

LATROBE COLLEGE OF ART AND DESIGN

Student Handbook

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1.0 COURSE INFORMATION

- 1.1 On-campus study in visual arts for one year full-time, will complete the CUA51125 Diploma of Visual Arts. Full or part-time availability

1st Year - CUA51125 DIPLOMA OF VISUAL ARTS		
Study unit	Competency Code	Competency Unit
13 STUDIO ART & IDEAS A	CUAACD523	MAKE MIXED MEDIA ARTWORKS
14 STUDIO ART & IDEAS W 15 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
7 DRAW & MIXED MEDIA LAYERS A	CUAACD531	REFINE DRAWING AND OTHER VISUAL REPRESENTATION TOOLS
1 PAINTING METHODS A 3 PAINTING METHODS S	CUAPAI401	EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
	CUAPAI501	REFINE PAINTING TECHNIQUES
2 PAINTING METHODS W	CUAPPR515	ESTABLISH AND MAINTAIN SAFE CREATIVE PRACTICE
21 AH 20 TH CENTURY 22 AH POSTMODERNSIM	CUARES503	ANALYSE CULTURAL HISTORY AND THEORY
	CUARES502	CRITIQUE CULTURE WORKS
26 DIG & MOVING IMAGE W 27 DIG & MOVING IMAGE S	CUADIG519	INVESTIGATE TECHNOLOGIES TO PRODUCE DIGITAL ART
PLUS		
8 DRAW & MIXED MEDIA LINE W 9 DRAW & MIXED MEDIA LIGHT S	CUAACD532	CREATE OBSERVATIONAL DRAWINGS
19 SCULP & INSTALLATION A 20 SCULP & INSTALLATION W	CUASCU511	REFINE SCULPTURAL TECHNIQUES
	CUAACD412	EXPERIMENT WITH MOULDING & CASTING TECHNIQUES

Second year on-campus study in visual arts after completing the Diploma, will complete the CUA60725 Advanced Diploma of Visual Arts. Full or part-time availability.

2nd Year - CUA60725 ADVANCED DIPLOMA VISUAL ARTS		
Minimum units of competency prerequisite to enter the ADVA. These study units are completed in the Diploma of Visual Arts		
13 SA1a STUDIO ART & IDEAS A	CUAACD523	MAKE MIXED MEDIA ARTWORKS
21 AH20 Art Hist 20TH CENTURY 22 AHP Art Hist POSTMODERNSIM	CUARES503	ANALYSE CULTURAL HISTORY AND THEORY
	CUARES502	CRITIQUE CULTURAL WORKS
8 DMMw DRAW & MIXED MEDIA W (LINE) 9 DMMs DRAW & MIXED MEDIA S (LIGHT)	CUAACD532	CREATE OBSERVATIONAL DRAWINGS

To be completed in the Advanced Diploma of Visual Arts		
10 EXTEND DRAW CONSTRUCTION A 11 EXTEND DRAW PERCEPTION W 12 EXTEND DRAW INVENTION S	CUAACD611	EXTEND PROF EXPERTISE WITH DRAW & OTH VISUAL REP TOOLS
23 ART PRACTICE & THEORY A 24 ART PRACTICE & THEORY W 25 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
16 STUDIO EXHIBITION PROJECT A 17 STUDIO EXHIBITION PROJECT W 18 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		
4 EXTENDED PAINTING MANIPULATION A 5 EXTENDED PAINTING FIGURE W 6 EXTENDED PAINTING REALISTION S	CUAPAI512	INVESTIGATE PAINTING MATERIALS & PROCESSES

1.2 CUA50725 Diploma of Graphic Design – campus-based, 1 year FT/ equivalent PT

CUA50725 DIPLOMA OF GRAPHIC DESIGN		
Study unit	Competency Code	Competency Unit
37 WEB DESIGN	CUADIG413	CREATE USER INTERFACES
	SIRXOSM005	DEVELOP A BASIC WEBSITE FOR CUSTOMER ENGAGEMENT
30 COMMUNICATION DESIGN Graphics	CUAGRD514	CREATE AND MANIPULATE GRAPHICS
	CUADES413	DEVELOP AND EXTEND DESIGN SKILLS AND PRACTICE
31 COMMUNICATION DESIGN Typography	CUAGRD503	PRODUCE TYPOGRAPHIC DESIGN SOLUTIONS
32 DESIGN THEORY & PRACTICE	CUAGRD501	RESEARCH VISUAL COMMUNICATION HISTORY AND THEORY
	CUAGRD516	DEVELOP GRAPHIC DESIGN PRACTICE TO MEET INDUSTRY NEEDS
33 PUBLISHING & PACKAGING W 34 PUBLISHING & PACKAGING 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
35 CONCEPT DEVELOPMENT	BSBCRT413	COLLABORATE IN A CREATIVE PROCESS
	BSBCRT512	ORIGINATE AND DEVELOP CONCEPTS
36 BRANDING & IDENTITY S	CUAGRD617	DEVELOP GRAPHIC DESIGNS FOR BRANDING AND IDENTITY
26 DIGITAL MOVING IMAGE W 27 DIGITAL MOVING IMAGE S	CUADIG519	INVESTIGATE TECHNOLOGIES TO PRODUCE DIGITAL ART
7 DRAWING & MIXED MEDIA A	CUAACD531	REFINE DRAWING AND OTHER VISUAL REPRESENTATION TOOLS
28 GRAPHICS AND LAYOUT	CUAGRD411	RESEARCH AND APPLY GRAPHIC DESIGN TECHNIQUES
47 IMAGE CAPTURE	CUAPHI531	APPLY VISUAL COMMUNICATION THEORY TO PHOTO IMAGING PRACTICE
40 SEEING COLOUR	CUAPHI523	EMPLOY COLOUR MANAGEMENT IN A DIGITAL IMAGING WORKPLACE
39 DESCRIPTIVE & EMOTIVE LIGHTING	CUAPHI533	EXPLORE THE DESCRIPTIVE AND EMOTIVE NATURE OF PHOTO LIGHTING

1.3 GAME ART AND ANIMATION - online, double Diploma qualification

First year Game Art and Animation, CUA51125 Diploma of Visual Arts / and CUA51020 Diploma of Screen and Media

First year - GAME ART AND ANIMATION CUA51125 DVA & CUA51020 DSM

Study unit	Competency Code	Competency Unit
BASIC MOVEMENT SM	CUAANM302	CREATE 3D DIGITAL ANIMATIONS
BASIC MODELLING VA SM	CUAANM313	CREATE 3D DIGITAL MODELS
	CUADES412	INTERPRET AND RESPOND TO A DESIGN BRIEF
	CUAANM512	CREATE 3D DIGITAL ENVIRONMENTS
SOFTWARE INTRODUCTION VA SM	CUADIG519	INVESTIGATE TECHNOLOGIES FOR THE CREATION OF DIGITAL ART
TABLET PRACTICE VA	CUAAIL401	DEVELOP AND REFINE ILLUSTRATIVE WORK
PROFESSIONAL SUSTAINABILITY VA SM	CUAPPR512	DEVELOP SUSTAINABILITY OF OWN PROFESSIONAL PRACTICE
	CUAPPR515	ESTABLISH AND MAINTAIN SAFE CREATIVE PRACTICE
CONCEPT ART VA	CUAACD531	REFINE DRAWING AND OTHER VISUAL REPRESENTATION TOOLS
INTRODUCTION TO SCULPTING VA SM	CUAANM411	CREATE ADVANCED 3D DIGITAL MODELS
SKELETAL ANIMATION VA SM	CUAANM511	CREATE 3D DIGITAL CHARACTER ANIMATIONS
	CUADIG518	REFINE DIGITAL ART TECHNIQUES
TUTORIAL CREATION SM	CUADIG513	DESIGN E-LEARNING RESOURCES
FREELANCE ARTIST VA SM	CUAIND412	PROVIDE FREELANCE SERVICES
DESIGN BRIEFS VA	CUADES512	ESTABLISH, NEGOTIATE AND REFINE A DESIGN BRIEF
CREATIVE PROJECTS VA SM	CUAPPR411	REALISE A CREATIVE PROJECT
	CUAPPR511	REALISE A BODY OF CREATIVE WORK
INDUSTRY EXPLORATION 1 VA SM	CUAIND411	EXTEND EXPERTISE IN SPECIALIST CREATI FIELDS
INDUSTRY EXPLORATION 2 VA SM	CUAIND512	ENHANCE PROFESSIONAL PRACTICE USING CREATIVE ARTS INDUSTRY KNOWLEDGE
PORTFOLIO VA	CUAPPR513	PRESENT A BODY OF OWN CREATIVE WORK

Second year Advanced Game Art and Animation CUA60725 Advanced Diploma of Visual Arts / and CUA60620 Advanced Diploma of Screen and Media

Second year - ADVANCED GAME ART AND ANIMATION CUA60725 ADVA & CUA60620 DSM

Term	Study Units	Unit/s of Competency
TERM 1	63 ADVANCED 3D MODELLING VA SM	CUASCU511 CUAPPR615 CUAACD508 CUAACD537 REFINE SCULPTURAL TECHNIQUES EVOLVE IDEAS FOR PROFESSIONAL CREATIVE WORK REFINE MODEL MAKING SKILLS REFINE 3-D DESIGN IDEAS AND PROCESSES
	64 PROCEDURAL SYSTEMS VA SM	CUAPPR611 ORIGINATE A BODY OF INDEPENDENT CREATIVE WORK
	65 WORKPLACE PRACTICES VA SM	BSBCRT512 BSBPEF501 ORIGINATE AND DEVELOP CONCEPTS MANAGE PERSONAL AND PROFESSIONAL DEVELOPMENT
TERM 2	66 PROJECT PLANNING VA SM	CUAPPR613 ENGAGE IN THE BUSINESS OF CREATIVE PRACTICE
	67 EFFECTS AND LIGHTING VA SM	CUAANM513 BSBCRT611 DESIGN SPECIFICATIONS FOR ANIMATION AND DIGITAL VISUAL EFFECTS APPLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING
	68 ADVANCED MATERIALS AND TEXTURING VA SM	CUARES612 CUAACD611 CUAACD612 EXTEND CULTURAL RESEARCH EXPERTISE EXTEND PROFESSIONAL EXPERTISE WITH DRAWING AND OTHER VISUAL REPRESENTATION TOOLS EXTEND PROFESSIONAL EXPERTISE ACROSS NEW ART FORMS AND MEDIA

TERM 3	69 MAJOR PROJECT DEVELOPMENT VA SM	CUAPPR616 CUAPPR612	EXTEND EXPERTISE IN A SPECIALISED ART FORM TO PROFESSIONAL LEVEL COLLABORATE IN PROFESSIONAL CREATIVE PROJECTS
	70 PORTFOLIO DEVELOPMENT VA SM	CUAIND611 CUAPHI533	WORK PROFESSIONALLY IN THE CREATIVE ARTS INDUSTRY EXPLORE AND APPLY PHOTO LIGHTING TECHNIQUES
	71 MAJOR PROJECT PRESENTATION VA SM	CUADES523 CUABRT502 CUAPPR614	DESIGN VIRTUAL AND HYBRID EVENTS MANAGE AND OPERATE TECHNICAL REQUIREMENTS FOR VIRTUAL AND HYBRID EVENTS PUBLICLY PRESENT A BODY OF OWN CREATIVE WORK

1.4 COLLEGE LOCATION

The campus location is at 138 Cromwell Street, Collingwood, Victoria, Australia 3066. The telephone numbers are 03 9495 6622 or 0497 727 282. Messages are preferred. 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.

Online study can be accessed from anywhere and is available to domestic enrolled students only.

1.5 EXPECTED MODE OF DELIVERY

All campus classes are face-to-face for studio-based Visual Art and Graphic Design courses.

Studies in Game Art and Animation are offered online. Overseas visa students will undertake the course through both online and face-to-face learning.

2.0 STUDENT APPLICATION / ENROLMENT/ INDUCTION

2.1 APPLICATIONS

Domestic Applicants

For on-campus applicants for Visual Art and Graphic Design courses, apply through the college's website at www.lcad.edu.au. The college accepts part-time and full-time students.

Full-time study is 3 days per week. Part-time is 1-2 days per week.

Online Game Art and Animation applicants are recommended to contact the college on 0497 727 282 or admin@lcad.edu.au to apply. This course accepts full-time applicants only. A dedicated staff member will contact students to provide details about the course.

Full-time study is 3 days per week.

Overseas Visa Students

Overseas study visa applicants apply directly to the college through the website at www.lcad.edu.au. Students can also apply through their education agents. The college will only utilise approved agents. Enrolment is for full-time study only.

2.2 APPLICATION PROCESS

The student enquires or applies directly to the college online.

Campus-based prospective students

Prospective students will be invited to the campus to learn more about the course and ask any questions they might have. They will also be shown around the studios. They might be asked to show examples of their own artwork if they have any. The interviewer may ask what they hope to gain by enrolling in the program. During the interview, the applicant will be told whether the college can offer them a place in the course.

Online prospective students

Will be interviewed by phone or video. They are often met first at one of the marketing events conducted by LCAD, where they will be given course information. During the interview, the applicant will be told whether the college can offer them a place in the course.

2.3 INTERVIEW / COLLEGE VISIT

Campus course applicants who are unable to visit the college can discuss their applications via email and telephone.

Online course applicants - after an initial info session, will be interviewed in person or afterwards by phone or email.

Applicants are recommended to bring along with their application (if they can):

Examples of a folio of their artwork. Digital examples are accepted. Do not be concerned if you have little or no work available.

A high school state-based year 12 certificate (such as VCE, QCE, or other state-based certification), or a higher-level qualification if achieved. If the student does not have a Year 12 certificate or cannot find it, they can complete a Language, Literacy, Numeracy, and Digital test through LCAD at no cost.

Copy of their passport (Overseas visa students and VSL students)

Copy of their passport or birth certificate (VSL students)

Students will be given information about the course, study-hour commitments, VSL, and more.

2.4 LETTER OF OFFER

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

They will be emailed a Letter of Offer with the attached Acceptance Form and an Enrolment Form

2.5 SELECTION CRITERIA

Successful selection is based on the interviewer's professional judgment and will consider the following: prior education, prior experience, artwork, life experience, work experience, passion for the industry they intend to enter, and any other evidence that may arise during the discussion with the prospective student.

For acceptance into the course, the applicant must demonstrate some knowledge or familiarity or some skills demonstrated by submitting a folio of artwork or examples of artwork that may include such things as drawings, rough sketches, paintings, visual diaries, notebooks, photography, digital artwork 3D artwork, and more. Computer familiarity is highly recommended, which must be at a good level for the digital courses offered.

The college is very interested in receiving applications from prospective students who do not have examples of artwork or a folio and have limited experience in the area they are applying for. Life and other experiences, such as travel, are highly valued in applicants.

If the student has not finished high school but has completed lower school levels, the interviewer will assess the student's entry based on their folio artwork and/or skills within their artwork that demonstrate sufficient ability to undertake the LCAD courses successfully.

Students wishing to enrol in an informal single-subject (campus-only) or unit can do so directly and will not need to provide the above evidence.

In consultation with the coordinator, the interviewer can decide on applicants who fall outside of the above conditions based on a combination of folio work, experience and interview.

2.6 STUDENTS UNDER 18

Domestic Students

The student must comply with all the requirements of VSL eligibility. See VSL Info (VSL Student Loans) on the college website 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 VSL/ U18 Consent Forms/ VET Student Loans U18 Parental Consent Form

Overseas Visa Students

Students must complete and return the policies/ENC 5 CAAW FORM if they are under 18. LCAD must also issue the student a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter along with their COE upon acceptance. The CAAW letter is produced by the college in PRISMS.

2.7 USI NUMBER FOR ALL FORMAL STUDENTS

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

3.0 ENROLMENT

3.1 STUDENT CONFIRMS THEIR ENROLMENT

Domestic Students

- The student completes and returns their Acceptance Form and Enrolment Form.
- VSL selection or payment choice within the Acceptance Enrolment Form
- USI number (can be applied for online if they do not have one)
- Passport copy or birth certificate copy (for VSL applicants only):
- A high school state-based year 12 certificate (such as VCE, QCE, or another state), or a higher level qualification if achieved
Plus change of name document if applicable (for VSL applicants only)
- Completed VSL Parent consent form if they are under 18 (for VSL applicants only)
- The student will need to have or will need to apply for a Tax File Number (TFN) (for VSL applicants only). This is no longer collected by the college.

Overseas Visa Students

- 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 overseas visa students start the first class:

- English Test. If you are from a country where English is a second language, you must complete an English Test, such as IELTS, with a band score above 6.0 and no band score lower than 5.5. If you require an English course before starting, the college can recommend a 12-week program.

Due before the overseas visa students enter Australia:

- Overseas Student Health Cover (OSHC). Students must have OSHC cover before arriving in Australia for the full course period they elect to enrol in. The college can assist if required.

3.2 ENROLMENT CONFIRMATION LETTER

Once the Acceptance and Enrolment Form is received by the college, the student will receive a Confirmation Of Enrolment email.

Overseas visa students will also receive a CoE. This is issued to them by the college via PRISMS, enabling the student to apply for their study visa through the Department of Home Affairs.

3.3 CONTINUING STUDENTS' RE-ENROLMENT EACH TERM

Campus-based students

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, 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

3.4 ORIENTATION and INDUCTION

1 week before classes start, an Orientation Session will be held for all students:

Campus-based students

- Orientation will be on campus at an advised date and time.
- Explanation of material requirements and Materials List and KIT form handed out.
- Any teachers present will be introduced and may say a few words about their subject.
- An introduction to the course content and assessment
- Students will have their photo taken for their student card and class rolls.
- Students will receive a student card after Census.
- Students will be offered a locker if required. A \$20 deposit will be required. Cash deposit is preferred.
- Visual arts students will receive a storage Pigeonhole for their equipment.
- Students will be shown how to use the facilities, including safety and emergency OHS explanations. They will be introduced to resources such as the library, copy machines, lockers, working outside class time, cameras, computers, paint disposal, fumes, and fire evacuation procedures.
- Will be given the location of the Student Manual and student policies.
- Explain Public Transport Concession ID
- Receive a Year Planner and Term Timetable.

Online students

- An online information and orientation session will be held the week before classes begin.

- An introduction to the course content and assessment
- Help will be given to register student software licences.
- Introduction to the software you will be using.
- Online students may need to use their Enrolment Confirmation letter as ID if they are required to register with student software companies.
- The student will have been sent their timetable and year planner earlier

3.5 ATTENDANCE

Students are required to attend all scheduled training sessions. Parts of a study unit are assessed during training sessions; therefore, not attending could impact the student's results. Online students have recorded video classes, which will support their learning. Students must notify a teacher or admin if attending any scheduled training session is impossible. At least 80% attendance is required. Poor attendance may affect an overseas student's study visa status.

Punctuality

Campus students may not be admitted to classes if they arrive late. Late attendance (more than 15 minutes) may be deemed a no-attendance. Students who are repeatedly late or disruptive to other students may face disciplinary action under the student intervention policy.

Absence

Campus students must notify the coordinator or Admin if they are unable to attend classes.

Online students must advise their teacher. Medical certificates may be required for absences greater than one day.

All assessment tasks and projects must be completed in full, regardless of any absenteeism.

Missed classes

Students who miss a class must catch up on missed class notes and assessment tasks. Catch-up work must be negotiated with the class teacher within one week.

For campus students, it is advisable to seek notes from a classmate and to approach the teacher for copies of any handouts or notes distributed during class.

3.6 COURSE MATERIALS

Course material advice and KIT lists are given to students at Orientation. It is recommended to wait until the teacher or coordinator discusses materials at Orientation before purchasing. Required course materials must be acquired for the first term.

Further consumables may be required during the year. Please note that some students will make individual material choices with some of their project work during the course, which may affect the costs below.

Visual Art

A KIT is arranged for students via Melbourne Artists Supplies. Prices are approximate:

A discounted Painting Kit - \$200 approx.

A discounted Drawing kit - \$85 approx.

Sculpture kit - \$0

Studio kit - \$10 approx.

Digital kit - \$20 approx.

Graphic Design

Required course materials must be acquired for the first term. Prices are approximate:

A discounted Drawing kit - \$85 approx.

Digital kit - \$20 approx.

Other items may be recommended.

Game Art & Animation

Required course materials must be acquired for the first term. Prices are approximate:

A drawing tablet - \$120 approx.

Software: key software used, such as Maya and Adobe, will be provided free of charge.

Computer: Students will need a reasonably strong PC. Specifications will be given. See below for alternative arrangements if a student needs a stronger computer.

3.7 COMPUTER LOANS

When assessing an applicant for online courses, the interviewer may recommend purchasing a better computer or upgrading their own to one better suited to the demands of their course of study.

If this presents a barrier for the student, the college may provide a loan computer to assist them.

See details in LCAD's Student Loan Computer Agreement. Loan computers require a \$200 deposit. Students

will be offered a 1-month grace period after course completion to retain their loaned computers to finish their work for submission, if needed. It is the student's responsibility to return the computer to the college.

Alternatively, the student can apply to the college for the rent-to-buy option.

3.8 PRINTING & COMPUTER USE

The campus computer lab can be used at any time when classes are not running. 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 the internet are down, we suggest going to Officeworks or another quick copy or photocopy service near the college. If the student requires further copies, a \$20 fee will be charged.

3.9 LIBRARY

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

3.10 STATIONERY & EQUIPMENT

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

3.11 GRADUATION

In a given year, all campus graduates and online students studying in Melbourne are invited to attend their graduation ceremony, the End of Year Show and Graduation at the LCAD campus in early December.

3.12 EXHIBITION

During the course, campus students may be required to organise, produce, and participate in an exhibition. The costs involved in hosting an opening, printing invitation cards, promotion, etc., may total up to \$20-40 per student.

4.0 TUITION FEES

See the college's Fees information at www.lcad.edu.au/policies-and-information

4.1 METHODS OF PAYMENT

Payment options include VSL (domestic students only), 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 administrate all student fees, and the college will advise if such an organisation is employed.

4.2 REFUNDS

See the domestic and overseas Fees Info & Refunds policy at www.lcad.edu.au/policies-and-information.

4.21 RE-CREDITING HELP BALANCE

See Re-Crediting Help Balance policy at www.lcad.edu.au/policies-and-information.

4.3 VET STUDENT LOANS (VSL)

Available to eligible domestic students.

Students can defer some or all their tuition fees through the Commonwealth Government VET Student Loan (VSL) scheme. VSL is a loan from the Commonwealth Government and must begin to be repaid once your income exceeds the compulsory repayment threshold. In 2025, this is approximately \$54,000. Tuition debt is repaid gradually through a 1% increase in your tax rate, which increases as the student earns a higher income.

There is a limit to how much a student can use for training and education under VSL. The VSL lifetime loan limit for Australian citizens is approximately \$126,000 and increases annually. The current loan limit and your available balance can be found at <https://www.studyassist.gov.au/loan-eligibility>

VSL is not means-tested, and students who have completed prior higher education or are planning to pursue lower-level study can still access the scheme. For more information on who can access it, visit www.lcad.edu.au/policies-and-information. VSL is available to LCAD students if they are studying full-time or part-time.

Further information can be found at www.studyassist.gov.au.

The loan may reduce the student's borrowing capacity. 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 after the Census date. LCAD's Census dates can be accessed at www.lcad.edu.au/policies-and-information. See VSL Schedule of VET Tuition Fees.

How to apply for VSL

The students' VSL is organised by the college. To obtain VSL, the student will need a Tax File Number, a USI number, and either a Year 12 or higher education certificate, or an LLN test result if they do not have Year 12 schooling. The college provides a free LLN test.

The student will be registered on the Commonwealth **eCAF** system so their VSL loan can be created.

Late submission of students' documents may mean the student cannot continue in their course in that term.

4.4 Non-VSL STUDENTS

Domestic Students

If VSL is not used and tuition fees are not paid by the due dates, a student may be suspended from attending classes until the outstanding fees are paid. In addition, a late fee of 5% per week will be levied on late payments. This rises to 10% on any payments 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 college as soon as possible to discuss alternative payment schedules. Students with outstanding debts cannot receive their results or academic statements, nor graduate, until all outstanding debts have been paid.

4.5 VSL CENSUS DAY

Census day is the last official date a domestic 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. See **VSL Schedule of VET Tuition Fees**.

There are no refunds of term fees for students who withdraw after Census. If they have not used VSL and instead paid up-front, they will be liable for the full debt (term only). Students will only be eligible for a refund or reversal of their VET Student Loans loan under Special Circumstances VSL Info (Student Accessing VSL) under www.lcad.edu.au/policies-and-information. A Deferral, Withdrawal, Cancellation Form is available from the administration or at www.lcad.edu.au/policies-and-information and must be completed by the student and received by the college by the 5 pm deadline. An email request from the student is also accepted.

4.6 VSL AND REPEATING UNITS

For some qualifications at LCAD, VSL will not cover tuition for study units that the student needs to repeat, as this may exceed the cap allowable under their approved qualification. If this occurs, the student must self-fund their tuition fees.

4.7 TUITION FEES ASSURANCE

VSL

The Department of Education, Skills and Employment will cover the tuition protection for any Vet Student Loan (VSL)-enrolled student at LCAD. Advanced payments, or pre-payments, are defined as any payments of \$1,500 or more (VSL domestic students only).

Domestic full fee-paying students

The college protects students by not accepting tuition payments over \$1,500. Payments higher than \$1,500 are considered advanced or prepaid. It protects the student in the unlikely event that the college cannot continue operating.

Overseas visa students

Overseas visa students studying at LCAD under an Australian study visa have their advanced or prepaid payments covered by the government's Tuition Protection Scheme (TPS). The college can accept up to 50% of the student's course fees, or more, if the student wishes to pay more. Payments of more than \$1500 are considered advance payments; therefore, if LCAD is suddenly unable to deliver training, the component above \$1500 is protected. See Fee Info and Refunds, as well as Students Protected and Informed at www.lcad.edu.au/policies-and-information

5.0 LEARNING AND ASSESSMENT

5.1 STUDY UNIT OUTLINE

A Study Unit Outline is a detailed handout provided to students at the beginning of a study unit. It outlines a brief weekly learning program and details the projects and briefs to be completed, including the assessment

requirements. It identifies the UOC (Units of Competency) that underpins the study unit, and where the assessments or projects cover the elements of the UOC.

5.2 ASSESSMENT TOOLS

During the term, a student will be assessed using PAT (Project Assessment Tool), KT (Knowledge Tool), or the Online Assessment Tool. These evidence tools are required for students to complete the assessment, and the student (campus student only) must sign and date them, along with the assessor, upon completion. The teacher is responsible for advising students and completing the assessment on the due date. The tools remain with admin during the term and are accessed by the assessor when required. Upon completion, the admin updates the results in the student's ongoing records. The records must be retained by the college for 2 years after the student completes their studies at LCAD. The college must retain the student's assessment records for 30 years.

5.3 COMPETENCY

The college uses competency-based assessment as required by the training package qualification rules. The student receives a result of Competent (C) or Not Competent (NC), which completes their assessment for Units of Competency. The assessment criteria are based on a level of performance deemed by industry or standard as 'Competent (C)' or 'Not Competent (NC)'. If the student meets or performs in accordance with the documented criteria, they are assessed as competent. Receiving an NC mark only means they have not yet reached competency. It does not mean they have failed.

See the marking table below

5.4 INFORMAL HIGHER EDUCATION MARK- Campus students

Assessors issue a higher education mark for campus-based students only, which is not formally recognised within Vocational Education and Training. It is a mark used to help teachers and students recognise further achievement in their studies, and helps students who might be aiming for further study. Fundamentally, a student often exceeds competency, and the grade allows the college to indicate to the student how well they are doing. The rationale for a system of graded assessments includes:

- Motivating students to achieve high-performance levels
- Rewarding high-performance students for extra efforts
- Providing more detailed feedback to students on the standard of their work
- Providing additional information for employees on students' performance
- Providing additional information to the universities on an individual applying for university entry.

COMPETENCY ASSESSMENT		INFORMAL GRADED ASSESSMENT		
C	Competent	HD	86 - 100%	High Distinction
		D	73 - 85%	Distinction
		CR	62 - 72%	Credit
		PA	50 - 61%	Pass
NC	Not Yet Competent	NC	0 - 49%	Not Yet Passed
		W	0	Withdrawn

5.5 FOLIO WEEK - Campus Students

Folio Week is normally the final class in the final week of the term. The student presents all their studio-based assessment work and evaluates and discusses this with their teacher/assessor. All assessments must be completed by this week. Any remaining assessment tools are to be completed this week.

5.6 FOLIO WEEK ABSENCE - Campus Students

If a student cannot attend any of their classes during Folio Week, they will miss the class discussion tutorial with their teacher. A component of Folio Week involves student reflection on their work over the term, for example, discussion of how they might have solved or resolved problems in their artwork, reasons for creative decisions, possible ideas that could be developed later, and responses that might have been made from advice from tutorials or discussions with others.

Instead, the student submits a written reflection in place of the discussion. They must submit a one-page statement (300 words) reflecting on the above aspects of their work, unless specified differently in your specific study unit.

The reflection must be emailed to admin@lcad.edu.au no later than 5 days after Folio Week. If the student cannot complete this by this due time, they must apply to admin for a Third Assessment Submission for which

an application fee applies (see details below).

They must also ensure they have uploaded all their required assessment work to Dropbox and correctly labelled it.

5.7 SUBMITTING ASSESSMENT EVIDENCE

Campus students

All student work is submitted to Dropbox as instructed by the teachers and as detailed in the study unit outline, assessment, or project brief. The digital files must be clearly identifiable and labelled against the assessment requirements. The uploads must not include large files. A camera phone can be used for screenshots or grabs from your computer of videos and large files.

Online students

All assessment work must be submitted through Google Classroom by the specified due date. See below for details.

5.8 PRESENTATION OF PROJECT ASSESSMENT WORK

Campus Students

- Students must present their physical work in person on the due date.
- All student assessment work must be uploaded to the student's Dropbox account and completed on each assessment date.
- Written assignments must be typed, spell-checked, proofread, and printed. Students use a 10- or 11-point font, allowing room in the margins or between paragraphs for comments.
- All pages should be numbered.
- All project work uploaded to Dropbox must be labelled with the Assessment Task number or Project name.
- 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 (PAT) or Knowledge Tool (KT). Late submissions are not accepted. See below for resubmitting late or missing assessment work.
- Completed final submissions must be completed by **Folio Week**, week 12 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.

Online students

- All assessment work must be submitted through Google Classroom by the specified due date. Google Classroom provides assignment instructions, submission templates, and clear due dates for all tasks.
- Students **MUST** submit all work to the designated classwork section in Google Classroom. Submissions made to incorrect sections may be marked as missing.
- All submissions must fully address every requirement listed in the assignment instructions. Incomplete submissions will not be accepted.
- Images and screenshots included in submissions **MUST** be clearly legible and of sufficient size and resolution to view all details. Poor quality or unreadable images will need to be resubmitted.
- File size limit for submissions is 100MB. Students **MUST** upload larger files to Google Drive or Dropbox and provide a working share link in their Google Classroom submission.
- All quiz submissions must be complete, with every question answered. Partially completed quizzes will be marked accordingly.

5.9 STUDENT PLAGIARISM / AI / COPYING

Students must submit original work and must not engage in plagiarism, unauthorised use of AI-generated content, copying, collusion, or any other form of academic misconduct.

If academic misconduct is identified, the student may not pass the unit. The matter may also be escalated and could result in suspension or expulsion from the college.

5.10 ASSESSMENT DEADLINE

Campus students

Final completed assessments are due by the beginning of their final class during Folio Week (the final class session of the term).

Campus assessors must submit their assessment results to admin on the same day. They can provide their higher education mark and comments, or student reports, no later than 6 days after the assessment, using the marking proforma emailed to the teacher.

Online students

For online students, general assessments for the study unit are due by the assessment deadline date. Completed assessments must be submitted no later than the final tutorial class session of the term.

Online assessors are to submit their assessment results to admin on the same day as the assessment occurs. Teachers' comments or student reports can be added to the TOR (Transcript of Results) no later than 6 days after the initial assessment.

5.11 RETENTION OF ASSESSMENT WORK

LCAD digitally stores evidence of student assessment work for at least 6 months.

The college uses a cloud-based system, such as Dropbox or Google Classroom, to ensure safe, secure storage of student assessment evidence. LCAD keeps students' assessment results in the form of graduate testamurs and Statements of Attainment for 30 years. It ensures the safety and security of this information through cloud-based subscription storage and backup, such as Dropbox.

5.12 DROPBOX

Campus students submitting practical assignments must include ALL assessment items shared with the college in their Dropbox account. The teachers/assessors must check that their students have submitted all completed assessment tasks before the student can pass their study unit.

5.13 GOOGLE CLASSROOM

Online students submit their work online via Google Classroom.

5.14 NON-COMPLETIONS and EXTENSIONS

If the student cannot complete the study unit assessments or project work by the due date and time, the teacher will advise the student or provide a copy of the assessment tool detailing the incomplete assessment. See below for resubmitting the assessment.

SECOND ASSESSMENT SUBMISSION

If the student is unable to submit their assessment by the due date.

The student has **FIVE (5) additional business DAYS** after the first due date to complete and submit their assessment.

Online students must advise their teacher on or before **day 5** when their work has been completed and uploaded to Google Classroom.

Campus students must email admin when they have completed their work and uploaded it to Dropbox.

For online students, the teacher assesses the student's work and updates their TOR (Transcript of Results), and emails admin with the results by day 6 at the latest. If the student has not passed, the teacher will advise the student directly to ask them to apply to admin for a **THIRD ASSESSMENT SUBMISSION** (a fee may apply) or to re-enrol in the same unit.

For campus-based courses, the teacher assesses the student and advises the admin of the result as soon as possible. Admin is to update the student's PAT and their unit completion details on the college's student management system. If the student has not passed, they will advise the student directly to apply to admin for a **THIRD ASSESSMENT SUBMISSION** (a fee applies) or to re-enrol to complete the same unit.

THIRD ASSESSMENT SUBMISSION

If students do not submit their completed assessment by the **5-day** extension **SECOND ASSESSMENT SUBMISSION** deadline, they will receive NC (Not Yet Competent).

If the student feels they can still pass the unit, they can apply to admin for a **THIRD ASSESSMENT SUBMISSION**. There is a \$100 charge per study unit that Vet Student Loans does not cover. This fee must be paid on the submission of the application form.

The student completes the Campus Third Assessment Form and submits it to admin@lcad.edu.au. Upon receipt of the student's application form and payment, the college will then assess the student's Third Assessment Submission.

The student will have 3 months to complete their assessment.

Campus-based students must upload their work to Dropbox and email the details to the admin at admin@lcad.edu.au.

The student's email should include:

- details of the unit
- teacher's name

- What is being resubmitted?

Online students must upload their work to GOOGLE CLASSROOM and email the details to their assessor. The assessor must assess the student's work and advise admin as soon as possible. They must also update the student's TOR.

Campus-based students will not receive a higher education mark for a Third Assessment Submission. Students will only receive the standard Competent (C) or Not Yet Competent (NC) mark.

If the assessment is successful, the student's mark 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 for graduation, or they are leaving and need their Statement of Attainment, their marks will be upgraded and issued to them within 1 month of their re-assessment.

If a student does not pass a study unit twice, they cannot enrol in that unit a third time.

5.15 A STUDENT REQUESTS TO REPEAT A UNIT OR WHOLE TERM

If a student cannot complete the unit or term without additional support, the student support officer will discuss with the student whether the course is the right fit for them. If the student wishes to continue their studies, the college will suggest re-enrolling and repeating the unit or term in question when it is next available, for which they will be charged.

The CEO or coordinator can make a discretionary decision to waive tuition fees for repeated study on a case-by-case basis.

All study units must be completed before the student can graduate from their course.

Online students who do not pass a term or unit may migrate to another cohort to repeat studying that term or unit. The student will be charged for any repeated study units or terms.

Campus-based students may also repeat a class or term, provided there are available places when it is next offered. Campus students will be charged for any repeated study units or terms.

A student will be placed on an enrolment reserve list for a particular class, and if space is available by the start date, enrolment can be confirmed. Campus-based places are more restrictive than online class places.

5.16 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 through:

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

LCAD recognises that some students may have gained competencies offered at LCAD through previous study, life, or work experiences. LCAD offers students the chance to have these competencies credited towards their studies at LCAD through the RPL assessment process.

RPL Applications must be received two weeks before the relevant unit/s commencement. Charges apply for applications for RPL; these are equivalent to the costs of undertaking the unit. An S7 RPL APPLICATION FORM can be obtained from LCAD admin.

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 the Department of Home Affairs, and the student will be advised accordingly.

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

5.17 CREDIT TRANSFER (CT)

If a student has previously completed a Unit of Competency (UOC) at another college that is identical to the one they are enrolled in, they may apply for a CT. A CT applies only when the unit code, version number, and delivery contexts are identical or equivalent. Students must complete a CT 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 CT.

CT for units completed at LCAD that are identical or equivalent to that which they seek CT for (in another course offered at LCAD) are automatically applied and no application process is required.

If the UOC forms part of a cluster or of other UOCs delivered at LCAD that the students have not completed, then CT cannot be offered. For further details, please see the college website at www.lcad.edu.au/policies-and-information

6.0 REPLACEMENT OF CERTIFICATES

Students are issued with academic statements at the end of each course term 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 the admin via email and retrieve the documents in person. Receipts are not posted and can be retrieved at the college office.

6.1 PROVIDING SECURE CERTIFICATION

The college will issue graduating campus-based students an authenticated hard copy of their graduation certificate or a Statement of Attainment (SOA) if they have not finished their course but have finished one or more Units of Competency. They will be issued an authenticated digital copy of their testamur or SOA upon request.

Online students will be issued an authenticated digital copy of their graduation certificate or Statement of Attainment.

6.2 MANAGING TRANSITION FROM SUPERSEDED QUALIFICATIONS

The college has policies for managing the transition from superseded qualifications to new ones. The normal practice is that the college will transition students to the updated qualification as soon as practicable.

7.0 WITHDRAWAL, DEFERRING, SUSPENDING, CHANGING AN ENROLMENT

7.1 WITHDRAWAL

Students who have undertaken a study unit or course and wish to withdraw should email admin@lcad.edu.au with their details, course details, and reasons for withdrawing. Alternatively, they can complete the **LCAD Deferral, Withdrawal, Cancellation Form** at www.lcad.edu.au/policies-and-information. Any refunds due will be calculated from the date the college received the email request or formal withdrawal form.

If the student withdraws from the course or study after Census, they will be charged for that term only. See Fees / VSL charged as described in point 4.5.

If a student withdraws from a course but has completed at least one study unit, they will receive a Statement Of Attainment after the end of that term for any Unit of Competency they have been awarded.

7.2 DEFERRAL OF ENROLMENT

A student wishing to defer an enrolment must do so before the commencement of the course. Students must contact admin to obtain and complete the **LCAD Deferral, Withdrawal, and Cancellation Form**, and submit it to the college via email. An email request with details is also acceptable.

Students can defer their studies for up to 1 year from the start of the term they defer. Any advance payment of fees will be retained by the college and held for the student until a deferred restart date. See the timing of refunds at www.lcad.edu.au/policies-and-information

7.3 SUSPENSION OF ENROLMENT

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

If a student suspends their studies during a term, they must return at the beginning of the term, not at the point at 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, the coordinator may make a judgment based on consultation with the student's teachers and with a view to the student's LCAD study history, on 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 the teacher's normal teaching load, they are charged at \$150 per study unit.

Suspension of studies is offered up to 1 year from the beginning of the term 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 **LCAD Deferral, Withdrawal, Cancellation Form** can be retrieved here: www.lcad.edu.au/policies-and-information.

7.4 CHANGES TO ENROLMENT

If a campus-based student seeks to change from full-time to part-time (online courses are only full-time) at any time before or after the course starts, the change can only be made before Census Day, provided the subjects are available and 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 or subjects, but fees for that term must be honoured as agreed in their Agreement or Enrolment Form.

7.5 TRANSFERRING BETWEEN PROVIDERS

Overseas visa students must obtain the principal college's approval if they wish to transfer to another college before completing 6 months of their principal course. They may be restricted from transferring between providers before the 6 months expires. After 6 months, the student may leave on their own free will.

Variations may include:

- The students have provided a Letter of Release form or an email from the new provider
- All fees required to be paid to LCAD have been paid.
- The new provider and selected course meet visa conditions.

Students Applying to Transfer to LCAD

Overseas visa students must obtain a Letter of Release from the principal college they seek to leave and submit it to LCAD, and obtain a COE cancellation from PRISMS, which must be organised by the student's principal college.

Students Applying to Transfer Out of LCAD

Overseas visa students need to email LCAD to outline why they wish to transfer to another provider, including details of the institution and course they wish to transfer to. They must also provide LCAD with a **Letter of Offer** from the new provider. The college will issue the student a Transfer Release Acceptance or Rejection letter (by email) within 7 business days, either accepting or rejecting the student's request.

If LCAD approves the student's change of provider, it must update the student's details in PRISMS and notify that the student has changed providers. LCAD reserves the right to refuse the Transfer request if, for example, fees have not been paid and finalised properly. For further information, see policies/ [ENC 7 Overseas Student Transfers](#).

8.0 PRIVACY OF INFORMATION

Personal information about the student or teacher may be shared between LCAD and the appropriate Australian government authorities. See [Privacy Policy at www.lcad.edu.au/policies-and-information](#)

8.1 STUDENTS RECORDS

Students can access their student records at any time during their enrolment. They need to make an appointment with the admin and provide 24 hours' notice.

8.2 THIRD-PARTY ARRANGEMENTS

LCAD will advise all students, including incoming students, if the college has any arrangements with 3rd parties to deliver or assess any LCAD study. LCAD is responsible for the quality of students' studies, even if those studies are delivered by a Third Party. LCAD has no third-party arrangements in place at this time.

9.0 STUDENT SUPPORT

9.1 PROVISION FOR LEARNING, LANGUAGE, NUMERACY AND DIGITAL SUPPORT

- The small class sizes at LCAD enable staff to offer students individualised learning and assessment strategies in language, literacy, numeracy, and Digital assessment.
- Australians with a year 12 or equivalent school qualification have the necessary language, literacy, numeracy, and digital skills to study at LCAD's Diploma levels.
- For students who have been out of school for a number of years and are deemed by the interviewer to require assistance, the College will assist with language, literacy and numeracy tuition support.
- For students who have not achieved a year 12 or equivalent qualification, the college will ask the student to sit and pass an LLND test through the college before the student begins classes and after the student accepts a course place offer.
- To enter LCAD's courses, the student must achieve a LEVEL 3 or higher in the LLND test.
- Overseas visa students must have a 6.0 IELTS test pass, with no band lower than 5.5.
- Language, literacy, numeracy, or digital difficulties that surface with a student during their studies will be noted by the teacher for the college to find ways to assist the student.
- 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.

9.2 COUNSELLING

If a student is seeking counselling support on any issue, they should consult the student services officer, who will arrange or recommend an appropriate service provider. See the college's [Student Support Services](#) policy at <https://lcad.edu.au/policies-and-information>. The Student Services Officer may also recommend that students seek counselling as part of any dispute resolution 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.

9.3 ACCOMMODATION SUPPORT

Students seeking assistance with accommodation will be given advice of where they can look and find help.

9.4 WELFARE AND GUIDANCE SERVICES

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

9.5 STUDENT MONITORING, PROGRESS & INTERVENTION

The college monitors students' progress, intervenes, and attempts to remedy situations in which students fall behind in their studies. An 80% course attendance is required. Class attendance rolls are taken, and a system of monitoring student progress and engagement in their program is in place. The coordinator initiates steps, through interviews or Support Services, to monitor and supervise a student if the student begins to have problems with their enrolment or studies. More details about the formal management process are available in the LCAD Student Progress, Attendance & Intervention policy at www.lcad.edu.au/policies-and-information.

Campus students are monitored using the LCAD/Checklist/ Checklist Student Monitoring register

Online students are monitored using the Monitoring page of Google Docs.

A student may be followed up with the coordinator for several 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 the 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

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

Failing to reach competency for most course study units does not preclude the student from continuing to the next study unit. An exception occurs when a prerequisite study unit needs to be completed before the subsequent study unit can be entered.

9.7 Removed

9.8 COLLEGE AND THE STUDENTS' RIGHTS & OBLIGATIONS

LCAD will treat all potential, current, and former students fairly. Fair Treatment also applies to students, who are to treat other students and staff fairly and respectfully while enrolled at LCAD. See Equal & Fair Treatment (VSL Rules 84 Equal & Fair Treatment) at www.lcad.edu.au/policies-and-information. LCAD's obligations to the students include ensuring the quality of students' training and assessment in compliance with the latest registration of training and assessment standards and issuing AQF certification documentation.

9.9 LEGAL /HEALTH AND EMERGENCY SERVICES

Students requiring access to legal, health and emergency services should consult with admin or the coordinator for advice and to identify the most appropriate service. See some services below for students in Melbourne.

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

9.10 CRITICAL INCIDENTS

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

It is imperative that the coordinator is immediately advised in all situations that might constitute a critical incident, and 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 Checklists / Checklist Register Critical Incident Injuries Near Misses. See further policy information, LCAD Critical Incident.

9.11 CHANGE OF ADDRESS or MANAGEMENT

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

9.12 ARTICULATION INTO UNIVERSITY COURSES

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

9.13 INFORMATION ON RELEVANT LEGISLATION

The following website at the Australian Human Rights Commission offers extensive information on Sexual Harassment, racial, age and other forms of discrimination and freedom of information: <https://humanrights.gov.au/>

10.0 STUDENT COMPLAINTS PROCESS

If students believe they have been treated unfairly, they are invited to activate the college's Complaints and Appeals policy and complete a Complaint and Appeal Form. See www.lcad.edu.au/policies-and-information. Alternatively, they can email the college with details of their complaint or request the form. They need to include as much detail as possible, including names, dates and locations.

If the student is an overseas visa student, they may be issued a Letter of Warning in accordance with the LCAD Student Progress, Attendance & Intervention policy. Overseas visa students must ensure they are not jeopardising their student visa in Australia.

It may breach the student's visa conditions if they cannot complete their studies within the required timeframe. 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 DHA straight away to have their visa adjusted.

Student Can Remain Enrolled

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

- 10.1 It is the college policy that all students will be treated respectfully and will not be discriminated against or victimised when seeking any form of review or appeal against an LCAD decision against them. See details under Harassment, Bullying, Discrimination & Vilification Policy at www.lcad.edu.au/policies-and-information