

OFFICIAL

Welcome to The Gordon



2025 April

Real skills. Real experience. Real outcomes.

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Student Services and Support



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International Office

Where to find us:

- Room T1.04, T Building, Geelong City Campus
- E: international@gordontafe.edu.au; P: 03 5225 0920
- Orientation program
- International student obligations and visa conditions
- Accommodation and airport pickup arrangements
- General advice on Overseas Student Health Cover (OSHC)
- Referrals to other Gordon support services
- Any welfare issues where you may need some support

Customer Service

Services

- Fee payment • Student ID card • Printing credit • Short course information • student account log-in • General campus enquiries

Locations

- Geelong City Campus H Building
- East Geelong H Building
- Werribee Campus



Personal Counselling Support

- feeling homesick and lonely • grief and loss • cultural differences • stress, anxiety and depression • balance study, work and social life • study issues • relationship issues • abuse and assault • when someone makes you feel uncomfortable



FREE AND CONFIDENTIAL COUNSELLING SERVICE ALL STUDENTS!

- **Location:** Geelong City, East Geelong and Werribee Campus
- **P:** (03) 5225 0963
- **E:** counsel@gordontafe.edu.au
- **W:** https://www.thegordon.edu.au/student-portal/wellbeing-and-support/counselling_welfare_support

Career Services

The Gordon Skills and Jobs Centre offers free and confidential services as well as CareerHub to help you develop your skills, guide you in the right direction, create that winning application and achieve your career goals.

Location: Geelong City Campus, G building, level 1

P: (03) 5225 0700 | **E:** skillscentre@gordontafe.edu.au



One-stop shop for everything career-related including:

- local listings of jobs, apprenticeships, traineeships, volunteer opportunities
- workshops and events
- resources including sample resumes, interview tips and online job boards

Library



City Campus Library Building H



East Campus Library Building H

Library



Books & eBooks



Articles & Reports



Research & Referencing



WIFI



PCs, Laptops and Other
Equipment Available



Printer/Photocopier/Scanner



Spaces to Study and Relax

Library website

<https://thegordon.libguides.com/library>



Resource Guides



Research and
Referencing



Learning Support



Tech Help



Book a Library Tour,
Class or Consultation



Suggest a Resource



Copyright



Digital Literacy

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Learning Support

Learning Support can provide tools and tips to help improve your skills for your study, support is available via workshops, study groups and individual appointments.:

- language and literacy
- maths and numeracy
- assessment planning
- assignment writing
- reading and note-taking
- time management and creating study plans
- preparing for oral presentations
- using computers for study (including Gordon Online, Microsoft 365, OneDrive, Gordon email, organising your files)

Visit us in the library, email learningsupport@gordontafe.edu.au or make an appointment online.

Gordon Network and Student Account

eCentral: your student records, enrolment, pay fees, view results

Student Email: studentnumber@gordontafe.edu.au

Gordon Online: your online learning space

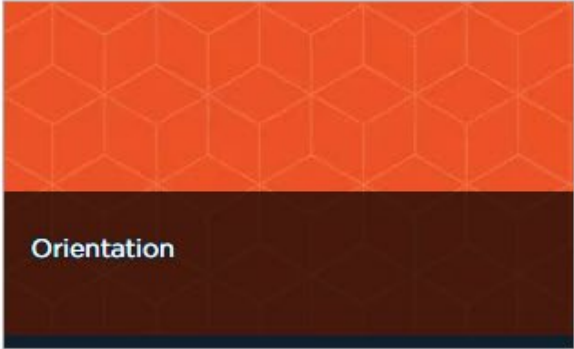
You will login to the Gordon network using your username and password.

- Username: your student number
- Password: If you have forgotten your password, you can reset it via the eCentral login page.

Student Portal

The Student Portal makes it easy for you to access the critical information and support available to you at The Gordon.

<https://www.thegordon.edu.au/student-portal>

A rectangular tile with an orange top half and a dark brown bottom half. The top half has a faint geometric pattern of interconnected lines forming a series of triangles and hexagons. The text "Orientation" is written in white on the dark brown background.

Orientation

A rectangular tile with a purple top half and a dark purple bottom half. The top half has a faint geometric pattern of interconnected lines forming a series of triangles and hexagons. The text "Enrolment, results and money matters" is written in white on the dark purple background.

Enrolment, results and money matters

A rectangular tile with a lime green top half and a dark green bottom half. The top half has a faint geometric pattern of interconnected lines forming a series of triangles and hexagons. The text "Library and Learning Support" is written in white on the dark green background.

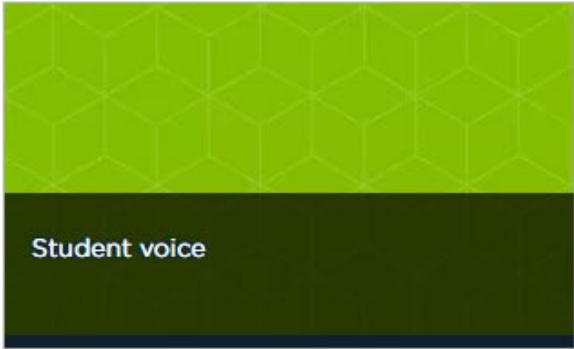
Library and Learning Support

A rectangular tile with a blue top half and a dark blue bottom half. The top half has a faint geometric pattern of interconnected lines forming a series of triangles and hexagons. The text "Student wellbeing and support" is written in white on the dark blue background.

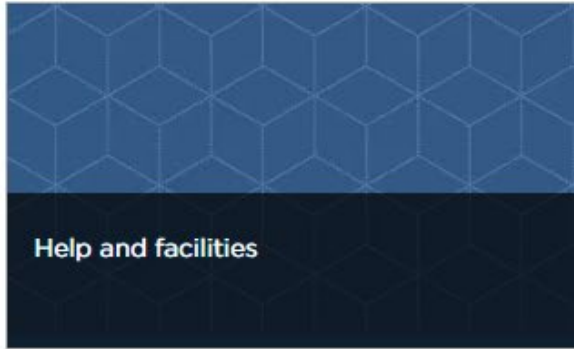
Student wellbeing and support

A rectangular tile with a purple top half and a dark purple bottom half. The top half has a faint geometric pattern of interconnected lines forming a series of triangles and hexagons. The text "Skills and jobs" is written in white on the dark purple background.

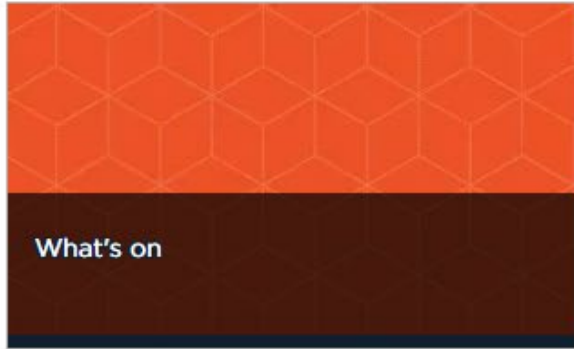
Skills and jobs

A rectangular tile with a lime green top half and a dark green bottom half. The top half has a faint geometric pattern of interconnected lines forming a series of triangles and hexagons. The text "Student voice" is written in white on the dark green background.

Student voice

A rectangular tile with a blue top half and a dark blue bottom half. The top half has a faint geometric pattern of interconnected lines forming a series of triangles and hexagons. The text "Help and facilities" is written in white on the dark blue background.

Help and facilities

A rectangular tile with an orange top half and a dark brown bottom half. The top half has a faint geometric pattern of interconnected lines forming a series of triangles and hexagons. The text "What's on" is written in white on the dark brown background.

What's on

Orientation



Get Ready

Find out what you need to do and get ready before your first class starts. You will also find a printable checklist here to help you.

[Before classes start >](#)



Get Started

Find out how to make the most of your first week. There is information about setting up Wi-Fi, library tours, term planners and more.

[Your first week >](#)



Get Connected

Once classes have started, take time to find out what you can do to stay on track, build skills that will set you up for success and take you one step closer to your future career.

[Your first month >](#)



Events & Activities

Find out what events and activities are coming up that you could get involved with.

[What's on >](#)

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Enrolment, results and money matters



Important dates

Term dates, public holidays and key Gordon events.



Understand your rights and responsibilities

Understand the Student Code of Conduct and other important information about your rights and responsibilities at The Gordon.



Academic Awards, Certificates, Results and Graduating

Information about graduating and how to access your academic awards, results and certificates online through My eQuals.

How to...

- Get a student ID card
- Get an academic transcript
- Purchase books and uniforms
- Reset your password
- Update your contact details
- ...

Timetables

<https://www.thegordon.edu.au/student-portal/library-learning-support/timetables>

Check your timetable 

Help guides

How to view a timetable online

How to add a timetable* 

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Timetables



Home

Date Picker

Event Filter

Share

Help

Event

Unit: Induction [Induction]

Room: CITY.H2.08 Play room/GP

Staff: Jayne Grigg

Group: ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care Feb FT Grp 1 2025 (Geelong)]

Date: 1/28/2025 8:45 AM-12:00 PM

Courses: CHC30121 [Certificate III in Early Childhood Education and Care]

Notes:

Group

ECEC_C3C_25_G1 (Certificate III in Early Chil...

ECEC_C3C_25_G1 (Certificate III in Early Childhood Education and Care Feb FT Grp 1 2025 (Geelong))

today



February 2025

Mon	Tue	Wed	Thu	Fri
27	28	29	30	31
Australia Day Public Holiday	8:45 AM Induction [Induction] CITY.H2.08 Play room/GP Jayne Grigg ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care] 12:45 PM Induction [Induction] CITY.H2.08 Play room/GP Jayne Grigg ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care]		8:45 AM CHCECE056 [Work effective] CITY.H2.08 Play room/GP Jayne Grigg ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care] 12:45 PM CHCECE056 [Work effective] CITY.H2.08 Play room/GP Jayne Grigg ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care]	
3	4	5	6	7
8:45 AM CHCECE031 [Support] CITY.H2.08 Play room/GP TBA EARLY CHILDHOOD ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care] 12:45 PM CHCECE031 [Support] CITY.G3.13 C/GP TBA EARLY CHILDHOOD ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care]	8:45 AM HLTWHS001 [Participate] CITY.H2.08 Play room/GP Jayne Grigg ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care] 12:45 PM HLTWHS001 [Participate] CITY.H2.08 Play room/GP Jayne Grigg ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care]		8:45 AM CHCECE056 [Work effective] CITY.H2.08 Play room/GP Jayne Grigg ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care] 12:45 PM CHCECE056 [Work effective] CITY.H2.08 Play room/GP Jayne Grigg ECEC_C3C_25_G1 [Certificate III in Early Childhood Education and Care] Geelong City Campus CHC30121 [Certificate III in Early Childhood Education and Care]	

Library and Learning Support



Learning Lounge

Develop the skills that you need for your course at anytime of the day with short self-paced activities via the Learning Lounge in Gordon Online



Library

Visit the Gordon Library online or on campus to access course specific resources, and support with research skills, referencing and using technology or programs.



Bookshop and uniforms

Bookshop and Uniform Find out where you can go to buy books, equipment and uniforms for your course.



Assessment Guide

Important information that will help you to get a better understanding about assessments at The Gordon.

IT essentials

Accessible devices and software



Computers: What to know if you bring your own device



Recommended computer specifications



Use of mobile devices within the classroom



Computers: Find one on campus



Email



Print, photocopy and scan on campus



Reset your password



Retrieve your student ID



Wi-Fi



International student support

Student Portal / Student wellbeing and support / International student support



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International Student Requirements



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Student Visa Conditions

Your visa has a number of MANDATORY visa conditions. These conditions MUST be kept.



Student Visa Conditions

Condition number	Description
8104	Work restriction • You cannot work more than 40 hours per fortnight when your course is in session (other than work which has been registered as a part of the course). • You can work for more than 40 hours per fortnight during term breaks. • From 1 July 2023, work restrictions for all other student visa holders will be re-introduced and capped at the increased rate of 48 hours per fortnight.
8202	You must meet course requirements: • remain enrolled in a registered course • maintain enrolment in a registered course that is the same <u>Australian Qualifications Framework (AQF) level</u> or higher for which we granted your student visa. • maintain satisfactory attendance in your course and course progress for each study period as required by your education provider

Student Visa Conditions

8501	You must have and maintain adequate health insurance for the whole of your stay in Australia
8516	You must continue to satisfy the criteria for the grant of the visa. This means, for example, that you continue to have sufficient financial capacity to support your study and stay in Australia.
8533	Inform provider of address • You must let your education provider know your residential address within 7 days of arriving in Australia if you were outside Australia when your visa was granted. • If your residential address changes you must let your education provider know within 7 days of the change.

Confirmation of Enrolment (CoE)

A Confirmation of Enrolment (CoE) is an official document issued by The Gordon to international students who intend to study on a Student visa.

You are expected to complete their course within the duration on the CoE.

If you can't complete your program within the expected duration on your CoE, you need to request for CoE extension to International Office.

Your Student Visa

KNOW YOUR VISA EXPIRY DATE. ENSURE THAT YOU APPLY FOR A NEW VISA BEFORE YOUR CURRENT VISA EXPIRES.

The Gordon is not responsible for reminding you when your visa expires. You need to be responsible for your own student visa and ensure that you maintain it at all times.

Allowing your student visa to expire is a serious matter and may result in you being required to leave Australia and being subject to a 3 year ban from re-entering the country.

Understand Your Rights and Responsibilities

- Comply with student visa conditions
- Comply with Gordon student conduct
- Pay fees on time
- Inform us if you change your address and contact details
- Maintain satisfactory attendance and course progress
- Specific rules and policies applied to deferment, suspension, cancellation of enrolment, course withdrawal, changing provider
- Complaints and appeals

The Gordon Student Code of Conduct

The Gordon's Student Code of Conduct is designed to provide a supportive and equitable learning environment for all students. It outlines expected behaviours of everyone studying at The Gordon. In general, it is expected that as a student, you will:

- take responsibility for your learning
- contribute to a healthy and safe learning environment
- respect yourself and others
- show respect for your learning environment

Please take a few minutes to watch [the video](#) and [read the full Code of Conduct](#).

Attendance and Progress Requirements

The Gordon is required to monitor the overseas student's course progress and attendance according to ESOS ACT 2000 and the National Code 2018

[Monitoring Attendance and Course Progress Policy and Procedures – International Students](#) describes the Gordon's policies, procedures and management of monitoring attendance and course progress of international students.

Maintain Satisfactory Attendance

You must attend all timetabled classes, practical activities and excursions. Poor attendance is a primary contributor to poor academic performance.

- If you do not complete a unit due to non-attendance and fail to notify your teacher, you may be charged further fees to complete the unit.

Maintain Satisfactory Course Progress

You are required to achieve satisfactory course progress.

A student will be identified as **“at risk of unsatisfactory progress”** if they present the following issues:

- poor attendance or absence
- at risk of failing a unit (i.e. failing key assessments or tasks)
- failing unit(s)
- failing prerequisite unit(s) which prevent the student from continuing studies in the current semester
- failing 50% of enrolled units in one semester

Intervention Strategy

The Gordon will activate intervention actions to help students identified as “at risk of unsatisfactory progress”

- warning
- attending extra learning support with teaching staff or study support
- being withdrawn from “at risk” units and re-enrol
- re-enrolling failed units (re-enrolment fee applies)
- suspension or deferment of enrolment

Reporting “unsatisfactory progress”

- A student will be identified as “unsatisfactory progress” when they:
 - fail the same unit(s) in the second enrolment
 - fail 50% of enrolled units in two consecutive semesters
- The Gordon will notify you of the intention to report you to DHA for unsatisfactory course progress
- Students have 20 days to appeal against this notice
- For an unsuccessful outcome of appeal, The Gordon will notify DHA and cancel your enrolment

Change of Enrolment

Deferment • Leave of Absence • Course withdrawal • Changing course • Changing provider

- Specific rules and policies applied to international students
- Change of enrolment may impact compliance with your visa conditions

Leave of Absence

- Leave of absence is available on the grounds of compassionate and compelling circumstances
- Maximum duration is for one semester
- Policy: Deferring, Suspending or Cancelling Enrolment Policy and Procedure - International Students

Changing provider

- International students are restricted from transferring between providers prior to completing six months of the principal course
- If you are offered packaged courses, the principal course is the final course in the package
- If you wish to change providers prior to completing 6 months of your principal course, you must apply for a release
- Policy: [The Gordon's Students Transfer Policy and Procedure – International Students](#)

Suspension and Cancellation of Enrolment

The Gordon may cancel or suspend a student's enrolment on the basis of:

- Misbehavior by the student as in accordance with Student Conduct Policy
- The students failure to pay fees owed to undertake or continue the course as stated in the offer letter
- A breach of course progress and attendance requirements by international students

Policy: Deferring, Suspending or Cancelling Enrolment Policy and Procedure - International Students

Health and Safety



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Health and Wellbeing

Feeling unwell?

It's not an emergency



Locate your nearest doctor



Book an appointment with your doctor. Arrive 15-20 minutes early to fill out any paperwork your doctor needs.



The doctor will treat you and will determine if you need medicine or need to see a specialist.

It's an emergency



In an emergency, call the ambulance service immediately on **000**.



They will send you an ambulance if required



Go directly to the Emergency Department of a public hospital

Emergencies

For Emergency Services call 000 (Police, Fire and Ambulance)

Emergency assistance on campus

- Contact a staff member
- On-campus Security
 - Geelong City Campus: ext 4999 or (03) 5225 0999
 - East Geelong Campus: ext 2300 or 0409 010 858



Act in An Emergency

In case of an emergency requiring evacuation:

- Follow staff instruction
- Leave by the nearest, safest exit (do not use a lift)
- Assist anyone in immediate danger (if safe to do so)
- Assemble in the evacuation area (evacuation maps are located in every building)
- Do not re-enter the building until advised by the relevant authority.



DO NOT USE A LIFT DURING ANY EVACUATION EMERGENCY OR DRILL

Health and Safety Information

Visit [International Students Health and Safety advice \(thegordon.edu.au\)](https://thegordon.edu.au)

Road Safety



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TAFE VICTORIA

the
Gordon

Beware of Scams



<https://www.scamwatch.gov.au/>

COVID-19

Current COVID-19 (coronavirus) scams

Scammers are using the spread of COVID-19 (coronavirus) to take advantage of people across Australia.



Attempts to gain your personal information

Scammers use all kinds of sneaky approaches to steal your personal details. Once obtained, they can use your identity to commit fraudulent activities such as using your credit card or opening a bank account.



Buying or selling

Scammers prey on consumers and businesses that are buying or selling products and services. Not every transaction is legitimate.



Dating & romance

Scammers take advantage of people looking for romantic partners, often via dating websites, apps or social media by pretending to be prospective companions. They play on emotional triggers to get you to provide money, gifts or personal details.



Fake charities

Scammers impersonate genuine charities and ask for donations or contact you claiming to collect money after natural disasters or major events.



Investments

If you are looking for a fast way to make money, watch out – scammers have invented all sorts of fake money-making opportunities to prey on your enthusiasm and get hold of your cash.



Jobs & employment

Jobs and employment scams trick you into handing over your money by offering you a 'guaranteed' way to make fast money or a high-paying job for little effort.



Threats & extortion

Scammers will use any means possible to steal your identity or your money – including threatening your life or 'hijacking' your computer.



Unexpected money

Scammers invent convincing and seemingly legitimate reasons to give you false hope about offers of money. There are no get-rich-quick schemes, so always think twice before handing over your details or dollars.



Unexpected winnings

Don't be lured by a surprise win. These scams try to trick you into giving money upfront or your personal information in order to receive a prize from a lottery or competition that you never entered.

International Student Working Rights

As an international student working in Australia, you have the same protections and obligations as any Australian in the workplace.

Safety

Paying tax

Payslips

Working hours

Minimum wage



Fair Work
OMBUDSMAN

Visit Fair Work Ombudsman to



Study Melbourne has
international students

for

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Legal Support



Barwon Community Legal Service offers free legal information – employment rights, family violence, consumer rights, financial issues, housing and tenancy, motor vehicle accidents....

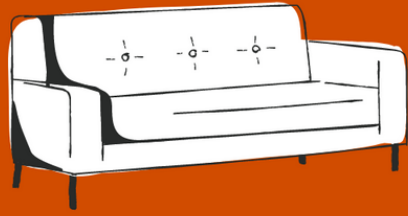
Visit <https://www.barwoncommunitylegal.org.au/>



If you need help understanding the law or you have a legal problem, Study Melbourne Student Centre support staff can refer you to its [International Student Employment and Accommodation Legal Service](#).

Phone: 1800 056 449 (free call from landline phones)

Email: info@studymelbourne.vic.gov.au



the lounge

international student centre

A vibrant and inclusive hub for international students to socialise, learn, and grow. Join us for fun events and workshops that cater to your interests and needs!



5 - 8 PM Every Mon & Thur



239 Malop St., Geelong VIC



STUDY MELBOURNE



OFFICIAL



Study Melbourne Hub

Come and visit us:

17 Hardware Lane, Melbourne, 3000

Tel: 1800 056 449

Email: info@studymelbourne.vic.gov.au

- Unique space for international students in Victoria
- Informal study areas, free wifi, tea, coffee and snacks
- Regular social and fun events
- Free and confidential student support services
(e.g. financial hardship, wellbeing and mental health support)
- Free legal service (accommodation and employment issues)
- Services offered in person (Mon – Fri 9-5) and via phone



STUDY MELBOURNE

International Student Employment and Accommodation Legal Service

- A free legal service for international students
- Professional advice and support on employment and accommodation matters
- Know and understand your rights
- Contact the Study Melbourne Hub for a referral

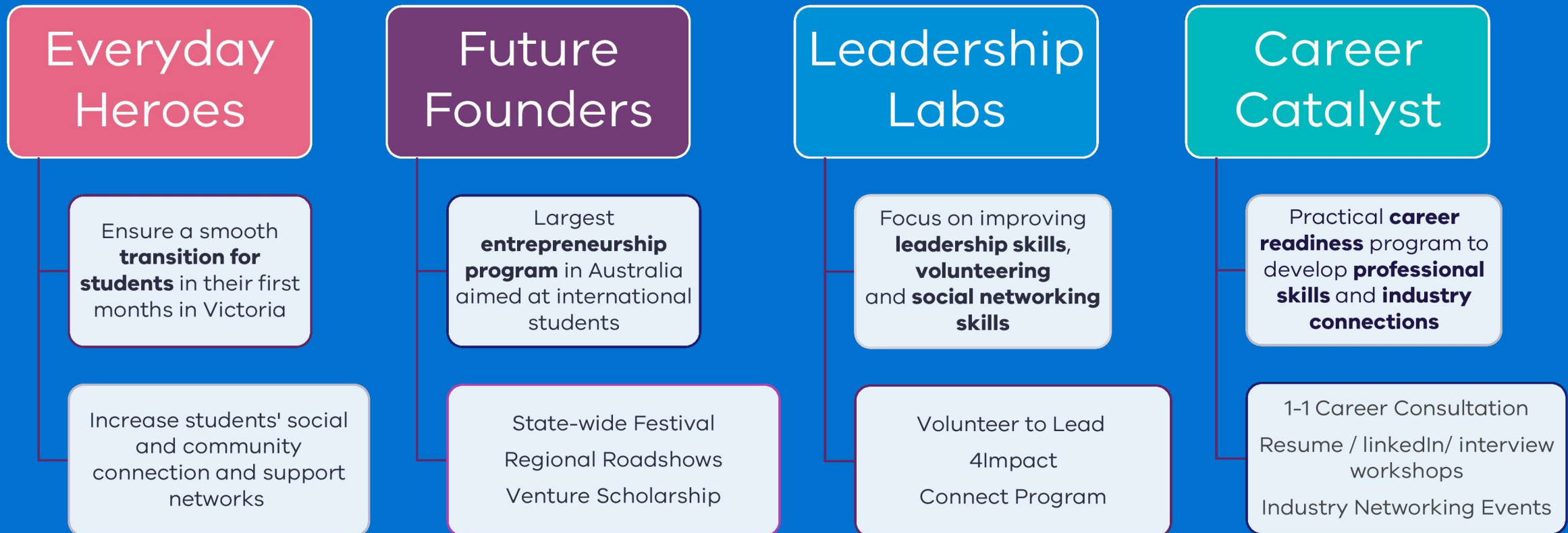


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Study Melbourne Student Programs

Empowered Series <https://www.studymelbourne.vic.gov.au/empowered-series>

A Victoria Government initiative for international students and alumni



Connect with us and other international students

<https://www.studymelbourne.vic.gov.au/>

Sign up to our Monthly Newsletter

Follow us on Social Media @studymelbourne

 Facebook

 WeChat 微信

 Twitter

 Instagram

 LinkedIn

 Youtube



Any questions?



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