



Lawson

College Australia

www.lawsoncollege.edu.au

International

Prospective
Student Guide
2023

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.

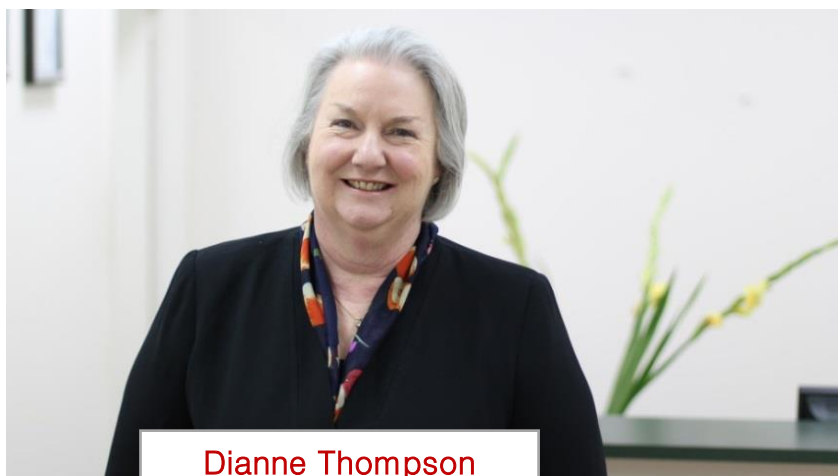
I assure you will be well prepared for work in Australia or overseas on completion of your qualification at Lawson College Australia.

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 Australia 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.



Why Choose Lawson College Australia

- ✓ 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 Programs

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.

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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://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

See also, *The ESOS Journey for International Students* at <https://www.aveta.edu.au/wp-content/uploads/2020/11/ESOS-2020.pdf>

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 lecturers/teachers/trainers:
 - ◆ are professional, supportive and dynamic
 - ◆ are qualified – that is, as a minimum trainers 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 Prospective Student Guide 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**]. Please note, Section 3. Pre-Departure and Orientation Guide is a separate publication which is accessible at:
<https://lawsoncollege.edu.au/orientation/>



At Lawson College Australia we encourage out prospective and/or current students to make informed decisions about their studies. Lawson College Australia has published policies, Frequently Asked Questions (FAQs), Fact Sheets, on our website.

Policies relating to international students

The following Lawson College Australia policies can be accessed via: <http://lawsoncollege.edu.au/international-student-policies/>

- Policy and Procedure – Privacy
- Policy and Procedure – Tuition Fee
- Policy and Procedure - Refund
- Policy and Procedure - Overseas Student Transfers
- Policy and Procedure - Student Support Services
- Policy and Procedure - Deferring suspending or cancelling overseas student's enrolment
- Policy - Critical Incident
- Policy and Procedure - Complaints and Appeals
- Policy - Course Credit
- Policy and Procedure - Overseas Student Visa requirements - Course Progress, attendance & extending course duration
- Policy – Scholarship and Reward
- Policy and Procedure – Non-commencement of Studies

Frequently Asked Questions (FAQs)

Frequently Asked Questions (**FAQs**) topics are accessed via, <https://lawsoncollege.edu.au/faqs/> and covers topic areas relating to:

- About Lawson College Australia (LCA)
- Application Process
- Orientation and Arrival
- Accommodation and Airport Transfer
- Overseas Student Health Cover (OSHC)
- Payment
- My Study Plans

Lawson College Australia Fact Sheets

Lawson College Australia **Fact Sheets** can be accessed via, <https://lawsoncollege.edu.au/fact-sheets/> and cover the following topics.

- Transfer
- Providing Feedback
- Attendance
- Issuance of Qualifications
- Complaints and Appeals
- Opting Out
- Principal Course
- Letter of Offer
- Scholarship

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 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 Australia
- Location
- Public transport
- Premises and facilities
- Living in Melbourne
- Student support services
- Accommodation
- Overseas Student Health Cover (OSHC)



Prospective Students

School education (Primary and Secondary)

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

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.



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.

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, and safe environment.

Confidence

Our courses provide you with practical skills to enter the workforce or to continue studying with confidence.

Lifestyle

Our campuses are 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 staff are committed to supporting you throughout your course to ensure you have the optimum overall experience.

Linkages and pathways

Southern Cross University (SCU) are offering a range of vocational linkages and pathways in the Health Science, Accounting and Business streams.

***OET Test Venue**



Lawson College Australia 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 Australia.*



Location

Lawson College Australia is located in Victoria, Australia.

Our State

City

Campus

Victoria

Melbourne

Dandenong

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 one of the world's most liveable cities!

You've heard of Melbourne, but are you ready to experience all Melbourne has to offer? Get ready by visiting [About Melbourne - City of Melbourne](#).

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, Philippines, 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.



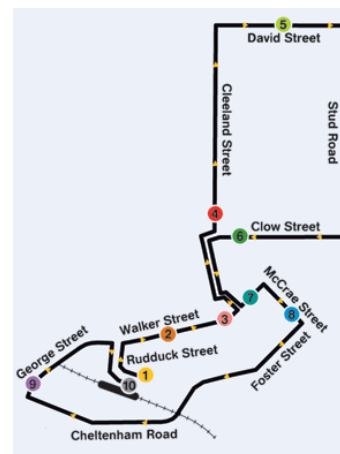
International and interstate visitors coming to Victoria can buy a full fare or concession **myki** Visitor Pack from the Melbourne Visitor Centre at Federation Square or from the PTV Hub at Southern Cross Station near the corner of Spencer and Collins streets or ask at your hotel.

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.

Visit [Metropolitan fares - Public Transport Victoria \(ptv.vic.gov.au\)](http://ptv.vic.gov.au) for current pricing

You can buy a **myki**:

- Online at [Buy a myki and top up - Public Transport Victoria \(ptv.vic.gov.au\)](http://ptv.vic.gov.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.



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



Facilities and Resources

Lawson College Australia 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 Australia premises from the Dandenong Railway Station with a bus stop at the rear of the premises. Lawson College Australia premises offer the perfect study environment for all our students.



Lawson College Australia facilities include a library/computer lab; lecture and tutorial rooms; clinical practice/ simulation 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. Toilet/washroom 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 Australia you will have full use of computers provided in the computer lab. However, we do expect students to bring their own personal laptops. Our student administration contact and communication, and our Student Learning Management system is compatible with the operating systems common in Australia. Students will be provided with a generic username and password if they wish to use the Lawson College Australia computers. Printing/scanning facilities are also available in the computer lab.

Lawson College Australia utilises the Student Learning Management system Moodle and facilitates training through the use of face-to-face classes and Cloud Learning @ Lawson.

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. Many relevant texts can be sourced in the City of Greater Dandenong library which is located within an easy two-minute walk from both campuses.

Wireless internet

Wireless internet is available throughout the Lawson College Australia premises.

Students can obtain the free Wi-Fi access.

Skills laboratory for relevant Community Services courses.

Lawson College has an excellent skills training/ simulation laboratory, with multiple beds and mannequins designed to simulate contemporary community service settings as well as a range of resources, aids and equipment which is used in the community services industry, and especially the Aged Care and Support sector.

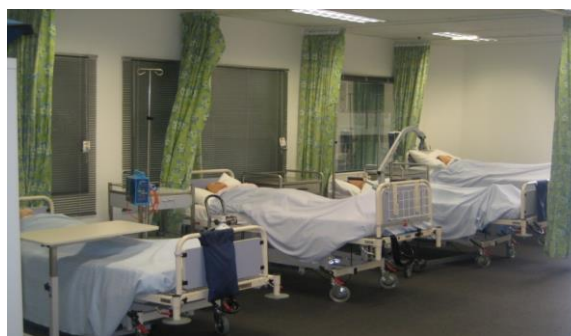


Image displays Skills laboratory at Lawson College Australia

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: <https://www.studymelbourne.vic.gov.au/money-and-budgeting/the-cost-of-living-in-victoria>

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 litre of milk: \$1-\$2.50
- 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) estimated the annual financial requirements [Living costs] for students in Australia. Below is a **guide** on the requirements you must meet to study in Australia:

Living costs

12-month living costs are:

- for students or guardians - AUD21,041
- for partners coming with you - AUD7,362
- for a child coming with you - AUD3,152

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo>

Please visit the Department of Home Affairs 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 Australia student support staff.



Student Support Services

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

On arrival at Lawson College Australia, 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 3 (separate guide) 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 Australia Student support services:

Phone: 9791 2211

Email: support@lawsoncollege.edu.au

For emergency support call 0438592747.

Student Safety

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.

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:

<https://www.studymelbourne.vic.gov.au>
<https://www.studymelbourne.vic.gov.au/living-and-accommodation/where-to-live>
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



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)

At Lawson College Australia, 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.

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/where-to-live>



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.



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 is 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** provides detailed information to international students about living and studying in Melbourne.

Please visit the '**Study in Melbourne & Victoria Official Government Gateway**' website at:

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

and

Living in Australia information at:

<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>

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 Australia uses Medibank for its OSHC.
<http://www.medibank.com.au>

When you apply to Lawson College Australia 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 Australia 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 Australia, 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.



SECTION 2

COURSE GUIDE

The Course Guide provides students with an overview of:

- Types of courses
- Courses offered by Lawson College
- Admission and enrolment process
- Intake dates



Courses offered by Lawson College Australia

Lawson College Australia 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 Australia regularly engages with industry to conduct consultation to ensure that their courses meet industry standards. Lawson College Australia offers courses in areas of Business, Leadership and Management, Community Services, Early Childhood Education and Care, and General English.

For more detailed information about courses offered at Lawson College Australia visit <https://lawsoncollege.edu.au>.



Admissions and 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. Please also read the **FAQs and Fact Sheets** on the Lawson College Australia website at: <https://lawsoncollege.edu.au>.



For information about entry requirements for each qualification, please refer to the Section 2-Courses Guide of this handbook and Lawson College Australia website at: <https://lawsoncollege.edu.au>.

Important note:

Students must be a minimum age of 18 years or more in order to enrol into programs offered by Lawson College Australia. Some courses have additional entry requirements.

Education agents

Lawson College Australia may at times use education agents to assist 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 (if applicable) 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' which can be downloaded from the Lawson College Australia website at: <http://lawsoncollege.edu.au/applying/>, or on request by contacting Lawson College Australia at admissions@lawsoncollege.edu.au.

Follow all the instructions to complete the application process. These can be found at: <http://lawsoncollege.edu.au/applying/>

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 (a separate guidebook).

STEP 3 Enrolment Documents Verification

Lawson College Australia 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 Letter of Offer [Student Written Agreement] Issuance

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

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 Australia. The agreement also serves to confirm the applicant's eligibility to enrol into the course.

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.



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 Letter of Offer with Lawson College Australia
- Maintain satisfactory course progress
- Follow your institution's attendance policy.

LAWSON COLLEGE AUSTRALIA COURSE INTAKE

Lawson College Australia has Course Intakes in January, April, July, and October each year.



Lawson

College Australia

● Education ● Future ● Success

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