

# WELCOME TO GREENWICH COLLEGE

---

# Orientation Content:

1. Meet your new Home
2. Campuses & Facilities
3. Meet our Support Teams
4. Timetable, Class, Attendance & Rules
5. Courses & Extra Activities
6. Completing your Orientation
7. Questions?



---

# Meet your New Home



# AUSTRALIA



# Do's & Don'ts – General Information



## The Sun is very strong

- Apply 50+ sunscreen, wear a hat, find some shade

## Drinking water

- Stay hydrated, tap water is safe to drink



## Be careful when you cross

- Look RIGHT and then LEFT
- Cross only on green light

## Going for a walk?

- Walk on the left side



## Understand the slang

- Get used to the aussie slang, a lot of words are shortened



# Do's & Don'ts – General Information



## Smoking / vaping

- DON'T smoke / vape within 4 metres of a pedestrian entrance / exit
- DON'T smoke / vape inside the buildings or balconies



## Bushfire alert

- DON'T throw a cigarette butt or anything burning anywhere

## Alcohol

- DON'T drink alcohol in public places & transport



## Join the end of the line

- DON'T jump the queue



## Are you going for a swim?

- DON'T swim outside the red and yellow flags at patrolled beach





# Welcome to Melbourne



---

# Greenwich College Campuses & Facilities





# ALL CAMPUS LOCATIONS



SYDNEY



MELBOURNE



BRISBANE



GOLD COAST

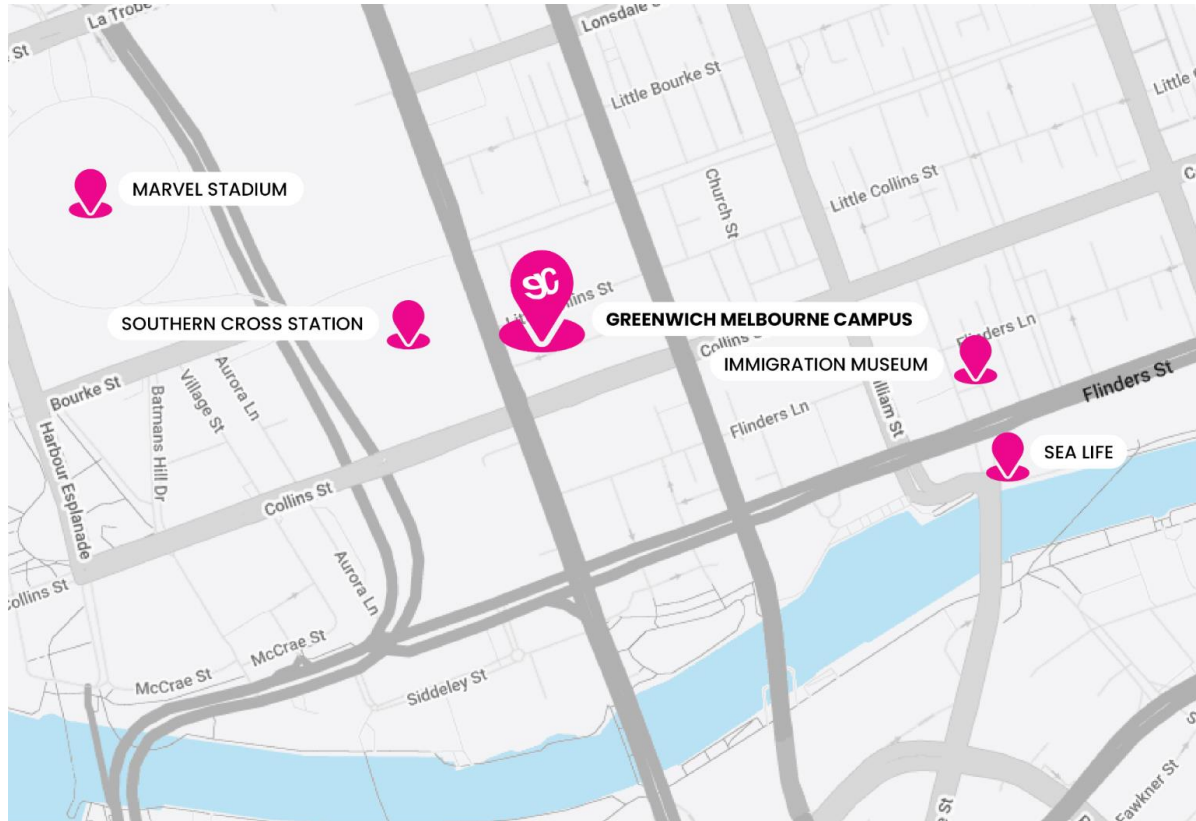


PERTH



ADELAIDE

# Campus Location – in the heart of Melbourne



## Melbourne Campus

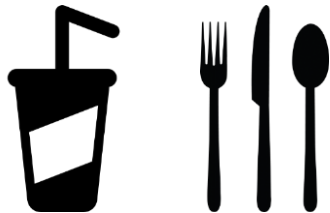
**Reception: Level 8**

120 Spencer Street,  
VIC 3000

# Services & Facilities

## Student Breakout Area

- Study areas
- Computers
- Vending Machines
- Coffee Machine
- Kitchen
  - Fridges
  - Microwaves
  - **NO** – cups & cutlery

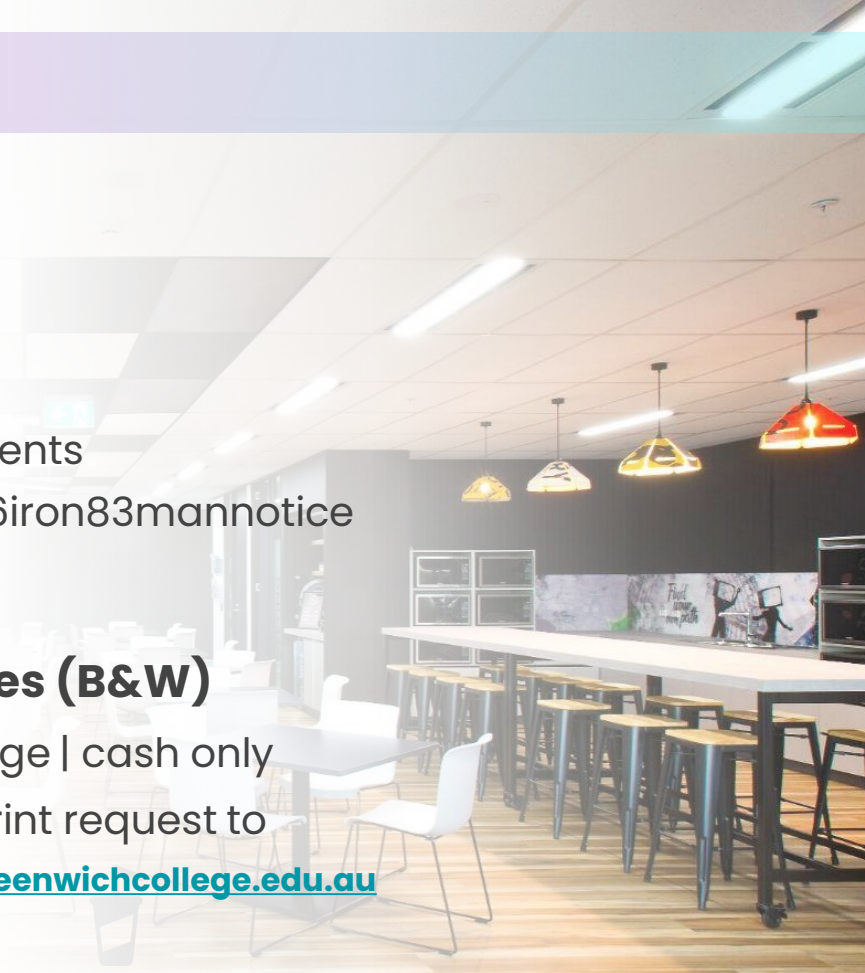


## Free Wi-fi

- NextEd-Students
- Password: 26iron83mannotice

## Printing Services (B&W)

- \$0.20 per page | cash only
- Send your print request to [print.melb@greenwichcollege.edu.au](mailto:print.melb@greenwichcollege.edu.au)



# Health & Safety

## Emergency Procedures & Rules

- BEEP BEEP BEEP: **PREPARE** to evacuate.
- WHOOP WHOOP WHOOP: **LEAVE** the building.
- Listen to your teacher's instructions.
- Follow any instructions by Greenwich staff.
- DO NOT use lifts in an emergency
- Do not gather at the main door – move to your Assembly area

## IMPORTANT NOTICE

- Items below cannot be kept on campus for safety reasons



## First Aid & Accidents / Incidents:

- First Aid kits available on each level
- Notify Student Services if you need help
- Medication: medication cannot be provided



### Assembly Points:

**Please refer to the diagrams on the back of your classroom door to locate your nearest assembly point.**

# Emergency – Triple Zero (000)

In an **emergency** call 000

- Triple Zero (000) is the quickest way to get the right emergency service to help you.
  - Police
  - Fire
  - Ambulance





---

# Meet our Support Teams



# Student Services Team

## We can assist you with:

- Change of contact details
- Timetable and course changes (10 day rule)
- Holiday requests (10 day rule)
- Payments
- Suspensions & Cancellations
- General Advice & Enquiries

### RECEPTION HOURS

**Monday to Friday from 8am to 6:45pm**

We can help you in these languages:



**Melbourne** Student Services  
[student.melb@greenwichcollege.edu.au](mailto:student.melb@greenwichcollege.edu.au)

# Academic Team

## **We can assist you with:**

- Study Plans
- Course Changes
- Any problems with Class/ Teacher

We can help you in:



Make an appointment with our  
[GEC Academic Team](#)

# Mental health & well-being program

## It's OK not to be OK!

Our **Student Counselling Program** helps you:

- Feel connected and engaged
- Feel good with yourself and others
- Reach your personal and academic potential

**Attention:** our **Student Counselling Program** is **NOT** a psychological treatment

**Wish to make an appointment? Meet our Mental Health & Well-being Counsellor**

Our **Student Counsellor** can assist you with:

- *Academic and personal needs*
- *Social needs*
- *Career Development*



**Mental  
Health  
Matters**

# UPRISE: Student Assistance Program

## Improve your personal wellbeing through the **UPRISE Student Assistance Program**

- FREE | 2 x 1 hour therapy or coaching sessions
- Confidential sessions
- Click [here](#) to contact [Uprise](#)

## **UPRISE Counsellors** can help you with:

- Decision Making & Goals Setting
- Depression & Anxiety
- Relationship
- Alcohol & Addiction



## **UPRISE** STUDENT ASSISTANCE PROGRAM (SAP)

**Positive steps to being  
healthy, comfortable  
and happy!**

Greenwich College is pleased to provide you with the opportunity to speak confidentially with dedicated counsellors who can help you improve your personal wellbeing through the Uprise Student Assistance Program

### **Counsellors can assist you with:**

- Depression
- Anxiety
- Addiction
- Relationships
- Study life effectiveness
- Exam Stress
- Decision making

Counselling sessions are available for all students.



**1300 209 371**

Call to speak with the Uprise team if you need support now.

Otherwise, visit:

<https://uprise.co.nexted-student>

Or scan the  
QR Code



Emergency: 000  
for ambulance, fire or  
police services

Lifeline: 13 11 14  
for urgent counselling or  
suicide support

Suicidal Call Back Service:  
1300 659 467 for support  
for people feeling suicidal



---

# Your Timetable, Class & Attendance



# Your timetable

## Timetable

We offer **2 timetables**:

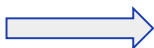
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning Classes</b> 9:00am – 3:00pm (Monday to Thursday)	<ul style="list-style-type: none"><li>• Review</li><li>• New Unit</li></ul>	<ul style="list-style-type: none"><li>• Grammar 1</li></ul>	<ul style="list-style-type: none"><li>• Grammar 2</li><li>• Writing</li></ul>	<ul style="list-style-type: none"><li>• Revision</li><li>• Unit Test</li><li>• Teacher Check in</li></ul>	
<b>Evening Classes</b> 4:30pm – 9:00pm (Monday to Friday)	<ul style="list-style-type: none"><li>• Review</li><li>• New Unit</li></ul>	<ul style="list-style-type: none"><li>• Grammar 1</li></ul>	<ul style="list-style-type: none"><li>• Grammar 2</li><li>• Writing</li></ul>	<ul style="list-style-type: none"><li>• Communicative activities</li></ul>	<ul style="list-style-type: none"><li>• Revision</li><li>• Unit Test</li><li>• Teacher Check in</li></ul>

# Has your room changed?

Your class will be at a specific campus with a regular classroom and teacher, but this can sometimes change.

Please **look out for signs on arrival** to see if there are any changes to your classroom.

Class  
name and  
teacher



## DAY ROOM CHANGES

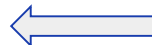
Monday 28 August - Mary Street

COURSE	ROOM
UPPER 5 (Maja)	> 305

## EVENING ROOM CHANGES

Friday 1st December - Pitt St

COURSE	ROOM:
ELEM 2E + ELEM 4E (Howard + Kylie)	> 510/ 511
PRE INT 9E (Luke / Ricardo)	> 401



Classroom  
for **one**  
**day only**

# Your Attendance

## Attendance

Checked **4 times** a day:

- **If you arrive 15 minutes late** – absent
- **If you return 5 minutes late after the break** – absent
- **Leave early** – absent

Check your attendance using the QR codes around campus.

**Student Visa Holder :**

**Must have at least 80% attendance**



# Absence in case of sickness

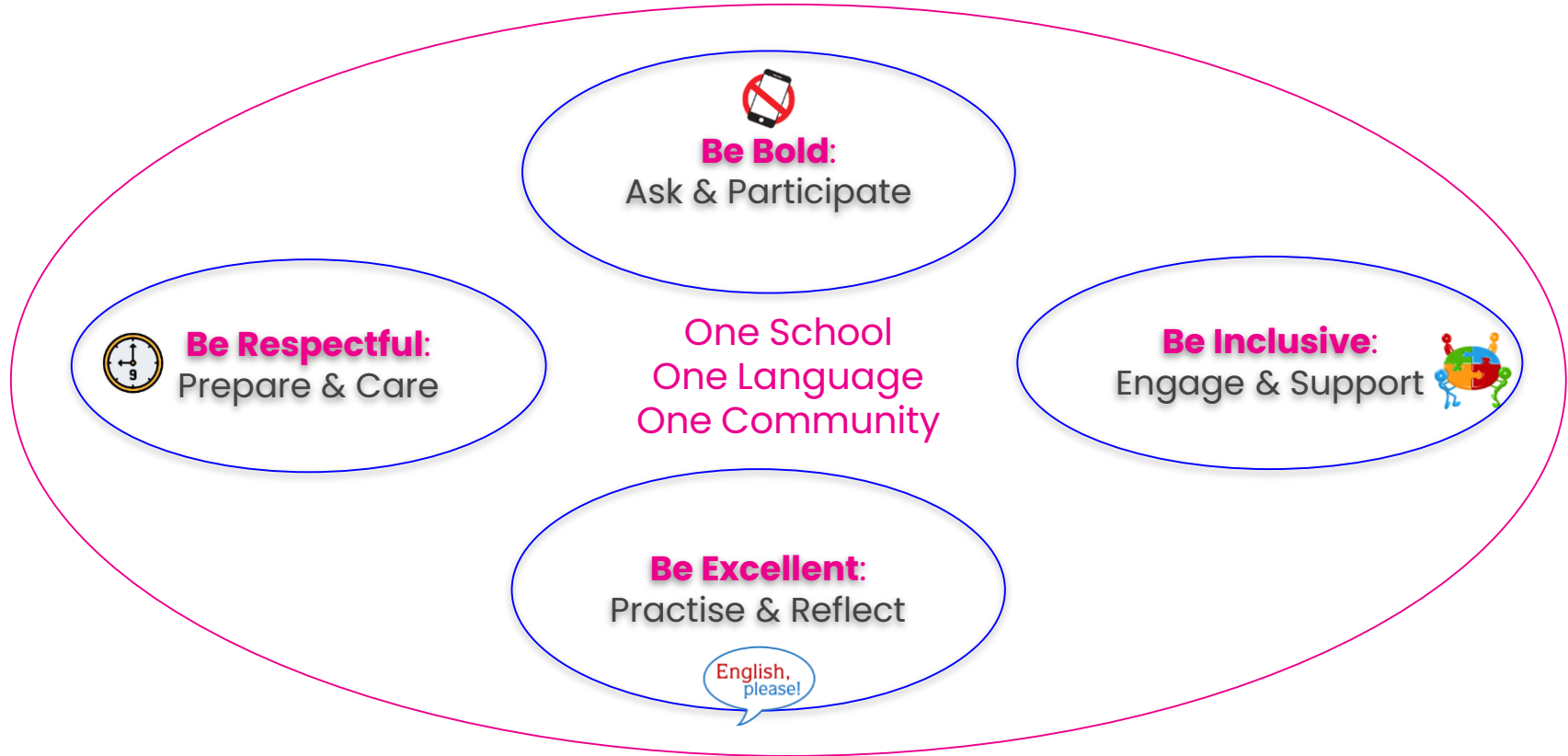


## Absence from class

- If you are sick and too unwell to attend class, you might want to see a GP (doctor)
- GPs can provide you with a **Medical Certificate**
- Please send a copy to Student Services
- Keep the original Medical Certificates as evidence for the immigration department
- A Medical Certificate **cannot excuse your absence** from class. You must be marked absent any time you are not in the class.



# Create a great learning experience



**AND DON'T FORGET TO HAVE FUN!**

---

# Our Courses & Extra Activities



# Our courses – Your journey

- **Same price for all courses**

## **General English**

### **Pronunciation**

### **Official Exam Preparation:**

- Cambridge Preparation
- IELTS Preparation

## **English for Specific Purposes:**

- English for Vocational Studies
- English for Academic Purposes
- English for Business
- English + Creative Technology



# Extra classes

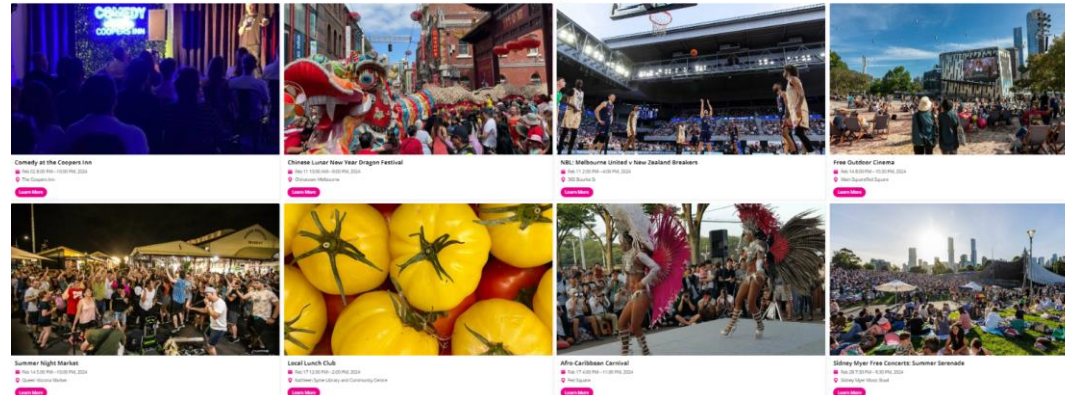
- **Help Club** (Help with grammar)
- **Speaking Club** (Speaking practice)
- **Professional Speaking Club** (Work communication)
- **Friday Day Electives** (Fluency & Pronunciation / Excursion)
- **Career Hub** (CV & interview preparation)
  - first Friday of the month, register at the end of your orientation



# Monthly Activities Calendar

Keep an eye on your inbox for our monthly emails with:

- useful information
- our monthly student activity calendar
- important events





# Your vocational journey beyond English

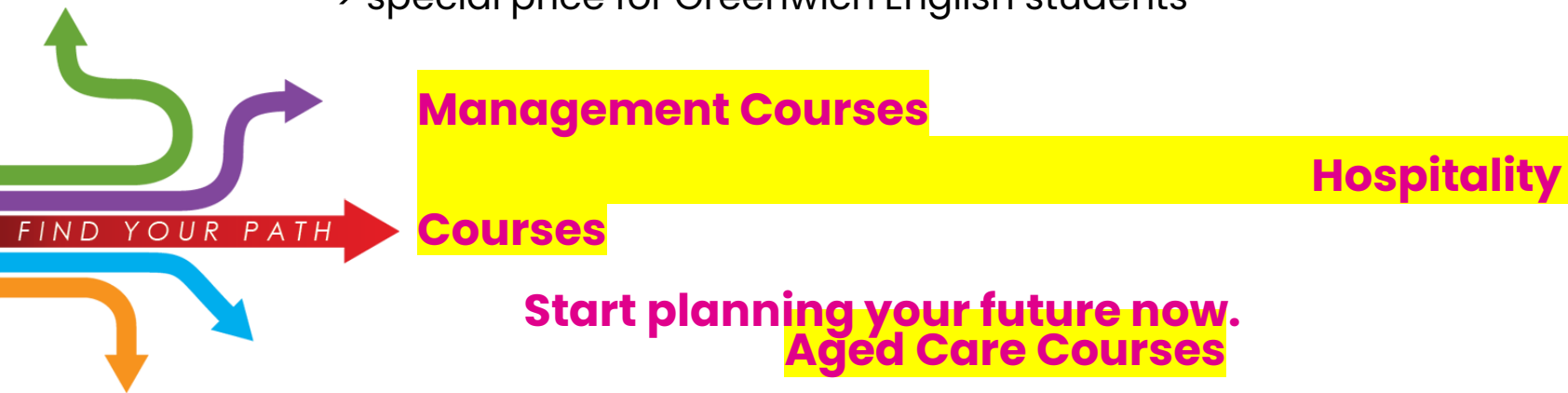
**I want to stay longer in Australia.**

**I would like to study a vocational course (VET).**

**I want to ready myself for the future job market.**

**If this is you, our GREENWICH VET COURSES could be your answer:**

- > direct entry
- > future career oriented recognised qualifications
- > special price for Greenwich English students



---

# Completing your Orientation



# Final Checklist

1. Check your **Letter of Offer** for your course duration, holidays and fee due dates



## LETTER OF OFFER AND STUDENT INVOICE

Date: 26 May 2022

Document Number:

### YOUR DETAILS

Student Number:

Student Name:

Date of Birth:

### COURSE DETAILS

Course Details:

**General English Day** (Campus: Sydney - English) (CRICOS Code: 0101351) (25.00 hours/week) From **5 September 2022 To 2 December 2022**, Duration: **13 week/s**  
**General English Day** (Campus: Sydney - English) (CRICOS Code: 0101351) (25.00 hours/week) From **2 January 2023 To 31 March 2023**, Duration: **13 week/s**

Representative:

### FEE DETAILS

**General English Day**

**\$4,095.00**

**Material Fee**

**\$260.00**

**General English Day**

**\$3,465.00**

Fees/Subtotal inclusive of Discount/Scholarship

**\$630.00**

**TOTAL FEES DUE \*(includes GST)**

**\$7,820.00**

### INSTALMENT PLAN

FEE NAME	DUE DATE	AMOUNT
General English Day	19/08/2022	\$3,780.00
Material Fee	Deposit payable upon acceptance	\$260.00
General English Day	18/11/2022	\$315.00
General English Day		\$3,465.00

# Final Checklist

2. Inform us of your Australian address and phone number within 7 days of arrival or any changes



## 3. Complete the English Online Registration Form



# Final Checklist

4. Request your digital student card:  
Email your photo to  
[student.melb@greenwichcollege.edu.au](mailto:student.melb@greenwichcollege.edu.au)



\*Your photo must be clear, have a plain, light or white-coloured wall in the background, and your eyes must be open and visible (not obstructed by hair or glasses, no red eyes)



# Final Checklist

5. Pick up your **Circles.Life** sim card



CIRCLES.LIFE



# Final Checklist

6. Keep an eye on your upcoming welcome sessions.



## 7. Have Fun 😊

And if you have any problems, speak with your teacher first.

Remember to be patient and allow time to settle in.



---

# Questions?





# Thank you!