

Welcome to the Australian Professional Skills Institute New Student Orientation



CAMPUS MAP



No Onsite Student Parking

EMERGENCY Assembly Area



* Students coming to the campus need to register as a visitor if they are not in a class roll.

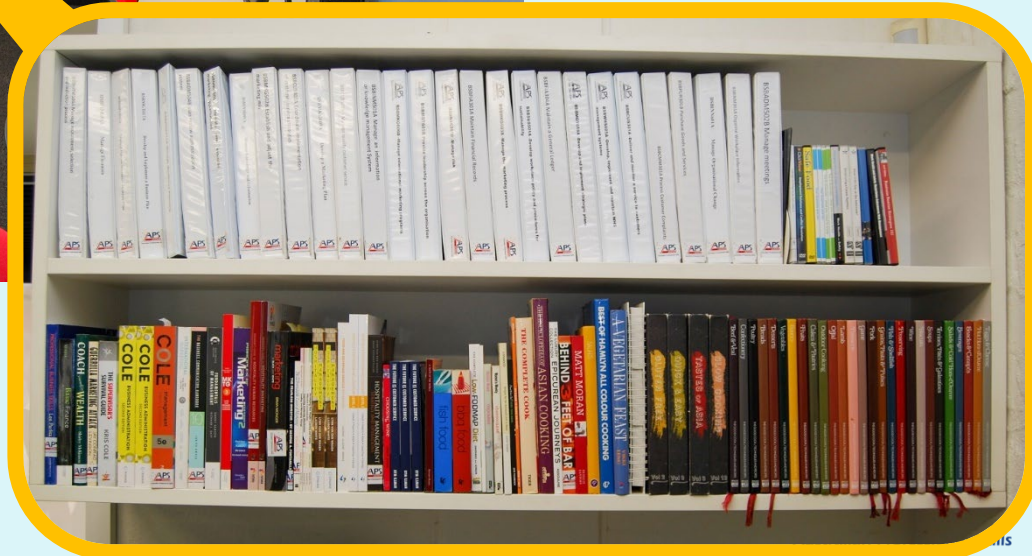


APSI Student Services (Building 1 - Unit 12)



Self-Study Room/Library

(Subi Room - Building 1 - Unit 12)



Belmont Room & Stirling Room (Unit 18)

**Belmont Room
(Building 7)**

**Stirling room
(Building 6)**



Unit 18 Toilet



Bicycle Rack for students (APSI courtyard)



Bring you own lock!

Burswood, Geraldton and Kalgoorlie Rooms (Building 8 - Unit 2)



STUDENT LUNCH ROOMS



East Perth Function Centre (Building 9)

21 Moore Street, East Perth



Aria+Sol

APSI's Training Kitchen/Restaurant

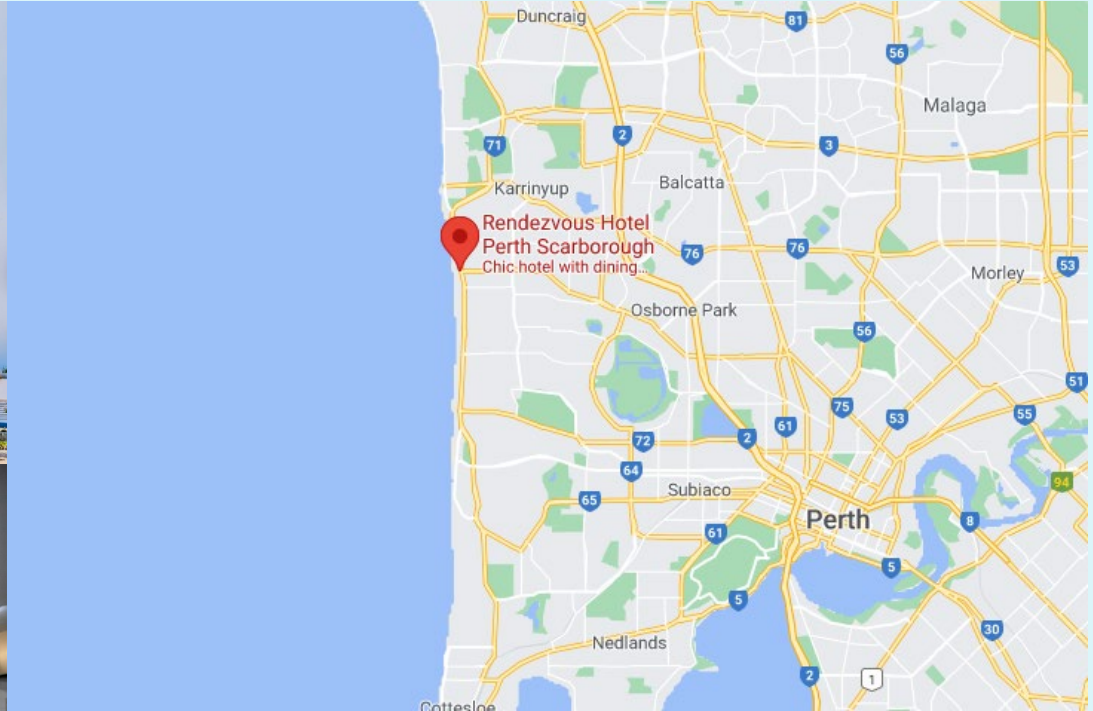
Ground Floor, 2 Edward St, Perth WA 6000



Rendezvous Hotel Scarborough

Training Kitchen

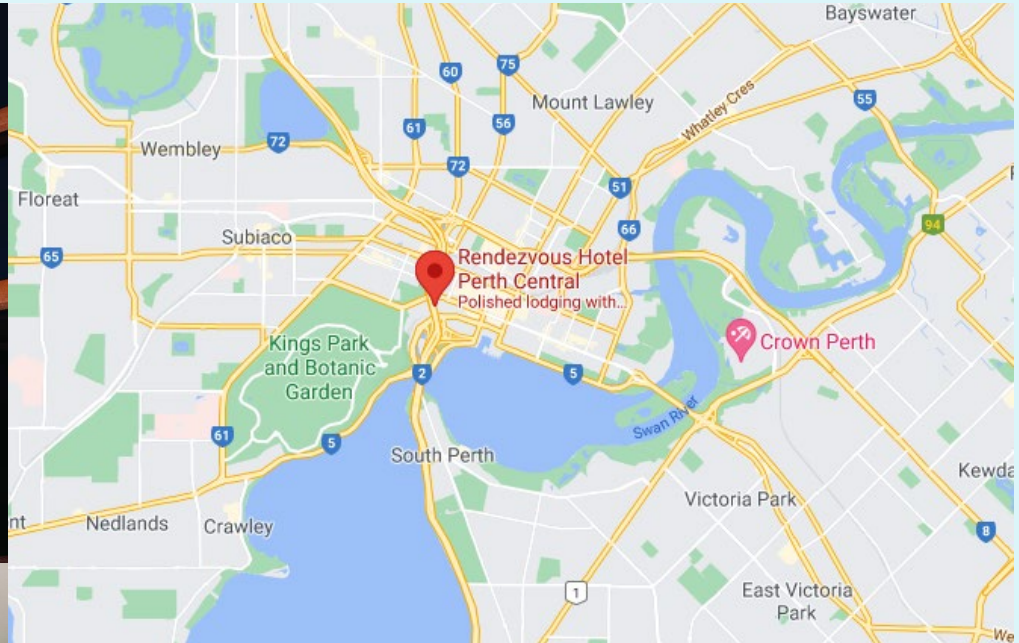
148 The Esplanade, Scarborough



Rendezvous Hotel Perth Central

Training Kitchen

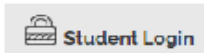
24 Mount Street, West Perth



How to log into Wisenet Student Portal

1. Go to APSI website www.apsi.edu.au

2. Click the student login at the top of the page



3. Scroll down and click student login again



4. This will lead you to enter your Wisenet username and password

Australian Professional Skills Institute

Log in

Username

Password

Forgot Password?

Log In

You will have received an email with your username and password.

Your username is your email address

Your password is random and has been sent to your email

5. To Change your Password

- On the Top Menu Bar click **My Account**
- In the My Account Details section, click **Change My Password**
 - Enter your old password
 - Enter your new password
 - Enter your new password again
- Click **Change**

Your password will now be changed and you will get a confirmation message.

6. Your "Learner App" has all of your course information, you can check your timetable and will see what you have completed. We will also leave you messages

7. Your "E-learning App" will be where you log into your Moodle course. Your trainer will use Moodle to give you all of your written assessments, resources, videos and important course information.



WiseNet Learner App

Home

My Details

Training History

Timetable & Attendance

Elearning

Documents

Payments

Personal Documents

Enrolment Documents

Policies And Procedures

0 Documents

My Details

Training History

Timetable & Attendance

Elearning

Documents







Payments

Personal Documents

Enrolment Documents

Policies & Procedures

42 Documents

	Rendezvous Hotel Perth Scarborough.pdf	453KB	17/01/2019
	Rendezvous Hotel Perth Central.pdf	366KB	17/01/2019
	Critical Incident Report Form v1.3 Aug 2018.pdf	466KB	12/12/2018
	ESOS Student Visa Requirements - Fact Sheet.pdf	401KB	11/10/2018
	APSI E-learning welcome_V1.1 July 2018.pdf	812KB	11/10/2018
	Complaints Grievances and Appeals V2.1 Aug 2018.pdf	695KB	10/10/2018
	Complaints and Appeals Lodgement Form V2.0 Sep 2018.pdf	700KB	10/10/2018



WiseNet Learner App

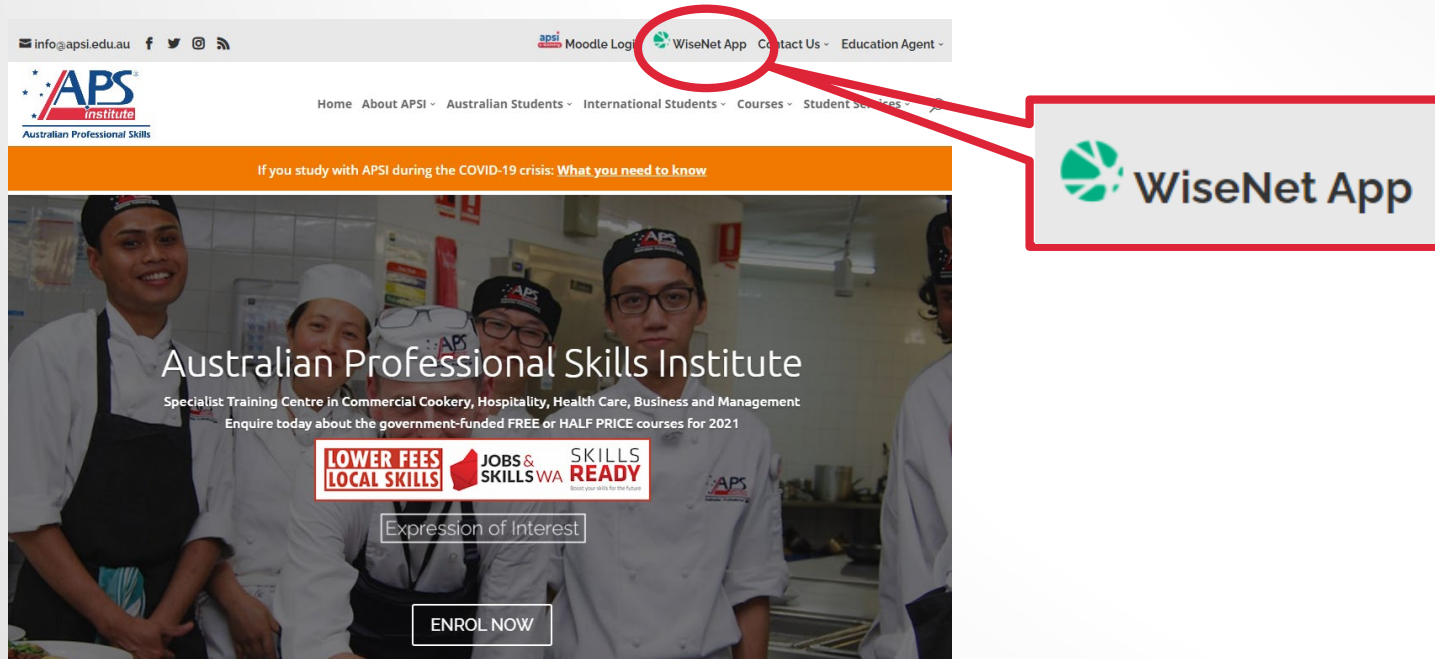
How to Log into the wisenet learner app and the eLearning platform

1. Access the Learner App Login Page



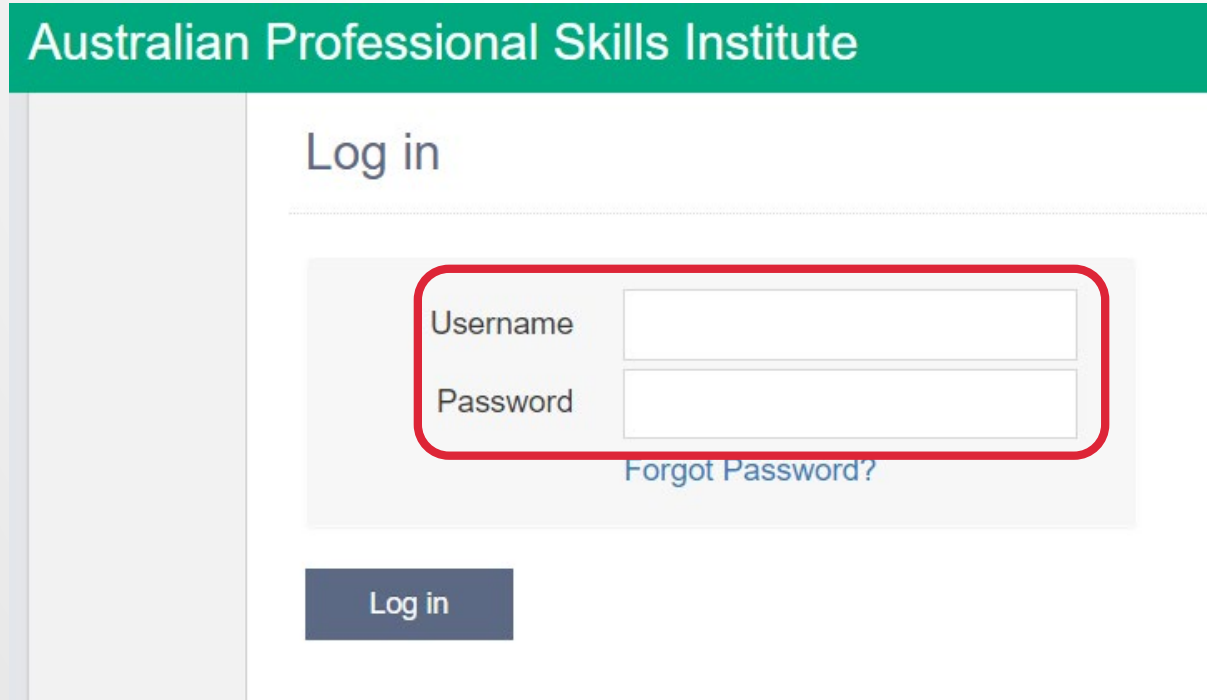
Go to <https://learner.mywisenet.com.au/asi/Account/LogOn>

1. Access the Learner App Login Page



Click on **WiseNet App** portal icon on APSI website's homepage
(www.apsi.edu.au)

2. Sign into Learner App



Australian Professional Skills Institute

Log in

Username

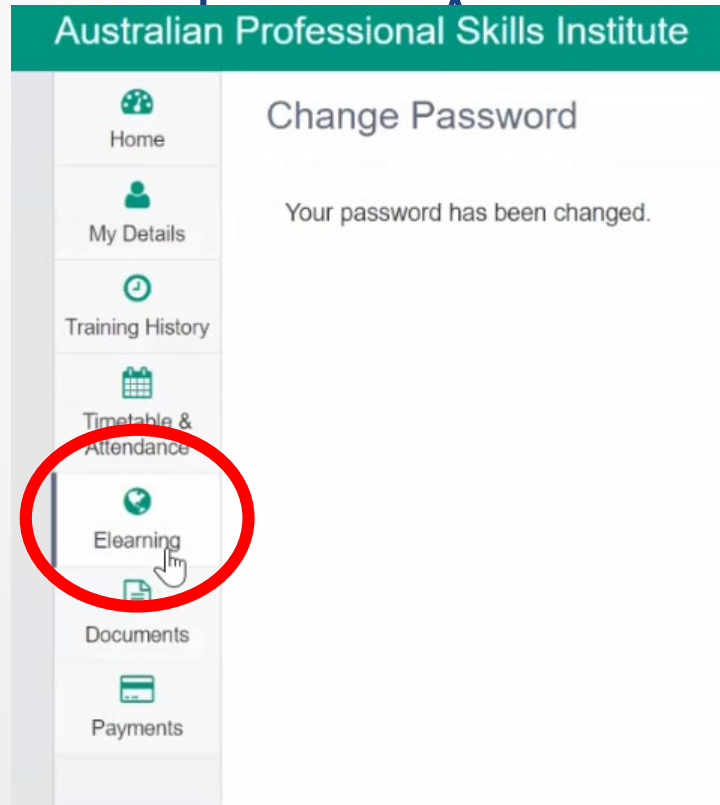
Password

[Forgot Password?](#)

Log in

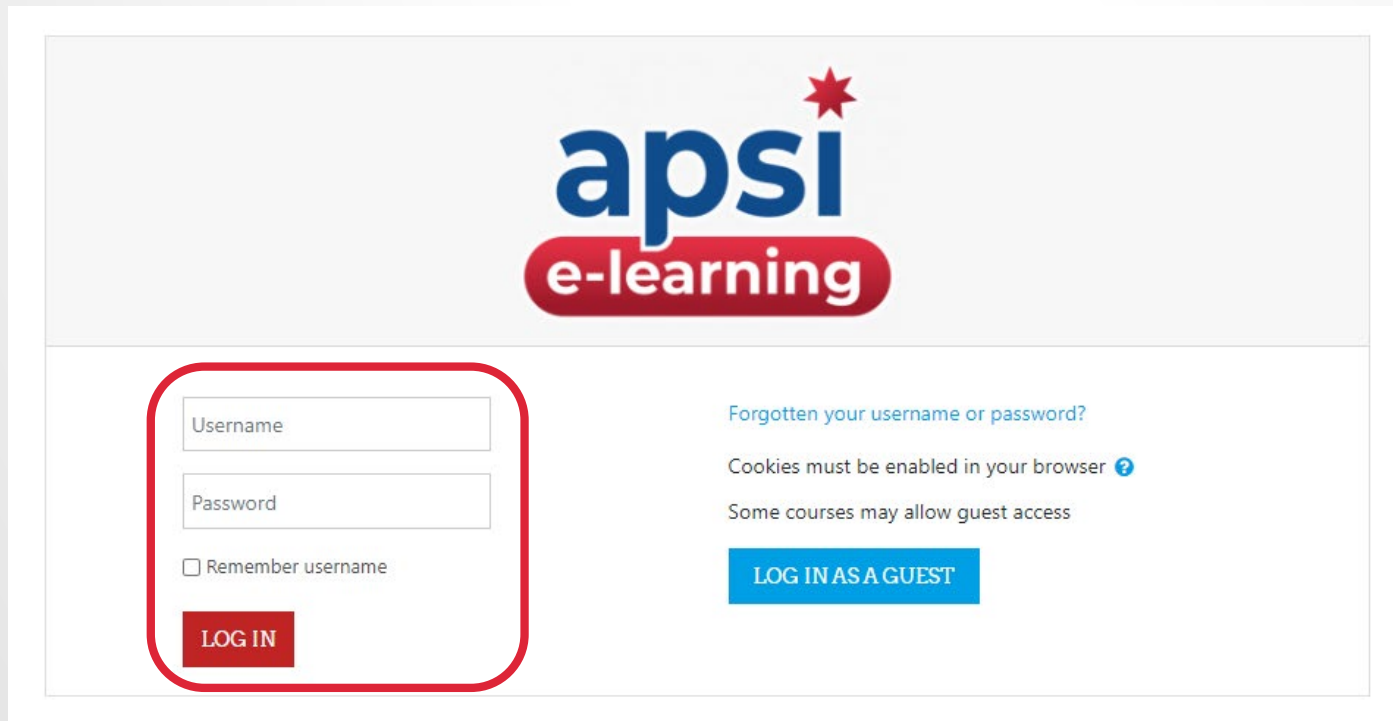
Sign in Moodle using **login details sent to your email address that you registered with APSI**

3. Access eLearning (Moodle) platform from



On your Learn App homepage, **click on the “Elearning” button to go to the eLearning (Moodle) platform**

2. SIGN INTO MOODLE



apsi
e-learning

Username

Password

☐ Remember username

LOG IN

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ?

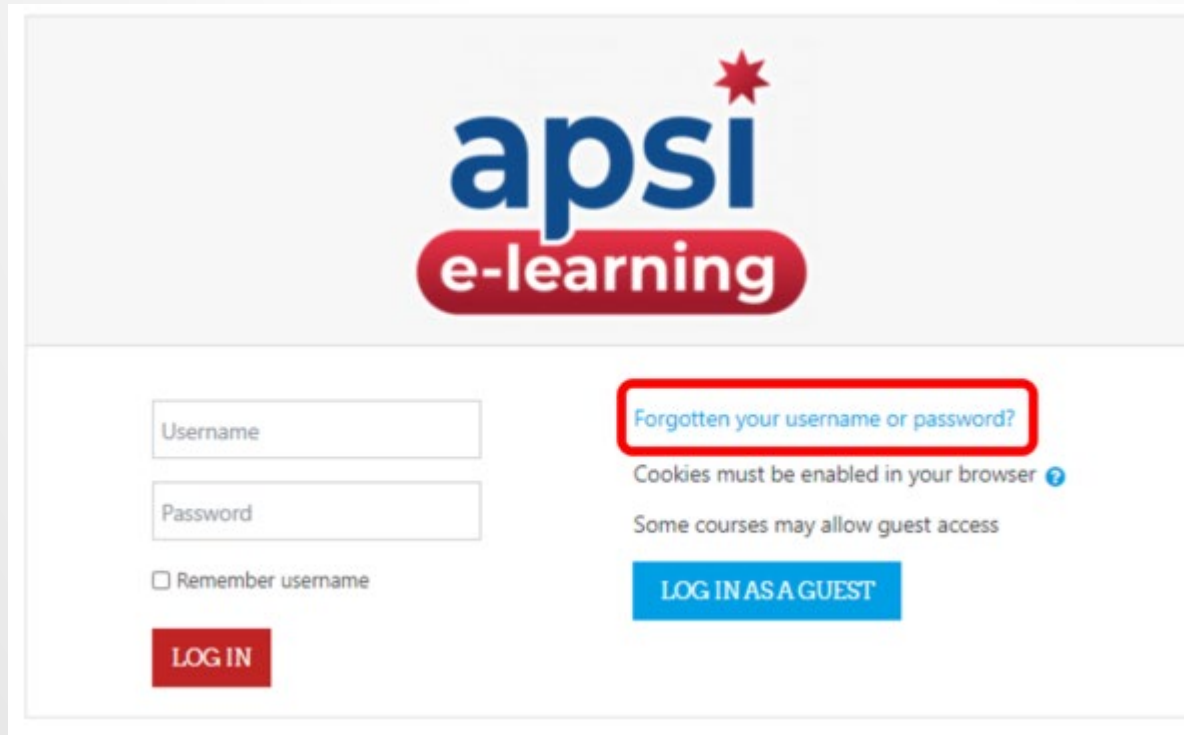
Some courses may allow guest access

LOG IN AS A GUEST

Sign in Moodle using **your login details**

If you **cannot access Moodle** with the same password for the Learner App, you can **set up a separate password** for Moodle

2.2. SET UP YOUR MOODLE PASSWORD



The screenshot shows the APSI e-learning login interface. At the top is the APSI e-learning logo, featuring the word 'apsi' in blue and 'e-learning' in white on a red rounded rectangle, with a red star above the 'i'. Below the logo are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link 'Forgotten your username or password?' which is highlighted with a red rectangular border. Below the 'Username' field is a checkbox labeled 'Remember username'. Below the 'Password' field is a red 'LOG IN' button. To the right of the 'Forgotten your username or password?' link are two lines of text: 'Cookies must be enabled in your browser' with a small blue question mark icon, and 'Some courses may allow guest access'. Below this text is a blue 'LOG IN AS A GUEST' button.

Click on **"Forgotten your username or password"**
to set up a separate password for Moodle

2.2. SET UP YOUR MOODLE PASSWORD

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

SEARCH

Search by email address

Email address

SEARCH

In the field “Email address”,
type in your email address then select “SEARCH”

2.2. SET UP YOUR MOODLE PASSWORD

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

CONTINUE

Check for the **password reset email in your email inbox (including spam/junk inboxes)** and follow the instructions in the email to complete setting your password for Moodle.

3. ACCESS LEARNING resources

The screenshot displays the APSI e-learning dashboard. On the left is a sidebar menu with options: Dashboard, Site home, Calendar, Private files, Content bank, My courses, HLTINF001, RSA, and Site administration. The main header is blue with the APSI e-learning logo and a language dropdown set to 'ENGLISH (EN)'. Below the header, a 'Recently accessed courses' section shows two course cards: 'RESPONSIBLE SERVICE' (SITHFAB002) and 'Infection prevention and control' (HLTINF001). A speaker icon is visible to the right. The 'Course overview' section below is highlighted with a red rounded rectangle. It features a filter dropdown set to 'ALL (EXCEPT REMOVED FROM VIEW)', a toggle for 'COURSE NAME', and a toggle for 'CARD'. Two course cards are shown: 'Infection prevention and control' (HLTINF001) with a progress bar at 14% complete, and 'RESPONSIBLE SERVICE' (SITHFAB002). The text 'Click on the course you are currently studying to access learning resources' is overlaid in red.

Click on the **course you are currently studying**
to access learning resources

Unique Student Identifier

For all students!



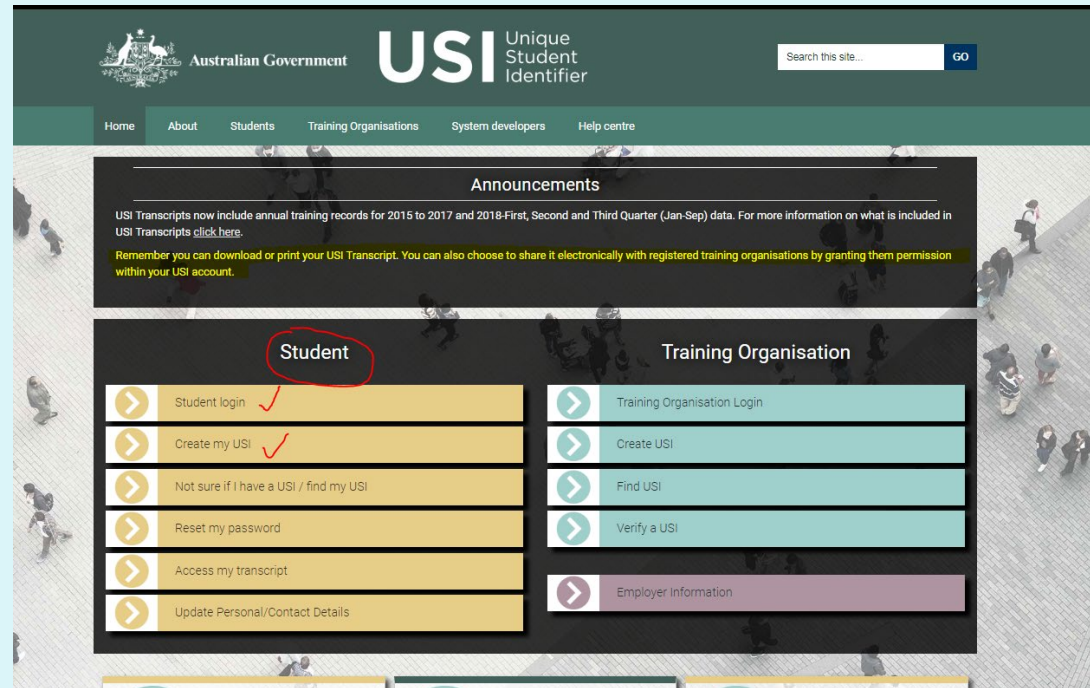
Have you got your number?

From January 2015 every VET student will need a Unique Student Identifier (USI) to obtain their qualification or certificate.

A Unique Student Identifier (USI) is a reference number made up of numbers and letters, unique to each student.

How do I get a USI?

You can register for a USI online,
Log on
to <http://portal.usi.gov.au/student>
using any valid form of ID



Overseas Student Health Cover (OSHC)

Why do you need one?

Medicare/
Health
concession
card

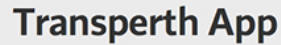
medibank
P R I V A T E



nib



SmartRider



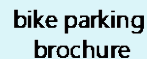
The first version of the official Transperth app is now available for download.



NOTE:

We do not have parking bays for students in the campus. Please refer to <https://www.cityofperthparking.com.au/>

Bike users, refer to brochure. You may park using a secured lock along the rails at the alley to the student toilets.



**bike parking
brochure**

REMINDER:
Transperth
SMARTRIDER expiry
end of MARCH each
year

[illegible]

Credit Transfers from previous studies

TODAY IS THE LAST DAY TO provide a copy of your academic transcripts from your previous studies.

Visit Building 1 – Student Services

Student Responsibilities – International students only

Visa Conditions

8105 - WORK LIMITATION – 40 hours per fortnight (except crucial workers during COVID)

8202 - MEET COURSE REQUIREMENTS – pass 50% of your units

8501 - MAINTAIN HEALTH INSURANCE

8516 - MUST MAINTAIN ELIGIBILITY

8517 - MAINTAIN EDUCATION FOR DEPENDANTS

8533 - INFORM PROVIDER OF ADDRESS



Australian Government
**Department of Immigration
and Border Protection**



Attendance and Course Progress

To ensure you are successful in your course, we monitor both Course Progress and Attendance.

Attendance

You are required to attend a minimum of 20 hours per week ie 2 days in class per week (or as detailed on your Delivery Schedule/Timetable) WITH 4 HOURS E-LEARNING

Course Progress

It is a requirement that you pass 50% of your units in one study period or 2 terms.

Student Handbook



Request for leave (for overseas trips, provide travel itinerary and seek approval of trainer)



Medical certificate



Unit resit and re-assessment



Workplace training

Delivery plans (Timetables)

Delivery and Assessment Plan - Certificate III in Individual Support (Ageing Home and Community) Term 3 - 2021

Qualification Code	CHC33015	Qualification Name	Certificate III in individual Support (Ageing, Home and Co	
CRICOS course code 090829J	WiseNET Course Code	21WAFFSIS3 / 21WAPITIS3	Timetable code	21WAFFSIS3
Intake Group	July 2021 intake			
Period of Training	From the 19 th of July 2021 to the 24 th of September 2021			
Total Number of Training Hours	Face to Face training 320 Hours	Workplace training 120 Hours	Total Number of Hours 440	
Course Delivery	Domestic and PIT students – 14 weeks Face to face training 10 weeks Workplace training 4 weeks			
Total number of units	Total 13 units	7- Core	Workplace training 8 weeks 6 Elective units	
Class days and Time	Tuesday (week 7-10) for Disability major 9:00am – 5:00pm (subject to numbers)	Wednesday 9:00am – 5:00pm	Thursday 9:00am – 5:00pm	Friday 9:00am – 5:00pm
Trainer	Francesca Anne		Jacky Manera	Laura Fall
Delivery Venue	Wellington Fair, 40 Lord Street, East Perth, WA 6004 Workplace training: Aged care facility (120 hours)			
Note: please note trainers, location and timetables are subject to change				

Date & Time

Trainers
(you can click on the link to learn more)

Training Locations
(you can click on the link to learn more)

Delivery plans (Timetables)

Delivery and Assessment Plan - Certificate III in Individual Support (Ageing Home and Community) Term 3 - 2021

Date & Time

Trainers

Week	Date	Day and Time	Unit Code/Unit Name	Trainer	Venue	Assessment Schedule
Week 1	19/07/2021	Monday 9:00am – 11:00 am	New Student orientation	Sheila Ignacio	Building 9 - Function Centre	Distribution of Aged Care Uniform and Moodle induction **National Police clearance and flu vaccination must be submitted to student services by week 4**
	21/07/2021	Wednesday 9:00am – 5:00pm	Agedcare introduction	Jacky Manera	Building 8 - Geraldton Room	
	22/07/2021	Thursday 9:00am – 5:00pm	HLTINF001 - Comply with infection prevention and control policies and procedures	Laura Fall	Building 8 - Kalgoorlie Room	Theoretical and practical demonstration
	23/07/2021	Friday 9:00am – 5:00pm	CHCAGE001 - Facilitate the empowerment of older people	Jacky Manera	Building 8 - Geraldton Room	
Week 2	28/07/2021	Wednesday 9:00am – 5:00pm	Full day practical practice session Personal Care task: Showering/bathing	Jacky Manera	Building 8 - Geraldton Room	
	29/07/2021	Thursday 9:00am – 5:00pm	CHCCCS025 - Support relationships with carers and families	Jacky Manera/ self paced via Moodle	Building 8 - Geraldton Room	AT1 Written Questions 1-15 AT2 Case Study 1-7 AT3: Workplace Observations
	30/07/2021	Friday 9:00am – 5:00pm	CHCDIV001 - Work with diverse people	Jacky Manera	Building 8 - Geraldton Room	AT1: Written Questions AT2: Case Study
Week 3	04/08/2021	Wednesday 9:00am – 5:00pm	Full day practical practice session Personal Care task: Showering/bathing	Jacky Manera	Building 8 - Geraldton Room	
	05/08/2021	Thursday 9:00am – 5:00pm	CHCCOM005 - Communicate and work in health or community services	Jacky Manera	Building 8 - Geraldton Room	AT1 Written Questions 1-36 AT2 Moodle Case Study AT3 Moodle Case Study
	06/08/2021	Friday	CHCCOM005 - Communicate and work in	Supervised	Building 8 - Geraldton Room	AT1: Written Questions 1-34

Training Locations
(you can click on the link to learn more)

Complaints and Appeals

Your first point of contact should be your trainer

All formal complaints must be submitted in writing and email to service@apsi.edu.au

Social Media etiquette – rules when using group chats, whatsApp

Get ready.

From here, you could go anywhere

ecugetready.com.au



CRICOS IPC 00279B | RTO Provider: 4756

Do you have any allergy? – cookery students

If you have any allergy, please kindly see us
at Student Services (Building 10 Unit 12)

You might need to complete and submit
the Allergy Disclaimer Clause Form





Official Facebook Page
/APSIPerth



Australian
Professional Skills
Institute RTO 52007
@APSIPerth



APSI Alumni Community
/groups/1446646082139110



APSI Alumni Community

Private group

Join Group



Instagram Page
/apsinstitute



★RATE US NOW★

[g.page/r/CRp87m9R-
okPEAI/review?kd](https://g.page/r/CRp87m9R-okPEAI/review?kd)



/school/australian-professional-skills-institute



Australian Professional Skills Institute RTO5...

Specialists in Culinary Arts, Hospitality Management and Aged Care Training
Professional Training & Coaching · East Perth, WA · 643 followers

