



**INTERNATIONAL
STUDENT
HANDBOOK
2021**

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PREFACE

WELCOME NOTE

The purpose of this Handbook is to provide you with all the information that you need to know about studying at Leeds College.

Leeds College is a Registered Training Organisation (RTO) that delivers quality training via online and face-to-face modes. Our team is committed to provide you with the step-by-step guidance and support needed your study period at Leeds College. The courses are designed to best fits your career, personal goals, and overall employability. We thank you for choosing Leeds College and wish you every success with your future learning and professional development.

WHY CHOOSE LEEDS COLLEGE

Leeds College will be an excellent choice to study at because of the following reasons:

- An excellent location with bright and spacious classrooms
- A state-of-the-art training facility
- Approachable academic support and counselling team
- A dedicated student services team
- Informed by industry needs
- Affordable and Flexible
- Operated by friendly, professional, and supportive staff
- Access to a large network of mentors and industry specialists

OUR OBLIGATION AS AN EDUCATION PROVIDER

As a Registered Training Organisation (RTO) and CRICOS Education Provider registered with Australian Skills Quality Authority (ASQA), we have an obligation to ensure the quality of the nationally recognised training and assessment we deliver. We must comply at all times with the Standards for RTOs 2015, which are part of the VET Quality Framework, as well as the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

To ensure compliance we have developed comprehensive internal policies, procedures and systems that guide our compliant operations and we must participate in audits with ASQA upon their request. In addition, we must ensure that any third parties that we work with who have any involvement in your training and assessment comply as well. This includes our training partners, marketing brokers and sales personnel where applicable.

As the RTO we have the responsibility to issue your AQF certification documents in line with our issuance policy as outlined in this Handbook.

If at any time you feel we have not met our obligations as an RTO, you have the right to make a complaint following our Complaints and Appeals Policy outlined further on in this Handbook.

COURSES PROVIDED BY LEEDS COLLEGE

Leeds College offers the following courses, please click the link to view more information on the course page of our website :

BSB42415 Certificate IV in Marketing and Communication	
CRICOS Code	099908D
VET National Code	BSB42415
Qualification Description	<p>This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts.</p> <p>Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to more senior practitioners.</p>
Delivery Location	Level 11, 474 Flinders St., Melbourne VIC 3000
Pre requisites	The course has no pre requisites
Entry Requirements	<p>This course is available to students who are able to provide evidence that they:</p> <ul style="list-style-type: none"> • have completed Australian Year 12 or equivalent • Are at least at age of 18 on the date of course commencement • have the required level of Language, Learning and Numeracy skills required by the course determined completing a Leeds College Language, Literacy and Numeracy (LLN) assessment conducted through LLN Robot portal. • meet ONE of the following English proficiency requirements of this course <ul style="list-style-type: none"> ○ evidence of holding any of the following English language test scores within the last 3 years

	<ul style="list-style-type: none"> ○ International English Language Testing System (IELTS) 5.5 ○ TOEFL internet-based test 46 ○ Cambridge English: Advanced (Certificate in Advanced English) 162 ○ Pearson Test of English Academic (PTE Academic) 42 ○ Occupational English Test B for each test component <p>OR be able to provide any of the following evidence of English Language competence</p> <ul style="list-style-type: none"> ○ Successful completion of at least 1 year of full-time study in Australia in a Vocational Education or Higher ○ successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level
Course Duration	50 weeks
Study Duration	40 weeks
Study Break Duration	10 weeks of term breaks in total
Core Units	<ul style="list-style-type: none"> ● BSBCMM401 Make a presentation ● BSBCRT401 Articulate, present and debate ideas ● BSBMGT407 Apply digital solutions to work processes ● BSBMKG417 Apply marketing communication across a convergent industry ● BSBMKG418 Develop and apply knowledge of marketing communication industry
Elective Units	<ul style="list-style-type: none"> ● BSBMKG401 Profile the market ● BSBMKG408 Conduct market research ● BSBRES411 Analyse and present research information ● BSBPMG522 Undertake project work ● BSBLDR402 Lead effective workplace relationships ● BSBCUS401 Coordinate implementation of customer service strategies ● BSBMKG413 Promote products and services
Assessment	<p>There are a variety of types of assessment tasks used for this qualification including:</p> <ul style="list-style-type: none"> ● Written questions ● Projects ● Case studies ● Role Plays ● Research

	<ul style="list-style-type: none"> • Reports
Delivery Mode	<p>Face to face - 20 hours a week (in campus) Self-study and assessment - 10 hours a week</p>
Fees and payments	<p>The total tuition fees for this course as well as enrolment fee is recorded in your Letter of Offer.</p> <p>A payment plan that outlines all fees and charges and details of due dates will be provided to you at the time of enrolment as part of the Letter of Offer.</p> <p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p>Additional costs may apply for additional services. A list of these charges are listed in this booklet.</p>
Study requirements	<p>Access to training material, homework and assessment tasks require access to a computer and the internet and therefore it is recommended students bring or purchase a laptop if possible.</p> <p>If students don't have their own they can use nearby public facilities that are listed for their convenience in the Student Handbook.</p> <p>It is optional for students to bring a laptop to class - some students may choose to do so to keep their notes organised, but where a computer is required for class activities the trainer/assessor will arrange to book the college computers for class sessions.</p>
Placement Requirements	<p>The course has no placement requirements</p>
Course Progress Requirements	<p>Satisfactory course progress is required to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students.</p> <p>Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. Students are also required to maintain satisfactory attendance to meet their visa requirements.</p>
Course Credit	<p>Leeds College can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established</p>

	<p>between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*Please refer to Student Handbook for more information on Course Credit.</p>
<p>Recognition of Prior Learning</p>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>Leeds College has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment, but you may also apply up to 2 weeks into your course.</p> <p>If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether RPL might be suitable for you.</p> <p>Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist you throughout this process. *Please refer to your Student Handbook for more information on RPL.</p>
<p>Selection Process</p>	<p>You will be required to satisfy course pre requisites, entry requirements, as well as complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that Leeds College is able to meet your individual needs.</p> <p>If you meet all the entry requirements and successful complete the LLN test your application will be accepted and you will be enrolled into the course. If you do not meet the entry requirements, we will not be able to accept your application.</p> <p>If you do meet all other the entry requirements but do not achieve the required level in your LLN assessment Leeds College will (where possible) provide student support measures.</p> <p>Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>

BSB52415 Diploma of Marketing and Communication

CRICOS Code	099909C
VET National Code	BSB52415
Qualification Description	This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams.
Delivery Location	Level 11, 474 Flinders St., Melbourne VIC 3000
Pre requisites	<p>Entry to this qualification is limited to those individuals who:</p> <p>have completed all core units in BSB42415 Certificate IV in Marketing and Communication:</p> <ul style="list-style-type: none"> • BSBCMM401 Make a presentation • BSBCRT401 Articulate, present and debate ideas • BSBMGT407 Apply digital solutions to work processes • BSBMKG417 Apply marketing communication across a convergent industry • BSBMKG418 Develop and apply knowledge of marketing communication industry
Entry Requirements	<p>This course is available to students who are able to provide evidence that they:</p> <ul style="list-style-type: none"> • have completed Australian Year 12 or equivalent • Are at least at age of 18 on the date of course commencement • have the required level of Language, Learning and Numeracy skills required by the course determined completing a Leeds College Language, Literacy and Numeracy (LLN) assessment conducted through LLN Robot portal. • meet ONE of the following English proficiency requirements of this course <ul style="list-style-type: none"> ○ evidence of holding any of the following English language test scores within the last 3 years ○ International English Language Testing System (IELTS) 5.5 ○ TOEFL internet-based test 46 ○ Cambridge English: Advanced (Certificate in Advanced English) 162 ○ Pearson Test of English Academic (PTE Academic) 42

	<ul style="list-style-type: none"> ○ Occupational English Test B for each test component <p>OR be able to provide any of the following evidence of English Language competence</p> <ul style="list-style-type: none"> ○ Successful completion of at least 1 year of full-time study in Australia in a Vocational Education or Higher ○ successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level
Course Duration	53 weeks
Study Duration	47 weeks
Study Break Duration	6 weeks of term breaks in total
Core Units	<ul style="list-style-type: none"> • BSBMKG507 Interpret market trends and developments • BSBMKG523 Design and develop an integrated marketing communication plan • BSBPMG522 Undertake project work
Elective Units	<ul style="list-style-type: none"> • BSBCRT501 Originate and develop concepts • BSBMKG506 Plan market research • BSBMKG501 Identify and evaluate marketing opportunities • BSBMKG502 Establish and adjust the marketing mix • BSBLDR502 Lead and manage effective workplace relationships • BSBMKG518 Plan and implement services marketing • BSBMKG519 Plan and implement business-to-business marketing • BSBMKG514 Implement and monitor marketing activities • BSBFIM501 Manage budgets and financial plans
Assessment	<p>There are a variety of types of assessment tasks used for this qualification including:</p> <ul style="list-style-type: none"> • Written questions • Projects • Case studies • Role Plays • Research • Reports
Delivery Mode	<p>Face to face - 20 hours a week (in campus) Self-study and assessment - 10 hours a week</p>
Fees and payments	The total tuition fees for this course as well as enrolment fee is recorded in your Letter of Offer.

	<p>A payment plan that outlines all fees and charges and details of due dates will be provided to you at the time of enrolment as part of the Letter of Offer.</p> <p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p>Additional costs may apply for additional services. A list of these charges are listed in this booklet.</p>
Study requirements	<p>Access to training material, homework and assessment tasks require access to a computer and the internet and therefore it is recommended students bring or purchase a laptop if possible.</p> <p>If students don't have their own they can use nearby public facilities that are listed for their convenience in the Student Handbook.</p> <p>It is optional for students to bring a laptop to class - some students may choose to do so to keep their notes organised, but where a computer is required for class activities the trainer/assessor will arrange to book the college computers for class sessions.</p>
Placement Requirements	The course has no placement requirements
Course Progress Requirements	<p>Satisfactory course progress is required to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students.</p> <p>Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. Students are also required to maintain satisfactory attendance to meet their visa requirements.</p>
Course Credit	<p>Leeds College can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*Please refer to Student Handbook for more information on Course Credit.</p>

<p>Recognition of Prior Learning</p>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>Leeds College has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment, but you may also apply up to 2 weeks into your course.</p> <p>If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether RPL might be suitable for you.</p> <p>Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist you throughout this process. *Please refer to your Student Handbook for more information on RPL.</p>
<p>Selection Process</p>	<p>You will be required to satisfy course pre requisites, entry requirements, as well as complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that Leeds College is able to meet your individual needs.</p> <p>If you meet all the entry requirements and successful complete the LLN test your application will be accepted and you will be enrolled into the course. If you do not meet the entry requirements, we will not be able to accept your application.</p> <p>If you do meet all other the entry requirements but do not achieve the required level in your LLN assessment Leeds College will (where possible) provide student support measures.</p> <p>Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>

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BSB61315 Advanced Diploma of Marketing and Communication	
CRICOS Code	099910K
VET National Code	BSB61315
Qualification Description	<p>This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing and communications activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies.</p> <p>Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.</p>
Delivery Location	Level 11, 474 Flinders St., Melbourne VIC 3000
Pre requisites	Entry to this qualification is limited to those individuals who have completed all core units in BSB52415 Diploma of Marketing and Communication.
Entry Requirements	<p>This course is available to students who are able to provide evidence that they:</p> <ul style="list-style-type: none"> • have completed Australian Year 12 or equivalent • Are at least at age of 18 on the date of course commencement • have the required level of Language, Learning and Numeracy skills required by the course determined completing a Leeds College Language, Literacy and Numeracy (LLN) assessment conducted through LLN Robot portal. • meet ONE of the following English proficiency requirements of this course <ul style="list-style-type: none"> ○ evidence of holding any of the following English language test scores within the last 3 years ○ International English Language Testing System (IELTS) 5.5 ○ TOEFL internet-based test 46 ○ Cambridge English: Advanced (Certificate in Advanced English) 162 ○ Pearson Test of English Academic (PTE Academic) 42 ○ Occupational English Test B for each test component

	<p>OR be able to provide any of the following evidence of English Language competence</p> <ul style="list-style-type: none"> ○ Successful completion of at least 1 year of full-time study in Australia in a Vocational Education or Higher ○ successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level
Course Duration	70 weeks
Study Duration	60 weeks
Study Break Duration	10 weeks of term breaks in total
Core Units	<ul style="list-style-type: none"> • BSBADV602 Develop an advertising campaign • BSBMGT616 Develop and implement strategic plans • BSBMKG609 Develop a marketing plan
Elective Units	<ul style="list-style-type: none"> • BSBINN601 Lead and manage organisational change • BSBMGT605 Provide leadership across the organisation • BSBMGT608 Manage innovation and continuous improvement • BSBRSK501 Manage risk • BSBMKG607 Manage market research • BSBMKG603 Manage the marketing process • BSBFIM601 Manage finances • BSBMGT617 Develop and implement a business plan • BSBMKG608 Develop organisational marketing objectives
Assessment	<p>There are a variety of types of assessment tasks used for this qualification including:</p> <ul style="list-style-type: none"> • Written questions • Projects • Case studies • Role Plays • Research • Reports
Delivery Mode	<p>Face to face - 20 hours a week (in campus) Self-study and assessment - 10 hours a week</p>
Fees and payments	The total tuition fees for this course as well as enrolment fee is recorded in your Letter of Offer.

	<p>A payment plan that outlines all fees and charges and details of due dates will be provided to you at the time of enrolment as part of the Letter of Offer.</p> <p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p>Additional costs may apply for additional services. A list of these charges are listed in this booklet.</p>
Study requirements	<p>Access to training material, homework and assessment tasks require access to a computer and the internet and therefore it is recommended students bring or purchase a laptop if possible.</p> <p>If students don't have their own they can use nearby public facilities that are listed for their convenience in the Student Handbook.</p> <p>It is optional for students to bring a laptop to class - some students may choose to do so to keep their notes organised, but where a computer is required for class activities the trainer/assessor will arrange to book the college computers for class sessions.</p>
Placement Requirements	The course has no placement requirements
Course Progress Requirements	<p>Satisfactory course progress is required to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students.</p> <p>Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. Students are also required to maintain satisfactory attendance to meet their visa requirements.</p>
Course Credit	<p>Leeds College can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*Please refer to Student Handbook for more information on Course Credit.</p>

<p>Recognition of Prior Learning</p>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>Leeds College has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment, but you may also apply up to 2 weeks into your course.</p> <p>If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether RPL might be suitable for you.</p> <p>Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist you throughout this process. *Please refer to your Student Handbook for more information on RPL.</p>
<p>Selection Process</p>	<p>You will be required to satisfy course pre requisites, entry requirements, as well as complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that Leeds College is able to meet your individual needs.</p> <p>If you meet all the entry requirements and successful complete the LLN test your application will be accepted and you will be enrolled into the course. If you do not meet the entry requirements, we will not be able to accept your application.</p> <p>If you do meet all other the entry requirements but do not achieve the required level in your LLN assessment Leeds College will (where possible) provide student support measures.</p> <p>Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>

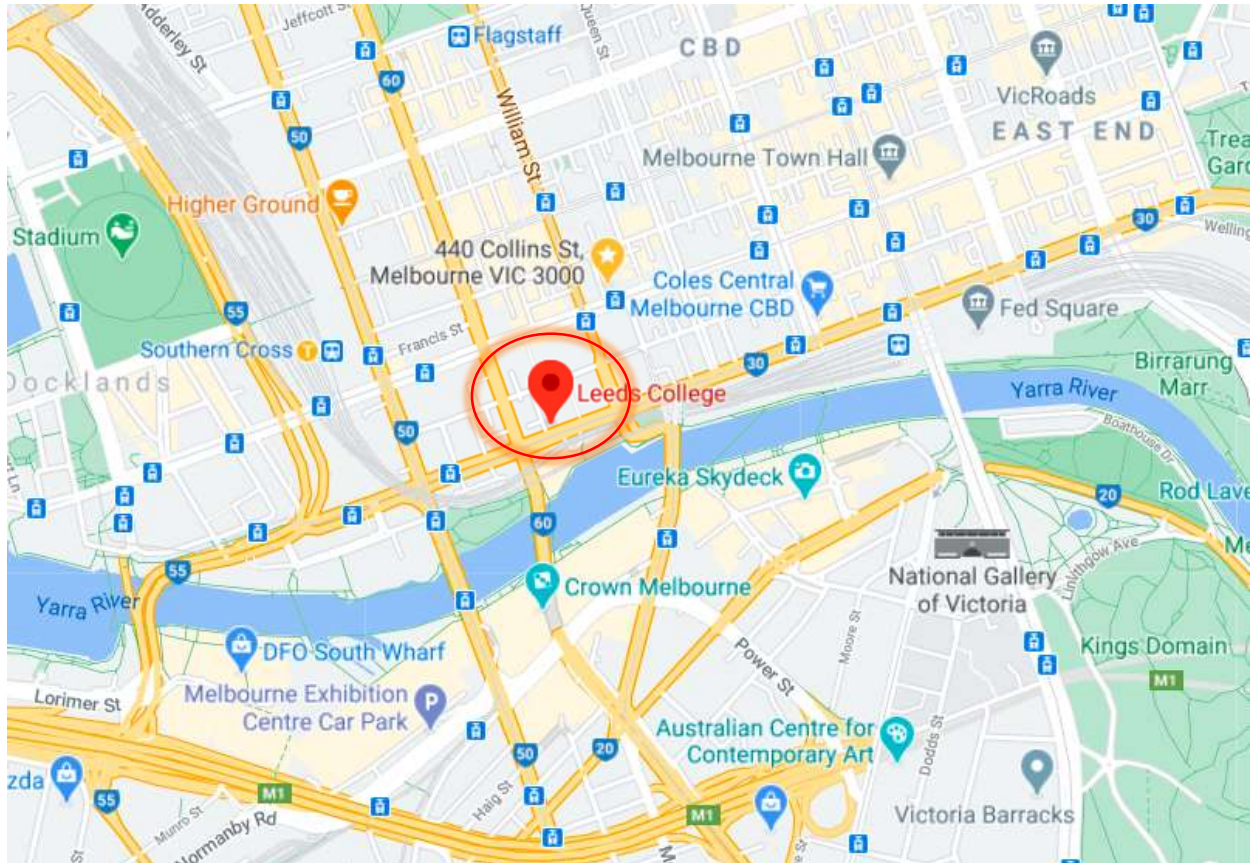
STUDYING LOCATION IN MELBOURNE

Address: Level 11, 474 Flinders Street, Melbourne 3000,

Tel: 1300 533 300

Email: admin@leeds.edu.au, info@leeds.edu.au

Web: www.leeds.edu.au



1. CONTACT INFORMATION

1.1 EMERGENCY CONTACTS

Emergency Telephone Numbers:

Police, Fire, Ambulance - Dial 000

Department of Home Affairs

Phone 131 881, 9am - 5pm Monday to Friday

Hospitals

- St Vincent's Hospital Melbourne
41 Victoria Parade, Fitzroy VIC 3065 | Phone: 03 9231 2211
- Epworth Richmond
62 Erin Street, Richmond, VIC 3121 | Phone: 03 9506 3000

Police Station

Melbourne East Police Station

Address: 226 Flinders Ln, Melbourne VIC 3000 | Phone: (03) 9637 1100

1.2 LEEDS COLLEGE MAIN CONTACT

- Address: Level 11, 474 Flinders Street, Melbourne VIC 3000
- Phone: 1300 533 300
- Urgent after-hours support: Samiul Islam
Mobile Number: 0412 868 158
- International Student Support Officer: support@leeds.edu.au
- Student Administration Department: admin@leeds.edu.au
- General enquiries: info@leeds.edu.au
- Director of Studies (Academic Support): Mahsa Moravej
Phone: 0481 810 819, Email: mahsa@leeds.edu.au
- Accounts Department: accounts@leeds.edu.au

1.3 LOCAL AMENITIES

Medical Centres:

- QV Medical centre
www.qvmedical.com.au
Level 7/1 Elizabeth St, Melbourne VIC 3000 | Phone: 03 9662 2256
- CBD Doctors Melbourne
www.cbdoctorsmelbourne.com.au
10/53 Queen St, Melbourne VIC 3000 | Phone: 03 9077 9912
- Collins Street Women's Clinic
www.drsharonlamb.com.au
Level 3 423 Bourke Street, Melbourne Victoria 3000 | Phone: 03 9642 8599
- Collins Place Medical Clinic
<https://www.cpmc.com.au/>
Level 3, Harley House 71 Collins Street, Melbourne Victoria 3000 | Phone: 03 9650 4218

Pharmacies

- Priceline Pharmacy,
18-19/111 William St, Melbourne VIC 3000 | Phone 03 9629 1147
- Chemist Warehouse
601 Bourke St, Melbourne VIC 3000 | Phone 03 9670 2222

Transport

- Public Transport - Trains, Trams and Buses
<https://www.ptv.vic.gov.au/> (download the free smart phone app and try the journey planner - search for 'PTV Melbourne')

Leeds College is within Melbourne's 'Free Tram Zone' (includes all areas of the CBD). You do not need to buy a ticket if you are getting on and off within the CBD.

For all other travel on buses, trams and trains you must carry a MYKI card and pay for journeys and ensure you 'tap on' and 'tap off'. More info: <http://ptv.vic.gov.au/tickets/myki/>

Nearest Metropolitan Train Stations:

- Flinders Street
- Melbourne Central

Local taxi companies

- 13CABS - www.13cabs.com.au Phone: 132 227
- Silvertop - www.silvertop.com.au Phone: 131 008

Automated Teller Machines (ATMS)

- Bank of Melbourne ATM - Level 2 Cnr Collins & Spencer Sts, Docklands VIC 3008
- Commonwealth Bank ATM - 99 King St, Melbourne VIC 3000
- ANZ ATM - 600 Bourke St, Melbourne VIC 3000

Libraries

- City Library www.melbourne.vic.gov.au
Hours: 8am - 8pm, 253 Flinders Lane, Melbourne VIC 3000, Phone: 03 9658 950
- State Library of Victoria <http://www.slv.vic.gov.au/>
Hours: Mon-Thurs 10am-9pm, Fri-Sun 10am-6pm
328 Swanston St, Melbourne VIC 3000, Phone: 03 8664 7000

Stationary supplies and printing services

- Officeworks
www.officeworks.com.au | 107 Elizabeth Street, Melbourne VIC 3000, Phone: 03 9604 6100

2. ADMISSION AND PRE-ARRIVAL INFORMATION

2.1 ENROLMENT PROCESS

Leeds College accepts applications from all students who meet the entry requirements published in the course information. Applications are accepted on a first come, first served basis but if a course is full, you will be offered a place in a course starting at a later date.

To apply to enrol in a course, please contact us to express your interest. Before you do so, please go through the information available in this booklet and Leeds College website about the courses we offer. You will also need to provide evidence that you meet the Entry Requirements of the course such as verified copies of qualifications, identification including your passport, schooling and evidence of English Language level (within the last 2 years) such as IELTS or TOEFL.

If you are applying for Credit, you should indicate this on your enrolment and supply certified copies of your transcripts so we can assess your application for Credit. See the section on Credits in this Handbook below.

Once you have completed your enrolment form and gathered all the necessary evidence, send it to admin@leeds.edu.au or Level 11, 474 Flinders Street, Melbourne VIC 3000. You will be contacted within directly or via your education agent to discuss your suitability and arrange an Entry Interview if your application is progressing. At the Entry Interview you may be required to undertake a Language, Learning and Numeracy assessment to assess your suitability and support needs.

If your application is successful, you will be provided with a Written Agreement that outlines the Terms and Conditions of your enrolment with Leeds College. This document is called a Letter of Offer. You must keep a copy of this for your own records.

You will then be required to pay your enrolment deposit and provide any additional evidence before finally receiving your electronic Confirmation of Enrolment letter (eCoE) as well as further information about your first training session and anything you need to bring or prepare prior.

2.2 UNIQUE STUDENT IDENTIFIER (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognised training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must either:

- Provide us with your USI, or
- Provide us with permission to access or create your USI on your behalf.

If you are providing us with permission to access or create your USI we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose.

If you would like to create your own USI, please visit:

<http://www.usi.gov.au/Students/Pages/default.aspx>

We are unable to issue a qualification or a statement of attainment unless we have a valid USI or a notice of exemption from the registrar.

For information about exemptions for individuals please review this webpage:

<https://www.usi.gov.au/training-organisations/training-organisation-requirements/exemptions-individuals/how-apply>

2.3 VISAS

Once you receive your electronic Confirmation of Enrolment, you will need to apply for your visa. Information about applying for a visa can be found at: <https://www.homeaffairs.gov.au/>

This webpage explains the process for application, evidence that you must provide (including a valid passport), information on student visa conditions, permission to work, Overseas Student Health Cover and charges associated with the visa application. You may wish to use a registered migration agent to assist you with the process of applying for a course to arrival at Leeds College and including assistance with visas. Contact us for details of the education agents that we use. Ensure that you allow enough time between lodging your application and the start of your course, as applying for a visa can be a lengthy process.

If your visa is not approved, you will receive a full refund for the fees that you have paid.

2.4 VISA CONDITIONS

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions may result in the cancellation of your visa.

Conditions include (but are not limited to) that you must:

- Satisfy attendance and/or course progress requirements and maintain a valid enrolment for your chosen course of study.
- Only work if you have been given permission to do so as part of your visa grant.
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Notify your training provider of your Australian address and any subsequent changes of address within 7 days.
- Complete the course within the duration specified in the CoE.
- Remain with the principal education provider for 6 months unless you are issued with a letter of release from the education provider to attend another institution.

2.5 ARRANGING TRAVEL AND DOCUMENTS TO BRING

Costs of travelling to Australia are not included in your course fees and you will need to arrange and pay for your travel to Australia. You should plan to arrive in Melbourne at least 2 weeks before your course orientation to give you time to settle in.

You will need to prepare a folder of official documents to bring with you to Australia including:

- Valid passport including a valid student visa
- Your Confirmation of Enrolment (CoE)
- Insurance policies
- Original or certified copies of documents such as your birth certificate, medical records and educational qualifications as advised by Leeds College at the time of confirmation of enrolment.

If you are travelling with your family you will need to include their documents as well. Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family and sent to you.

2.6 ENTRY INTO AUSTRALIA

When you arrive in Australia, you will need to show your passport and incoming passenger card at a Customs and Immigration checkpoint. You may be asked questions about your stay before your passport is stamped and handed back.

Once you have passed through the Immigration checkpoint, you should collect your bags ensuring that you check your baggage and check that nothing is missing or damaged. If something is missing or you notice damage, go to the baggage counter and advise them of your problem. Staff at the

baggage counter will help you to find missing baggage or lodge a claim for damage to your belongings.

Once you have your luggage you will go through customs where your luggage may be checked. Australia has strict quarantine laws to stop people from bringing in certain food and plant items. You should declare any items that you are bringing in on the form given to you on the plane. If customs officers decide that the item you are bringing in are not safe, they will be confiscated and destroyed. If you fail to declare or dispose of any quarantine items, or make a false declaration, you may receive a fine or be prosecuted. All international mail is also screened and checked by customs.

If you want further information, visit the Australian Department of Agriculture and Water Resources *Travelling to Australia* website at www.agriculture.gov.au/travelling

2.7 ARRIVING IN AUSTRALIA

Getting from Location airport to your accommodation

The Melbourne International Airport located at Tullamarine about 26 minutes' drive from the CBD. Please review the website for information about the airport. <http://melbourneairport.com.au/> | Phone: +61 3 9297 1600

Student Welcome Desk

Get your free welcome pack, free advice and assistance!

International Arrivals Hall - Terminal 2. Open from 7am to midnight every day of the week.

<https://www.studymelbourne.vic.gov.au/help-and-support/student-welcome-desk-arriving-at-melbourne-airport>

Getting from Melbourne airport to your accommodation

Airport buses: <https://www.ptv.vic.gov.au/getting-around/airport-buses/>

Taxi: <http://melbourneairport.com.au/to-from-the-airport/taxis/overview.html>

Keeping in contact

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them.) Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. For safety reasons, always let someone know where you are.

Arranging your finances

The currency of Australia is the Australian Dollar. Ideally, you should change your money into Australian dollars before you arrive but if you haven't you will need to change some as soon as you arrive - you will usually be able to do this at the airport. Once you have arrived into Melbourne you can also change more money into Australian dollars at any bank or currency exchange. Note, however, that banks are not open on the weekend and while airport currency exchanges are generally open, the rate is usually not as good as with a bank.

You should not carry large sums of money with you and it is best to only have the money that you will need for the first few days and then arrange to have the rest of the funds transferred to you in Australia.

The amount you will need to bring with you will depend on whether you have already paid for your accommodation before you arrive. Think about how much money you will need to last you for a couple of weeks.

Find out more about money matters by visiting <http://www.studyinaustralia.gov.au/en/Living-in-Australia/Money-Matters>

3. LIVING IN AUSTRALIA

3.1 KNOWING MELBOURNE

For guides relevant to living in Melbourne have a look at these free resources:

<http://insiderguides.com.au/international-student-guides/>

Must have apps for Melbourne <https://www.studymelbourne.vic.gov.au/study-melbourne-news-updates/best-apps-for-melbourne>

Also you may read this article for an insight into living in Australia

<http://insiderguides.com.au/first-weeks-australia/>

3.2 ACCOMMODATION

It is best to book temporary accommodation before you arrive and look for long-term accommodation once you get to Australia.

Temporary accommodation could be a hotel or hostel or similar such as a serviced apartment or a bed and breakfast (usually a converted private residence which may be inside someone's home or not).

Temporary accommodation can be found and booked through the following websites:

- Hotels: <https://www.trivago.com.au/australia-563/hotel>

- Bed & Breakfasts www.airbnb.com.au/Australia
- Serviced Apartments - <https://www.serviced-apartments.com.au/>
- Hostels Australia <http://hostelsaustralia.com.au/>

Student Accommodation

Shared accommodation specifically for international students. Generally includes a range of amenities for residents, such as quiet study areas and social spaces and enables students to meet and live with other international students.

- <https://unilodge.com.au/>
- <http://urbanest.com.au/>
- <http://www.student-accommodation.com.au>

Private rental

A private rental is where you sign a lease for a whole apartment or house. The lease will include the rent payable, the bond (a refundable amount once you leave the rental), the length and type of tenancy, and other conditions and rules.

Search private rentals here: <https://www.realestate.com.au/rent>

Your rights as a tenant

It is important to remember that as an international Student, you have the same renting rights as local residents. Review the information below about renting and tenants' rights from Consumer Affairs Victoria website: <https://www.consumer.vic.gov.au/internationalstudents>

Share house

A share house is when you share a private rental with friends or housemates. All tenants are listed on the lease and pay their own share of rent and bond. Some helpful tips can be found here: <https://flatmates.com.au/info/legal-introduction>

- <https://flatmates.com.au/> Connects people wanting to share accommodation with others, includes people listing their spare rooms and those wanting to team up with others to start a lease.

Boarding or Homestay

Boarding or homestay is when you rent a room in a home, and live with the home owners. This is a private agreement between you and the homeowner.

Homestay: <https://www.homestay.com/australia/>

3.3 BRINGING YOUR FAMILY WITH YOU

If you intend to bring your family with you, they will also need to have a visa and be covered by health insurance. Family members include your partner (married or de facto) and your children under 18 years of age. You will need to provide proof of your family relationships with official documents including birth certificates and marriage certificates. For more details, visit <https://immi.homeaffairs.gov.au/visas/bringing-someone/bringing-partner-or-family>

Where you have dependent children that need to attend childcare or school, you should be aware of the following costs:

Typical childcare costs in Melbourne are as follows

Typical childcare costs in Melbourne are as follows

- Centre-based childcare AUD\$120 to AUD\$150 per day
- Family day care AUD\$6 to AUD\$10 per hour
- Nannies AUD\$20 to AUD\$30 per hour
- Au pairs (living in your home) AUD\$200 to AUD\$250 per week

Find out more at:

<http://www.liveinvictoria.vic.gov.au/living-in-victoria/education-and-childcare/childcare#.V7EKu49OKUK>

If you have children who are school age (ages 6-17), please find out about school types, costs and application processes on the following sites:

Primary: <http://www.liveinvictoria.vic.gov.au/living-in-victoria/education-and-childcare/primary-schools#.V7ELF49OLQs>

Secondary: <http://www.liveinvictoria.vic.gov.au/living-in-victoria/education-and-childcare/primary-schools#.V7ELF49OLQs>

For children who are aged 4-5 please check the information about kindergartens:

<http://www.liveinvictoria.vic.gov.au/living-in-victoria/education-and-childcare/kindergartens#.V7EL5o9OLQs>

3.4 HEALTH

Emergencies

For emergencies such as fire, ambulance or police, phone 000. When you dial 000, you will be asked whether you want fire, ambulance or police and why you want this assistance. You will also be asked for your name and address and telephone number.

Australia police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The police can help you feel safe.

Fire

The fire brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call 000 no matter how small or large the fire may be.

Ambulance

Ambulances provide immediate medical attention in an emergency and emergency transportation to hospital. To access an ambulance, call 000.

Medical assistance

Emergency medical treatment is available 24 hours a day at the emergency or casualty department of a public hospital, or at some medical centres. Public and private hospitals are listed in the White Pages telephone directory under 'Hospitals' and you can also find them by searching on the internet. If you need to go to hospital, remember to bring your health insurance card and any medicines you are currently taking. For anything other than an emergency, seek medical help from a general practitioner (GP) or local medical centre.

Overseas Student Health Cover

Australia has a special system of health cover for international students called Overseas Student Health Cover (OSHC). You will need to buy OSHC before you come to Australia to cover you from when you arrive. The Department of Home Affairs requires you to maintain OSHC for the duration of your time on a student visa in Australia.

You can choose to take out OSHC with a provider recommended by us, or with the Australian OSHC provider of your choice. There are five providers of OSHC in Australia. Visit these websites to find detailed information on what they cover and to decide which provider is right for you.

- Australian Health Management OSHC www.ahmoshc.com
- BUPA Australia www.overseasstudenthealth.com
- Medibank Private www.medibank.com.au/Client/StaticPages/OSHCHome.aspx
- OSHC Worldcare www.oshcworldcare.com.au
- NIB OSHC www.nib.com.au/home/newtonib/overseasstudents

Your OSHC will help you pay for any medical or hospital care you may need while you're studying in Australia, and it will contribute towards the cost of most prescription medicines, and an ambulance in an emergency.

For more information on what your OSHC insurance covers, as well as what to do if you need treatment, refer to the Department of Health and Ageing's (DoHA) [Frequently Asked Questions](#).

OSHC does not cover dental, optical or physiotherapy. If you want to be covered for these treatments you will need to buy additional private health insurance, such as:

- Extra OSHC provided by some OSHC providers;
- International travel insurance; or
- General treatment cover with any Australian private health insurer. You can find a list of these providers and search for the one that suits you best at www.privatehealth.gov.au or www.iselect.com.au

3.5 YOUR SAFETY

Australia is a very safe country. However, its always best to take precautions. Read the information at the following web site about personal safety tips:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/personal>

You should also review the section in this Handbook about health and safety and remember to listen carefully to all of the information provided to you at your orientation.

If an incident occurs that has a significant impact on your well-being, please speak to us immediately at the contact numbers provided. An incident may be both physical or psychological.

3.6 WORKING IN AUSTRALIA

- Most student visa holders can work up to 40 hours a fortnight during term time and as many hours as you like during holidays.

Check your VISA

- Before you undertake any paid work you need to make sure your visa allows you to work. Find out more at the <https://www.homeaffairs.gov.au/trav/stud>

Your rights

Everyone working in Australia, including international students or those on working holiday visas, have basic rights at work.

These rights protect entitlement to:

- A minimum wage and superannuation.
- Challenge of unfair dismissal from the job
- Leave, breaks and rest periods.
- A healthy and safe work environment.

More information: <https://www.studyinaustralia.gov.au/english/live-in-australia/working>

Youtube: <https://www.youtube.com/watch?v=IKVwRLml5l0&feature=youtu.be>

If you have a problem

Contact the Fair Work Ombudsman

Web: <https://www.fairwork.gov.au/find-help-for/visa-holders-and-migrants>

Phone: 13 13 94, Translating and interpreting service: 131 450

3.7 LIVING COSTS IN AUSTRALIA

Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. This helps to ensure students are better able to make the most of their studies and have a safe and enjoyable experience in Australia.

While international students are able to supplement their income with money earned through part-time work in Australia, the 'living costs' requirement helps to support the success of students in their studies by ensuring that they don't have to rely on such work to meet all their expenses.

From 1 July 2012, the basic rate of living costs under the Migration regulations increased. Under these regulations prospective student visa applicants and their family members must have access to the following funds to meet the living costs requirements:

- AUD\$18,610 a year for the main student;
- AUD\$6,515 a year for the student's partner;
- AUD\$3,720 a year for the student's first child; and
- AUD\$2,790 a year for every other child and where required.

You should also be aware that the above costs for childcare and schooling are in addition to living costs.

Students must demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

The figures above are indicative only and that costs can vary significantly depending on where you live in Australia. You should be prepared in case your living costs are greater than the indicated figures. For more information visit the Department of Home Affairs website.

3.8 BUDGETING

Once you've settled in, you should ideally work out a budget that covers costs including clothing, food, accommodation, transport and entertainment, travel costs and child care, if applicable.

Costs associated with living in Australia are included at:

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

It is important to be aware of how much money you spend and where you are spending it. Sticking to a budget will ensure you are on top of where your money goes.

Read more about budgeting at <https://moneysmart.gov.au/budgeting>

3.9 SHOPPING

All Australian major town centres and capital cities shopping facilities with opening hours generally 9.00am to 5.30pm seven days a week, with late night shopping until 9.00pm on Thursdays or Fridays. Some supermarkets are open 24 hours a day seven days a week.

Mainstream grocery stores in Australia include Coles, Woolworths, Foodworks, IGA and Aldi. Major department stores in Australia include Myer and David Jones, Big W, Kmart and Target.

3.10 CLOTHING

While there are no set rules on clothing in Australia, however many workplaces, restaurants, clubs and bars have a dress code. Australian people generally dress in modern clothing influenced by personal taste, status, place of work, lifestyle and location.

The cost of clothing in Australia can vary. There are a number of quality variety stores such as K-Mart and Big W where you can find low cost clothing and shoes of all varieties. Department and speciality stores such as Myer and David Jones carry more expensive higher end clothing labels.

4. AVAILABLE SUPPORT

4.1 WELFARE SERVICES

We can also offer you a range of welfare services to help with the mental, physical, social and spiritual well-being of international students. These services may include, through direct provision or referral, information/advice about: accommodation, counselling, crisis services, disabilities and equity issues, financial matters, legal issues, medical issues, mental health, peer mentoring, programs promoting social interaction, religious and spiritual matters, and stress-management. It may also include advice on academic and study issues.

Services will be provided at no additional cost to the student.

Contact us at 1300 533 300 for details about welfare services we can offer.

4.2 EXTERNAL SUPPORT SERVICES

Reading and Writing Hotline

Telephone: 1300 655 506, Website: <https://www.readingwritinghotline.edu.au/>

For the price of a local call anywhere in Australia, the Hotline can provide you with advice and a referral to one of 1200 providers of courses in adult literacy and numeracy.

Lifeline

Telephone: 13 11 14, <https://www.lifeline.org.au/>

Anyone can call Lifeline. The 13 11 14 service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. If you feel that you might need telephone counselling, you can call about anything that might be troubling you.

Reach Out

Reach Out is a web-based service that inspires young people to help themselves through tough times and find ways to boost their own mental health and wellbeing. Their aim is to improve young people's mental health and wellbeing by building skills and providing information, support and referrals in ways they know work for young people. Website: <https://au.reachout.com/>

Healthdirect Australia

<https://www.healthdirect.gov.au/>

Phone: 1800 022 222

Symptom checker, medicines, and health information.

MindSpot

<https://mindspot.org.au/>, Phone: 1800 614 434

Free service for Australian adults who are experiencing difficulties with anxiety, stress, depression and low mood. Provides online screening assessments and treatment courses, or can help find local services.

Butterfly Foundation

Phone: 1800 334 673 website: <https://thebutterflyfoundation.org.au/>

Support for those experiencing an eating disorder and want to talk to someone.

When: 8am to 9pm M-F (no public hols)

My Future

Website: <https://www.myfuture.edu.au>

Career information and resources provided as a joint initiative of the Commonwealth, state and territory governments:

Rape & Domestic Violence Services Australia

<https://www.1800respect.org.au/> Phone 1800 737 732 (1800 RESPECT)

A range of support services are available for people who have experienced sexual assault, domestic or family violence.

Tenants Union of Victoria

Phone: 9416 2577, Website: www.tuv.org.au

For information about renting rights and obligations in Victoria

City of Melbourne Multicultural Services

<http://www.melbourne.vic.gov.au/community/health-support-services/multicultural-services/Pages/multicultural-services.aspx>

Melbourne City (council) website with information relating to translation services, multicultural Hub, Multicultural communities and specific information for International students.

Study Melbourne Student Centre

599 Little Bourke Street Melbourne, Phone: 1800 056 449

<https://www.studymelbourne.vic.gov.au/about-study-melbourne/programs-and-services/study-melbourne-student-centre>

Study Melbourne is a Victorian Government initiative providing support and information to this community of international students. Year-round program of free events.

Legal Aid Victoria

Phone: 1800 677 402, Website: <http://www.legalaid.vic.gov.au>

Victoria Legal Aid helps people with their legal problems and focuses on helping and protecting the rights of socially and economically disadvantaged Victorians. It can provide assistance in the areas criminal law, family law and some civil law matters. Legal representation is subject to policy guidelines and means tests in most cases. They have lawyers in offices in most major metropolitan and country regions.

Disability Rights Victoria

Telephone: 1800 462 480

Disability Rights Victoria is an advocacy organisation directed by people with a disability. They work with and on behalf of adults with a disability. They provide individual advocacy, information and support to people with a disability via our network of advocates located across Victoria. This support may include making representation on behalf of individuals with a disability, helping individuals to advocate for themselves or helping others to advocate for them.

4.3 HARASSMENT, VICTIMISATION OR BULLYING

Leeds College is committed to providing all people with an environment free from all forms of harassment, victimisation and bullying. Leeds College will not tolerate any behavior that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

Anti-discrimination law defines harassment as any form of behaviour that you do not want, that offends, humiliates or intimidates you and that creates a hostile environment. Examples of harassment are making fun of someone, spreading rumours, offensive jokes, ignoring someone, etc. Victimisation is where a person is treated unfairly because they have made a discrimination complaint.

Bullying is verbal, physical, social or psychological abuse by a staff member or student. Bullying falls under health and safety legislation.

If you at any time feel that you are being harassed, victimised or bullied by a staff member or student, you should follow these steps.

If you feel that you are being harassed, victimised or bullied, ideally you should tell the person that you don't like the behaviour and ask them to stop. However, if you are not comfortable doing this, you should lodge a complaint as per Leeds College Complaints and Appeals procedure and detailed in this Handbook.

4.4 EQUAL OPPORTUNITY

The principles and practices adopted by Leeds College aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with Leeds College.

All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

Leeds College provides equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

4.5 WORKPLACE HEALTH AND SAFETY

Under the Workplace Health and Safety Act 2011, Leeds College must provide a safe environment for both staff and students, as well as providing information to staff and students in relation to health and safety and welfare. Leeds College has policies and procedures in place to ensure your safety and on commencement of your course you will be provided with information about health and safety.

As a student you also have a responsibility to follow instructions and rules and to behave in ways that are safe and do not endanger the health and safety of others. Always ensure that you:

- Immediately report hazards to your trainer/assessor.
- Seek assistance from a member of staff if you become ill or injured on campus.
- Only assist another person who is ill or injured if it is safe to do so. If you're not sure, call on a member of staff for assistance.
- Complete an incident report as required.
- Ensure you are familiar with Leeds College emergency evacuation procedures and in the case of an emergency, follow the instructions given to you.
- Do not leave bags or personal belongings lying around where someone else could trip over them.
- Do not smoke or drink alcohol on the premises.
- Observe basic hygiene practices such as hand washing before handling and eating food and leaving toilets and wash basins clean and tidy, etc).

5. ACADEMIC POLICIES AND PROCEDURE

5.1 STUDENT CODE OF CONDUCT

All students are expected to abide by this Code of Conduct during their participation in their course with Leeds College. Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures.

Student rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Leeds College holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Leeds College on the client services, training, assessment and support services they receive.

- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

Student responsibilities

All students, throughout their training and involvement with Leeds College, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Leeds College in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Leeds College if any difficulties arise as part of their involvement in the program.
- Notify Leeds College if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

5.2 COURSE PROGRESS POLICY

Purpose

The purpose of this policy is to ensure that Leeds College monitors international students to ensure that they can complete their course within the duration specified on their Confirmation of Enrolment (CoE) and that timely intervention strategies are implemented for students who are at risk of failing to meet course progress requirements.

The intention of this policy is to provide all students with the best opportunity to meet their study goals and aspirations and to ensure that students do not breach their visa requirements.

This ensures compliance with Standard 8 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

Definitions

Academic staff includes staff involved in Training and/or Assessment to overseas students.

ASQA is the Australian Skills Quality Authority

CoE means Confirmation of Enrolment

National Code means National Code of Practice for Providers of Education and Training to Overseas Students 2018

PRISMS means Provider Registration and International Student Management System (PRISMS).

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module.

Policy

1. Completion within expected duration

- International students must complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.
- Leeds College monitors student progress to ensure that students to complete their studies within the expected duration specified on their Confirmation of Enrolment.
- VET Students may not submit assessments for any units they have not attended at least one class for without applying for RPL and a reduction in course duration.

2. Course Progress and Attendance Monitoring

- The monitoring report:
 - will indicate when warning letters have been sent and intervention strategies commenced.
 - is updated by the Director of Studies including a status of progressing, at risk or not progressing for all overseas students on each reporting date. This is based on current evidence located in student files and other academic records. The Director of Studies will consult with academic staff if there is any uncertainty or more evidence needed to confirm or deny a student's status.
- A student must be identified as at risk prior to being reported as having not met satisfactory course progress requirements.
- Where a student is at risk of not meeting course progress or attendance requirements, they will be formally notified and an Intervention Strategy put in place.
- Students who subsequently do not meet course progress requirements, will be formally notified and unless the decision is appealed in the timeframe indicated in the notification letter, they will be reported to the Department of Education, which may jeopardise their student visa.

- Course Progress and Attendance Monitoring will be completed two weeks after the due date for final assessments for each unit (to allow enough time for marking).

3. Determining at risk students

- Students will be deemed at risk of not meeting course progression requirements if at the monitoring point they:
 - have a Not Yet Competent result on the third attempt for one or more units of competency, or
 - have been absent for all scheduled classes for a given unit of competency

4. Determining if a student has met course progress requirements

- Students will be considered to have not met course progress requirements if they have previously been identified as at risk and:
 - they have a Not Yet Competent result for 25% (or more) of the total number of units of competency contained within a course, or
 - they have not attended all of the classes for a given unit of competency

5. Intervention Strategy

- Leeds College ensures that it identifies, notifies and assist students where there is evidence that the student is at risk of not meeting course progress requirements.
- For students at risk of not meeting course progress requirements, an individual intervention plan will be developed that documents the support that will be provided. This may include:
 - English language support;
 - reviewing learning materials with the student and providing information to students and in a context that they can understand;
 - providing extra time to complete tasks;
 - providing access to supplementary or modified materials;
 - providing supplementary exercises to assist understanding;
 - attending academic skills programs;
 - attending tutorial or study groups;
 - attending study clubs;
 - attending counselling;
 - receiving assistance with personal issues which are influencing progress;
 - receiving mentoring;
 - referral to external organizations where Leeds College is unable to address the identified learning or academic issues;
 - being placed in a suitable alternative subject within a course or a suitable

- alternative course; or
- a combination of the above

6. Extension to an expected course duration

- Extensions to the course duration specified on the CoE are only allowed where:
- Where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress, or
- An approved deferral or suspension of studies has been granted in accordance with Leeds College's *Deferral, Suspension and Cancellation Policy and Procedures*.
- Compassionate or compelling circumstances apply, (suitable evidence must be provided), which may include but is not limited to:
 - serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents;
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 - a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
 - where Leeds College is unable to offer a pre-requisite unit.
 - where the student is unable to begin studying on the course commencement date due to delay in receiving a student visa.
- When the student can only account for the variation/s by extending his or her expected duration of study, this will be reported to the Department of Education and Training (DET) via PRISMS.
- All variations in the student's study load, including the reasons for the variation will be recorded on the student's file.
- Where the duration of the student's enrolment is extended, Leeds College will advise the student to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

7. Online or distance learning enrolment

Leeds College will not deliver a course exclusively by online or distance to an international student.

8. Reporting students

- Where a student has demonstrated unsatisfactory course progress despite interventions implemented, Leeds College will be required to report the student to the Department of

Education and Training via PRISMS and the student will receive a written notice informing them of the intention to report for non-satisfactory course progress and the reasons for the intention to report. Student will have received at least one warning letter before the notice of intention to report is issued.

- Students have the rights to appeal against decision to report as per Leeds College Complaints and Appeals Policy & Procedures. If the student chooses to access this process, the student will not be reported until this process is complete.
- Leeds College will only report unsatisfactory course progress in PRISMS if:
 - the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
 - the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period; or
 - the student has chosen not to access the external complaints and appeals process: or
 - the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.
- All records will be kept on the student's file including warning letters and the notice of intention to report.

9. Publication

- This policy will be published in the International Student Handbook and available for download on the Leeds College's website to ensure that course progress requirements are clearly communicated to students before they commence their course.
- This policy will also be covered during orientation for international students and induction for all academic staff.

5.3 COURSE TRANSFER

- All decisions made by Leeds College with regard to student transfer requests will be made in accordance with this policy and procedure, will be fair and take into account the student's individual circumstances and any other relevant factors.

1. Transferring from another registered provider

- Leeds College will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the overseas student completing six months of his or her principal course unless one or more of the following conditions apply:
 - the releasing registered provider or the course in which the student is enrolled has ceased to be registered;

- the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the student from continuing his or her principal course at that registered provider;
- the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS;
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

2. Transferring to another registered provider

- For Leeds College students seeking to transfer to another registered provider's course of study prior to completing six months of their principle course, the transfer request will be assessed and granted in any of the following circumstances:
 - the student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Leeds College's intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements).
 - there is evidence of compassionate or compelling circumstances.
 - Leeds College fails to deliver the course as outlined in the student agreement.
 - there is evidence that the student's reasonable expectations about their current course are not being met.
 - there is evidence that the student was misled by Leeds College or an education or migration agent regarding Leeds College or its course and the course is therefore unsuitable to their needs and/or study objectives.
 - an appeal (internal or external) on another matter results in a decision or recommendation to release the student.
- A transfer to another course will not be granted where:
 - The transfer may jeopardise the student's progression through a package of courses.
 - The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student. In this case, the student will be requested to wait a further 4 weeks before applying for a transfer to another registered provider during which time the full range of support services will be provided to the student.
 - The student is trying to avoid being reported to DET for failure to meet the provider's attendance or academic progress requirements.
 - There are no legitimate compassionate or compelling circumstances.

- In order for a request for transfer to be considered and a letter of release provided, students must provide a valid offer of enrolment from another registered provider.
- The outcome of the student's application for course transfer will be provided in writing within 10 working days of receipt of application.
- Where a student's application is refused, the reasons for this will be communicated plus the right to access the complaints and appeals process as outlined below.
- There is no cost in releasing students. However, where a student transfers to another registered provider, any refund of course fees, where applicable, will be paid in accordance with Leeds College's Fees and Refunds Policy and Procedures.

3. Transferring to another course offered by Leeds College

- Students may transfer to another course offered by Leeds College in the following circumstances:

Where it is considered that the course that the student wishes to transfer to;

- better meets the study capabilities of the student; and/or
- better meets the long term goals of the student, whether these relate to future work, education or personal aspirations; and/or

Or, where the student claims or can provide evidence that his or her reasonable expectations about the current course are not being met.

- A transfer to another course within Leeds College will not be granted where:
 - The transfer may jeopardise the student's progression through a package of courses.
 - The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student.
 - The student is trying to avoid being reported to DET for failure to meet the provider's attendance or academic progress requirements.
- In order for a request for transfer to be considered, students must complete an Internal Course Transfer Application Form.
- The outcome of the student's application for course transfer will be provided in writing within 10 working days of receipt of application.
- Cost involved in transferring to another course plus any refund of course fees paid for the student's current course will be in accordance with Leeds College's Fees and Refunds Policy and Procedure.

4. Visa advice

- All students who are either considering a course transfer, or have had their transfer request approved, will be advised that they must contact DHA to seek advice on whether a new visa is required. To find out more about visa requirements, students will be advised to contact DHA on 131881 or visit the following website:
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>

5. Complaints and Appeals

- Where the decision is made to refuse a course transfer or Leeds College does not respond to the request in the timeframe set out in this Policy, the student may appeal against the decision by accessing Leeds College's Complaints and Appeals process within 20 days. If the appeal finds in favour of a student wishing to transfer, a letter of release will be granted.
- The refusal status will not be finalised in PRISM until the complaints and appeals process is finalised within the 20 working day period or the student withdraws from the course.

6. Records

All records relating to course transfers will be kept for two years after the student ceases to be an enrolled student. This includes requests for release, the assessment of the request and the decision.

7. Publication

This policy is provided to students in the *International Student Handbook*, which is provided to students prior to or upon commencement of a course, and also via Leeds College's website at www.leeds.edu.au

5.4 DEFERRAL, SUSPENSION AND CANCELLATION

- Requests from students for deferral and suspension of studies will only be granted in compassionate or compelling circumstances which are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
 - serious illness or injury, where a medical certificate states that the student was unable to attend classes
 - bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
 - a traumatic experience that has impacted on the student which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime. Such cases supported by police or psychologists' reports

- where Leeds College is unable to offer a pre-requisite unit
- inability to begin studying on the course commencement date due to delay in receiving a student VISA.

The circumstances listed are example of what may be considered compassionate or compelling circumstances and each case will be assessed on its individual merits.

- When determining whether compassionate or compelling circumstances exist, Leeds College considers documentary evidence provided to support the claim, and stores copies of these documents in the student's file.
- A retrospective deferment or suspension may be justified if the student was unable to contact Leeds College because of a circumstance such as being involved in a car accident.
- Where a student initiated deferral or suspension of enrolment is granted, Leeds College will suspend an enrolment for an agreed period of time - to a maximum of 12 months. If the deferral is required for longer than 12 months, the student's application will be re-assessed. If the suspension period has expired and the student does not return, the student's enrolment will be cancelled.

1. Provider initiated suspension or cancellation

- Leeds College may suspend or cancel a student's enrolment including, but not limited to, on the basis of:
 - misbehaviour by the student (including plagiarism, collusion and cheating)
 - the student's failure to pay an amount he or she was required to pay the registered provider to undertake or continue the course as stated in the written agreement
 - a breach of course progress or attendance requirements by the overseas student, which will occur in accordance with Standard 8 (Overseas student VISA requirements) and as specified in Leeds College Course Progress Policy & Procedures.
- Standards of behaviour required are outlined in the International Student Handbook.
- Where Leeds College suspends or cancels a student's enrolment, before imposing a suspension or cancellation Leeds College will inform the student in writing of that intention and the reasons for doing so and advise the overseas student of their right to appeal through the provider's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- Under no circumstances will the suspension or cancellation of the overseas student's enrolment under Standard 9.3 cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

2. Student initiated cancellation of studies

- Students may initiate cancellation of their studies at any time during their course.
- Students who wish to withdraw within six months of their course to transfer to another provider will be processed as per Leeds College Course Transfer Policy and Procedure.

3. Visa status

- When there is any deferral, suspension or cancellation action taken under this standard, Leeds College will inform the student of the need to seek advice from DHA on the potential impact on their student VISA, as well as the report the change to the overseas student's enrolment under section 19 of the ESOS Act i.e. notification via PRISMS.
- Students are referred to the DHA website at <https://www.homeaffairs.gov.au/> or Phone: 131 881 for information and their local DHA office for advice on how the potential change to enrolment status may impact upon his or her VISA.

4. Complaints and appeals

Where a student accesses the Complaints and Appeals process, Leeds College will not notify DET via PRISMS until the internal appeals process is complete unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk. Where the student chooses to access an external appeals process, DET will still be notified via PRISMS.

5. Records

All records relating to deferrals, suspensions and cancellations will be kept on the student's file. This will include all decisions made.

6. Publication

This policy is provided to students in the *International Student Handbook*, which is provided to students prior to or upon commencement of a course, and also via Leeds College's website at www.leeds.edu.au.

5.5 STUDENT PLAGIARISM, CHEATING AND COLLUSION

Leeds College has a no tolerance policy for plagiarism, cheating and collusion. Students are expected to act with integrity at all times and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all resource materials used in the preparing the work.

When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

If you are found to have plagiarised, cheated or colluded, you will be given an opportunity to respond to the allegations. If you are found to have plagiarised, cheated or colluded, we will be required to take disciplinary action which is likely to require you to complete the assessment again. Disciplinary action may lead to the suspension or cancellation of your enrolment which may affect your visa.

5.6 CREDITS

A credit is formal recognition of the previous studies you have completed for the purpose of reducing the units or modules that you are required to complete in the course you are enrolled in with us.

Leeds College can grant you credit towards your course for units of competency or modules that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit/ module in your course, and the subject or unit you have completed.

There is no charge to apply for Credit.

To apply, fill in the Credit Application Form and submit it as part of your application for enrolment. You can apply for Credit at any time however it is best you do this as part of your enrolment so that Credits are known upfront and you are not required to do any work that you otherwise may not have needed to do.

Make sure you attach certified copies of transcripts from your previous study. In some cases we may ask for additional information about the subject or unit you previously studied so we can determine equivalence. Your Credit Application may be returned to you if you don't provide the required information. In some cases, Credits may lead to a reduction in the course fees as there is less work involved in offering your course. This will be advised to you in writing.

You will be advised in writing of the outcome of your Credit Application.

5.7 RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. Leeds College has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course. If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether or not RPL might be suitable for you. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

A trainer/assessor will be available to assist you throughout this process. To apply for RPL, you will need to fill in a part of the kit and return it with an RPL Application Form. Your application will then be assessed for suitability and you will then be contacted by an assessor to progress the RPL process.

From here, usually the RPL process involves gathering evidence to demonstrate skills, knowledge and experience, responding to questions, completing tasks and depending on the area, observation of your work skills in your workplace. Fees are applicable for Recognition of Prior Learning and you will be advised of these fees in the Course Outline.

For more information about submitting an application for RPL, contact the head office.

Reduction of Course Duration as a result of Credit or RPL

If Credit or RPL is granted after the acceptance of a place in a course or on commencement of studies and will affect the duration of studies, Leeds College will provide you with a new Confirmation of Enrolment Letter (CoE) including the new duration.

5.8 ASSESSMENT

At the beginning of each unit or cluster, your assessor will go through the arrangements for assessment with you and you will be given all the details about the assessment requirements.

At this time you will:

- Be provided with detailed assessment instructions for each task/requirement which includes the criteria that you'll be assessed against.
- Be informed of relevant due dates or timing of assessments to be conducted

Your assessor will go through all of the arrangements with you and you can ask them any questions you have.

Submitting your assessments

You must submit written assessment tasks with a completed and signed Assessment Task Cover Sheet. The cover sheet asks you to make a declaration that the work is your own. Written tasks will not be accepted without a signed cover sheet.

Assessments can be submitted via the Learner portal of Leeds College or in hard copy to the trainer and assessor, depending on the arrangement of assessments at the time of study.

You must keep a copy of all tasks that you submit as we are not able to return copies to you. Assessments will be marked within 30 days of receipt. Your assessor will provide you with written feedback and confirm the outcome of the task on the Task Cover Sheet.

Assessment outcomes

Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). You must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for a unit. If one or more of your tasks are assessed as Not Satisfactory, you will be given an overall outcome for the unit of Not Yet Competent (NYC). You can have 2 further attempts to complete the task and achieve a Satisfactory outcome. You will be given a timeframe for your resubmission and advised what you must include in your re-submission.

If, after the third attempt, you are still assessed as Not Satisfactory for a task, you will need to complete additional training and assessment to support you in achieving a Competent outcome. This may incur an additional fee for self-funded students as identified in the fees and charges information.

Reasonable adjustment in assessment

Some students may need modifications to assessments due to disability, illness or special considerations - this is called reasonable adjustment.

Reasonable adjustment can involve:

- Making training and assessment resources and methods more accessible e.g. providing learner workbooks in an audio format or on different coloured paper.
- Adapting physical facilities, environment and/or equipment e.g. setting up hearing loops.
- Making changes to the assessment arrangements e.g. more time allowed for assessments.
- Making changes to the way evidence for assessment is gathered e.g. written questions asked orally

Please speak to your assessor if you think that you may need an adjustment made. Note these adjustments are made at the discretion of your assessor based on your identified needs.

Appealing assessment decisions

If you do not agree with any assessment decision, you can lodge an assessment appeal. Please refer to the Complaints and Appeals section in this handbook for information about how to lodge an appeal.

6. OTHER POLICIES AND PROCEDURES

6.1 STUDENT ORIENTATION AND SUPPORT SERVICES

We are committed to ensuring that you get all the support you need to adjust to life and study in Australia and to be successful in your studies.

Prior to commencing your studies, you will be required to participate in a compulsory orientation program that will include information on:

- details of internal and external support services available to assist in the transition into life and study in Australia. Such services include welfare services, accommodation services, academic and career advice, IT support, and student learning assistance, English language support and social inclusion activities.
- legal, emergency and health services
- facilities and resources

- organisational policies and procedures including course progress, attendance monitoring, deferral, suspension and cancellation, course transfer and complaints and appeals.
- any student visa conditions relating to course progress and attendance.

The enrolment form you complete will also help us to identify any support you need and depending on the course you are enrolling in and your support needs can also be discussed during the orientation.

Services that we can offer to you include:

- Mentoring from trainers.
- Additional classes, tutorials and workshops.
- Online support and exercises for some courses.
- Computer and technology support.
- Referral to external support services.

Contact us at any time on 1300 533 300 to discuss your support needs.

You may also contact the designated point of contact for emergency support requirements and after-hour access. Leeds College CEO is the designated point of contact:

Mr. Samiul Islam

Email: ceo@leeds.edu.au

Mobile Number: 0412 868 158

For more information on support available to Leeds College students, please refer to Student Support Services Policy.

6.2 CHANGE IN VISA STATUS

Deferment, suspension, or cancellation of a student's visa may affect the student's visa. When a student's enrolment is deferred, suspended, or cancelled, Leeds College will notify the Department of Education and Training via the Provider Registration and International Student Management System (PRISMS) of the change in enrolment status.

Students are to refer to the DHA web site at <https://www.homeaffairs.gov.au/trav/stud> or telephone 31 881 for information and their local DHA office for advice on how the potential change to enrolment status may impact upon his or her visa.

Regardless of whether the suspension of enrolment is the result of a student request for suspension or a suspension imposed by Leeds College, the period of suspension of enrolment (as entered in PRISMS) will not be included in attendance monitoring calculations.

Where a suspension of enrolment is granted, Leeds College will suspend an enrolment for an agreed period of time - to a maximum of 12 months. If the suspension is required for longer than 12 months the student shall have to re-apply once the initial suspension period has expired

If a student's enrolment is suspended for a period of 28 days or longer, the student must return home (unless special circumstances exist). Students will be referred to DHA via the DHA helpline

on 131 881 regarding whether they may remain in Australia during a period of suspension of enrolment.

Leeds College will always use its professional judgement to assess each student's case on its individual merits when determining whether compassionate or compelling circumstances exist. In cases, where a student's enrolment is cancelled, the student must leave Australia, obtain enrolment in an alternative course or apply for a different visa within 28 days of cessation. If the student leaves Australia, the student's visa will be cancelled. A student who has left Australia and wishes to return to his or her studies must apply for a new student visa.

6.3 YOUR FEEDBACK

Your feedback is important to us and assists in ensuring that our services meet your needs. We use feedback from students and employers to contribute to our continuous improvement processes so we are always striving to do better.

All students and employers will be provided with a Quality Indicator Survey issued by the National Centre for Vocational Education and Research (NCVER) that they are required to complete. Please help us by completing the surveys that are provided to you by your trainer/assessor. Some may also be mailed or emailed to you from our office.

You may also be contacted by our regulating body ASQA (Australian Skills Quality Authority) to verbally interview or survey you in regard to the quality of the course we have provided you with or your experience studying with us. It is your choice to participate, responses may be kept confidential on request.

We also welcome feedback from you at any time by email and phone or by completing a Suggestion for Improvement Form, available on request by email or at our head office.

6.4 LEGISLATION AND YOU

As an international student studying in Australia, you have certain rights and responsibilities under Australian legislation as follows.

Education Services for Overseas Students

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018. For more information about your rights and responsibilities under the ESOS Framework, visit the following website:

<https://www.studyinaustralia.gov.au/global/australian-education/education-system/esos-act>

If you are unable to access this information, contact us via email or phone and we will provide the information to you.

6.5 ACCESS TO YOUR RECORDS

You may access or obtain a copy of the records that Leeds College holds about you at any time. This includes personal information and records of participation and progress. If you want to access or obtain a copy of records, you must make a request in writing to the Administration Manager using the Access to Records Request Form outlining which records you wish to access. There is no charge to access your records however there is a cost of 20 c per page for photocopying or printing.

Access to records may be provided by:

- making copies of the records held in a file
- providing a time for you to review your file
- emailing you reports or exports of data or by providing a link or portal to access records online.

Amendment to records

If a student considers the information that Leeds College holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate, but the record is found to be accurate, the details of the request for amendment will be noted on the record.

6.6 NOTIFICATION OF CHANGES

As an RTO under the VET Quality Framework, we must notify you promptly if there are any changes to our RTO, the course, or the arrangements for training and assessment. This would include if there were any changes of ownership, and any new third party arrangements or changes to third party arrangements that relate to your enrolment, or if we were unable to provide the services you agreed to in your Student Agreement because we are no longer able to deliver the course you have enrolled in, or no longer operating as an RTO.

If this occurs, Leeds College will devise a strategy to minimise impact on you and notify you of the changes and how you will be affected as soon as practicable. Depending on the type of change, we may send a letter to your home address; send you an email, or call you. Please make sure we always have your most current home address, email address and mobile number on file so we can notify you of any changes if applicable.

You can let us know of any changes to your details by using the Student Change of Details Form.

6.7 COMPLAINTS AND APPEALS POLICY

1. Nature of complaints and appeals

- Leeds College responds to all allegations involving the conduct of:
 - The RTO, its trainers and assessors and other staff.
 - Any third party providing Services on behalf of Leeds College.
 - Any student or client of Leeds College.
- Complaints may be made in relation to any of Leeds College's services and activities such as:
 - the application and enrolment process
 - marketing information
 - the quality of training and assessment provided
 - training and assessment matters, including student progress, student support and assessment requirements
 - the way someone has been treated
 - the actions of another student
- An appeal is a request for a decision made by Leeds College to be reviewed. Decisions may have been about:
 - course admissions
 - refund assessments
 - response to a complaint
 - assessment outcomes / results
 - other general decisions made by Leeds College

2. Principles of resolution

- Leeds College is committed to developing a procedurally fair complaints and appeals process that is carried out free from bias, following the principles of natural justice. Through this policy and procedure, Leeds College ensures that complaints and appeals:
 - Are responded to in a consistent and transparent manner.
 - Are responded to promptly, objectively, with sensitivity and confidentiality.
 - Are able to be made at no cost to the individual.

- Are used as an opportunity to identify potential causes of the complaint or appeal and take actions to prevent the issues from recurring as well as identifying any areas for improvement.
- Leeds College will inform all persons or parties involved in any allegations made as well as providing them with an opportunity to present their side of the matter.
- Nothing in this policy and procedure limits the rights of an individual to take action under Australia's Consumer Protection laws and it does not circumscribe an individual's rights to pursue other legal remedies.

3. Timeframes for resolution

Complaints and appeals will be finalised as soon as practicable or at least within 30 calendar days unless there is a significant reason for the matter to take longer. In matters where additional time is needed, the complainant or appellant will be advised in writing of the reasons and will be updated weekly on the progress of the matter until such a time that the matter is resolved.

4. Records of complaints and appeals

Leeds College will maintain a record of all complaints and appeals and their outcomes on the *Complaints and Appeals Register*, which will be securely stored according to the Privacy Policy and Procedures.

5. Making a complaint of appeal

- Complaints about a particular incident should be made as soon as possible after the incident occurring and appeals must be made within thirty (30) calendar days of the original decision being made.
- Complaints and appeals should be made in writing using the Complaints and Appeals Form, or other written format and sent to Leeds College's head office at Level 11, 474 Flinders Street, Melbourne VIC 3000 attention to the Chief Executive Officer.
- When making a complaint or appeal, provide as much information as possible to enable Leeds College to investigate and determine an appropriate solution. This should include:
 - The issue you are complaining about or the decision you are appealing - describe what happened and how it affected you.
 - Any evidence you have to support your complaint or appeal.
 - Details about the steps you have already taken to resolve the issue.
 - Suggestions about how the matter might be resolved.
- Your complaint or appeal will be acknowledged in writing within 3 business days and action will be taken towards addressing the complaint and appeal within 7 business days.

6. Resolution of complaints and appeals

- Some or all members of the management team of Leeds College will be involved in resolving complaints and appeals as outlined in the procedures.
- Where a complaint or appeal involves another individual or organisation, they will be given the opportunity to respond to any allegations made.
- Where a third party delivering Services on behalf of the RTO is involved, they will also be included in the process of resolving the complaint or appeal.
- Each party involved in the complaint or appeal may have a support person of their choice present at meetings scheduled to resolve the issue.
- In the case of an assessment appeal, an assessor who is independent from the original decision will assess the original task again. The outcome of this assessment will be the result granted for the assessment task.
- Complaints and appeals will be finalised within thirty (30) calendar days unless there is a significant reason for the matter to take longer. In matters where additional time is needed, the complainant or appellant will be advised in writing of the reasons and will be updated weekly on the progress of the matter until such a time as the matter is resolved.
- The complainant or appellant will be advised in writing of the outcome of the process and the reasons for the findings made.
- The enrolment status of student will be handled as follows:
 - For international students, Leeds College will maintain a student's enrolment throughout the internal appeals processes without notifying DET via PRISMS of a change in enrolment status. In the case of an external appeals process it will depend on the type of appeal as to whether Leeds College maintains the student's enrolment as follows:
 - If the appeal is against Leeds College's decision to report the student for unsatisfactory course progress or attendance, the student's enrolment will be maintained until the external process is completed and has supported or not supported Leeds College's decision to report.
 - If the appeal is against Leeds College's decision to defer, suspend or cancel a student's enrolment due to misbehaviour, Leeds College will notify DET via PRISMS of a change to the student's enrolment after the outcome of the internal appeals process

7. Independent Parties

- Leeds College acknowledges the need for an appropriate independent party to be appointed to review a matter where this is requested by the complainant or appellant and the internal

processes have failed to resolve the matter. Costs associated with independent parties to review a matter must be covered by the complainant/appellant unless the decision to include an independent party was made by Leeds College.

- For international students, the independent party is the Overseas Students Ombudsman. This service is free of charge. Where an international student is not satisfied with the outcome or conduct of the internal process, they are referred to the Overseas Students Ombudsman (OSO). Information is available here:
<http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page>
- All other complainants or appellants can find an appropriate independent party by calling the Resolution Institute on 02 9251 3366 or by searching the following directory, according to locality and area/s of concern:
<https://www.resolution.institute/disputeresolverdirectory>
- Leeds College will provide complete cooperation with the external mediator investigating the complaint/appeal and will be bound by the recommendations arising out of this process.
- The CEO will ensure that any recommendations made are implemented within twenty (20) days of being notified of the recommendations. The complainant or appellant will also be formally notified in writing of the outcome of the mediation.

8. External complaint avenues

- Complaints can also be made via the following avenues:

National Training Complaints Hotline:

The National Training Complaints Hotline is a national service for consumers to register complaints concerning vocational education and training. The service refers consumers to the appropriate agency/authority/jurisdiction to assist with their complaint. Consumers can register a complaint with the National Training Complaints Hotline by:

- Phone: 13 38 73, Monday-Friday, 8am to 6pm nationally.
- Email: ntch@education.gov.au

Australian Skills Quality Authority (ASQA):

Complainants may also complain to Leeds College's registering body, Australian Skills Quality Authority (ASQA).

ASQA can investigate complaints about Leeds College in relation to:

- the quality of our training and assessment
- our marketing and advertising practices

For students:

- ASQA may not be able to investigate complaint if you do not include evidence that you have already exhausted our formal internal complaints process as above.
- If your complaint does not fall within ASQA's jurisdiction, it may be resolved more quickly if you directly contact the agency responsible as listed on the relevant webpage below.
- Please refer to the relevant webpage below before making a complaint to ASQA:
<https://asqa.gov.au/complaints>

For other stakeholders:

- Information about the process and information you should provide is available here:
<https://www.asqa.gov.au/complaints/make-complaint-other-stakeholders>
- The Overseas Student Ombudsman (OSO)

International students may also complain to the OSO if their complaint is in relation to Leeds College:

- refusing admission to a course
- course fees and refunds
- course or provider transfers
- course progress or attendance
- cancellation of enrolment
- accommodation or work arranged by your provider
- incorrect advice given by an education agent.
- if you believe we have failed to take action or are taking too long to take some action. This might include (for example), failing to provide your results in the normal timeframe, or failing to provide services included your written agreement with Leeds College.

The OSO may not be able to investigate your complaint if you have not already exhausted our formal internal complaints process as above. Please refer to the following website if you are considering making a complaint: <http://www.ombudsman.gov.au/making-a-complaint/overseas-students#quality-of-education-provider>

6.8 ISSUING OF CERTIFICATION DOCUMENTS

On completion (or withdrawal) of your course and payment of final fees, we will issue you with a qualification or statement of attainment within thirty (30) days. Qualifications will be accompanied by a record of results showing the units of competency achieved in the course. A record of results will only be provided with a statement of attainment if requested.

A statement of attainment showing any units completed will be issued if you partially complete a qualification such as in the case of withdrawal.

Leeds College reserves the right to with-hold the issuance of qualifications until all fees related to the course the qualification relates to have been paid, except where Leeds College is not permitted to do so by law.

Leeds College must have a valid USI on file for the student for a qualification or Statement to be issued.

Re-Issuing Statements and Qualifications

Records of qualifications and statements of unit achievement are kept on record for a period of at least thirty (30) years. Students can request copies of any of these statements or qualifications at any time for an additional charge. Refer to the current Fees, Charges and Refund Policy for the current fee.

6.9 FEES AND REFUNDS

1. Protection of fees paid in advance

- Leeds College protects the fees that are paid in advance by both domestic and international students.
- All course fees will be held in a separate bank account that can only be drawn down when the student commences. The course fees are held separately from the day-to-day operating expense accounts, so that if a refund is payable before the student commences, the refund can be made in full and in a timely way without impact on the financial operations of the business or recourse to the tuition protection system.
- For international students, fee protection is ensured as follows:
 - Leeds College does not require international students to pay more than 50% of course fees prior to course commencement. However, Leeds College provides students with the opportunity to pay more than 50% of their tuition fees prior to course commencement if they wish. Where a student chooses not to pay more than 50% upfront, the remaining amount will be collected according to an agreed payment schedule. Note, however, that where a course is less than 25 weeks, Leeds College will require students to pay the full cost of the course prior to course commencement.
 - Leeds College pays into the Tuition Protection Service (TPS). The TPS is an initiative of the Australian Government. The role of the TPS is to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees.

2. Fees and Refund information

- Fee information relevant to a course is outlined in detail on the Student Agreement and summarised on the Course Outline as well as in Leeds College's Student Handbook. In

compliance with Clause 5.3 of the Standards, detailed fee information is provided prior to enrolment or commencement of training, whichever is first.

- For international students, fee information is always provided prior to enrolment or receipt of payment as per the requirements of the National Code 2018 Standard 2 and 3. Fee information provided to domestic and international students includes:
 - All course fees, including both tuition fees and non-tuition fees and the period to which these fees apply
 - Any additional charges that may apply and the circumstances in which they apply
 - The potential for changes to fees over the duration of the course
 - Payment options (including that international students may choose to pay more than 50% tuition fees before their course commences)
- The Student Agreement and the Student Handbook which are provided prior to enrolment, includes this Fees and Refunds Policy and Procedure and informs the student of their consumer rights. Students are required to sign the Student Agreement in acknowledgement of the terms and conditions of the enrolment and this policy.
- Where an employer is paying for a student's course, an Employer Agreement will be provided at the time of enrolment outlining the total fees, payment terms and schedule of payments applicable.
- As Leeds College does not use direct approach marketing or tele-sales, no cooling-off period applies to its courses.

3. Course fee inclusions

- The Student Agreement will clearly itemise all course fees, including both tuition and non-tuition fees.
- Tuition fees payable to Leeds College include:
 - All of the training and assessment required for students to achieve the qualification or course in which they are enrolling within the attempts allowed.
 - One copy of the required text books and learning materials for each student unless otherwise stated on the Course Outline.
 - Issuance of one set of certification documents including the testamur (certificate) and record of results or Statement of Attainment (in the case of withdrawal or partial completion).
- Tuition fees payable to Leeds College may include if applicable.
 - RPL Fees (application and per unit costs)
- Non-tuition fees payable to Leeds College may include (if applicable):
 - Additional fees that apply for re-enrolment, where a student fails to achieve a satisfactory outcome after three attempts at an assessment task.

- Re-issuance or additional copies of certification documents will attract a fee of \$50 per document, plus postage if required.
- Fees for deferral of study, late payment of tuition fees, or other circumstances in which additional fees may apply.
- Any optional textbooks and materials that may be recommended but not required to complete a course.
- Replacement textbooks if original copies are lost or misplaced. Costs for replacement textbooks are outlined on the Student Agreement.
- Fees payable to Leeds College do not include:
 - Stationery such as paper and pens.
 - Overseas Student Health Cover
 - Airport pick ups
 - Excursions (unless stated on the Course Outline)
- Leeds College cannot guarantee that students will successfully complete the course in which they enrol regardless of whether all fees due have been paid.

4. Payments

- Payments can be accepted by electronic transfer (EFT), money order or cheque.
- Students who are experiencing difficulty in paying their fees are invited to call our office to make alternative arrangements for payment during their period of difficulty.
- Debts will be referred to a debt collection agency where fees are more than 40 days past due.
- Leeds College reserves the right to suspend the provision of training and/or other services until fees are brought up to date. Students with long term outstanding accounts may be withdrawn from their course if payments have not been received and no alternative arrangements for payment have been made.
- International students who do not pay their fees will receive two warnings regarding non-payment of fees and thereafter will be reported to the Department of Human Affairs (DHA) via PRISMS under student default.
- Receipts of payments made by international students will be kept for at least 2 years after the person ceases to be an accepted student.

5. Refunds for International Students

All course fees for international students include a non-refundable enrolment fee which is detailed on the Course Outline and Student Agreement. The deposit is non-refundable, except where a full refund applies as detailed below.

A. Full Refunds

- A full refund of any course fees paid will be provided to students in any of the following circumstances where a course does not start on the starting date outlined in the Letter of Offer:
 - If Leeds College is required to cancel a course before it commences due to insufficient numbers or for other unforeseen circumstances.
 - If a student cannot commence the course because of illness, disability or where there is death of a close family member of the student (parent, sibling, spouse or child).
 - At the discretion of Leeds College's CEO or approved representative, when other special or extenuating circumstances have prevented the student from commencing their studies including political, civil or natural events.
 - If an offer of a place is withdrawn by Leeds College and this is not due to incorrect or incomplete information being provided by the student.

Claiming a full refund

- In any of the above situations, Leeds College will automatically conduct a refund assessment of all affected students and issue the refunds due accordingly. In these cases, there is no need for a student to make an individual application for a refund. Refunds will be issued within 28 business days.

B. Partial Refunds

Provider default:

- Partial refunds will be paid in the event of partial provider default (where the course has started but cannot be delivered in full by the provider). The refund will be calculated from the day of the default as per section 7 of the Education Services for Overseas Students (Calculation of Refund) Specification 2014.
- Partial refunds will also be provided in the same manner as for provider default (as above) where Leeds College fails to enter into a written agreement with a student or the Student Agreement is not compliant with the requirements of the ESOS Act or the National Code.

Student default:

- If an international student is refused a visa before commencing their course, Leeds College will refund the total amount of all course fees (tuition and any non-tuition fees) received for the course less whichever is the lower amount of 5% of the total amount of the fees (tuition and non-tuition) or the sum of \$500.
- If an international student is refused a visa but has already commenced their course, non-tuition fees will not be refunded. However, tuition fees will be refunded from the day of the student default as per Section 7 of the Education Services for Overseas Students (Calculation of Refund) Specification 2014.

- If a student has supplied incorrect or incomplete information and as a result Leeds College withdraws the offer prior to commencement of the course, the student will be eligible to receive a refund of all course fees paid less a 20% administration fee.
- Where a student has not met the conditions included in the letter of offer and withdraws 0 - 28 days before course commencement, the deposit paid will be refunded less a 20% administration fee.
- Where a student chooses to withdraw from a course 0 - 28 days before the course commencement, 50% of the deposit paid will be refunded.
- If a student withdraws or defers their course after the course has started and they have paid for units/clusters that have not been commenced. This will be calculated on a per unit or cluster cost calculated as the course fee less administration fees of 20%, less textbook fees divided by the total number of units or clusters in the course.

Claiming a partial refund:

- Students who withdraw from a course may seek a refund or a reduction in fees owing by making an application for a refund in writing using the Application for Refund Form. The application must include the details and reason for the request. Students who have not completed a Withdrawal Form are not eligible for consideration of a refund or reduction in fees.
- The refund assessment will be based on reviewing the services provided to the student and the costs incurred by Leeds College to provide those services.
- The outcome of the refund assessment will be provided in writing to the student's registered address within 28 business days, outlining the decision and reasons for the decision along with any applicable refund or adjustment note. Refund decisions can be appealed following our Complaints and Appeals Policy.
- A student not achieving the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment, does not entitle the student to a refund.

C. Circumstances in which a refund will not be paid

- Students are not entitled to a refund in the following circumstances:
 - Where a student is refused a visa and the reason for the refusal was because the student did not start the course at the location on the agreed starting day or the student withdrew from the course at that location or the student did not pay the fees due.
 - Where Leeds College terminates the student's enrolment because of a failure to comply with Leeds College policies, misbehaviour or unsatisfactory course progress.

6. Recording and payment of refunds

- Refunds will be paid to the person or organisation that made the original payment.

- Refund assessments can be appealed following our Complaints and Appeals Policy.
- Records of refund assessments and issuance of refunds will be stored securely on the student's file and in our accounts keeping system.

7. Publication

- Leeds College will publish this policy in the Student Handbook and on it's website.

8. Additional Fees and Charges

Leeds College has the following of additional charges which may apply in some circumstances.

Non Tuition Fees - all students	Charge
Re-issuing of testamur and statements of results All course fees include the cost for issuing of one copy of the AQF testamur and Record of Results and/or a Statement of Attainment. This fee applies to each additional copy of a certification document if required.	\$50 per document plus the cost of postage if required.
Additional copies of textbooks or any other learning and assessment resources Where original provided is lost or misplaced. 1 copy of each required resource is included in course fees. <i>(Not applicable if the learner portal is active and all training and assessment materials are accessed via the learner postal.)</i>	A fee of \$100 per textbook or \$20 per printed document applies if required.
Printing and photocopying Printing costs as may be required to complete assessments, or homework activities, or if students require a copy of any records that Leeds College holds about them.	Leeds College provides printing or copying for a cost of 20c per page, however students may use their own or other printing facilities.
Tuition Fees	Charge
Re-enrolment fee (per unit) Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enrol into the unit or units in question.	Pro-rata course fee based on the number of units required to be undertaken. See Student Agreement
Recognition of Prior Learning (RPL) Application Fee Application Fee Per unit fee is outlined above. Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted.	\$500

6.10 PRIVACY POLICY

1. Privacy Principles

- In collecting personal information, Leeds College complies with the requirements set out in the Privacy Act 1988, including Australian Privacy Principles 3 and 5 (in accordance with the National VET Provider Collection Data Requirements Policy clause 4.4), Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic, Education and Training Reform Act 2006 (Vic) and the relevant privacy legislation and regulations of the states/territories in which Leeds College operates.
- The Victorian Government, through the Department of Education and Training (the Department)'s collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).
- Personal information, including sensitive information, is collected from individuals in order that Leeds College can carry out its business functions. Leeds College only collects and stores information that is directly related to its business purposes and legal requirements of providing nationally recognised training and assessment.
- Sensitive information is only collected by Leeds College if a permitted general or health situation applies in accordance with the Privacy Act (16A, 16B) such as, if:
 - The collection of the information is required or authorised by, or under, an Australian law or a court/tribunal order.
 - It is unreasonable or impracticable to obtain the individual's consent to the collection, use or disclosure.
 - It genuinely and reasonably believes that:
 - The collection, use or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety.
 - Unlawful activity, or misconduct of a serious nature, that relates to Leeds Colleges functions or activities has been, is being or may be engaged in, and the collection, use or disclosure is necessary in order for the entity to take appropriate action in relation to the matter.
 - The collection, use or disclosure is reasonably necessary to assist any APP entity, body or person to locate a person who has been reported as missing.
 - The collection, use or disclosure is reasonably necessary for the establishment, exercise or defense of a legal or equitable claim.
- Leeds College ensures each individual:

- Knows why their information is being collected, how it will be used and who it will be disclosed to.
 - Is made aware of any legal requirement for Leeds College to collect the information.
 - Is able to access their personal information upon request.
 - Does not receive unwanted direct marketing.
 - Can ask for personal information that is incorrect to be corrected.
 - Can make a complaint about Leeds College if they consider that their personal information has been mishandled.
 - Is made aware of any consequences for not providing the information requested.
 - Whether the information is likely to be disclosed to overseas recipients, and if so, which countries such recipients are likely to be located in.
- Leeds College retains evidence that that the student has acknowledged the following Privacy Notice and Student Declaration as part of their enrolment process:
<https://www.education.gov.au/privacy-notice-and-student-declaration>

Our full privacy policy is available on our website at: <https://www.leeds.edu.au>

6.11 NATIONAL VET REGULATOR ACT 2011

As a student in Australia's vocational education and training (VET) sector, you should expect high-quality training in your area of interest, leading to a qualification that improves your prospects of gaining the job you want or provides a pathway to further study.

As a Registered Training Organisation that is registered with the Australian Skills Quality Authority, we are required to comply with the National VET Regulator Act 2011. This involves meeting a series of Standards that ensure that the training and assessment and support services are provided to you in accordance with nationally mandated standards.

7. LIST OF FORMS

Name of Form	Reason for use
Marketing Permissions Form	If we want to use your picture, testimonial or other details on our marketing material (e.g. website) we will ask you to complete this.
Credit Application Form	If you want to apply for Credit Transfer
Complaints and Appeals Form	If you wish to complain about our services, or appeal an assessment decision made
Refund Application Form	If you believe you have grounds for a refund
Enrolment Form	If you wish to apply to study with us - also contains the USI authority form which notifies us of your USI or allows us to request creation of a USI on your behalf (required for enrolment)
Student Change of Details Form	Used to notify us if your personal details (e.g. name, contact details, address) have changed.
Withdrawal Form	If you wish to withdraw from a currently enrolled course of study.
Assessment Task Cover Sheet	Please use this when submitting assessment tasks
Suggestion for Improvement Form	If you would like to supply us with a suggestion to improve our services
Request to Access Records Form	To request access to the information we have in your file
Amendment to Records Form	If you believe the information we have in your file is incorrect
Course Transfer Application Form	If you wish to transfer to another provider.
Internal Course Transfer Application Form	If you wish to change to another course with Leeds College.