

Note: 53-59 Walker Street Dandenong location referred in this handbook is subject to approval by ASQA

Lawson

College Australia



www.lawsoncollege.edu.au

International
Student Handbook
2020 - 2021

Message from the CEO and Director

Lawson College Australia is a dynamic and progressive organisation with a focus on the educational and career aspirations of each student, and the current and future work force planning needs of industry.

Lawson College Australia works in partnership with industry leaders to ensure that courses undertaken equip students with 'job ready skills' and confidence in their abilities to work at the level required on completion.

To meet this aim, it's our priority that our students are:

- ❖ Academically excellent
- ❖ Accustomed to culture diversity
- ❖ Flexible and have transferable skills
- ❖ Motivated global citizens; and
- ❖ Job ready.

I assure you will be well prepared for work in Australia or overseas on completion of your qualification at Lawson College Australia.

As CEO and Director of Lawson College Australia, it is my great pleasure to welcome you, and work with you in achieving *your* educational and professional goals. Please come and be involved in the Lawson College Australia educational experience and see where the journey takes you! *Vikram*



Vikram and Kiran Sharma

Message from the President



Dianne Thompson

Greetings! At Lawson College Australia, your success is our aim.

Government recognised programs offered by us, are relevant to industry and delivered in our supportive and friendly environment. Our well qualified teaching staff with current industry experience will assist you in achieving success in your chosen field.

I extend a warm invitation to you to contact us to discuss how we can assist you in achieving your aims. Sincere best wishes for your future. *Dianne*

Grow your **skills** with Lawson College

Lawson College will provide you the skills and behaviours you will need to shine in your profession, which include:

- Excellent people skills
- Good communication and observation
- Leadership capabilities
- Team work

Education you can trust

lifting the standards

OUR VISION

To be the leading provider of quality tertiary education and skills training, meeting industry needs and standards; and be recognised nationally and internationally for providing excellent education and training”

OUR MISSION

To provide excellent education and skills training in consultation with industry and market leaders to address the ever changing needs of the skills shortages and create a sustainable future.

OUR VALUES

At Lawson College:

- ❖ We act with integrity and accountability
- ❖ We promote respect and support for all our staff and stakeholders and commend individual efforts and achievements
- ❖ We believe in continuous quality improvement
- ❖ We are committed to fostering and nurturing strategic associations and partnerships
- ❖ We are committed to lifelong learning and sustainable future

OUR PRIORITIES

At Lawson College we:

- ❖ Provide excellent education and skills training to meet the current and future needs of the industry
- ❖ Identifying the skills shortage areas and engaging the industry professionals to develop the need based education and training strategies
- ❖ Build business frameworks within domestic and international markets
- ❖ Grow and develop future markets locally and internationally
- ❖ Ensure the sound governance and the financial viability of Lawson College

Lawson College Australia is a provider of **quality education** through **innovation, collaboration and flexibility**. At Lawson College we **maximise** student outcomes through excellent education.



Why Choose Lawson College

- ✓ Job Ready Programs
- ✓ Quality Education
- ✓ Strategic Partnerships
- ✓ Excellent Skills Development
- ✓ Sound Governance
- ✓ Support to Succeed

OUR GRADUATE OUTCOMES

Academically excellent:

Be able to have in-depth knowledge of their specialist discipline
Be able to be critical and creative thinkers, with ability for continued self-directed, lifelong learning

Knowledgeable in various disciplines:

Be able to examine critically, and demonstrate knowledge across a broad range of disciplines
Be able to have a set of flexible and transferable skills for different types of employment.

Accustomed to cultural diversity:

Be able to have an understanding of the social and cultural diversity in our community
Be able to become well-informed citizens who are able to contribute to their communities, wherever they choose to live and work

Motivated global citizens:

Be able to accept social and civic responsibilities

Job Ready Program

At Lawson College Australia we believe in the Job Ready Program which aims to increase the confidence of Australian employers in the skills and qualifications of recently graduated local and international students who have completed a

qualification in Australia.

We also aim to ensure that you as a local or international qualified graduate are well equipped as a worker to enter the Australian workforce and be job ready.

CONTENTS

Introduction	
SECTION-1 PROSPECTIVE STUDENT GUIDE	
The Australian education system	3
Why study at Lawson College	4
Location	5
Facilities and resources	7
Living expenses	8
Student support services	9
Student safety	9
Student safety tips	9
Accommodation	10
Overseas Student Health Cover (OSHC)	12
SECTION-2 COURSE GUIDE	
Courses offered by Lawson College	14
Articulation pathways	14
Tertiary education pathways	14
Admissions and enrolment process	24
International student application form	26
International student checklist	28
Lawson College Intake Dates	29
SECTION-3 PRE-DEPARTURE AND ORIENTATION GUIDE	
This section is available in a separate handbook - SECTION-3 PRE-DEPARTURE AND ORIENTATION GUIDE	
Study Melbourne Student Centre - Victorian government initiative	
Pre-departure information	
Arriving in Australia	
Transition into life in Australia	
Student support services	
Facility and educational resources	
Lawson College and surroundings	
Melbourne train network	
Melbourne smart bus service	

Introduction

Lawson College Australia (Lawson College) is approved by the Australian Skills Quality Authority (ASQA) www.asqa.gov.au as a registered training organisation (RTO) for the delivery of nationally recognised training and Vocational Education and Training (VET) accredited award courses or programs. These courses are aligned with Australian Qualifications Framework (AQF) <http://aqf.edu.au/>). Lawson College is compliant with AQF and legislated requirements:

- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) commenced on 1 January 2018.
- <https://www.australia.gov.au/information-and-services/education-and-training/international-students>
- <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>
- Educational Services to Overseas Students (ESOS) Framework: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
- Information for Students- Fact Sheet - rights and responsibilities while studying in Australia <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students>

At Lawson College we acknowledge that:

- Education is the key to future success
- That we are responsible for the quality of training and assessment in compliance with the Standards for Registered Training Organisations (RTOs) 2015 and the issuance of qualifications
- All lecturers/trainers:
 - ◆ are professional, supportive and dynamic;
 - ◆ are qualified – i.e, as a minimum trainer have their current qualification and relevant industry qualifications for the course they are delivering
 - ◆ have exceptional discipline and current and relevant vocational and industry knowledge and experience
- All students should:
 - ◆ enjoy the learning environment and meet their full potential; and
 - ◆ take responsibility for their visa grant requirements

This International student handbook/s will assist:

- Prospective students in the decision making process to apply to Lawson College introducing the services and resources available at Lawson College [**Section 1. Prospective Student Guide**]
- Applicants through the course selection and application process [**Section 2. Course guide**]; and
- Students in the admission, enrolment and orientation process, including policy and procedures related to ESOS [**Section 3. Pre-Departure and Orientation guide**].

Each student is required to comply with all published policies and procedures contained herein and required to sign an acknowledgement and written agreement of its content.

Any queries relating to this handbook can be directed to: info@lawsoncollege.edu.au

Important Note

Students must be a minimum 18 years of age or more in order to enrol into programs offered by Lawson College Australia.

SECTION 1

PROSPECTIVE STUDENT

GUIDE

The Prospective Student Guide provides students with an overview of:

- The Australian education system
- Studying at Lawson College
- Location
- Public transport
- Premises and facilities
- Living in Melbourne
- Student support services
- Accommodation
- Overseas Student Health Cover (OSHC)



Prospective Students

The Australian education system

The Australian education system provides primary, secondary and tertiary education.

School education (Primary and Secondary)

School education (primary and secondary) is similar across all of Australia with only minor variations between states and territories. School education is compulsory between the ages of six and sixteen (Year 1 to Year 9 or 10). School education is 13 years and divided into:

- **Primary school** - Runs for seven or eight years, starting at Kindergarten/Preparatory through to Year 6 or 7.
- **Secondary school** - Runs for three or four years, from Years 7 to 10 or 8 to 10.
- **Senior secondary school** - Runs for two years, Years 11 and 12.

Tertiary education

Tertiary education includes both higher education (including universities) and vocational education and training (VET).

Language of instruction

English is the official language of Australia and the main language of instruction in the education system. Many schools offer bilingual programs or programs in other languages.



Australian Qualifications Framework (AQF)



The Australian education system is distinguished from many other countries by the Australian Qualifications Framework (<http://www.aqf.edu.au/>). The AQF was established in 1995 and is a national policy that covers qualifications from the tertiary education sector (higher education and vocational education and training) in addition to the school-leaving certificate; the Senior Secondary Certificate of Education.

The AQF has 10 levels and links school, vocational and university education qualifications into one national system. This allows you to move easily from one level of study to the next and from one institution to another, as long as you satisfy student visa requirements. It allows for choice and flexibility in career planning. All qualifications in the AQF help prepare you for both further study and your working life.

If you are studying an AQF institution is government-authorized degree or other AQF qualification will be genuine.



qualification, you can be sure that your and nationally accredited, and that your

Australian institutions are linked across the country and across the world, which makes it easy to move throughout the education system between courses or institutions and formal agreement and recognition frameworks mean every step of the path will contribute to your future no matter what your study or career goals.



Lawson College accredited qualifications are aligned with the Australian Qualifications Framework (AQF) and approved by the Vocational Education and Training (VET) accreditation authority, Australian Skills Quality Authority (ASQA). As part of the VET Quality Framework, Lawson is compliant with the AQF.

Why study at Lawson College?

- Facilities** *Our College offers excellent facilities in a supportive, friendly environment.*
- Confidence** *Our courses provide you with practical skills to enter the workforce or to continue studying with confidence.*
- Lifestyle** *Our campus is in the heart of Dandenong, amidst restaurants, cafés, and multi-cultural shopping.*
- Experience** *Dandenong offers a uniquely diverse range of employment and work experience opportunities in a growing and vibrant economy, all within the world's most liveable city. It is a crucial and dynamic business hub for Victoria and Australia.*
- Peace of mind** *Our staffs are committed to supporting you throughout your course to ensure you have the optimum overall experience.*

***OET Preparation/ Test Venue**



Lawson College is an approved test venue for the Occupational English Test [OET]

**All health professionals have an opportunity to undertake a free OET preparation program if they are enrolled in a nationally accredited program at Lawson College.*



Location

Victoria (abbreviated as VIC) is a state in the south-east of Australia. It is Australia's most densely populated state and its second-most populous state overall. Most of its population is concentrated in the area surrounding Port Phillip Bay, which includes the metropolitan area of its capital and largest city, Melbourne, which is Australia's second-largest city.

- **Population:** 5.7 million
- **International tertiary student residents:** 26,323 +
- **Australian Government website:** For comprehensive information regarding living in Australia visit: <http://www.studyinaustralia.gov.au>

Climate:

Season	Average maximum	Average minimum
Summer (December–February): warm to hot	25°C (77°F)	14°C (57°F)
Autumn (March–May): mild	20°C (68°F)	11°C (52°F)
Winter (June–August): cool to brisk	14°C (57°F)	7°C (45°F)
Spring (September–November): cool to mild	20°C (68°F)	10°C (50°F)

Get to know the world's most liveable city!

You've heard of Melbourne, but are you ready to experience all Melbourne has to offer? Get ready by visiting thatsmelbourne.com.au; and <http://mytourguide.com.au>.

Melbourne, the capital of the state of Victoria, is a popular choice for overseas students. With an international reputation for delivering the highest standards of education and training, Melbourne attracts students from all over the world who wish to continue their tertiary studies. Around 150 cultures are represented in Melbourne's population, from Victoria's original Indigenous people to more recent migrants from Asia and Africa. With a population of around four million, Melbourne is the home, workplace and leisure centre of one of the world's most harmonious and culturally diverse communities.



Dandenong is a suburb of Melbourne approximately 30 km south-east from central business district. Situated alongside the Dandenong Creek, it is at the foothill of the Dandenong Ranges.



Lawson College is located in the heart of Dandenong. This area offers a uniquely diverse range of opportunities in a growing and vibrant economy, all within the world's most liveable city. It is a crucial and dynamic business hub for Australia and Victoria. Living, studying and working in this dynamic growth corridor provides you plenty of opportunities in a range of growing and established industries.

As the heartland of Melbourne's multicultural community, the population of the southeast is diverse. The residents come from more than 150 different birthplaces that include Vietnam, Cambodia, Sri Lanka, England, Italy, Greece,

China, India and Bosnia. The locals are friendly and helpful, and the shops and services cater to a multitude of ethnicities.

Public transport

myki is Melbourne's ticket to travel on the city's trains, trams and buses.



International and interstate visitors coming to Victoria can buy a full fare or concession **myki** Visitor Pack from the Melbourne Visitor Centre at Federation Square or from the PTV Hub at Southern Cross Station near the corner of Spencer and Collins streets or ask at your hotel.

The **myki** visitor pack includes a durable myki smartcard pre-loaded with enough credit for one day's travel in Zone 1, which includes the entire tram network. It also includes discounts and offers at 15 of Melbourne's leading attractions, saving visitors more than \$130.

The current card price for a full fare **myki** is \$6.

You can buy a **myki**:

- Online at mymyki.com.au
- by calling 1800 800 007
- from a myki machine (full fare myki only)
- at metropolitan train stations and selected accessible tram stops and bus interchanges
- 7 Eleven stores
- at selected retailers where you see the myki sign.

Train from Dandenong Station to Melbourne CBD

Metro trains connects Dandenong to the Melbourne City and other lines. Please see link <http://www.metrotrains.com.au> for more information

For more information on Melbourne transport see link: <http://ptv.vic.gov.au/>



Facilities and resources

Lawson College premises are situated at 2/228 Lonsdale Street and 53 Walker Street, Dandenong, Melbourne Victoria. Students have easy access to Dandenong from surrounding suburbs with an excellent train and bus service. It is a 10 minute walk to the Lawson College premises from the Dandenong Railway Station with a bus stop at the rear of the premises. Lawson College premises offer the perfect study environment for all our students.



Lawson College facilities include a library/computer lab; lecture and tutorial rooms; clinical practice laboratory; tea room and student lounge. The 'common room' provides students an ideal area within the building to relax, socialise with other students and have their meals. Students also have full access to fridges, kettles, microwaves, toaster ovens and sandwich presses. This allows students to bring food from home and save money. Appropriate toilet facilities (including disabled toilet) are available in the premises.

Classrooms

All classrooms are equipped with cooling and heating facilities. Classrooms are furnished with comfortable and appropriate furniture and equipment to foster effective learning.

Computers and laptops

At Lawson College you will have full use of computers/laptops provided in the computer lab. However, we do encourage students to bring their own personal laptops. Students will be provided with a generic user name and password if they wish to use the Lawson College computers. Printing/scanning facilities are also available in the computer lab.

Library

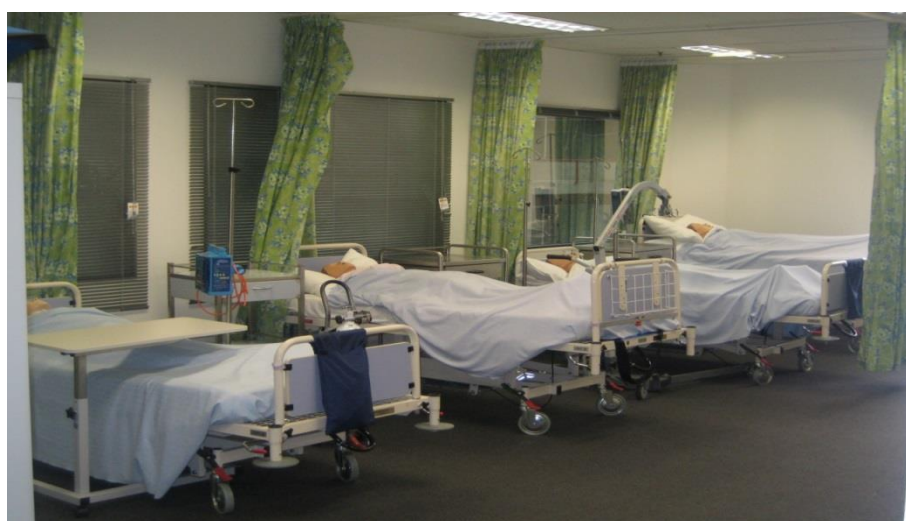
The Lawson College library is equipped with an excellent selection of textbooks. Students can borrow books, use the photocopier and the adjacent Study area for personal study.

Wireless internet

Wireless internet is available throughout the Lawson College premises. Students can obtain the free Wi-Fi access.

Clinical skills laboratory for nursing and healthcare programs

Lawson College has an excellent clinical skills training laboratory, with multiple beds and mannequins designed to simulate a contemporary hospital ward setting as well as a range of mobility aids, and equipment like IV



pumps and lines, oxygen equipment, suctioning equipment, ECG machines, cardiac monitors, dressing packs, intravenous medication (simulated) and equipment, injection equipment (needles and syringes), dressing equipment and trolleys, oral medication (simulated), urinary catheters, BP machines, and weigh scales.

Living Expenses

Living in a new city means you have to get used to the cost of living. An example of accommodation costs is outlined below. This information is intended as a **guide** only and is not an exhaustive list. More information can be found at

<http://www.studymelbourne.vic.gov.au/>

Before moving to another country it is important to know the cost of living (accommodation, food, travel etc.) Make this a major part of your planning so that you can live comfortably and within your budget while you study.

Once you arrive, local people will also be happy to help you find the best and the cheapest food, rent and other necessities.

Cost of living

As a general guide, accommodation, food, transport, clothes and expenses could cost between AUD\$20,000 – AUD\$25000 or more a year. Some prices for common items are listed here. Compare supermarkets and local markets, as quality and price can vary. Prices are in Australian dollars, are approximate only and can vary significantly.

- Renting a room: \$120-\$180 per week
- Part-time job up to 20 hours a week: \$100-\$350 per week
- Groceries: \$50-\$80 a week
- 1 packet of noodles: \$1.50
- 1 kg rice: \$3-\$4
- 1 kg fresh fruit: \$3-\$5
- 1 liter of milk: \$1-\$2.00
- Pre-paid mobile phone contract: around \$30 per month
- Transport pass, weekly, zone 1: \$30.20
- 1 liter petrol: \$1.20 - \$1.50

For further information, please check some helpful websites:

<https://liveinmelbourne.vic.gov.au/live>

www.aldi.com.au/

www.coles.com.au

www.woolworths.com.au

www.iga.net.au

<http://www.ikea.com/au/en/>

www.melbournehomestay.net

www.studentaccommodationone.com

www.homestay.com

<https://flatmate.com.au/melbourne>

www.realestate.com.au

www.domain.com.au

www.ljhooker.com.au

<http://www.punthill.com.au>

<http://www.questapartments.com.au/>

See the Live in Victoria website for detailed information on the cost of living in Melbourne and Victoria

<https://liveinmelbourne.vic.gov.au/discover>

The Department of Home Affairs (DHA) has estimated the annual financial requirements for students in Australia. Below is a **guide** on the requirements you must meet to study in Australia:

From 1 February 2018, the 12 month living cost is:

Section 1 - Prospective Student Guide - Draft

student/guardian AUD20,290

partner/spouse AUD7,100

child AUD3,040.

For further information, please check the website:

<https://www.homeaffairs.gov.au/trav/stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds>

Please visit immigrations website <http://www.homeaffairs.gov.au/> for further details.

All costs are calculated on a per annum basis and in Australian dollars. To convert to your own currency, visit <http://www.xe.com/>

The Australian Government provides information and guidance on managing your finances. You can read more at www.moneysmart.gov.au.

If you experience financial trouble while in Australia you can talk to Lawson College student support staff for assistance.

Student Support Services

Lawson College Student Support Services comprise both welfare and learning support for all enrolled students.

On arrival at the College you will be provided with a comprehensive orientation about the support services we offer, which are all available to you at no cost. Details about Student Support are also included in the section on Student Support of the pre-departure and orientation guide.

The student will have free access to Student Support Services. The teams can assist you finding your way around the Campus.

The **Welfare Support Officer** is available:

9am- 5.30pm Monday - Friday by appointment

The academic **Learning Skills Advisor** is available:

9am – 5.30pm Monday - Friday by appointment

To contact Lawson College Student support services:

Phone: 9791 2211

Email: support@lawsoncollege.edu.au

For emergency support call 0438592747.

Student safety

Lawson College has a number of processes to provide a safe and secure learning environment to all students. These include hours of operation and access to staff to assist students where required.

When travelling to and from Lawson College premises it is important to ensure your own safety at all times.

Student safety tips:

- Don't openly carry valuables, including expensive gadgets, mobile phones, laptops, etc
- find suitable and safe routes to petrol stations, shops and your local police station. Try to find routes that are well lit and busy
- avoid confrontation - it is better and safer to walk away if you are being provoked
- if you feel you are being followed, cross the street, and if you are still worried, move as quickly as possible to a public area (such as a restaurant) and then telephone for help
- at night, walk in pairs in well-lit areas and on busier streets, not dark alleyways and side-streets
- have your keys ready well before you reach the door of your car or house
- if you are going away, tell someone you trust where you are going and when you will be back
- if travelling by bus or tram at night, try not to wait alone at the bus or tram stops
- arrange for others to meet you at your home stop if you are returning late and have a long way to walk home
- if you are travelling by train at night, do not sit in an empty carriage. Try to sit near groups of people in a well-lit area
- check the time of the last train, bus or tram home to avoid being stranded at night
- avoid walking alone after getting off public transport at night. If you can, walk close to a group of people or arrange for someone to meet you.

Accommodation

Here are some useful websites to assist you in finding accommodation:

www.studymelbourne.vic.gov.au/where-to-live
www.melbournehomestay.org
www.melbournehomestay.net
www.studentaccommodationone.com
www.homestay.com
www.gumtree.com.au
<https://flatmate.com.au/melbourne>
www.realestate.com.au
www.domain.com.au
www.lihooker.com.au
<http://www.punthill.com.au>
<http://www.questapartments.com.au/>



The above websites provide housing services and practical information to help you find a suitable place to live. Consider the many accommodation options by locating practical information on various type of accommodation.

Accommodation options

- ✚ Temporary accommodation
- ✚ Rental accommodation
- ✚ Share accommodation
- ✚ Homestay (involves living with a family who provide board and the opportunity for cultural exchange)



If you wish to find out detailed information about your accommodation options before arriving, please visit the website: <https://www.studymelbourne.vic.gov.au/living-and-accommodation>

When deciding on accommodation, you might consider short-term (single night or longer) accommodation in a hotel/motel for a few nights until you settle in. Otherwise a month of **homestay**, **student accommodation** or even a **hostel** is a good temporary option. This allows you time to settle in and to look for more permanent accommodation.

At Lawson College, student support staff can also assist you to secure temporary accommodation (single night or longer) at your expense.

If you would like to use this service, you may do so by requesting and submitting the **'Accommodation booking request form'** at least 4 weeks prior to your arrival date to ensure your accommodation booking is confirmed.



Check rental property lists from real estate offices or download these from their websites. You might choose to get together with friends and rent a house or flat/apartment independently. You will probably need referrals when renting privately so make sure you arrange these in advance.

Explore different areas of Melbourne and Victoria on Live in Victoria www.liveinvictoria.vic.gov.au/living-in-victoria/melbourne-and-regional-victoria



Once you have chosen a suburb you would like to live in, use an online map to check:

- How far is the accommodation from the city, or your educational institution?
- How far is it to the [bus, tram or train](#)? Are there bike paths nearby?
- Is it within walking distance of supermarkets and shops?
- How much is the bond?
- If it's a share household, is there a regular cash collection for basic items like sugar, toilet paper and cleaning products?
- Is food shared or does everyone buy their own?
- How are domestic tasks like cleaning allocated?

Explore your options carefully by learning as much as you can about the area you are going to live in. You'll need to consider services and facilities, your budget and its convenience to getting to your place of study.

The Victorian government has initiated to provide detailed information to international students on living/ studying in Melbourne. Please visit the 'Study in Melbourne & Victoria Official Government Gateway' website at:

<http://www.studymelbourne.vic.gov.au>

<http://www.studyinaustralia.gov.au/>

<http://www.studyinaustralia.gov.au/global/live-in-australia>

Overseas Student Health Cover (OSHC)

It is mandatory for all international students to have valid overseas health insurance (OSHC) for the full period of their visa. Further assistance is available from the Student support office or alternatively you can visit the following website:

<https://oshcaustralia.com.au/en>

<http://www.medibank.com.au>

As an international student on a student visa, you must be covered by Overseas Student Health Cover (OSHC) for the duration of your studies. Lawson College uses Medibank for its OSHC.

When you apply to Lawson College you have the opportunity to purchase an OSHC policy. By accepting and paying for the OSHC policy through Lawson College you are agreeing to the terms, conditions and policies on the Medibank OSHC website. It is your responsibility to ensure that your OSHC is always paid for the duration of your student visa. The start date, end date, cost and policy type are located on your 'Letter of Offer'. Your membership details will be posted directly to Lawson College or your nominated Australian address. You will need to show your card when you visit a doctor.

Using your OSHC policy

Your OSHC policy covers you when you need to visit a doctor or go to a hospital. OSHC covers 100 per cent of the government scheduled fee. Some doctors will charge slightly more than the government scheduled fee. You will also be covered if you are treated in a public hospital. OSHC provides members with access to a 24/7 emergency phone service that offers:

- Emergency medical advice and assistance
- an interpreter where necessary
- referrals to doctors and medical centres
- access to a solicitor for general legal advice and referrals
- phone assistance to replace travel documents or passports.

To seek assistance from a doctor you will need to visit a medical clinic. There are many suitable clinics that provide general and specialist medical services located near Lawson College, Dandenong campus. At the clinic, you will need to register at reception and will be asked to provide your contact information and OSHC details. Not all medical services can be direct billed, so check with your OSHC provider for the details of your cover.

Most medical clinics require you to make an appointment to see a doctor. The advantage of making an appointment is that you will be able to see a doctor of your choice at a time that suits you.



medibank
For Better Health

SECTION 2

COURSE GUIDE

The Course Guide provides students with an overview of:

- Types of courses
- Courses offered by Lawson College
- Articulation linkages and pathways
- Tertiary education partners
- Admission and enrolment process
- International student application form
- International student checklist

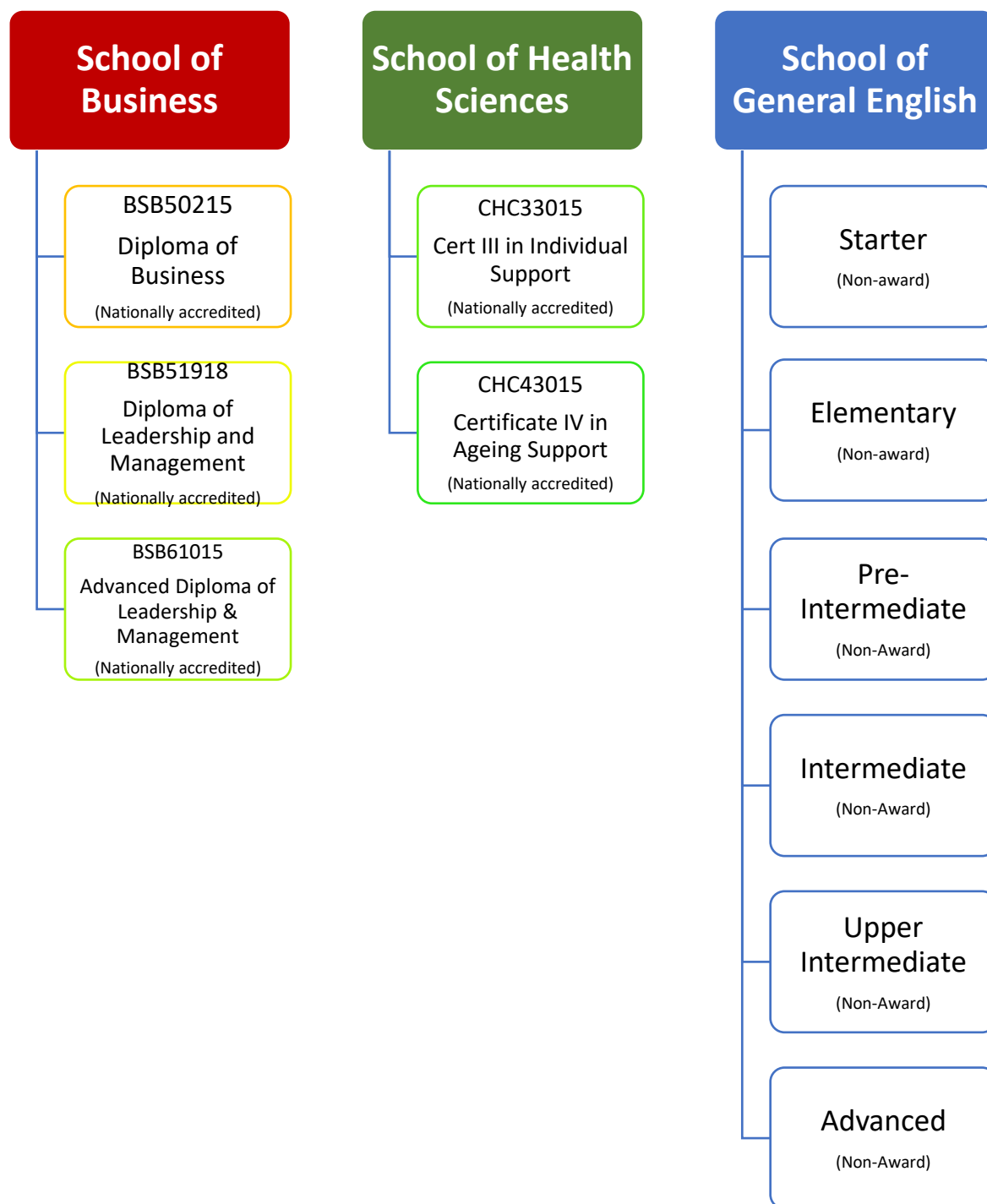


Courses offered by Lawson College

Lawson College provide students with a range of options to work towards nationally accredited VET courses and offers diverse career options in the industry. Students acquire a range of skills and knowledge to work effectively in their chosen field of work

Lawson College regularly engages with industry to conduct consultation to ensure that their courses meet industry standards

Lawson College offers the following qualifications:



091501 – ELICOS (General English)

- ✓ Starter
- ✓ Elementary
- ✓ Pre-Intermediate
- ✓ Intermediate
- ✓ Upper Intermediate
- ✓ Advanced



091501 – General English

The General English course is designed to prepare students for conversation, everyday situations and daily interactions that take place when travelling or living in an English-speaking country. Students learn and practice the four macro-skills of listening, reading, writing and speaking in an interactive environment. Levels of difficulty increase over the duration of the course to assist students to develop their skills and to be more confident and fluent in English.

Entry requirements:

Over 18 years of age

English requirement:

English Placement test

Suitable for:

Students who successfully completed the course may study other Vocational Education and Training at Lawson College Australia

Course expectations

International students must attend classes for 20 hours a week. There will also be an expectation that you complete a certain amount of independent study each week and your trainer/assessor will provide information on how much is expected.

*For further course information, please check the website:
lawsoncollege.edu.au/courses*

Total duration

10 weeks – 70 weeks including holidays

Commencement

January, April, June, September

Location

Level 2, 228 - 234 Lonsdale Street,
Dandenong, Victoria – 3175

53-59 Walker Street,
Dandenong, Victoria – 3175

Fees

AU \$250 per week

Course fees are indicative only and subject to change

CRICOS code

0101738

Training Methodology

Classroom based delivery

Assessment method:

Formative Assessment and Summative Assessment

CHC33015 - Certificate III in Individual Support
 CHC43015 - Certificate IV in Ageing Support
 EPIQ-EN - Entry Program for Internationally Qualified Nurses [Not available]



CHC33015 - Certificate III in Individual Support

Designed to equip you with the essential skills needed as personal care worker in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.. This course provides graduates with a nationally recognised qualification.

This course includes at least 120 hours work placement in an accredited residential aged care home

Suitable for professional role as:

- Aged Care Activity Worker
- Personal Care Worker

Entry requirements:

*Year 12 or equivalent
 Over 18 years of age*

English requirement:

IELTS 5.5 or equivalent

For further course information, please check the lawsoncollege.edu.au/courses



This is a nationally accredited program. Each VET accredited course is allocated a national code and is listed on the national register, training.gov.au.

<https://training.gov.au/Training/Details/CHC33015>

Course expectations

International students must attend classes for 20 hours a week. There will also be an expectation that you complete a certain amount of independent study each week and your trainer/assessor will provide information on how much is expected.

Total duration

54 weeks full-time

Commencement

January, April, June, September

Location

Level 2, 228 - 234 Lonsdale Street, Dandenong, Victoria – 3175

(TBA) 53-59 Walker Street, Dandenong, Victoria – 3175

Fees

For fee information refer

lawsoncollege.edu.au

Course fees are indicative only and subject to change

CRICOS code

094834D

Training Methodology

Classroom based delivery and at least 160 hours of Placements in Aged Care Facilities

Assessment method:

Written questions, Case studies, Role Plays, Classroom projects, Simulated Assessments, Workplace projects, Workplace Observations, Portfolio, Supervisor Report

CHC43015 - Certificate IV in Ageing Support

This course provides you with the skills and knowledge to complete specialised tasks and functions in aged services such as residential aged care, home or community based environments. As a support worker you are required to take responsibility for your own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

This course includes at least 120 hours of work placement in a residential aged care home

Successful completion of the Certificate IV in Ageing Support may lead to careers as:

- Aged Care Activity Worker
- Care Service Team Leader
- Care Supervisor (Aged Care)
- Personal Care Worker

Entry requirements:

Year 12 or equivalent
Over 18 years of age

English requirement:

IELTS 5.5 or equivalent

For further course information, please check the website:

lawsoncollege.edu.au/courses

This is a nationally accredited program. Each VET accredited course is allocated a national code and is listed on the national register, training.gov.au.

<https://training.gov.au/Training/Details/CHC43015>

Course expectations

International students must attend classes for 20 hours a week. There will also be an expectation that you complete a certain amount of independent study each week and your trainer/assessor will provide information on how much is expected.

Total duration

78 weeks full-time

Commencement

January, April, June, September

Location

Level 2, 228 - 234 Lonsdale Street,
Dandenong, Victoria – 3175
and
(TBA) 53-59 Walker Street,
Dandenong, Victoria – 3175

Fees

For fee information refer

lawsoncollege.edu.au

Course fees are indicative only and subject to change

CRICOS code

094835A

Training Methodology

Classroom based delivery and at least 120 hours of Placements in Aged Care Facilities

Assessment method:

Written questions, Case studies, Role Plays, Classroom projects, Simulated Assessments, Workplace projects, Workplace Observations, Portfolio, Supervisor Report





Entry Program for Internationally Qualified Nurses (EPIQ) [Not available]

Successful completion of the program enables eligibility to apply for registration as an enrolled nurse with the AHPRA.

www.ahpra.gov.au

Graduates may seek work in:

- The health care sector in areas such as aged care
- acute care
- rehabilitation
- mental health and community health; or
- pursue further studies subject to meeting entry requirements and any other relevant criteria.

Entry requirements:

- A valid referral letter from AHPRA to undertake a board approved course. <https://www.ahpra.gov.au>
- a certified copy of visa, passport or photo identity.
- International English Language Testing System (IELTS) examination (Academic) with a minimum score of 7 in each of the four components of listening, reading, writing and speaking or Occupational English Test (OET) with an overall pass, and with grades A or B only, in each of the four components of listening, reading, writing and speaking or current NMBA English Language Skills to the level required to meet registration standard as per the National Board. Please refer to: <http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>.
- a criminal record check from country of origin for internationally qualified nurses (translated to English) and/or Australian authorised authority, Australian Federal Police criminal record check. Please refer to <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>.
- completed 'Vaccination History Form (to be provided)'. Please check 'immunisation for health care worker' <http://www.immunise.health.gov.au> and state health department pre-placement clinical agreement requirements via <http://www.hwa.gov.au>.

Important – Overseas applicants:

- Applicants must check the AHPRA/NMBA assessment criteria prior to applying for the program
- refer to <http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx#reentry>.

English requirement:

IELTS (Academic) overall 7 with no band less than 7 or equivalent or OET band score of B in each module.

For further course information, please check the website:

lawsoncollege.edu.au/courses

Total duration
12 weeks full-time

Commencement
January, June, September

Location
Level 2, 228 - 234 Lonsdale Street,
Dandenong, Victoria – 3175
and
(TBA) 53-59 Walker Street,
Dandenong, Victoria – 3175

Fees
For fee information refer

lawsoncollege.edu.au

Course fees are indicative only and subject to change

CRICOS code
N/a

Assessment method:
Tests, labs, assignments, projects, presentations etc.

SCHOOL OF BUSINESS

BSB50215 - Diploma of Business
BSB51918 - Diploma of Leadership and Management
BSB61015 – Advanced Diploma of Leadership & Management



BSB50215- Diploma of Business

This program has been designed for individuals who are executive officers, program coordinators/consultants who may possess substantial experience in a range of settings but are looking to further develop their skills across a wide range of business functions.

Successful completion of the Diploma of Business qualifies you to work as:

- Executive officers
- Program consultants
- Program coordinators
- Manager
- Assistant Manager
- Project assistant

Entry requirements:

Year 12 or equivalent
 Over 18 years of age

English requirement:

IELTS 5.5 or equivalent



For further course information, please check the website:
lawsoncollege.edu.au/courses

This is a nationally accredited program. Each VET accredited course is allocated a national code and is listed on the national register, training.gov.au.

<https://training.gov.au/Training/Details/BSB/BSB50215>

Course expectations

International students must attend classes for 20 hours a week. There will also be an expectation that you complete a certain amount of independent study each week and your trainer/assessor will provide information on how much is expected.

Total duration
54 weeks full-time

Commencement
 January, April, June,
 September

Location
 Level 2, 228 - 234 Lonsdale Street,
 Dandenong, Victoria – 3175
 and
 (TBA) 53-59 Walker Street,
 Dandenong, Victoria – 3175

Fees
 For fee information refer

lawsoncollege.edu.au

Course fees are indicative only and subject to change

CRICOS code
088122G

Training Methodology
 Classroom

Assessment method:
 Written questions, Case studies, Role Plays,
 Projects, Presentations,

BSB51918 - Diploma of Leadership and Management

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Successful completion of the Diploma of Leadership and Management qualifies you to work as:

- Branch Manager
- Business Manager
- Production manager
- Store manager
- Team leader

Entry requirements:

Year 12 or equivalent
Over 18 years of age

English requirement:

IELTS 5.5 or equivalent

For further course information, please check the website:
lawsoncollege.edu.au/courses

This is a nationally accredited program. Each VET accredited course is allocated a national code and is listed on the national register, training.gov.au.

<https://training.gov.au/TrainingComponentFiles/BSB/BSB51918>

Course expectations

International students must attend classes for 20 hours a week. There will also be an expectation that you complete a certain amount of independent study each week and your trainer/assessor will provide information on how much is expected.

Total duration
65 weeks full-time

Commencement
January, April, June,
September

Location
Level 2, 228 - 234 Lonsdale Street,
Dandenong, Victoria – 3175
and
(TBA) 53-59 Walker Street,
Dandenong, Victoria – 3175

Fees
For fee information refer

lawsoncollege.edu.au

Course fees are indicative only and subject to change

CRICOS code
099545D

Training Methodology
Classroom

Assessment method:
Written questions, Case studies, Role Plays,
Projects, Presentations



BSB61015- Advanced Diploma of Leadership and Management

This program has been designed for individuals who are accountable for key business objectives either as in individual or as the leader of a team. It is designed for professionals who are required to apply specialised leadership and management knowledge and skills and enables them to effectively leverage their professional experience.

This program will enable you to apply creative and conceptual skills, explore ideas and respond appropriately to complex problems

Successful completion of the Advanced Diploma of Leadership and Management qualifies you to work as:

- Executive Manager
- Director
- Regional Manager
- Team Leader
- Head of Human Resources
- Senior Manager
-

Entry requirements:

Year 12 or equivalent

Over 18 years of age

English requirement:

IELTS 5.5 or equivalent



For further course information, please check the website:
lawsoncollege.edu.au/courses

This is a nationally accredited program. Each VET accredited course is allocated a national code and is listed on the national register, training.gov.au.

<https://training.gov.au/Training/Details/BSB61015>

Course expectations

International students must attend classes for 20 hours a week. There will also be an expectation that you complete a certain amount of independent study each week and your trainer/assessor will provide information on how much is expected.

Total duration
65 weeks full-time

Commencement
January, April, June,
September

Location
Level 2, 228 - 234 Lonsdale Street,
Dandenong, Victoria – 3175
and
(TBA) 53-59 Walker Street,
Dandenong, Victoria – 3175

Fees
For fee information refer

lawsoncollege.edu.au

Course fees are indicative only and subject to change

CRICOS code
095336A

Training Methodology
Classroom

Assessment method:
Written questions, Case studies, Role Plays,
Projects, Presentations

Admissions and enrolment process

Once an applicant has determined that Lawson College offers the course that will satisfy their needs and career plan, they should carefully read through the entry requirements to determine if they are eligible to apply.

For details of the entry requirements for each qualification, please refer to the Section 2-Courses Guide of this handbook.



Important note:

Students must be a minimum age of 18 years or more in order to enrol into programs offered by Lawson College Australia.

Education agents

Lawson College uses education agents to assist us in recruiting students. We have agreements with all of our Education Agents that ensure that all agents act in an ethical and honest manner, in the best interests of our key target group, international students, and to ensure that the reputation of the Australian international education sector is upheld.

A list of the education agents with whom we have an agreement is included on our web site:

<http://lawsoncollege.edu.au/applying/>

STEP 1

Complete an International Student Application Form

Once the applicant has established their eligibility for the course, they should complete the 'Application for admission and enrolment' form attached to this handbook. This is available on request or it can be downloaded from our website <http://lawsoncollege.edu.au/applying/>. The completed application form together with all supporting documents (listed in the document checklist) should be emailed to admissions@lawsoncollege.edu.au.

STEP 2

Apply for Course credit

All applicants have the opportunity to apply for course credit. Individuals can apply for course credit during the time of enrolment.

1. If a student wishes to apply for course credit they must complete the 'Course Credit Application' document with the required information (such as detailed records of their experience, employment, training, etc., which may be relevant).
2. The 'Course Credit Application form' will specify the units to be completed and students will be required to identify how they address the elements of each unit included in the Course Credit Application.
3. Once the Course Credit Application form is completed, they are required to submit this with associated evidence to the student administration. This Course Credit Application and evidence is to be assessed by an assessor and the student is to be notified of the outcome.

Students can get access to the RPL application form by sending an e-mail to admissions@lawsoncollege.edu.au. For further information on the credit transfer/RPL process please refer to RPL policy and procedure in Section 3 of this handbook.

STEP 3

Enrolment documents verification procedure

Lawson College will assess whether the student's qualifications, experience and English language proficiency meet the entry requirements for the course for which enrolment is sought. All relevant documents provided by the student will be assessed and verified by the Qualification and Admission Team. An enrolment information checklist will be completed for each application received.

STEP 4

Issuing letter of full offer [Student written agreement]

1. A letter of offer will be issued to the successful applicant, or:

2. A letter with request to provide further documents in order to meet the entry requirements will be issued to the applicant.

STEP 5

Accepting the letter of offer

On receipt of the letter of offer, the applicant must read and understand the terms and conditions of the admissions and enrolment process. If the applicant agrees with the terms and conditions of the admission and enrolment they should sign the 'Course acceptance form' as well as 'Student written agreement' which will be attached to the 'letter of offer'.

STEP 6

Confirmation of enrolment (international students only)

On receipt of the tuition fee and signed acceptance form an electronic copy of the 'Confirmation of enrolment' (CoE) will be issued for visa purposes.

Please note that on accepting the offer applicants is entering into an agreement with Lawson College. The agreement also serves to confirm the applicant's eligibility to enrol into the course.

STEP 7

Orientation day

Lawson College provides a **compulsory** orientation program for newly enrolled students prior to the commencement of each course. During orientation course registration will be completed and each student will participate in number of compulsory activities. Please follow your orientation schedule at the time of your admissions and enrolment.



YOUR RESPONSIBILITY

As an overseas student on a "Student Visa", you have responsibilities to:

- Satisfy your student visa conditions
- Maintain your OSHC for the period of your stay
- Meet the terms of the written agreement with Lawson College
- Maintain satisfactory course progress
- Follow your institution's attendance policy.



RTO:40679 | CRICOS Code: 03406J

Application Fee - AUD \$750/-(non-refundable)

INTERNATIONAL STUDENT APPLICATION FORM

Please complete all section and ensure all certified copies of your academic transcripts, English language assessments and passport are attached. Please note that Lawson College **will not** be accepting students less than 18 years of age.

SECTION 1. PERSONAL DETAILS											
Family name:				Given name:							
Preferred name:				Sex:		<input type="checkbox"/>	Male	<input type="checkbox"/>	Female		
Date of birth:				Applicant's mobile phone:							
Applicant's home phone:				Applicant's email:							
Applicant's home address:											
Are you currently studying in Australia?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, state current providers name below:			
SECTION 2. VISA DETAILS											
Passport number:			Citizenship:			Country of birth:					
Do you hold an Australian visa?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If Yes, which visa type and subclass					
Visa expiry date:		If No, which visa will you apply for: <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Business <input type="checkbox"/> Working holiday <input type="checkbox"/> Other									
Have you had a visa refusal in the past from Australia, UK, Canada, New Zealand or the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No											
Do you intend to bring spouse or children to Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many family members?											
SECTION 3. COURSE PREFERENCE											
<input type="checkbox"/> CHC43015 - Certificate IV in Ageing Support [CRICOS Code 094835A]											
<input type="checkbox"/> BSB50215 - Diploma of Business [CRICOS Code 088122G]											
<input type="checkbox"/> BSB51915 - Diploma of Leadership and Management [CRICOS Code 095631E]											
<input type="checkbox"/> BSB61015 - Advanced Diploma of Leadership and Management [CRICOS Code 095336A]											
PACKAGED COURSES											
<input type="checkbox"/> BSB50215 - Diploma of Business [CRICOS Code 088122G] + BSB51915 - Diploma of Leadership and Management [CRICOS Code 095631E] + BSB61015 - Advanced Diploma of Leadership and Management [CRICOS Code 095336A]											
<input type="checkbox"/> CHC43015 - Certificate IV in Ageing Support [CRICOS Code 094835A] + BSB51915 - Diploma of Leadership and Management [CRICOS Code 095631E] + BSB61015 - Advanced Diploma of Leadership and Management [CRICOS Code 095336A]											
If your selected course is not available, do you have any other course preference?											
Commencing intake and year:				<input type="checkbox"/>	January	<input type="checkbox"/>	April	<input type="checkbox"/>	July	<input type="checkbox"/>	October
Are you applying for Recognition of Prior Learning (RPL) or Credit Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No											

International Student Application Form – V2

SECTION 4. ENGLISH LANGUAGE PROFICIENCY									
You are required to meet one of the following English language requirements:									
<input type="checkbox"/> IELTS or equivalent (Please attach evidence)									
IELTS Test Results	Overall Band Score		Listening		Reading		Writing		Speaking
<input type="checkbox"/> English equivalency: You have studied at secondary or post-secondary level with English as level of instruction (attach evidence)									
SECTION 5. PREVIOUS QUALIFICATIONS AND EMPLOYMENT									
Are you currently studying in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If you have a current CoE from another provider, please attach a copy									
Does your course selection correspond with your academic and/or employment background?						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Attach copies of your transcripts or statements of results for senior secondary and post-secondary study. Documents not in English must be accompanied by 'certified' translations.									
ACADEMIC HISTORY:		Secondary studies	Senior secondary studies	Bachelor degree					
Name of qualification									
Year completed									
School/university									
If not completed are you awaiting results?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you have a Lawson College or other scholarship?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No					
OR EMPLOYMENT HISTORY:									
Name of employer	Position	Date							
		From	To						
You must attach evidence of your employment e.g. letter of recommendation or payslips.									
BREAKS IN EMPLOYMENT HISTORY: Please attach separate document explaining any breaks in study and employment history.									
STATEMENT OF PURPOSE									
Statement of purpose is an important part of your application as it will help you with your application for study at Lawson College and your visa application. Please think carefully about your purpose before you start this section. <u>Please attach a written statement.</u> Your statement should include, but is not restricted to the following information:									
<ul style="list-style-type: none"> • Why you are applying for the course • What benefits the course will have towards your career? • What the employment outcomes will be in your home country 									

SECTION 6. STUDENT SUPPORT SERVICES	
Do you hold Overseas Student Health Cover (OSHC)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, expiry date ()	
If No, what type of cover do you require? <input type="checkbox"/> Single <input type="checkbox"/> Dual family <input type="checkbox"/> Multi family	
Do you require airport pick-up? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need short term accommodation upon arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No
What type of accommodation do you require?	
Hostel <input type="checkbox"/>	How many nights do you want to book? _____
Hotel/motel <input type="checkbox"/>	How many nights do you want to book? _____
Homestay <input type="checkbox"/>	A minimum booking period of 4 weeks applies _____
Homestay and short-term accommodation must be requested at least 2 weeks prior to arrival. Your offer letter will include a charge for the above requested services. For more information please contact Lawson College.	
DISABILITY	
Do you have a disability, impairment or long-term medical condition which may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require support from Lawson College Australia <input type="checkbox"/> Yes <input type="checkbox"/> No	
I have attached supporting evidence to outline my requirements. <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 7. STUDENT DECLARATION		Yes	No
1.	I declare that the information submitted with this application is true and complete. I further declare that any academic results submitted are a complete record of all results I have obtained from every institution I have attended.	<input type="checkbox"/>	<input type="checkbox"/>
2.	I acknowledge that failure to disclose my academic record may result in the College revoking an offer or terminating my studies at any stage.	<input type="checkbox"/>	<input type="checkbox"/>
3.	I authorise the College to seek verification of my academic and professional qualifications, and work experience. I understand that the College reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.	<input type="checkbox"/>	<input type="checkbox"/>
4.	I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.	<input type="checkbox"/>	<input type="checkbox"/>
5.	I acknowledge that the College reserves the right to alter any course, subject, admission requirement or fee without prior notice.	<input type="checkbox"/>	<input type="checkbox"/>
6.	I understand that the personal information I have provided may be released to government agencies as required by law, I further understand that it may be disclosed to third parties for the purpose of progressing my application.	<input type="checkbox"/>	<input type="checkbox"/>
7.	I acknowledge that I have read and understand the description of the program/s that I am applying for.	<input type="checkbox"/>	<input type="checkbox"/>
8.	I authorise the College to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.	<input type="checkbox"/>	<input type="checkbox"/>
9.	I declare that I am applying to be a genuine temporary entrant to Australia and as a genuine student and that I have read and understood conditions relating to these requirements https://www.homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant	<input type="checkbox"/>	<input type="checkbox"/>
10.	I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.	<input type="checkbox"/>	<input type="checkbox"/>
11.	I declare that my signature is true and correct and matches the signature in my passport.	<input type="checkbox"/>	<input type="checkbox"/>
12.	I understand that my student visa requires me to maintain satisfactory course attendance and progress.	<input type="checkbox"/>	<input type="checkbox"/>

International Student Application Form – V2

13. I understand that my student visa requires me to remain with my provider until I complete 6 months of my principal course. Where my application contains more than one course, the principal course is the highest level of course.	<input type="checkbox"/>	<input type="checkbox"/>
14. I understand that College has rules regarding course transfer, and I may not be able to change my course/s without permission.	<input type="checkbox"/>	<input type="checkbox"/>
15. I understand that I may incur a late payment fee if I do not pay my fees by the due date/s.	<input type="checkbox"/>	<input type="checkbox"/>
16. My course selection corresponds with my academic and/or professional background and my future career path.	<input type="checkbox"/>	<input type="checkbox"/>
I (insert full name): _____ understand all of the requirements for the courses and visa application and confirm that all of the information provided is true.		
Applicant signature: _____		Date: ()

SECTION 8. AGENT DECLARATION	Yes	No
1. The applicant has been assessed as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection (DIBP).	<input type="checkbox"/>	<input type="checkbox"/>
2. The applicant is genuine in making this application and has every intention of completing all courses listed in this application.	<input type="checkbox"/>	<input type="checkbox"/>
3. Every effort has been made to verify the authenticity and validity of the documents which form part of this application	<input type="checkbox"/>	<input type="checkbox"/>
4. Where an applicant has submitted an offshore English placement test, the Agency guarantees that the test is the work of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the applicant been provided information about fees and living costs in Australia and understands their obligation. to pay their fees? Has the applicant provided evidence of funds outlined in the application form?	<input type="checkbox"/>	<input type="checkbox"/>
6. I have provided the applicant with information regarding the location of Lawson College, course information and studying in Melbourne.	<input type="checkbox"/>	<input type="checkbox"/>
Agency Name:		
Agency staff member name:		

Postal Address:
 Lawson College Australia
 P O Box 7155
 Dandenong, Victoria, 3175 Melbourne Australia
 Phone: +61 3 9791 2211
 Email : admissions@lawsoncollege.edu.au



INTERNATIONAL STUDENT CHECKLIST

Please complete all sections of your International Student Checklist and submit with the International Student Application Form.

APPLICANT'S PERSONAL DETAILS	
Family name:	Given name:
Preferred name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	Applicant's email:
Applicant's home address:	
Applicant's home phone:	Applicant's mobile phone:
APPLICANT CHECKLIST	
<input checked="" type="checkbox"/>	Please ensure you have provided the following information where applicable
<input type="checkbox"/>	International Student Application Form (all sections must be completed)
<input type="checkbox"/>	Passport copy
<input type="checkbox"/>	Visa or copy of visa grant letter (<i>if applicable</i>)
<input type="checkbox"/>	Transcripts or statements of results of your previous qualification/s
<input type="checkbox"/>	English equivalency: Evidence that you have studied at secondary or post-secondary level with English as level of instruction (<i>if applicable</i>)
<input type="checkbox"/>	IELTS or Pearson's Test of English or TOEFL or OET results
<input type="checkbox"/>	Employment history (<i>if applicable</i>)
<input type="checkbox"/>	Breaks in employment: Evidence explaining breaks in study/employment history.
<input type="checkbox"/>	Statement of purpose (you must attach a written statement)
<input type="checkbox"/>	Current CoE from another provider (<i>if applicable</i>)
<input type="checkbox"/>	Disability support: Supporting evidence to outline requirements (<i>if applicable</i>)

SUBMIT THIS STUDENT CHECKLIST WITH YOUR APPLICATION TO:

Email
admissions@lawsoncollege.edu.au
Postal Address:
Lawson College Australia
P O Box 7155
Dandenong Victoria 3175
Melbourne Australia
Phone: +61 39791 2211
Email: admissions@lawsoncollege.edu.au

International Student Application Form – V2

LAWSON COLLEGE 2020 INTAKE DATES

INTAKE 1 – January 2020

INTAKE 3 – June 2020

INTAKE 2 – April 2020

INTAKE 4 – September 2020

2020 Holidays and Term Dates

Period	Start	Finish	Length
Term 1	Tuesday, 28 January 2020	Friday, 27 March 2020	9 weeks
Term Break	Saturday, 28 March 2020	Monday, 13 April 2020	2 weeks
Term 2	Tuesday, 14 April 2020	Friday, 26 June 2020	11 weeks
Term Break	Saturday, 27 June 2020	Sunday, 12 July 2020	2 weeks
Term 3	Monday, 13 July 2020	Friday, 18 September 2020	10 weeks
Term Break	Saturday, 19 September 2020	Sunday, 4 October 2020	2 weeks
Term 4*	Monday, 5 October 2020	Friday, 18 December 2020	11 weeks
2020/2021 Term Break	Saturday, 19 December 2020	Tuesday, 26 January 2021	5 weeks & 3 days

2021 Holidays and Term Dates

Period	Start	Finish	Length
Term 1	Wednesday, 27 January 2021	Thursday, 01 April 2021	9 weeks
Term Break	Friday, 02 April 2021	Saturday, 17 April 2021	2 weeks
Term 2	Monday, 19 April 2021	Friday, 25 June 2021	11 weeks
Term Break	Saturday, 26 June 2021	Sunday, 11 July 2021	2 weeks
Term 3	Monday, 12 July 2021	Friday, 17 September 2021	10 weeks
Term Break	Saturday, 18 September 2021	Sunday, 3 October 2021	2 weeks
Term 4*	Monday, 4 October 2021	Friday, 17 December 2021	11 weeks
2020/2021 Term Break	Saturday, 18 December 2022	Tuesday, 27 January 2022	5 weeks & 3 days

Lawson

College Australia

● Education ● Future ● Success

Postal Address:

Lawson College Australia
P O Box 7155
Dandenong VIC 3175
AUSTRALIA

Location Address:

Level 2, 228-234 Lonsdale Street
Dandenong VIC 3175
AUSTRALIA

Phone: +61 3 9791 2211

Email: info@lawsoncollege.edu.au

Website: lawsoncollege.edu.au

Follow us on :



facebook.com/LawsonCollegeAustralia



[@lawsoncollege](https://twitter.com/lawsoncollege)

RTO Number: 40679

CRICOS Provider Number: 03406J

