

LATROBE COLLEGE OF ART AND DESIGN

Student Handbook

CONTENTS

- 1.0 COURSE INFORMATION**
 - 1.1 CUA51115 DVA - DIPLOMA OF VISUAL ARTS
 - 1.2 CUA50715 DGD - DIPLOMA OF GRAPHIC DESIGN
 - 1.3 CUA60715 ADVA - ADVANCED DIPLOMA OF VISUAL ART
 - 1.4 CUA50915 DPPI – DIPLOMA OF PHOTOGRAPHY & PHOTO IMAGING
 - 1.5 STUDENT FEES
 - 1.6 COLLEGE LOCATION
 - 1.7 EXPECTED MODE OF DELIVERY

- 2.0 STUDENT ENROLMENT**
 - 2.1 APPLICATION
 - 2.2 SELECTION
 - 2.3 OFFERS & ENROLMENT
 - 2.4 STUDENTS UNDER 18 YEARS
 - 2.5 VET STUDENT LOANS
 - 2.6 DOMESTIC, NON VSL STUDENTS
 - 2.7 METHODS OF PAYMENT OF TUITION FEES
 - 2.8 STUDENT FEES ASSURANCE
 - 2.9 CONTINUING STUDENTS RE-ENROLMENT
 - 2.10 CENSUS DATE (VET STUDENT LOANS)
 - 2.11 ORIENTATION
 - 2.12 OTHER CHARGES IN ADDITION TO COURSE FEES
 - 2.13 STUDENT CARDS
 - 2.14 REPLACEMENT OF CERTIFICATES
 - 2.15 LIBRARY
 - 2.16 STATIONERY & EQUIPMENT
 - 2.17 PRINTING & COMPUTER USE
 - 2.18 USI NUMBER FOR DOMESTIC STUDENTS
 - 2.19 PROVIDING SECURE CERTIFICATION

- 3.0 WITHDRAWAL, DEFERRING, SUSPENDING, CHANGING AN ENROLMENT**
 - 3.1 WITHDRAWAL
 - 3.2 DEFERRAL OF ENROLMENT
 - 3.3 SUSPENSION OF ENROLMENT
 - 3.4 CHANGES TO ENROLMENT
 - 3.5 TRANSFERRING BETWEEN PROVIDERS

- 4.0 REFUNDS**
 - 5.0 PRIVACY OF INFORMATION
 - 5.1 STUDENTS RECORDS
 - 5.2 THIRD PARTY ARRANGEMENTS
 - 5.3 MANAGING TRANSITION FROM SUPERSEDED QUALIFICATIONS

- 6.0 PROVISION FOR LEARNING, LANGUAGE, AND NUMERACY SUPPORT**
 - 6.1 STUDENT SUPPORT
 - 6.2 WELFARE AND GUIDANCE SERVICES
 - 6.3 STUDENT PROGRESS
 - 6.4 ACCESS AND EQUITY
 - 6.5 COLLEGE & STUDENT'S RIGHTS & OBLIGATIONS

- 7.0 LEGAL /HEALTH AND EMERGENCY SERVICES**
 - 7.1 CRITICAL INCIDENTS

- 8.0 FLEXIBLE LEARNING AND ASSESSMENT**
 - 8.1 ASSESSMENT POLICIES
 - 8.2 PRESENTATION OF PROJECT WORK
 - 8.3 ASSESSMENT & RE-ASSESSMENT
 - 8.4 CONDITIONAL ASSESSMENT POLICIES
 - 8.5 MONITORING COURSE PROGRESS & INTERVENTION

- 9.0 COMPLAINTS AND APPEALS PROCEDURES**
 - 9.1 STUDENT PROGRESS DISCIPLINARY PROCEDURE
 - 9.2 STUDENT REMAINS ENROLLED

- 10.0 RPL - RECOGNITION OF PRIOR LEARNING**
 - 10.1 RPL APPLICATIONS
 - 10.2 CREDIT TRANSFER & APPLICATION

- 11.0 COLLEGE**
 - 11.1 CHANGE OF ADDRESS or MANAGMENT

- 12.0 ARTICULATION INTO UNIVERSITY COURSES**

- 13.0 INFORMATION ON RELEVANT LEGISLATION**

1.0 COURSE INFORMATION

1.1 CUA51115 DIPLOMA OF VISUAL ARTS - on campus, 1 year FT, equivalent PT

1st Year (Diploma Visual Art)		
Unit of Study	Competency Code	Competency Unit
STUDIO ART & IDEAS A	7. CUAACD513	MAKE MIXED MEDIA ARTWORKS
STUDIO ART & IDEAS W STUDIO ART & IDEAS S	2. CUAPPR501	REALISE A BODY OF CREATIVE WORK
	3. CUAPPR502	DEVELOP OWN SUSTAINABLE PROFESSIONAL PRACTICE
	10. CUAEVP403	INSTALL AND DISMANTLE EXHIBITION ELEMENTS
	4. CUAPPR503	PRESENT A BODY OF OWN CREATIVE WORK
DRAW & MIXED MEDIA LAYERS	1. CUAACD501	REFINE DRAWING AND OTHER VISUAL REPRESENTATION TOOLS
PAINTING METHODS A PAINTING METHODS S	12. CUAPAI401	EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
	8. CUAPAI501	REFINE PAINTING TECHNIQUES
PAINTING METHODS W	5. CUAPPR505	ESTABLISH AND MAINTAIN SAFE CREATIVE PRACTICE
AH 20 TH CENTURY AH POSTMODERNISM	6. CUARES503	ANALYSE CULTURAL HISTORY AND THEORY
	11. CUARES502	CRITIQUE CULTURE WORKS
DIG & MOVING IMAGE W DIG & MOVING IMAGE S	9. CUADIG509	INVESTIGATE TECHNOLOGIES TO PRODUCE DIGITAL ART
ADD FOR ART STREAM		
DRAW & MIXED MEDIA LINE DRAW & MIXED MEDIA LIGHT	13. CUAACD502	CREATE OBSERVATIONAL DRAWINGS
SCULP & INSTALLATION A SCULP & INSTALLATION W	14. CUASCU501	REFINE SCULPTURAL TECHNIQUES
	15. CUAACD402	EXPERIMENT WITH MOULDING & CASTING TECHNIQUES
ADD FOR PHOTOGRAPHY STREAM		
IMAGE CAPTURE	Alt 13. CUAPHI501	APPLY VISUAL COMMUNICATION THEORY TO PHOTO IMAGING PRACTICE
MAKING PHOTOGRAPHS	Alt 14. CUAPHI401	CAPTURE IMAGES IN RESPONSE TO A BRIEF
DESCRIPTIVE & EMOTIVE LIGHT	ALT 15. CUAPHI503	EXPLORE THE DESCRIPTIVE AND EMOTIVE NATURE OF PHOTO LIGHTING
SEEING COLOUR	ALT 16. CUAPHI513	EMPLOY COLOUR MANAGEMENT IN A DIGITAL IMAGING WORKPLACE
EXCHANGE FOR ONE DRAWING TRIMESTER STUDY UNIT		
New York or Venice can be exchanged for ONE of Drawing A, Drawing W or Drawing S		See above

1.2 CUA60715 ADVANCED DIPLOMA OF VISUAL ART - on campus, 2 years FT Or 1 year if the student has previously completed a CUA51115 DIPLOMA OF VISUAL ARTS .

The ADVA requires students to have completed a Diploma of Visual Art. The following Units of Competency are minimum pre-requisites to enter ADVA qualification.

2nd Year (Advanced Diploma Visual Art)		
Minimum units of competency prerequisite to enter the ADVA	CUAPPR505	ESTABLISH AND MAINTAIN SAFE CREATIVE PRACTICE
	CUAEVP403	INSTALL AND DISMANTLE EXHIBITION ELEMENTS
	CUAPAI401	EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
EXTEND DRAW CONSTRUCTION EXTEND DRAW PERCEPTION EXTEND DRAW INVENTION	3. CUAACD601	EXTEND PROF EXPERTISE WITH DRAW & OTH VISUAL REP TOOLS
ART PRACTICE & THEORY A ART PRACTICE & THEORY W ART PRACTICE & THEORY S	1. BSBCRT601	RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY
	2. CUAPPR603	ENGAGE IN THE BUSINESS OF CREATIVE PRACTICE
	7. CUARES602	EXTEND CULTURAL RESEARCH EXPERTISE
STUDIO EXHIBITION PROJECT A STUDIO EXHIBITION PROJECT W STUDIO EXHIBITION PROJECT S PLUS Independent Studio A, W, S	4. CUAPPR601	ORIGINATE A BODY OF INDEPENDENT CREATIVE WORK
	6. CUAPPR604	PUBLICLY PRESENT A BODY OF OWN CREATIVE WORK
	8. CUAPPR605	EVOLVE IDEAS FOR PROFESSIONAL CREATIVE WORK
	9. CUAPPR606	EXTEND EXPERTISE IN A SPECIALISED ART FORM TO PROF LEVEL
ADD FOR ART STREAM		
EXTENDED PAINTING MANIPULATION A EXTENDED PAINTING FIGURE W EXTENDED PAINTING REALISTION S	11. CUAPAI502	INVESTIGATE PAINTING MATERIALS & PROCESSES
ADD FOR PHOTOGRAPHY STREAM		
PHOTOMEDIA	ALT 14. CUAACD512	WORK WITH PHOTOMEDIA IN CREATIVE PRACTICE
PHOTOGRAPHY PROJECT	ALT 13. CUAPHI504	EMPLOY SPECIALISED IMAGING TECHNOLOGIES
BEYOND IMAGE CAPTURE	ALT 11. CUAPHI511	MAKE ILLUSTRATIVE PHOTO IMAGES FOR PUBLICATION AND DISPLAY
	ALT 12. CUAPHI505	PRODUCE COMMERCIAL PHOTO IMAGES

1.3 CUA50715 DIPLOMA OF GRAPHIC DESIGN - on campus, 1 year FT

CUA50715 DIPLOMA OF GRAPHIC DESIGN		
Unit of Study	Competency Code	Competency Unit
MAKING PHOTOGRAPHS	18. CUAPHI401	CAPTURE IMAGE IN RESPONSE TO A BRIEF
IMAGE CAPTURE	19. CUAPHI501	APPLY VISUAL COMMUNICATION THEORY TO PHOTO IMAGING PRACTICE
WEB DESIGN	14. CUADIG403	CREATE USER INTERFACES
	15. CUADIG502	DESIGN DIGITAL APPLICATIONS
COMMUNICATION DESIGN Graphics	1. CUAGRD503	PRODUCE TYPOGRAPHIC DESIGN SOLUTIONS
	2. CUAGRD504	CREATE AND MANIPULATE GRAPHICS
COMMUNICATION DESIGN Typography	3. BSBDES403	DEVELOP AND EXTEND DESIGN SKILLS AND PRACTICE
DESIGN THEORY & PRACTICE	4. CUAGRD501	RESEARCH VISUAL COMMUNICATION HISTORY AND THEORY
	5. CUAGRD506	DEVELOP GRAPHIC DESIGN PRACTICE TO MEET INDUSTRY NEEDS
PUBLISHING & PACKAGING W & S	6. CUAGRD502	PRODUCE GRAPHIC DESIGNS FOR 2-D AND 3-D APPLICATIONS
	7. CUAGRD505	DESIGN AND MANIPULATE COMPLEX LAYOUTS
	8. CUAPPR503	PRESENT A BODY OF OWN CREATIVE WORK
CONCEPT DEVELOPMENT W BRANDING & IDENTITY S	11. BSBCRT402	COLLABORATE IN A CREATIVE PROCESS
	12. BSBCRT501	ORIGINATE AND DEVELOP CONCEPTS
	13. BSBCRT301	DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS
DIGITAL MOVING IMAGE W & S	16. CUADIG509	INVESTIGATE TECHNOLOGIES TO PRODUCE DIGITAL ART
DRAWING A	9. CUAACD501	REFINE DRAWING AND OTHER VISUAL REPRESENTATION TOOLS
IMAGING & GRAPHICS	17. CUADIG405	PRODUCE INNOVATIVE DIGITAL IMAGES
STUDIO ART DESIGN	10. CUAACD513	MAKE MIXED MEDIA ART WORKS

1.4 CUA50915 DIPLOMA OF PHOTOGRAPHY & PHOTO IMAGING - on campus, 1 year FT

CUA50915 DIPLOMA OF PHOTOGRAPHY & PHOTO IMAGING		
Unit of Study	Competency Code	Competency Unit
IMAGE CAPTURE	1. CUAPHI501	APPLY VISUAL COMMUNICATION THEORY TO PHOTO IMAGING PRACTICE
MAKING PHOTOGRAPHS	16. CUAPHI401	CAPTURE IMAGES IN RESPONSE TO A BRIEF
PHOTOGRAPHY PROJECT	6. CUAPHI504	EMPLOY SPECIALISED IMAGING TECHNOLOGIES
PHOTOGRAPHY STUDIO W PHOTOGRAPHY STUDIO S	9. CUAPPR404	DEVELOP SELF AS ARTIST
	14. CUAPPR502	DEVELOP OWN SUSTAINABLE PROFESSIONAL PRACTICE
	15. CUAPPR501	REALISE A BODY OF CREATIVE WORK
IMAGE TRENDS	2. CUAPHI502	RESEARCH AND APPLY PHOTO IMAGING TRENDS
	10. CUAPHI509	PLAN AND PRODUCE VISUAL ART PHOTO IMAGES
	12. CUAPHI510	PRODUCE TECHNICAL PHOTO IMAGES
BEYOND IMAGE CAPTURE	11. CUAPHI511	MAKE ILLUSTRATIVE PHOTO IMAGES FOR PUBLICATION AND DISPLAY
	13. CUAPHI505	PRODUCE COMMERCIAL PHOTO IMAGES
DESCRIPTIVE & EMOTIVE LIGHTING	5. CUAPHI503	EXPLORE THE DESCRIPTIVE AND EMOTIVE NATURE OF PHOTO LIGHTING
SEEING COLOUR	3. CUAPHI513	EMPLOY COLOUR MANAGEMENT IN A DIGITAL IMAGING WORKPLACE
PHOTOMEDIA	7. CUAACD512	WORK WITH PHOTOMEDIA IN CREATIVE PRACTICE
IMAGING & GRAPHICS	4. CUADIG405	PRODUCE INNOVATIVE DIGITAL IMAGES
DIGITAL MOVING IMAGE W&S	8. CUADIG509	INVESTIGATE TECHNOLOGIES FOR THE CREATION OF DIGITAL ART
ART HISTORY 20TH CENTURY ART HISTORY POSTMODERNISM	17. CUARES503	ANALYSE CULTURAL HISTORY AND THEORY
	18. CUARES502	CRITIQUE CULTURE WORKS

1.5 TUITION FEES

See Full-time, Part-time, Single Subject and International Student Fees information at www.latrobecollege.edu.au/policies-information.

1.6 COLLEGE LOCATION

The college location is at 138 Cromwell Street Collingwood, Victoria, Australia 3066. The telephone 03 9495 6622. The web address is www.latrobecollege.edu.au and the email is admin@latrobecollege.edu.au

The college is a studio warehouse in the arts precinct of Collingwood, 2.5 km from the city centre of Melbourne. Collingwood is Melbourne's Art Precinct, known for its galleries, art spaces, restaurants and community lifestyles. The diverse multicultural community makes the district a unique part of contemporary life in Australia.

1.7 EXPECTED MODE OF DELIVERY

All classes are face to face on campus

2.0 STUDENT ENTRY PROCEDURE / ORIENTATION

2.1 APPLICATION

Application to LaTrobe College of Art & Design (LCAD) is by direct application.

(a) Domestic Applicants

All Applicants apply through the college's website at www.latrobecollege.edu.au, or by appointment. The college accepts part-time and full-time students.

(b) International visa students Applicants

Applicants apply directly to the college through the website at www.latrobecollege.edu.au. Students can also apply through education agents that have agreement with the college. The college will only utilise approved agents to recruit international students for its programs. International visa students can apply for full-time study only.

2.2 SELECTION

Folio & Interview The student is required to have an interview with the Course Coordinator or delegated teaching staff and bring with them a folio or examples of artwork, or verified prior experience, prior to selection into LCAD courses. Successful selection is based on the interviewer's professional opinion and will take into account the following: previous education, prior experience, artwork and any recommendations.

Students unable to come in to the college can conduct their interview via email and telephone.

To enter the qualifications offered by the college the student must demonstrate some knowledge or familiarity or some skills demonstrated by submission of folio of artwork or examples of artwork that may include: drawings and or paintings, and or visual diaries and or photography studies and or digital artwork and or artwork in 3D. The preference is for work in at least two of the suggested mediums. Computer experience is highly recommended to enter the Design and Photography qualifications and recommended for the Visual Art qualification.

For all qualifications, the college is interested in speaking with people with more limited experience. Life and other forms of experiences, such as travel, is a highly valued asset in applicants.

- Selection for school leavers is based on successful completion of a year 12 certificates or equivalent or mature age.
- Or, selection for mature age applicants is based on the merits of the student's application and examples of artwork and other related or non-related experiences outside of art and design.
- Or, If the student has not finished high school but has completed year 11 the Course Coordinator will assess the student's entry based on their folio artwork of artwork and /or skills within their artwork that displays sufficient ability, according to the opinion of the Course Coordinator, to undertake the Diploma of Visual Art successfully. The student must have completed year 11 at least as a minimum. A student will need to complete an approved learning, literacy and numeracy test at the college prior to starting their classes.
- Students wishing to enrol in a single subject or unit can do directly and will not need to submit to the interview process. They must have completed y12 or higher to receive the qualification awarded for single subject study.
- International students with English as a second language must achieve an English Proficiency IELTS level 5.5 (with no individual band less than 5.0) or equivalent.
- The interviewer, in consultation with the Course Coordinator, can make decisions on applicants who fall outside of the above conditions based on a combination of folio work, experience and interview.

ADVANCED DIPLOMA OF VISUAL ART

Applicants must have completed a Diploma of Visual Art prior to entry to the qualification, or demonstrate suitably advanced skills and experience, of which the appropriate level will be determined by the experience of the interviewer.

2.3 OFFERS & ENROLMENT

The College will notify applicants at the time of their interview whether they have been successful in their application. Interviews conducted by phone and email, the student will be advised by email. Students will be sent a Letter of Offer and an Acceptance Agreement Form and Enrolment Details Form which must be filled in and returned to the college. If the student is applying for Single Subject place they only need to fill in the Enrolment Form and return it to the college with payment of fees. Single Subject students must be contacted by the CC or delegated staff which does not need to be recorded. If there are special requirements from the student or special needs that the college must know, this will be recorded on their Enrolment Form.

SEQUENCE OF EVENTS FOR APPLICATION PROCESS

1. Student enquires or applies directly to the college online (not through VTAC)
2. If the student enquires they are sent: Student is sent/ given:
 - Directed to the website or given an Application Form
 - Course brochure
 - International Student Kit (for International students only)
3. Student is interviewed by the coordinator or delgated interview staff member and told during the interview whether they will receive a course offer.

Students should bring to the interview or present with their application:

Domestic students:

Examples or a folio of their own artwork (it can be digital).

High school certificate or higher qualification certificate (if the student cannot produce the original certificate or authenticated copy they must sit and complete a language, literacy and numeracy CSPA test at a designated time, at LCAD, if they accept their Letter of Offer).

Any other supporting documents

International students:

Their own artwork

Copy of their passport

High school certificate or higher qualification certificate

IELTS's test pass score of 5.5 or more if English is a second language, with no individual band lower than 5.0.

4. **Course Offer**

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

They emailed an Letter of Offer with attached Acceptance Agreement Form if they are a domestic applicant.

The Letter of Offer will include and ask the student for their :

Completed Acceptance Agreement Form

Payment, deposit or instalment

Completed Enrolment Details Form

USI number (can be applied for online if they do not have one)

Student photo (passport style)

VSL Info sheet

For VSL Applicants:

Tax File Number

A copy of your passport (photo page)

Your last qualification certificate (or high or birth certificate or citizenship certificate)

Plus change of name document if applicable

Completed VSL Parent consent form if they are under 18

For International Applicants

A copy of your passport (photo page)

Your last qualification certificate (or high school certificate).

Younger Overseas Students form if they are Under 18

Required before international student starts first class:

English Test If you are from a country with English as a second language you will need to complete an English Test, such as IELTS, with a pass above 5.5, with no band lower than 5.0. If you require an English course before starting the college can recommend a 12 week program.

Due before international student enters Australia:

Overseas Student Health Cover (OSHC) Students must make their arrangements for OSHC prior to arriving in Australia, for the full period of the course they elect to enrol in.

5. Once the college receives the domestic student's completed Acceptance Agreement Form and deposit or payment the student will receive a Confirmation of Enrolment letter and advice of Orientation Day 1-2 weeks before classes start.

Once the college receives the International Students Acceptance Agreement Form they will be issued with a COE and in which to apply for their Study Visa. They will also receive a Confirmation of Appropriate Accommodation and Welfare letter (CAAW) if they are under 18.

6. The fees or minimum deposit to be submitted with the Acceptance Form are:

See fee Fees information on college website: www.latrobecollege.edu.au/policies-information.

2.4 **STUDENTS UNDER 18 YEARS**

International

Students must complete and submit to LCAD the **S23 YOUNGER OVERSEAS STUDENTS** Form if they are under 18 years of age. LCAD must also issue the student a Confirmation of Appropriate Accommodation and Welfare letter (CAAW) along with their COE on acceptance. The CAAW is produced in PRISMS.

Domestic

The student must comply with all the requirements of VSL eligibility. See **S11 STUDENT ACCESSING VSL** information on the college website at www.latrobecollege.edu.au/policies-information.

In addition, a parent or guardian must sign the Acceptance Form on behalf of the student, unless the student has received Youth Allowance from Centrelink, on the basis that the student is an Independent (within the meaning of the VET Student Loan Act Part 2.11). The parent or guardian must also complete and submit to the college the **S26 VSL PARENT CONSENT FORM**.

2.5 VET STUDENT LOANS

Domestic students are now able to defer all or a large portion of their tuition fees to the government initiated VSL scheme. Students must have Australian citizenship and have not used up their VSL loan allowance in previous vet level study, which is approximately \$105,000 per person. The loan is not means tested and student who have completed previous higher education and are planning lower level study can access the loan. (Please go to www.studyassist.gov.au for more information or see admin for a brochure. Students must be enrolled either full-time or part-time (2 or more units of study) to access this program.

Once the student earns over \$45,500 (approx.) pa the student's tax will increase by 1%, which rises when the student's income rises. The loan may reduce a student's wage or salary and may reduce the student's borrowing capacity; and a student may wish to seek independent financial advice before applying for a loan.

The enrolment period is trimester by trimester. There are three trimesters per year. Fees are charged at the start of each trimester.

VSL application process is completed by the college. The college will need the students Tax File Number, USI number, Year 12 or higher education certificate or CSPA test results if they do not have year 12 schooling.

See VSL information on the college website at: www.latrobecollege.edu.au/policies-information.

2.6 Domestic Non VSL STUDENTS

If payments or instalments are not made by due dates, a student may be suspended from attending classes until outstanding fees have been paid. In addition a late fee of 5% per week will be levied on late payments. This rises to 10% on any payments that are over a month late.

If financial hardship is experienced and it is not possible to meet payment due dates, it is important to contact the Course Coordinator as soon as possible to discuss alternative payment schedules.

Students with outstanding debts cannot be issued their results or academic statements or be able to graduate, until such time as all outstanding debts have been paid.

2.7 METHODS OF PAYMENT OF FEES

Payments options include cash, Visa, MasterCard, EFTPOS, EFT or in person at the college at a pre-arranged time.

A third party organisation may be employed by the college in the future to administrate all student's fees which the college will advise if and when such an organisation is employed.

2.8 TUITION FEES ASSURANCE

Policies: **S11.1 STUDENT FEES & ASSURANCE** / **S11.2 TUITION ASSURANCE**

Vet Student Loans

The Department of Education, Skills and Employment will cover the tuition protection of any Vet Student Loans (VSL) enrolled student LCAD. Advanced payment or over payments or prepayment are considered any payments over \$1500 (VSL domestic students only). The arrangement is in place until Department puts into place an alternative arrangement. LCAD is exempt from holding approved tuition protection or assurance until this time.

Domestic Full Fee paying students

The college does not take any payment over \$1500. Payments higher than \$1500 are considered advanced, prepaid or overpaid for which the college would need an approved assurance plan in place to cover the advanced component if it LCAD was suddenly and unexpected not able to provide tuition. Payments of \$1500 or lower are not considered prepaid or advanced tuition payments by the RTO Standards 2015. Course fees are generally made by monthly instalments if the course fee is higher than \$1500.

International students

International students studying at LCAD under an Australian study visa have their advanced or prepaid payments covered by LCAD's annual membership to the government's Tuition Protection Scheme (TPS). The college can accept 50% of the student's course fees or more if the student wishes to pay more. Payments of more than \$1500 is considered an advance payment therefore in the unlikely case that LCAD is suddenly unable to deliver training, the component above \$1500 is protected.

2.9 CONTINUING STUDENTS RE-ENROLMENT

Continuing students must complete a re-enrolment form each trimester they are enrolled. This enables the college to keep up-to-date information on changes of address or contact numbers or changes to enrolment. It is important that all students provide up to date personal details to the college.

A course place in the forthcoming trimester is not guaranteed until this form is submitted. Classes are dependent on numbers

2.10 CENSUS DAY (VET STUDENT LOANS)

Census day is the last official date that a student can withdraw from their program or cancel their enrolment to avoid incurring a Help debt for the Units of Study they have enrolled in for that trimester. Census Days are approximately 3 weeks into the training trimester. Census days are published on the college's website under policies: www.latrobecollege.edu.au/policies-information

Students who withdraw after the Census: will receive no refund, for the trimester only, if they have paid up-front and will be liable for the full debt (trimester only) if they have taken out a VET Student Loans loan. Students will only be eligible for a refund or reversal of their VET Student Loans loan under Special Circumstances listed on the college website within

S11 STUDENT ACCESSING VSL PP under www.latrobecollege.edu.au/policies-information

A **S14.2 DEFERRAL, SUSPENSION OR WITHDRAWAL FORM** is retrievable from administration or from www.latrobecollege.edu.au/policies-information and must be completed by the student and be received by the college by the 5pm deadline. An email request from the student is also accepted.

2.11 ORIENTATION

1 to 2 weeks before classes start an **Orientation Session** will be held for all students and will include:

- Explanation of material requirements and Materials List handed out.
- Present teachers to say a few words about their subject
- An introduction to the course content and assessment
- All Students need their photo taken on computer (if not yet supplied to the college).
- All part and full-time students in 2 of more units of study will receive a Student Card two weeks after classes start

Required if students haven't supplied the college with the following:

- Students complete Addition Informational Form
- TFN Tax File Number (VSL applicants only)
- USI number Universal Student Identification number
- Receive a locker with a \$20 deposit if they require one
- Locate a studio space for FT second year Art students
- Set up students Dropbox account for storage of assessment evidence and project work.
- College tour, OHS explanation, including resources such as library, copy machines, lockers, working outside of class time, cameras, computers, paint disposal, fumes, fire evacuation procedures, etc.
- Give access to Student Manual and OHS Manual. Overview of the student policies
- Explain Public Transport Concession ID
- Hand to student Year Planner and Trimester Timetable

2.12 OTHER CHARGES IN ADDITION TO COURSE FEES

MATERIALS

Material and equipment requirements for the course will require students to acquire for first trimester. Prices are approximate:

A discounted Painting Kit - \$150 approx.

A discounted Drawing kit - \$89 approx.

Sculpture kit - \$20-70

Studio kit - \$10 approx.

Digital kit - \$20 approx.

Students doing Photography are recommended to have a digital SLR Camera with video function and a tripod. Students unable to make this purchase can borrow the very limited college cameras.

Further consumables may be required during the year bringing the material costs of the course to approximately \$300. This figure may vary with variation of material prices and inflation/CPI. Please note that some students will make individual material choices with some of their project work during the course and may affect the above costs.

EXHIBITION

During the course students may be required to organize and produce and be part of 1 to 2 group exhibitions. The costs involved in having an opening, printing invitation cards, promotion, etc. may cost up to \$40 per show for each student.

OVERSEAS UNIT OF STUDY OPTION

There are also optional, not compulsory, overseas tours to New York, Venice Biennale and Berlin of which costs are not included in the course fees. Tuition for this unit is \$3350 (2019 overseas unit of study fee). Tuition will not cover accommodation, flights and food. Tuition will include 2 teachers and tuition, a free materials kit and museum and exhibition entry fees.

PRINTING Charges

A print code will be issued for each student and a trimester stipend of 50 BW or colour print copies will be issued to each student. If the student requires further copies a \$20 fee will be charged and their print quota increased.

2.13 STUDENT CARDS

Student cards are distributed to enrolled students at the start of each course. It is important to know your student number and keep it in a safe place. There is a \$20 charge for replacement of lost Student Cards, see fees and charges section.

A student who has his/her ID card stolen and presents the appropriate police report will not be charged the replacement fee.

2.14 REPLACEMENT OF CERTIFICATES

Students are issued with academic statements at the end of each trimester of their course as part of their course fees.

To request a missing or lost **TRANSCRIPT OF RESULTS** there is a \$10 charge.

To request a missing or lost **STATEMENT OF ATTAINMENT** there is a \$25 charge.

To request a missing or lost **DIPLOMA QUALIFICATION Testamur** there is a charge of \$40.

The student must apply to admin via email. To request multiple copies and additional \$5 is charged for each additional copy. Receipts are not posted out and can be retrieved at the college office.

2.15 LIBRARY

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

2.16 STATIONERY & EQUIPMENT

Students must supply all of their own stationery and equipment necessary to complete course requirements. A list of necessary equipment for specific courses is given to students at the beginning of the trimester. See material costs above.

2.17 PRINTING & COMPUTER USE

The computer lab can be used at any time so long as there are no classes running in the lab. Printing must be kept to a minimum. The College understands the need for students to print within their subjects. Students are to avoid excessive or private printing. If the printers or internet is down we suggest going to Officeworks or other quick copy, photocopy firms close to the College. A print code will be issued for each student and a trimester stipend of 75 print copies will be issued to each student. If the student requires further copies a \$20 fee will be charged.

2.18 USI NUMBER FOR ALL FORMAL STUDENTS

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

2.19 PROVIDING SECURE CERTIFICATION

The college will issue graduating students with a hard copy only graduation certificate when students graduate, which will have been authenticated by the college through their college embossing seal.

3.0 WITHDRAWAL, DEFERRING, SUSPENDING, CHANGING AN ENROLMENT

3.1 WITHDRAWAL

Students who wish to withdraw from the nit/s or course should make an appointment to discuss such action with the Course Coordinator. **S14.2 DEFERRAL, SUSPENSION OR WITHDRAWAL FORM** must be completed outlining the reason for the decision to withdraw. A formal withdrawal form or an email must be submitted before any refunds can be considered. Any refunds due will be calculated from the date of the above formal withdrawal form was received by the college. The form can be retrieved here www.latrobecollege.edu.au/policies-information.

3.2 DEFERRAL OF ENROLMENT

A student wishing to defer an enrolment must do so prior to the commencement of the course. Students must contact administration to obtain and complete the **S14.2 DEFERRAL, SUSPENSION OR WITHDRAWAL FORM**, and submit it to the college administration, or send their request with details via email. A student can defer their studies for up to one year from the beginning of the trimester from which they are deferring. Any advanced payment of fees will be retained by the college and held over for the student for deferred restart date. The form can be retrieved here www.latrobecollege.edu.au/policies-information.

3.3 SUSPENSION OF ENROLMENT

The minimum enrolment is for one trimester. Once the student has passed Census Date and they decide to suspend their studies, the fees for that trimester must be completed and paid regardless.

If a student suspends their study during a trimester they must return at the beginning of the trimester in which they left and not at the point in which they left.

If the student Suspends or Withdraws from their studies with less than 25% of the trimester remaining and wishes to complete their trimester if possible, the Course Coordinator may make a judgement based on consultation with the student's teachers and with view to the students study history at the college to whether the student can complete the unit of study. If further work is required by the student to complete each unit of study they may complete and submit it by distance (email or post). If elements of the student's submission requires a teacher / assessor to monitor, communicate and assess outside of the teachers normal teaching load it is charged at \$150 per unit of study.

Suspension is offered up to 1 year from the beginning of the trimester in which they left. The student must note that the same units of study do not run each trimester and that re-enrolling in the following trimester for the same units of study may not be possible. The form can be retrieved here www.latrobecollege.edu.au/policies-information.

3.4 CHANGES TO ENROLMENT

If the student seeks to change from full-time to part-time at any time before or after the course starts it can only be done so, before Census day and if the subjects are available and are not at the expense of another student seeking a full-time place. After Census day changes cannot be made until the following trimester. A student can withdraw from a subject/s but fees for that trimester must be honoured as agreed by the student in their Agreement Form or Enrolment Form.

3.5 TRANSFERRING BETWEEN PROVIDERS

International students are restricted from transferring between different providers prior to the student completing 6 months of their principal course unless they have obtained a valid **Letter of Release / and cancellation of COE form** from their principle institution agreeing to such a transfer. International Students who have studied longer than 6 months can change providers freely and no Letters of Release need to be obtained. Advanced or prepaid fees paid are not refundable as the student has left of their own free will.

STUDENTS APPLYING TO TRANSFERRING TO LCAD

International students need obtain a valid Letter of Release from their principle college they are seeking a release from and submit it to LCAD and a cancellation of COE document from PRISMS which must be organised by the student's former college. The Course Coordinator will interview the student as part of its normal entry process. If too much time has lapsed or the time the student wishes to transfer means they will miss much of their first trimester it will be recommended that the student waits until the start of the next trimester and enter LCAD then.

STUDENT APPLYING TO TRANSFERRING OUT OF LCAD

International Students need to write a letter or email to LCAD outlining the reasons they wish to transfer to another provider with details of the institution and course they wish to transfer to. They will also need to show LCAD a valid **Letter of Offer** from the new institution. The Course Coordinator will issue the student within 7 business days **S17.1 TRANSFER RELEASE LETTER** (by

email) either accepting or rejecting the students request. LCAD reserves the right to refuse the Transfer request if such things as fees have not been paid and finalised properly.

For further information see under Policies at www.latrobecollege.edu.au/policies-information and locate **S17 STUDENT TRANSFER BETWEEN PROVIDERS**

4.0 REFUNDS

See Domestic and International Student REFUND POLICY at www.latrobecollege.edu.au/policies-information.

5.0 PRIVACY OF INFORMATION

Personal information about the student or teacher may be shared between LCAD, the appropriate Australian government authorities. See Privacy Policy at www.latrobecollege.edu.au/policies-information.

5.1 STUDENTS RECORDS

Students are able to access their student records at any-time during their enrolment. They need to make an appointment with admin and allow for 24 hour notice.

5.2 THIRD PARTY ARRANGEMENTS

LCAD will advise all students and incoming students if the college has any arrangements with 3rd parties delivering or assessing any study. LCAD is responsible for the quality of students study even if that study is being delivered by a Third Party.

5.3 MANAGING TRANSITION FROM SUPERSEDED QUALIFICATIONS

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

6.0 PROVISION FOR LEARNING, LANGUAGE, AND NUMERACY SUPPORT

- The small class sizes at LCAD enable staff to offer student's individualised learning and assessment strategies in the areas of language, literacy and numeracy assessment.
- The College assumes that school leavers in Australia who have recently achieved a year 12 or equivalent school qualification have the necessary language, literacy and numeracy skills to study at Diploma level.
- For students who have been out of school for 1 year or more the College offers personal and group language, literacy and numeracy tuition support.
- For students who have not achieved a year 12 or an equivalent qualification, the college will ask the student to sit and pass a CSPA test, at the college, prior the student beginning classes and after the student accepts a course place offer.
- Students **must** have a High School certificate or a tertiary qualification from CIV upwards prior to starting the Diploma and Advanced Diploma courses. If the student cannot produce the certificate they must also sit a CSPA test.
- International Visa students must have a 5.5 IELTS test pass, with no band lower than 5.0.
- Language, literacy and numeracy difficulties would normally be highlighted to the program coordinator by teaching staff or the program coordinator him or herself, however, any student who is having any difficulties with language, literacy or numeracy comprehension is encouraged to seek support through consultation with their Course Coordinator as early as possible.
- Students are able to request support when taking any written or oral tests to assist them with comprehension. This option is discussion with students during the orientation/induction day at the beginning of each program.

6.1 STUDENT SUPPORT

COUNSELING

Students are able to access a Student Services officer, counsellor or psychologist to discuss any issues while enrolled with the College. Such services are either provided by external personnel on a fee for service basis and must therefore be approved and arranged by either a Course Coordinator or the Head of Art. If a student is seeking counselling support on any issue they should consult with either their Course Coordinator or the Head of Art who will arrange for the appropriate service.

See Policy and Procedure at **S32.STUDENT SERVICES**

A Course Coordinator or the Head of Art may also recommend that a student seek counselling as part of any dispute resolution process or disciplinary process. Where a student is recommended to receive counselling for disciplinary reasons, their enrolment may be suspended until the counselling has been undertaken.

ACCOMMODATION SUPPORT

The College employs the services of an agent to provide accommodation services to students. Students seeking accommodation will be placed in contact with the relevant personnel who are able to place the students in appropriate accommodation during trimesters.

6.2 WELFARE AND GUIDANCE SERVICES

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

6.3 STUDENT PROGRESS

Student progress is monitored by teachers and the Course Coordinator. The college has in place policies and procedures for helping students to achieve the requirements of their course. The college also has student intervention policies and procedures to assist a student if they struggle with their course.

A student may be referred to the Course Coordinator for a number of reasons including (but not limited to) the following:

- Poor academic progress
- Continue failure to submit assessment tasks on time

- Disruption of teaching, tutorials, lectures, periods of instruction or other learning based activities
- Misuse of Internet or computer systems
- Behavioural problems affecting the student's academic standing with the College. Including (but not limited to):
 - Harassment (sexual, racial, bullying etc.) of teachers and or other students
 - Wilful destruction, defacing or damage to the College property
 - Theft of College property or personal property
 - Assault or physical obstruction
 - Being under the influence of illegal substances
 - Taking or using illegal substances in the vicinity of the college.
 - Any other conduct that negatively influences a student's academic progress

The Course Coordinator will be responsible for monitoring the progress and improvement of a student (*See disciplinary procedures below*).

6.4 ACCESS AND EQUITY

All students have an equal opportunity and right to complete a qualification regardless of race, gender, special needs, and any other requirement to access additional support in terms of literacy, learning & numeracy needs. The college ensures that such support is included in the students fees not an added on item. The college ensures that all staff are aware and meet this policy through their actions at LCAD.

All staff are required to have an awareness of equal employment opportunity, discrimination and harassment systems, procedures and legislation. Introductory information is included in the teacher policies and procedures manual distributed to all staff.

See further policy information **S24 ACCESS & EQUITY** on the college's website at www.latrobecollege.edu.au/policies-information

6.5 COLLEGE AND THE STUDENTS RIGHTS & OBLIGATIONS

LCAD will treat fairly all potential, current and former students. **Fair Treatment** also applies to the student's, themselves, treating other students and staff with fairness and respect whilst they are enrolled at LCAD. See **S24 FAIR TREATMENT PP**

LCAD's obligations to the student includes responsibility for the quality of the students training and assessment in compliance with the latest Registration of Training and Assessment Standards, and for the issuance of the AQF certification documentation.

7.0 LEGAL /HEALTH AND EMERGENCY SERVICES

Students requiring access to legal, health and emergency services should consult with Admin or the Course Coordinator for advice and to ensure the most appropriate service is identified. The OHS folder in the gallery also contains extensive information.

Victoria Legal Aid 570 Bourke St Melbourne VIC 3000/ GPO Box 4380 / Melbourne VIC 3001 Tel: 9269 0120 / www.legalaid.vic.gov.au/ Victoria Legal Aid have 15 offices throughout Melbourne.

Royal Melbourne Hospital Grattan St Parkville 3050 9342 7000

St Vincent's Hospital and Emergency cnr, Victoria and Nicholson Streets Fitzroy (CLOSEST)

Accommodation Flemington Rd, North Melbourne 8330 2000 www.rmitvillageoldmelbourne.com.au

Ambulance 000 www.ambulance.vic.gov.au

Fire 000

Police 000

7.1 CRITICAL INCIDENTS

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

It is imperative that the Course Coordinator is immediately advised in any and all situations that might constitute a critical incident, which they will then initiate a series of steps dependent on the severity of the incident. A recording of the incident must be made on the **MCI 28 CRITICAL INCIDENT & NEAR MISSES REGISTER**

See further policy information **C23 CRITICAL INCIDENT PP**.

8.0 FLEXIBLE LEARNING AND ASSESSMENT

8.1 ASSESSMENT POLICIES

Each LCAD unit of study is made up of single or clusters of VET Units of Competency from the CUA CREATIVE ARTS & CULTURE TRAINING PACKAGE qualifications:

- Diploma of Visual Art
- Diploma of Graphic Design
- Diploma of Photography and Photo Imaging
- Advanced Diploma of Visual Art.

Students satisfy the assessors by their ability to demonstrate competence against the Elements, Performance Criteria and Required Knowledge and Skills of each Unit of Competency selected for the qualifications offered at LCAD.

1. The college uses Competency based assessment, marked as either C/ Competent or NC/ Not Competent. This is issued on completion of Assessment Tasks and will be included in the students Transcript of Results issued to them at the end of each trimester.
2. In addition to the above LCAD issues an internal grading mark which is informal and not formally recognised within the qualification. The mark is about acknowledging the student for each subject of their participation and over achievement. It helps the student if they are considering continuing on to higher education. The marking scale uses the Higher Education Ranking System (see diagram below). It is the teacher's opinion of how the student has excelled or extended themselves in their art-work.

This assessment is not formal within the VET qualification and is only issued as a guide to students that have completed study with LCAD.

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

8.2 PRESENTATION OF PROJECT WORK

- All student assessment work must be uploaded to the student's individual DROPBOX account to be completed on each assessment date. Admin assists students to set up a free DROPBOX account.
- Written assignments must be typed, spell checked, proof read and printed. Students use 10 or 11 pt font and allow room in the margins or between paragraphs for comments.
- All pages should be numbered.
- All project work must be labelled with the students name, the teachers name, the Assessment Task number and name and the date.
- Students **MUST** keep duplicate copies of all written work submitted, as work is occasionally misplaced and teachers may request a duplicate copy. It is recommended that students photograph and document their artwork at the end of each trimester.
- Work must be submitted by the Assessment Task due date as listed in the Project Assessment Tool's (PAT's) or Knowledge Tools (KT's) details. Late submissions are not accepted. See below for re-submitting late or missing assessment work.
- Final submissions must be completed by **Folio Week**, week 11 of each trimester.
- Referencing – Sources **MUST** be cited when referring to other peoples work, whether it is from book, journals, interview or the Internet. Not citing references will result in the Assessment Task being failed.

8.3 RE-ASSESSMENT SECOND Submission

- If the student fails to complete any assessments by the deadline of the second last week of trimester. The teacher will give the student a copy the assessment record with details of where assessment is incomplete.
- Students are able to make a **Re-Assessment SECOND Submission** before the first week back of the following trimester.
- The teacher will give the student a copy the assessment record with details of what is needed to complete the unit.
- They must not submit work to their teacher or contact their teacher that the work is done.
- Extensions to these times are not available (see details below for applying for Re-Assessment Third Submission).
- Students must upload their work to DROPBOX in the week before trimester starts and email the details to administration at admin@latrobecollege.com.au. They must include:
 - details of the unit
 - teachers name
 - what is being re-submitted.
- There is no higher education mark for Re-Assessments. It is a Pass or Not Yet Passed only.
- Assessors must use the **S29 RE-SUBMISSION APPLICATION FORM** to complete the assessment.
- If the Re-Assessment is marked Not Competent (NC) the assessor will add written comments outlining where assessment has been incomplete. The Coordinator will contact and discuss with the student whether they apply for Re-Assessment Third Submission or to undertake the unit a second time.
- If the assessment is successful the student's marks will be upgraded and issued to them at the next assessment period of the following trimester.
- If the student is waiting the result of the Re-Assessment to graduate in a course or they are leaving and need their Statement of Attainment then their marks will be upgraded and issued to them within 2 months of their Re-Assessment.

RE-ASSESSMENT THIRD Submission (fees apply)

- If the student feels they are sufficiently able to pass the unit they can apply for **RE-ASSESSMENT THIRD SUBMISSION**. This must be done no more than 1 month after Re-Assessment SECOND Submission was due. There is a charge of \$100 per Unit of Study and is not covered by Vet Student Loans. This fee must be paid on submission of the application form.

- The student must complete a **S29 RE-SUBMISSION APPLICATION FORM** and submit it to admin. The student will be contacted within 1 month with an assessment date which require a face to face assessment (unless they are interstate or overseas) with an assessor.
- If the student is again deemed NC after the Third Submission they will be advised to re-complete the unit. If the student repeats the unit and again does not pass they will be advised to take another unit. Overseas students are not allowed to repeat a unit that they have twice not completed.
- If the student believes that any of the results or processes have been unfair they are invited activate the college's **Complaints Policy and Procedures**. They need to write to the Course Coordinator with details of their complaint.
- The student will also be issued a Letter of Warning as per the **S21 MONITORING COURSE PROGRESS & INTERVENTION** policies and procedures. International students need to take care that they are not jeopardising their student visa in Australia with their warning letter. If they cannot complete their studies in the required time-frame it may lead to a breach of the student visa conditions. The college must report the student to Department of Home Affairs through PRISMS if they need longer than their visa allows to complete the course. The student must contact Immigration straight away to have their visa adjusted.

STUDENT CAN CONTINUE TO STUDY IF THEY HAVEN'T PASSED A UNIT OF STUDY

- If a student fails reach Competency in a unit of study it does not preclude them from continuing onto the next unit of study or continuing with their course.
- The student can still maintain their enrolment and continue to attend classes after activating the college's Complaints Policy and Procedures.

8.4 CONDITIONAL ASSESSMENT POLICIES

Attendance

1. Students are required to attend all scheduled training sessions. Many unit elements are assessed in scheduled training sessions; therefore, failure to attend training sessions may result in failure to complete a unit or units or a unit cluster. Students are required to notify a teacher or Course Coordinator if attendance at any scheduled training session is not possible. 80% attended is required. Poor attendance may effect students visa if they studying under an International Student visa.

Punctuality

2. Students may not be admitted to classes if late. Late attendance (more than 15 minutes) may be deemed a no-attendance. Students should always apologise to the class teacher for lateness and explain their lateness to the teacher and/or Course Coordinator immediately after class. Students, whom are continually late or disruptive to other students, will be referred to the Course Coordinator who may initiate the Student Intervention Policy.

Absences from classes / Risk Leave

3. Students are required to notify the Course Coordinator or Administration if they are unable to attend the College. Medical Certificates may be required for absences greater than one day. While this is accepted, all Assessment Task still need to be completed to pass each unit.

Missed classes

4. If a student missed a class, it is the student's responsibility to catch up on missed class notes and assessment tasks. Catch-up work must be negotiated with the class teacher within one week.
5. It is advisable to seek notes from a class mate and approach the teacher for copies of any hand-outs and notes distributed during the class.

Absence from Assessment Tasks

6. Students who are absent from Assessment must:
 - a. Must submit their work at an earlier stage to have their work assessed in absence.
 - b. If the assessment requires the student to deliver a verbal statement or answer questions in person and they are unable to attend they are able to submit a one page written statement for each assessment they are unable to attend.
 - c. As VET units are assessed on a regular basis throughout the year, it is important all Assessment Tasks be completed. Failure to complete all assessment tasks may mean that one element from the unit is missed, which will prevent you from receiving credit for that unit and, therefore effecting competency for the whole qualification.

Student Plagiarism / copying

7. A student will instantly fail a unit where plagiarism occurs. Giving another student our work will be regarded as a deliberate attempt to aid plagiarism. Such instances will result in the matter being raised at a student progress committee meeting and may result in a suspension or expulsion from the College.

Extensions for projects and assignments

8. In some cases assessable project work required at the mid trimester reviews can be given extensions. If the student has extensive difficulties they are given until the second last week of their class to complete all assessments, otherwise they will be marked with an NC. They have the chance to have a **Re-Assessment of that NC** – see 8.3 for details.

8.5 MONITORING COURSE PROGRESS & INTERVENTION

The college monitors student's progress and intervenes and makes every attempt to remedy any situation where a student falls behind in their studies. It has expected attendance of 80% and takes class attendance rolls and has a system of monitoring student progress and engagement in their program. The Course Coordinator enacts steps through interviews, or Support Services to be taken to monitor and supervise a student if a student begins to have problems with their enrolment or studies. More details about formal management process can be seen in its S21.3 Monitoring Course Progress & Intervention policy on the college's website at www.latrobecollege.edu.au/policies-information.

9.0 COMPLAINTS AND APPEALS PROCEDURES

See S27 COMPLAINTS ACADEMIC GRIEVANCE policy at www.latrobecollege.edu.au/policies-information.

9.1 STUDENT PROGRESS DISCIPLINARY PROCEDURE

If a student is referred to the Student Progress Committee for discipline the follow procedure will be followed:

- a. The student will be issued with a verbal warning from the Course Coordinator if the matter persists.
- b. The Course Coordinator will issue a written warning and the student may be required to attend a meeting with the Head of Art and the Course Coordinator. The student may also be advised to seek counselling with a professional counsellor. In such an instance the College will coordinate the service and payment for the service. If the matter persists,
- c. A second written warning will be issued advising of potential termination of enrolment unless the matter is resolved or behaviour is modified.
- d. Termination of enrolment will occur if the matter cannot be solved after these actions have been followed.

9.2 STUDENT REMAINS ENROLLED

LCAD will maintain the students enrolment whilst the complaint or appeals process is ongoing.

10.0 RPL - RECOGNITION OF PRIOR LEARNING

This is a process that acknowledges students who have already achieved the necessary competencies in the elements of competency within units by means of:

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

If students believe that they have already achieved competency for particular units or parts of particular units, they may apply for RPL. If successful, students will be awarded credit for part of that unit. If a student is granted RPL for a whole unit they will record a result of RPL on their results.

For further details please see college website at www.latrobecollege.edu.au/policies-information

10.1 RPL APPLICATIONS

LCAD acknowledges that students may have gained some of the competencies from the course though previous study, life or work experiences. These competencies may be recognized through the RPL assessment process. Applicants for recognition of prior learning MUST be received at least two weeks before the commencement of the relevant unit or units. Applicants received after this deadline will not be considered. Charges do apply for applications for Recognition Prior Learning. Please see table below. An **S7 RPL APPLICATION FORM** can be obtained from LCAD admin.

RPL

Overseas students must be enrolled in 20 hours of course contact each week. RPL may reduce the length of your study visa. This decision will be made by the Department of Education, Skills and Employment or Department of Home Affairs and the student will be advised accordingly.

\$0	Students seeking RPL for study completed in earlier versions of the Diploma and Advanced Diploma quals at LCAD in the last 8 years will be given RPL on application, if they are continuing their enrolment or returning to study at LCAD.
\$225 per unit of study	Students seeking RPL for study undertaken or completed at LCAD prior to 8 years earlier and wish to re-enrol for study at LCAD.
\$485 per unit of study	Students who Enrol to study at LCAD and who have completed part of a Diploma and Advanced Diploma quals elsewhere in the past 8 years and wish to have that study recognised for RPL.
\$685 per unit of study	For applicants who have not studied Diploma and Advanced Diploma quals and wish to have their current or past experience assessed for RPL towards units in the Diploma of Visual Art.
Note	Please note the above fees are per Unit of Study which are made up of single or clusters of Units of Competency from the qualification.
Note	VFH is available for RPL for those that qualify.

10.2 CREDIT TRANSFER

If a student has previously successfully completed a unit being offered in the program they are enrolled in, they may apply for a credit transfer. A credit transfer is only applicable where the unit code, version number and delivery contexts are the same. Students must complete a **Credit Transfer Application Form** and supply the relevant evidence to support the application at least 2 weeks before the course begins. There is no charge for a credit transfers. National Recognition - LCAD will recognise qualifications gained at other institutions with full credit. For CT applications please complete the **S7 CT APPLICATION FORM**.

For further details please see college website at www.latrobecollege.edu.au/policies-information

11.0 COLLEGE

Latrobe College of Art & Design is the trading name of La Trobe International Galleries PTY LTD (legal name).

11.1 CHANGE OF ADDRESS or MANAGEMENT

The College has a policy to advise students, staff and ASQA at least 20 days before any relocation. If ownership of the college

changes advice to the above will be given as soon as practicable. Students are asked to complete an Acceptance of the new entity form. Those that do not wish to continue their enrolment under the new ownership are invited to apply for a refund.

12.0 ARTICULATION INTO UNIVERSITY COURSES

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

LCI AUSTRALIA

LCI AUSTRALIA offers our students direct entry into its SECOND year of its Bachelor of Design Arts on completion of:

CUA60715 Advanced Diploma of Visual Art
CUA50311 Diploma of Graphic Design
CUA51115 Diploma of Visual Art
CUA50915 Diploma of Photography and Photo Imaging

Students will get 1 year credit for their Diploma qualification and 1.5 years for their Advanced Diploma qualification at LCAD.

A folio interview may also be required and entry is dependent on the satisfaction of the interviewing officer.

For details on articulation arrangement consult the University program you are interested in entering.

13.0 INFORMATION ON RELEVANT LEGISLATION

The following web site at the Australian Human Rights Commission offers extensive information on Sexual Harassment, racial, age and other forms of discrimination and freedom of information: www.hreoc.gov.au/sex_discrimination/sexual_harassment/