



www.lawsoncollege.edu.au

**Domestic Student
Handbook
2021-2022**

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.

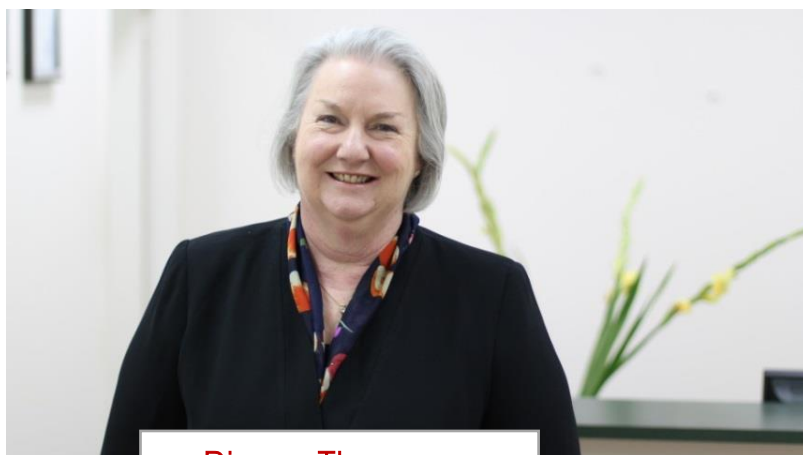
I assure you will be well prepared for work in Australia or overseas on completion of your qualification at Lawson College Australia.

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 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 Australia

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Excellent people skills | <input checked="" type="checkbox"/> Good communication and observation |
| <input checked="" type="checkbox"/> Leadership capabilities | <input checked="" type="checkbox"/> 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 Australia:

- ❖ 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 Australia 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 Australia.

Lawson College Australia is a provider of **quality education** through **innovation, collaboration, and flexibility**.

At Lawson College Australia we **maximise** student outcomes through excellent education.



Lawson College Australia offers:

- | | |
|--------------------------|--------------------------------|
| ✓ Job Ready Programs | ✓ Excellent Skills Development |
| ✓ Quality Education | ✓ Sound Governance |
| ✓ Strategic Partnerships | ✓ 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

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Introduction

Lawson College Australia 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 Australia is compliant with AQF and legislated requirements:

National Vocational Education and Training Regulator Act 2011 (NVR Act)

At Lawson College Australia 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 trainers and assessors:
 - ♦ are professional, supportive and dynamic
 - ♦ are qualified – that is, as a minimum trainer and assessors have current qualification/s 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

This Domestic Student Handbook will assist:

- Prospective students in the decision-making process to apply to Lawson College Australia by introducing the services and resources available at Lawson College Australia
- Applicants through the course selection and application process, and
- Students in the admission, enrolment and orientation process, including policy and procedures related to their study.

For more information, please view details on the website

www.lawsoncollege.edu

Lawson College Australia – Domestic Students

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 Student Handbook can be directed to: info@lawsoncollege.edu.au

Important Note

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

SECTION 1

PROSPECTIVE STUDENT GUIDE

The Prospective Student Guide provides students with an overview of:

Location
Facilities
Support services



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. 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 qualification, you can be sure that your institution is government authorised and nationally accredited, and that your AQF qualification will be genuine.

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 Australia 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 Australia?

| | |
|------------------------------|---|
| Facilities | Lawson College Australia 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. Dandenong is a crucial and dynamic business hub for Victoria and Australia. |
| Peace of mind | Our staff are committed to supporting you throughout your course to ensure you have the optimum overall experience. |
| Linkages and pathways | Lawson College Australia offers a range of vocational pathways in the Community Services and Business sectors. |

Location

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 Australia 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.

Lawson College Australia has two campuses in Dandenong:

- 2/228 Lonsdale Street, and
- 53 Walker Street

Students have easy access to Dandenong from surrounding suburbs with an excellent train and bus service. The Lawson College Australia premises are a short walk from the Dandenong Railway Station. A bus service stop is accessible at the rear of the Lonsdale Street premises.

Parking

The City of Greater Dandenong Council manages street parking and also owns and operates a number of car parks across the municipality, including four multi-deck car parks.

<https://www.greaterdandenong.vic.gov.au/parking-roads-and-transport/parking>

Parking signs in each location tell you if there is a time limit and if payment of a fee is required. The word 'ticket' on a parking sign indicates that you must buy a ticket from a ticket machine, and display it clearly on your dashboard.

Parking restrictions within the municipality are frequently reviewed to ensure that they are appropriate for access and convenience.



[lawson college australia - Bing](#)

Facilities



Lawson College Australia facilities include a library/computer lab; lecture and tutorial rooms; skills 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.

Lift access is available at Lonsdale Street premises, and ground floor training environment is available at Walker Street 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

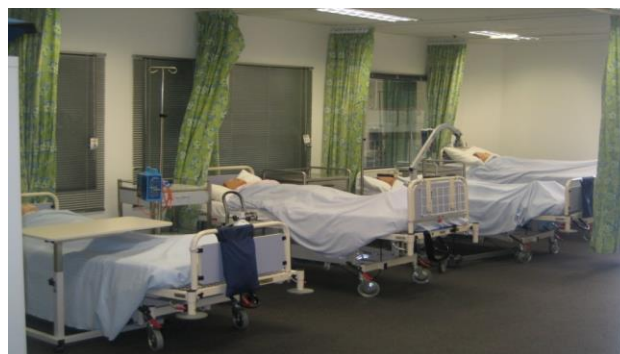
To study at Lawson College Australia, you will be required to have access to your own personal laptop computer and the internet. Internet (free Wi-Fi) services and access to generic desktop computers are available on-campus. Printing/scanning facilities are also available in the computer lab.

Library

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

Personal care skills laboratory for community services programs

Lawson College Australia has a personal care skills training laboratory, with multiple beds and mannequins designed to simulate a contemporary community services environment.



Support Services

Lawson College Australia Student Support Services comprise both welfare and learning support for all enrolled students. All students are provided with a comprehensive orientation about the support services we offer, which are all available to you at no cost.

The **Welfare Support Officer** is available:
9am- 5.30pm Monday - Friday by appointment

The **Learning Skills Advisor** is available:
9am – 5.30pm Monday - Friday by appointment

To contact Lawson College Australia Student support services:

- Phone: 9791 2211
- Email: support@lawsoncollege.edu.au
- For emergency support call 0438592747.

Safety, Health, and Wellbeing

Lawson College Australia complies with Government and Regulatory guidelines regarding safety, health and wellbeing.

Lawson College Australia 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 Australia premises it is important to ensure your own safety at all times.

In an emergency call Triple Zero 000

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.

Smoking is not permitted in Lawson College Australia premises.

Privacy

In accordance with our Privacy Policy and Procedure, we are obligated to protect the privacy and personal information of all of our students. Except as required under the Standards for Registered Training Organisations 2015, Government Contracts or by law, information about a student will not be disclosed to a third party without the consent of the student.

A copy of the Privacy Policy Statement found in the Enrolment Form or is available upon request. The Privacy Policy and Procedure is available on Lawson College Australia website.

Complaints and Appeals

Where possible non-formal attempts shall be made to resolve the issue. This may include counselling, consultations, and general mediation in relation to the complainant's issue.

When a formal complaint/ appeal has been lodged processes as per the Policy and Procedure -Complaints and Appeals.

For more information visit Student Support Services at <https://lawsoncollege.edu.au/student-services/>



SECTION 2

Lawson College Australia Programs Information

The Course Guide provides students with an overview of:

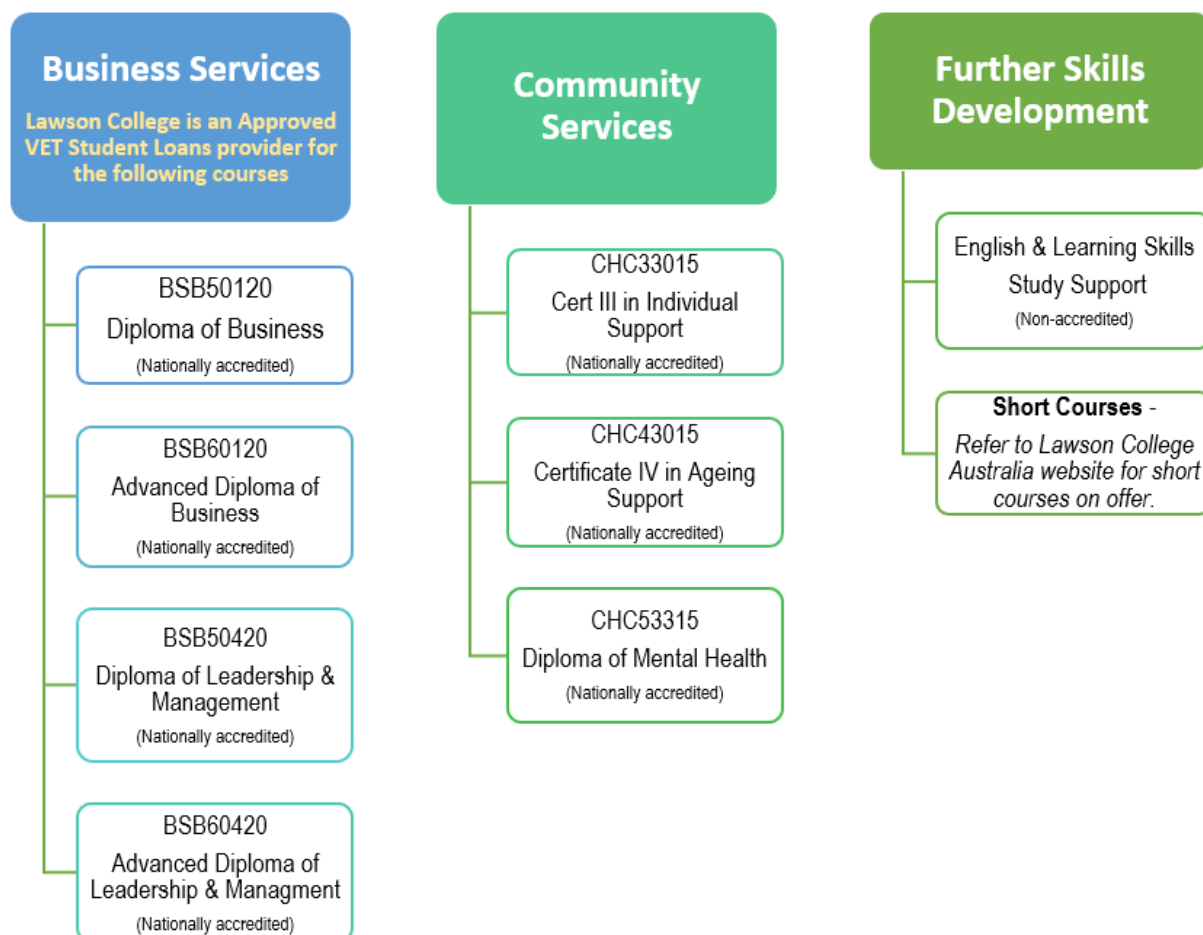
- Programs offered at Lawson College Australia
- VET Student Loan eligible programs and eligibility
- Enrolment information



Lawson College Australia Programs

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

Lawson College Australia offers the following qualifications:



Competency-Based Training and Assessment Process

Competency-based training is an approach to vocational education and training that places prominence on what a person can do in the workplace as a result of completing a training program and ensures that vocational education and training programs better meet the needs of Australia's workplace needs. Delivery of training occurs before assessment, to ensure understanding of the skills and knowledge required to undertake certain work roles. Assessment is the process of collecting evidence and making judgments on whether competency has been achieved and confirm that an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed industry or enterprise competency standards.

Assessments at Lawson College Australia require students to complete a variety of assessment tasks, for example, but not limited to, written questions and other written tasks such as reports, projects, presentations and where applicable, practical demonstrations.

Where a student has undertaken an assessment and it has been marked as NYC (Not Yet Competent), they are permitted re-assessment, as per Lawson College Australia's Policy and Procedures. If they are deemed NYC after re-assessment a student may re-enrol into that unit/ subject. Fees and charges will apply.

VET Student Loans Information

For detailed information about VET Student Loans (VSL) in Australia visit the following websites:

<https://www.studyassist.gov.au/vet-students/vet-student-loans>

<https://www.dese.gov.au/vet-student-loans>

<https://www.dese.gov.au/vet-student-loans/vet-information-students>

<https://www.dese.gov.au/vet-student-loans/vet-information-students/information-vet-student-loans-students>

The VET Student Loans (VSL) program assists eligible students pay tuition fees (up to a capped amount) for approved higher-level (diploma and above) vocational education and training (VET) courses, when studying at VET Student Loans approved course providers.

VSLs are only available for approved courses at the diploma level and above. *This means that you cannot get a VSL for a Certificate IV level course or below.*

There is a limit to how much you can borrow, called the 'loan cap'. The loan cap amount is different depending on the course you study.

Some providers may offer courses that cost more than the loan cap. In these cases, students must pay the difference between the course cost and the loan cap.

You repay that loan through the tax system when your income exceeds a repayment threshold determined by the Australian Government.

The Australian Tax Office will calculate your compulsory payments each year and collect these payments until the whole debt has been repaid.

Depending on your income, the VET Student Loan can result in a reduction of your take-home pay and borrowing capacity.

Students should seek independent financial advice before committing to the VET student loan.

To remain eligible for the VSL scheme:

- your course must continue to remain on the approved list of VSL courses.
- you must confirm your engagement and progression online when requested to by the government, otherwise, you may cease being eligible for a VSL.

If you do not meet the eligibility requirements you will not be able to access a VET Student Loan but you will still be able to study in your course if you meet the course entry requirements and pay your tuition and other applicable fees.

What is covered by VSL

VET Student Loans (VSL) can be used to cover tuition fees only. Other fees, e.g., student services fees, material fees, tours or excursions, are not covered.

For most courses, the VET Student Loans (VSL) cap will not fully cover the tuition fees for the entire course. You will be required to pay any tuition fee above the loan cap as it becomes due. You will also be required to pay any other non-tuition fees (excursions, uniforms, etc) before you can commence study.

Loan Fee

There is a loan fee for Full-Fee Paying/Fee For Service students calculated at 20% of the loan amount which is added to the loan balance.

If the Department of Education and Training removes your course from the list of eligible courses, the remainder of tuition fees for the rest of your course will no longer be covered.

The Department of Education and Training sets a limit on the total amount of student loans allowed for each education provider and this limit may not cover all eligible student loans.

Eligibility for a VSL

Individuals are eligible for a VET Student Loan if they:

- are enrolled in a VET Student Loans approved course offered by a VET Student Loans provider
- meet citizenship/residency requirements
- have an available HELP balance of more than \$0 (that is, have sufficient HELP balance remaining)
- meet student entry requirements.

Eligibility – Australian citizenship

- Evidence of Australian citizenship
 - Documentation that is acceptable:
 - Current passport
 - Birth Certificate (pre 20/08/1986)
 - For students born after 20/08/1986, if their Australian birth certificate shows one of their parents was born in Australia (before 20/08/1986), this is sufficient for citizenship eligibility for VSL purposes.
 - Citizenship Certificate
 - To be noted, Medicare care and/or Drivers Licence *is not* sufficient to prove citizenship status.

Eligibility – other citizenship

- New Zealand Special Category Visa (SCV) holders
 - Usually been resident in Australia for at least 10 years,
 - Were a dependent child when first began residency in Australia,
 - Have been in Australia for periods totalling eight years during the previous 10 years, and
 - Been in Australia for periods totalling 18 months during the previous two years.
 - *To be noted: If the first time a NZ citizen came to Australia was at the age of 19, they will not be eligible for VSL.*
- Permanent Humanitarian Visa holders
- *To be noted, Permanent Residents are not eligible for VSL.*

To see if you are likely to meet the eligibility requirements, you can visit the MySkills, *Financial Assistance* website at: <https://www.myskills.gov.au/more/financial-assistance?ExpandTab=31006> and use the *Vet Student Loans Eligibility Tool* and *VET Student Loans Calculator*.

Detailed information about all aspects of VET Student Loans can be accessed from the Australian Government, Department of Education, Skills and Employment - Information for VET Student Loans Students, at <https://www.dese.gov.au/vet-student-loans/vet-information-students/information-vet-student-loans-students>

Tax File Number

When you apply for a VET Student Loan you need to provide your Tax File Number (TFN) because repayments of your loan are made through the tax system. If you don't have a TFN you must apply to the Australian Taxation Office (ATO) for a TFN. It is best to have your TFN before you enrol to ensure you can access a loan for your studies.

See VET Student Loan approved programs at Lawson College Australia
<https://lawsoncollege.edu.au/courses/business/>

ENROLMENT PROCESS

Once an applicant has determined that Lawson College Australia 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.

Eligibility requirements apply for VET Student Loans – see information on the Lawson College Australia Website.

Prospective Students should access the following web link to check their eligibility.

<https://www.dese.gov.au/vet-student-loans>



STEP 1

Complete an Enrolment Form – Domestic Student

Once the applicant has established their eligibility for the course, they should complete the enrolment process. A form is available on request, or it can be downloaded from our website <http://lawsoncollege.edu.au/applying/>.

The completed enrolment form together with all supporting documents 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 Australia will assess whether the student's meets 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

Confirmation of enrolment

STEP 7

Orientation day

Lawson College Australia 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.

Lawson

College Australia

● Education ● Future ● Success

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