



ORIENTATION BOOKLET

rbs.qld.edu.au

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Russo Business School 2023 Orientation Booklet is published by Russo Business School, intended as a general introduction to Russo Business School. All care has been taken to ensure information is correct at the time of publication (March 2023). Russo Business School reserves the right to alter any admission requirement or program included in this publication without prior notice.



WELCOME TO RUSSO BUSINESS SCHOOL

In choosing Russo Business School, you will be joining an institution recognized for excellence in learning and innovation. Russo Business School produces employer preferred, work ready graduates. From smaller class sizes and readily available lecturers, students benefit from individualized support.

Russo Business School is a friendly and diverse institution providing students with quality education and an unparalleled student lifestyle. Its collective focus on instilling knowledge whilst linking students to relevant experiences will prepare students to succeed in tomorrow's ever-changing and globalized business world.

Located in the heart of Brisbane city, Russo Business School offers convenient access to cafes, banks, medical centre, parks, Queen street shopping mall and public transport. We're confident you'll find plenty to explore and enjoy throughout Brisbane.



Sarina Russo Group

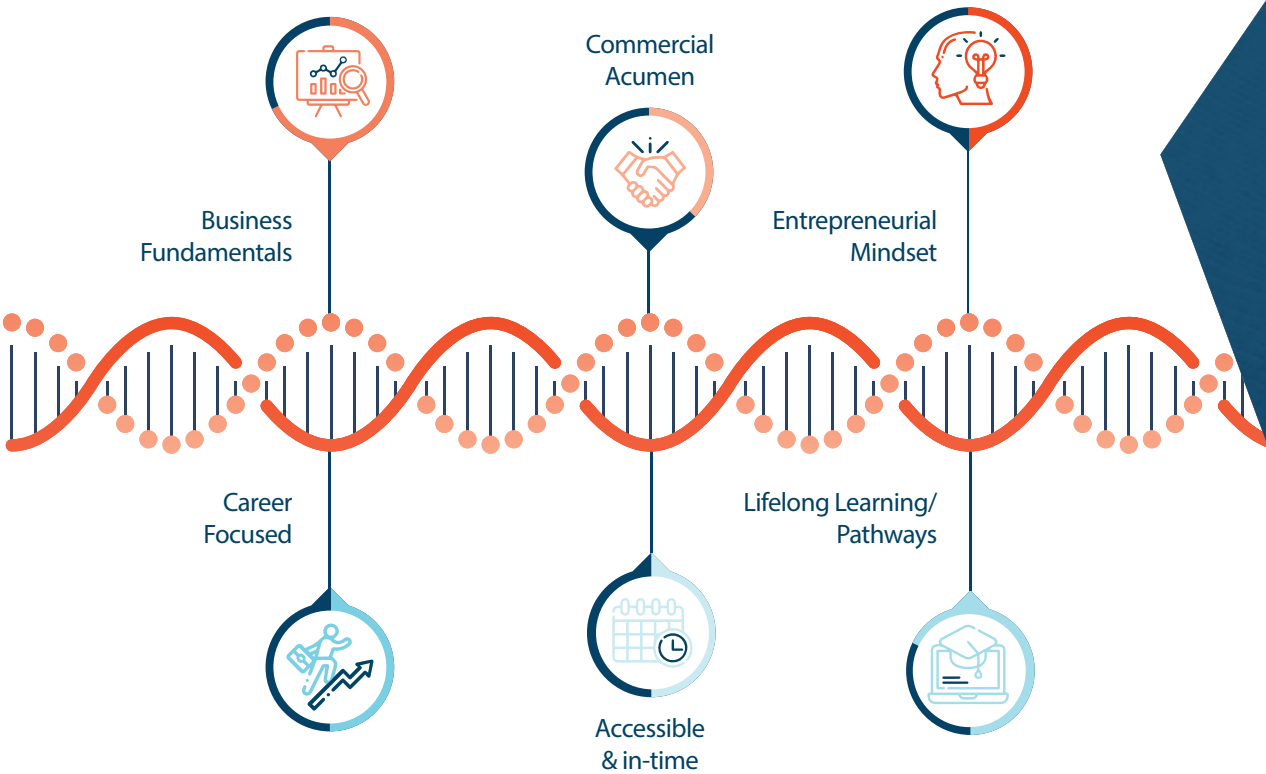
Celebrating 43 Years providing education, training and employment



Major Government contracts: Employment, Skills and Business Start- ups
Licensed operator of University Campus – James Cook University, Brisbane
TEQSA accredited Institute of Higher Education – Russo Business School
ASQA accredited Registered Training Organisation – Sarina Russo Institute
Support recruitment, training and development needs for 40,000 Employers
Employment Services and Disability Employment provider with 95 sites across QLD, VIC & NSW
National Apprenticeship provider with 30,000 Apprentices annually
Employs over 800 staff across Australia, India, China and Brazil.

RBS Intent & DNA

To be a leader in applied higher education, developing graduates with the fundamental knowledge, commercial acumen and entrepreneurial mindset to achieve success in their industry of choice.



Meet Our Team

Directors



Sarina Russo
Managing Director



Prof Paul
Greenfield AO
Executive Dean



Kevin Ayre
Board Director



Prof Chris Cocklin
Board Member



Amanda Stoker
Board Member

Leadership Team



Kathleen Newcombe
Chief Executive Officer



Stephanie Hunter
Chief Operations Officer



Geoff Wessling
Dean of Studies



Jennifer Ah-Fock
Diploma Program Manager



Quentin Underhill
Operations and
Standards Manager

Key Specialist Staff














Juliana Neves Braga
Career Counsellor, Joblinx



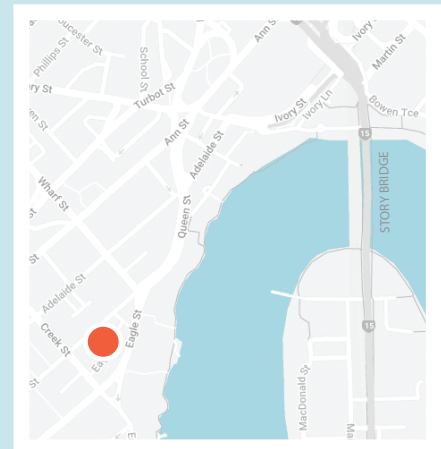
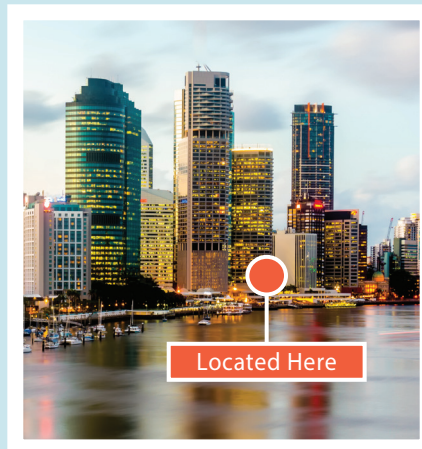
Martine Lakey
Student Counsellor
Student Wellbeing Team

Campus Directory

	9	Student Counsellor Lecture Rooms
	8	The Learning Centre Lecture Rooms
	7	Lecture Rooms
	6	Faculty Office
	5	Multi Faith Prayer Room Lecture Rooms
	4	Lecture Rooms Computer Labs
	3	Lecture Rooms
	2	Library Joblinx The Learning Centre The Resource Centre
	1	Student Lounge Lecture Room
	G	Student Services
		 <i>Toilets are located in the stairwells between floors. Disabled toilets are located on Levels 1, 3, 4, 5 & 9.</i>

Your Academic Journey

Located in a high-rise building in the Brisbane CBD, the Brisbane campus for Russo Business School will give you access to interactive learning spaces, a resource centre, a prayer room and comfortable student lounges where you can enjoy many gaming and relaxation options. There are plenty of places to study as well as chill.



Student Services – Ground Floor

- General support related to your studies
- Opening Hours – 9.00am to 4.00pm Monday to Friday (excluding public holidays)

The Student Lounge

- Free Coffee and Hot Chocolate
- Selection of games

The Resources Centre – Level 2

- ID Cards, printing, academic support, textbook and Laptop Loans
- A quiet study space
- Opening Hours – 9.00am to 4.30pm Monday to Friday (excluding public holidays)

The Learning Centre – Level 2

- Meet with a Learning Advisor to support your studies

Academic English Support

- Opening Hours – 9.00am to 4.30pm Monday to Friday (excluding public holidays)

Joblinx – Level 2

- Your pathway to individualised assistance to find paid employment
- Opening Hours – 9.00am to 4.00pm Monday to Friday (excluding public holidays)

Multi-faith Prayer Room – Level 5

- Welcoming and accessible space for people of all faiths and traditions

Wellbeing Team

- Advice for health services and general problems/wellbeing
- Email: studentcounsellor@jcub.edu.au
- Refer to our Student Support Policy and Health and Wellbeing Policy

Your registration steps

In order to comfortably start your journey with the Russo Business School it is advised that the following steps should be taken:

1. Get to know the Campus
2. Send a photo for your Student ID
3. Attend an Academic Skills Workshop
4. Attend a Joblinx Workshop
5. Create a USI
6. Register for Concession travel
7. Campus Access
8. Access to Learning Resources



Attendance

To get the most out of your course, you should attend every class.

If you arrive late or sick to class, you may be marked absent.

If you are sick for more than 2 days, see a doctor and email your medical certificate to your respected faculty.

You are NOT marked present if you have medical certificate. These are kept with your student records.

If you are seriously sick or injured, please contact us immediately. We can then discuss options as to defer your studies as appropriate.

Electronic Items

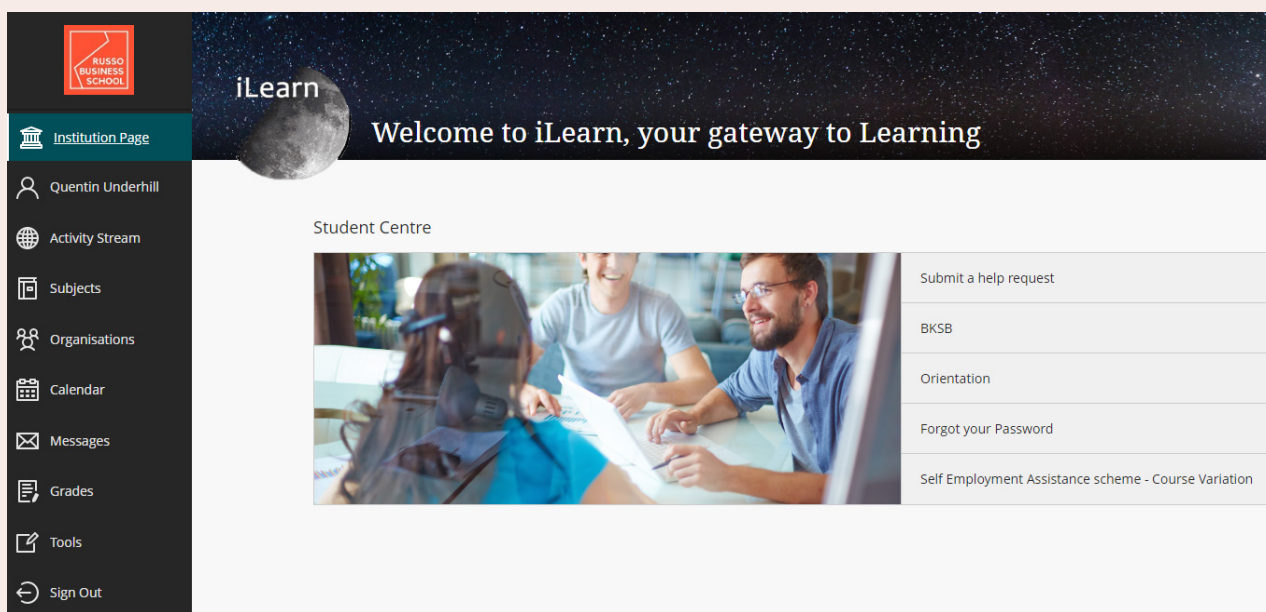
On Campus you have access to free WiFi:

- Username: SRIInstitute
- Password: Candidate1

Follow the prompts.

Assess to computers throughout the building + labs on levels 1, 4, 7 & 8.

In-class consideration: Mobile phones must be switched off while you are in class and in examinations.



Learning Management System

You will be using iLearn as part of your study for each subject.

rbs.ilearnportal.com.au/ultra/course

With iLearn you can:

- Access lecture slides presented by your lecturers
- Discuss topics with your Lecturers and students enrolled in your subjects as necessary
- Submit assignments online using SafeAssign
- Access your subject guides for each subject and information about how to access the required textbooks and eResources for each subject
- You will have access to iLearn as soon as practical after your enrolment has been fully processed
- View and update your personal details including contact details, emails and phone numbers
- Check your current enrolment details
- View your most recent results iLearn

DIPLOMA OF BUSINESS

The Clusters

Cluster 1

Professional Skills for Business

- » RH1000 Academic & Business Skill Development
- » RH1005 Contemporary Business Communication

This cluster focuses on preparing you to contribute effectively in a business environment while also developing the vital academic skills needed to succeed in the university-level study. You will develop skills in professional business communication (spoken, written, in-person and electronic) including leadership, teamwork, problem-solving, digital literacy, initiative and enterprise skills that are most sought by employers to work effectively in a business environment.

Cluster 2

Managing and Marketing a Business

- » RH1004 Management Fundamentals
- » RH1008 Marketing Fundamentals

You will gain a broad overview of the management functions within an organisation, with a focus on planning, organising, leading and effectively managing a team to peak business performance. You will also gain an understanding of the marketing role in modern organisations including the marketing mix, customer segmentation, products, pricing, placement, advertising, selling and digital marketing. You will harness your marketing skills; learning how to build a business brand, connect and engage with your customers.





Cluster 3

Data Analytics & Decision Making for Business

- » RH1007 Data Analysis & Management
- » RH1003 Economics

You will be introduced to the basic statistical methods that are widely used in modern business applications. Our aim is to equip you with the essential knowledge and skills to interpret and forecast real-world data in a business context. You will also be introduced to basic economic concepts and theories including microeconomics, focusing on decision making of individual customers and firms (e.g. customers' decisions on consumption, and firms' decisions on production) and macroeconomics, which addresses economic issues at an aggregate level (e.g. international trading, interest rates, taxes and government spending). You will develop data analytics and problem-solving skills to make informed decisions to respond to complex business challenges.

Cluster 4

Finance and Legal Essentials for Business

- » RH1002 Accounting
- » RH1012 Business Law

This cluster is designed to provide you with a basic understanding of accounting issues both in Australia and internationally. It covers accounting standards and concepts, elements of financial statements, recognition criteria, alternative methods of valuation and reporting, and disclosure of the financial performance of companies. You will learn how the financial world works and make smart business decisions. You are also introduced to the Australian legal system, and the legal rules regulating commercial activities in Australia. A substantial amount of time is dedicated to explaining the law of contract, relevant to most commercial exchanges of goods and services. You will acquire the skills to understand the important role that finance and law plays in business decision-making.

IMPORTANT INFORMATION

Academic Calendar Dates 2023



Academic Calendar 2023

Six term model

Study Period 1	23 Jan to 3 Mar
Study Period 2	20 Mar to 28 Apr
Study Period 3	15 May to 23 Jun
Study Period 4	10 Jul to 18 Aug
Study Period 5	11 Sep to 20 Oct
Study Period 6	6 Nov to 15 Dec

JCU Brisbane Trimesters

Trimester 1	13 Feb to 13 May
Trimester 2	29 May to 26 Aug
Trimester 3	11 Sep to 9 Dec

1	New Years Day
2	New Years Day (obs.)
16	Orientation Day
17	SP6 Results Released
20	Tuition Fee Due Date
23	SP1 Classes Start
26	Australia Day

January 2023							
Week	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

February 2023							
Week	M	T	W	T	F	S	S
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

3	SP1 Census Date
27	Assessment Week

1	Assessment Week
6	Study Break
14	SP1 Results Released
17	Tuition Fee Due Date
20	SP2 Classes Start
31	SP2 Census Date

March 2023							
Week	M	T	W	T	F	S	S
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

April 2023							
Week	M	T	W	T	F	S	S
13						1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
17	24	25	26	27	28	29	30

7	Good Friday
9	Easter
10	Easter Monday
24	Assessment Week
25	Anzac Day

1	Labour Day
1	Study Break
8	Orientation Day
9	SP 2 Results Released
23	Tuition Fee Due Date
15	SP3 Classes Start
26	SP3 Census Date

May 2023							
Week	M	T	W	T	F	S	S
18	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
22	29	30	31				

June 2023							
Week	M	T	W	T	F	S	S
22				1	2	3	4
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30		

19	Assessment Week
26	Study Break

4	SP3 Results Released
7	Tuition Fee Due Date
10	SP4 Classes Start
21	SP4 Census Date

July 2023							
Week	M	T	W	T	F	S	S
26						1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

August 2023							
Week	M	T	W	T	F	S	S
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30				

14	Assessment Week
16	Brisbane Show Day
21	Study Break
29	SP4 Results Released

4	Orientation Day
8	Tuition Fee Due Date
11	SP5 Classes Start
22	SP5 Census Date

September 2023							
Week	M	T	W	T	F	S	S
35					1	2	3
36	4	5	6	7	8	9	10
37	11	12	13	14	15	16	17
38	18	19	20	21	22	23	24
39	25	26	27	28	29	30	

October 2023							
Week	M	T	W	T	F	S	S
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

2	Queens' Birthday
16	Assessment Week
23	Study Break
31	SP5 Results Released

3	Tuition Fee Due Date
6	SP5 Classes Start
17	SP5 Census Date

November 2023							
Week	M	T	W	T	F	S	S
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

December 2023							
Week	M	T	W	T	F	S	S
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

11	Assessment Week
18	Study Break
22	SP5 Results Released
25	Christmas Day
26	Boxing Day

Important Information

Subject delivery

- Check iLearn for your class schedule & more details about your course
- Students will be notified of any timetable changes
- You may have a combination of face to face and online classes
- 5-week Intensive Study period with a Sixth-week provided for assessment finalisation followed by a 2-week break prior to commencement of the next cluster.
- The course will be delivered using a mix of synchronous and asynchronous activities.
- RBS Block Model - each subject has a synchronous Learning face to face of 7.5 hours per week which will be scaffolded into a three-days of 2.5hrs session each, Monday to Friday
- RBS students are expected to have 15hrs of face-to-face learning and at least 10hrs of self-learning

Code of Conduct

As members of an academic environment, students of Russo Business School are expected to:

- Treat others with respect and courtesy;
- Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age or political conviction;
- Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- Attend classes, maintain consistent levels of study, and submit assessment tasks on time;
- Avoid all forms of academic misconduct;
- Familiarise themselves with, and abide by, Russo Business School's policies and procedures;
- Maintain high standards and a professional approach to their study program;
- Commit to continually improve their English language proficiency and communication skills (relevant to students with English as a second language); and
- Attend campus without being inebriated or under the influence of drugs.

Visa Requirement

All students must know their visa conditions. Student visa conditions include:

- Maintain a course of study (with CoE's)
- Maintain satisfactory attendance
- Maintain satisfactory course progress
- Be aware of your Work limits: Refer to Department of Home Affairs
- Provide your current address
- Maintain health cover / insurance (OSHC) for your visa period
- Please visit immi.homeaffairs.gov.au
- **Course Completion Certificates**
- Academic Records (Official Academic Transcript and Testamur) are issued within 30 days of you completing your course
- Academic Records cannot be issued without your USI number
- ALL fees must be paid to receive your Academic Record

Complaints and Appeals

Students have access to a fair and free complaints and appeals process:

- Attendance issues
- Courses assessment/grades
- Any other academic or non-academic issues

Please refer to our website for complaints process:
rbs.qld.edu.au/policies

HEALTH AND SAFETY

Be COVID Safe

- If you are unwell stay at home
- Refer to the Queensland Health Website for information
- You must be fully vaccinated to attend Campus
- Refer to signage on Campus for the latest updates

General Health and Wellbeing

- Refer to your OSHC Provider for details around finding a Doctor
- ONLY go to a hospital for emergency accidents or serious illnesses
- Pharmacies / chemists are great places for advice and to buy medicine
- Carry your medication and prescriptions in English
- First Aid is available on Campus– notify a staff member immediately if needed

Student Counsellor

- studentcounsellor@jcub.edu.au
- [Book your appointment](#)

See our [Wellbeing policy and Mental Health Statement](#)

Safety at RBS

- The building is open 7.30am-6.00pm, Monday to Friday
- Swipe Card access can be provide for Weekends and Public Holidays
- Stairs are located at FRONT and REAR of the building.
- Toilets are located in the front stair wells
- Disabled toilets are located on levels 1,3,4 and 5
- Use the Emergency Evacuation signs to find your nearest exit
- Follow staff directions during an evacuation
- Call 000 and save it in your phone
- Ambulance services are FREE in the state of Queensland

Smoking

- Look for ashtrays or designated smoking areas
- If you smoke in a smoke-free area, you might get a \$250 (or more) on the spot fine.
- You cannot smoke within 5 metres of a bus stop, on a train platform or ferry stop or the entrance to a building or eatery
- No smoking in the Queen Street Mall
- Smoking laws are strict throughout Australia and new laws have recently been introduced in Queensland
- Check the [Queensland Smoking Laws](#)

Evacuation Information

If you hear the following alarms:

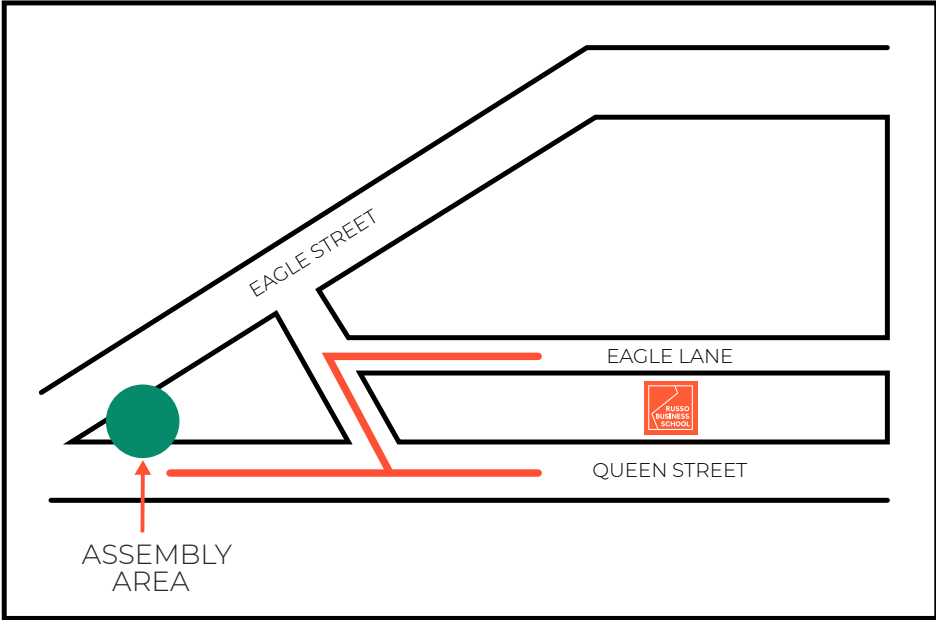
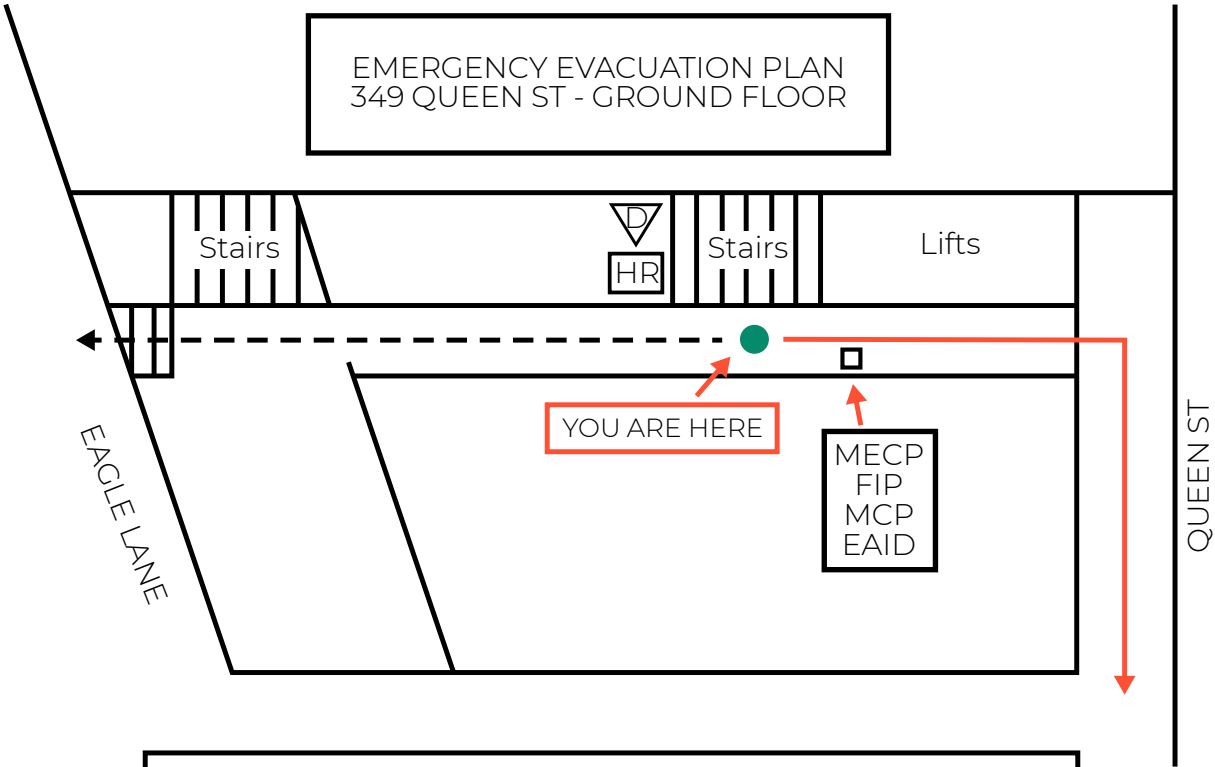
Alert Alarm - 'Beep, Beep'

Action: All wardens to respond. Staff to check immediate area for signs of danger and stand by. If alarms sound outside of normal business hours, immediately evacuate.

Evacuation Alarm - 'Whoop, Whoop'

Action: Evacuate via the nearest exit and proceed to the assembly area.

EMERGENCY EVACUATION PLAN
349 QUEEN ST - GROUND FLOOR



LEGEND



Fire Hose Reel



Fire Extinguisher
Dry Chemical



Primary Exit
Route



Secondary Exit
Route



Assembly Area
- Large Tree



Master Emergency Control Panel



Fire Indicator Panel



Manual Call Point



Emergency Alarm Initiating Device



INTERNSHIP AND CAREER DEVELOPMENT SPECIALISTS

Joblinx is your pathway to individualised and specialist assistance that will launch your professional career or assist you to find paid employment to support yourself during your studies.

Our highly qualified career counsellors provide these services to all our students free of charge.

Our students are highly successful in finding employment after completing our training, workshops and individualised career coaching.

WE PROVIDE

WORKSHOPS

- Resume And Cover Letter
- Interview Skills Training
- Australian Workplace Culture

TRAINING

- MYOB
- Microsoft Office Package
- LinkedIn Learning
- Coffee Making
- Food & Beverage Training Course
- RSA

PROGRAMS

- Career Advice & Career Plan
- Professional Brand Guidance
- Professional Identity Assistance
- Internship & Work Experience
- Job Placement

Visit joblinx.com.au for more information.



Joblinx is also one of the best places you can get real work experience. They are really helpful. Joblinx found 2 opportunities for me. One was a paid part-time job that helped me support myself while I was studying, the other was relevant to my degree in a large company working within their large property development and investment department.

During my professional work experience I got to learn so much from a total business perspective in an Australian environment.

Alvin John Wei Choy Loh
MALAYSIA



Working in Australia

To address workforce shortages, student visa work hours have been temporarily relaxed.

Students will be able to work before their course of study commences. They will also be able to work more than 40 hours a fortnight in any sector of the economy.

These temporary measures remain in place until further notice. Students must ensure they are aware of any changes to visa conditions, including work rights.

Students must balance their study and work commitments to:

- Maintain course enrolment
- Ensure satisfactory course progress

See here for further information:

[Relaxation of Work Hours for Student Visa Holders](#)

Get started for work:

- Open an Australian Bank Account
- Apply for Tax File Number (TFN)

Protecting you at Work

International students have the same rights in the workplace as Australian Citizens

Fair Work Australia can help with:

- Questions about your pay
- Work hours
- Workplace bullying & harassment

[Visit the Fair Work website](#)





Getting around Brisbane

Brisbane Transport

Other transport options include:

- Night link services: weekends/holidays
- Cycles & Scooters for hire
- CityHopper free ferry
- Spring Hill Loop and City Loop free buses

go card is Translink's electronic ticket to fast, easy and convenient travel in South East Queensland. Use go card on all Translink bus, train (including Airtrain), ferry and tram services in greater Brisbane, Ipswich, Sunshine Coast, and Gold Coast regions.

The best part about go card is it's:

- cheaper than a paper ticket
- convenient to manage
- easy to top-up and use
- available for adults, children, concessions, seniors.

[Organise your go card concession here](#)

Always carry your student ID with your Go card– you can be fined if you don't show your student ID





Located Here

Our campus is located on 349 Queen St, in the heart of Brisbane City. Brisbane has a large international airport with flights daily to and from countries all over the world and within Australia. It is easy to travel to other Australian states and territories via plane and other modes of transportation.

Accommodation

Options for students:

- Home stay with an Australian family (AHN)
 - Specialist Student Accommodation (Student One, Uniresort, Urbanest, Unilodge, Atira)
 - Privately rented accommodation
- There are laws for renting in Queensland to protect you—always rent legally! (see RTA for more information)

FREQUENTLY ASKED QUESTIONS

1. How do I apply for my Tax File Number (TFN)?

If you are planning to work in Australia, you need to get a Tax File Number, this is required by employers and the Australian Taxation Office. You can apply for a TFN by visiting www.ato.gov.au. To find out more about your student visa conditions please visit www.immi.gov.au.

2. How do I apply for a bank account?

You can open a bank account by visiting any of the banks. Please ensure that you take along your student ID card and passport for identification purposes.

3. How do I get a travel concession card?

If you are a full time student then your student ID card will entitle you to a student concession paper ticket or a student concession go card. This can be purchased from railway stations and news agents. For more information about journey planners and go cards, visit www.translink.com.au.

4. What is 'census date'?

Census Date is the date when a student's enrolment is finalised. If a student withdraws after the census date they will have to pay fees, or if the student has a FEE-HELP loan, will incur a debt.

5. Where do I find my subject timetable?

You can check your subject timetable by visiting www.rbs.qld.edu.au

6. How do I contact my lecturers?

Your subject guide will list the contact information of your lecturers. You can also meet your lecturers during their set consultation time, the details of which are also outlined in your subject guide.

7. Where do I get my lecture notes and subject materials from?

Your subject materials can be downloaded from iLearn. Go to www.rbs@qld.edu.au to access iLearn.

8. Where do I borrow books from?

You can borrow books from The Resource centre on Level 2.

9. Till what time can I access the Campus?

You can access the Campus from 7.30am – 6.00pm Monday to Friday. A Swipe Card will be required for access over Weekends and Public Holidays.

10. What should I do if I hear a fire alarm?

During normal working hours 7.30am – 6:00pm, if you hear the Alert Alarm sound, (BEEP - BEEP - BEEP) please wait for further instructions from the fire wardens. If you hear the Evacuation Alarm sound, (WHOOOP - WHOOOP - WHOOOP) all occupants must follow the evacuation instructions given by the fire wardens and exit the building using the emergency exit and remember NOT to use the lifts during this time. Outside normal working hours, you must immediately leave the building on hearing the alert or evacuation alarm.



We look forward to welcoming
you to Russo Business School

Informed by Sarina Russo

Sarina Russo
How to get that job!



For more
information,
scan here.

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Brisbane 4000 QLD Australia

rbs.qld.edu.au

