



# **STUDENT HANDBOOK**

**A C E**

**PERTH**

**AUSTRALIAN COLLEGE OF ENGLISH**

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# **NEW STUDENTS – PLEASE READ ME!**

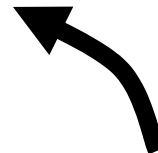
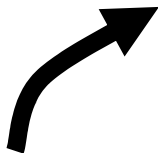
## **WELCOME**

Welcome to the Australian College of English, Perth. We are very happy that you have chosen to study English at ACE. Please read the information in this handbook to help answer all your questions about:

**STUDY**  
Studying at ACE  
Pages 1 -13



ACE is here to help you with study, fun and life in Perth. This handbook will help you to understand how the school works, all the great things you can do in WA and lots of useful information about living and studying here.




**FUN**  
Things to do  
in Perth & WA  
Pages 14 - 17



**LIFE**  
Accommodation  
& Life in Perth  
Pages 18 -29

Remember, everyone at ACE wants you to learn English, enjoy studying English and have a great time in Australia. Please talk to us if you have any problems or do not understand anything in this handbook. Have a great course!

# STUDY AT ACE

|   |  |
|---|--|
| Your study at ACE is made of 4 different components:  | More info:   |
| <p><b>LESSONS</b><br/>Study with your teacher and classmates together as a group. Some courses have ‘electives’ so you can study specialized topics.</p>  | Please talk to your teacher about your class. Tell them what you want and what you expect. Listen to your teachers’ advice.  |
| <p><b>PROGRAMMED SELF ACCESS (PSA)</b><br/>Choose different study options every day, depending on your interests:</p> <ul style="list-style-type: none"> <li>• Conversation Club</li> <li>• Supervised Study Centre</li> <li>• Computer Centre</li> <li>• Grammar Centre</li> <li>• DVD Club</li> </ul>  | Every student is different. Every student needs to study different things. Please use PSA to help you study useful things. If one area is too busy, please try a different area of PSA. Teachers are available in the Study Centre during PSA time to answer your questions. |
| <p><b>TEXTBOOK AND MATERIALS</b><br/>Every student gets a textbook. If you change your class, you can have another textbook.</p>  | Please ask your teacher if you did not have a textbook.  |
| <p><b>HOMEWORK</b><br/>Every day, your teacher will give you 1 hour of homework (or 2 hours in some examination courses).</p>   | Please do the homework. Your teacher may check it in class OR give you the answers so you can check yourself.  |

Hints for a happy course:

1. **Talk to your teacher.** Your teacher is the best person to help you if you have a question or a problem. If you are not happy with the class, talk to the teacher and tell what you like/dislike. If your problem continues, talk to the Director of Studies or Senior Teacher.
2. **Remember you are part of a group lesson.** Different students want different things and your teacher will try to keep everyone happy. Respect your classmates ideas, interests and cultures.
3. **Talk to other nationalities outside class time.** Don’t just talk to people from your country, it’s boring. Talking to other nationalities is good for your English and it’s good for your experience in Australia.
4. **Don’t stop other students from studying.**
5. **Please come to class on time.**



## COURSES AT ACE

At ACE you can study on many different courses:

| COURSE   | MORE INFO  |
|--|--|
| <p><b>GENERAL ENGLISH (GE)</b><br/>                     Our most popular course. Study all kinds of English and many different topics. GE is very flexible and you can join any Monday. Each level is 12 weeks long and there is a test every four weeks. You can move up to the next level if your test score is good AND your teacher agrees. Students can study specialized ‘electives’ such as Business English, Cinema Studies and Vocabulary.<br/> <b>Homework?</b> Yes, 1 hour per day</p>  | <p>EM = Elementary<br/>                     101, 102, 103<br/>                     PI = Pre-Intermediate<br/>                     201, 202, 203<br/>                     IM = Intermediate<br/>                     301, 302, 303<br/>                     UI = Upper-Intermediate<br/>                     401, 402, 403<br/>                     PA = Pre-Advanced<br/>                     501, 502, 503<br/>                     AV = Advanced<br/>                     601, 602, 603</p> <p><b>Entrance test?</b> Yes, on your 1<sup>st</sup> day at ACE.</p> |
| <p><b>CAMBRIDGE EXAMINATIONS (CMB)</b><br/>                     Intensive examination practice courses. Study for the famous Cambridge examinations in Speaking, Writing, Listening, Reading and Use of English. CMB has fixed start dates and the same students and teacher for 10 or 12 weeks. At the end all students must do the CMB examination.<br/> <b>Homework?</b> Yes, 2 hours per day</p>   | <p>Pre-FCE (IM)<br/>                     FCE (UI – PA)<br/>                     CAE (PA – AV)<br/>                     CPE (AV+)</p> <p><b>Entrance test?</b> Yes, talk to Reception.</p>  |
| <p><b>ACADEMIC ENGLISH (EAP)</b><br/>                     Intensive 8 week academic course for students who want to do further study (high school, TAFE, university) in Australia. The course provides classes which focus on academic English skills including lots of writing, reading practice, speaking presentations, listening to lectures and note-taking and independent study skills. Students are expected to be fully committed to the course and the teacher continuously assesses students’ work. Students who pass the course can be accepted in many Australian institutions.<br/> <b>Homework?</b> Yes, 2 hours per day.</p> | <p>EAP1 (IM)</p> <p><b>Entrance test?</b> Yes, talk to Reception.</p>  |

## STUDY – STUDYING @ ACE


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|--|--|
| <p><b>IELTS FAST TRACK</b><br/>The International English Language Testing System (IELTS) can be ‘academic’ (to enter university or TAFE) or ‘General’ (for visas and work purposes). Intensive 8 week course and students are expected to take the IELTS exam after the course. The exam tests Reading, Speaking, Listening and Writing. IELTS is a good course to do at the end of a study period because students need to get the highest score possible – it is not a pass/fail exam.</p> <p>Homework? Yes, 2 hours per day.</p>                              | <p><b>Entrance test?</b> Yes, talk to Reception.</p> |
| <p><b>BUSINESS ENGLISH</b><br/>Students study English for Business purposes for 8 weeks; business writing, presentations, negotiation, business vocabulary, discussion and debate. Students are expected to take the LCCI English for Business exam which assesses writing and speaking. This course teaches the skills to communicate effectively in an English speaking business environment. Special business guest speakers come to the school to talk to students about their business skills and experiences.</p> <p>Homework? Yes, 1-2 hours per day.</p> | <p><b>Entrance test?</b> Yes, talk to Reception</p>  |

## SPECIALIZED COURSES @ ACE

ACE also has many specialized courses – talk to Reception, the Senior Teacher or Director of Studies for more information:


|  |  |
|--|--|
| <p><b>ATTC – ENGLISH FOR TEACHING CHILDREN</b><br/>A teacher training course, not an English course with the Australian TESOL Training Centre (ATTC). Learn how to become an English teacher, specifically for becoming a teacher for children. Practical teaching techniques and English teaching theory and methodology.<br/><b>Homework?</b> Yes, plus teaching practice.</p> | <p>English for Teaching Children<br/>(IM-UI) 4 weeks</p> <p><b>Entrance test?</b> Must be Intermediate or higher.<br/>Talk to Reception.</p> |
|--|--|

**STUDY – STUDYING @ ACE**

|   |  |
|---|--|
| <p><b>ATTC – ENGLISH FOR TESOL</b><br/>                 A teacher training course, not an English course with the Australian TESOL (Teaching English as a Second or Other Language) Training Centre (ATTC). Learn how to become an English teacher. Practical teaching techniques and English teaching theory and methodology.<br/> <b>Homework?</b> Yes, regular written assignments plus teaching practice.</p> | <p>English for TESOL – Language module 5 weeks<br/>                 English for TESOL – Skills module 5 weeks (UI-PA)<br/> <b>Entrance test?</b> Yes, talk to Reception.</p> |
| <p><b>PRIVATE LESSONS, TOEIC FAST TRACK&amp; OTHERS</b><br/>                 ACE offers a wide variety of specialized courses. Please talk to Reception, the Senior Teacher or the Director of Studies for more information.</p>  |  |
|   | <p>Talk to us if you have a question!</p>   |

**AFTER YOUR STUDY AT ACE**

If you study at ACE you can do other amazing thing after ... but only if you study at ACE first! You must study for a minimum 8-12 weeks to join the programs below:

|   |  |
|---|--|
| <p><b>WORKIT!™</b><br/>                 Get a job working in Australia. Workit!™ is a job placement service which gives you all the help you need to find a job, make an application and gives you guaranteed interviews! To join Workit!™ you must pay a placement fee. Typical jobs include Hospitality, Secretarial, Agricultural, Domestic and IT*.</p> | <p>Talk to Reception for more information on Workit!™</p>  <p>*Conditions apply.</p> |
| <p><b>DOLPHIN VOLUNTEER PROGRAM (DVP)</b><br/>                 Volunteer at the world famous Dolphin Discovery Centre in Bunbury, WA. Work with the scientists and do dolphin research, guide visitors and swim with Dolphins! 6 nights or 11 nights. Great work experience for Tourism and an amazing Dolphin experience.</p>                              | <p>Talk to Reception for more information on DVP.</p>  |



**Talk to your teacher, Reception, the Senior Teacher or the Director of Studies if you have a question!**

## CLASS TIMES – MONDAY TO FRIDAY

School opens at 8.00am and closes at 5pm

Students enrolled in **Full-Time** courses at ACE study for **25** hours per week.

Students enrolled in **Standard** courses at ACE study for **20** hours per week.

Students enrolled in **Part-Time** courses at ACE study for **15** hours per week.

We have **two** different timetables at ACE Perth. One for our Cambridge courses and Special courses (e.g. TOEIC, ATTC, IELTS), and one for our General English course.

**On your first day, you will be given the appropriate timetable for your course.**

**Please see the end of this handbook for the sample timetables.**

## FULL-TIME VS STANDARD VS PART-TIME?

|  |
|--|
| <b>FULL-TIME STUDY (INTENSIVE) – 25 HOURS</b>  |
| Full-Time study includes 20 hours of lessons and 5 hours of compulsory Programmed Self Access per week (including the Supervised Study Centre, Computer Centre, Conversation Club, Grammar Centre and DVD Club). |
| <b>STANDARD STUDY – 20 HOURS</b>   |
| Standard students study 20 hours of lessons only. Standard students CANNOT use Programmed Self Access. If you want to change from Standard to Full-Time, please talk to the Reception Staff.                     |
| <b>PART-TIME STUDY – 15 HOURS</b>  |
| Part-time students study 15 hours of lessons only. Part-time students CANNOT use Programmed Self Access. If you want to change from Part-Time to Full-Time, please talk to the Reception Staff.                  |

You will receive an individual timetable on the first day, showing your class times, teacher and room. Please ask the Reception staff if you are not sure where your class is.



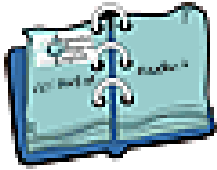
### WHY DOES ACE HAVE 2 DIFFERENT STUDY PLANS?

**1 Study plan is ok in a small school (less than 100 students). With more than 100 students, everything gets too busy – toilets, computers, PSA, Reception, the café.**

**2 different shifts allow students to use everything in the school more easily and more equally.**

**So ... you get better service.**

## PROGRAMMED SELF ACCESS



Programmed Self Access is a time for individual study. PSA is a very important part of your time at ACE. Full-time students must attend 5 hours of Programmed Self Access per week, in addition to their 20 hours of classroom lessons. At ACE, a teacher will always be on duty in the Study Centre to answer questions and supervise Programmed Self Access periods.

How to use Programmed Self Access:

1. Read the signs in the Study Centre, Computer Centre and Grammar Centre
2. Check the PSA timetable on the Student Noticeboard near Reception.
3. Use the Study Guides for each level on the noticeboard in the Study Centre
4. Ask the teacher on duty during PSA
5. Ask your classroom teacher

Every week there will be an orientation to PSA for students. Please read the noticeboard to find out when or ask your teacher.

Programmed Self Access takes place in different areas. These include:

### THE STUDY CENTRE

The Study Centres are open from 8.00 - 4.45 [Mon-Fri] and are supervised during Self Access times by teachers. Students can use a variety of materials including:

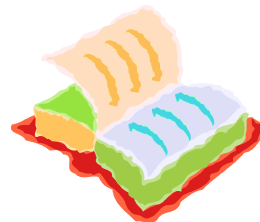
- Elementary to Advanced Listening Practice
- Elementary to Upper-Intermediate Pronunciation Practice
- Cambridge, IELTS and TOEIC Examination Practice
- Specialised study e.g. Business English vocabulary, Academic English
- Reading skills
- Reading for pleasure

**STUDY BAGS – please be kind to the study bags!**

**1. Put them back, do NOT take them home.**

**2. If it's empty or broken, put it in the tray in the Study Centre.**

Students can also use the Study Centre to do quiet homework study. Please do not disturb the other students and please speak English in the Study Centre.



## STUDY – STUDYING @ ACE

### THE COMPUTER CENTRE

ACE's two Computer Centres are open from 8.00 - 4.45 [Mon-Fri]. Free E-mail and Internet access are also available in the Computer Centres. **E-mailing is only permitted before school, at lunch time and after school.** The Computer Centre contains special software to help you learn English:

- **GRAMMAR** – Elementary to Advanced “Clarity TENSEBUSTER™”
- **PRONUNCIATION** – “CONNECTED SPEECH”
- **CAMBRIDGE EXAMINATIONS** “FCE, CAE & CPE TUTOR”
- **LISTENING & VOCABULARY, READING & GRAMMAR** – 4 different levels, “ISSUES IN ENGLISH™” 1 and 2

Take a Computer Orientation Worksheet to help you discover and understand the programs above. You can find these on the wall in the Computer Centres.

Look for these icons on the computers:

#### CLARITY TENSEBUSTER



EM Grammar.Ink



PI Grammar.Ink



IM Grammar.Ink



UI Grammar.Ink



AV Grammar.Ink

#### CAMBRIDGE TUTORS



FCE Exam.Ink



CAE Exam.Ink



CPE Exam.Ink

#### CONNECTED SPEECH AND ISSUES IN ENGLISH 1 & 2



Pronunciation.Ink

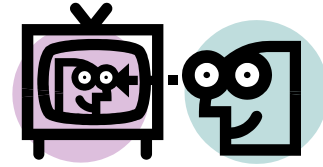


Issues.Ink

For Japanese, Chinese and Korean students, the computers also have NJSTAR COMMUNICATOR (to type using Japanese, Chinese and Korean characters) and NJSTAR EXPLORER (to view Japanese, Chinese and Korean websites).



**E-MAIL – you can e-mail before school, lunchtime and after school. Please do not e-mail during PSA time – it stops other students from studying. Use the computers for studying during PSA time. Thank you.**



### THE DVD CLUB

The DVD Club is used during PSA times (to show American and Australian movies with English subtitles). DVD Club is very useful to help your listening skills and reading speed. DVDs are shown on Monday (1 hour TV shows), Tuesday + Wednesday (=1 movie) and Thursday + Friday (=1 movie). Please do not ask the teacher to change the scheduled movie – the schedule is fixed for a reason.

**DVD CLUB – helps your listening, vocabulary and reading skills. It is not a free movie theatre. Please go to the cinema if you want to see the latest movies!**

### THE READING ROOM AND LEARNER CENTRE

The Reading Room is a *quiet* room where you can read newspapers, magazines or borrow a book from our student library. To borrow a book, you will need to join the ACE library. Please see Reception or your teacher for details about how to do this. There is also a wide range of student worksheets and hints about self-study to help you study while you are here at ACE. Please help yourself to this information. ***Please note that the Reading room will be closed outside of PSA time.***

### THE GRAMMAR CENTRE

The Grammar Centre is open from 8.00 - 4.45 [Mon-Fri] and is supervised during Programmed Self Access times by teachers. You can choose between Easy, Medium and Difficult grammar. The answers are with the Grammar Bags.

### CONVERSATION CLUB

Conversation Club happens 2 twice a week and is held on Level 5. A teacher guides the Conversation Club. There are different kinds of Conversation Club:

|                             |   |
|-----------------------------|---|
| <b>Topics and Questions</b> | Talk about a specific topic e.g. Sport, Health, Music |
| News Topics                 | Talk about hot news, newspaper articles and issues    |
| <i>Speaking Games</i>       | Different speaking games to help you speak            |
| <i>Free Speaking</i>        | Talk about anything with the group                    |
| Cambridge Conversation      | Examination practice for the Speaking test            |

## **LEVEL SYSTEM AT ACE**

On your first day at ACE you will do a test. This test helps ACE decide the best level for you to study in. The test includes grammar, reading, vocabulary, writing and a speaking interview. Your interview will be with the Director of Studies or the Senior Teacher. The test and interview are then used to place you in the best level.

If you think your level is not correct, please follow this plan:

| <b>STEP</b>  | <b>WHY?</b>  |
|--|--|
| <b>1. Talk to your teacher.</b><br>Does your teacher agree or disagree?                                  | Please remember that your English level does NOT only depend on your grammar level, but also includes speaking, listening, writing, reading, vocabulary and pronunciation. Sometimes students have very good grammar skills, but weak speaking skills. This means you may need more time at the same level to focus on speaking skills. Grammar is not everything! |
| <b>2. Take the placement test again.</b><br>Sometimes, students' tests on the first day are not so good. | You can take the test again. Please talk to your teacher about this. If your scores show you are in the right level, you should stay in that level.  |
| <b>3. Ask your teacher to talk to the Director of Studies or Senior Teacher.</b>                         | Your teacher knows the most about your English level and can discuss it with the Director of Studies or Senior Teacher.  |
| <b>4. Talk to the Director of Studies or Senior Teacher.</b>   | The Director & Senior Teacher are very experienced teachers and examiners and have tested the levels of 1000s of students. They can give you advice on the best level to study in and your study plan for the future.  |

| <b>COMMON STUDENT PROBLEMS</b>                      |  |
|---|--|
| “My class is too difficult!”                        | Many students find the first week difficult. Please study for at least one week. It takes time to become comfortable studying. You have to get to know your teacher and your classmates. |
| “My teacher speaks too quickly.”                    | Tell you teacher. Ask them to speak more slowly. Please ask questions if you do not understand.  |
| “The teacher teaches things I’m not interested in.” | Talk to your teacher. Tell him/her what you like and what you dislike. Tell your teacher what you want ... but remember you are in a group class!  |

GENERAL ENGLISH LEVELING SYSTEM

1 level = 12 weeks

|                           |            |
|---------------------------|------------|
| <b>Advanced</b>           | <b>603</b> |
|                           | <b>602</b> |
|                           | <b>601</b> |
| <b>Pre-Advanced</b>       | <b>503</b> |
|                           | <b>502</b> |
|                           | <b>501</b> |
| <b>Upper-Intermediate</b> | <b>403</b> |
|                           | <b>402</b> |
|                           | <b>401</b> |
| <b>Intermediate</b>       | <b>303</b> |
|                           | <b>302</b> |
|                           | <b>301</b> |
| <b>Pre-Intermediate</b>   | <b>204</b> |
|                           | <b>203</b> |
|                           | <b>202</b> |
|                           | <b>201</b> |
| <b>Elementary</b>         | <b>103</b> |
|                           | <b>102</b> |
|                           | <b>101</b> |

4 weeks  
4 weeks  
4 weeks



**Example** – it is possible to i. move from 303 to 401, OR ii. move from 303 to 301 if you need more time in this level.

Sometimes, a whole class needs more time in one level, so 204 is possible.

**Level Up** – depends on test scores, homework, teacher’s assessment AND how long you have studied in this level.



**ELECTIVES**

All 300, 400, 500 and 600 classes have Electives. In the afternoons students can choose to study Australian Studies, Cinema Studies, Vocabulary, Writing, Speaking and Discussion, Grammar, Pronunciation etc. The Electives change each week, and they help students focus on English skills that are extremely useful, especially for other courses like EAP, IELTS and Cambridge. Each level (100 – 600) has Readers to read and work on in class as part of Electives. Reading is essential for learning a language effectively at all levels.



**If you want to change your level:**

1. **Talk to your teacher first. If your teacher agrees ...**
2. **... take a test.**
3. **If the test, teacher and DoS agree, you can level up from the following week.**

## STUDYING AT ACE – THINGS TO REMEMBER

### SPEAK ENGLISH IN CLASS!

At ACE we believe that the most important things in learning English are SPEAKING and UNDERSTANDING. Your teachers will give you lots of opportunity to speak English in class, and it is very important that you PARTICIPATE in all classroom activities. Don't be shy, we can learn from our mistakes. Please don't speak your language in school. You are here to learn English and it is rude to students from other countries if you speak your language in front of them. Your English will improve if you make friends with students from other countries. **If you speak your language, you will be given a strike. 3 strikes, you will write an essay for the Dos!! After this, it will be recorded on your leaving certificate**– remember your promise from the first day!

### DAY ONE

On the first day, look at the student noticeboard for your room number and the name of your teacher. You may have different teachers in the morning and afternoon. You can also get a timetable for PSA.

### COURSE BOOKS & NOTES

Your teacher will give you a course book when you arrive at ACE. You will follow the course book at each level of study. Please remember, because of ACE's flexible system, General English students may not start studying at the beginning of the book. Talk to your teacher if you don't understand why.

For certain classroom activities, your teacher may also give you photocopies. File these carefully in your ACE folder as they are important for revision.

### EATING & SMOKING

**Eating lunch in the classrooms is not allowed** and you are **not allowed to smoke** in the College at all. The only smoking area is at the front of the school under the balcony or outside the courtyard. You can eat outside in the courtyard at one of the many picnic tables or on Level 5 at lunchtime ONLY. There is also Langley Park behind the school which is beautiful on sunny days! Students have access to 2 kitchens at ACE and each kitchen has a fridge/s, microwave/s and boiling/cold water for student use. These can be found in Level 5 and Durack Centre.

## STUDY – STUDYING @ ACE

### ACE STUDENT CARD

After Day1, we will issue you with an ACE Student Card, which will entitle you to discounts at movies, some shops, and on some tours. If you study full-time for 6 weeks or more, you can get student discount on transport throughout Perth.

### BOOKS FOR SALE TO STUDENTS

Some ACE students want to buy grammar and vocabulary books or dictionaries while they are here. ACE recommended books are available from Reception. Please look the notice board at Johnston House.

Students can buy other books at ALL FOREIGN LANGUAGES BOOKSHOP, which specializes in books for students of English. It is at 101 William Street (9321 9275) – see map.



### PHOTOCOPYING

The photocopier is for teachers only. If you need some copies for class, your teacher will provide them. If you need personal copies of passports etc., or copies for extra study, please ask your teacher and they can do 1 copy only for you.

### COMPUTER CENTRE

ACE students can use the computers to check e-mail, study and do research. Students must not:

- Eat or drink in the computer centre.
- Change settings, delete files or alter the set-up of the computers in any way.
- Download MP3s, MPEG or similar movie and music files.



#### WHY CAN'T WE DOWNLOAD FILES?

1. In Australia, people pay for the Internet by how much they download (not by time, as in many other countries). So the more you download, the more you pay. If 150 students download huge numbers of files, the Internet access would cost \$100 000s per year. Then ACE would have to increase prices. This is a bad idea.
2. Not downloading protects the network from viruses. So .....use the computers for e-mail and study, not downloading MP3s and MPEGs!

# FUN – THINGS TO DO IN PERTH

## ACE BOOMERANG CLUB

The ACE Boomerang Club offers you a great range of organised social activities & short tours that will ensure that you get to experience the very best that Perth and Western Australia has to offer. We go to amazing places every week, sometimes in the afternoons or evenings, sometimes at the weekend.

The Boomerang Club Promoter (BCP) will visit your class during the week to give you more information. Please talk to the BCP or talk to the Reception staff or have a look at the Boomerang Club notice board.

Here are some of the activities we do:



|                                 |                                   |
|---------------------------------|-----------------------------------|
| Pub Nights                      | Didgeridoo Lessons                |
| Beach Volleyball                | Casino Nights                     |
| Swan Valley Winery Tour         | Margaret River Wine Region Trip   |
| Trip to Wave Rock               | Baseball Competitions             |
| Hip-E Club Nights               | AQWA                              |
| Quiz Nights                     | Go Karting                        |
| Trip to Kalgoorlie              | Surf Trip to Lancelin             |
| Lunchtime soccer                | Fremantle Prison Candlelight Tour |
| Perth/Fremantle Highlights Tour | Cohunu Wildlife Park              |
| Surfing Lessons                 | School BBQs                       |
| ACE Idol Karaoke Comp.          | Welcome Party                     |
| 10 Pin Bowling                  | Introduction to Perth Nightlife   |
| Trip to the Pinnacles           | King's Park Walking Tour          |
| Indoor Rock Climbing            | Camel Riding                      |
| Tumblegum Farm                  | Surfcats Sailing Lessons          |
| Kayaking on the Swan River      | Bicycle Safari                    |
| Perth Royal Show                | South-West Experience Trip        |
| Big Day Out                     | Rally Australia                   |
| Horse Racing at Gloucester Park | Monkey Mia Trip                   |
| Rottneest Island Trip           | Swan River Cruise                 |
| Swimming with Dolphins          | Whale Watching                    |
| Star Gazing @ Perth Observatory | Horse Riding                      |



Please note, some activities depend on good weather, which we cannot guarantee, and we cannot guarantee that all activities will be offered during your course.

Some activities are with a TOUR GUIDE (TG) and other trips are with an ACE TEACHER (ACET). ACET trips will give you extra help and information from a teacher.



## **WHAT'S ON IN PERTH**

Perth has a vibrant music, arts, sports and events scene. To find out what is going on this week in Perth, check out:



- the *What's On* section of the *Today* insert in the *West Australian* newspaper every Friday.
- look at the Boomerang Club Notice board.
- ask the Boomerang Club Promoter.
- Check out the 'Extreme Sports WA' notice board.  
NB. ACE cannot offer extreme sports through the Boomerang Club. If you wish to participate in extreme sports, you must organize them yourself and you take part at your own risk, ACE cannot responsible if you have an accident.

## **CHEAP THINGS TO DO IN PERTH**

- Take a cruise to Fremantle and back - a good way to see Perth from the water as well as Fremantle Harbour.
- Catch the ferry to South Perth and then visit Perth's world class Zoo
- Take the Perth Tram bus and see all the sights of the City, Kings Park and Burswood Casino.
- Hear and watch one of the world's largest musical instruments in action. Visit the Swan Bells at the Barrack Street Jetty
- Take the CAT bus or bus #37 outside Level 5 building and then walk around magnificent King's Park with its stunning collection of plant and birdlife and breathtaking views across the Ocean, Darling Range and the Swan and Canning rivers.

## **SPORTS FACILITIES**

### TENNIS

1. McCullum Park, East Victoria Av, E.Victoria Park [free] Phone: 9311 8111
2. Tennis West, Burswood Phone: 9361 1112

### TEN-PIN BOWLING

Fairlanes City Bowl, 175 Adelaide Terrace, Perth Phone: 9325 3588

### SWIMMING

Beatty Park, Vincent Street, N. Perth Phone: 9273-6080

### GOLF

Burswood Park Golf Course



Phone: 9362 7576

## FUN – THINGS TO DO IN PERTH & WA

### AEROBICS/GYM

CBD Health Spa, 100 Murray St, Perth

Phone: 9221 9900

### CYCLING

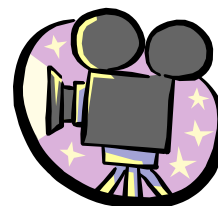
About Bike Hire [On Swan River, opposite Hyatt Hotel] Phone: 041-1700-478

*For these or other sports look in the phone book or ask the Boomerang Club Promoter or the Reception Staff.*

## CINEMA

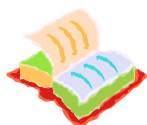
Going to the cinema while you are studying in Australia is very good listening practice. Most cinemas have one night of the week Tuesday - that is 'Cheap Night'.

- There are four cinemas at Hoyts
- Cinema City at 580 Hay Street tel 9325 2377
- more at Greater Union Cinemas on Murray street
- the Piccadilly in the Piccadilly Arcade is very nostalgic and cheaper than the modern cinemas.



Upon presentation of ACE ID, students will qualify for a 'concession' ticket to all shows on any day or night. There are many other cinemas all around the city. Some cinemas offer a grand card, which can save you money if you and your friends go the cinema often. Ask at the cinema for more info.

## LIBRARIES



All students have free use of the Alexander Reference Library – the State's largest and best equipped library- located near the main railway Station. (See map). Check their website on <http://www.liswa.wa.gov.au> to find out about all their amazing services. All students can also join the local City of Perth public library – Law Chambers Building (lower Level), 573 Hay Street (tel: 9461 3581). It is open from 9am to 6pm Monday to Friday, 9.00am to 12pm on Saturday. Take proof of your identity (passport) and address in Perth (eg. a letter from ACE or your Homestay) and you can join the library free of charge. [Some charges may apply for use of Internet facilities]

## TRAVEL IN AUSTRALIA

For cheap travel and tours - try *Student Travel Australia (STA)*, G5 Paragon CBD Arcade, 160 St Georges Terrace, Perth (Phone: 9322 9530) or 100 James St, Northbridge (Phone: 9227 7569). Ask for the student discount.

### Telephone

#### Buses (Interstate)

Greyhound Pioneer

132030

#### Tour Companies

Australian Pacific Tours

1300 655 965

AAT Kings Tours

1800 334 009

## FUN – THINGS TO DO IN PERTH & WA

**FUN – THINGS TO DO IN PERTH & WA**

Conservation & Land Management  
(National Parks) 9334 0333

Youth Hostels Association 9227 5122



**REMEMBER – if you want some information about traveling, sports or things to do in Perth, please ask us! We can help.**

# ACCOMMODATION & LIFE IN PERTH



## HOMESTAY

Homestay with an Australian family is an excellent way for you to improve your understanding and use of English. Homestay is arranged by ACE.

Here are some things to remember about living in Homestay:

- **Homestay means living with an Australian FAMILY, it is not a hotel.**
- Please communicate with your homestay. If you are not happy about something, please talk to them. If nothing changes, talk to ACE.
- Ask your family 'What are the house rules?' About meals, travel, telephone, guests, smoking etc.



**PROBLEMS? Don't be quietly sad or angry. If you are unhappy about your homestay, see the ACE Accommodation Officer, whose job it is to help you!**

## MEALS

Each day your Homestay will provide breakfast in the morning and dinner in the evening. They will also offer a light lunch on Saturday and Sunday and during the week you can buy lunches near the school.

If your Homestay Family is away at dinner time, they will leave a meal for you, or leave food for you to prepare for yourself.

We know that you will enjoy this opportunity to eat what a typical Australian family eats. Australia is a multi-cultural society, so Australians eat a wide variety of different foods. A typical breakfast could be toast and/or cereal. A typical dinner could be chicken or fish with vegetables and salad.

Please tell your homestay politely if you do not like the food or if you are hungry between meals.

## TRAVEL

Please ask your homestay about the bus/train number and best route to the College. Always keep your homestay address and telephone numbers with you and inform the family when you will be home, especially if you won't be home for dinner.

## AUSTRALIAN LIFESTYLE

Homestay means living in a *Home* where family life is very important. Please talk to your homestay every day and as often as possible; it is your opportunity to learn about the Australian lifestyle.

The following will help you to understand your family's lifestyle:

- Spend only 5-10 minutes in the bathroom for your shower.
- Ask your homestay about use of the washing machine or where you should wash your clothes. Do not leave your clothes lying around in the bathroom etc.
- Remember to turn off lights, heaters, fans and air conditioners when not in use.
- Please ask your homestay about making telephone calls before using the phone and discuss payment with them. For international calls you can arrange COLLECT CALLS through the operator.
- If you want to invite a friend to your homestay, please make sure you ask your Homestay first and see if that is all right.
- Family life is very different in Australia. Often your Homestay parents are both working and are very busy, so please be sure to tidy your room and help in the home. A talk while you help to wash the dishes might be a good way to improve your English!
- Why not cook a meal for your hosts to introduce them to your own culture? Good relationships are often a matter of give and take. Remember, be patient. You may experience some problems at first because of language difficulties but things will get better quickly.



**REMEMBER! Being part of a good homestay means being part of the family – communicate with your host family.**

## PAYMENTS

Most of you have paid for your Homestay accommodation before leaving your own country. ACE will pay your Homestay Family on your behalf. Rent is payable two weeks in advance and under normal circumstances you **can't** get a refund.

Please inform your family and ACE immediately if:

- You wish to stay longer than you have pre-paid for.
- If you wish to change to another homestay family.
- If you wish to leave your homestay. [You must tell your host family and the ACE Accommodation Officer two weeks before the date of leaving or pay two weeks fees as notice.]



### **AUSTRALIAN PEOPLE**

Australians generally are friendly people, and quite informal compared to English or American people. Don't forget different countries have different customs. We say 'please' and 'thank you' a lot, and always say 'excuse me' when we talk to a stranger in the street or to someone who is busy.

If you are invited to someone's house, it is normal to take a bottle of wine or a small present like chocolates or flowers. It's OK to shake hands when you meet someone - or just smile and say 'How are you?'

Australians use first names a lot, but with older people wait until they ask you to do this. Say 'Mrs. Smith' or 'Jane' (if she asks you to), but not 'Mrs. Jane'.

### **RENTING A HOUSE/FLAT IN PERTH**

If you want to share a flat or house with friends, you will probably have to pay \$60 – \$150 per room. This can vary depending on the age, size and location of the flat/house. You can look in the *West Australian* "Flats to Let" or "Houses to Let" section on a Wednesday and Saturday. Alternatively, you can go to a Real Estate agent. Look in the Yellow Pages directory for names of Real Estate Agents.

Most flats/houses have a minimum six-month lease (contract). When you find a flat/house you will have to pay:

**Bond:** This is the deposit. The landlord must give it to the Rental Bond Board. If you leave the flat/house in good condition you will get it back. It is usually equivalent to four or six weeks rent. Expect to receive a written report from the agent detailing the condition of the flat/house at the time that you moved in. Check that this is 100% accurate before signing it. The flat/house will be inspected every few months by the Agent.

**Rent in Advance:** Usually two to four weeks rent.

|              |   |
|--------------|---|
| Lease Fees:  | These are the charges for drawing up the lease, which you have to sign. This varies depending on the value of the rental.   |
| Gas:         | If your flat has piped gas, contact Alintagas on telephone 131358 to have the gas connected. You have to pay an establishment fee.  |
| Electricity: | Contact Western Power on telephone 131353. Again there will be an establishment fee to have the electricity connected.  |
| Telephone:   | Telephone & line rental is about \$66 for three months. If there is a phone in the flat, you pay a connection fee with your first account. If there is no phone, ring your nearest Telstra Office. You will have to pay about \$300 with your first account for connection. |

## **PROBLEMS WITH FLATS/HOUSES**

There are laws in Australia to protect people who rent flats/houses. It is illegal to refuse to rent a flat/house to someone just because he or she is not Australian. If you have a problem with your landlord or estate agent, telephone the Ministry of Fair Trading, Renting (Residential) on 1300 304 054 or see the Accommodation Officer at ACE

## **TRAVELING IN PERTH**

### **PUBLIC TRANSPORT**

Perth has buses, trains, ferries and taxis.

Travel on ALL buses traveling along Adelaide Terrace (right outside the campus) & St Georges Terrace is free. The city also has an excellent free CAT (Central Area Transit) bus service that can take you all over the city area. There are different routes – Red CAT, Blue CAT, and Yellow CAT- check the routes on the map you were given at orientation. The nearest CAT stop to the campus is 100m away in Hay St.

We recommend that you purchase a 'Multirider ticket' for travel on buses, trains and ferries. A ten-ticket multirider offers a discount of 15%, while a forty-ticket multirider is excellent value with a saving of 25%. The cost of the ticket is determined by the *number of zones* you wish to travel. See the map of zones on p.41 of the Whitepages. (For example, a two-zone ticket usually covers travel for about 15 km). You can buy multirider tickets at train stations and newsagents. Individual tickets can be purchased from automatic ticket machines at train & ferry stops or from bus drivers.

Please note that overseas students cannot get discounts/concessions on public transport in Perth unless they study full-time and their course is of six weeks duration or longer. We will assist you to obtain a Transperth concession ticket at the time of orientation.

Consult the Transperth website for detailed information of their services @ [www.transperth.com.au](http://www.transperth.com.au) . Click on the “Journey Planner & Timetables” option to assist you plan your journey anywhere in the Perth metropolitan area. Also, try the “Tourist Information” option. This will help you get to the many attractions in Perth using public transport.

## **AUSTRALIAN VISA & IMMIGRATION REQUIREMENTS**

### **VISA EXTENSIONS**

If you want to extend your visa, you will need to ask for information at Reception at least 4 weeks before your visa expires.

### **ATTENDANCE**

It is important to remember that in order to improve your English skills and benefit from your course, you should attend all classes. If you are on a student visa, **it is an Australian government requirement that you must have 80% attendance at ACE** if you want to extend your visa and enrol in another course at ACE, or enrol at an Australian University, High School, Business College or TAFE. It is therefore essential that you attend ALL classes.

### **YOUR RESPONSIBILITIES**

- You must notify ACE Reception of your current address on your first day at school.
- You must also notify ACE Reception immediately if you change your address while you are studying at the school.
- On your first day at ACE, you must bring in your passport and provide details of your Australian visa type, number and dates.



#### **Remember!**

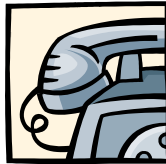
**If you stop attending your course at ACE or if your attendance is unsatisfactory or if you do not make academic progress, the College is legally obliged to report you to the Department of Immigration & Multicultural and Indigenous Affairs (DIMIA). This may result in your visa being cancelled.**

Once you have enrolled in a course at ACE, you will **NOT** be allowed to postpone or stop your studies, except if you are too sick to come to school [in which case we will need to see a medical certificate], or in other exceptional circumstances [such as the death of a family member].



**Students on Working Holiday & Tourist Visas CANNOT take holidays. Students on Student Visas can take holidays of up to 4 weeks, after the first 12 weeks of a minimum 20 week course. Please talk to Reception if you want a holiday.**

## COMMUNICATION



### TELEPHONES

- Local Calls in Perth cost 40c from a public telephone. Many public telephones take both telephone cards and coins. Telephone cards can be purchased from the Newsagent across the Road from the campus.
- STD Calls (outside Western Australia, but in Australia):  
Look up the STD area code at the back of the White pages telephone book. (WA & South Australia's area code is 08). Put six or seven coins in the slot, dial the area code, then the number. When your money is nearly used up, this will be indicated on the LCD display or a red light will flash. STD calls are cheaper after 6pm and cheapest after 10pm.
- International Calls:  
Look up the country code at the back of the white pages telephone book. Use a public telephone with credit card, telephone card or coin access. If you dial from home, use 0012 (not 0011) and the operator will call you when you finish and tell you the cost of your call.
- Mobile Phones:  
There is a huge choice available on the market. Please consult one of the mobile phone specialist shops in the city to see which deal suits you best. For example, entering a one-year contract may not suit your usage. For many students, purchasing a cheap phone and buying sim cards is the best way to go. Major mobile phone companies include Telstra, Optus, Vodafone, B, Orange. Check the White pages for the branch closest to you.

- Directories - Perth has three telephone books:  
White Pages - which has people and business listed alphabetically. [Available online @ [www.whitepages.com.au](http://www.whitepages.com.au)]  
Yellow Pages A - K and L - Z has categories of businesses and services, eg; tennis clubs, restaurants. [This is also available online at [www.yellowpages.com.au](http://www.yellowpages.com.au)]

### **EMERGENCY TELEPHONE NUMBERS**

Fire/Police/Ambulance - 000  
Poisons Information Centre - 131126

#### **Post Office**

The Post Office is opposite the school and is open Monday - Friday from 9.00am - 5.00pm.

You can buy stamps, an aerogramme to send overseas, send telegrams and buy padded bags or cardboard boxes to send parcels, tapes and CDs.



### **STUDENT MAIL AND NOTICE BOARDS**

You can collect your letters or faxes from the basket on the reception counter.

Please read notice boards around the school – there is a lot of information about:

- different courses at ACE
- Boomerang Club
- Programmed Self Access
- jobs, apartments, things for sale

### **NEWSPAPERS**



It is important for your studies to read Australian newspapers. The best one to buy is *The West Australian*. On Saturday it has a colour magazine with information on radio and television programmes for the week. The daily *Today* supplement on Thursdays contains movie reviews, while there is a special computing & information technology section on Tuesdays. The best days for looking for jobs and accommodation are Wednesday and Saturday. You will find daily newspapers in the rack in the reading room.



## **If you have a problem at ACE.....**

**WE HOPE THAT YOUR STAY WITH US AT ACE WILL BE A VERY HAPPY ONE. IF YOU DO HAVE A PROBLEM, IT IS IMPORTANT THAT YOU TALK TO US SO THAT WE CAN HELP YOU. THE PERSON YOU SPEAK TO WILL HELP YOU TO FIND A SOLUTION TO YOUR PROBLEM.**

### **STEP 1**

- If you have a problem with your **accommodation or homestay** ..... Talk to the Administration Manager (ask at the reception).
- If you have a problem with your **attendance or booking for your course**..... Talk to the Administration Manager (ask at the reception).
- If you have a problem with your **teacher or your course** ..... Talk to the Director of Studies (ask at the reception).
- If you have a problem with your **class or level** ..... Talk to the your teacher. If this doesn't help, talk to the Senior Teacher or Director of Studies.

### **STEP 2**

**IF YOU ARE NOT HAPPY AFTER YOUR MEETING AND YOU STILL HAVE THE SAME PROBLEM SPEAK TO THE PERSON AGAIN AND TELL THEM WHY YOU ARE NOT HAPPY. THEY WILL HELP YOU TO TRY AND FIND A DIFFERENT SOLUTION.**

### **STEP 3**

**If the same problem continues and you are still unhappy, you can make an appointment to see the Director of Studies. She will help you to solve the problem.**

**You may also contact the National Principal, who is in Queensland (ask at Reception).**

### **SERIOUS COMPLAINT**

**If you cannot solve your problem at the college and you have a serious complaint, you can contact**

- The English Australia, Level 3, 162 Goulburn Street, Sydney 2000  
(Tel: (02) 9264-4700 Fax: (02) 9264-4313).

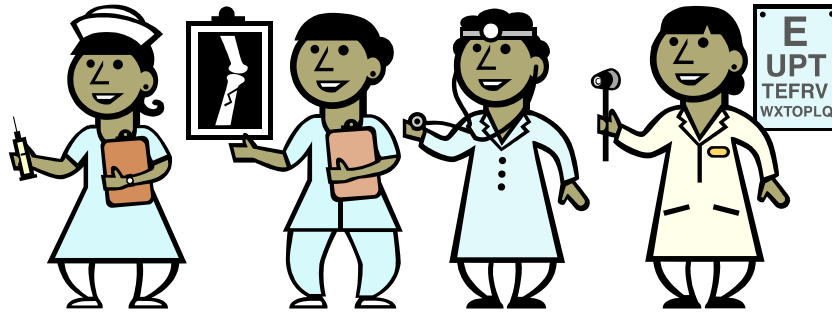
You may be represented by a nominee of your own choosing if you wish.

Interpreting Service

**There is a free telephone interpreting service in all languages on 131450.**

**Nothing in the ACE Dispute Resolution Procedure negates the right of any overseas student to take action under Australia's consumer protection laws in the case of financial disputes, nor the right of any overseas student to pursue other legal remedies.**

## HEALTH



### **OSHC & MEDIBANK PRIVATE - HOW DO YOU REGISTER?**

If you are not on a Student Visa and want Health Cover while you are in Australia, you will need to apply at the nearest Medibank Private office.

What Does It Cost?

Please see reception for current costs.

If you have just arrived in Australia on a student visa you would have already paid for your Overseas Student Health Cover when enrolling at ACE.

Medibank will send your Medibank card to the school in the next 4 weeks.



#### **WHY HASN'T MY CARD COME YET?**

**Medibank Private is not part of ACE. Sometimes it can take 6 or more weeks to get the card. Don't worry; you are still covered by Medibank Private.**

Need More Information? Ask at Reception.

The Medibank Private office is located on Ground Floor, 111 St George's Terrace.

### **HOSPITAL/DOCTOR**

Royal Perth Hospital is 600 m from the campus, straight up Victoria Avenue.

Royal Perth Hospital  
Wellington St. Perth  
Phone: 92242244

**If it is not URGENT, it is best to make an appointment to see a doctor at any of the Medical Centres throughout the city. If you require an urgent medical appointment, please ask at Reception.**

## **DENTISTS**

They are expensive in Australia. If you require an urgent appointment, ask at Reception.

## **AMBULANCES**

These are very expensive in Australia, even a short ride can cost over \$100. You can get ambulance insurance for a small fee for 6 months from Medibank Private or HBF. Enquire at Reception for more information.

## **FAMILY PLANNING ASSOCIATION OF WA**

If you need advice on sexual problems or contraception, go to the Family Planning Association - Phone: 9227 6177 for an appointment. The doctors (women and men) are very friendly and will NOT tell anyone about your visit.

## **CHEMISTS**

Most chemists are open from 9.00am - 5.30pm. There is a chemist on the corner of Bennett and Hay Street; ten minutes walk from the campus. If you need a chemist urgently ask at ACE Reception to find out if there is a local chemist which is open later. Alternatively, ask your Homestay to tell you about a 24-hour chemist closest to where you live.

## **OTHER STUFF**

### **SHOP, DELIS AND PUBS IN PERTH**

Consult the free map of Perth & Fremantle that you were given upon arrival at ACE and carry it with you for the first few weeks.

The main shopping area is in the Hay & Murray St pedestrian shopping Malls – about ten minutes walk from the campus or by free red CAT bus from the bus stop in Hay St.

There is a Supermarket @ 556 Hay Street – easily reached by walking, free CAT bus or any bus (free) traveling along Adelaide Terrace

Most shops are open from 9.00am - 5.30pm on Monday, Tuesday, Wednesday and Friday, from 9.00am - 5.00pm on Saturday and for late night shopping, from 9.00am - 9.00pm on Thursday. Some shops are open on Sunday. **In the city** late night shopping

night is on Friday, not Thursday. Most city shops are also open on Saturday mornings and some are open for part of Sunday in the City and Fremantle (12-5pm).

Delis are usually open late and you can buy most foods here. They can be expensive though!

Pubs are open from 10.00am - 11.00pm. Some City, Northbridge and Fremantle pubs are open later – particularly on Friday and Saturday nights. It may be a good idea to take a photocopy of your photo ID with you.

### **WHERE TO BUY LUNCH**

There are several coffee shops, sandwich shops, restaurants, and indoor and outdoor cafes within 40m of our campus

### **BANKS**

Most banks are open Monday - Thursday from 9.30am - 4.00pm and on Friday from 9.30am - 5.00pm. They are closed on Saturdays and Sundays. To open an account, go to the information desk and ask for a savings account. You can change money from your country at any bank by using the International Teller. The closest bank is Bankwest across the road @ 256 Adelaide Terrace. ANZ Bank is 40m from the campus @ 8 St Georges Terrace, Perth.

### **SAFETY**

Perth is a safe city and the people are very friendly. However, like in any big city, some people are not as honest as you are.



**Please do NOT leave your valuables (wallet, money, camera, passport, Mobile phone etc.) lying around in the school. Please carry your valuables with you at all times. ACE does not accept responsibility if something is stolen.**

## **FINDING A JOB**

If you have a Working Holiday Visa and you want a job:



- Join WorkIT!<sup>TM</sup> – the ACE Job Placement service!
- Look in the *West Australian* (best days are Wednesday and Saturday) in the Employment section.
- Look in the *Sunday Times* or the local *Community Newspaper* where you live
- Look on the notice board

## **COMPLAINTS – CONSUMER AFFAIRS**

If you have a serious complaint, about any service you have received in Australia, you can get help and information about your rights from: Ministry of Fair Trading, 219 St Georges Terrace, Perth. Telephone 1300 304 054  
Website: [www.fairtrading.wa.gov.au](http://www.fairtrading.wa.gov.au)

## **CONSULATES IN PERTH**

These are listed in the White pages telephone book.

## **INTERPRETING SERVICE**

The WA government provides a free telephone interpreting service in all languages. You can phone **13 1450** at any time if you need assistance in any situation.

**ENJOY YOUR STUDIES @ ACE !**