



*Welcome to
Russo Business
School and your
new learning
Journey!*

Orientation

CRICOS 03441F



Welcome to Brisbane

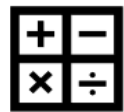
Brisbane, Australia's 'New World City,' is Queensland's capital city and is fast becoming the destination of choice for international students.

- Population 2.5 million
- Thriving economy, continuing to grow
- Global hub in scientific innovation, mining, technology, higher education, tourism and hospitality
- Greater job opportunities with the ramping up for 2032 Olympics
- Great working opportunities for international students
- Terrific lifestyle – 1 hour drive to Gold Coast or Sunshine Coast, sub-tropical climate, affordable housing, dynamic culture and social life



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.



Business
Fundamentals



Commercial
Acumen



Entrepreneurial
Mindset



Career
Focused



Accessible & In
time



Lifelong
Learning/Pathways

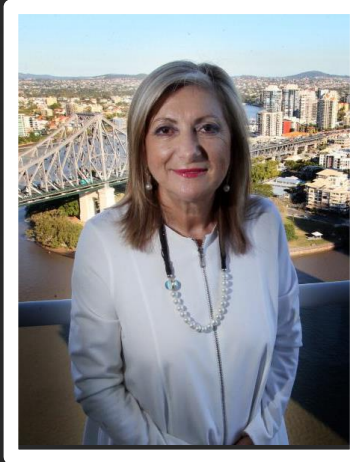
Our Leadership and Academic Credentials

Board of Directors



Amanda Stoker

(former senator of
Australia)



Sarina Russo

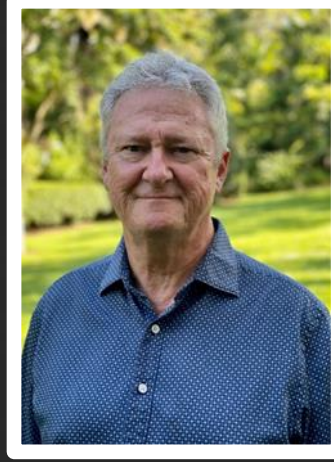
Founder &
Managing Director
of Sarina Russo
Group

(One of Australia's
wealthiest and influential
women)



**Prof Paul
Greenfield AO**

Executive Dean
(former Vice Chancellor of
the University of
Queensland)



**Prof Chris
Cocklin**

Board Member
(former Provost of James
Cook University)



Kevin Ayre

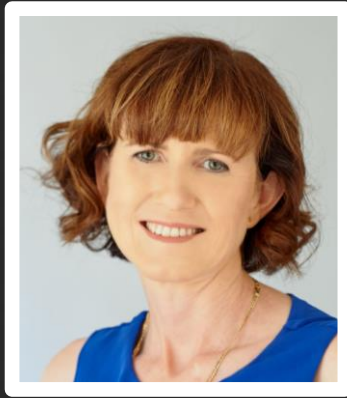
Board Member
(Extensive career in
employment sector)



Our Management Team



**Kathleen
Newcombe**
Group CEO



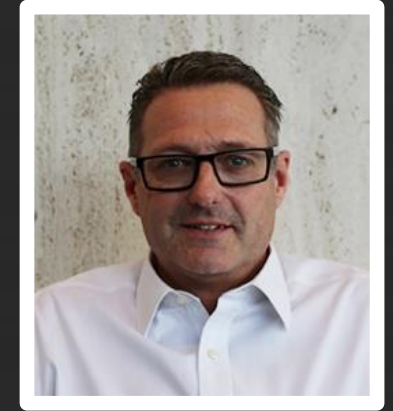
**Stephanie
Hunter**
COO, RBS



Geoff Wessling
Dean of Studies



Jennifer Ah-Fock
Program Manager

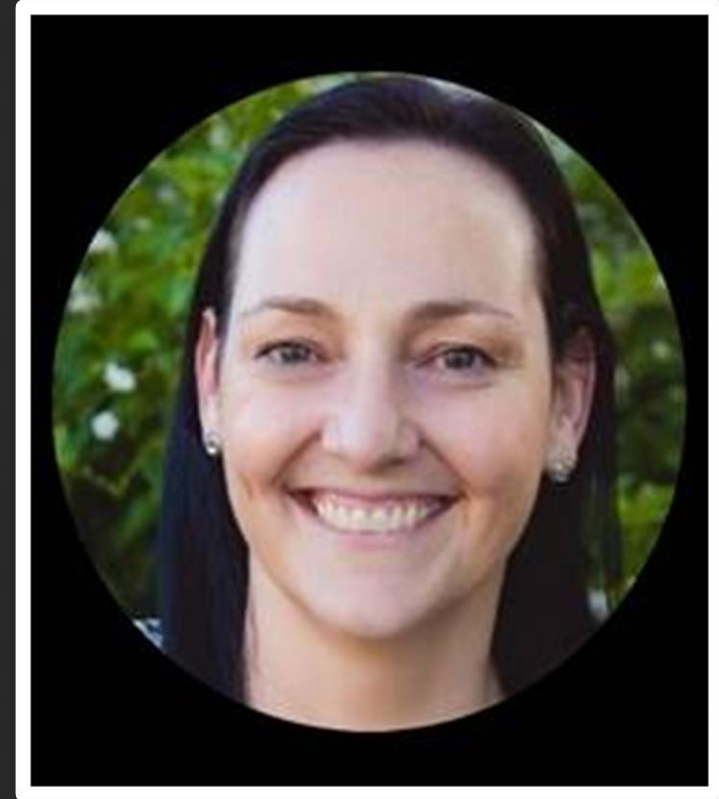


Quentin Underhill
Manager,
Operations and
Standards



Key Specialist Staff

Juliana Neves Braga
Career Counsellor
Joblinx



Martine Lakey
Student Counsellor
Student Wellbeing Team



Contacting Us

Email:

info@rbs.qld.edu.au

Include:

- Your full name
- Student ID
- Your question or request



Check your email or SMS for a reply



Your Academic Journey

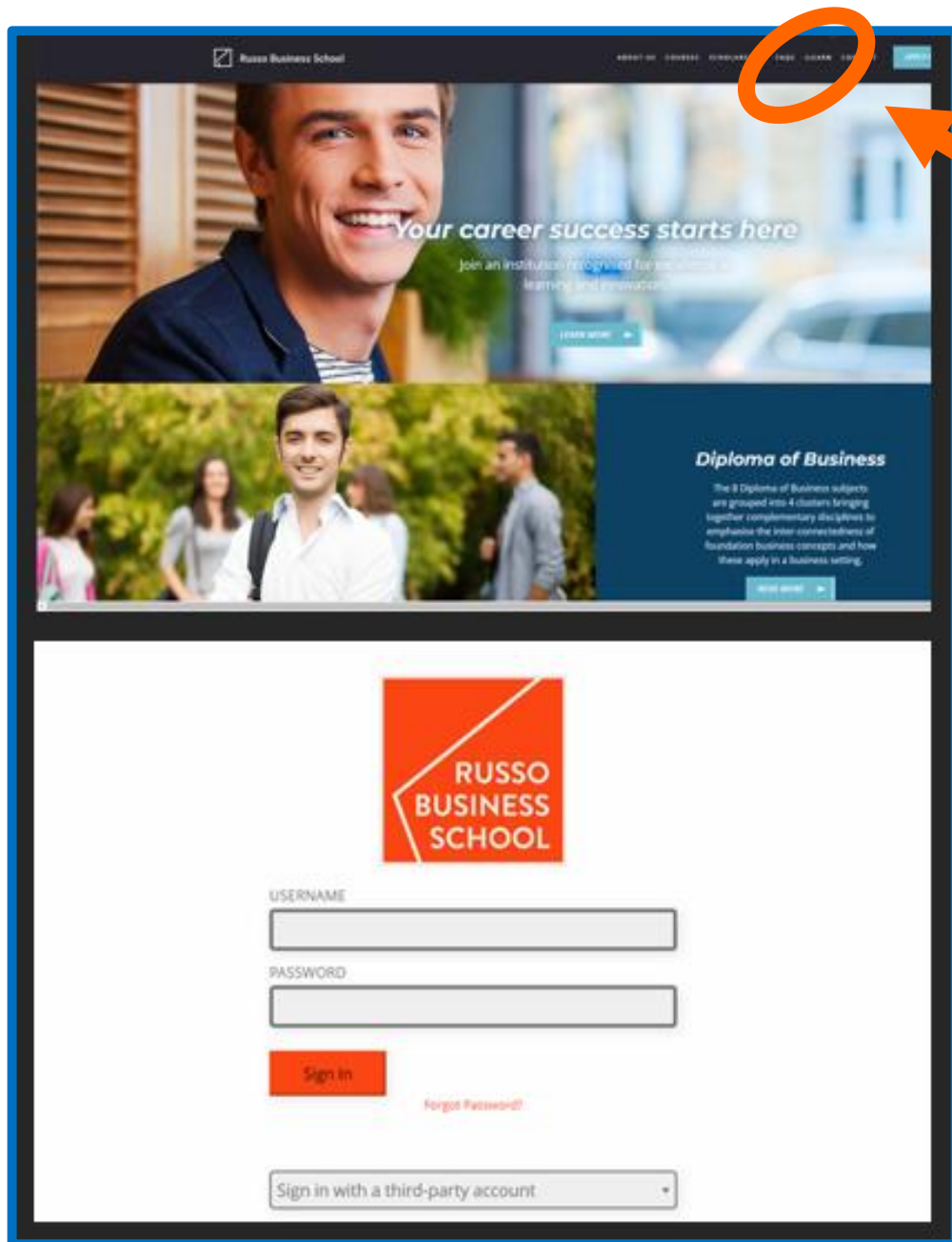
CRICOS 03441F

Your Registration Steps

To ensure you are set for your Academic Journey, we will support you through the following Registration Steps:

1. Getting to know the Campus and surrounds
2. Taking a photo for your Student ID card
3. Creating a Unique Student Identifier (USI)
4. Registering for public transport student concession
5. Scheduling an Academic Skills Workshop
6. Scheduling a Joblinx Workshop





Login to RBS LMS (iLearn)

To access RBS LMS, you need to go our website:

<https://www.rbs.qld.edu.au/>

- Click on the tab **iLearn**
- Add your Username
- Add your Password
- Click Sign In

Campus Life



Student Services



The Learning
Centre



Joblinx



Library



Computer Access &
Study Spaces



Student Lounge



Prayer Room



Counselling

Campus Life – Student Support



Student Services – Ground Floor

- General support related to your studies

The Resources Centre – Level 2

- ID Cards, printing, academic support, textbook and laptop loans,
- A quiet study space

The Learning Centre – Level 2

- Meet with a Learning Advisor to support your studies
- Academic English Support

Joblinx – Level 2

- Individualised assistance to find paid employment

Meet with Program Coordinator and Lecturers

- Talk about challenges relating to classes
- Discuss your study goals/progress
- Discuss attendance



The Student Lounge

- Free Coffee and Hot Chocolate
- Selection of games

Multi-faith Prayer Room – Level 5

Meet with our Wellbeing Team

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

Electronic Items

On Campus you have access to free WiFi.

- Username: SRInstitute
- Password: Candidate1

You have access to computers throughout the building + computer labs on Levels 1, 4, 7 & 8.

In class consideration: Mobiles must be switched off while you are in class and in examinations





Russo Business School - Academic Calendar 2023

Six term model	SP1	23 January to 3 March
	SP2	20 March to 28 April
	SP3	15 May to 23 June
	SP4	10 July to 18 August
	SP5	11 September to 20 October
	SP6	6 November to 15 December

JCU Brisbane Trimesters

Trimester 1 - 13 February to 13 May

Trimester 2 - 29 May to 26 August

Trimester 3 - 11 September to 9 December

- 16 Orientation for new students
- 17 SP 6 2021 results released
- 23 Classes Start - SP 1
- 26 Australia Day

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

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

- 3 Census Date SP1 1
- 27 Assessment Week

- 6 Study Break
- 14 SP1 Results released
- 20 Classes Start - SP 2
- 31 Census Date SP 2

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

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

- 7 Good Friday
- 10 Easter Monday
- 24 Assessment week
- 25 Anzac Day

- 1 Labour Day
- 1 Study Break
- 8 Orientation for new students
- 9 SP 2 Results released
- 15 Classes Start - SP 3
- 26 Census Date

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

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

- 19 Assessment Week
- 26 Study Break

- 4 SP 3 Results released
- 10 Classes Start - SP 4
- 21 Census Date

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

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

- 16 Brisbane Show Day
- 14 Assessment Week
- 21 Study Break
- 29 SP 4 Results Released

- 4 Orientation for new students
- 11 Classes Start - SP 5
- 22 Census Date - SP 5

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

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

- 2 Queens Birthday Holiday
- 16 Assessment Week
- 23 Study Break
- 31 SP 5 Results Released

- 6 Classes start SP 6
- 17 Census Date SP 6

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

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

- 11 Assessment Week
- 18 Study break commences
- 22 SP 6 results released
- 25 Christmas Day
- 26 Boxing Day

Legend

CS

Classes Start

T

Tuition Fee Due Date

C

Class

CD

Census Date

Public Holiday

E

Exam Week

S

Study Break

R

Results Release



Diploma of Business

Aim: Develop in students the fundamental knowledge, commercial acumen and entrepreneurial mindset to achieve success in their industry of choice and/or prepare students for their second year Bachelor studies.



Diploma of Business Cluster Model



Subject Code	Subject Name
First Cluster - Professional Skills for Business	
RH1000	Academic & Business Skill Development
RH1005	Contemporary Business Communication
Second Cluster - Managing and Marketing a Business	
RH1004	Management Fundamentals
RH1008	Marketing Fundamentals
Third Cluster - Data Analytics & Decisions Making for Business	
RH1003	Economics
RH1007	Data Analysis & Management
Fourth Cluster - Finance and Legal Essentials for Business	
RH1002	Accounting
RH1012	Business Law

- Check iLearn for your class schedule & more details about your course
- You will be notified of your timetable and changes
- You may have a combination of face to face and online classes
- 5-week Intensive Study period + 1 week for assessment finalisation + 2-week break prior to commencement of next cluster
- The course is delivered using a mix of synchronous and asynchronous activities.
- RBS Block Model – 3 x 2.5 hour sessions per subject per week of face-to-face synchronous learning, Monday to Friday
- RBS students are expected to have 15hrs of face-to-face learning and at least 10hrs of self-learning



Visa Requirement

All international students must know their visa conditions.

Student visa conditions include :

- Acknowledge requirements of your principle course
- Maintain a course of study (with CoEs)
- 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 (OSHC) for duration of your visa
- Please visit immi.homeaffairs.gov.au



Attendance

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

- If you arrive late to class, you may be marked absent
- If you are absent due to illness for more than 2 days, see a doctor and email your medical certificate to info@rbs.qld.edu.au
- You are NOT marked present if you have a medical certificate. The certificate will be kept with your student records
- If you are seriously sick or injured, please contact us immediately. We can then discuss options available to you, for example, defer your studies as appropriate



Academic Progression

To get the most out of your course and maintain minimum academic standards, you must make a genuine attempt to progress academically in each study period.



Students are responsible for:

- ✓ Their own learning and making satisfactory academic progress
- ✓ Using assessment criteria when completing assessment tasks
- ✓ Taking note of assessment feedback to improve results
- ✓ Undertaking good study habits to achieve learning outcomes
- ✓ Attending classes to meet the attendance requirements
- ✓ Submitting assessment by due dates
- ✓ Attending examinations
- ✓ Notifying staff and seeking help if extenuating circumstances arise.

Throughout each study period, the Academic Program Manager in conjunction with the Dean of Studies will monitor each student's academic performance.

Academic Support



If you need help with:

- Issues with classes
- Study goals / academic progress
- Time management – work / life/ study balance
- Studying, research, assignment writing, referencing
- Other assessment-related topics
- Referral / advice for health and well-being

Please make an appointment with our Learning & Teaching Team on Level 2 or speak directly with your Lecturer.

Language Support and Development



If English is not your first language, you need to continue to develop your language skills throughout your course to prepare for work / university.

- Please use ENGLISH in class
- Review new words and concepts regularly
- Limit your use of translators – ask more questions
- Try to work with students of different nationalities

Need extra support?

- Ask your Lecturer
- See the Counsellor



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.

Complaints and Appeals

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

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

Please refer to our website for the complaints process.
www.rbs.qld.edu.au



Academic Transcript and Testamurs



Academic Records (Official Academic Transcript and Testamur) are issued within 30 days of you completing your course.

ALL fees must be paid to receive your Academic Record.

You must have a Unique Student Identifier (USI) to receive your Academic Record.



Working in Australia

CRICOS 03441F

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

Student visa holders who cancel their enrolment and stop attending classes, or fail to meet satisfactory course progress, may be in breach of their visa conditions.

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)



Skills for Work



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

Register with Joblinx via our website

- Assistance with your resume
- Job interview skills
- Looking for work & working in Australia



Protecting YOU at Work



Australian Government

Fair Work
OMBUDSMAN

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

Fair Work Ombudsman:

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

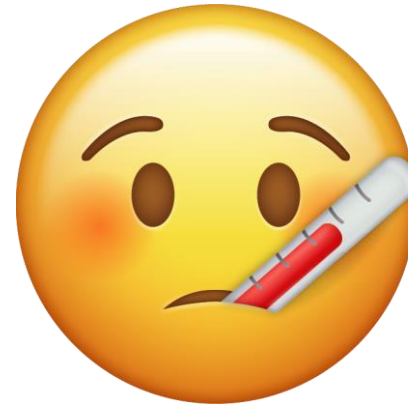


Health and Safety

CRICOS 03441F

Your Health

Be COVIDSafe



- If you are unwell stay at home
- Refer to the [Queensland Health Website](http://www.health.qld.gov.au) for information (www.health.qld.gov.au)
- 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 / GP
- Carry your medication and prescriptions in English
- First Aid is available on Campus– notify a staff member immediately if needed

Medical Services

In your home country, you may visit a hospital when you are sick. We don't do this in Australia. If you go to a hospital when you don't need to, you will likely spend many hours waiting for treatment.



<https://www.qld.gov.au/health/services/emergency/keep-emergency-for-emergencies>

- **Emergency** - immediate medical care required
- **When to visit a GP respiratory clinic** - mild to moderate COVID-19 symptoms
- **When to visit a GP (General Practitioner)** – cold & flu, sprains, rashes, earache, infection etc
- **When to visit a pharmacy** – cold & flu, skin conditions, minor allergies, cuts etc



<https://www.health.qld.gov.au/system-governance/contact-us/find-service>

Find a Medical Service

- General practice
- Emergency department
- Hospital
- Pharmacy
- Find a different service



Safety at RBS



In the event of a critical incident, please undertake the following:

- Call Emergency Services on 000
 - During Campus Hours contact your Lecturer or Student Services
 - Refer to your Critical Incident Contact Card for more information
-
- The campus is open Monday to Friday 7.30am - 9.00pm
 - Swipe card access can be provided for weekends and public holidays
 - Stairs are located at the FRONT and REAR of the building
 - Toilets are located in the front stair wells
 - Disabled toilets are located on levels 1,3,4,5
 - Use the Emergency Evacuation signs to find your nearest exit
 - Follow staff directions during an evacuation



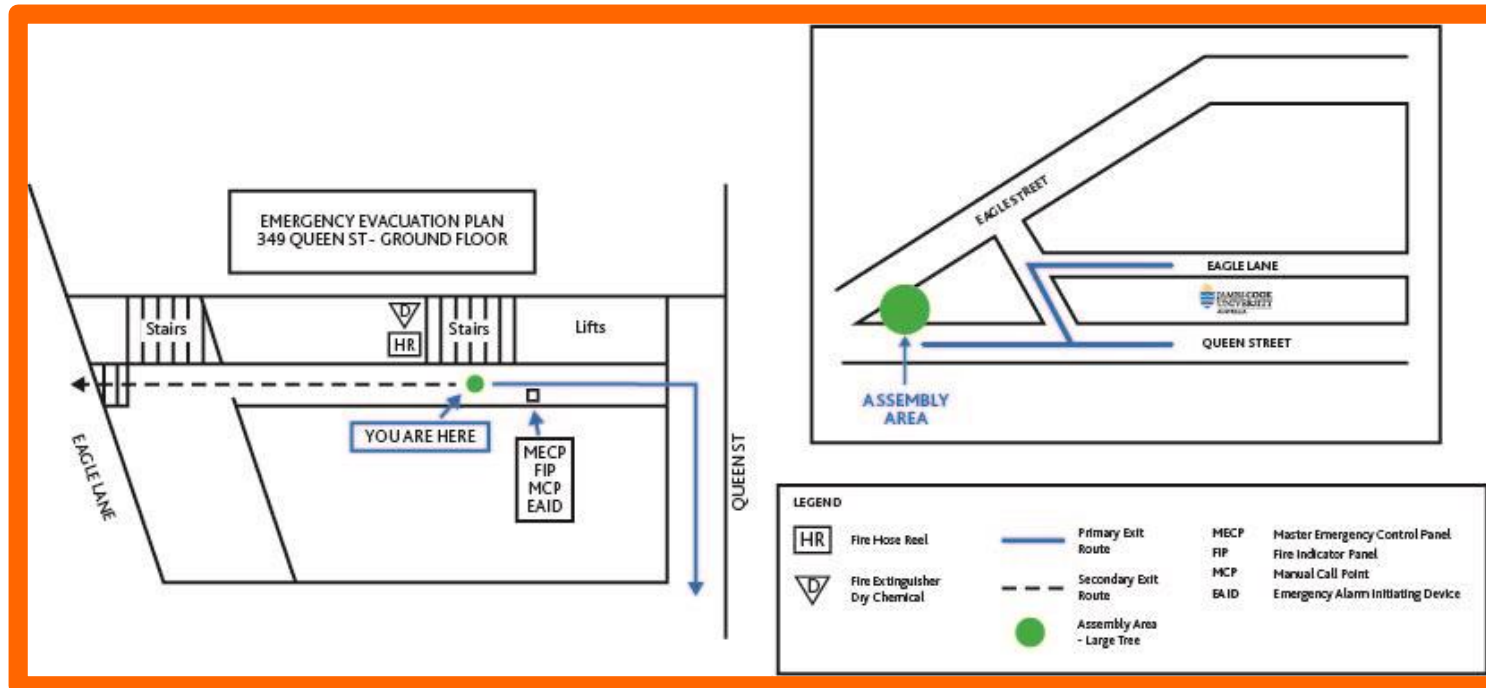
Evacuation Information

If you hear:

‘Beep, Beep’ - prepare to evacuate

‘Woop, Woop’ - evacuate to the nearest exit

Follow the instructions of the Floor Warden or Chief Fire Warden



Evacuation Plan

Know your exits
and assembly area



Personal Safety

Queensland Police Service

<https://www.police.qld.gov.au/safety-and-preventing-crime/personal-safety/adult-safety>

- Core personal safety strategies
- Dealing with confrontation

Situational safety strategies - You are encouraged to consider and implement strategies that most suit your needs and your lifestyle. In all situations, if you feel your safety is being threatened, call Triple Zero (000):

- Safety in the home
- Safety out and about
- Safety on public transport
- Safety in the car
- Safety in the workplace
- Safety in the social scene



Cyber Security

Australian Government
Australian Signals Directorate

ACSC Australian
Cyber Security
Centre

Practical ways to protect yourself online:

- Update your devices
- Set up and perform regular backups
- Turn on multi-factor authentication
- Set secure passphrases
- Recognise and report scams
- Watch out for threats

<https://www.cyber.gov.au/learn>



Beach and Sun Safety



SURF LIFE SAVING
QUEENSLAND

<https://lifesaving.com.au/safety-info>

- Swim between the flags
- Be sun safe
- Don't drink and swim
- Check the condition reports
- Be stinger aware
- Swim with friends



Queensland Fire and
Emergency Services

Storm Safety

<https://www.qfes.qld.gov.au/prepare/storm>

- Be prepared
- Tune in to warnings
- Unplug electrical items
- Never drive, ride, swim or walk in floodwater
- Avoid fallen powerlines – call 000 to report the danger



Emergency Services



Memorise your address and mobile phone number

Use Google Maps to find out your location

Only call 000 in an emergency!



The Law and Legal Assistance

Please be aware that laws in Australia may be different from your own country. Breaking the law in Australia may put your visa at risk.

Make sure you have a **VALID** licence to drive in Australia.
Check Queensland Department of Transport:
<https://www.tmr.qld.gov.au/Licensing/Getting-a-licence>

- Observe** the road rules, specifically mobile phone use, speed and drink driving; penalties are strict, especially during holidays
- Be aware** of alcohol and drug laws
- Be aware** of laws for minors (under 18) eg. gambling, drinking

<https://www.police.qld.gov.au/drugs-and-alcohol>

<https://raisingchildren.net.au/teens/behaviour/behaviour-questions-issues/legal-age-teenagers-and-the-law>



If you require legal assistance, you can contact your country's **consulate**:

<https://protocol.dfat.gov.au/Public/ConsulatesInAustralia/4>

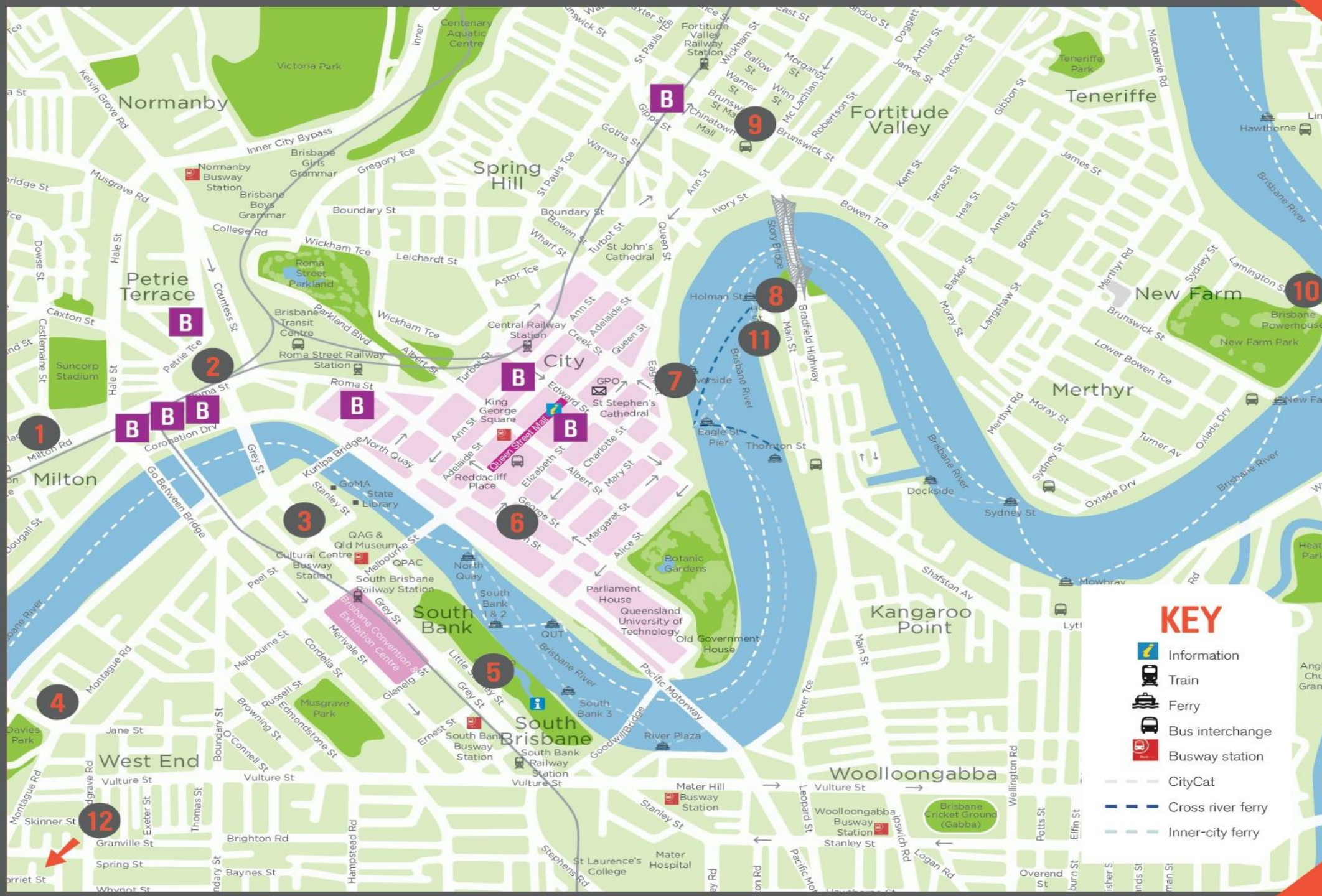
Or contact **Legal Aid Queensland**:

<https://www.legalaid.qld.gov.au/Home>

Ph: 1300 651 188

Welcome to Brisbane





Legend

- 1 XXXX Brewery Tours
- 2 The Barracks
- 3 South Bank Cultural Centre – Gallery of Modern Art, Qld Museum, Qld Art Gallery, Qld Performing Arts Centre
- 4 Davies Park Markets, Saturdays
- 5 Streets Beach & Lagoon
- 6 Treasury Casino & Farmers Markets
- 7 Eagle Street Pier
- 8 Story Bridge Adventure Climb
- 9 China Town & Brunswick Street Malls
- 10 Brisbane Powerhouse
- 11 Riverlife Adventure Centre
- 12 Lone Pine Koala Sanctuary, Fig Tree Pocket

KEY

- Information
- Train
- Ferry
- Bus interchange
- Busway station
- CityCat
- Cross river ferry
- Inner-city ferry

B Accommodation

Brisbane Transport

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.

Always carry your student ID with your **go card** – you can be fined if you can't produce your student ID.

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



Brisbane Transport

NightLink
– stay
connected
every
weekend.



Other transport options include:

- Nightlink: Weekend late night services
- Cycles & scooters for hire

FREE services:

- City Hopper (ferry)
- City Loop, Spring Hill Loop (bus)



Smoking

Smoking laws are strict throughout Australia and new laws have recently been introduced in Queensland

Look for ashtrays or designated smoking areas

If you smoke in a smoke-free area, you might get a \$275 (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



<https://www.health.qld.gov.au/public-health/topics/atod/tobacco-laws>

Accommodation

Options for students:

- Home stay with an Australian family (AHN)
- Specialist Student Accommodation
(*Student One, Uniresort, Urbanest, Unilodge, Atira, Scape, Iglu*)
- Privately rented accommodation

There are laws for renting in Queensland to protect you – always rent legally!

See RTA website for more information

<https://www.rta.qld.gov.au/>



STUDENT ONE



A H N

AUSTRALIAN HOMESTAY
NETWORK



residential
tenancies
authority



Russo Business School
wishes you well with your
studies😊

Thank you
Q & A



349 Queen Street
Brisbane 4000
QLD Australia
07 3552 2222
rbsqldedu.au