon or dangerous article on Winslow premises.
- Physical assault on a member of general or teaching staff, other students, employees, colleagues or public members or behaviour perceived to be threatening.



Improper or Inappropriate Behavior

- Theft from staff, fellow students, fellow employees or colleagues at Winslow;
- Slander or harassment (whether verbal, sexual or otherwise) of staff, fellow students, fellow employees or colleagues;
- Any student who has been found to willingly or accidentally activate fire or security alarms which results in the calling out of emergency services such as the fire department, police, ambulance or any other emergency service, will be liable for whatever costs are incurred by their actions. Furthermore, students may be prosecuted under State or Federal laws for their actions.
- Any student who has been found willingly overloading the lift resulting in its malfunctioning buildings, will be liable to share the costs incurred in repairing and maintaining these.



House Keeping

- **Kitchen facilities and a break-out area (for lunch and relaxation) are available on this floor.**
- **Do not carry food and drinks into the class. Do not leave food in the refrigerator at the end of the day.**
- **Strictly 'No Smoking on the premises.'**
- **Please do not use mobiles in the classrooms.**
- **'Only English' Policy for strict implementation, please.**



IMPORTANT CONTACTS

GENERAL ENQUIRIES

reception@winslow.edu.au

WELFARE & STUDENT SUPPORT

support@winslow.edu.au

FOR EMERGENCY & AFTER WORKING HOURS

Landline: 1800 961 580

STUDENT SUPPORT AT WINSLOW COLLEGE



STUDENT SUPPORT CONTACT:

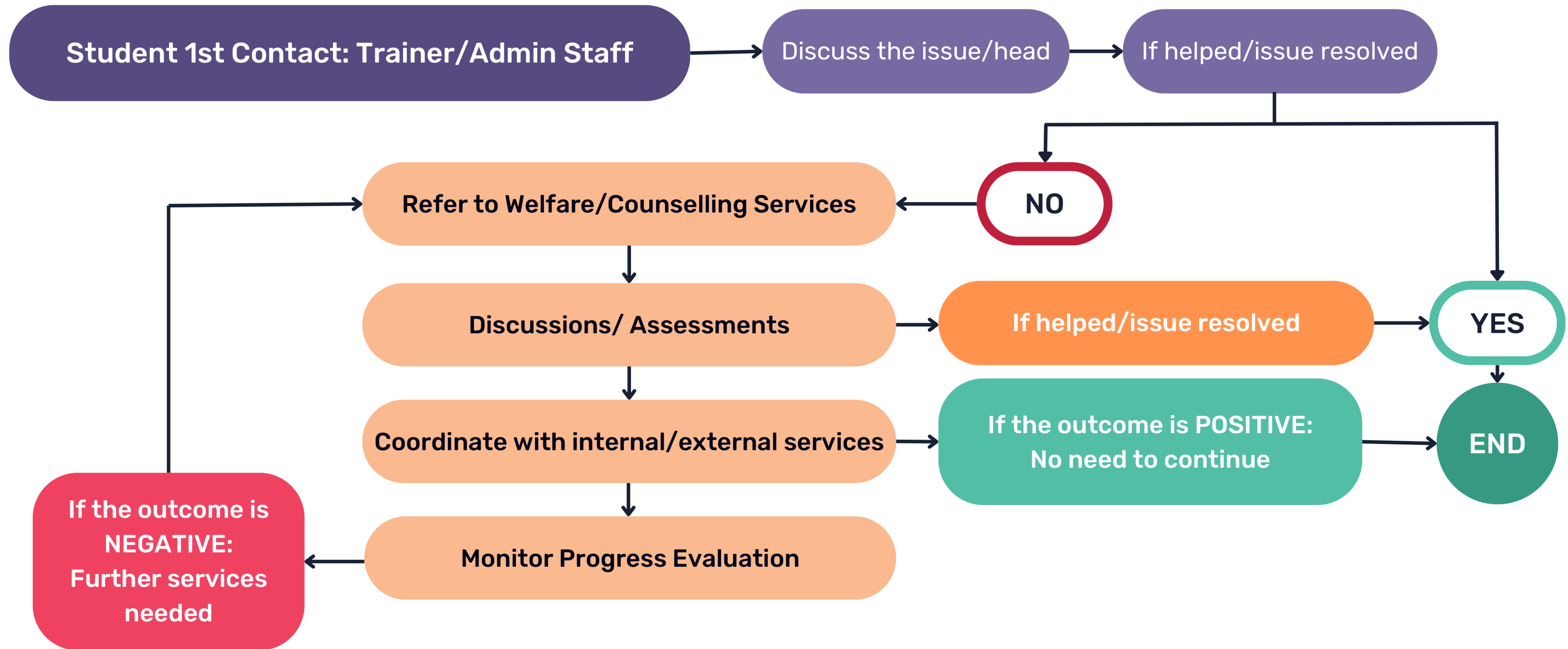
Email: support@winslow.edu.au

Online Forms

Students requiring special or other help must contact the respective functionaries of Winslow College:

- Ideally, the first point of contact in the classroom would be your trainers for Academic matters and for Admin matters, the front office (Reception), who will further direct you to the right functionary.
- There are no charges for Internal support services. Charges may be applicable for external counselling/support services as the case may be.

Student Welfare & Support



CLASS ATTENDANCE & COURSE PROGRESS



- Students are expected to attend classes at a minimum of 20 hours Face to Face in the classroom/Kitchen per week so that students can complete the course within the expected duration of the CoE.
- The course learning progress will be monitored and recorded.
- At a minimum, students must complete at least 50% of their course units each term so as not to be reported to the Department of Education and the Department of Home Affairs.

To put it simply, the more you can attend in class, the easier it will be to pass your course successfully.

Assessment Procedures

In simple terms:

- Assessments must be your own work
- Don't copy from other students, must use your own words
- Don't copy your assessment from websites
- Don't copy large blocks of text from learner guides
- Reference at all times
- Trainers are required to report cases of plagiarism
- Repeated cases could result in expulsion from college



The Best Assessments

- Be honest with yourself
- Be honest with your classmates
- Be honest with your trainer
- Seek help from your trainer
- Attend classes regularly

Academic Intervention

- If you do not achieve competency in your assessments, your trainer will advise you to re-submit or re-sit these assessments.
- If you refuse to re-submit assessments and you do not achieve a satisfactory outcome, the Unit will be marked as NYC(Not Yet Competent).
- If you do not achieve satisfactory progress in your course(for VET courses, we will ask you to discuss your course progress with the Training Manager.





IMPORTANT POLICIES

- Fees, charges and refund policy.
- Academic progress, completion and attendance policy.
- Deferral, suspension and cancellation policy.
- Transfer of Provider Policy.

Applying for leave



- All leave must be taken during our term breaks.
- Leave will not be granted during the course learning period.
- Don't book your air tickets and then expect the college to approve your leave during the course.
- If students books a holiday without reporting to Winslow College, the student would have defaulted for not achieving the required attendance and course progress.

More info in the:
[Suspension and Cancellation Policy](#)

Complaints & Appeals

Academic

If you are not happy with the quality of training; trainer's calibre, course resources, facilities, outcome of assessments and etc, you have the right to complain and seek remedial action.

Non-Academic

Concerns that you may have:

- Threats to your personal safety
- Bullying
- Discrimination
- Sexual harassment
- Unacceptable behaviour from other students

1 /

At first, talk to your trainer, and the trainer has the responsibility to give you proper feedback.

2 /

If you are not happy with the response, make a formal complaint in writing and hand it over at reception or send it by email to student_support@winslow.edu.au. You can expect a resolution within 20 working days.

[More info in the: Check our complaints and appeal policy.](#)

IMPORTANT INFORMATION

EMERGENCY NUMBERS FOR POLICE, AMBULANCE OR FIRE BRIGADE IN AUSTRALIA **DIAL: 000**

- Bomb threat: Victoria Police
- Fire: Melbourne Fire Brigade
- Flood: State Emergency Service
- Gas leak: Gas Leaks and Emergency services on 1800 GAS LEAK (1800 427 532) to locate and repair the leak
- Hazardous materials or Dangerous Goods
- Medical Emergency
- Read the brochure 'Student Safety in Victoria'



Visit our Student Support page for more information:

WINSLOW STUDENT
SUPPORT



SURVEYS



You will be asked to take surveys from our institute as well as educational entities, including the Department of Home Affairs.

What is the survey about?

The written survey asks questions that relate to the following parts of the student experience:

- Marketing and recruitment
- Enrolment
- Support and progression
- Training and assessment, and
- Completion.

Students are asked to tick the box that best matches their agreement with statements about their learning experiences. The survey also asks students some open questions about their overall satisfaction with their training experience.



Unique Student Identifier (USI)

Benefits of USI:

- Easy access to training records and results – all data consolidated online
- Once you create your USI you need to let Winslow College know of your USI
- You can view and update your details in your USI account
- You can view and download your training records and results (transcript)
- Manage who can view your transcript

No statement of attainment nor certificates can be issued to students without a valid USI.

How to create a USI

Step 1.

Go to:

<https://www.usi.gov.au/students/create-usi>

Step 2.

Follow the instructions!

All International Students with valid Student Visas will need a USI compulsorily.

WEBSITE & SOCIALS



WINSLOW.EDU.AU



[@_WINSLOWCOLLEGE](https://www.instagram.com/_WINSLOWCOLLEGE)



[@_WINSLOWCOLLEGE](https://www.facebook.com/_WINSLOWCOLLEGE)



THANK YOU!

