About Us

Australasian Lawrence Aged Care College, Pty Ltd
Trading as ALACC Health College, Australia

Background

ALACC is a Vocational Education and Training (VET) College located in the Northern Suburbs of Melbourne in Preston. Our campus is easily accessible by public transport, and is well equipped with learning facilities, including classrooms, a state-of-the-art nursing simulation lab and a student area with library services.

Vision

Our vision is to provide high-quality training, flexible and innovative education to students in a sustainable environment; and to be one of the top Vocational Educational Training (VET) institutions of choice for students in a specialised field of study.

Culture

We understand that our students have different educational, professional and cultural backgrounds. Consequently, we offer a friendly and multicultural atmosphere. Our staff are fully qualified and take an interest in each student's experience, aptitude and learning style.

Values

We are committed to provide a flexible and innovative education and training with the nationally recognised and accredited courses that we offer. ALACC aims to provide quality vocational and education training to international and domestic students through highly qualified and experienced staff.

Contact Us

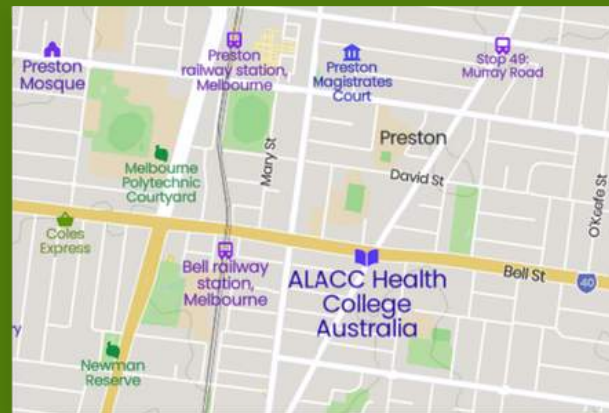189 Plenty Rd, (@ Bell St) Preston VIC 3072

+61 3 9480 4445
+61 3 9484 5081
info@alacchealth.edu.au

ALACC Health College
AUSTRALIA

Our Campus

TRAIN /TRAM / BUS	STOP
Mernda Line	Bell Station
Tram No. 86	83	11	112	Stop 44 or 45
Bus 513	552	Plenty Rd/Bell St

Get the CITYMAPPER App (Melbourne City)

Pioneer in Aged Care Health

Student Prospectus 2023

ALAAC statement of expectations:

- ✓ committed to serving the public interest;
- ✓ responsive to the meeting the workforce and the needs of the community;
- ✓ accountable and transparent;
- ✓ committed to providing services with integrity

Contents Page

This Document Provides Information about:

1. International students (including offshore-online international students);

2. Domestic students (including Government/VET funded students);

3. Australian Lawrence Aged Care College Pty Ltd. (ALACC);

4. Nationally recognised training courses available at ALACC, and;

5. Other relevant information regarding your potential studies at ALACC.

Things To Ask Yourself

1. Are you an International Student?
   - If yes, are you onshore or offshore?
   - If not, are you a Domestic (Local) student?

2. What are the required documents?
3. Do I meet all the minimum requirements?
4. How to apply for Letter of Offer?
5. How to apply for a Student Visa?
6. How to get your Confirmation of Enrolment?
7. Do I qualify for Credit Transfers or RPL?
8. Am I sure of the Course Fees and Costs?
9. Am I aware of the total process timeline?
10. Have I read all policies and Student Guides?

ALACC Philosophy

ALACC aims to provide quality vocational and education training to international and domestic students through highly qualified and experienced staff in the areas of:

- Aged Care *(in high demand)
- Nursing
- Disability
- Dental
- Mental Health
- Pathology
- Early Childhood Education and Care
- Leadership and Management
- Health and Safety
- Quality Auditing
- English, ELICOS,
- Community Services
- First Aid
- Leisure and Health
- Infection Control
- Medication
- Manual Handling

Director & CEO's Message

Dr Janet Lawrence
Ed.D., FACN CEO/Director of Studies

Welcome to ALACC !

"*It is an extraordinary time to be a healthcare professional as the demand for qualified healthcare professionals in Australia has never been more significant.*

At ALACC we are strive to create an educational environment that fosters excellence and equips our students with the skills and tools they need to meet industry needs.

Whether you are a current or future student, or someone just looking for more information on our courses, I hope you will take the time to explore our website and discover how ALACC can help open a world of career opportunities for you in healthcare, early childhood, community and business services."

"*Australasian Lawrence Aged Care College, trading as ALACC Health College Australia, (ALACC) specialises in aged care, health care, nursing, early childhood and home care, disability, mental health, and business studies, early childhood and education, quality auditing, work health and safety. We are aware of the fact that one of Australia's most significant challenges today is its growing and aging population.*

Many people require support for their health care, and disability conditions and our staff are ready to provide the educational requirements for carers working in aged care, community, mental health, nursing and early childhood.

ALACC is a proven way to change or promote your career, improve your knowledge of your current industry, or use our courses to start a new job in the aged, nursing, community, disability and allied health, early childhood, pathology, and business industries.

We offer flexible, innovative training that fits in with the way you learn best. Our programs are innovative, stimulating and targeted so that students achieve maximum outcomes.
Our classes are small to get to know the teachers individually. We understand leaving your home to study in Melbourne can be daunting. Our student support services and panel of experts, results in high completion rates. One-on-one support in the English language is also available to help you understand your course readings and writing.

You will have the best of both worlds in education and training, with face-to-face lectures, online learning and support, and practical placements to hone your skills and augment the theoretical knowledge base acquired at ALACC.

Additionally, through interaction with students and staff from different nationalities, you will develop a range of skills such as English language, communication, leadership, problem-solving, teamwork, and innovation.

I trust you will join our college and, by doing so, ultimately be able to venture forth, confident in the knowledge that you can improve and maintain the quality of life of our citizens, making this world a better place. On behalf of our entire team, I look forward to meeting and working with you in whatever capacity you may require."

Janet

Why Choose ALACC?

We offer a professional, tailored learning experience, from Certificate to Advanced Diploma levels to all our students, with quality training facilities, and fully equipped labs.

We are committed to providing diverse courses in healthcare services with supportive and respectful staff.

We provide a safe and healthy environment for all, at better competitive fees

We are networked with Community Service Providers, Aged Care Facilities and Hospitals

We offer a friendly and multicultural atmosphere; taking great care in looking after international students and helping them to adapt in Aus.

Both International Students and Domestic Students (if required) are to arrange their accommodation for the duration of their studies.

Off-campus student accommodation is the available walking distance from the college at Bell City. Based just 20 minutes from the CBD, fantastic facilities close at hand, you can find the perfect balance between study and having fun.

Home Stay link for more information **https://www.melbournehomestay.org/**

Code Of Practice

Student Information: We ensure practices conform to Privacy Legislation requirements and that all staff are aware of their responsibilities regarding confidentiality of student information. ALACC will be required from time to time to share Students' Personal Information with Government or other bodies as needed.

Click Here to Read Privacy Policy

Complaints and Appeals: We have an accessible Complaints, and Appeals Policy and Procedure which ensure all complaints and appeals are dealt with in a timely and fair manner.

Click Here for Complaints and Appeal Policy

Provision of Information: Information is provided before enrolment and course commencement. This information includes course structure, fees, pre-requisites, enrolment processes, course outlines and vocational outcomes, assessment methods and timetable with dates of lectures and assessments, clinical placements if required in the course and opportunities for recognition and student support and provision for special needs. A thorough orientation is provided before commencing the course.

Click Here for Orientation Policy

Access and Equity: We are committed to an inclusive approach to the development, conduct and evaluation of training programs. A demonstrated commitment to these equity principles and practices is a core responsibility for all those involved in education and training.

Click Here for Access and Equity Policy

Anti-Discrimination and Harassment: We are committed to ensuring that all staff and students have the right to work and learn in an environment where they are treated with dignity and respect and are free from all forms of discrimination or harassment.

Click Here for Learners Rights

Legislative Compliance: We provide training and work environment that complies with all relevant federal and state legislation including Equal Opportunity, Work Health and Safety, Disability Standards, Privacy, Anti-Discrimination and Fair Work requirements. Training and assessments.

Click Here for Legislations

Records management: We have systems in place to assure record and data management enable students' access to documents and information within a stated timeframe. Accurate statistical information will be provided to relevant organisations as required. We implement USI requirements per Government policy.

Recognition: We ensure that all students have access to information regarding opportunities for recognition including Recognition of Prior to Learning and Credit Transfer. Procedures and forms are in place to provide any application for recognition are assessed in a timely and supportive manner. See separate recognition policy, procedures and forms.

Professional Staff: We employ trainers and assessors with relevant and current qualifications and industry experience. Systems of performance management are implemented to evaluate teaching and assessment quality. We review ongoing professional development needs to ensure contemporary relevance of skills and knowledge.

Qualifications Issuance: We implement systems to ensure that Qualifications and Statements of Attainment are issued within the legislated timeframe after a competency decision has been made.

International agents: International agents help recruit enrolments for ALACC. However, ALACC does not allow other RTO providers to conduct its training and assessment.

International Students

Why Australia?

Become Innovative & Creative
Australian education providers have re-engineered their approaches to teaching and learning to inspire thought-leading creativity among students in every discipline.

Extensive Student Support
Education providers must comply with strict quality control and government accreditation measures so you can be assured you will receive only the best service.

Work Flexibility
You can work up to 20 hours per week during the semester and full-time during the semester break.

Safe Spaces and Places
Australian cities have some of the lowest crime rates in the world, and our streets and public spaces are open and safe. There are also many options for accommodation such as student villages, homestays, and sharehouses.

Onshore International Students

Suppose you have applied to ALACC, and are currently onshore as an International Student; in that case, you may be required to attend an informal interview with the Course Program Coordinator and/or CEO/Director of Studies or Delegate, who will determine the suitability of the course you have applied for. If you are an International Student to apply for a course at ALACC, you must complete the Application Form:

www.alacchealth.edu.au/apply-now/

If you are not an Australian citizen, Australian permanent resident, New Zealand citizen, or holder of a permanent resident humanitarian visa, you are an international student.
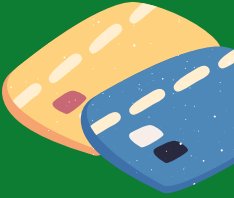
Required Documents

Please provide the documentation such as:

· **Copy of visa**

· **Copy passport**

· **Copy of English language tests**

· **Copy of high school results**

· **And other documents in the application**

Pre Training Review

After the issue of the USI, you must complete a literacy, language, numeracy test & form to:

- Identify any competencies previously acquired such as RPL, Recognition of Current Competency and Credit Transfer.
- Ascertain the most suitable course and qualification for you to enrol in.

For more information, please refer to:
www.alacchealth.edu.au/9pre-training-review-policy.html

International Students

Visa Requirements

As an Onshore International Student, you must satisfy your student visa conditions:

- **Maintain Overseas Student Health Cover (OSHC) for the duration of your time in Australia as an international student.**

- **Meeting the terms of the written agreement with ALACC, including paying your fees on time.**

- **Informing ALACC if you change your contact details and home address.**

- **Satisfactory course progress, including meeting attendance requirements.**

- **Pay all your tuition fees and charges within the timeframe.**

Student Support Services

Please read the Student Support Services Guide PDF document by clicking the link below :

https://www.alacchealth.edu.au/student-support-services/

English Proficiency

English language skills are assessed following our English Proficiency Policy

www.alacchealth.edu.au/5english-language-proficiency

Each course has its IELTS requirement, you will be advised to enrol in an English ELICOS course for some time until you can demonstrate the required IELTS score.

ANMAC English Requirements (For Applications)

Applicants must achieve a minimum overall score of 65 AND a minimum score of 65 in each of the 4 communicative skills - listening, reading, writing, and speaking.

Test of English as a Foreign Language (**TOEFL**) iBT. ANMAC accepts test results that are up to 2 years old. You only must pass 1 of these tests, not all of them. Refer to FAQ on What English language test does ANMAC accept at:

https://www.anmac.org.au/what-english-language-test-does-anmac-accept

Offshore Students

How To Apply For A Course:
Please complete the form below
https://www.alacchealth.edu.au/international-student-enrolment-form.html),

and provide the following supplementary documentation:

- **Certified copies of your Passport;**

- **English as medium of instruction;**

- **Evidence of Completion of the required Diploma/Highest Level of Education as outlined in item 2.2 of this Prospectus;**

- **Only original or pdf certified copies are accepted.**

Offshore online courses unless there is a practical component to be done onshore – no visa required.

Admission Eligibility Requirements

Country	Diploma/Highest level of education	Certificates
Australia	Completion of VCE (or interstate equivalent for Year 12) or Pre-requisite Certificate qualifications	Year 11 or previous certificate qualifications
Brunei	Two passes in GCE 'A' Levels	4 GCE 'O' Levels – 'D' grade or higher.
China	National Senior High School Graduation Examination	Equivalent to Matriculation Examination
Hong Kong	Form 6 or equivalent	Form 5 or equivalent
India	10 + 2 minimum of 50% average	10 + 1 minimum of 50% average
Indonesia	SMU 3	SMU 2
Japan	Kotogako/Upper Secondary School Certificate/Junior College/5 years Technical College	Chugakko/Lower Secondary School Certificate
Vietnam	Year 12	Year 11

immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/genuine-temporary-entrant

Kenya	KCSE 'C' average or 'A' Levels	KCSE pass or 'O' Levels
Malaysia	Two passes in STPM	4 SPM 'D' grade or higher
Mauritius	Two passes in GCE 'A' Levels	GCE 'O' Levels – 'D' grade or higher
Myanmar	Minimum completed two years at Professional or Senior Technical College	Basic Education High School Matriculation – 45% or higher
Philippines	High School Diploma	High School Diploma
Pakistan	Completion of Senior School Certification – average 50% or higher	Completion of School Certification – an average of 55% or higher
Singapore	Two passes in GCE 'A' Levels	4 GCE 'O' Levels – 'D' grade or higher
South America	Equivalent to Australian Year 12 or certificates	Equivalent to Australian Year 11 or certificates
Sri Lanka	Two passes in GCE 'A' Levels	4 GCE 'O' Levels – 'D' grade or higher
Taiwan	Senior High School or Senior Vocational School or Junior College	Senior High School 2nd Year
Thailand	Mayor 6 or Certificate in Vocational Education	Mayor 5 or Certificate in Vocational Education

The table outlines the minimum level of qualifications you must hold to be admitted into courses offered by ALACC.

Practical Clinical Placements

Some of our courses require Clinical Practical Placement units. The number of hours or weeks of Clinical Practical Placement will depend on the individual course programs and the industry requirements. Where you are required to gain Clinical Practical Placement, ALACC will arrange the Clinical Practical Placement.

In some instances, you may request to complete your Practical Clinical Placement at a place of your choosing. We must approve all Practical Clinical Placement, and we must have an Agreement with the Provider before any Practical Clinical Placement commences.

For more information, you should refer to our Clinical Placement Policy (**https://www.alacchealth.edu.au/2 clinical-placement.htm**).

Course Progress Policy for International Students

Satisfactory course progress and attendance is a condition of your student visa. We will monitor your progress following our policies and procedures. Providing distance delivery options to students can result in a different set of support and progression requirements to ensure students are able to progress at the rate required to develop the required skills and knowledge. ALACC ensures the support provided meets the needs of individual students to maintain student satisfaction and encourage successful completion. Ensure that students are aware of how they can seek the required support – whether that be through the trainer directly or through helpdesk support so they can be proactive in accessing the support. Students with poor course progress will be counselled, and an intervention plan will be developed to help the student remain on track for their studies.

(**https://www.alacchealth.edu.au/polici es-and-procedures/**)

How To Confirm Your Enrolment

To confirm your enrolment, after returning the completed agreement with supporting documentation, you must pay the initial deposit (in Australian dollars) as outlined in the *Conditional Letter of Offer*.

Once your payment is received, ALACC will issue you a Confirmation of Enrolment required for your student visa application.

Suppose you have not already applied for a student visa at the time of application to ALAAC. In that case, we advise you to apply for a student visa as soon as you receive a *Confirmation of Enrolment* from us.

For more information on Australian student visa's, please visit the Department of Home Affairs website (**https://immi.homeaffairs.gov.au/ visas/getting-a-visa/visa-finder**).

Overseas Health Cover (OSHC)

You must hold Overseas Student Health Cover (OSHC) for the entire duration of your time in Australia under a student visa for you (and, if applicable, any dependents). This means you need to purchase OSHC and keep your policy up to date whilst you are in Australia and holding a student visa.

OSHC assists international students to meet the costs of medical and hospital care they may need while in Australia. OSHC also includes ambulance cover and limited pharmaceuticals.

You will have to provide documentary evidence of your OSHC before obtaining a student visa. You are expected to arrange your OSHC. More information can be accessed at (**https://www.privatehealth.gov.au/ health_insurance/overseas/oversea s_student_health_cover.htm**)

Course Fees & Costs

Relevant fees for our courses are outlined and explained in our Fees Policy on our website: (https://www.alacchealth.edu.au/6fees-policy.html) and in the Student Course Handbook.

Recognition of Prior Learning (RPL)

ALACC offers Recognition of Prior Learning (RPL) i.e., a process that assesses your competency acquired through formal and informal learning—to determine if you meet the requirements for a unit of study.

- Records of completed training;
- Assessment items;
- Assessment records;
- Declarations from your employer, and/or;
- Copy of your student transcript records.

[*There is a cost of $250, if you apply for a unit of RPL*]

Successful Applications

If your application is successful, we will issue you a *Conditional Letter of Offer* and a *Written Agreement*. To accept your offer, you must complete and sign those documents and return it with all supporting documentation to ALACC.

On receipt of your signed *Conditional Letter of Offer* and *Written Agreement* and all supporting documentation, we will issue you with your *Confirmation of Enrolment*. After you arrive in Australia, you must complete a local enrolment form that has a link to obtain a Unique Student Identifier ("USI"). The USI is required to commence your course.

Required Documents For RPL Includes:

Credit Transfers

Credit transfer is offered for a unit of competency or module, and not for a qualification. Units of competency are not assigned an AQF level. Where a student has been found competent in a unit of competency, they have demonstrated they have met all requirements of that unit.

A student may complete a unit of competency as part of a qualification, and then seek to have that unit recognised in another qualification that may be of a different AQF level. Providing the qualification packaging rules allow it, a RTO must accept and provide credit to the student for that unit of competency. We will recognise these units by giving you a direct credit transfer, and you will not be required to undertake the units.

For more information on how ALACC assesses applications for RPL or Credit Transfer before admission, please refer to our Course Credits Transfer and Recognition of Prior Learning Policy (https://www.alacchealth.edu.au/4ctrpl.html).

Domestic Students

You are a Domestic Student if you are an Australian citizen, Australian permanent resident, New Zealand citizen, or an Australian permanent resident humanitarian visa holder.

If you don't hold one of the above visas or citizenships, you will apply as an international student.

How To Apply For A Course:
Please complete the form below (**https://www.alacchealth.edu.au/apply-now/**)

and provide the following supplementary documentation:

- **Proof of ID (Passport, Driving Licence); and**

- **Evidence of completion of Year 11 or Year 12, or any further education if applicable).**

Pre-Training Review

After issuance of your USI, you must complete a literacy, language, and numeracy test.
Then you must fill in the pre-training review form and attend a Pre-Training Review to:

- Identify any competencies previously acquired such as RPL, Recognition of Current Competency and Credit Transfer.
- Ascertain the most suitable course and qualification for you to enrol in, including consideration of the likely employment outcomes from the development of new competencies and skills; and
- Ensure that the proposed learning strategies and materials are appropriate for the student.

For more information, please refer to our Pre-training Review Policy (**https://www.alacchealth.edu.au/9pre-training-review-policy.html**).

Unique Student Identifier

All students in Australia (both International and Domestic) must obtain a Unique Student Identifier (USI) to get any Certificates or Statements of Attainment.

ALACC requires you to have a USI before enrolling.

A USI can be attained by visiting the following website -

(**https://www.usi.gov.au/your-usi/create-usi.**)

ALACC Policies and Procedures

For more information on ALACC's policies and procedures, you should refer to our website - (**https://www.alacchealth.edu.au/policies-and-procedures.html.**)

As a student, you must understand and comply with all ALACC policies and procedures.

Courses From Certificate To Advanced Diploma Levels:

Community Services

Early Childhood Education & Care

CHC30121
Certificate III in Early Childhood Education and Care

CHC50121
Diploma of Early Childhood Education and Care

CHC52021
Diploma of Community Services

Aged Care / Ageing Support

CHC43015
Certificate IV in Ageing Support

CHC43415
Certificate IV in Leisure and Health

CHC33021
Certificate III in Individual Support (Combined: Aged Care and Disability)

CHC33021
Certificate III in Individual Support (Disability)

Mental Health

CHC43315
Certificate IV in Mental Health

CHC53315
Diploma of Mental Health

CHC62015
Advanced Diploma of Community Sector Management

Courses From Certificate To Advanced Diploma Levels:

Health Services

HLT33115
Certificate III in Health Services Assistance

HLT37215
Certificate III in Pathology Collection

Dental Assisting

HLT35021
Certificate III in Dental Assisting

HLT45021
Certificate IV in Dental Assisting

Nursing

HLT64121
Advanced Diploma of Nursing

Courses From Certificate To Advanced Diploma Levels:

Business Services

BSB40520

Certificate IV in Leadership and Management

BSB50420

Diploma of Leadership and Management

BSB60420

Advanced Diploma of Leadership and Management

Auditing

BSB50920

Diploma of Quality Auditing

Work, Health & Safety

BSB41419

Certificate IV in Work Health and Safety

BSB51319

Diploma of Work Health and Safety

Approved Courses

ALAAC has been approved by the Australian Skills Qualification Authority (*ASQA*), the national regulator for Vocational Education and Training (*VET*) in Australia, to deliver the following courses. More information regarding entry requirements and course outlines can be accessed on our website at:

https://www.alacchealth.edu.au/list-of-courses.html

ALACC offers some of its courses from Certificate to Advanced Diploma level of education, which prepares you to enter the Workforce.

Education Services for Overseas Students (ESOS) Act 2000

ESOS Act List

ALACC is bound by the ESOS Act and ESOS Framework. Its policies, practices guide the operations of ALACC Health College, Australia.

ESOS Standard 1: Marketing information and practices Policy

ALACC upholds the integrity and reputation of Australia's education industry by ensuring the marketing of its courses and services is not false or misleading and is consistent with Australian Consumer Law. ALACC ensures the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered the name, and registration number will be in all written and online materials. ALACC ensuresthat marketing of its education and training servicesis professional, accurateand maintains the integrity and reputation of the industry.

ALACC provides that the information included in all marketing information is precise, current and accurate. ALACC is aware of the need to provide precise, current and accurate information about our RTO and its performance and the training and assessment offered. We understand that by implementing ethical and factual marketing information across all marketing products, it allows students to make informed choices. We will honour all commitments made in marketing materials or promotions. We will also ensure that when the NRT logo is used to promote and certify National Vocational Education, it complies with Standards for Registered Training Organisations 2015.

Click Here to Read: **ESOS Standard 1 – Marketing information and Practices Policy**

ESOS Standard 2: Recruitment of an overseas student

ALACC must recruit responsibly and ensure that overseas students are appropriately qualified for the: course they are seeking to enrol in. Overseas students must be provided with sufficient information to enablethem to make informed decisionsabout studying with their chosenregistered provider ALACC: makes a range of current, comprehensive and plain English information available and easily accessible to assist students in making informed decisions, including on course details; tuition and non-tuition fees; ensures overseas students have sufficient English language proficiency, educational qualifications and/or work experience to enrol in the course the student has chosen; and has a policy and process for assessing and recording recognition of prior learning (RPL), and grants students RPL and/or course credit.

Click Here to Read: **ESOS Standard 2 – Recruitment of an overseas student**

ESOS Act List

ESOS Standard 3: Written Agreements

ALACC is committed to having the obligations and rights of the overseas student and ALACC explicitly set out in a formal written agreement between the two parties. ALACC: has a written agreement with overseas students, or intending overseas students, it enrols that meets the requirements of the National Code and the Education Services for Overseas Students Act 2000; ensures the written agreement is signed or otherwise accepted by the overseas student; includes information in the written agreement about: course details, prerequisites and conditions on enrolment (if applicable), fees, refunds, cancellation policies, complaints and appeals processes; and informs overseas students of required information.

Click Here to Read: **ESOS Standard 3 – Written Agreements**

ESOS Standard 4: Education Agents

ALACC values education agents as an essential part of the international education sector in Australia. ALACC will ensure that our education agents act ethically, honestly and in the best interest of overseas students and uphold the reputation of Australia's international education sector.

ALACC has a written agreement with each education agent we engage with; enters and maintain education agent details in Provider Registration and International Student Management System (PRISMS). It ensures education agents have appropriate knowledge and understanding of the Australian International Education and Training Agent Code of Ethics; requires agents act honestly and in good faith; takes immediate corrective action, or terminates a relationship if an agent (or an employee or subcontractor) is not complying with the National Code; and does not accept overseas students from an education agent if it knows or suspects that the education agent is engaging in unethical recruitment processes.

Click Here to Read: **ESOS Standard 4 – Education Agents**

ESOS Standard 5: Younger Overseas Students

ALACC does not accept any overseas students under the age of 18.
Click Here to Read: **ESOS Standard 5 – Younger overseas students**

ESOS Standard 6: Student Support Services

ALACC is committed to its Overseas students by providing individual support services as they are living and studying in an unfamiliar environment. ALACC will be responsible for providing access to specific services to ensure the mental and physical wellbeing of its overseas students. ALACC will: give overseas students information on, or access to, an orientation program about living and studying in Australia, including information about safety on campus and while living in Australia; offer reasonable support to overseas students, irrespective of their place or mode of study, at no additional cost to the overseas student; have a critical incident management policy; and ensure there are sufficient staff, in addition to academic staff, to support and advise overseas students who request assistance.

Click Here to Read: **ESOS Standard 6 – Student support services**

ESOS Act List

ESOS Standard 7: Overseas Student Transfers

ALACC will not knowingly enrol an overseas student wishing to transfer from another registered provider's course before the overseas student completing six months of their principal course of study, except in certain circumstances. For the school sector, a transfer cannot happen until after the first six months of the first registered school sector course. As the principal course of study is the final courseof study coveredby the overseas student's visa, transfer requirements apply to all courses of study covered by the visa.

Click Here to Read **ESOS Standard 7 – Overseas student transfers**

ESOS Standard 8: Overseas student visa requirements

ALACC Overseas students must make satisfactory course progress and, attendance is a condition of their student visa. However, ALACC does not report failure to meet attendance requirements, An overseas student will be reported if the student fails to meet the requirements of course progress.

ALACC will continue to monitor the overseas student's course progress and attendance and identify and offer support to those at risk of not meeting course progress and/or the required attendance levels; only extend the duration of an overseas student's enrolment in certain circumstances and advise them of potential impacts on their student visa. ALACC will deliver online learning in accordance with the online learning requirements for their sector.

Click Here to Read: **ESOS Standard 8: Overseas student visa requirements**

ESOS Standard 9: Deferring, suspending or cancelling the overseas student's enrolment.

An overseas student's enrolment can be deferred, suspended or cancelled. This may be initiated by either the overseas student for compassionate and compelling circumstances, or the registered provider for an overseas student's breach of visa conditions, failure to pay fees, misbehaviour, or other state listed in ALACC's policy. ALACC will manage the enrolment of overseas students and maintain up-to-date enrolment information in the Provider Registration and International Student Management System (PRISMS) database.

ALACC will have a documented process for assessing, approving and recording a deferment, suspension or cancellation of study and notify the overseas student in writing of the intention to suspend or cancel their enrolment. Inform the overseas student to seek advice from the Department of Home Affairs on the potential impact on their visa if enrolment has been deferred, suspended or cancelled. Not let a suspension or cancellation take effect until the overseas student has been given a chance to complete an internal appeals process, unless their health or wellbeing, or the welfare of others, is likely to be at risk.

If a student intends to leave Australia while studying at ALACC, the student must EMAIL, the CEO/Director of Study and fill in the Suspension/Deferment of studies form. If the student wishes to suspend his or her studies, it is necessary to establish compelling and compassionate circumstances. No administration staff or trainer/nurse educator will advise a student that a suspension has been approved unless they have written information from the student, and the suspension is approved by the CEO/Director of Studies.

Refer to ALACC **ESOS Standard 9 – Deferring, suspension or cancelling the overseas student's visa**
REFER HERE FOR : DEFERMENT FORM

ESOS Act List

Cancelling an Enrolment or Withdrawing from Training

Cancellation of enrolments or intention to withdraw from training must be made in writing using jot form; the form automatically comes to the CEO/Director of Studies. You may be required to attend an interview to understand why you want your enrolment cancelled so that we can ensure we have done everything to help you. At the end of the day if all fails your request will be respected. Requests for refunds must also be in writing. (For further details on refunds refer to the Fee and Refunds section)

Student Misbehaviour

Students should be aware that ALACC has the right to suspend or cancel the enrolment of a student for misbehaviour. Misbehaviour includes-

Where a student has not, or is unable to meet, an 80% attendance level in a study period. A study period is 26 weeks. Where a student has found to be cheating within the meaning of the Plagiarism policy as set out in the Policies and Procedures Manual. Where fees, more than $500, are due and payable by a student for more than 14 days.

Swearing, fighting, aggressive behaviour and abusive language, whether to other students, staff members, or any other person at the ALACC premises. Conduct that is discriminatory and threatening based on religion, culture, race, sexual differences, age, disability, or socio-economic status, whether to other students, staff members, or any other person at the ALACC premises. Refer to the Anti-discrimination, sexual harassment, and Bulling policies.

Unless the matter involves the misbehaviour of a student, ALACC will only defer, suspend or cancel a student's enrolment if requested to do so by the student or because ALACC is required to do so under the ESOS ACT and the National Code 2007

ESOS Standard 10: Complaints and Appeals

ALACC has an internal complaint handling and appeals process in place. Professional, timely, inexpensive and documented complaints handling and appeals processes ensure that grievance between overseas students and ALACC can be heard and addressed.

Refer to Policy 3:
Complaints and Appeals Policy
Refer to ALACC **ESOS Standard 10 – Complaints and appeals**

ALACC will implement documented internal complaints handling and appeals policy and process; advises an overseas student within 10 working days of their right to access an external appeals process and provide contact details, if the overseas student is not satisfied with the outcome of the internal complaints and appeals process; and immediately implement any decision or recommendation in favour of the overseas student through the internal or external appeals process. ALACC understands its obligation to protect the rights of students and is committed to managing and responding to allegations involving the conduct of our marketing, administration and training and assessment processes, trainers, assessors or other staff or students and third parties who deliver or market or recruit on our behalf. All complaints and Appeals will be treated as an opportunity for improvement and will contribute to our Quality Assurance systems.

We also understand our obligation to manage requests for a review of decisions, including assessment decisions made by ourselves. Student includes an applicant whose enrolment was unsuccessful.

ESOS Act List 🎏

ESOS Standard 11: Additional registration requirements

ALACC meet the criteria for Commonwealth Register of Institutions and **Courses for Overseas Students (CRICOS)** registration. Only full-time courses are registered on CRICOS.

ALACC ensures the ESOS agency approved has up-to-date information on specific aspects of the College's operations and any registered courses. ALACC seeks approval from the ESOS agency or designated State authority to register only a fulltime course; submit any proposed changes to the registration of courses to its ESOS agency for approval at least 30 days prior to the date the amendments will commence; and undertake an independent external audit during their period of CRICOS registration in respect to an application for re-registration. Refer to ALACC policy on Students (CRICOS) registration.

Only full-time courses are registered on CRICOS - **ESOS Standard 11 – Additional registration requirements.**

Student Accommodation

Off-campus student accommodation is the available walking distance from the college at Campus Melbourne. Based in the heart of Melbourne's vibrant inner north, close to universities and just 3 mins walk away, with quiet and privacy when you need it, and fantastic facilities close at hand, you can find the perfect balance between study and having fun.
https://www.campusmelbourne.com/

1. Refer to Home Stay link for more information
https://www.melbournehomestay.org/

2. Homestay & Tour Group Specialists
http://www.student-accommodation.com.au/

3. Move-in ready student accommodation at: **https://togethercoliving.com/**

4. Housing and Renting, please refer to Consumer Affairs your rights.
https://www.consumer.vic.gov.au/renting

ALACC Website & Policies

ALACC has a Website, and Policies and Procedures that will guide you through some of the processes that apply to you as a student in ALACC. Please take the time to go through these policies. You are free to provide feedback on every page by filling in the box 'Was this page helpful?' Please enter your feedback and provide your details in case the IT person may need to contact you for clarification if needed to understand your request if needed.

ALACC website:
www.alacchealth.edu.au

Your feedback is valuable. If any information is unclear or require improvements, please complete the feedback form at the bottom of every webpage by filling in the box 'Was this page helpful?'

All Policies and Procedures

Student specific policies and forms can be accessed from the student portal. If you need help please ask reception/admin to help you.
Please refer here:
https://www.alacchealth.edu.au/policies-and-procedures/

COVID-19 Post-Pandemic

There may be elements of your course which will be impacted by the COVID-19 pandemic and Commonwealth and State government directions.

For further information regarding student visas during the COVID-19 pandemic, you should seek independent advice and contact the Department of Home Affairs:

 www.homeaffairs.gov.au

Other Policies and Procedures

Our Policies and Procedures guide our operations and determine how we conduct our services and business. Copies can be accessed on our website or request from the office. The Complaints and Appeals Policy and Form are included below. Please always refer to the most recent policies on ALACC's website, or ALACC's notice board at the College, in case there are any changes are made during the time you are training with us. Please click here for ALACC Policies: (*https://www.alacchealth.edu.au/policies-and-procedures.html*)

ESOS Policies include:

·ESOS Standard 1 – Marketing information and Practices Policy
·ESOS Standard 2 – Recruitment of an overseas student
·ESOS Standard 3 – Written Agreements
·ESOS Standard 4 – Education Agents
·ESOS Standard 5 – Younger overseas students
·ESOS Standard 6 – Student support services
·ESOS Standard 7 – Overseas student transfers
·ESOS Standard 8 – Overseas student requirements
·ESOS Standard 9 – Deferring, suspension or cancelling the overseas student's visa
·ESOS Standard 10 – Complaints and appeals
·ESOS Standard 11 – Additional registration requirements.

ALACC Policies include:

- Access and Equity Policy
- Affirmative Action for Aboriginals
- Assessment policy
- Anti-Discrimination and Harassment Policy
- Clinical placement policy
- Completion of the expected duration
- Course Completions
- Course entry requirements
- Course credits transfer (CT) and (RPL)
- Course Transition Policy
- Clinical Placement Policy
- Clinical workbooks
- Consumer Protection Policy
- Critical incident
- Clinical placement
- English language proficiency
- Fees policy
- Fee payments
- Grievance Policy

- Immunisation policy
- Industry consultation
- Infection Control
- IT Policy
- Learners' rights and ALACC Responsibilities
- Logo Policy
- Legislation Policy
- Marketing Policy
- Other fees & charges
- Plagiarism & Collusion
- Pre-training review Policy
- Privacy Policy
- Police checks
- Refunds
- Student access records
- Student behaviour and conduct
- Students with disabilities
- Student orientation
- Student course handbook

- Student Nursing Registration Policy
- Student safety and security measures
- Student selection and enrolment policy
- Student identification policy
- Risk assessment and minimisation of risk
- Unique student identifier (USI) policy
- Qualifications Issuance Policy
- Quality Continuous Improvement Policy
- Recognition Policy
- Record Keeping Policy
- Refund policy
- Training and Assessments Policy
- Transfer & Release Policy
- Teach out procedure
- USI Policy
- Workplace Health and Safety Policy
- Working with children checks

All The Best!

VSL Policies include:

- Application for Course
- Cancellation
- Census
- Complaints & Appeals
- Fit & Proper Person Requirements
- Grievance
- Handling of Information
- Insurance Policies
- Language, Literacy & Numeracy
- Marketing that mentions VET Student loans
- No victimisation or discrimination of students seeking review
- Re-crediting of fee help balance
- Refunds
- Tuition protection
- Withdrawals

The VET Student Loans is a loan program that helps eligible students enrolled in higher level vocational education and training courses at approved course providers pay their tuition fees. Access to a VET Student Loan is approved by the Australian Government Department of Education and Training

The VET Student Loan (VSL) program commenced on 1 January 2017 and provides support for students to access Vocational Education and Training (VET) that meets workplace needs in areas of national skills priority and improves their employment outcomes; protecting students and taxpayers; and ensuring integrity to Australia's VET system and the reputation of quality training providers.

More information can be found by clicking on this link to the governmental website:

- https://www.dewr.gov.au/vet-student-loans/vet-student-loans-compliance

ALACC has also provided information, which can be found by clicking on this link to the our website:

- https://www.alacchealth.edu.au/?s=VSL

You may download the VSL Booklet PDF by clicking on this link to the our website:

- https://www.dewr.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet

Let me take this opportunity to wish you all the best in the course you chose.

Your goal is our goal! We care about your progress and success in your studies.

We will work with you to achieve the qualification in your area of study at ALACC.

Dr Janet Lawrence
Ed.D., FACN CEO/Director of Studies

Janet

*END OF DOCUMENT *