Gordon

Student
Welcome Guide

Real skills. Real experience. Real outcomes.
thegordon.edu.au TAFE 3044

TAFE VICTORIA

Welcome

Congratulations on starting your new course at The Gordon! It's an exciting time. A chance to build your skills, meet others, and take a step towards your future. We understand starting something new can be overwhelming too and we are here to help.

For a great start, keep this guide nearby, use the checklists, and explore the Student Portal's Orientation section for more information.

To make it easy, we have included QR codes throughout this booklet that take you directly to the relevant section of the Student Portal.

If you have any questions, please ask your teacher or Customer Service. We are all here to help you succeed.

Acknowledgement of Country

The Gordon respectfully acknowledges the traditional custodians of the land on which we study, work and live. We pay our respects to Elders past and present who have taught and continue to teach their children and adults on this land.

Student Portal: Orientation

Contents

Important contacts

Customer Service		5225 0800 1300 294 350
Library	Geelong City Campus Geelong East Campus	5225 0812 5225 0609
Security Security patrol campuses during opening hours	Geelong City Campus East Geelong Campus Werribee Campus	0418 382 340 0409 010 858 Contact Customer Service
Emergency Services	Ambulance, fire, police	000
24 hour crisis support (external)	Please refer to a list of 24 hour crisis support numbers on Student Portal	

Safety, Health and Security

The Gordon is fully committed to the safety and wellbeing of all students (see page 10). On the Student Portal, can also find important information including security on campus, emergency and evacuation procedures, accidents and injuries and OH&S policies.

Scan for Safety, Health and Security

You are welcome here

The Gordon is an inclusive work and education place and welcomes people of any age, sex, culture, sexuality and ability.

Get Ready: Before you start

Before your first class, there are some things you need to do to get ready. It is important to take time to get organised to make it easier for you in your first few weeks.

We recommend you use the checklist below and mark off each item as you complete it. To make the most of this checklist, please also read through the Orientation – Get Ready section in the Student Portal for detailed information and links for each checklist activity.

Enrolment matters

- ☐ Get to know your username (format studentnumber@gordontafe.edu.au)
- ☐ Check your student email or forward it to another email
- ☐ Check your contact details you provided to The Gordon are still correct
- ☐ Check you are enrolled correctly
- ☐ Order your Student ID Card once you have enrolled
- ☐ Get to know your rights and responsibilities as a Gordon student.

Money matters

- ☐ Check your fee due dates in eCentral and make sure you pay on time
- ☐ Find out if you are eligible for a payment plan and if so, how to apply by the deadline
- ☐ Explore the Scholarships and apply.

Study matters

- ☐ Check your emails to find out when your first class or induction session is
- ☐ Get to know your online world at The Gordon (see page 6)
- ☐ Check your timetable and add it to your phone and Gordon Online
- ☐ Plan how you will get to campus
- ☐ Get access to a computer that is suitable for your course
- ☐ Purchase books, equipment and any required clothing.

Support matters

- ☐ Get to know the services available
- ☐ If you have a question at any time, contact Customer Service.

Scan to get ready

Money Matters

Do you need financial help? The Gordon can provide you with assistance.

A range of Gordon Scholarships are available to empower you to reach your educational goals.

External services and tools can help with financial budgeting, savings skills, and tax or debt enquiries.

Get to know your online world

No matter what course you are studying, you will need to do some activities online. Here is a quick introduction to the main systems that you will need to know about. If you are feeling a little nervous about the online world, help is available. Visit the Library or book an appointment with Learning Support.

Your Gordon username

Your Gordon email address is your username (eg. 2007237@gordontafe. edu.au). This is your login to Gordon systems including eCentral, GordonOnline, CareerHub and Wi-Fi on campus.

eCentral

Manage your personal information, including applications and enrolment. Use eCentral via the Student Portal to:

- update your personal details
- apply for courses and view your application status and any correspondence
- manage your enrolment and view your results
- find out due dates and pay fees
- apply for scholarships.

Gordon Online

Gordon Online is where you'll find course materials and assessment details. You will often need to submit or upload assignments through here.

Download the app Open-LMS if you would like to access GordonOnline on a mobile device.

Scan for android

Scan for apple

The Learning Lounge

The Learning Lounge offers short, self-paced activities to help build your language, literacy, numeracy and digital skills. This can be accessed at anytime through GordonOnline.

CareerHub

Career Hub is a one-stop shop for everything career related, including local job listings, upcoming events and resources, including sample resumes, online job boards, and FAQs. If you need help logging into CareerHub, please contact the Careers Team.

Need IT help?

Explore IT essentials in the Student Portal for information about setting up Wi-Fi, printing, computers, email and much more. The Library and Learning Support teams are also available to help.

Get Started: Your first week

Finding your class and meeting everyone is a big part of your first week. There are a few other key activities that are helpful to do at this time to build your confidence and set you up for success. To make the most of this checklist, please also read through the Orientation – Get Started section in the Student Portal for detailed information and links for each checklist activity.

Checklist

☐   Make the most of orientation
☐   Set up Wi-Fi
☐   Meet your teacher and other students
☐   Use your Term Planner
☐   Take a Library tour
☐   Read the Student Connection
☐   Complete the Academic Integrity module in the Learning Lounge
☐   Ask for help.

Scan to get started

Gordon Bookshop

Purchase textbooks, stationary and equipment for your course at The Gordon Bookshop at the East Geelong Campus or online.

Get Connected: After your first week

Take time in your first month and throughout your studies, to explore what is available to you as a Gordon student. Find out how you can build skills that will set you up for success, taking you one step closer to your graduation and future career.
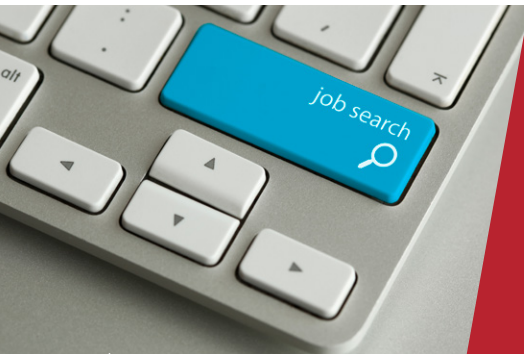
Read through the Orientation – Get Connected section in the Student Portal for detail information and links for each checklist activity.

Checklist

☐ Build your study skills
☐ Check you have paid your fees
☐ Find out what is on
☐ Plan your future career
☐ Make the most of services available
☐ Keep reading Student Connection
☐ Become a Student Ambassador
☐ Give us feedback.

Scan to
get connected

Get job ready

The Gordon Skills and Jobs Centre offers free career and employment advice, events and workshops for everyone.

Rights and responsibilities

It is important that you are aware of your rights and responsibilities as a student at The Gordon. Please take time to read and understand these and ask if you are unsure.

Student Rights and Responsibilities

Student Code of Conduct

The expected behaviour of all students includes:

- taking responsibility for your learning
- contributing to a healthy and safe learning environment
- respecting yourself, others and your learning environment
- complying with the Educational Services for Overseas Students (ESOS) Act and the National Code 2018 (for international students who are studying on a student visa)

Personal Learning Requirements

Personal Learning Requirements outline the skills and capabilities your need for a course. Details of these can be found in the course Entrance Requirements.

Feedback and Complaints

Your voice matters. If you have feedback we would love to hear it. Go to Student Voice in the Student Portal to find out how to share your thoughts.

Smoking, Alcohol and other drugs

The Gordon is a smoke-free environment; no smoking, vaping, or tobacco is allowed on campuses, property, or vehicles controlled by The Gordon.

Being under the influence of alcohol or drugs at The Gordon or during any on or off-campus Gordon activities is prohibited and may lead to disciplinary action.

Plagiarism

In essays or research projects, you are expected to use information from various trusted sources as well as your own ideas. You must always cite other's work. Failure to do so may lead to project failure.

Referencing

Referencing prevents plagiarism by crediting the information you use. It also demonstrates that you have used reliable and credible sources.

Student Leadership

Being a Student Ambassador or having another student leadership role helps build your professional connections, make new friends, and build or enhance your professional skills and employability.

The Gordon's responsibilities to students

As a registered training provider, The Gordon is responsible for providing programs that meet industry standards and course requirements, with the aim to meet the learning needs of the student, and their desired learning pathway.

This includes:

- offering services that comply with regulatory requirements
- ensuring students are informed
- providing quality training and assessment
- maintaining and communicating clear policy and procedures
- issuing certification documentation.

Student and Child Safety

The Gordon is fully committed to the safety and wellbeing of all students, including youth and child safety. Our commitment includes zero tolerance for harm and abuse of any person, including child abuse, regardless of whether the abuse occurs at The Gordon, on a Work Placement or in your home life. All allegations and concerns are taken seriously and support is provided to our students by our First People Education Support, Counselling and Disability Support Services.

Learning Lounge

Short self-paced activities in the Learning Lounge in Gordon Online help you to develop the skills you need for your course.

Campuses

Explore

Explore the Help and Facilities section in the Student Portal for information, including:

- campus maps
- getting to campus
- lockers
- facilities and retail outlets
- computers available on campus
- inclusive spaces.

No smoking

To create a healthy and safe environment for everyone at The Gordon, smoking and the use of tobacco products and vapes is prohibited on all campuses, property, land and vehicles under the control of The Gordon.

Animals on campus

Public health regulations do not allow animals on campus at The Gordon except:

- registered guide dogs
- companion dogs assisting people with disabilities or mental health needs
- animals approved for animal studies in designated study areas.

If an unaccompanied animal is found on campus please contact Gordon Security.

Children on campus

The Gordon is an adult education environment and does not have facilities or resources for young children on campus. We are committed to our responsibilities under Child Safe Standards.

Are you OK?

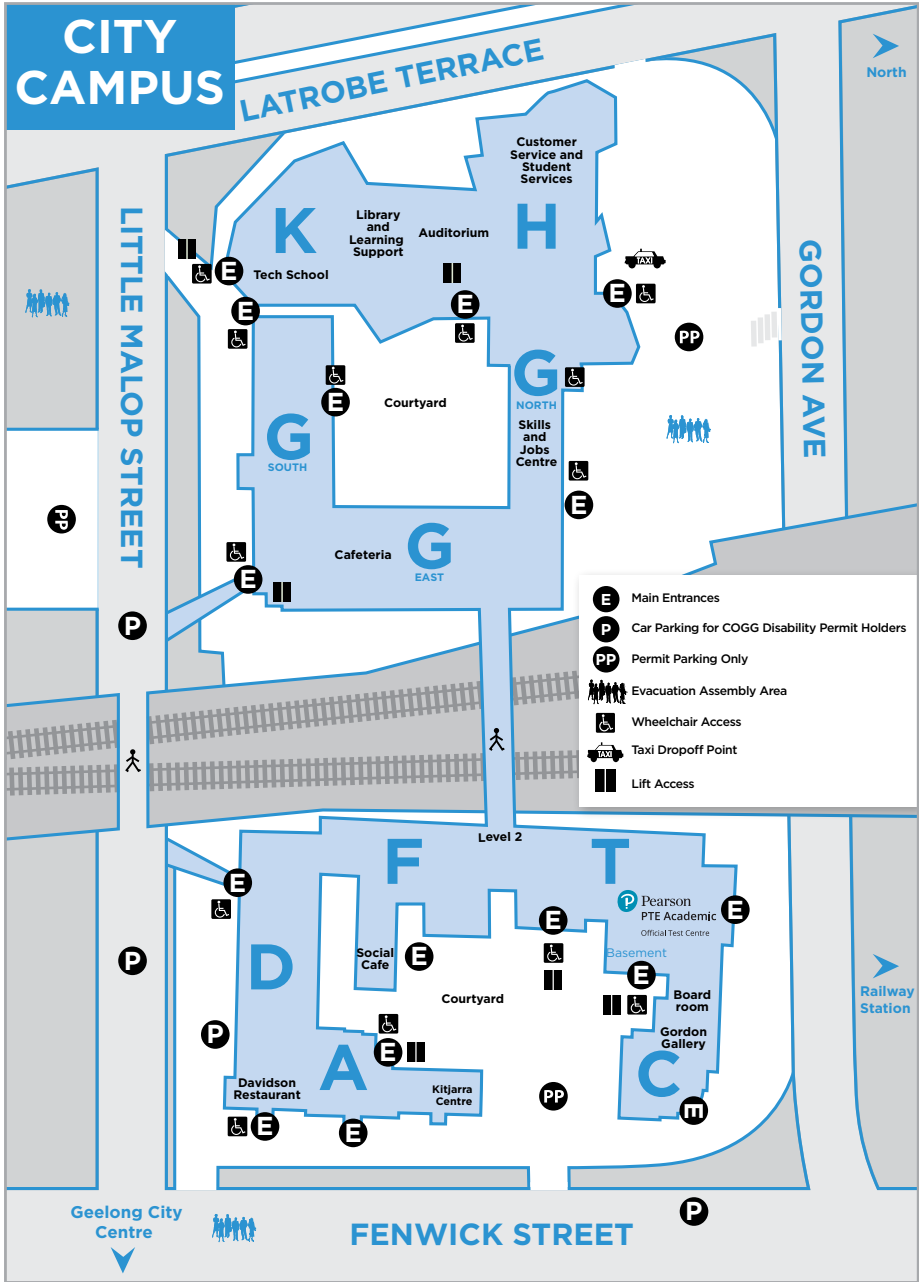The Gordon offers free and confidential face to face or online / telehealth personal counselling appointments.

CITY CAMPUS

LATROBE TERRACE

North

LITTLE MALOP STREET

GORDON AVE

K

Tech School

Library and Learning Support

Auditorium

Customer Service and Student Services

H

TAXI

E

G
SOUTH

Courtyard

G
NORTH

Skills and Jobs Centre

PP

E

Cafeteria

G
EAST

PP

P

E	Main Entrances
P	Car Parking for COGG Disability Permit Holders
PP	Permit Parking Only
👥	Evacuation Assembly Area
♿	Wheelchair Access
🚕TAXI	Taxi Dropoff Point
‖	Lift Access

Level 2

F

T

P Pearson
PTE Academic
Official Test Centre

Basement

E

D

Social Cafe

Courtyard

Board room

Gordon Gallery

A

C

Davidson Restaurant

Kitjarra Centre

PP

m

P

Geelong City Centre

FENWICK STREET

Railway Station

EAST CAMPUS

BOUNDARY ROAD

OLNEY AVENUE

ST ALBANS ROAD

Car Park

Car Park

P

PP PP

E

TAXI

Library and Bookshop

Customer Service

H

E

A

F

Cafeteria

Student Services

E

E

E

E

L

E

P

E

E

E

B

E

E

G EXTENSION

S

E

E

Car Park

W

E

G

M

E

E

P

P

Car Park

E

Gordon Residence

E

E

Car Park

P Car Park

Car Park

Legend

E	Main Entrances	♿	Wheelchair Access
P	Car Parking for COGG Disability Permit Holders	TAXI	Taxi Dropoff Point
PP	Permit Parking Only	▮▮	Lift Access
👥	Evacuation Assembly Area		

Notes

Contact

The Gordon Customer Service
+61 3 5225 0800

The Gordon International
+61 3 5225 0920

Student Portal
thegordon.edu.au/student-portal

Locations

Geelong City Campus
2 Fenwick St, Geelong, Vic, 3220

East Geelong Campus
Boundary Rd, East Geelong, Vic, 3220

Werribee Campus
24 Watton St, Werribee, Vic, 3030

Training is delivered with Victorian and Commonwealth Government funding.

Student Portal