Domestic

Student Handbook
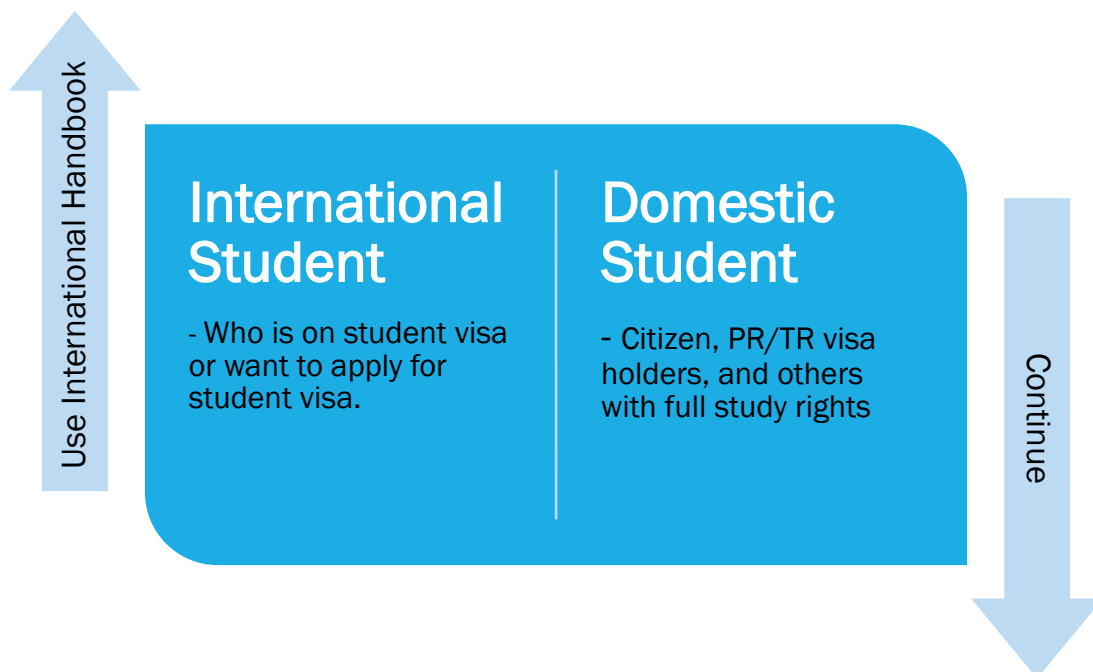
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1. Introduction

Jabin Hopkins Institute of Technology is a government-approved Registered Training Organisation in Australia, enabling domestic and international students to pursue Global Career in Information Technology, Hospitality (Bakery, Patisserie, Cookery), Business and Management. Jabin Hopkins has transformed many lives providing Australian Nationally Recognised Training courses.

Jabin Hopkins not only provides training services to domestic and international students, we also provide RPL (Recognition of Prior Learning) services which enable candidate to achieve recognised qualification through experience and prior learning.

Established in 2009, Jabin Hopkins Institute is committed to domestic and international students with its career focused courses and student friendly teaching.

Australian/NZ citizen, permanent resident, temporary residence with pathway to permanent residency or eligible bridging visa holders living or working in South Australia may be eligible for Government Funded training. Government funded training has been described in details under the Subsidised Training section.

Are you a domestic student? Continue reading this student handbook. If you are an international student studying or intending to study in Australia on a student visa, should use International student handbook.

Use International Handbook ⬆

International Student

- Who is on student visa or want to apply for student visa.

Domestic Student

- Citizen, PR/TR visa holders, and others with full study rights

Continue ⬇

Contact us if you need any assistance.

Address	:	Level 2, 135 Pirie Street
		Adelaide, SA 5000
Phone	:	+61 8 8223 3557
Email	:	info@jabinhopkins.edu.au
Website	:	www.jabinhopkins.edu.au

2. Course Offered by Us

List of Courses

Course Code and Name	Duration	Govt Funding*
Information Technology		
ICT40120 Certificate IV in Information Technology	1 Year	⊘
ICT50220 Diploma of Information Technology	1 Year	⊘
ICT60220 Advanced Diploma of Information Technology	1 Year	⊘
Baking and Patisserie		
SIT31021 Certificate III in Patisserie	1 Year	⊘
FBP30521 Certificate III in Baking	1 Year	⊘
FBP40221 Certificate IV in Baking	48 Weeks	
Cookery and Hospitality		
SIT30821 Certificate III in Commercial Cookery	58 Weeks	⊘
SIT40521 Certificate IV in Kitchen Management	26-90 Weeks	⊘
SIT50422 Diploma of Hospitality Management	26-104 Weeks	⊘
SIT60322 Advanced Diploma of Hospitality Management	26-130 Weeks	⊘
Business and Management		
BSB40120 Certificate IV in Business	1 Year	⊘
BSB50120 Diploma of Business	1 Year	⊘
BSB50420 Diploma of Leadership and Management	1 Year	⊘
BSB60120 Advanced Diploma of Business	1 Year	
BSB60420 Advanced Diploma of Leadership and Management	1 Year	

* Subject to the eligibility criteria and government offerings.

3. Enrolment Process

Entry Requirements

Students who would like to study in Jabin Hopkins must meet both academic and English language requirements to enrol for a course. You may find specific course entry requirement in the particular course page/brochure but the common requirements are given below:

Age
Students should be minimum 18 years old at the date of commencement of the course. Under 18 enrolment for Domestic students may be considered upon individual assessment.

Academic
- To enroll into Certificate III level courses
    o Enrolled in Year 10 or satisfactory completion of Year 10 or equivalent
    o Candidate without formal studies may be considered but subject to assessment

- To enroll into Certificate IV level courses
    o Satisfactory completion of Year 10 or equivalent, or
    o Satisfactory completion of Certificate III level courses

- To enroll into Diploma and Advanced Diploma level courses
    o Satisfactory completion of Year 12 or equivalent, or
    o Any Certificate III or higher Australian vocational certificate or equivalent.

LLN Assessment
    o CORE Skills Profile for Adults (CSPA) assessment – mandatory for subsidised training, or
    o Internal LLN assessment according to ACSF (Australian Core Skills Framework), or
    o Having successfully completed a substantial component of a course at the Certificate III or higher level or completed a substantial component in Year level 11 or 12 in Australia.

Enrolment Dates

Jabin Hopkins offers rolling enrolment for all of the courses, therefore students are allowed to join almost in every month when a new unit or cluster commencing. Please contact us to know the exact commencing date.

Admission Process

Step 1

Check your eligibility (if you are seeking for government subsidised training)

We recommend you to check your eligibility at: https://www.skills.sa.gov.au/subsidised-eligibility

Step 2

Check course information that you would like to enroll in and determine your course.

We recommend you to check the course details and entry requirement in our website at: www.jabinhopkins.edu.au

Step 3

Complete the Enrolment Form and send us with the supporting documents specified in the form. You can find the enrolment form on our website at: www.jabinhopkins.edu.au or you can collect one from our office too.

All VET students must provide us a valid Unique Student Identifier (USI) prior to enrolment.

- o Candidate can apply for a USI visiting: www.usi.gov.au if doesn't have any or can lookup in the same website if forgotten the USI number.

We recommend to contact us if you have any questions to complete the form.

Step 4

Attend a mandatory LLN assessment, and a suitability and support needs assessment. This is a mandatory step for government funded training. Government funded training has been described in details under the Subsidised Training section below.

Step 5

Get a final confirmation of enrolment. We will confirm your enrolment once we confirm your eligibility, entitlement, and conduct a successful LLN and a suitability and support needs assessment. Once all these completed successfully we create training account in the government portal if it is government funded training.

Step 6

Commence your course as per the schedule. Student administration team will inform you with the details.

4. Subsidised Training

Government Funded Training

South Australia needs skilled people in the growth areas of it's economy. The right training has never been more important. The good news is that its now more accessible than ever because of government subsidised training. Discover your options and find a course that's right for you.

If your training is subsidised, the South Australian Government pays most of your course fees for you straight to your training provider, so you can focus on your training. It's not a study loan to you, it's a free grant, so you do not need to pay that back.

Student to note that there is a minimum contribution amount payable to access the government subsidy. We recommend student to check that in enrolment form before proceeding.

Eligibility Criteria

You may be eligible for subsidised training if you live or work in South Australia, and you are:
- An Australian or New Zealand citizen
- A permanent Australian resident, or
- An eligible visa (pathway to permanent visa) holder

and you are:

- 16 years or over and not enrolled at school, or
- Enrolled in Year 10, 11 or 12 and employed in a Training Contract that combines VET and school-based curriculum including SACE, OR
- Enrolled in Year 11, 12 or 13 and are 16 years of age or turning 16 years of age in the current year of that enrolment, AND
- Are undertaking SACE or equivalent

We recommend you to check your eligibility at: https://www.skills.sa.gov.au/subsidised-eligibility

UAN: Upfront Assessment of Need

If a student is eligible for subsidised training an Upfront Assessment of Need (UAN) will require prior to the enrolment and commencement of the training. It ensures student get the support they need to successfully complete their subsidised training. UAN process including eligibility and entitlement check must be satisfied and completed prior to a training account being created.

Eligibility

At this step participant eligibility for subsidised training is checked by reviewing participant information including, identity and residence, citizenship, school enrolment, JobSeeker status and presence of apprenticeship or traineeship contract. In this step we ask candidate to provide, at minimum:

- o Unique Student Identifier (USI)
- o A valid ID or Age ID
- o Proof of Citizenship or proof of eligible visa
- o Proof of living or working in South Australia.

Entitlement

Once the eligibility check done, participant entitlement assessed and confirmed to undertake subsidised training by reviewing current qualifications and concessions. In this step we ask candidate to provide:

- o Prior subsidised qualification/s details
- o Highest accredited non-school qualification details
- o Government concessions evidence.

Upfront Assessment of Need (UAN)

This is the final but vital step in the UAN process where we conduct an assessment of the participant's suitability, support needs and literacy and numeracy assessment. The process includes two key steps:

- UAN Suitability and Support Needs Assessment and completing a Checklist by us, and
- Mandatory Online LLN Assessment (CSPA) irrespective to your level of prior studies.

In this process we will provide you information about the qualification, expectations and requirements and discuss with you whether you and the qualification are a good fit for each other. It's important that you get a good return on your investment in training.

Sometimes people need a bit of support to help them manage being in training and we will also be keen to have a chat about what that might mean for you and how we can assist. Life can get in the way sometimes of what you want to do but it doesn't necessarily need to stop you.

CSPA Assessment

You will also be asked to complete an on-line assessment in reading, numeracy and depending on the qualification level, writing too. The Assessment known as the CSPA (Core Skills Profile for Adults) assessment and will include the following reports and tools depending on the qualification level:

- **SRNI** (Snapshot Reading and Numeracy Indicator Report) – this is an assessment tool that identifies the learners most at risk in relation to their literacy and numeracy skills by assessing both reading and numeracy against the Exit Level of the ACSF.

- o It used under supervision to assess reading and numeracy capabilities in individuals seeking access to subsidised training in a Certificate II or III
  - o Candidate must undertake the Literacy and Numeracy Comprehensive Assessment (LaNCA) if the candidate is below Australian Core Skills Framework (ASCF) Exit Level 2 in either reading or numeracy in SRNI test.
- **LaNCA** (Literacy and Numeracy Comprehensive Assessment) tool – this is a further assessment tool that identifies a more comprehensive report on the students LLN skill level.
  - o It used under supervision to assess reading, writing and numeracy capabilities in individuals seeking access to subsidised training in a Certificate IV or higher qualification
  - o The minimum level of ACSF Exit Level 3 in reading and numeracy and ACSF Exit Level 2 in writing is required for access to a Certificate IV or higher qualification.
  - o The minimum level of ACSF Exit Level 2 in reading and numeracy is required for access to a Certificate II or III qualification.

For Certificate II or III level courses, candidates need:
- SRNI results - Exit Level equal to or greater than 2 for Reading and Numeracy, or
- LaNCA results - Exit Level equal to or greater than 2 for Reading and Numeracy.

For Certificate IV, Diploma or Advanced Diploma level courses, candidates need:
- LaNCA results - Exit Level equal to or greater than 2 for Writing, and equal to or greater than 3 for Reading and Numeracy.

What if you cannot pass the LLN assessment?
If you cannot achieve the minimum level required in the CSPA assessment, the LaNCA must be interpreted to determine what literacy and/or numeracy supports are needed. Based on the interpretation report you may be eligible to commence the subsidised training after completing the required foundation skill units.

Re-sitting for CSPA assessment
Non-school students who require further assessment but decline to undertake the LaNCA and exit the UAN process may re-sit the SRNI with the same training provider after three (3) months have lapsed.

Training Account

Once you complete UAN process means pass the suitability assessment and CSPA (SRNI or LaNCA) assessment, we will submit the Learning and Support Report to the department and we will create training account for you in the training portal. The portal will allocate to you a Participant Number (you may already have one if you have enrolled in a funded program earlier), to be used to record your details and the results. You must sign the Participant Agreement Form - Collection and Use of Personal Information before we can proceed with your training account.

5. Learner Support Services

We are committed to support all our students to succeed through the courses they enrolled to build their futures. We provide range of support services to our students as they need. Although, some external support services are limited to the domestic students but all of our internal support services are open to international as well as domestic students.

JHIT support services includes but not limited to:

LLN Support Services

Entry into the course generally controlled by the selection criteria for the course, however, sometime students may need additional support services for Language, literacy and numeracy to cope up with their training program. In that circumstances LLN support services requirement are identified during the course enrolment or delivery process, and appropriate LLN support services or additional tutorial supports are provided as needed.

Alternatively students requiring any assistance or support with LLN should speak to their trainers and assessors who will liaise with support services team for assistance and guidance as required in line with "Student Support Services Policy".

Internal Learning Support Services

JHIT is committed to provide successful education opportunities to all our students from a diverse background, in order to meet the needs of the students we take all reasonable measures in our services to cater for their needs.

Every learner is different and that is why very often we find students who are behind with their course progress where we offer them consultation session, catchup classes or one-to-one sessions with the trainer, extension in the assessment period, re-assessment and deferment, etc.

Sometime reasonable adjustment may be made for participants with special needs (such as a disability or learning difficulty) according to the nature of the learning need.

External Learner Support Services (LSS)

JHIT offers free of cost external Learner Support Services (LSS) to the government funded students. It is a one-on-one support service that helps students that are facing complex personal or learning challenges to manage these while studying. Talk to our Student support officer (contacts below) if you have any issues that may impact on the ability to stay in training and

successfully complete your course. Learner Support Services assists our students to stay in training, complete their qualifications and successfully transition by:

- Helping to navigate the training system
- Addressing life issues interfering with training
- Assisting students to develop study skills
- Obtaining supports available in the community
- Understanding and supporting students with the transitions and new expectations of employment

While support for you to develop your study skills can be provided, LSS does not include Literacy and Numeracy (L&N) training. This will be arranged by us as part of the LLN supports if needed.

Student Support Officers

Christina Song

christina@jabinhopkins.edu.au
(08) 8223 3557

Eryn Li

eryn@jabinhopkins.edu.au
(08) 8223 3557

You can also contact one of our Learner Support Service providers' case managers directly.

Yvette Wijayasekera

yvette.wijayasekera@interskills.edu.au
0429 687 005

Disability Support Services

Australia has laws to protect individuals from discrimination in many areas of public life on the grounds of age, sex, marital status, race, pregnancy, sexuality and physical or intellectual impairment. The two Acts which specifically relate to rights and responsibilities of students and providers of vocational education and training (VET) in South Australia are the Equal Opportunity

Act and the Disability Discrimination Act (DDA). The definition of a disability under the DDA is broad and includes:

- Physical
- Neurological
- Intellectual
- Learning
- Psychiatric
- Sensory
- Physical disfigurement and the presence in the body of disease-causing organisms

The Act covers a disability which a person:

- Has at present, eg. cerebral palsy or diabetes
- Had in the past, eg. a repetitive strain injury, cancer or a mental illness
- May have in the future, eg. be HIV positive
- Is imputed to have, eg. on the basis of living with someone with a disease such as AIDS or hepatitis

The DDA also covers a person who:

- Needs special equipment to assist them, eg. a wheelchair or portable oxygen supply
- Is accompanied by a carer, interpreter, reader or assistant
- Is accompanied by a guide or hearing dog or other trained animal
- Is an associate of a person with a disability, eg. a friend or a family member

Under the DDA and Disability Standards for Education 2005, JHIT has a legal obligation to ensure, as far as possible, that prospective and existing students with a disability have the opportunity to access vocational education and training on the same basis as other students and achieve outcomes not dissimilar to that of their peers without a disability.

As students with disabilities, mental health or medical conditions have diverse needs and may require additional support or modifications to ensure an equal chance of success. JHIT makes every effort to provide support services available to assist your study, which may include:

- Reasonable adjustment
- Access Plans
- Information and guidance
- Assistive technology and equipment
- Liaison and referrals
- Other specialised services

Determining appropriate adjustments often requires negotiation and interpretation of what is reasonable in the individual circumstance. If possible, discuss your specific needs with our Student support officers who can help you to arrange alternative assessments in consultation with your trainer/assessor before the course starts. It is useful to seek advice well before the

course commences by phoning, emailing or visiting our campus. All our trainer/assessor and admin staff are participating in Disability awareness programs and seminars on a regular basis. You can take a friend, family member, support worker or carer with you if you feel it will help.

The reasonable adjustments could include:
- Extra reading and writing time
- Alternative assessment methods such as an audio recording, electronic, large print
- An extension to assessments
- Taking exams in a different venue and/or schedule which may be quieter with fewer distractions
- Providing the answers verbally rather than writing

You are the most important person in this process. It is critical that you discuss any concerns you have as soon as they arise.

You should also give some thought to the assistance you think you will require to address your needs. You may have examples from the previous study, work or other activities you participate in that can help identify reasonable and necessary adjustments.

6. Training and Assessment

Course Structure

The courses will be delivered according to the duration mentioned below. The total duration includes academic week and the breaks.

Course Code and Name	Duration	Weeks - Academic	Weeks - Break
Information Technology			
ICT40120 Certificate IV in Information Technology	52 Weeks	40 Weeks	12 Weeks
ICT50220 Diploma of Information Technology	52 Weeks	40 Weeks	12 Weeks
ICT60220 Advanced Diploma of Information Technology	52 Weeks	40 Weeks	12 Weeks
Baking and Patisserie			
SIT31021 Certificate III in Patisserie	52 Weeks	44 Weeks	8 Weeks
FBP30521 Certificate III in Baking	52 Weeks	44 Weeks	8 Weeks
FBP40221 Certificate IV in Baking	52 Weeks	40 Weeks	8 Weeks
Cookery and Hospitality			
SIT30821 Certificate III in Commercial Cookery	58 Weeks	48 Weeks	10 Weeks
SIT40521 Certificate IV in Kitchen Management	26-90 Weeks	20-74 Weeks	6-16 Weeks

SIT50422 Diploma of Hospitality Management	26-104 Weeks	20-82 Weeks	6-22 Weeks
SIT60322 Advanced Diploma of Hospitality Management	26-130 Weeks	20-102 Weeks	6-28 Weeks
Business and Management			
BSB40120 Certificate IV in Business	52 Weeks	40 Weeks	12 Weeks
BSB50120 Diploma of Business	52 Weeks	40 Weeks	12 Weeks
BSB50420 Diploma of Leadership and Management	52 Weeks	40 Weeks	12 Weeks
BSB60120 Advanced Diploma of Business	52 Weeks	40 Weeks	12 Weeks
BSB60420 Advanced Diploma of Leadership and Management	52 Weeks	40 Weeks	12 Weeks

The courses are scheduled with 20 contact hours per week with additional self-paced study depending on the courses.

Delivery Mode

Face-to-Face
Primary delivery mode for the courses is face-to-face in the classroom, kitchen and ICT lab environment depending on the course. In face-to-face learning students can interact with the lecturer and other students face to face. International students are required to comply with the ESOS Standards.

Blended/Online
Domestic students are able to study with the flexibility of mix mode where they can participate in combination of the online learning, face-to-face delivery and live online classes. It allows student to balance their study, work and family life. Students are supported in all the delivery modes as they needed.

Assessment Methods

A wide variety of assessments methods will be used to assess student competency depending on the unit. These include but are not limited to:
- Question Answer/ Test
- Case Study/ Scenarios
- Project
- Observation/Lab Activity
- Practical Test

Recognition of Prior Learning (RPL)

Recognition of Prior Learning enables a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL is an assessment process through which the knowledge, skills and experience previously gained by you are applied towards the achievement of competencies required for a particular qualification outcome. This assessment process helps you get the qualification you deserve without duplicating learning.

Students are recommended to specify during the enrolment process if they believe they are eligible for the RPL or contact us directly to discuss your previous experiences and we will be able to guide you through the RPL process.

Course Credit

Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by Jabin Hopkins Institute of Technology and students will not be required to complete these units again. To apply for course credit students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled.

Students may also apply for course credit for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

Students are recommended to specify during the enrolment process if they believe they are eligible for the course credit.

7. Policy and Procedures

Please visit our website for the Policy and Procedures:

https://www.jabinhopkins.edu.au/policy-and-procedures-domestic/

8. Contact Us

Please visit our campus or contact us by phone or email if you need further information.

Phone: +61 8 8223 3557
Email: info@jabinhopkins.edu.au
Address: Level 2, 135 Pirie Street, Adelaide, SA 5000
Website: www.jabinhopkins.edu.au