

SIIT Orientation Program

- This Orientation program is available via SIIT Moodle Platform
- <https://moodle.siit.nsw.edu.au/?redirect=0>



Orientation Program Agenda



1. Welcome Message
 2. Important Policies at SIIT
 3. Essential Contacts
 4. Collection of Students' Information
 5. Request for USI
 6. Qualifications at SIIT
 7. Academic matters
 8. Delivery mode
 9. Assessment Activities
 10. Assessment Procedure
 11. SIIT Moodle Learning Platform
 12. Fees and Charges
 13. Qualification Issue Policy
 14. Students' Rights and Responsibilities
 15. Complaints and Appeal Policy & Procedures
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Welcome Message from CEO

SIIT is committed to education.

Education Matters

- SIIT believes that education should always be for education.
- SIIT ensures SIIT training quality at all times.

Student Matters

- SIIT manages and supports students according to RTO Standards 2015.
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Important Policies at SIIT

- Collection of current information
- USI
- Qualifications offered at SIIT
- Training & Academic Matters
- SIIT Moodle Learning Platform
- Fees and Charges
- Questions and Answers

**Refer to SIIT Student Handbook for details:
www.siid.nsw.edu.au**

Essential SIIT Contact Details

Name	Position	Email	Tel
Qingyang WEI	Course Coordinator	coordinator@siit.nsw.edu.au	0411 826 650
Sherry LEI	CEO	admin@siit.nsw.edu.au	02 8090 3266

Collection of Student Information

Collection of Personal Information

Student must provide SIIT with current contact information including address, mobile number and email address at Orientation by submitting student information form.

Change of Address or Contact Details

Students must notify SIIT of any change to their contact details within seven (7) days. This is a requirement of the Department of Immigration and Border Protection (DIBP).

**Refer to SIIT Student Handbook for details:
www.siid.nsw.edu.au**

USI Student Identifier (USI) Policy and Procedure

As an education provider, SIIT is required to collect and report your students' Unique Student Identifier (USI) numbers. SIIT requires a USI from all students in order to graduate and receive their award at SIIT. A USI is a reference number made up of numbers and letters. The USI will allow Learners online access to their training records and results (transcript) through their online USI account.

The [USI data access guidelines](#) under the [Student Identifiers Act 2014](#) are available from USI website:
<https://www.usi.gov.au/about-us>.

Qualifications offered at SIIT

Qualification	National Code	CRICOS Course Code	Duration (weeks)	Campus	Language Streams
Diploma of Interpreting	PSP50922	112194J	25 weeks (including 20-tuition week & 5-week break)	Sydney	Mandarin, Cantonese, Hindi, Punjabi, Nepali, Korean, Vietnamese
				Brisbane	Mandarin
Diploma of Translating	PSP50822	112197F	52 weeks (including 40-tuition week & 12-week break)	Sydney	Non-language specific
				Brisbane	
Advanced Diploma of Translating	PSP60822	112195H	52 weeks (including 40-tuition week & 12-week break)	Sydney	Chinese, Korean, Hindi (into LOTE only)
				Brisbane	Chinese
Advanced Diploma of Interpreting	PSP60922	112196G	52 weeks (including 40-tuition week & 12-week break)	Sydney	Mandarin
				Brisbane	Mandarin

Refer to SIIT Qualification Brochure for details:
www.siit.nsw.edu.au

Qualifications offered at SIIT

Qualification	National Code	Duration (weeks)
Certificate IV in Finance and Mortgage Broking	FNS40821	52 weeks
Diploma of Finance and Mortgage Broking Management	FNS50322	52 weeks
Certificate IV in Real Estate Practice	CPP41419	52 weeks
Diploma of Property (Agency Management)	CPP51122	52 weeks
Certificate IV in TESOL	10773NAT	52 weeks

Refer to SIIT Qualification Brochure for details:
www.siit.nsw.edu.au

Academic Matters

- Training Plan
- Timetable

Training plan including the timetable is provided prior to enrolment.

Timetable is subject to change without prior notice.



Training Materials

- Unit Learner Guide
- Unit PPT presentations
- Further learning resources

All these materials are available via SIIT Moodle learning platforms.

Students will have access to all the learning resources during the duration of the specific term. Access might be closed when the specific term is completed.



Delivery Mode

All SIIT qualifications are delivered via a combination of classroom workshops, mock exam, individual consultations and/or online training as well as workplace training.

SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course.

All facilities, resources and equipment meet current industry standards.

Assessment Matters

- Each unit will have a unit assessment booklet to be downloaded from SIIT Moodle learning platform.
- There might be additional assessment tasks for each unit.
- All unit assessments must be completed within 2 weeks from date of completion of the unit according to the timetable.
- All unit assessments must be completed via MOODLE learning platform.
- Late submission will attract a penalty of \$200 per unit.
- Tutorial and Consultations are available upon request **ONLY** during the scheduled period.

Unit Assessments Activities

Written Assessment Booklet

Online Assessment Booklet

Workplace assessment (if applicable)

Assessment Activities

A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency.

Tailored ssessionment Activities

- Research questions
 - Case studies
 - Role Plays
 - Project work
 - Speech & Presentations;
 - Workplace demonstrations (if applicable)
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Assessment Procedure

- At the commencement of the course, learners are advised of the general assessment tasks, criteria and requirements of each unit of competency they will need to attain for the issuance of relevant qualifications.
 - All the unit learner guide, relevant PPTs and assessment booklet and other assessment activities are available via SIIT MOODLE Learning Platform.
 - All learners must complete relevant assessments along with the training schedules and then submit the completed assessments for marking via SIIT Moodle. All the assessments need to be submitted through MOODLE, our online learning platform. All Learners will be provided with a unique online MOODLE learning platform password. By signing onto the online learning platform, the Learner automatically signs and acknowledges an authenticity declaration as part of submitting their assessments.
 - All assessments **MUST** be submitted within 10 working days from the date of completion of the units according to the timetable via MOODLE. Assessments submitted in any other methods will not be marked. Any extension of submission must be approved by the Academic Manager/Program Manager.
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Assessment Procedure

- The Academic Manager/Program Manager will ensure that all assessments submitted via MOODLE will be marked/evaluated within 10 working days following the date of submission, unless otherwise agreed.
 - The learners will be notified of the assessments result(s). if all the assessment tasks are all marked as satisfactory, the assessment will be marked as **Competent(C)**.
 - If some assessment tasks are marked as unsatisfactory, the assessment will be marked as **Not Yet Competent (NYC)**. The assessment activities marked as Unsatisfactory will be provided with comments for the learner to be revise and resubmit via MOODLE. Learners are required to check their MOODLE to ensure feedback is received. Learners will be provided with one attempt to revise and resubmit the assessment(s).
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Assessment Procedure

- If the resubmitted assessments (after two attempts) are still assessments as **Not Yet Competent (NYC)**, the learner has the opportunity to dispute the assessors' decision and request for re-assessment according to SIIT' complaints and appeal policy and procedure. Please refer to the relevant complaints and appeal policy and procedure for detailed information and procedure.
 - The Academic Manager/Program Manager will ensure that all learners' assessments as required have been marked as competent before recommending relevant graduation certificates and/or statement of attainment and/or records of results to be issued.
 - All assessment records will be stored in the Learners' academic folder, which shall be securely stored for a minimum of 12 months.
 - All copies of graduation certificates and/or statement of attainment and/or records of results issued to learners shall be saved in electronic format for a minimum of 30 years in SIIT cloud server.
 - The CEO/Academic Manager will ensure that no qualification/certificates/transcripts will be issued until the final assessment checklist has been submitted by the Program Manager with the signature(s) of the approved assessor(s) with all assessments marked as Competent.
 - The academic progress data of students over each Calendar year will be reported to government via Australian Vocational Education and Training Management Information Statistical report via <https://avs.ncver.edu.au/avs/>.
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SIIT Moodle-Learning Platform

- Learner Guide
- Assessment Booklet
- Online Assessment Booklet
- Additional learning resources

- **Each student will receive a logon and password.**

<https://moodle.siid.nsw.edu.au>

Fees and Charges

SIIT is entitled to charge tuition fees to provide services to students and meet its business obligations.

Students must pay the tuition fees according to the payment schedule at the time of enrolment according to signed letter of offer.



Qualification Issuance Policy and Procedure

SIIT will record and issue Certificates and Statements of Attainment to Students who have met the requirements for a qualification that is listed on SIIT' scope of registration.

Before a Certificate is awarded, the CEO and the Academic Manager must ensure that all units of competency for the qualification have been completed and assessed as competent.

The Student will be advised within 2 weeks of completion of competency as to their results.



Qualification Issuance Policy and Procedure

- **Certificates**

The Certificates for all AQF qualifications issued will identify the qualification as an AQF qualification either by the words 'The qualification is recognised within the Australian Qualifications Framework' or the use of any AQF logo.

- SIIT maintains a register of all AQF qualifications they are authorised to issue.

- **Record of Results**

- And a record of results is issued together with a certificate issued.

- **Statements of Attainment**

- SIIT uses the NRT logo in accordance with current conditions of use and maintains a copy of NRT logo specifications on file.



Qualification Issuance Policy and Procedure

- All Students who have successfully completed all units in a course will receive a Certificate and Statement of Attainment, listing all units completed successfully as part of the qualification.
- All Students who have not completed all units in a course will receive a Statement of Attainment listing only those units that have been completed successfully.
- If a student has any outstanding fees, the student will be notified by Student Support Services. The student must pay any outstanding fees before a Certificate or a Statement of Attainment is issued (this information is provided to students at induction/orientation, to avoid any misunderstanding).



Qualification Issuance Policy and Procedure

The CEO is responsible to issue these documents.

The Academic Manager is responsible for recommending a list of students to be issued with appropriate certificates depending on students' academic progress.

The CEO is responsible for issuing of Certificates and Statements of Attainment, including replacement certification documents and preserving the Student Management System (SMS) in current, compliant and operational status **within 30 days** from completion of the last assessment.

The SIIT Students Management database maintains all data, including all relevant student details and a register of Certificate and Statements of Attainment issued. The SMS has the ability to generate and provide AVETMISS data if and when required.



Student rights, rules, responsibilities and conduct

To ensure a positive learning environment and to ensure SIIT meets its obligations under Australian law, students have a specific set of rights. Several of these rights relate to the interaction students have with trainers.

SIIT seeks to provide the best possible learning environment and opportunities for each student.



Complaints and Appeals Policy and Procedure

SIIT provides appropriate mechanisms to its students to complain about or appeal various issues during their course of study. SIIT will act on each and every concern or appeal lodged by the student or any party concerned.

The availability of this complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.



Important Contacts

- siit@tiis.edu.au
- admin@tiis.edu.au
- Email of your trainers

Remember that we need to ensure that you are contactable at all times.

Questions & Answers



End of Orientation Program

Remember:

Stay Safe

Stay Healthy

Stay Connected

Live a fruitful life every single Day.
