

LATROBE COLLEGE OF ART AND DESIGN

Student Handbook

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1.1 DIPLOMA OF VISUAL ARTS - on campus, 1 year FT, equivalent PT

1st Year - CUA51120 DIPLOMA OF VISUAL ARTS		
Study unit	Competency Code	Competency Unit
STUDIO ART & IDEAS A	CUAACD523	MAKE MIXED MEDIA ARTWORKS
STUDIO ART & IDEAS W STUDIO ART & IDEAS S	CUAPPR511	REALISE A BODY OF CREATIVE WORK
	CUAPPR512	DEVELOP OWN SUSTAINABLE PROFESSIONAL PRACTICE
	CUAEVP413	INSTALL AND DISMANTLE EXHIBITION ELEMENTS
	CUAPPR513	PRESENT A BODY OF OWN CREATIVE WORK
DRAW & MIXED MEDIA LAYERS A	CUAACD531	REFINE DRAWING AND OTHER VISUAL REPRESENTATION TOOLS
PAINTING METHODS A PAINTING METHODS S	CUAPAI401	EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
	CUAPAI501	REFINE PAINTING TECHNIQUES
PAINTING METHODS W	CUAPPR515	ESTABLISH AND MAINTAIN SAFE CREATIVE PRACTICE
AH 20TH CENTURY AH POSTMODERNISM	CUARES503	ANALYSE CULTURAL HISTORY AND THEORY
	CUARES502	CRITIQUE CULTURE WORKS
DIG & MOVING IMAGE W DIG & MOVING IMAGE S	CUADIG519	INVESTIGATE TECHNOLOGIES TO PRODUCE DIGITAL ART
PLUS		
DRAW & MIXED MEDIA LINE W DRAW & MIXED MEDIA LIGHT S	CUAACD532	CREATE OBSERVATIONAL DRAWINGS
SCULP & INSTALLATION A SCULP & INSTALLATION W	CUASCU511	REFINE SCULPTURAL TECHNIQUES
	CUAACD412	EXPERIMENT WITH MOULDING & CASTING TECHNIQUES
OR		
IMAGE CAPTURE	CUAPHI531	APPLY VISUAL COMMUNICATION THEORY TO PHOTO IMAGING PRACTICE
MAKING PHOTOGRAPHS	CUAPHI411	CAPTURE IMAGES IN RESPONSE TO A BRIEF
DESCRIPTIVE & EMOTIVE LIGHT	CUAPHI533	EXPLORE THE DESCRIPTIVE AND EMOTIVE NATURE OF PHOTO LIGHTING
SEEING COLOUR	CUAPHI523	EMPLOY COLOUR MANAGEMENT IN A DIGITAL IMAGING WORKPLACE
EXCHANGE FOR ONE DRAWING UNIT		
New York or Venice can be exchanged for ONE of Drawing A or Drawing W		See above

1.2 ADVANCED DIPLOMA OF VISUAL ARTS - on campus, 2 years FT

Or 1 year if the student has previously completed a CUA51120 DIPLOMA OF VISUAL ARTS.

The ADVA requires students to have completed a Diploma of Visual Art. The following Units of Competency are minimum pre-requisites to enter ADVA qualification.

2nd Year - CUA60720 ADVANCED DIPLOMA VISUAL ARTS		
Minimum units of competency prerequisite to enter the ADVA	CUAPPR515	ESTABLISH AND MAINTAIN SAFE CREATIVE PRACTICE
	CUAEVP413	INSTALL AND DISMANTLE EXHIBITION ELEMENTS
	CUAPAI411	EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
EXTEND DRAW CONSTRUCTION EXTEND DRAW PERCEPTION EXTEND DRAW INVENTION	CUAACD611	EXTEND PROF EXPERTISE WITH DRAW & OTH VISUAL REP TOOLS
ART PRACTICE & THEORY A ART PRACTICE & THEORY W ART PRACTICE & THEORY S	BSBCRT611	RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY
	CUAPPR613	ENGAGE IN THE BUSINESS OF CREATIVE PRACTICE
	CUARES612	EXTEND CULTURAL RESEARCH EXPERTISE
STUDIO EXHIBITION PROJECT A STUDIO EXHIBITION PROJECT W STUDIO EXHIBITION PROJECT S PLUS Independent Studio A, W, S	CUAPPR611	ORIGINATE A BODY OF INDEPENDENT CREATIVE WORK
	CUAPPR614	PUBLICLY PRESENT A BODY OF OWN CREATIVE WORK
	CUAPPR615	EVOLVE IDEAS FOR PROFESSIONAL CREATIVE WORK
	CUAPPR616	EXTEND EXPERTISE IN A SPECIALISED ART FORM TO PROF LEVEL
PLUS		
EXTENDED PAINTING MANIPULATION A EXTENDED PAINTING FIGURE W EXTENDED PAINTING REALISM S	CUAPAI512	INVESTIGATE PAINTING MATERIALS & PROCESSES
OR		
PHOTOMEDIA	CUAACD522	WORK WITH PHOTOMEDIA IN CREATIVE PRACTICE
PHOTOGRAPHY PROJECT	CUAPHI534	EMPLOY SPECIALISED IMAGING TECHNOLOGIES
BEYOND IMAGE CAPTURE	CUAPHI521	MAKE ILLUSTRATIVE PHOTO IMAGES FOR PUBLICATION AND DISPLAY
	CUAPHI535	PRODUCE COMMERCIAL PHOTO IMAGES

1.3 DIPLOMA OF GRAPHIC DESIGN - on campus, 1 year FT

CUA50715 DIPLOMA OF GRAPHIC DESIGN		
Study unit	Competency Code	Competency Unit
WEB DESIGN	CUADIG413	CREATE USER INTERFACES
	SITXEBS003	Build and Launch a Small Business Website
COMMUNICATION DESIGN Graphics COMMUNICATION DESIGN Typography	CUAGRD503	PRODUCE TYPOGRAPHIC DESIGN SOLUTIONS
	CUAGRD514	CREATE AND MANIPULATE GRAPHICS
	BSBDES413	DEVELOP AND EXTEND DESIGN SKILLS AND PRACTICE
DESIGN THEORY & PRACTICE	CUAGRD501	RESEARCH VISUAL COMMUNICATION HISTORY AND THEORY
	CUAGRD516	DEVELOP GRAPHIC DESIGN PRACTICE TO MEET INDUSTRY NEEDS
PUBLISHING & PACKAGING W & S	CUAGRD502	PRODUCE GRAPHIC DESIGNS FOR 2-D AND 3-D APPLICATIONS
	CUAGRD515	DESIGN AND MANIPULATE COMPLEX LAYOUTS
	CUAPPR513	PRESENT A BODY OF OWN CREATIVE WORK
CONCEPT DEVELOPMENT W BRANDING & IDENTITY S	BSBCRT413	COLLABORATE IN A CREATIVE PROCESS
	BSBCRT512	ORIGINATE AND DEVELOP CONCEPTS
DIGITAL MOVING IMAGE W & S	CUADIG519	INVESTIGATE TECHNOLOGIES TO PRODUCE DIGITAL ART
DRAWING A	CUAACD531	REFINE DRAWING AND OTHER VISUAL REPRESENTATION TOOLS
IMAGING & GRAPHICS	CUADIG415	PRODUCE INNOVATIVE DIGITAL IMAGES
IMAGE CAPTURE	CUAPHI531	APPLY VISUAL COMMUNICATION THEORY TO PHOTO IMAGING PRACTICE
SEEING COLOUR	CUAPHI523	EMPLOY COLOUR MANAGEMENT IN A DIGITAL IMAGING WORKPLACE
DESCRIPTIVE & EMOTIVE LIGHTING	CUAPHI533	EXPLORE THE DESCRIPTIVE AND EMOTIVE NATURE OF PHOTO LIGHTING

1.4 DIPLOMA OF PHOTOGRAPHY & DIGITAL IMAGING - on campus, 1 year FT

CUA50920 DIPLOMA OF PHOTOGRAPHY & DIGITAL IMAGING			
	Study unit	Competency Code	Competency Unit
	IMAGE CAPTURE	CUAPHI531	APPLY VISUAL COMMUNICATION THEORY TO PHOTO IMAGING PRACTICE
	MAKING PHOTOGRAPHS	CUAPHI411	CAPTURE IMAGE IN RESPONSE TO A BRIEF
	PHOTOGRAPHY PROJECT	CUAPHI534	EMPLOY SPECIALISED IMAGING TECHNOLOGIES
	PHOTOGRAPHY STUDIO W PHOTOGRAPHY STUDIO S	CUAPPR414	DEVELOP SELF AS ARTIST
		CUAPPR512	DEVELOP OWN SUSTAINABLE PROFESSIONAL PRACTICE
		CUAPPR511	REALISE A BODY OF CREATIVE WORK
	IMAGE TRENDS	CUAPHI532	RESEARCH AND APPLY PHOTO IMAGING TRENDS
		CUAPHI539	PLAN AND PRODUCE VISUAL ART PHOTO IMAGES
		CUAPHI520	PRODUCE TECHNICAL PHOTO IMAGES
	BEYOND IMAGE CAPTURE	CUAPHI521	MAKE ILLUSTRATIVE PHOTO IMAGES FOR PUBLICATION AND DISPLAY
		CUAPHI535	PRODUCE COMMERCIAL PHOTO IMAGES
	DESCRIPTIVE & EMOTIVE LIGHTING	CUAPHI533	EXPLORE THE DESCRIPTIVE AND EMOTIVE NATURE OF PHOTO LIGHTING
	SEEING COLOUR	CUAPHI523	EMPLOY COLOUR MANAGEMENT IN A DIGITAL IMAGING WORKPLACE
	PHOTOMEDIA	CUAACD522	WORK WITH PHOTOMEDIA IN CREATIVE PRACTICE
	IMAGING & GRAPHICS	CUADIG415	PRODUCE INNOVATIVE DIGITAL IMAGES
	DIGITAL MOVING IMAGE W & S	CUADIG519	INVESTIGATE TECHNOLOGIES TO PRODUCE DIGITAL ART
	ART HISTORY 20 TH CENTURY ART HISTORY POSTMODERNISM	CUARES503	ANALYSE CULTURAL HISTORY AND THEORY
		CUARES502	CRITIQUE CULTURE WORKS

1.5 TUITION FEES

See Full-time, Part-time, Single Subject and International Student Fees information at www.lcad.edu.au/policies-and-information.

1.6 COLLEGE LOCATION

The college location is at 138 Cromwell Street Collingwood, Victoria, Australia 3066. The telephone 03 9495 6622. The web address is www.lcad.edu.au, and the email is admin@lcad.edu.au.

The college is a studio warehouse in the arts precinct of Collingwood, 2.5 km from the city centre of Melbourne. Collingwood is Melbourne's Art Precinct, known for its galleries, art spaces, restaurants, and community lifestyles. The diverse multicultural community makes the district a unique part of contemporary life in Australia.

1.7 EXPECTED MODE OF DELIVERY

All classes are face-to-face on campus

2.0 STUDENT ENTRY PROCEDURE / ORIENTATION

2.1 APPLICATION

Application to LaTrobe College of Art & Design (LCAD) is by direct application.

(a) Domestic Applicants

All Applicants apply through the college's website at www.lcad.edu.au, or by appointment. The college accepts part-time and full-time students.

(b) International visa students Applicants

Applicants apply directly to the college through the website at www.lcad.edu.au

Students can also apply through education agents that have an agreement with the college. The college will only utilise approved agents to recruit international students for its programs. International visa students can apply for full-time study only.

2.2 SELECTION

Folio & Interview The student is required to have an interview with the Course Coordinator or delegated teaching staff and bring with them a folio or examples of artwork or verified prior experience before selection into LCAD courses. Successful selection is based on the interviewer's professional opinion and will consider the following: previous education, prior experience, artwork, and any recommendations.

Students unable to come into the college can conduct their interview via email and telephone.

To enter the qualifications offered by the college, the student must demonstrate some knowledge or familiarity, or some skills demonstrated by submitting a folio of artwork or examples of artwork that may include drawings and or paintings, and or visual diaries and or photography studies and or digital artwork and or artwork in 3D. The preference is for work in at least two of the suggested mediums. Computer experience is highly recommended to enter the Design and Photography qualifications and recommended for the Visual Art qualification.

For all qualifications, the college is interested in speaking with people with more limited experience. Life and other forms of experiences, such as travel, is a highly valued asset in applicants.

- Selection for school leavers is based on successful completion of a year 12 certificates or equivalent or mature age.
- Or, selection for mature-age applicants is based on the merits of the student's application and examples of artwork and other related or non-related experiences outside of art and design.
- Or, If the student has not finished high school but has completed year 11 the Course Coordinator will assess the student's entry based on their folio artwork of artwork and /or skills within their artwork that displays sufficient ability, according to the opinion of the Course Coordinator, to undertake the Diploma of Visual Art successfully. The student must have completed year 11 at least as a minimum. A student will need to complete an approved learning, literacy, and numeracy test at the college prior to starting their classes.
- Students wishing to enrol in a single subject or unit can do directly and will not need to submit to the interview process. They must have completed y12 or higher to receive the qualification awarded for single-subject study.
- International students with English as a second language must achieve an English Proficiency IELTS level of 5.5 (with no individual band less than 5.0) or equivalent.
- The interviewer, in consultation with the Course Coordinator, can make decisions on applicants who fall outside of the above conditions based on a combination of folio work, experience and interview.

ADVANCED DIPLOMA OF VISUAL ART

Applicants must have completed a Diploma of Visual Art before entry to the qualification or demonstrate suitably advanced skills and experience, of which the appropriate level will be determined by the experience of the interviewer.

2.3 OFFERS & ENROLMENT

The College will notify applicants at the time of their interview whether they have been successful in their application. Where interviews are conducted by phone and email, the student will be advised by email. They will be sent a Letter of Offer and an Acceptance Agreement Form and Enrolment Details Form, which must be filled in and returned to the college. If the student is applying for a Single Subject place, they only need to fill in the Enrolment Form and return it to the college with payment of fees. Single Subject students must be contacted by the CC or delegated staff which does not need to be recorded. If there are special requirements from the student or special needs that the college must know, this will be recorded on their Enrolment Form.

SEQUENCE OF EVENTS FOR THE APPLICATION PROCESS

1. Student enquires or applies directly to the college online (not through VTAC)
2. If the student enquires they are sent: Student is sent/ given:
 - Directed to the website or given an Application Form
 - Course brochure
 - International Student Kit (for International students only)
3. Student is interviewed by the coordinator or delegated interview staff member and told during the interview whether they will receive a course offer.

Students should bring to the interview or present with their application:

-Domestic students:

Examples or a folio of their own artwork (it can be digital).

High school certificate or higher qualification certificate (if the student cannot produce the original certificate or authenticated

copy they must sit and complete a language, literacy and numeracy CSPA test at a designated time, at LCAD, if they accept their Letter of Offer).

Any other supporting documents

-International students:

Their own artwork

Copy of their passport

High school certificate or higher qualification certificate

IELTS's test pass score of 5.5 or more if English is a second language, with no individual band lower than 5.0.

4. **Course Offer**

The student is advised during their interview if they can be offered a place in the courses.

They emailed a Letter of Offer with the attached Acceptance Agreement Form if they are a domestic applicant.

The Letter of Offer will include and ask the student for their :

Completed Acceptance Agreement Form

Payment, deposit or instalment

Completed Enrolment Details Form

USI number (can be applied for online if they do not have one)

Student photo (passport style)

VSL Info sheet

For VSL Applicants:

Tax File Number

A copy of your passport (photo page)

Your last qualification certificate (or high or birth certificate or citizenship certificate)

Plus change of name document if applicable

Completed VSL Parent consent form if they are under 18

For International Applicants

A copy of your passport (photo page)

Your last qualification certificate (or high school certificate).

Younger Overseas Students form if they are Under 18

Required before the international student starts first class:

English Test If you are from a country with English as a second language you will need to complete an English Test, such as IELTS, with a pass above 5.5, with no band lower than 5.0. If you require an English course before starting, the college can recommend a 12-week program.

Due before the international student enters Australia:

Overseas Student Health Cover (OSHC) Students must make their arrangements for OSHC before arriving in Australia for the full period of the course they elect to enrol in.

5. Once the college receives the domestic student's completed Acceptance Agreement Form and deposit or payment the student will receive a Confirmation of Enrolment letter and advice of Orientation Day 1-2 weeks before classes start.

Once the college receives the International Students Acceptance Agreement Form they will be issued with a COE and in which to apply for their Study Visa. They will also receive a Confirmation of Appropriate Accommodation and Welfare letter (CAAW) if they are under 18.

6. The fees or minimum deposit to be submitted with the Acceptance Form are:

See fee Fees information on the college website: www.lcad.edu.au/policies-and-information.

2.4 **STUDENTS UNDER 18 YEARS**

International

Students must complete and submit to LCAD the **S23 YOUNGER OVERSEAS STUDENTS** Form if they are under 18 years of age. LCAD must also issue the student a Confirmation of Appropriate Accommodation and Welfare letter (CAAW) along with their COE on acceptance. The CAAW is produced in PRISMS.

Domestic

The student must comply with all the requirements of VSL eligibility. See **S11 STUDENT ACCESSING VSL** information on the college website at www.lcad.edu.au/policies-and-information.

In addition, a parent or guardian must sign the Acceptance Form on behalf of the student, unless the student has received Youth Allowance from Centrelink, on the basis that the student is an Independent (within the meaning of the VET Student Loan Act Part 2.11). The parent or guardian must also complete and submit to the college the **S26 VSL PARENT CONSENT FORM**.

2.5 **VET STUDENT LOANS**

Domestic students are now able to defer all or a large portion of their tuition fees to the government-initiated VSL scheme. Students must have Australian citizenship and have not used up their VSL loan allowance in previous vet-level study, which is approximately \$105,000 per person. The loan is not means tested, and students who have completed previous higher education and are planning lower-level study can access the loan. (Please go to www.studyassist.gov.au for more information or see admin for a brochure. Students must be enrolled either full-time or part-time (2 or more study units) to access this program.

Once the student earns over \$45,500 (approx.) pa the student's tax will increase by 1%, which rises when the student's income rises. The loan may reduce a student's wage or salary and may reduce the student's borrowing capacity, and a student may wish to seek independent financial advice before applying for a loan.

The enrolment period is term by term. There are three terms per year. Fees are charged at the start of each term.

The VSL application process is completed by the college. The college will need the student's Tax File Number, USI number, Year 12 or higher education certificate or CSPA test results if they do not have year 12 schooling.

See VSL information on the college website at: www.lcad.edu.au/policies-and-information.

2.6 Domestic Non-VSL STUDENTS

If payments or instalments are not made by due dates, a student may be suspended from attending classes until outstanding fees have been paid. In addition, a late fee of 5% per week will be levied on late payments. This rises to 10% on any payments that are over a month late.

If financial hardship is experienced and it is not possible to meet payment due dates, it is important to contact the Course Coordinator as soon as possible to discuss alternative payment schedules.

Students with outstanding debts cannot be issued their results or academic statements or be able to graduate until such time as all outstanding debts have been paid.

2.7 METHODS OF PAYMENT OF FEES

Payments options include cash, Visa, MasterCard, EFTPOS, EFT or in person at the college at a pre-arranged time.

A third-party organisation may be employed by the college in the future to administer all students fees which the college will advise if such an organisation is employed.

2.8 TUITION FEES ASSURANCE

Policies: **S11.1 STUDENT FEES & ASSURANCE** / **S11.2 TUITION ASSURANCE**

Vet Student Loans

The Department of Education, Skills and Employment will cover the tuition protection of any Vet Student Loans (VSL) enrolled student LCAD. Advanced payments or overpayments or prepayments are considered any payments over \$1500 (VSL domestic students only). The arrangement is in place until Department puts into place an alternative arrangement. LCAD is exempt from holding approved tuition protection or assurance until this time.

Domestic Full Fee-paying students

The college does not take any payment over \$1500. Payments higher than \$1500 are considered advanced, prepaid or overpaid for which the college would need an approved assurance plan in place to cover the advanced component if LCAD was suddenly and unexpectedly not able to provide the student with their tuition. Payments of \$1500 or lower are not considered prepaid or advanced tuition payments by the RTO Standards 2015. Course fees are generally made in monthly instalments if the course fee is higher than \$1500.

International students

International students studying at LCAD under an Australian study visa have their advanced or prepaid payments covered by LCAD's annual membership to the government's Tuition Protection Scheme (TPS). The college can accept 50% of the student's course fees or more if the student wishes to pay more. Payments of more than \$1500 is considered advance payment therefore in the unlikely case that LCAD is suddenly unable to deliver training, the component above \$1500 is protected.

2.9 CONTINUING STUDENT'S RE-ENROLMENT

Continuing students must complete a re-enrolment form each term they are enrolled. This enables the college to keep up-to-date information on changes of address or contact numbers or changes to enrolment. It is important that all students provide up-to-date personal details to the college.

A course place in the forthcoming term is not guaranteed until this form is submitted. Classes are dependent on numbers

2.10 CENSUS DAY (VET STUDENT LOANS)

Census day is the last official date that a student can withdraw from their program or cancel their enrolment to avoid incurring a Help debt for the study units they have enrolled in for that term. Census Days are approximately 3 weeks into the training term. Census days are published on the college's website under policies: www.lcad.edu.au/policies-and-information.

Students who withdraw after the Census: will receive no refund, for the term only, if they have paid up-front and will be liable for the full debt (term only) if they have taken out a VET Student Loans loan. Students will only be eligible for a refund or reversal of their VET Student Loans loan under Special Circumstances listed on the college website within

S11 STUDENT ACCESSING VSL PP under www.lcad.edu.au/policies-and-information.

A **S14.2 DEFERRAL, SUSPENSION OR WITHDRAWAL FORM** is retrievable from administration or www.lcad.edu.au/policies-and-information and must be completed by the student and be received by the college by the 5 pm deadline. An email request

from the student is also accepted.

2.11 ORIENTATION

1 to 2 weeks before classes start an **Orientation Session** will be held for all students and will include:

- Explanation of material requirements and Materials List handed out.
- Present teachers to say a few words about their subject
- An introduction to the course content and assessment
- All Students need their photo taken on a computer (if not yet supplied to the college).
- All part and full-time students in 2 or more study units will receive a Student Card two weeks after classes start

Required if students haven't supplied the college with the following:

- Students complete the Addition Information Form
- TFN Tax File Number (VSL applicants only)
- USI number Universal Student Identification number
- Receive a locker with a \$20 deposit if they require one
- Locate a studio space for FT second year Art students
- Set up students' Dropbox account for storage of assessment evidence and project work.
- College tour, OHS explanation, including resources such as the library, copy machines, lockers, working outside of class time, cameras, computers, paint disposal, fumes, fire evacuation procedures, etc.
- Give access to Student Manual and OHS Manual. Overview of the student policies
- Explain Public Transport Concession ID
- Hand to student Year Planner and Term Timetable

2.12 OTHER CHARGES IN ADDITION TO COURSE FEES

MATERIALS

Material and equipment requirements for the course will require students to acquire for first term. Prices are approximate:

A discounted Painting Kit - \$150 approx.

A discounted Drawing kit - \$89 approx.

Sculpture kit - \$20-70

Studio kit - \$10 approx.

Digital kit - \$20 approx.

Students doing Photography are recommended to have a digital SLR Camera with a video function and a tripod. Students who are unable to make this purchase can borrow the very limited college cameras.

Further consumables may be required during the year bringing the material costs of the course to approximately \$300. This figure may vary with the variation of material prices and inflation/CPI. Please note that some students will make individual material choices with some of their project work during the course which may affect the above costs.

EXHIBITION

During the course, students may be required to organize and produce and be part of 1 to 2 group exhibitions. The costs involved in having an opening, printing invitation cards, promotion, etc. may cost up to \$40 per show for each student.

OVERSEAS STUDY UNIT OPTION

There are also optional, not compulsory, overseas tours to New York, Venice Biennale and Berlin of which costs are not included in the course fees. Tuition for this unit is \$3350 (2019 overseas study unit fee). Tuition will not cover accommodation, flights and food. Tuition will include 2 teachers and tuition, a free materials kit and museum and exhibition entry fees.

PRINTING Charges

A print code will be issued for each student, and a term stipend of 50 BW or colour print copies will be issued to each student. If the student requires further copies a \$20 fee will be charged, and their print quota increased.

2.13 STUDENT CARDS

Student cards are distributed to enrolled students at the start of each course. It is important to know your student number and keep it in a safe place. There is a \$20 charge for the replacement of lost Student Cards; see fees and charges section.

A student who has his/her ID card stolen and presents the appropriate police report will not be charged the replacement fee.

2.14 REPLACEMENT OF CERTIFICATES

Students are issued with academic statements at the end of each term of their course as part of their course fees.

To request a missing or lost **TRANSCRIPT OF RESULTS**, there is a \$10 charge.

To request a missing or lost **STATEMENT OF ATTAINMENT** there is a \$25 charge.

To request a missing or lost **DIPLOMA QUALIFICATION Testamur** there is a charge of \$40.

The student must apply to admin via email. To request multiple copies an additional \$5 is charged for each additional copy. Receipts are not posted and can be retrieved at the college office.

2.15 LIBRARY

The College library is a reading resource and students are welcome to borrow the books within the college, but they must not be borrowed outside the College. They must be returned to the shelves when they have finished using them within the College.

2.16 STATIONERY & EQUIPMENT

Students must supply all their own stationery and equipment necessary to complete course requirements. A list of necessary equipment for specific courses is given to students at the beginning of the term. See material costs above.

2.17 PRINTING & COMPUTER USE

The computer lab can be used at any time so long as there are no classes running in the lab. Printing must be kept to a minimum. The College understands the need for students to print within their subjects. Students are to avoid excessive or private printing. If the printers or internet is down, we suggest going to Officeworks or other quick copy, photocopy firms close to the College. A print code will be issued for each student, and a term stipend of 75 print copies will be issued to each student. If the student requires further copies a \$20 fee will be charged.

2.18 USI NUMBER FOR ALL FORMAL STUDENTS

All students are now to have a USI (Unique Student Number) registered to them when they start their course. This number may have already been registered at their previous place of education in Australia. A USI number can easily be retrieved or newly made by googling USI and following the prompts. ID is required.

2.19 PROVIDING SECURE CERTIFICATION

The college will issue graduating students with a hard copy only graduation certificate when students graduate, which will have been authenticated by the college through their college embossing seal.

3.0 WITHDRAWAL, DEFERRING, SUSPENDING, CHANGING AN ENROLMENT

3.1 WITHDRAWAL

Students who wish to withdraw from the nit/s or course should make an appointment to discuss such action with the Course Coordinator. **S14.2 DEFERRAL, SUSPENSION OR WITHDRAWAL FORM** must be completed outlining the reason for the decision to withdraw. A formal withdrawal form or an email must be submitted before any refunds can be considered. Any refunds due will be calculated from the date the above formal withdrawal form was received by the college. The form can be retrieved here www.lcad.edu.au/policies-and-information.

3.2 DEFERRAL OF ENROLMENT

A student wishing to defer an enrolment must do so before the commencement of the course. Students must contact administration to obtain and complete the **S14.2 DEFERRAL, SUSPENSION OR WITHDRAWAL FORM**, submit it to the college administration, or send their request with details via email. A student can defer their studies for up to one year from the beginning of the term from which they are deferring. Any advanced payment of fees will be retained by the college and held over for the student for a deferred restart date. The form can be retrieved here www.lcad.edu.au/policies-and-information.

3.3 SUSPENSION OF ENROLMENT

The minimum enrolment is for one term. Once the student has passed the Census Date and they decide to suspend their studies, the fees for that term must be completed and paid regardless.

If a student suspends their study during a term, they must return at the beginning of the term in which they left and not at the point in which they left.

If the student Suspends or Withdraws from their studies with less than 25% of the term remaining and wishes to complete their term, if possible, the Course Coordinator may make a judgement based on consultation with the student's teachers and with a view to the students study history at the college to whether the student can complete the study unit. If further work is required by the student to complete each study unit, they may complete and submit it by distance (email or post). If elements of the student's submission require a teacher/assessor to monitor, communicate and assess outside of the teacher's normal teaching load it is charged at \$150 per study unit.

Suspension of studies is offered up to 1 year from the beginning of the term in which they left. The student must note that the same study unit does not run every term and that re-enrolling in the next term for the same study unit is not possible. The form can be retrieved here www.lcad.edu.au/policies-and-information.

3.4 CHANGES TO ENROLMENT

If the student seeks to change from full-time to part-time at any time before or after the course starts it can only be done so before Census Day and if the subjects are available and are not at the expense of another student seeking a full-time place. After Census Day changes cannot be made until the following term. A student can withdraw from a subject/s but fees for that term must be honoured as agreed by the student in their Agreement Form or Enrolment Form.

3.5 TRANSFERRING BETWEEN PROVIDERS

International students are restricted from transferring between different providers prior to the student completing 6 months of their principal course unless they have obtained a valid **Letter of Release / and cancellation of COE form** from their principal institution agreeing to such a transfer. International Students who have studied longer than 6 months can change providers freely and no Letters of Release need to be obtained. Advanced or prepaid fees paid are not refundable as the student has left of their own free will.

STUDENTS APPLYING TO TRANSFER TO LCAD

International students need to obtain a valid Letter of Release from the principal college they are seeking to leave and submit it to LCAD and a cancellation of COE document from PRISMS which must be organised by the student's former college. The Course Coordinator will interview the student as part of the normal entry process. If too much time has lapsed or the time the student wishes to transfer means they will miss much of their first term, it will be recommended that the student waits until the start of the next term and enter LCAD then.

STUDENTS APPLYING TO TRANSFER OUT OF LCAD

International Students need to write a letter or email to LCAD outlining the reasons they wish to transfer to another provider with details of the institution and course they wish to transfer to. They will also need to show LCAD a valid **Letter of Offer** from the new institution. The Course Coordinator will issue the student within 7 business days **S17.1 TRANSFER RELEASE LETTER** (by email) either accepting or rejecting the student's request. LCAD reserves the right to refuse the Transfer request if such things as fees have not been paid and finalised properly.

For further information see Policies at www.lcad.edu.au/policies-and-information and locate

S17 STUDENT TRANSFER BETWEEN PROVIDERS

4.0 REFUNDS
See Domestic and International Student REFUND POLICY at www.lcad.edu.au/policies-and-information

5.0 PRIVACY OF INFORMATION
Personal information about the student or teacher may be shared between LCAD, the appropriate Australian government authorities. See Privacy Policy at www.lcad.edu.au/policies-and-information.

5.1 STUDENTS RECORDS
Students can access their student records at any time during their enrolment. They need to make an appointment with admin and allow for a 24-hour notice.

5.2 THIRD-PARTY ARRANGEMENTS
LCAD will advise all students and incoming students if the college has any arrangements with 3rd parties delivering or assessing any study. LCAD is responsible for the quality of students' studies even if that study is being delivered by a Third Party.

5.3 MANAGING TRANSITION FROM SUPERSEDED QUALIFICATIONS
The college has policies for managing the transition from superseded qualifications to new ones. The normal practice is that students will be transitioned to the qualification as soon as it is practicable.

6.0 PROVISION FOR LEARNING, LANGUAGE, AND NUMERACY SUPPORT

- The small class sizes at LCAD enable staff to offer students individualised learning and assessment strategies in the areas of language, literacy, and numeracy assessment.
- The College assumes that school leavers in Australia who have recently achieved a year 12 or equivalent school qualification have the necessary language, literacy, and numeracy skills to study at the Diploma level.
- For students who have been out of school for 1 year or more the College offers personal and group language, literacy and numeracy tuition support.
- For students who have not achieved a year 12 or an equivalent qualification, the college will ask the student to sit and pass a CSPA test at the college before the student begins classes and after the student accepts a course place offer.
- Students must have a High School certificate or a tertiary qualification from CIV upwards before starting the Diploma and Advanced Diploma courses. If the student cannot produce the certificate, they must also sit a CSPA test.
- International Visa students must have a 5.5 IELTS test pass, with no band lower than 5.0.
- Language, literacy and numeracy difficulties would normally be highlighted to the program coordinator by teaching staff or the program coordinator him or herself, however, any student who is having any difficulties with language, literacy or numeracy comprehension is encouraged to seek support through consultation with their Course Coordinator as early as possible.
- Students can request support when taking any written or oral tests to assist them with comprehension. This option is a discussion with students during the orientation/induction day at the beginning of each program.

6.1 STUDENT SUPPORT

COUNSELING

Students can access a Student Services officer, counsellor, or psychologist to discuss any issues while enrolled with the College. Such services are either provided by external personnel on a fee-for-service basis and must therefore be approved and arranged by either a Course Coordinator or the Head of Art. If a student is seeking counselling support on any issue, they should consult with either their Course Coordinator or the Head of Art who will arrange for the appropriate service.

See Policy and Procedure at **S32.STUDENT SERVICES**

A Course Coordinator or the Head of Art may also recommend that a student seek counselling as part of any dispute resolution process or disciplinary process. Where a student is recommended to receive counselling for disciplinary reasons, their enrolment may be suspended until the counselling has been undertaken.

ACCOMMODATION SUPPORT

The College employs the services of an agent to provide accommodation services to students. Students seeking accommodation will be placed in contact with the relevant personnel who can place the students in appropriate accommodation during terms.

6.2 WELFARE AND GUIDANCE SERVICES

Welfare and guidance services are available from the Course Coordinator at any time. Should alternative services be required, the College will arrange external support services through external consultants on a fee-for-service basis.

6.3 STUDENT PROGRESS

Student progress is monitored by teachers and the Course Coordinator. The college has in place policies and procedures for helping students to achieve the requirements of their course. The college also has student intervention policies and procedures to assist a student if they struggle with their course.

A student may be referred to the Course Coordinator for a number of reasons including (but not limited to) the following:

- Poor academic progress
- Continue failure to submit assessment tasks on time
- Disruption of teaching, tutorials, lectures, periods of instruction or other learning-based activities
- Misuse of Internet or computer systems
- Behavioural problems affecting the student's academic standing with the College. Including (but not limited to):
 - Harassment (sexual, racial, bullying etc.) of teachers and or other students
 - Wilful destruction, defacing or damage to the College property
 - Theft of College property or personal property
 - Assault or physical obstruction
 - Being under the influence of illegal substances

- Taking or using illegal substances in the vicinity of the college.
- Any other conduct that negatively influences a student's academic progress

The Course Coordinator will be responsible for monitoring the progress and improvement of a student (*See disciplinary procedures below*).

6.4 ACCESS AND EQUITY

All students have an equal opportunity and right to complete a qualification regardless of race, gender, special needs, and any other requirement to access additional support in terms of literacy, learning & numeracy needs. The college ensures that such support is included in the students' fees, not an added-on item. The college ensures that all staff are aware of and meet this policy through their actions at LCAD.

All staff are required to have an awareness of equal employment opportunities, discrimination and harassment systems, procedures and legislation. Introductory information is included in the teacher policies and procedures manual distributed to all staff.

See further policy information **S24 ACCESS & EQUITY** on the college's website at www.lcad.edu.au/policies-and-information.

6.5 COLLEGE AND THE STUDENTS' RIGHTS & OBLIGATIONS

LCAD will treat fairly all potential, current and former students. **Fair Treatment** also applies to the students themselves, treating other students and staff with fairness and respect whilst they are enrolled at LCAD. See **S24 FAIR TREATMENT PP**

LCAD's obligations to the student include responsibility for the quality of the student's training and assessment in compliance with the latest Registration of Training and Assessment Standards and the issuance of the AQF certification documentation.

7.0 LEGAL /HEALTH AND EMERGENCY SERVICES

Students requiring access to legal, health and emergency services should consult with Admin or the Course Coordinator for advice and to ensure the most appropriate service is identified. The OHS folder in the gallery also contains extensive information.

Victoria Legal Aid 570 Bourke St Melbourne VIC 3000/ GPO Box 4380 / Melbourne VIC 3001 Tel: 9269 0120 / www.legalaid.vic.gov.au/ Victoria Legal Aid has 15 offices throughout Melbourne.

Royal Melbourne Hospital Grattan St Parkville 3050 9342 7000

St Vincent's Hospital and Emergency cnr, Victoria and Nicholson Streets Fitzroy (CLOSEST)

Accommodation Flemington Rd, North Melbourne 8330 2000 www.rmitvillageoldmelbourne.com.au

Ambulance 000 www.ambulance.vic.gov.au

Fire 000

Police 000

7.1 CRITICAL INCIDENTS

A critical incident affecting a college is any event that causes a significant number of people to experience reactions that might be the result of a traumatic event, such as an accident, fire, serious illness, or death involving a student or staff member, or someone connected to the college. This might occur within or outside the college, such as an incident on an excursion.

It is imperative that the Course Coordinator is immediately advised in all situations that might constitute a critical incident, which they will then initiate a series of steps dependent on the severity of the incident. A recording of the incident must be made on the

MCI 28 CRITICAL INCIDENT & NEAR MISSES REGISTER

See further policy information **C23 CRITICAL INCIDENT PP**.

8.0 FLEXIBLE LEARNING AND ASSESSMENT

8.1 ASSESSMENT POLICIES

Each LCAD study unit is made up of single or clusters of VET Units of Competency from the CUA CREATIVE ARTS & CULTURE TRAINING PACKAGE qualifications:

- Diploma of Visual Art
- Diploma of Graphic Design
- Diploma of Photography and Photo Imaging
- Advanced Diploma of Visual Art.

Students satisfy the assessors by their ability to demonstrate competence against the Elements, Performance Criteria and Required Knowledge and Skills of each Unit of Competency selected for the qualifications offered at LCAD.

1. The college uses Competency-based assessment, marked as either C/ Competent or NC/ Not Competent. This is issued on completion of Assessment Tasks and will be included in the student's Transcript of Results issued to them at the end of each term.
2. In addition to the above LCAD issues an internal grading mark which is informal and not formally recognised within the qualification. The mark is about acknowledging the student for each subject of their participation and over achievement. It helps the student if they are considering continuing to higher education. The marking scale uses the Higher Education Ranking System (see diagram below). It is the teacher's opinion of how the student has excelled or extended themselves in their artwork. This assessment is not formal within the VET qualification and is only issued as a guide to students that have completed study with LCAD.

NON - GRADED ASSESSMENT		LCAD GRADED ASSESSMENT		
C	Competent	HD	86 - 100%	High Distinction
		D	73 - 85%	Distinction

NC	Not Yet Competent	CR	62 - 72%	Credit
		PA	50 - 61%	Pass
		NC	0 - 49%	Not Yet Passed
		WI	0	Withdrawn

8.2 PRESENTATION OF PROJECT WORK

- All student assessment work must be uploaded to the student's individual DROPBOX account to be completed on each assessment date. Admin assists students in setting up a free DROPBOX account.
- Written assignments must be typed, spell-checked, proofread, and printed. Students use 10 or 11-pt font and allow room in the margins or between paragraphs for comments.
- All pages should be numbered.
- All project work must be labelled with the student's name, the teacher's name, the Assessment Task number and name and the date.
- Students **MUST** keep duplicate copies of all written work submitted, as work is occasionally misplaced, and teachers may request a duplicate copy. It is recommended that students photograph and document their artwork at the end of each term.
- Work must be submitted by the Assessment Task due date as listed in the Project Assessment Tool's (PAT's) or Knowledge Tools (KT's) details. Late submissions are not accepted. See below for re-submitting late or missing assessment work.
- Final submissions must be completed by **Folio Week**, week 11 of each term.
- Referencing – Sources **MUST** be cited when referring to other people's work, whether it is from a book, journals, interviews, or the Internet. Not citing references will result in the Assessment Task being failed.

8.3 RE-ASSESSMENT SECOND Submission

- If the student fails to complete any assessments by the deadline of the second last week of term. The teacher will give the student a copy of the assessment record with details of where the assessment is incomplete.
- Students can make a **Re-Assessment SECOND Submission** before the first week back of the following term.
- The teacher will give the student a copy of the assessment record with details of what is needed to complete the unit.
- They must not submit work to their teacher or contact their teacher that the work is done.
- Extensions to these times are not available (see details below for applying for Re-Assessment Third Submission).
- Students must upload their work to DROPBOX in the week before term starts and email the details to administration at admin@lcad.edu.au. They must include:
 - details of the unit
 - teachers name
 - what is being re-submitted.
- There is no higher education mark for Re-Assessments. It is a Pass or Not Yet Passed only.
- Assessors must use the **S29 RE-SUBMISSION APPLICATION FORM** to complete the assessment.
- If the Re-Assessment is marked Not Competent (NC) the assessor will add written comments outlining where an assessment has been incomplete. The coordinator will contact and discuss with the student whether they apply for Re-Assessment Third Submission or to undertake the unit a second time.
- If the assessment is successful, the student's marks will be upgraded and issued to them at the next assessment period of the following term.
- If the student is waiting for the result of the Re-Assessment to graduate in a course or they are leaving and need their Statement of Attainment, then their marks will be upgraded and issued to them within 2 months of their Re-Assessment.

RE-ASSESSMENT THIRD Submission (fees apply)

- If the student feels they are sufficiently able to pass the unit, they can apply for **RE-ASSESSMENT - THIRD SUBMISSION**. This must be done no more than 1 month after the Re-Assessment SECOND Submission was due. There is a charge of \$100 per Study unit and is not covered by Vet Student Loans. This fee must be paid upon submission of the application form.
- The student must complete an **S29 RE-SUBMISSION APPLICATION FORM** and submit it to admin. The student will be contacted within 1 month with an assessment date which requires a face-to-face assessment (unless they are interstate or overseas) with an assessor.
- If the student is again deemed NC after the Third Submission, they will be advised to re-complete the unit. If the student repeats the unit and again does not pass, they will be advised to take another unit. Overseas students are not allowed to repeat a unit that they have twice not completed.
- If the student believes that any of the results or processes have been unfair, they are invited to activate the college's **Complaints Policy and Procedures**. They need to write to the Course Coordinator with details of their complaint.

- The student will also be issued a Letter of Warning as per the **S21 MONITORING COURSE PROGRESS & INTERVENTION** policies and procedures. International students need to take care that they are not jeopardising their student visa in Australia with their warning letter. If they cannot complete their studies in the required timeframe, it may lead to a breach of the student visa conditions. The college must report the student to the Department of Home Affairs through PRISMS if they need longer than their visa allows to complete the course. The student must contact Immigration straight away to have their visa adjusted.

STUDENTS CAN CONTINUE TO STUDY IF THEY HAVEN'T PASSED A STUDY UNIT

- If a student fails to reach Competency in a study unit it does not preclude them from continuing on to the next study unit or continuing with their course.
- The student can still maintain their enrolment and continue to attend classes after activating the college's Complaints Policy and Procedures.

8.4 CONDITIONAL ASSESSMENT POLICIES

Attendance

1. Students are required to attend all scheduled training sessions. Many unit elements are assessed in scheduled training sessions; therefore, failure to attend training sessions may result in failure to complete a unit or units or a unit cluster. Students are required to notify a teacher or Course Coordinator if attendance at any scheduled training session is not possible. 80% attended is required. Poor attendance may affect students' visas if they are studying under an International Student visa.

Punctuality

2. Students may not be admitted to classes if late. Late attendance (more than 15 minutes) may be deemed a no-attendance. Students should always apologise to the class teacher for lateness and explain their lateness to the teacher and/or Course Coordinator immediately after class. Students, who are continually late or disruptive to other students, will be referred to the Course Coordinator who may initiate the Student Intervention Policy.

Absences from classes / Risk Leave

3. Students are required to notify the Course Coordinator or Administration if they are unable to attend the College. Medical Certificates may be required for absences greater than one day. While this is accepted, all Assessment tasks still need to be completed to pass each unit.

Missed classes

4. If a student missed a class, it is the student's responsibility to catch up on missed class notes and assessment tasks. Catch-up work must be negotiated with the class teacher within one week.
5. It is advisable to seek notes from a classmate and approach the teacher for copies of any hand-outs and notes distributed during the class.

Absence from Assessment Tasks

6. Students who are absent from Assessment must:
 - a. Must submit their work at an earlier stage to have their work assessed in absence.
 - b. If the assessment requires the student to deliver a verbal statement or answer questions in person and they are unable to attend they can submit a one-page written statement for each assessment, they are unable to attend.
 - c. As VET units are assessed on a regular basis throughout the year, it is important that all Assessment Tasks be completed. Failure to complete all assessment tasks may mean that one element from the unit is missed, which will prevent you from receiving credit for that unit and therefore affect competency for the whole qualification.

Student Plagiarism/copying

7. A student will instantly fail a unit where plagiarism occurs. Giving another student our work will be regarded as a deliberate attempt to aid plagiarism. Such instances will result in the matter being raised at a student progress committee meeting and may result in a suspension or expulsion from the College.

Extensions for projects and assignments

8. In some cases, assessable project work required at the mid-term reviews can be given extensions. If the student has extensive difficulties they are given until the second last week of their class to complete all assessments, otherwise they will be marked with an NC. They have the chance to have a **Re-Assessment of that NC** – see 8.3 for details.

8.5 MONITORING COURSE PROGRESS & INTERVENTION

The college monitors students' progress and intervenes and makes every attempt to remedy any situation where a student falls behind in their studies. It has expected attendance of 80% and takes class attendance rolls and has a system of monitoring student progress and engagement in their program. The Course Coordinator enacts steps through interviews or Support Services to be taken to monitor and supervise a student if a student begins to have problems with their enrolment or studies. More details about the formal management process can be seen in its S21.3 Monitoring Course Progress & Intervention policy on the college's website at www.lcad.edu.au/policies-and-information.

9.0 COMPLAINTS AND APPEALS PROCEDURES

See S27 COMPLAINTS ACADEMIC GRIEVANCE policy at www.lcad.edu.au/policies-and-information.

9.1 STUDENT PROGRESS DISCIPLINARY PROCEDURE

If a student is referred to the Student Progress Committee for discipline the following procedure will be followed:

- a. The student will be issued with a verbal warning from the Course Coordinator if the matter persists.

- b. The Course Coordinator will issue a written warning, and the student may be required to attend a meeting with the Head of Art and the Course Coordinator. The student may also be advised to seek counselling with a professional counsellor. In such an instance the College will coordinate the service and payment for the service. If the matter persists,
- c. A second written warning will be issued advising of potential termination of enrolment unless the matter is resolved or behaviour is modified.
- d. Termination of enrolment will occur if the matter cannot be solved after these actions have been followed.

9.2 STUDENT REMAINS ENROLLED

LCAD will maintain the student's enrolment whilst the complaint or appeals process is ongoing.

10.0 RPL - RECOGNITION OF PRIOR LEARNING

This is a process that acknowledges students who have already achieved the necessary competencies in the elements of competency within units by means of:

- Other courses
- Work-based training
- Work experience
- Life experience

If students believe that they have already achieved competency for units or parts of units, they may apply for RPL. If successful, students will be awarded credit for part of that unit. If a student is granted RPL for a whole unit, they will record a result of RPL on their results.

For further details, please see the college website at www.lcad.edu.au/policies-and-information.

10.1 RPL APPLICATIONS

LCAD acknowledges that students may have gained some of the competencies from the course through previous study, life, or work experiences. These competencies may be recognized through the RPL assessment process. Applicants for recognition of prior learning MUST be received at least two weeks before the commencement of the relevant unit or units. Applicants received after this deadline will not be considered. Charges do apply for applications for Recognition Prior Learning. Please see the table below. An **S7 RPL APPLICATION FORM** can be obtained from LCAD admin.

RPL

Overseas students must be enrolled in 20 hours of course contact each week. RPL may reduce the length of your study visa. This decision will be made by the Department of Education, Skills and Employment or Department of Home Affairs and the student will be advised accordingly.

\$0	Students seeking RPL for study completed in earlier versions of the Diploma and Advanced Diploma quals at LCAD in the last 8 years will be given RPL on application if they are continuing their enrolment or returning to study at LCAD.
\$225 per study unit	Students seeking RPL for study undertaken or completed at LCAD prior to 8 years earlier and wish to re-enrol for study at LCAD.
\$485 per study unit	Students who Enrol to study at LCAD and who have completed part of a Diploma and Advanced Diploma quals elsewhere in the past 8 years and wish to have that study recognised for RPL.
\$685 per study unit	For applicants who have not studied Diploma and Advanced Diploma quals and wish to have their current or experience assessed for RPL towards units in the Diploma of Visual Art.
Note	Please note the above fees are per Study unit which are made up of single or clusters of Units of Competency from the qualification.
Note	VFH is available for RPL for those that qualify.

10.2 CREDIT TRANSFER

If a student has previously successfully completed a unit being offered in the program they are enrolled in, they may apply for a credit transfer. A credit transfer is only applicable where the unit code, version number and delivery contexts are the same. Students must complete a **Credit Transfer Application Form** and supply the relevant evidence to support the application at least 2 weeks before the course begins. There is no charge for a credit transfer.

National Recognition - LCAD will recognise qualifications gained at other institutions with full credit. For CT applications, please complete the **S7 CT APPLICATION FORM**.

For further details, please see the college website at www.lcad.edu.au/policies-and-information

11.0 COLLEGE

Latrobe College of Art & Design is the trading name of La Trobe International Galleries PTY LTD (legal name).

11.1 CHANGE OF ADDRESS or MANAGEMENT

The College has the policy to advise students, staff and ASQA at least 20 days before any relocation. If the ownership of the college changes advice to the above will be given as soon as practicable. Students are asked to complete an Acceptance of the new entity form. Those that do not wish to continue their enrolment under the new ownership are invited to apply for a refund.

12.0 ARTICULATION INTO UNIVERSITY COURSES

Many Melbourne universities will give recognition to VET studies in the form of credit towards relevant undergraduate degree programs. This process gives VET graduates advanced standing in relevant University courses and provides opportunities for accelerated completion of university courses.

13.0 INFORMATION ON RELEVANT LEGISLATION

The following web site at the Australian Human Rights Commission offers extensive information on Sexual Harassment, racial, age and other forms of discrimination and freedom of information: www.hreoc.gov.au/sex_discrimination/sexual_harassment/