coder
ACADEMY

2019

STUDENT
HANDBOOK

CODE YOUR FUTURE

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ABOUT CODER ACADEMY (CA)

At Coder Academy, we use our innovative delivery model as Australia's only accredited coding bootcamp provider to build a community of empowered individuals with invaluable skill sets and global employment opportunities.

Since 2013, Coder Academy has provided a range of short workshops, online tutorials, part-time courses, school programs, and coding bootcamps in Sydney, Melbourne, and Brisbane, to equip our students with the in-demand coding and technology skills they need to tackle the future of work.

As a brand of Australia's premier technology educator AIT, Coder Academy offers engaging coding and STEM courses for people of all ages, abilities, and backgrounds. Coder Academy provides its students with the knowledge, skill sets, and industry connections they need to bring even the most far-fetched ideas to life.
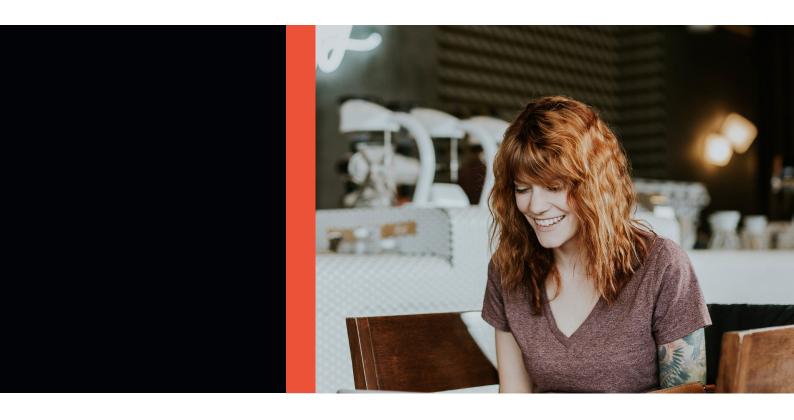
ABOUT CODER ACADEMY (CA)

When you enter the Coder Academy Bootcamp you are taking your future into your own hands.

Unlike many other institutions you will not be spoon fed. Instead you will be expected to think, decide and draw your own path through the content and the challenges. From the teachers, you are trying to discover their way of thinking and their methodology, as opposed to simply what they know. All the tools and knowledge exist on the internet - the classroom acts as a fast track and mentorship program that links and moulds you into industries desires.

Our students spend as much time helping each other as they do developing themselves. They see the value of the teaching as a means of solidifying what they have learnt. Coder Academy students actively participate in hackathons and external events to prove their worth against others both in industry and universities, in the past having won some of the largest events in the country and beating out all other universities and winning amazing prizes.

Self-direction, passion, curiosity and determination are the characteristics of what has makes our students so successful.

INTERNSHIPS

Coder Academy's Internship programme is an integral part of the student journey. The Internship programme runs for one month, and involves on-site placements at various industry partner companies. It occurs upon conclusion of the Bootcamp course and is an optional experience. Eligibility criteria apply.

Coder Academy has partnered with over 100 companies in Sydney, Melbourne and Brisbane to help students further their education in learning web development in a commercial and real-world environment. The aim of the internship experience is not about which company students go to, but where students will experience the best mentoring and team experience for building their commercial skills.

The internship program focuses on being a stepping stone into the world of technology. There is no guarantee of a paid role as an immediate outcome of the internship experience, but about half of the participating students are offered roles upon completion. There are expectations of both the student and host organisations. Students will only be placed in an internship if they have demonstrated a satisfactory level of technical competence prior to placement. In addition to technical skills, companies will also take into account a student's attitude, teamwork, communication and other soft skills before agreeing to take them on as an intern. The partner company makes the final decision when selecting interns.

Host organisations must comply with internship program standards set by Coder Academy along with any accredited standards. If there are issues on either end throughout the process, then a CA representative will act accordingly.

YOUR EDUCATORS

CA trainers are more than just teachers; they are there to guide students throughout the course, encourage them to think creatively and assist them in acquiring the skills, both technical and soft, to achieve their ultimate goal - to be technically qualified, well-rounded and employable at the end of the Bootcamp journey.

STUDENT CODE OF CONDUCT

As a part of the AIT community Coder Academy students are expected to adhere to AI's Student Code of Conduct.

RULES OF CONDUCT

In order to provide a proper learning environment for students, AIT has established the following rules of conduct. This section outlines the expected behaviour of students at AIT. All students must read the following student Code of Conduct and agree to the terms of the code via the student contract.

PERSONAL CONDUCT

· Demonstrate respect and courtesy to all staff (academic and non-academic), AIT/Coder Academy guests and other students at all times.

· Maintain a cooperative and collaborative approach to inter-personal relationships.

· Any directions or instructions provided by any staff members must be observed.

· No open food or drinks are allowed anywhere except in the student lounge. Open food or drinks outside of this area will be confiscated by AIT/Coder Academy, exception for campus managed event and celebrations.

· Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

· Offensive language is not to be used by students while on campus.

· Read all official correspondence from AIT/Coder Academy, including email.

· No weapons of any kind are permitted on the AIT campus.

· Students may use computers only for relevant lectures or tutorials during lecturers and tutorial sessions. During tutorial periods, students must do the work assigned. You may not use the computers during this time to listen to music, use computer chat programs or play computer games.

· Students must not use other students' or staffs' computer equipment, property or computer files. Any students using another student's computer account or password may be expelled from AIT/Coder Academy.

· No unauthorised software is to be installed on any of the computers by any students

· When using the Internet, students are not allowed to retrieve or view any files which may contain pornographic, violent, racist material or material which may be offensive / harmful to other students or staff. The internet is to be used as an aid for your studies only. Any student caught abusing the use of the Internet will have their Internet access suspended without warning.

ACADEMIC CONDUCT

· Be punctual in attending scheduled classes so as not to disrupt the lecturers.

· Students are not permitted to leave during the class unless permission is given by the lecturer/tutor.

· All scheduled classes must be attended except in cases of illness or extreme circumstances.

· The use of a mobile phone during class is not allowed. Mobile phones must be turned off during class.

· No loud or offensive behaviour, shouting, or other actions that may disrupt the learning atmosphere are allowed. Disruptive behaviour in the class is not tolerated and students who do disrupt the class will be removed and disciplined.

· Avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically.

· Behave professionally, ethically and respectfully in all dealings with AIT and Coder Academy's learning partners during all external placements and practicums.

· It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines.

· A violation of the above code of conduct will result in a warning. A second violation will result in a written warning and a meeting being scheduled with the Dean of Studies to explain your actions. A third violation or any serious violations of this Code will result in expulsion from AIT/Coder Academy.

CAMPUS ACCESS

Sydney - Level 2, 7 Kelly Street, Ultimo 2007:

Monday to Friday 8.30am - 9.00pm

Melbourne - Level 13, 120 Spencer Street, Melbourne 3000:

Monday to Friday 8.30am - 6.00pm

However, student once on campus are only required to leave by 7.45pm

Brisbane – 495 Boundary St Spring Hill, Qld 4000

Monday to Friday 8.30am - 6.00pm

However, student once on campus are only required to leave by 7.45pm

RESPECT FOR LAW AND GOVERNANCE

Students of AIT are required to observe and comply with all relevant Federal and State laws, statutes and prescribed requirements as well as the policies and rules of AIT.

DISCRIMINATION AND HARASSMENT

Students of AIT must not harass or discriminate against their colleagues, students, members of the public or other persons with whom they may interact on the grounds of (including but not limited to) sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual preference. Such behavior may constitute an offence under several Federal Anti-Discrimination laws as well as the State Anti-Discrimination laws and will be considered a serious breach of policy. In addition, students must not harass or discriminate on the grounds of political or religious convictions.

ALCOHOL AND PROHIBITED DRUGS

No alcohol is to be consumed on AIT premises without the express approval of the General Manager. No prohibited drugs are to be brought into AIT premises, and any student involved will be dismissed without warning. Any student on prescription drugs which may impair their personal safety, or the safety of other persons, should report the matter to their teacher to allow a proper evaluation to be made. Any student who is suspected of having consumed alcohol or prohibited drugs or who, in the opinion of their teacher is not capable of satisfactorily performing normal duties, will be dismissed.

SMOKE FREE CAMPUS

By law all workplaces (which includes campuses) must be smoke free. All students must observe this requirement. Any rules relating to outdoor smoking areas, or areas near entrances or exits must be adhered to.

FEES & CENSUS DATES

What is the Census Date?

The first Census Date is the date by which you will need to submit your application for FEE-HELP should you wish to use one of the governments Student Loan schemes. This is the date in each study period by which you can also withdraw from a Unit of Study or subject without penalty.

All courses offered by AIT and its brands have 3 or more study periods. Each study period has a census date at the 20% mark.

What is FEE-HELP?

FEE-HELP is a loan scheme, provided by the government that assists eligible students in the payment of part of all of their tuition fees.

Over their lifetime, eligible students may borrow up to the FEE-HELP limit. For students applying at AIT, the limit is currently $100,879 (this amount is subject to change).

In addition, there is a one-off loan fee of 25%, imposed by the government, for undergraduate courses of study.

The government directly pays AIT the amount of the loan, and students (that is you) pay it back through the Australian taxation system once their annual income reaches the minimum repayment threshold.

This amount is subject to change annually. For the 2018-2019 income year the threshold is $51,957.

FEE-HELP loans do not attract interest but a CPI increase is applied every June 1st for amounts that have been unpaid for 11 months or more.

Read more about FEE-HELP here: http://studyassist.gov.au/sites/StudyAssist/

Am I eligible for FEE-HELP?
You are eligible for FEE-HELP if:

- you meet the citizenship and residency requirements:
- you are an Australian citizen or a New Zealand Special Category Visa holder who meets the long-term residency criteria and who will undertake, in Australia, at least one unit of study contributing to your course; OR
- you are a permanent humanitarian visa holder who will be resident in Australia for the duration of your unit; OR
- you are a permanent visa holder who is undertaking bridging study for overseas-trained professionals, and will be resident in Australia for the duration of the study;
- You must also be enrolled in an eligible unit of study by the census date for that unit and must not have exceeded the FEE-HELP limit.

VET Student Loans

VET Student Loans is a Government loan program that helps students pay for their tuition fees up to a set amount (known as a loan cap). As the difference between the loan cap and course price varies by study mode, please speak to your Course & Careers Adviser about what this means for you.

The government directly pays AIT the amount of the loan, and students (that is you) pay it back through the Australian taxation system once their annual income reaches the minimum repayment threshold.

This amount is subject to change annually. For the 2018-2019 income year the threshold is $51,957."

In addition, there is a one-off loan fee of 20%, imposed by the government.

Eligible students can apply for a loan to pay for their fees up to capped amounts through the Commonwealth Government's VET Student Loans scheme. The loan applies to eligible courses at the Diploma level or above. Academy of Information Technology is an approved VET Student Loans provider. For more information, read the Vet Student Loan Booklet.

Am I eligible for VSL?

- an Australian citizen; or
- hold a permanent humanitarian visa and usually reside in Australia; or
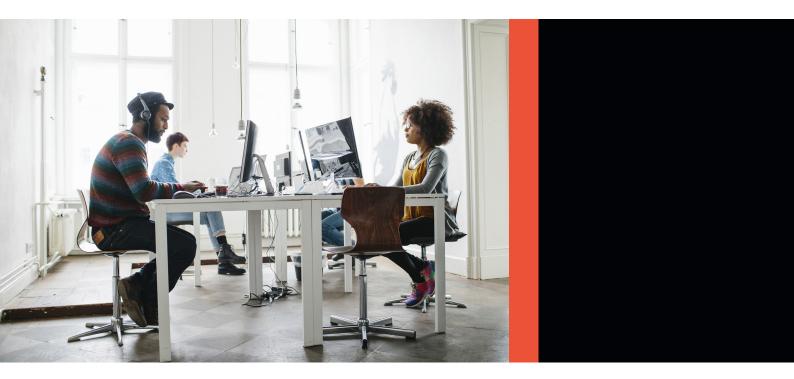- be a qualifying New Zealand citizen.

Further information about VET Student Loans, and to download the VET Student Loans Information Booklet, visit the Australian Government website:

https://www.education.gov.au/vet-student-loans.

For more information on FEE-HELP and VET Student Loans please follow the link below:

Government Student Loans

https://www.ait.edu.au/government-student-loans

EVENTS

In addition to classroom activities, students are strongly encouraged to attend programs and events organised by Coder Academy and external parties. These can include industry events, mentor talks, hackathons, site visits etc. Students are reminded that they representatives of CA when dealing with all external parties, as outlined in the Student Code of Conduct.

FACILITIES

Wi-Fi Access

For access to the in-house Wi-Fi please contact your Lead Educator will or your on-campus student services advisor.

Printing, Photocopying & Scanning

If you need anything printed, photocopied or scanned please see a Coder Academy staff member.

Classrooms & Common Areas

Classrooms and common areas must always be left neat and tidy after use. If you move any furniture please ensure you return it to its original position when vacating the area.

If you would like to book a space for team work please contact a member of the Coder Academy staff.

Kitchen Facilities, Food & Drink

There is a student kitchen located on the western side of the building where you will find microwaves, fridges and a sink. Please ensure any plates and cutlery are washed and put away after use. There are also drink and snack vending machines in the Student Kitchen.

Food and drinks are not permitted in classrooms.

Parking & Bicycles

There is no parking available inside any campus buildings, however you may contact student services for further details on where there is paid parking.

Bicycles can be secured to poles in the areas surrounding the campus. You will need to provide your own bike locks.

WHERE TO GO FOR HELP

For academic advice/assistance, you should contact your Lead Educator or Teaching Assistant in the first instance. Should you require further assistance, please contact the Student Services Manager who can point you in the right direction to get help.

For help with student administrative needs, the Student Services Manager can provide assistance with regard to enrolment, fees and payment, or direct you to the respective Coder Academy staff member who can assist you.

COMPLAINTS AND GRIEVANCES

If a student has a grievance concerning Coder Academy, generally, the first person to approach is the Lead Educator for academic matters or Student Services team for non-academic matters. If the grievance cannot be resolved through speaking with the teacher or Student Services, the student should discuss it with the Academic Director or Student Services Manager as applicable.

If the grievance cannot be resolved through speaking with the Academic Director or Student Services Manager the student may submit a written complaint in accordance with the Complaints and Appals policy.

Students who are not satisfied with the outcome of their complaint or appeal may wish to refer to an external agency including the following:

· The Overseas Students Ombudsman (1300 362 072) http://www.oso.gov.au/
· The Anti-Discrimination Board (9268 5555)
· The Department of Fair Trading (13 3220) - Further information may be obtained from the Department's website: www.fairtrading.nsw.gov.au
· Australian Council For Private Education and training ACPET http://www.acpet.edu.au/

AIT/Coder Academy will maintain a student's enrolment while a complaint or appeal process is ongoing, but reserves the right to suspend a student from attending class or visiting the campus if that is considered necessary during this period.

The AIT/Coder Academy grievances, complaints and appeals procedures do not limit the rights of students to take action under Australia's consumer protection laws.

For further information around the Complaints and Appeals policy, the Grievances policy and the Academic Appeals policy please follow the links below:

Education Policies and Procedures

https://drive.google.com/drive/u/0/folders/0B7WtFCI0RKBcd3ZVNkFjMm5pOFU

Student Services Policies and Procedures

https://drive.google.com/drive/u/0/folders/0B7WtFCI0RKBcWTNGWGtxRzk5U3M

YOUR LOCAL AREA/COMMUNITY

Public transport
Sydney Campus:

CA is located in the heart of Sydney, close to Central Station and various forms of public transport. More information and timetables can be found at https://transportnsw.info/#/

Most methods of public transport require you to have an Opal card. These can be purchased at most major stations, newsagents, supermarkets and some convenience stores. Domestic students are entitled to a travel concession and this will be arranged on your first day of class (or via Student Services). For more information please visit https://www.opal.com.au/

Brisbane Campus:

Coder Academy is located in the heart of Brisbane City, close to Roma Street train station and various forms of public transport. More information and timetables can be found at,

https://translink.com.au/

Domestic students are entitled to a travel concession and this will be arranged on your first day of class (or via Student Services). For more information, please visit,

https://translink.com.au/tickets-and-fares/concessions

Melbourne Campus:

CA is located in the heart of Melbourne, directly across the road from Southern Cross Station and various other forms of public transport. More information and timetables can be found at,

https://www.ptv.vic.gov.au/

Most methods of public transport require you to have a Myki card. These can be purchased at most major stations, newsagents, supermarkets and some convenience stores. Domestic students are entitled to a travel concession and this will be arranged on your first day of class (or via Student Services). For more information, please visit,

https://www.ptv.vic.gov.au/tickets/myki

ACCOMMODATION

Coder Academy does not arrange student accommodation but recommends that students check local papers and the following websites (among others) for accommodation options in Sydney:

www.domain.com.au

www.realestate.com.au

www.flatmates.com.au

www.rent.com.au

www.unilodge.com.au

www.iglu.com.au

www.urbannest.com.au

www.gumtree.com.au

For students under 18 years of age and in need of guardianship, AIT recommends Study Vision Australia for homestay accommodation with carefully screened and police-checked families or shared student accommodation.

WELFARE & LEGAL SERVICES

For legal advice regarding migration to Australia or visa issues, please contact your agent or find a registered migration agent via the MARA office (contact details provided below). Please note that AIT Student Services staff cannot give advice regarding migration or other legal matters.

Office of the Migration Agents Registration Authority (MARA)

www.mara.gov.au

Department of home affairs.

www.immi.gov.au

LEGAL AID

https://www.australia.gov.au/information-and-services/public-safety-and-law/legal-aid

CONSULATES AND EMBASSIES IN YOUR CITY

Consulate and Foreign Embassy Directory

https://protocol.dfat.gov.au/Public/ConsulatesInAustralia

NATIONAL HEALTH SERVICES DIRECTORY

Developed and delivered by Healthdirect Australia on behalf of all Australian governments, the National Health Services Directory (NHSD) is the leading source of health and related services information in Australia

https://about.healthdirect.gov.au/nhsd

USEFUL NUMBERS

Emergencies - Police, Fire Ambulance

Tel: 000

For non-emergencies call the police assistance line on 131 444

DIRECTORY OF POLICE COMMANDS AND DISTRICTS

http://www.police.nsw.gov.au/about_us/regions_commands_districts

MENTAL HEALTH ACCESS LINE (FREE CALL)

Tel: 1800 011 511

ABORTION & GRIEF COUNSELLING

Phone: 1300 363 550

https://www.abortiongrief.asn.au/

ALCOHOL AND DRUG INFORMATION

Phone: 1800 888 236

http://www.drugs.health.gov.au/internet/drugs/publishingcp.nsf/content/needhelp

PREGNANCY COUNSELLING

Phone: 1300 737 732

http://www.pregnancycounselling.com.au/

DOMESTIC VIOLENCE AND SEXUAL ASSAULT HELPLINE

Phone: 1800 200 526

http://www.communityservices.act.gov.au/women/womens_directory/domestic__and__family_violence

GAMBLING HELP AND SUPPORT

Phone: 1800 858 858

www.gamblinghelp.nsw.gov.au

DRUG ADDICTION HELP AND SUPPORT

http://www.drugs.health.gov.au/internet/drugs/publishingcp.nsf/content/needhelp

Health Direct (24hr Health Advice line)

Phone: 1800 022 222

http://www.healthdirect.org. au/

QLIFE LGBTI SUPPORT SERVICE

Phone: 1800 184 527

https://qlife.org.au/

LIFE LINE

Phone: 13 11 14

https://www.lifeline.org.au