MELBOURNE POLYTECHNIC
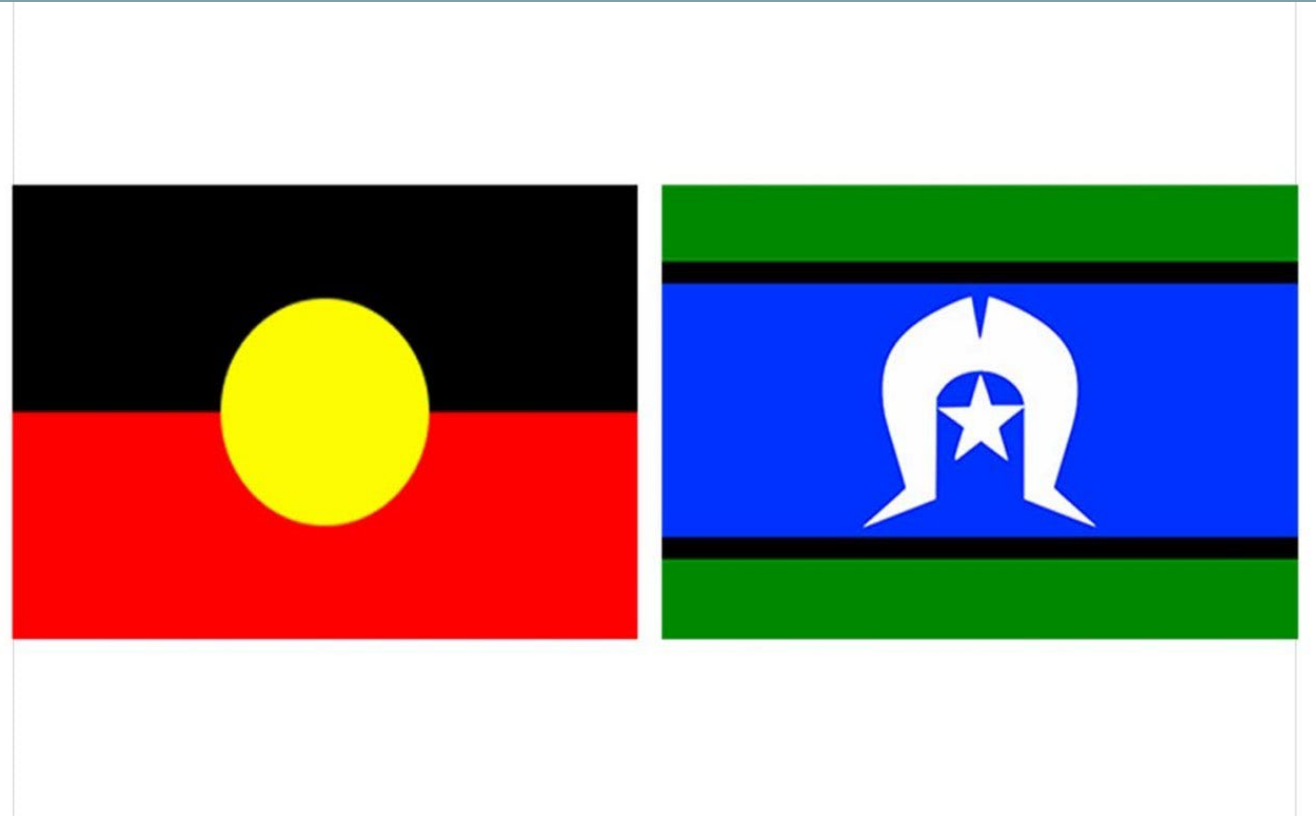## INTERNATIONAL STUDENT ASSOCIATION

International Students Welcome Session

Like us on Facebook - MPISA

Acknowledgment of Country

MPISA acknowledges the Kulin Nation Peoples' traditional learnings and teachings which occurred for thousands of years on the land where Melbourne Polytechnic's campuses are now located. We pay respect to the Elders, past and present.

Chewy Fang
International Student Liaison Officer

Office:

- Preston Campus (Building C, SLAM Room 115)

Email:

- chewyfang@mp.edu.au

- Mobile: 0450 651 405

Singapore

Today's Session

- Important Contacts
- Student Visa
- Student Log-In details
- Student Learning site: Moodle
- Library resources and IT Help
- Learning Skills and Study support services
- International Student Mental Health Peer Support Worker - Elvis Martin
- Counselling Services
- Student Life at Melbourne Polytechnic (SLAM) & Melbourne Polytechnic International Student Association (MPISA)
- Employment & Accommodation: Rights & Responsibilities
- Services and social activities around Melbourne thru Study Melbourne & Ask Izzy

INTERNATIONAL OFFICE KEY CONTACTS

For general international students enquiries such as tuition fees, student visa, COE, deferment, change of contact details:

international@mp.edu.au

+61 3 9269 1666

Student Visa requirements

- Maintain satisfaction academic progression and attendance

- Notify international@mp.edu.au for change of address and contact details

- Changes to enrolment: e.g reducing study load, deferring your studies, changing course can impact your student visa.

- Contact international office: international@mp.edu.au for advice.

- Unrestricted work rights for students to end on 30 Jun 2023

Emergency Contacts

**Life-Threatening Emergency
(Police, Ambulance, Fire)**
Call 000

International Office
9269 1666
the International Office number will be
directed to a call centre after 5pm

Save this number
1300 635 276

Tech support
Counselling appointments
Library help
Student Hub

1300
635
276

Course Enrolment & Orientation

1) Create your USI

2) Enrolment Process

3) Course Enrolment & Orientation

Create your USI

USI Unique Student Identifier

- **Step 1:** Go to this link – https://www.usi.gov.au/
- **Step 2:** Select Click here to **Get a USI**.
- **Step 3**: Select **Create USI** – if you haven't already made a USI account.
- **Step 4:** Complete the online form selecting **Non-Australian Passport (with Australian visa)** as document type.

Enter your First Name / Middle Name and Last Name exactly as they appear on your Visa Grant notice

Contact USI office if your USI can't be verify: **1300 857 536**

Why can't my USI be Verified?

Unique Student Identifier

The following details on your passport must match in order to verify your USI

- Family Name

- Given Name(s)

- Date of Birth

- Passport Number

- Country of Passport

Enter your First Name / Middle Name and Last Name exactly as they appear on your Visa Grant notice

Contact USI office if your USI can't be verify: **1300 857 536**

Complete Enrolment (or E-Form) Application Form

MELBOURNE POLYTECHNIC

Dear J,

Your application to enrol in 22331VIC - Certificate IV in Landscape Design has been received.

The next step is to complete your enrolment application online by clicking the **Complete Enrolment Application** button below.

If you have any questions or need help with your application please call us on 9269 8400.

Please login using the following details:

21250723	Reference Number
Email Address	As provided on your application form

Complete Application

Please note that evidence of citizenship/residency and proof of age is required to finalise your enrolment.

In addition, a new government initiative requires all students to provide their Unique Student Identifier (USI). Visit www.usi.gov.au to be issued with your personal USI and bring this along when you enrol.

Once you complete the enrolment application, you will be contacted by the Education and Course Advisor.

We look forward to welcoming you to Melbourne Polytechnic.

STUDENT LOGIN

Username: Student ID – s1234567@student.mp.edu.au

Password: date of birth in reverse (YYYYMMDD)

e.g DOB: 19/11/1997 the default password is 19971119

SINGLE SIGN ON for Email (Office 365), Moodle, Zoom, Thrive App, Student Portal

TO ACCESS YOUR EMAIL and other ONLINE services: go to https://www.melbournepolytechnic.edu.au/ > current students

use your Melbourne Polytechnic email address

(e.g s1234567@student.mp.edu.au) and password

Click on Current Students and Choose the site

ABOUT US ⌄   CONTACT US   CURRENT STUDENTS ⌄   STAFF ⌄

👤 LOCAL STUDENT ⌄

MELBOU[RNE]
POLYTE[CHNIC]

LOCATIONS   STUDENTS   INDUSTRY & PARTNERSHIPS

Search   🔍

Manage your password
Moodle
Student Portal
Email and Apps
Library and Learning Skills
Student Administration and Support
Submit a Student Request
Campus Locations and Facilities

NEVER STOP LEARNING

Apply Now. Start in February. Free TAFE and JobTrainer available.

GET STARTED

○ ○ ○

Find your perfect course today

🔍 Search a course

LOCAL STUDENTS ⌄

Leave a message 💬

nt-and-staff-portal/students/

Access Moodle via https://www.melbournepolytechnic.edu.au/ > current students

Log-in with: student email address & password

Any issues, contact:

moodlehelpdesk@mp.edu.au /

1300 635 276

Online chat: library.melbournepolytechnic.edu.au

Apps · My Drive – Google... · Yahoo · Melbourne Library... · Google Maps · VMware Horizon · 19 Meatless slow... · Naina's Kitchen –...

MELBOURNE POLYTECHNIC

Chewy CI-HUI
Profile - Home - Grades - Preferences - Log out

Browse all sites

A Guide to Melbourne Polytechnic - 2021

Attending Campus Student Induction - 2021
Progress: 0 / 1   0%

TAE40116 - Certificate IV in Training and Assessment (Offshore) - 2021
Progress: 8 / 139   6%

3

online.melbournepolytechnic.edu.au/course/view.php?id=39148

Apps My Drive - Google... Yahoo Melbourne Library... Google Maps VMware Horizon 19 Meatless slow... Naina's Kitchen –...

Student support ▾   Staff support ▾   Library ▾   e-Portfolio   My Media   Log Out

MELBOURNE POLYTECHNIC

Home / My Sites / TAE40116 - Certificate IV in Training and Assessment (Offshore) - 2021

TAE40116 - Certificate IV in Training and Assessment (Offshore) - 2021

CONTENTS

🔊 Listen ▶

TAE40116 Certificate IV in Training and Assessment

▸ **TAE40116 Certificate IV in Training and Assessment**

Virtual Classroom
Progress: 0 / 6

April 2021 Group Zoom Recordings
Progress: 0 / 23

Student activities
Progress: 0 / 1

Design Cluster
Progress: 5 / 21

Delivery Cluster
Progress: 3 / 28

Assessment Cluster
Progress: 0 / 44

TAEASS502 Design and develop assessment tools (for Upgrade ONLY)
Progress: 0 / 16

TAELLN411 Address adult language, literacy and numeracy skills (for Upgrade ONLY)

Trainer Resources

⟳ Site Dashboard

Welcome everyone!

TAE40116 Certificate IV in Training and Assessment qualification reflects the roles of individuals delivering training and assessment services in the vocat education and training (VET) sector. This qualification is also suitable preparation for those engaged in the delivery of training and assessment of compet workplace context, as a component of a structured VET program.

This Moodle site will be your classroom away from the classroom. Here you will find all your learning and assessment resources, communication from yo training team and any additional activities that may support your learning.

At Melbourne Polytechnic we pride ourselves in delivering high quality training programs that build skills and knowledge for tomorrow's trainers and asses allow you to maximise this opportunity we encourage you to

- actively participate in all workshops
- treat each assessment as a work task and create a folio that you can implement back in the workplace
- use your class peers as educators - you each have vast array of skills and knowledge tap into this
- share you experience, skills and knowledge with your class peers to maximise each others' learning experience
- engage in all set tasks - whether they be mandatory or not each activity is set so as to ensure you maximise learning opportunities
- develop a relationship with your trainer and coordinator so as to be able to exchange ideas and receive advice on your work and progress.

STUDENT PORTAL

Access Student Portal via https://www.melbournepolytechnic.edu.au/ > current students

Log-in with: student email address & password

Melbourne Polytechnic Student Email Address: s1234567@student.mp.edu.au & your password

MELBOURNE POLYTECHNIC | STUDENT PORTAL

Search this site

Home   Calendars   Policies and Procedures   Library   Student Services   Student News   Quick Links

MOODLE	LIBRARY	MP WEBSITE	EMERGENCY/EVACUATION	JOB BOARD	MYINFO
TIMETABLE	INTERNATIONAL STUDENTS	RESULTS	REMOTE LEARNING	WELLBEING	EXAM SUPPORT

Return to Campus

Return to Campus
Information

LATEST NEWS

MOODLE SINGLE SIGN ON

June 30, 2020

This process will bring improvements to the overall user experience for all Melbourne Polytechnic sy...

Alerts and Announcements

Scheduled

⊞ * : Library term break hours (1)

Download THRIVE

App Store   GET IT ON Google Play

MELBPOLY THRIVE

YOUR OFFICIAL STUDENT APP

Download it today

https://www.office.com

FREE!!

Microsoft 365

Melbourne Polytechnic Student Email Address:
s1234567@student.mp.edu.au & your password

Thrive, the MelbPoly student app

SLAM

STUDENT LIFE AT

MELBOURNE POLYTECHNIC

@SLAMTEAM
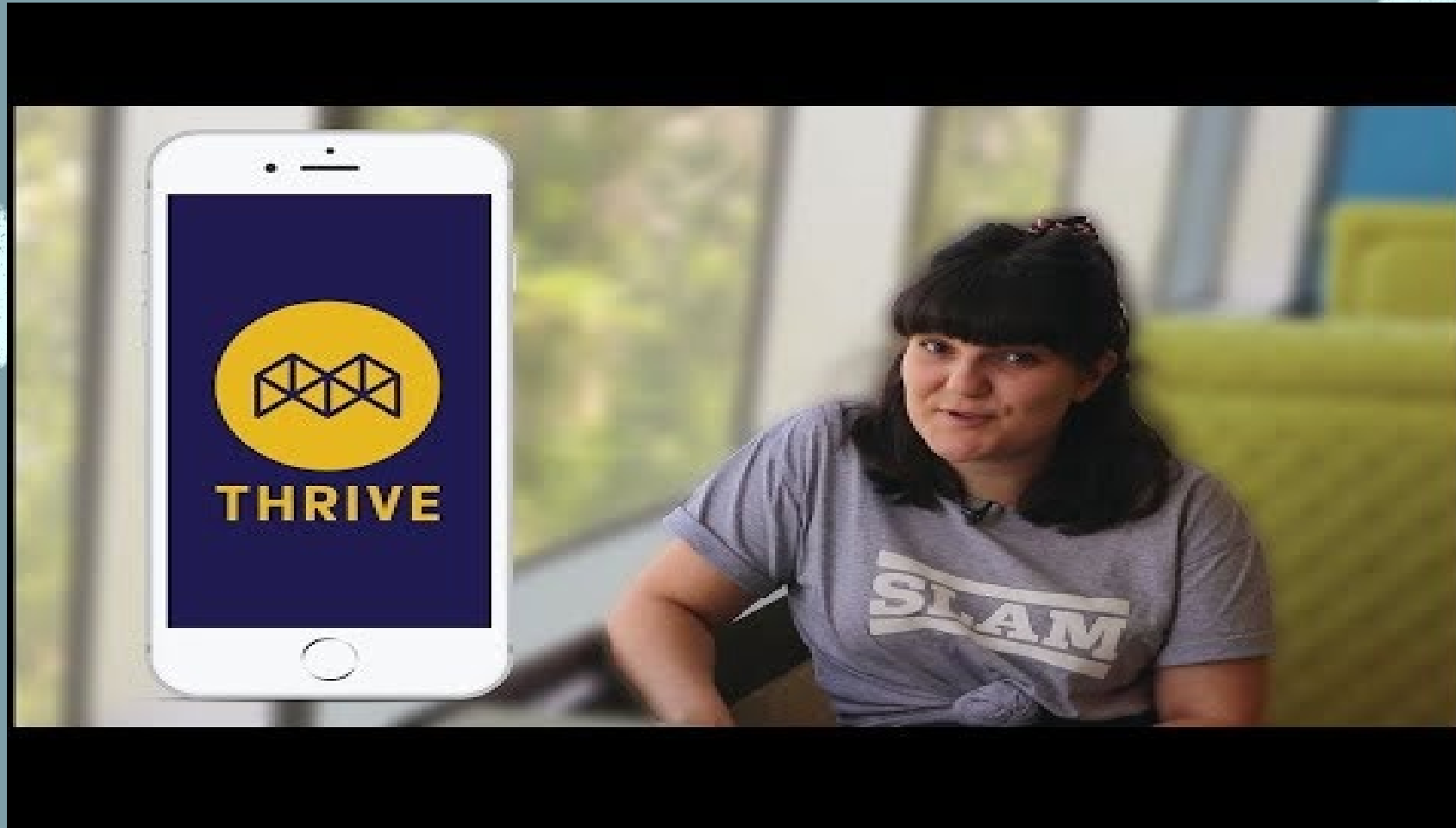
Learning Skills

LEARNING SKILLS SESSIONS

- Free Study Help Online Via ZOOM
- Email: **library@mp.edu.au** with your days/times you are free and type of help you need or call **9269 1349**
- Book an online **Learning Skills** session for help with your coursework, including:
  - Understanding Assignments
  - Essay & Reports
  - Numeracy Skills
  - Notetaking
  - Presentations
  - Writing Skills

MELBOURNE POLYTECHNIC

Chewy Fang

Profile - Home - Preferences - Grades - Log out

Browse all sites
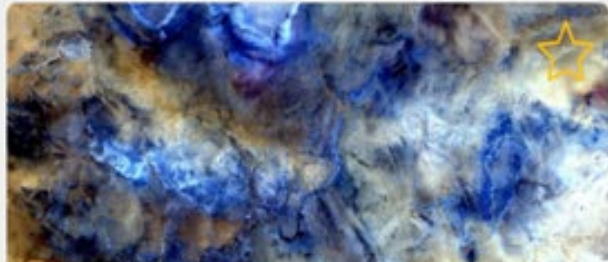
Deadlines
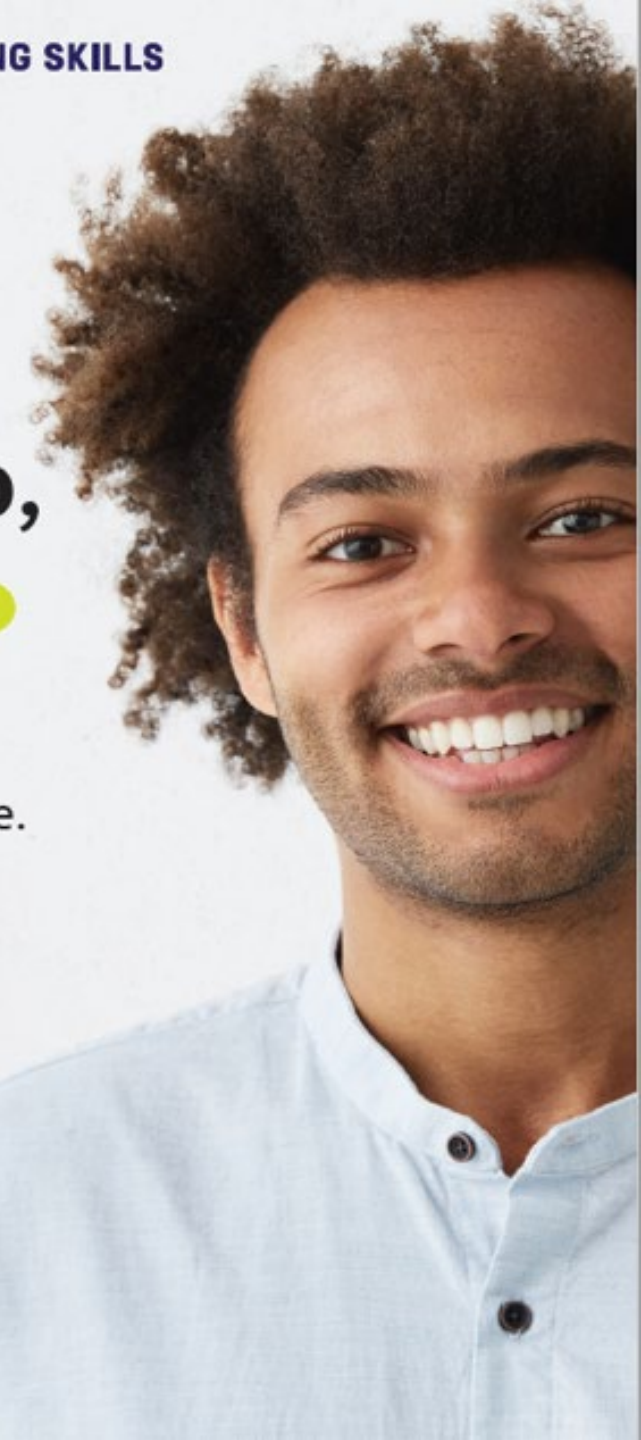
You have no upcoming deadline

View my ca

Moodle for remote delivery – Level 1 - 2020

Progress: 0 / 1   0%

Music Industry News and Events - 2020

People and Culture Learning Hub

Progress: 3 / 5   60%

Messages

You have no messages.

View my me

Forum posts

Jesse Roberts

Student Tech Help

Learning Skills Support

Studiosity

ERNI - MP referencing helper

Student Portal

Chewy Fang
Profile - Home - Preferences - Grades - Log out

Browse all sites

Deadlines

You have no upcoming deadlines.

View my calendar

Moodle for remote delivery – Level 1 - 2020
Progress: 0 / 1   0%

2

Music Industry News and Events - 2020

19

People and Culture Learning Hub
Progress: 3 / 5   60%

Messages

You have no messages.

View my messages

Forum posts

Jesse Roberts
Rehearsal and Recording Studio

Library

STUDENT HUB

- Help with anything that's not course related

- Results , statements, timetables, update personal details

- Located in the Library – Ground floor Building C Preston campus

- Call **1300 635 276**

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@SLAMTEAM

Connect with MPISA

WhatsApp group for MP International Students:

https://bit.ly/mpwhatsapp20

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INTERNATIONAL
STUDENT
ASSOCIATION

MPISA Facebook Group

As a member of MPISA you will have access to:
- Events and activities happening on campus and around Melbourne
- Volunteering opportunities with community partners
- Workshops and conference
- Assistance to organize and run activities for other international students
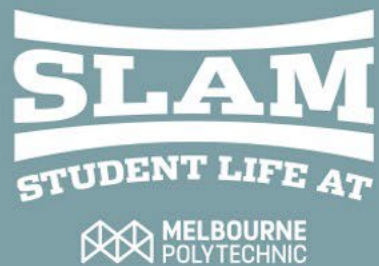
MELBOURNE
POLYTECHNIC

INTERNATIONAL
STUDENT
ASSOCIATION

MPISA Events

For more information & to register:

https://bit.ly/mpisaevent

To register:

https://bit.ly/mpisaevent

Upcoming MPISA Events

- **Fri 3 Feb** 10am: City Tour

- **Fri 24 Feb** 10am: City Tour

- **Mon 27 Feb** 6pm: What is TFN, ABN, ATO and how to apply? How to set up bank account? (online)

- **Fri 3 Mar** 11am: Understanding your Allianz Care Overseas Health Cover (online)

- **Wed 8 Mar** 6pm: Crime and Violence! What? Why? Where? (online)

- **Mon 27 Mar** 4:30pm: Visa and Migration Workshop (online)

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@SLAMTEAM

Join Us on Zoom
Every Wed
2pm – 3:45pm
Meeting ID: 812 3931 9405
Password: 700795

@SLAMTEAM

MP INTERNATIONAL STUDENT LEADERSHIP PROGRAM

If you like to:

- help other international students,

- organise events and programs to help make the lives of international students more fun and supportive

We WANT you!

To find out more and to apply go to:

https://bit.ly/mpisaisl

SLAM

STUDENT LIFE AT

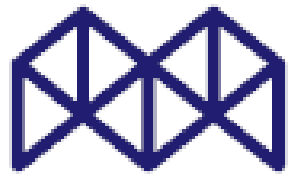MELBOURNE POLYTECHNIC

@SLAMTEAM

Volunteer at MelbPoly

Join a special group of student volunteers to have fun, give back and get a boost in your resume!

Step 1: Register to be a Volunteer at: https://bit.ly/polyvoly

Step 2: Receive a Welcome Email explaining how to join our volunteer platform, *Be Collective*

Step 3: Choose what Volunteer shift you want to take on.

Free Career Related services:
- Career Advice
- One-on-One resume and cover letter check
- Help with job searching
- Career workshops

To book an appointment: 9269 8400 or sjc@mp.edu.au or go to:

https://www.melbournepolytechnic.edu.au/locations/skills-and-jobs-centre

Located: Preston Building C

WELLBEING & SUPPORT

- A **free and confidential** short term service for all students

- The counsellors are qualified and experienced in managing a range of issues and concerns that students face

- To make an appointment call:

- **1300 635 276**

- Counselling Services are offered via remote telephone consultations

International Student Mental Health Peer Support Worker

To connect with Elvis, email: elvis@mp.edu.au

0405 404 573

Study Melbourne

is a Victorian Government initiative that provides **support** to international students in Victoria

FREE SERVICES BY STUDY MELBOURNE

- Events and Activities
- Free Legal Advice on accommodation and employment
- Case Worker support

CONNECT WITH STUDY MELBOURNE

- Website: https://www.studymelbourne.vic.gov.au/

- Join the Facebook Group: https://bit.ly/smisfb

- Phone: 1800 056 449

- Email: info@studymelbourne.vic.gov.au

- WeChat:

Work place Rights & Protections

Like many international students, you may get a part-time or casual job to help pay your living expenses while you study in Australia. It is important that you know your rights in the workplace.

Fairwork Ombudsman: https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/international-students

- https://www.facebook.com/fairwork.gov.au
- **Mon 27 Feb** 6pm: What is TFN, ABN, ATO and how to apply? How to set up bank account? (online)

International Student Free Legal Advice

Free Legal Advice when you need them:

Examples of legal advice could include: fines (including public transport, driving, toll and parking), traffic accidents, renting and tenancy, employment law, safety-related matters

- Inner Melbourne Community Legal: https://ishelp.org.au/
- Study Melbourne Student Centre: 1800 056 449
- Community Legal Centre: https://www.fclc.org.au/find_a_community_legal_centre

Ask Izzy

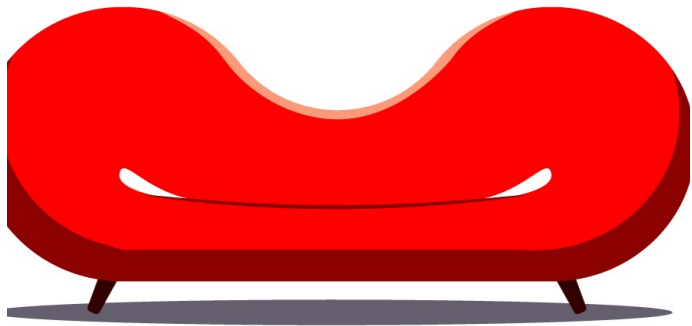Find the help you need, now and nearby https://askizzy.org.au

Ask Izzy is a website that connects people in need with housing, a meal, money help, family violence support, counselling and much more.
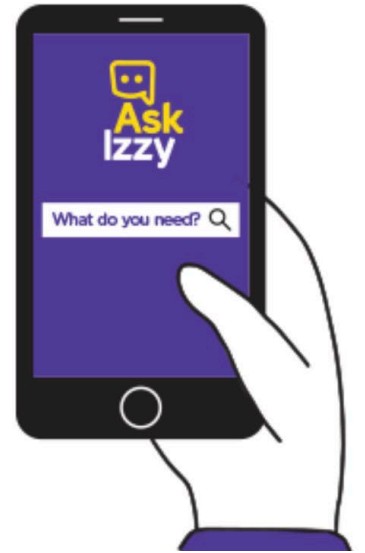
the couch
INTERNATIONAL STUDENT CENTRE

FREE FUN
FREE FOOD
GREAT
FRIENDS

Parking on Campus

If you wish to park on campus you will need to:
1.Obtain and display a current year student-parking permit on your car (available from the Library / Enrolment Centre at each campus.)
2.Pay for parking via the CellOPark Australia App (download from the App Store or Google Play)
OR
Purchase an eTicket from the machine in the carpark using a credit or debit card – refer to the signage for ticket machine use.

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@SLAMTEAM

Please give us your feedback

Thank you!
Good luck with your studies

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