



— Est. 1992 —

International College of Hotel Management
ADELAIDE - AUSTRALIA

JANUARY 2020

NEW STUDENT
E-BOOKLET



 **SwissHotelAssociation**
Affiliate School

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JANUARY 2020 IMPORTANT DATES:

- January 25 - 27 - Check into accommodation
- January 28 - 31 - Commence week one
- January 31 - Commencement ceremony
- April 6 - 13 - Mid-semester holiday
- May 29 - End of course ceremony
- June 1 - 5 - SWOT week
- June 8 - 19 - Final exam period
- June 19 - Semester concludes

CONGRATULATIONS

You are now a student of ICHM. You've read the ICHM Prospectus so you know something about the excitement and challenges you can expect from life on campus. This new student information e-book contains everything you need to know to prepare you for the adventure ahead. Over the next few years your 'home' city is Adelaide, South Australia, and you'll find information about it in this e-book (see section 6) including links to websites. We have asked some of the students on campus about what they needed to know, from getting ready for ICHM through to arrival and settling in. You will notice some of their thoughts throughout. It's important that you read each part of the e-book carefully and tick the items on the 'pre-departure checklist' (at the back) and fill in the 'new student arrival form' and email back to us (also at the back). *Let's get started!*



1. GETTING READY

International students you won't get far without your passport, visa and tickets, so have them somewhere handy and safe when travelling.

It might be an idea to make copies of your passport details, insurance policy, any visas and credit card numbers. Carry one copy in a separate place to the originals and leave a copy with someone at home.

FINANCES

There are a number of financial arrangements you need to have in place before leaving for ICHM.

You will need:

- A credit or debit card.
- The means to pay your AUD\$500 bond on arrival at RIH (payable by credit card, EFT, cheque or cash). Of course, this bond is refunded once your on campus study for each semester is completed, provided you incur no expenses (see section 3: On campus Accommodation; for more information about the RIH bond).
- If you haven't already purchased text books, you may need to purchase text books (approximately \$600).
- Cash in Australian dollars to cover general expenses in the first week. We recommend between AUD\$60 and AUD\$120.

Do not bring large amounts of cash with you.



PACKING

You should plan on bringing one or two cases — no more. There is a local shopping centre close to the campus, so any personal items and bed linen you may have forgotten or decided not to bring with you can be purchased later. Remember, whatever you bring in at the start of semester, you will have to take with you to placement and then bring back so “less is more”.

CLOTHES

You need to bring clothes to wear to class in the first week, casual clothes and a stylish ‘dress-up’ outfit for the Course Commencement Ceremony, a major social event on the ICHM calendar.

CLASSROOM ATTIRE

Professional hoteliers look smart, and because we regard you as an aspiring professional you will be expected to look the part from day one. Black (or dark) and whites are needed for the first weeks - you may be able to make do with your current uniform or items in your wardrobe because you won't be wearing them for long.

For class you are expected to wear:

Male

- Black or dark grey trousers
- White business shirt
- Tie*, black socks and shoes

Female

- Black or dark grey skirt or pants
- White business shirt
- Black hosiery
- Black shoes

You will be measured and fitted for your uniform during week one.

* All male students need to know how to tie a necktie:
www.tieguide.com/windsor.htm



CASUAL CLOTHES

Bring enough casual clothes for you to feel comfortable for those times when you are not in uniform, and keep in mind the time of year. As well as needing to be relaxed in and around RIH, you will be going out on weekends so bring items appropriate for clubs and restaurants and, of course, going to the beach. It can be quite cold, so make sure you have enough warm clothing, such as a jacket, cardigan or jumper.

ON CAMPUS SPORTS

Tennis, basketball, table tennis, snooker, volleyball, student-staff sports matches.

OFF CAMPUS SPORTS

Golf, cricket, indoor rock climbing, bush walking, sailing, fishing, horse-riding, ice-skating, ten-pin bowling, scuba diving, swimming, gym, paintball skirmishes . . . and more.

GENERAL LEISURE ACTIVITIES

Barbecues, shopping trips, cinema, karaoke nights, food and wine festivals, beaches and parties.

COURSE COMMENCEMENT CEREMONY

The Course Commencement Ceremony is held at a hotel in the city, this is a formal event where students and staff get together to celebrate student achievements. Bring a formal outfit - something that would be appropriate to wear to a cocktail party or formal dinner.



From one student to another:

Throw yourself into the lifestyle that ICHM provides, because it allows you to experience (in small doses) what hospitality will be like in the future.

Your career starts the moment you begin in first year, but so do the best times of your life if you make the most of it!

Time to get excited!

SHOES

You should regard your shoes as an investment in comfort and durability. You will be wearing them all day in classrooms, including during Food & Beverage Service training, and for some long shifts in the public training restaurant.

When you are on your internship in a hotel your employer will look at your shoes, so your decision about your purchase should be made as to what would be acceptable in the workplace.

In the classroom, shoes should be black, leather or leather-look and be of a conservative style. It is extremely important that shoes are enclosed and have soles that won't slip on wet floors. Female students should avoid large bows or buckles. Stiletto heels and platforms are also not acceptable.

When working in the kitchen or restaurant, it is important to protect your feet as you will be working with hot items. Students will be provided with JB clogs style 9C3 as part of their Chef's uniform.

STUDENTS RECOMMENDED SHOES

Females: Two pairs of black leather shoes: one with heels and the other flats. Think businesswoman for heels, and we've found that those recommended for air hostesses are the most comfortable. Flats must be 5 cm to 8 cm (2 inches to 3 inches) from the tip of your foot to protect you from any broken glasses or hot food when plates get dropped.

Males: Make sure they are comfortable black leather shoes that you can wear all day.

Acceptable shoes for male students during lectures/tutorials:



Acceptable shoes for female students during lectures/tutorials:



HAIR

Generally, the hotel industry has a conservative attitude to hair and hairstyles. Therefore, the same applies when you are at ICHM so give it some thought when you're getting ready.

FEMALE STUDENTS

Short - you can wear it down as long as it is off your face.

Long - if your hair is shoulder length or longer you should wear it up in a conservative fashion, such as a ponytail or bun. The hair tie must be of a similar colour to your hair. Black ribbons with a maximum width of 20cm and maximum length of 50cm may be worn.



MALE STUDENTS

Think conservative, so hair must be above collar in length. You are expected to be clean-shaven, so no stubble. An exception can be made on cultural grounds, and this needs to be discussed with the college.

Unnatural colours, highlights and lots of hair product are not acceptable in class or when you are on internship.



HEADWEAR

If you come from a culture that requires you to cover your head with a scarf or turban, naturally that is acceptable. However, the college must be informed prior to your arrival.

HAIR AFTER HOURS

When you are not in uniform you can do anything you want with your hair. When you are heading out for a night out, there are plenty of hairdressers locally if you're looking for added glamour.

WEATHER

Please remember to pack for the weather.

January intake

You will arrive in Adelaide mid-summer when the temperature varies from around 25°C to 45°C. This can be quite a shock if you are coming from the US or Europe.

July intake

You will arrive in Adelaide mid-winter when the temperature at night can be as low as 3°C and around 15°C during the day.

Go to www.bom.gov.au for more information on Adelaide's weather.

ITEMS YOU MIGHT NEED

Lots of students decide to buy some or all of the items listed below on the weekend they get here, rather than fill a suitcase (or two). Then, you can discuss with your flat mates as to who is buying what. You will need to bring/buy:

- A single-bed size quilt cover (also known as a duvet cover or doona cover)
- Single-bed size sheets (x 2)
- Pillowcases (x 2)
- Bath towels (x 2)
- Bath mats (x 2)
- Towels (x 2)
- Facial towels (x 2)
- Alarm clock (important for morning kitchen sessions).

You will most likely need to take your bed linen with you on your internships as well.

Discuss the items below with your flat mates:

- Tea towels (x 2)
- Sponges (x 2)
- Laundry powder
- Dishwashing liquid.

RIH will be your home away from home for the next six months. Is there anything else you can think of that will help you feel more at home, without overloading you?

Your laptop and/or iPad come immediately to mind.

You might also like to bring some photographs for your pin board—and don't worry, your display will grow once the fun begins and the cameras come out. Other items you might like to think about are trinkets for bookshelves, colourful fabric, a favourite vase and books.

But remember, no more than two cases, so you may prefer to stamp your design style once you've settled in. Don't forget: what you don't bring you can buy!

STATIONERY

Folders and workbooks will be provided to you at Commencement Week (and have been paid for in your fees), but you'll find a pencil case and A4 book with dividers useful when you start. Fill your pencil case with the usual items, such as pens, pencils, ruler, eraser, pencil sharpener, highlighter—and anything else you can think of along those lines.

FOOD

If you have any special dietary requirements while you are living at RIH, you can send an email to the accommodation staff at: rih@tafesa.edu.au

International Students - we do not recommend you bring any kind of food into Australia because of the customs laws. **IN PARTICULAR, DO NOT BRING IN ANY FRESH OR UNPROCESSED FOOD.**

If you decide to bring packaged food, make sure you declare it on your arrival form. If you don't, it could take you longer to get through customs, you may have to pay to keep your food or it may be confiscated.

For more information: www.customs.gov.au

MOBILE PHONES

Overseas students have learnt from experience that decisions around mobile phones are best made once they're on campus. Then they can ask around or speak to the Student Council Representative who will point them in the right direction.

Mobile phone comparisons can be found at:
<http://youcompare.com.au/mobilephones>

LAPTOPS

We strongly recommend that you bring a laptop. As an ICHM student you will have access to the Microsoft Office 365 suite therefore you do not have to purchase this software additionally. You will be able to take your laptop into the class.



POWER ADAPTORS

All your electrical appliances including computers, phones, hairdryers etc. may need an adaptor for electrical power points in Australia.

Please note: Australia operates with type I plugs as shown:



Australia's electricity voltage is 240 volts AC.

If you are bringing 110-volt electrical appliances, it is advisable to bring a small 110-volt transformer and a plug conversion kit with you.

If you forget to bring adaptors with you, you will be able to buy them at any Australian airport as well as the local shopping centre on the weekend of your arrival.

2. ARRIVAL

STUDENT ARRIVAL FORM

All students must complete the **Student Arrival Form** whether using the pick-up service or not. The form also ensures your RIH accommodation is ready. You can find this at the back of this e-book.

PICK UP

ICHM's free pick-up service on arrival is available **only** to students who are staying in the 'on-campus' accommodation. Please note you will need to provide us with advance notice of your arrival details via the **Student Arrival Form** (found at the back of this e-book) to use this service.

The service is available for students arriving at:

- Adelaide Airport (domestic and international)
- Adelaide Central Bus Station (country SA and interstate buses)
- Adelaide Interstate Rail Terminal (located at Keswick)

You will be sent a confirmation by email once we've received your form.

If your travel arrangements change, please resubmit the form with your new details, and advise us in the comments section that this is a change to the details sent previously. You can do this up to 48 hours before your departure.

You need to arrive in Adelaide no later than **14 July 2019**.

Let Regency International House (RIH) know by phone:

- if your travel plans change after the last day for submitting the form (that is, less than 48 hours before departure)
- if your arrival details change once you are in transit.

RIH telephone (24 hours)

Local: 8348 4000

National: 08 8348 4000

International: +61 8 8348 4000

If you do not advise us of changes to your travel plans, you will be responsible for getting to Regency International House (if you are staying on campus) and the cost of the taxi.

WHO WILL MEET YOU?

You will be met by an ICHM representative. They will hold a sign with your name and the ICHM logo on it.

ADELAIDE AIRPORT

If you are arriving on an international flight, the ICHM representative will meet you in the international arrivals area as you exit from immigration with your luggage. They will be in front of the Hudson's Coffee shop seated area if you make your way to the shop.

If you are arriving on a domestic flight, an ICHM representative will meet you downstairs at the bottom of the escalators on your way to the baggage collection carousels.

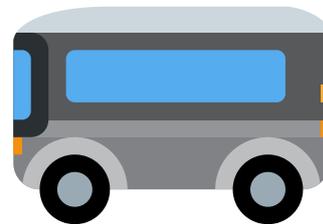
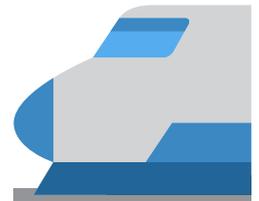
TRAIN STATION

After you have collected your luggage (usually at one end of the platform next to the terminal building), make your way to the terminal building. There is a café inside and an ICHM representative will meet you near the doorway to the café.

BUS STATION

An ICHM representative will meet you in the waiting room inside the bus terminal.

WELCOME



If you can't find the ICHM representative or your travel plans change while you are in transit (for example, your flight is delayed) you can call Regency International House (RIH) via phone in Australia: (08) 8348 4000 or from overseas: +61 8 8348 4000.

There is someone at RIH at all times but if nobody answers you can leave a message. If you leave a message, speak slowly and clearly and repeat important details, such as your phone number.

Regency International House (RIH) Telephone (24 hours)

Local: 8348 4000

National: 08 8348 4000

International: +61 8 8348 4000

Don't forget to fill in the Student Arrival Form and send it back to admissions@ichm.edu.au

3. ON CAMPUS ACCOMMODATION

Regency International House (RIH) is ICHM's home away from home on campus accommodation complex. It can house 185 students and all new ICHM students are given priority.

FEATURES INCLUDE

- Secure accommodation
- Staff on duty 24 hours a day, seven days a week
- Spacious villa-style apartments with 185 single bedrooms
- Three buffet-style meals per day (religious and dietary needs are accommodated on request)
- Free laundry facilities (washers and dryers)
- Free internet downloads 10GB per month (additional can be purchased)
- Common room, cable television, pool table and table tennis
- Private lawn areas
- Ample free car parking
- Easy access to sporting facilities: tennis and basketball.

FROM A STUDENTS PERSPECTIVE

“You'll be greeted by two or three friendly reception staff who you will get to know very well, especially when you need a question answered or should you ever accidentally lock yourself out. On arrival, they will ask you to sign some forms after which they'll show you to your apartment, which you'll share with three other students. They'll explain some safety aspects and rules for campus life, and then leave you to explore your new room and get to know your roommates.”



“ Our goal is to provide a comfortable and friendly living environment for students, whilst ensuring their safety and well-being”. - Regency International House Team.



WHAT'S IN YOUR APARTMENT?

- 1 dining room table
- 6 dining room chairs
- 2 couches
- 1 microwave
- 1 kettle
- General cutlery
- Air conditioner
- Storage cupboards
- Sink and drying rack

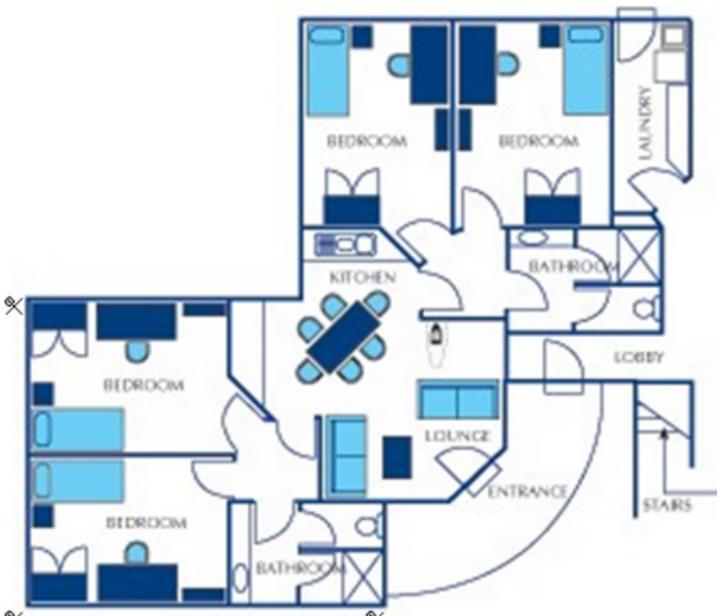
WHAT'S IN YOUR BEDROOM?

- Single bed, single doona, pillows, mattress & pillow protectors
- Bedside table with three drawers, one of which locks for security
- Washing basket
- Cupboard with two hanging bars and a shelf at the top
- Large desk with three drawers
- Bookshelf
- Large pin board
- Wall heater
- Drying rack

WHAT'S IN YOUR BATHROOM?

- Shower
- Lavatory (toilet paper is provided each week)
- Sink
- Long bench

You may arrive earlier, or depart later, but you will be responsible for any additional costs at \$AUD65.00 a night for room and meals.



SECURITY BOND

All students in residence need to pay a refundable AUD\$500 bond for accommodation (to be used for any necessary repairs and/or damage to your room, units or contents including the computer).

This amount must be paid separately to your fees and needs to be paid directly to RIH Reception upon your arrival, either in cash, by credit card, by electronic fund transfer or cheque in AUD\$.

WHAT IS SUPPLIED?

Meals - three meals per day, seven days per week, in the **Student Dining Hall**.

Free washing machines and dryers are located in the laundry (you provide your own washing powder/liquid).

Each apartment contains four single bedrooms, two bathrooms and a shared kitchenette/dining/lounge area.

The kitchenette contains a small fridge, microwave and kettle.

Please note that students are not permitted to bring their own electrical food appliances, such as toasters and toasted sandwich makers to the apartments. For student safety, all apartments contain smoke detectors (fire alarms) which are hardwired to the Fire Service.

Should a smoke detector be set off, the fire department automatically sends a fire engine to RIH. In the event of a false alarm, RIH will be billed approximately AUD\$850 to cover the cost of responding to the alarm. RIH in turn forwards this bill to the student responsible.

ROOM ALLOCATION

Students are allocated rooms with thought given to factors such as culture, gender and age. Generally, new students have no say in their room allocation; however, if there is a genuine barrier to developing friendly and productive relationships then the matter should be discussed with the manager.

4. WEEK ONE

All new ICHM students will meet at ICHM Campus (137 Days Road Regency Park SA 5010) on **Tuesday 28th January, 2019**

A variety of information sessions, excursions and activities are planned over the first few weeks of the program to help you get to know your fellow students and to ensure you have the knowledge you need to be successful in your studies.

DURING WEEK ONE WE WILL:

- Familiarise you with the college and its facilities
- Review your timetable and discuss subject details
- Offer academic literacy sessions
- Explain the college rules, regulations and procedures
- Fit uniforms
- Introduce ICHM lecturing and administration staff
- Arrange banking for overseas students
- Conduct team-building activities

Attendance at week one is compulsory as it provides you with information you need and will help you.

A STUDENTS PERSPECTIVE: WHAT TO EXPECT IN WEEK ONE?

- Lectures from ICHM and RIH staff on the next six months and the details of what is going to be happening
- Getting to know your fellow students
- Getting used to your surroundings
- Surprises and FUN!!

PROOF OF AGE CARD

A proof of age card is for young people over the age of 18. It can be used for accessing licensed premises and for general identification.

To apply you will need to provide evidence of identity. This is a minimum of three documents that verify your identity, age, signature and residential address. A payment is required with the application.

<http://www.sa.gov.au/topics/driving-and-transport/drivers-and-licences/proof-of-age-card>

OVERSEAS STUDENT HEALTH COVER

Australian students are covered under the government funded Medicare (and some will have additional private health cover).

All student visa holders are required to have adequate Overseas Student Health Cover (OSHC) while they are in Australia. The insurance must commence from the date you arrive in Australia on your student visa and must be in effect until you leave Australia or move to a non-student visa subclass. If a student visa holder is in Australia and does not hold OSHC, they are in breach of visa condition 8501, even if their course has not yet started. ICHM is not responsible for your medical cover, you have to organize this prior to travelling to Australia.

You will need to ensure that your OSHC has been activated in accordance with the instructions from your health cover provider once you are in Australia.

BANKING

It is not safe to carry large sums of money or to keep cash in your room, so we suggest you open a bank account as soon as you can. If you do not already have a bank account, there is time allocated in week one to open one at a local bank.

To open an account with an Australian financial institution you are required to provide proof of identity. This is assessed on a points system, with applicants needing to provide 100 points of identification. If you have been in Australia for less than six weeks, your passport is sufficient identification and will be considered equal to 100 points. If you have been in Australia for more than six weeks, use the following as a guide:

- 70 points - Birth certificate or Passport or Citizenship certificate
- 40 points - ICHM Photo Identification Card or International Driver's Licence (with photo)
- 25 points - Master Card or Visa Card issued from a bank.

Always make sure you understand the conditions of any account before you open one. Remember to ask about any special Student Account the bank is offering, which may have the benefit of cutting bank fees. However, all accounts of any kind are subject to government fees.

Phone and internet banking are widely used in Australia and reduce bank fees charged on your account.

Most students open an account that has access to an ATM via a card, and most supermarkets and shopping centres have facilities to purchase goods with your ATM card, known as EFTPOS.

CREDIT TRANSFER

ICHM's credit transfers policy can be found at https://www.ichm.edu.au/_files/ff/7660/Recognition_of_Prior_Learning.pdf

Students who intend to claim credit for prior learning must provide original or certified copies of documentary evidence supporting the application. Applications for credit may be lodged at any time prior to enrolment or if you decide to claim status after you start your studies, you should submit your Recognition of Prior Learning application by the end of week 2.

It enables students to apply for status for previous work experience, studies and language knowledge, which could result in a student completing the relevant qualification(s) in less than the required time frame.

Please note that should an overseas student decide to accept such status and shorten their study time, ICHM is obliged to inform Immigration. It is therefore important for all overseas students to consider if they would prefer to shorten their course (thus shortening the length of their visa) or to undertake the full time frame in Australia.

AUSTUDY / ABSTUDY (Australian students only)

ICHM's course is officially approved for Austudy/Abstudy. You should contact your nearest Austudy/Abstudy office for information on how to apply: <http://www.centrelink.gov.au>

COMPUTERS AND INTERNET ACCESS

There are a number of rights and responsibilities that go along with using computers on campus and students must abide by certain conditions of use.

When accessing the network for the first time, you will have to agree to abide by these conditions so please read them carefully.

Please note that internet access in Australia may not be the same as you are used to in your home country. We endeavour to provide the best possible publicly available internet access within reasonable cost limits; however, students from other countries sometimes tell us that internet speeds, download and upload limits and charges in Australia are quite different.

COMPUTER SUITES

There is a computer suite next to the dining room at RIH, and computers are also available in classroom C204.

WIRELESS INTERNET ACCESS

Wireless internet access is provided in the dining and common rooms at RIH. If you have your own laptop, you are welcome to bring it with you, but you will need it configured for access, which will be done during your first week.

Use of the wireless internet access is linked to your personal internet account.

INTERNET LIMITS

The standard usage is 10GB per month. However, you can buy additional capacity for downloading content from the internet; you can buy an additional 50GB for AUD\$50, which must be used in the calendar month it is purchased. The offer can be purchased at RIH reception.

EMAIL

As part of week one, you will be provided with a personal email address and instructed on how to access the on-campus network.

Students are expected to access their emails daily (preferably twice daily) and respond to messages within 24 hours. Students living off campus may redirect their email, but all messages whether to off-campus students or those in RIH will be deemed to have been received 24 hours after they were sent.

PHONES

All personal mobile/cell phone accounts remain your responsibility.

BEDROOM PHONES

All bedrooms have a telephone for internal calls. If you want to make and receive external calls, RIH Reception will arrange payment of telephone credit on arrival and through the semester.

PUBLIC PHONES

There are two pay phones at RIH, one in Reception and the other in Lipman Hall. The change to make a call is available at RIH reception.

PHONE CARDS

You can use prepaid cards for international calls, which can be purchased locally at supermarkets or shopping centres.

MAIL

All incoming student correspondence should be addressed to:

**Regency International House (Student Name)
163 Days Road, Regency Park, SA 5010 Australia**

All students have their own mailboxes located in Lipman Hall. Incoming mail is deposited on a daily basis, larger items are held at reception for collection.

TEXT BOOKS

Cost of text books is not included in your invoices.

ICHM will provide you a prescribed textbook list and details of suppliers for online purchase.

You can have your textbooks sent to:
Regency International House (Student Name)
163 Days Road Regency Park SA 5010 Australia

It is your responsibility to ensure that you are purchasing the correct edition being used by ICHM.

The books you purchase will be subject to the supplier's return policy and is not the responsibility of ICHM.

Second-hand books are sometimes available from students who have completed subjects. ICHM does not manage this process as it is a transaction between students. Before purchasing a second-hand book, you must ensure that it is the edition that will be used by ICHM in the coming semester.



5. UNIFORMS

To meet with industry expectations, you will be expected to maintain a very high standard of personal appearance and adhere to ICHM's uniform regulations.

Master students are not required to wear the ICHM uniform. Business attire is the expected classroom attire. Students do have the option of purchasing ICHM management uniform if they prefer.

Students who are enrolled in the Bachelor of Business (Hospitality Management) or Study Abroad Program will be professionally measured and fitted for all components of your uniform during week one, when a time will be scheduled. Due to alterations, it may take a couple of weeks before you can get your uniform. Please note that you are expected to be in business attire in the classrooms until you get your uniforms.

Note that shoes, socks and hosiery are not included in your uniform allocation so either bring these with you or buy them on the expedition to the local shopping centre on the weekend of your arrival.

Bring/buy enough so that you are not wearing the same pair every day. You will always be expected to wear your uniform (as issued) while on campus or attending off-campus college activities. Generally, this applies, at a minimum, to the hours of 8:00 am to 6:00 pm Monday to Friday when college is in session. Lecturers may exclude students from class activities if an inappropriate or incomplete uniform is worn, the hairstyle is inappropriate or, in the case of males, if unshaven.

The full management uniform must be worn when in public and/or while conducting interviews or research in connection with study at ICHM. Partial uniforms (shirt or jumper only, for instance) may not be worn under any circumstances.

MANAGEMENT UNIFORM

MALE

Included in your uniform pack:

- Charcoal jacket
- Charcoal waistcoat
- Charcoal trousers (x2)
- Business shirts (x3)
- Long sleeved ICHM jumper
- ICHM name badge
- ICHM tie
- Belt

To be provided by yourself:

- Black socks (no anklets)
- Black shoes

FEMALE

Included in your uniform pack:

- Charcoal jacket
- Charcoal waistcoat
- Charcoal trousers
- Charcoal skirt*
- Business shirts (x3)
- Long sleeved ICHM jumper
- ICHM name badge
- Belt

To be provided by yourself:

- Sheer black or skin tone hosiery
- Black court shoes (no open or pointed toes or high heels)
- Black or white ribbon, hair tie or head band (hair colour), hair clip (optional)

FOOD & BEVERAGE UNIFORM (ALSO HOUSEKEEPING)

MALE

Included in your uniform pack:

Charcoal waistcoat
Charcoal trousers & black belt
Business shirt
ICHM name badge
ICHM tie

To be provided by yourself:

Black socks (no anklets)
Black shoes

FEMALE

Included in your uniform pack:

Charcoal waistcoat
Charcoal trousers or skirt
Business shirt
ICHM name badge
Belt

To be provided by yourself:

Sheer black or skin tone hosiery
Black court shoes (no open, pointed toes or high heels)
Black or white ribbon, hair tie, head band or hair clips.

CULINARY UNIFORM (MALE & FEMALE)

Included in your uniform pack:

ICHM chefs jacket and white buttons
Black and white checkered trousers
Dark, navy blue neckerchief
White knee length apron ICHM name badge
Hairnet and traditional white chefs hat (permitted religious head covering must also be white)
Chefs shoes - black JB clogs style 9C3

To be provided by yourself:

Black full length socks



*Alterations to shorten skirts are not permitted unless arranged through ICHM Administration.

Adjustments to uniform may be made at the discretion of individual lecturers (due to physical/practical aspects of class activity).

You are responsible for the care and maintenance of your uniform on a day-to-day basis. Your shoes must be highly polished and hosiery/socks free of holes.

PERSONAL APPEARANCE

As well as wearing the specified uniform, you must meet the personal presentation standards set out below.

FEMALE

Hair (see section 1)

Hands clean, manicured nails and hands. Clear nail polish only

Face - discreet make-up

Uniform neatly pressed, clean and well presented

Jewellery wedding and engagement rings only. Small earrings only (diameter no greater than 1cm)

Scents - try to avoid heavy perfumes or deodorants, light fragrance only.



MALE

Hair (see section 1)

Hands clean, manicured nails and hands

Face - clean shaven beard maybe allowed but must be trimmed and well-kept

Uniform neatly pressed, clean and well presented

Jewellery wedding and engagement rings only

Earrings are not permitted while in uniform and school functions

Scents - try to avoid heavy perfumed aftershaves or deodorants.



6. ABOUT AUSTRALIA

Australia is the largest country in Oceania and the world's sixth-largest country by total area but has the lowest population density in the world - only two people per square km.

The neighbouring countries are Papua New Guinea, Indonesia and East Timor to the north; the Solomon Islands and Vanuatu to the north-east; and New Zealand to the south-east. Australia's capital is Canberra.

For about 50,000 years before the first British settlement in the late 18th century, Australia was inhabited by indigenous Australians. After the European discovery of the continent by Dutch explorers in 1606, Australia's eastern half was claimed by Great Britain in 1770 and initially settled through penal transportation to the colony of New South Wales from 26 January 1788.

Australia's coastline stretches almost 50,000 km and is linked by over 10,000 beaches, more than any other country in the world. More than 85% of Australians live within 50 km of the coast. The population of 25 million is highly urbanised and heavily concentrated on the eastern seaboard.

Australia has the world's 9th largest immigrant population, with immigrants accounting for 26% of the population. Today, more than 20% of Australians are foreign born and more than 40% are of mixed cultural origin. After English, the most popular languages spoken are Italian, Greek, Cantonese and Arabic; overall 226 languages are spoken in homes.

Australia has the world's 13th-largest economy and ninth-highest per capita income (IMF). With the second-highest human development index globally, the country ranks highly in quality of life, health, education, economic freedom, and civil liberties and political rights.



6. ABOUT ADELAIDE

Adelaide, the capital city of South Australia, jealously guards its reputation as Australia's arts capital, boasting a multitude of festivals, a vibrant live music scene, galleries, theatre and architecture.

Arts events include the Adelaide Festival, Adelaide Fringe and WOMAdelaide and sports fans love the Santos Tour Down Under and Adelaide 500 V8 car race.

With a population of slightly more than one million, Adelaide is the '20 minute city'. The airport is only 7 km from the city, and the hills and major beaches are less than half an hour away by car.

The state is home to world famous wine-growing regions and Kangaroo Island is the jewel in the state's tourism crown. The island is just two hours drive and a short ferry ride south of Adelaide, and boasts pristine beaches and some unique wildlife.

South Australia enjoys Mediterranean climate with cool wet winters and hot dry summers. The average summer temperature is 29 degrees Celsius, although each year brings one or two hot periods (generally with low humidity). The average winter temperature is a mild 15 degrees Celsius. <https://www.australias.guide/sa/>
<https://southaustralia.com/places-to-go/adelaide>

From a student's perspective: A very easy place to make friends, and living in Adelaide is so easy! It's clean, fresh and sunny. There is everything I need here including nightclubs, karaoke, great food and good value for study (not as expensive as Sydney!).

ICHM CONTACTS

ICHM Campus, Admissions & Administration
K Block, 137 Days Road, Regency Park SA 5010 Australia
Telephone: Intl: 61 8 8228 3636
within Australia: (08) 8228 3636
Free within Australia: 1800 246 875
Facsimile: Intl: 61 8 8348 4293

REGENCY INTERNATIONAL HOUSE (RIH)

163 Days Road Regency Park SA 5010 Australia
Telephone International: 61 8 8348 4000
within Australia: (08) 8348 4000
Facsimile: International: 61 8 8348 4009
within Australia: (08) 8348 4009
Email: rih@tafesa.edu.au

(Located around 20 minutes from the airport and city by taxi)



PRE-DEPARTURE CHECKLIST

We recommend that you complete these at least 1 week prior to departure so that you have everything ready.

- Passport
- Visa, OSHC Documents
- ICHM Offer Letter
- Tickets
- Credit / Debit Card
- RIH accommodation bond (AUD\$500)
- AUD\$ to cover general expenses
- Clothes for classroom (until you get your uniforms)
- Clothes for relaxing, sports & fun
- Formal outfit for course commencement ceremony
- Shoes (day wear, sports, casual, school)
- Socks, pantyhose, night wear & underwear
- Personal products if not buying on arrival
- Linen including (if not buying on arrival), quilt cover (duvet cover or doona cover) & pillow cases
- Towels
- Stationery
- Mobile phone, lap top, camera, iPad, chargers & adaptors



7. STUDENT ARRIVAL FORM

Please send back this form to admissions@ichm.edu.au even if you do not require ground transfer service to the 'On-Campus' Accommodation. You may arrive earlier, or depart later, but you will be responsible for any additional costs at \$A65.00 a night for room and meals

NAME & CONTACT DETAILS

Family name _____

Given names _____

Preferred name _____

Mobile/cell phone _____

Phone (home) _____

Email _____

REGENCY INTERNATIONAL HOUSE

Check-in date/time (no later than Monday 27 January 2020)

FREE GROUND TRANSFER SERVICE

On arrival in Adelaide: _____

Yes - I would like to be met _____

No - I have made other transport arrangements and DO NOT need to be met

Please provide arrival details even if YOU DO NOT need to be met:

Date and time of arrival : _____

I am travelling by: _____

Plane/train or bus: _____

Flight/train/bus number _____

From which city? _____

Comments _____