STUDENT GUIDE
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WELCOME TO OUR COMMUNITY

It’s our pleasure to welcome to you to MARTIN. MARTIN has over 40 years of experience of training delivery. As a member of the MARTIN community, you now have access to opportunities and pathways to transform your career. Where ever you are from or where you want to go, everyone at MARTIN is dedicated to supporting you on your journey to success. You will gain new knowledge and skills and learn how to be adaptive in an ever-changing workplace developing skills for personal and professional growth that can be used in all aspects of your life. Skills for success are built into every element of our training and makes what we do highly regarded by employers. So congratulations, and welcome to MARTIN. Today is your first step to success and we’re thrilled to be part of your journey.

RESPECT

We believe everyone has the right to an education in an encouraging and supportive environment. As a member of our MARTIN community, it’s up to each one of us to make this a reality. We choose to show respect for everyone’s abilities, beliefs and cultural backgrounds, conducting ourselves appropriately in actions and physical presentation, and most importantly by being proud of our contributions to our MARTIN community.

HONESTY

Honesty involves being true to yourself and your community. Ask yourself why you’ve chosen to join this learning community? Is your decision about growing and developing yourself as a person benefiting both yourself and the world we all share? You’ll get the most out of your experience if you approach all aspects of your learning and interactions with openness and honesty.

Diligence

Diligence is about trying your best, giving your all to achieve your goals and dreams. We hope you connected with the question above about why you’re studying and agree this is about your growth. We believe you’ll benefit the most from your experience by diligently applying yourself to your studies, coming to class, accessing support services when you need it, and by participating in all the activities, events and learning opportunities available to you.
STUDENT SERVICES

STUDENT ID CARD

Your MARTIN student ID is your passport to student life. Keep it handy at all times you will need it to borrow books from the library and gain access to certain facilities.

UNIQUE STUDENT IDENTIFIER (USI)

Anyone undertaking a nationally recognised training program (all Martin students) must have a Unique Student Identifier (USI). Your USI, gives you access to your own online USI account that contains all your training records and results from 1 January 2015 onwards.

You can create your USI online at https://www.usi.gov.au/

If you haven’t already done so, please let MARTIN know your USI by dropping by student support services desk give us a call or email us.

STUDENT SERVICES

At Martin, the Student Services is your first point of contact for all services including access to your Program Manager or Facilitators, Student and Support Services and IT support. Student Services can help you with:

- Student Identification Cards
- Concession Travel Cards
- Financial support while you study
- Accessing your personal records or changing your details
- Making counselling or learning skills appointments
- Making appointments regarding your course
- Problems accessing your Study Smart or logging on to the computers
- IT support including paper, toner, printing and download limits
- Guidance when you don’t know where to go or who to speak to
- General information about policies and regulations

Contact student support services at StudentServicesBrisbane@studygroup.com

Support Services

We want to ensure everyone at MARTIN enjoys an inclusive and accessible learning environment. Our dedicated disability officer can help with facilitating assistive technology, study skills, confidential advice, guidance, and individual support plans for students with a disability.
We can organise services to meet your needs (such as sign language interpreters, readers or scribes), communicate with staff on your behalf if required, and encourage your independence so you can get the most out of your studies.

Counselling
Our on-campus counsellors offer confidential assistance to help you manage any issues in your life that may be affecting your wellbeing. Whether you are online or on campus, they offer support for complex issues, and can refer to external services if required. If you are feeling stressed, overwhelmed, confused, or just need someone to talk to, our student counsellors are here to help.

Learning Support- Language Learning and Numeracy (LLN): BASIC KEY SKILLS BUILDER
Basic key skills builder (bksb) is an online tool that provides us with important information about your current maths and English skills levels. We gather this information so we can give you the best possible support during your studies. If you have not completed a LLN assessment we encourage you to take the LLN test by the end of your first week of study. We’ll get in contact with you if we identify that you need assistance.

If you have any questions or concerns, please contact SGAVETsupport@studygroup.com

Understanding the LLN assessment process

Initial Assessment
• Interactive software that will identify your current working level for English and maths against the Australian Core Skills Framework (ACSF).
• It also identifies the appropriate level at which to take the diagnostic assessment.
• Personal report produced.

Diagnostic Assessment
• Interactive software that identifies specific gaps in your skills.
• For each skill gap, there is a learning resource covering skill development.
• Contains practical exercises and answers.
• Personalised learning plan produced.

Learning Resources
• For each skill gap there is a learning resource covering skill development, practical exercises, and answers.
• These are linked to your diagnostic assessment.

Skill Checks
• Over 200 interactive, self-marking skill checks, which are linked to areas, identified for development in the diagnostic assessment.
• This will prove you have gained the skill from the learning materials.

Other Online Resources
• Learning styles.
• ICT modules.
CONNECT WITH YOUR COMMUNITY

READY. SET. WORLD.

At Martin, we help make it easier to get the job (and life) you want. We know that different study approaches work for different people, so we take the time to find the path that’s right for you. Whether you need the flexibility of online learning, or want to fast track your career, you can do it at Martin.

JOIN US

PARTICIPATE

No matter your interests, we’ve got groups and programs to connect you into the community, make friends, and find mentors or potential business partners. Also if you have passion or interest we encourage you to start your own group.

https://www.facebook.com/martincollege
https://twitter.com/Martin_College

KEEP UP-TO-DATE

Don’t miss out on important news, events or course information. Please keep your personal email, postal address and mobile phone up to date.

PERSONAL and PROFESSIONAL DEVELOPMENT

LET MARTIN WORK WITH YOU...

CAREER DEVELOPMENT

The Career Development Program will arm you with essential tools and experience, putting you in the best possible position to develop your career.

Through our workshops and seminars we’ll provide you with resources on:

→ How to pick your career goals and create a career plan
→ How to search for the perfect job
→ How to write winning applications, résumé and cover letters
→ How to ace any job interview
→ How to find job placements, internships and volunteer work
→ How to make industry connections

BRIGHTLY CAREER HUB

SKILL UP

The Brightly Career Hub is specifically designed to guide you along your career journey. Supported and guided by our Career Advisors, you can access the tools you need to succeed in today’s job market and connect with employers and job opportunities.

FIND OUT MORE


Looking for Industry experience?
Connect with your Career Advisor today!

NSW - Chantal Abdurachman CAbdurachman@studygroup.com
VIC - Tyson Day TDay2@studygroup.com
QLD - Deb Backhouse DBackhouse@studygroup.com

If you are an online student, contact the Careers Advisor located closest to your state.
WHERE TO GET HELP

STUDY SMART
Contact your local Program Manager or Facilitator

General Information & Enrolment Enquiries
Student ID Cards, travel concessions, OSHC claims, IT support and other general enquiries
Student Services Officer
Email: Student Services StudentServicesBrisbane@studygroup.com
Or visit: Martin College Reception

COURSE CHANGES
Course changes, leave requests, academic support and other academic enquiries.
Email: Academic Administrator AcademicAdmin@martin.edu.au
Or visit: Martin College Reception
Or contact your campus Program Manager or facilitator

FEES & VET FEE HELP
Finance Helpdesk
Fee or financial enquiries, CAN reports, Vet Fee Help questions, payments, homestay.
Email: Finances@martin.edu.au

MARTIN EXPECTATIONS

Students can expect:
→ To be treated with respect and tolerance and to pursue academic goals without fear or intimidation
→ Access to information about College regulations, policies and procedures including research and study requirements and that they will be applied appropriately
→ The opportunity to engage with accessible and effective teaching and professional practice and to interact with researchers and research outcomes.
→ Campus staff to interact with students with honesty, integrity and in a timely manner
→ Recognition of the intellectual property rights of students to their work
→ Opportunities to contribute to the organisational and cultural life of the College and to be represented and actively involved in relevant Events and SRC committees
→ Opportunities to provide feedback for the improvement of the campus
→ A student centred approach to the provision of services including IT, library and student support
→ A safe and healthy campus environment
Martin expects students to:
Martin College’s standards of conduct for students are patterned on those required in business. Students are expected to:

→ Observe the College regulations, follow the directions given by staff and conduct themselves in a manner that is a credit to the College and their fellow students.
→ Treat others with respect and fairness regardless of their background or culture.
→ Avoid any behaviour that could offend, embarrass or threaten others.
→ Refrain from swearing, using obscenities or making offensive remarks in any language.
→ Refrain from harassing or disrupting others in the performance of their duties or studies.

COMMUNICATION

Study Group Student Email
→ Our main communication with you is via your student email. Please check it at least 3 times a week.

In Person
→ You can make an appointment to meet with us directly via your facilitator, Program Manager or Student Services

Text/Phone
→ We may also contact you via text message or phone calls please make sure your contact details are correct

Each student has a course plan. The Block timetable:

The detail of your subjects
→ Your timetable is structured in 5 or 4 week blocks on campus or 10 weeks if you’re studying online.
→ In each block, you will commence a new set of subjects.
→ Timetables will change in each block.

Time Table
→ Source your weekly time table from Study Smart
→ Check scheduled class times
→ Classes are scheduled from Monday to Friday
→ Check class room allocated

How To Get Great Results
→ Participation and attendance in class and on campus activities is encouraged
→ Talk to your facilitator - they are there to help you!
→ Support and be supported by your peers. Study together
→ Get Academic Support - See your Program Manager.
→ Contact the student counsellor. If personal problems are preventing your progress - seek help

BEHAVIOUR
As a community we’re all responsible for each other’s welfare. If you witness or experience any threatening or inappropriate behaviour from someone at your college or general public please report it to a member of staff. In the interest of health and wellbeing please only smoke or eat in the designated areas.

VALUABLES
Please keep your valuables safe, use secure lockers where available and keep your items close by when on or off campus.

EVACUATION & EMERGENCY
Staff are trained to keep you safe in the event of an emergency, please follow their instructions.

KEEPING YOU SAFE
→ Follow direction of teacher or the Fire Wardens
→ Leave everything behind
→ Close doors if you are the last one out
→ Exit via Fire escape, provide assistance to others as needed
→ Go with your class to the assembly area
→ Be aware of traffic and follow road rules
→ Do not re-enter the building until instructed

NOTE*
Please do not exit from “fire escape” doorways when they are closed. An alarm will sound.
Building Security charges $65 for false alarms

ID Cards
→ Must be visible at all times
→ All students must display their ID cards when entering the premises, it is your responsibility to collect your card by the end of week 1
→ Your lanyard also contains a USB stick to back up your work
→ Replacement ID cards will cost $25
International Students

→ Student Services will be able to provide information to you in regards to travel concessions available to students. These vary between campuses. Request a form at reception.

USI NUMBER

→ All students studying need a USI.
→ No academic qualifications can be issued by an RTO from 1 Jan 2015 unless the student has a USI.

Please provide your USI to Student Services today!

→ Please use the computers at the quick print station or in the library to apply for your USI before you leave if you have not done so already.

TOOLS, RESOURCES AND FACILITIES

COLLEGE POLICIES can be found on our college home page http://www.martin.edu.au/college-policies

COMPUTERS & WIFI

When you’re on campus, you have access to the computer labs when available and a free weekly allocation of data to access the internet for your course work. Please be respectful to your community and use the data allocation for appropriate purposes. Examples of inappropriate usage of college WiFi include visiting adult content sites, downloading games, music or proprietary software.

LIBRARY & ONLINE KNOWLEDGEBASE

The library is a great place to find information and get help from our friendly staff. You can also access Lynda.com via Study Smart which has a wealth of videos and online learning modules.

Library Opening Hours

See your campus library for opening hours.

BRIGHTLY.COM.AU

Finishing your course is just the beginning. Standing between you and your dreams is a whole bunch of other stuff - a network of supporters, broader life-skills, and the all-important tricks to landing a dream job. Brightly has been purpose-built to help
you close the gap, providing Study Group student’s access to a community of learning and inspiration that’s all about your ongoing growth. It’s an unfair advantage in this dog-eat-dog world, and like all the best things in life, it’s free.

BREAK OUT AREAS
Throughout our campuses we have dedicated spaces for you to chill out, study or exchange ideas and socialise with your community of diverse learners.

TELL US WHAT YOU THINK!
SPARK
Spark is a survey sent to you via email at key moments in your journey with us; Post Enrolment, Post Orientation, Mid-Study, End-Study and once you become alumni. It’s critical that you complete these surveys as it’s how we monitor your satisfaction with your learning experience, if things are broken and opportunities to improve your experience.

Learn more at sparkengagementsurveys.com/