



**THE EAGLE**  
**ACADEMY**  
BRISBANE | BROADBEACH | COOLANGATTA

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**INTERNATIONAL**  
**STUDENT HANDBOOK**



STUDY IN AUSTRALIA

# Welcome to The Eagle Academy – Why would you study anywhere else?

## From the Director

Welcome to the Eagle family. As you will see on the following pages, The Eagle Academy is Australia's best choice if you are seeking quality education and training at an affordable price.

Our aim is to provide the highest quality of teaching, in quality surroundings, to give our students a unique experience. We pride ourselves in offering a unique range of courses delivered by friendly and expert trainers who really care about our students.

I would like to welcome you to the Academy, and trust that your course is everything you hoped it would be, and maybe even more. Most importantly, I hope that you enjoy your time with us, and spread the word to your friends. Please let me know if I can be of assistance at any time.

Greg Knitter  
Director



*Mr Knitter is a qualified and Registered Teacher with over 30 years of experience in teaching, coaching, sports administration and educational administration at all levels. He has coached literally hundreds of state and regional level champions in a range of sports. He has been the Principal of an International Primary and Secondary College, and founded The Eagle Academy in 2003. His extensive knowledge and ability in the areas of international education, and leadership make him the perfect person to lead our Academy.*

## Partnership Arrangements

The Eagle Academy currently has partnership arrangements with renowned specialist sports training providers and establishments. Depending on the location and electives you choose, and your desired timetable, you may find that some of your training is delivered by these specialists. If ever you wish to change to either have more, or less, of this specialist training, just ask! We are proudly in partnership with:

- Devocean Dive School
- Clem Jones Sports Centre Brisbane
- Future Reflections Fitness Centre Coolangatta
- The Golf School Palm Meadows
- Walk on Water Surf School Coolangatta
- Broadbeach Surf School

## Privacy Statement

**The Eagle Academy is bound by and committed to meeting the requirements under the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth), which amends the Privacy Act 1988, by complying with the Australian Privacy Principles (APPs).**

Students providing personal information to The Eagle Academy should be aware that by law this information may be made available to Commonwealth and State agencies and the Director of the Tuition Protection Scheme, pursuant to obligations under the ESOS Act 2000 or other relevant legislation, and the National Code 2007; and that The Eagle Academy is required, under s19 of the ESOS Act 2000, to tell the Department about certain changes to the student's enrolment: and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student Visa condition.

Full details of our Policy are available to read or download on our website, and students will be required to acknowledge that they have read and understood the policy before formal enrolment is accepted.

## Mission Statement

It is The Eagle Academy's mission to:

- Provide the highest quality of training possible at an affordable price
- Ensure client satisfaction wherever possible
- Develop students who demonstrate respect for themselves, others and their environment
- Ensure the well-being and safety of all our students
- Provide appropriate pastoral care to all our students
- Make all our students feel valued and respected
- Develop the best resources, facilities and services
- Maintain the highest standards of teaching
- Foster global citizenship
- Foster intercultural understanding in a friendly environment
- Empower learners to reach their individual potential and goals
- Develop relationships between other relevant business organisations & our students that are mutually beneficial and rewarding.

## Welfare & Support Services

Students can access support by simply asking any staff member. If the staff member cannot assist, they will refer you to the Director or a Manager who will endeavour to assist you in finding the most appropriate service for you.

**ENGLISH LANGUAGE SUPPORT:** Your course has Language entry requirements. You may be required to sit LLN assessment tests if you or the staff believes that you cannot cope with your course because of your English language ability. A meeting would then determine the best course of action. If your requirement is not as a result of a major shortfall in ability, you may be required to get English support (or you may choose it). If this is the case, we offer English Language support in tutorial sessions, or special sessions. Ask your trainer or the Campus Manager if you would like this assistance.

**ACADEMIC GUIDANCE:** Should you require academic or career guidance, you may simply request this from any trainer, or the Campus Manager. Depending on the type of advice you require, we will arrange for you to meet with an appropriate member of staff, or the Director. Sometimes if we are concerned about your progress, we will initiate the meeting (See Progress Policy in your Handbook for more details).

**COUNSELLING & GUIDANCE SERVICES:** Japanese, Spanish, Chinese, Korean, Thai, French, Malay/Indonesian and Italian speaking counsellors/ guidance officers are available on request. We may even be able to find counsellors who speak other languages. You simply need to see staff to arrange an interview. The first hour is at the Academy's expense.

**SOCIAL ACTIVITIES:** At least once a week there will be some type of game or activity organised where you can relax and get to know your fellow students in a social context. There are also cafes on all campuses where you can mix socially. Watch out for our Table Tennis competitions, volleyball games, and of course the end of year inter-campus sports and social event. For other information about social events not run by The Eagle Academy, ask a friendly staff member.

**MEDICAL SERVICES:** There are several medical practices within close proximity to all campuses. Please ask staff.

**LIBRARY:** Students can access the small Professional Libraries at each campus, and all campuses have arrangements with nearby Libraries that enable student membership.

**WI-FI & E-MAIL:** Students have access to the Internet via wi-fi in all campuses, and through the Academy's computers. Laptops will need to be booked out from the Office and rules apply to their use. A deposit may be required.

**GENERAL WELFARE:** International Students should also read the sections covering home stay, and Australia, later in this book, to further assist them.

### SOME HELPFUL CONTACTS YOU MAY NEED:

Department Immigration & Citizenship (DIAC) - 131 881

Translating and Interpreting Services -131 450

Study in Australia - [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

Australian Federation of International Students - [www.internationalstudents.org.au](http://www.internationalstudents.org.au)

## Induction and Orientation Session

Induction is important to us, and occurs on your first day. You will be sent a map and details of your induction session.

	Southbank (Bris Centre)	Carina (Bris East)	Broadbeach	Coolangatta	Course Length	Included holidays	Tuition weeks
<b><u>COURSES</u></b>							
Certificate I in Sport & Rec		•	•	•	16	6	10
Certificate II in Sport & Rec		•	•	•	28	8	20
Certificate III in Sport & Rec		•	•	•	52	12	40
Diploma of Sport Development		•	•		52	12	40
Certificate III in Fitness		•	•		52	12	40
Certificate IV in Fitness		•	•		52	12	40
Diploma of Fitness		•	•		52	12	40
Preliminary Spoken & Written English	•	•	•	•	28	8	20
Certificate I in Spoken & Written English	•	•	•	•	28	8	20
Certificate II in Spoken & Written English	•	•	•	•	28	8	20
Certificate III in Spoken & Written English	•	•	•	•	28	8	20
Certificate IV in Spoken & Written English	•		•		52	12	40
Certificate I in Business	•		•		16	6	10
Certificate II in Business	•		•		28	8	20
Certificate III in Business	•		•		28	8	20
Certificate IV in Business	•	•	•		28	8	20
Diploma of Business	•	•	•		40	10	30
Certificate IV in Outdoor Recreation		•	•		52	12	40
<b><u>FACILITIES</u></b>							
Wi-fi for student use	•	•	•	•			
Computers for student use	•	•	•	•			
Modern Classroom resources	•	•	•	•			
Library access on and off site	•	•	•	•			
Fully equipped gym		•	•	•			
Group exercise classes		•	•				
Showers		•	•				
Ovals		•	•				
50m outdoor heated pool		•					
On site tennis courts		•					
On site Basketball courts		•					
SCUBA lessons (off site)			•	•			
Golf lessons (off site)			•	•			
Surfing lessons (off site)		•	•	•			
Mins to closest city via Bus/ Train Service	5	25	10	1			
Flexible time tables	•	•	•	•			
Student Fridges/Microwaves	•	•	•	•			

On your arrival at The Eagle Academy, you are taken through an Induction session / Orientation Program during which you are given useful information about the study program, local services and the facilities we use for your course.

Each campus has unique features and courses, and these will be outlined to you at Induction, or you may visit our website, or the campuses, to find out more about each campus.

During the Induction & Orientation Program, you will have an informal interview and, if necessary, a short literacy and numeracy test to determine whether you need literacy support. You will then be taken on a tour of your venues for learning, and introduced to your teachers. You may be directed to the nearest local shopping centre and point out the important services and help you to open a bank account if necessary. If you need help with anything at all, then is a good time to ask.

Staff will do their best to help you settle into your new environment, and assist you wherever possible. If you require the services of a professional counsellor or lawyer, they will access an appropriately qualified person for you to speak with (see below).

As part of your orientation, you will also be taken through information contained in the Student Handbook and the Induction booklet.

## **Progress Monitoring**

International students who do not continue to make satisfactory progress may be reported to the Australian Government, and face possible serious action.

For Qualification courses see the separate information pages for each course, but students are assessed by short knowledge tests, demonstrating competencies, and completion of workbooks or activities.

## **English Language/ Academic or Requirements**

Students who enrol in any of the courses offered at The Eagle Academy need an appropriate level of English. Our entry requirements are outlined on the various course information sheets:

\*English Language Levels are equivalent to the NRS (National Reporting System) Levels of assessment. A student may present IELTS or other test results as an indication of English proficiency, or assessment of a formal or informal manner may be undertaken by the Campus Manager. This may be a telephone interview, or simply based on the completion of the enrolment form, or the advice or others such as agents. In some cases a test may be required at the Director's discretion.

The requirements for each course vary, and students will complete the comprehensive 'Application for Enrolment' form and we will assess each application and supporting documentation on its merits. Potential students **MUST** advise the Director if they have not completed the equivalent of the Academic requirements of a course.

Students from some countries may also be required to meet English standards as set down by the Australian Government. Check with your Australian Embassy, Agency, or your Agent, if you are unsure.

Trainers now also monitor students for LLN (Language Literacy and Numeracy) abilities and requirements. LLN support will be provided to students where necessary on a needs basis.

**Mode of Study.** All Eagle Academy courses are delivered face to face (15 hrs per week) and by Distance Education (5 hrs per week).



## Student Code Of Conduct

Students are required to observe this standard of conduct.

1. As a student of The Eagle Academy you are expected to co-operate fully by taking the responsibility for your own progress, through diligent preparation for, and participation in, all classes you attend. This requires showing concern for the needs of others to pursue their studies without interference, behaving appropriately at The Eagle Academy, or other places of study, and respecting the authority of all trainers and other members of staff.
2. The Eagle Academy requires sports appropriate clothing to be worn.
3. It is essential that students develop respect for themselves as individuals and as students of The Eagle Academy. The Eagle Academy therefore requires you to conduct yourself at all times in a manner which will enhance the reputation of The Eagle Academy. Good manners and attitude are very important at The Eagle Academy. Staff expect a very high standard to be maintained. You are expected to act in a polite, responsible way, and follow proper directions from trainers. Offensive behaviour, including the use of bad language, physical violence, use of alcohol or illegal drugs, gambling, stealing, or causing injury to another, will not be tolerated.
4. Since real concern for others shows itself in the proper and thoughtful treatment of their property, you are expected to gain permission to use other people's property. This applies regardless of whether the property belongs to an individual, The Eagle Academy, or other bodies.
5. All students are expected to participate fully and responsibly in The Eagle Academy's program. While our Certificate and Diploma courses have no attendance monitoring, there is an expectation of regular attendance, and full participation in activities.

Potential students must read the above document, and agree to uphold the rules of The Eagle Academy including the "Code of Conduct". You must realise that should you act in a way not reflective of the intent of this code, that action may be taken against you, and such action may include **suspension or even termination of your enrolment**, with no refund of fees.

### Cancellation or suspension of enrolment. (see also Deferring Enrolment in Part 2)

Students may have their enrolment cancelled or suspended for any of the following.

- Student request
- Government request or direction, or breach of Visa requirements.
- Bringing the Academy into disrepute (e.g. Severe Breach of Code of Conduct)
- Failure to abide by enrolment conditions

In all cases students have appropriate lines of appeal, as shown in Part 2 of the Handbook.

## Human Resources

### Trainers and Coaches

The minimum standards of all Eagle Academy trainers/ coaches are as follows (as applicable to their sport/ activity: The ratio of trainers: students varies according to the sport designated safety guidelines, or other legislative requirements. For example the maximum in a surfing class is 1:8, in a golfing or tennis class 1:16, whereas in most lectures you will find a maximum of 1:25. At some campuses (eg Southbank) the maximum ratio is 1:12.

Our trainers all have the designated:

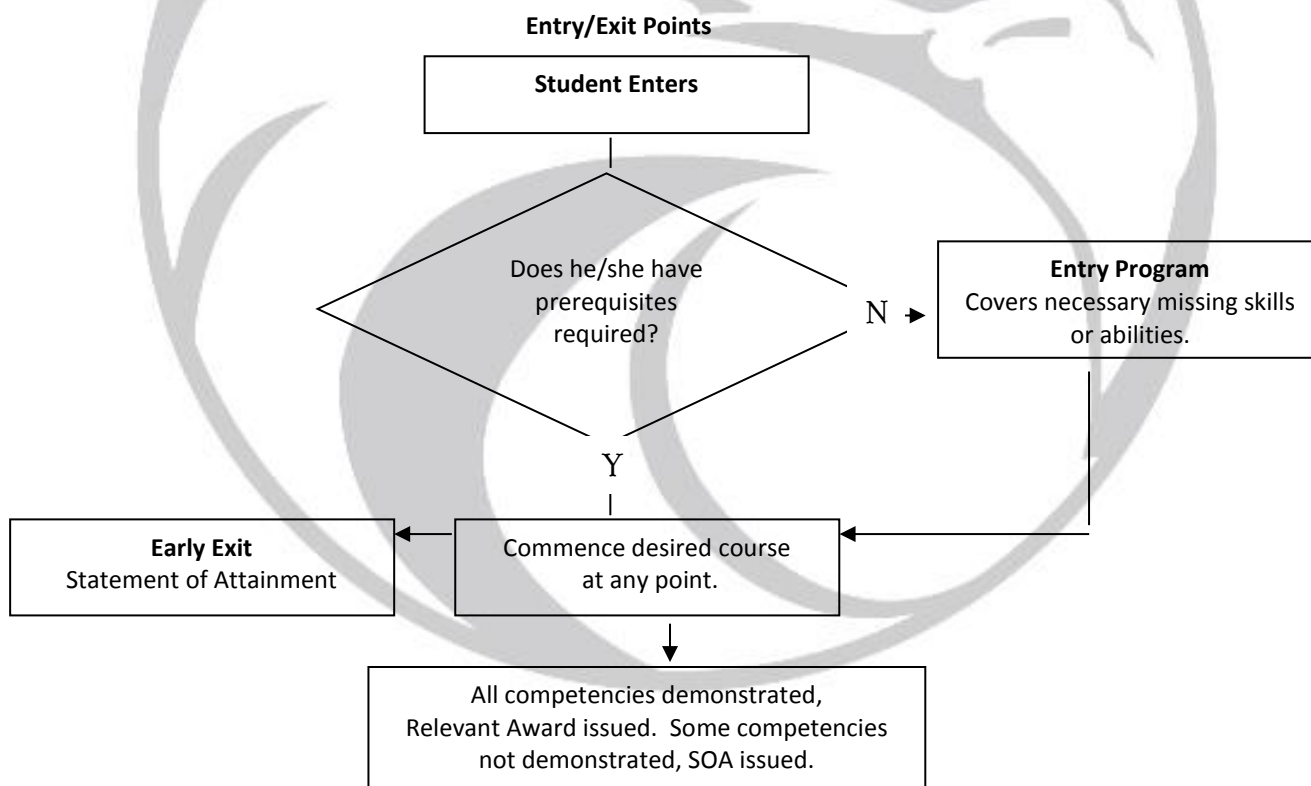
- Training and Assessment Qualifications (or are under supervision, and studying to attain the Qualification).
- Vocational Competencies and experience in the areas delivered to the standard required.
- Membership of a Coaching/ Fitness/ Industry Organisation where required.

## Entry and Exit Points

### Entry Requirements

Students must comply with the following criteria to be accepted into a course.

- Appropriate English level
- Prior learning or life experience to an appropriate level.
- At least 16 years of age.
- An ability to cope with the educational content.



Each week concentrates on a "Focus Unit(s)", and as such students can enter at any time. In the event of a student not having required skills to do the course, the Director will organise a suitable program for the individual to catch up on these. Students can exit at any point and attain a 'Statement of Attainment' outlining competencies.

## **Notional Time**

Students may complete the courses at any time, should they be deemed competent in all units, as per the training package requirements. Due to the need for off the job lecture/tutorial sessions that are timetabled throughout the course in a sequential manner, it is most likely to take the full time to complete any course. There is no maximum time constraint, except for International students. Course Durations are listed earlier.

## **Academic Year**

The year is divided into 20 week semesters, or 10 week terms (as study periods depending on the course being undertaken), with breaks (vacation periods) as follows:

Easter-	2 weeks
June/July:	2 weeks
September:	2 weeks
Christmas Break:	6 weeks

The standard semester (two Terms) dates will be supplied to you separately.

Because of continuous entry, students' individual study periods conclude at 10, or 20 weeks after commencement. There may be a possibility of varying some holiday weeks for certain students depending on start date and Certificate level. See the Campus Manager. There may be a charge for that service.

The current Timetable follows at the end of this booklet, with an explanatory guide.

## **International Students**

Special points to note:

- All courses at The Eagle Academy are scheduled for 15 or 20 contact hours per week, although you may be able to choose these hours from a larger selection of available tuition times.
- We monitor progress, not attendance, for Visa regulation purposes.
- You must display progress that is satisfactory.
- You must notify the Director of any change of address or contact details

Failure to abide by these conditions could result in you being reported to DIBP (immigration)



## General Information about Life in Australia

**LOCATION:** The Eagle Academy is situated at Level One, 70 Griffith St Coolangatta , 89 Sunshine Blvd at the Life Education Centre at Broadbeach on the Gold Coast, the Clem Jones Centre in Carina, Brisbane and 53 Tribune St Southbank (Brisbane Central) Our learning environments range from world class facilities to the best beaches in the World. It is a great place to study.

**CLIMATE:** Brisbane and the Gold Coast enjoy a sub-tropical climate with average daytime temperatures ranging from 18o C in June to 35oC in December. Cool sea breezes and sunny blue skies make the Gold Coast and Brisbane very pleasant places to visit and live in.

**LOCAL SERVICES:** Large shopping precincts or shopping centres are within approximately 5 minutes of all campuses.

**ACCOMMODATION:** Adult students can choose to arrange their own accommodation. Assistance will be given to those requiring help. At induction information will be given about Homestay providers, or how to seek share accommodation, to those who require such assistance.

**LIVING EXPENSES:** The cost of living in Australia depends on the individual, but typically you could expect to require between \$350 per week plus accommodation expenses (depends on arrangement but may vary from \$100 to \$400 per week).

**DEPENDANTS and SCHOOLING:** If you have dependants, they may be required to attend school in Australia. While we cannot give migration advice to determine if they do, we do offer assistance to look at the wide range of schooling options, such as our state schooling system, or independent schools. Please ask the Director (an ex-school Principal). School fees may be incurred, and range from a few thousand to around \$15 000 per annum.

**SAFETY IN AUSTRALIA:** Australia is considered to be “The lucky country” because of our beaches, outback, relaxed way of life, and leisure pursuits, as well as our love of sport. Enjoy it while you are here, but please take care of yourself at all times.

Australia’s are considered as amongst the friendliest and most helpful people in the world. If you need help, ask. Like any country however, there are bad elements in our society.

- Keep your passport in a safe place (\*Hint: Keep a photocopy of your passport in a separate place).
- Lock your apartment, house, bicycle, car, etc.
- Be CAREFUL at NIGHT. Do not walk home alone at night.
- Do not hitchhike.
- Don’t trust strangers.
- Don’t swim in Gold Coast canals (bull sharks live and feed there)
- Only swim between the flags at the beach and never swim at night, or on unpatrolled beaches. This is very dangerous and stupid.
- In the sun, wear a hat and sunglasses, and use sunscreen.
- If you see a snake, give it lots of room and report it to someone. Snakes are protected, but they will be removed from populated places by experts. Do not handle Australian snakes. We have all of the world’s most deadly snakes.
- EMERGENCIES DIAL 000, 911 or 112 (from Mobiles) – Ambulance / Police / Fire Brigade.
  
- Don’t be afraid to ask again: “Please repeat that”
  - “I’m sorry but I don’t understand”
  - “Please explain that”
  
- Look at the person’s face when you speak.
- Public Spitting is considered rude behaviour in Australia
- Littering is considered bad behaviour in Australia.
- In Australia women and men are considered equal.
- Despite the above, it is courteous to allow women to enter a room before men.
- You should remove hats when inside.
- Show respect to EVERYONE – family, teachers, fellow students, etc.

## **Explanatory Guide To Timetables**

You may choose to study at the Southbank Campus (Brisbane Central), Broadbeach Campus (Gold Coast), the Coolangatta Campus (Gold Coast), or the Clem Jones Centre Campus (Carina, East Brisbane). Each course and campus has a slightly different Timetable. We can also modify an individual Timetable to suit (within our own Core delivery times) you, especially where you choose electives that require attendance at a partner school, or have access and Equity requirements.

In all cases our courses have a main Theory day where Lectures are delivered, skills are taught, and observation sessions occur for assessment purposes. All courses then offer a range of supervised practice sessions where learned skills can be developed further, context sessions, partner provided electives, and tuition sessions at which holistic development can occur, or assistance with any unit, or the Language, Literacy or numeracy aspects of the course can be enhanced. Students are expected to attend the main day, as well as enough other sessions to make up their required 15 hours per week (minimum) at campus (or other partner providers) and then also complete 5 hours per week completing Distance Education workbooks and learning.

### **Southbank Notes**

- From the Southbank bus or train station, find the Tribune St exit. The campus is a one minute walk up the street (opposite TAFE).

### **Coolangatta Notes**

- There is a bus stop just 2 minutes from the campus. Collect a public bus information sheet from the Academy or from your agent.

### **Broadbeach Notes**

- The Pacific Fair Bus station is just across the road. Collect a public bus information sheet from the Academy or from your agent.

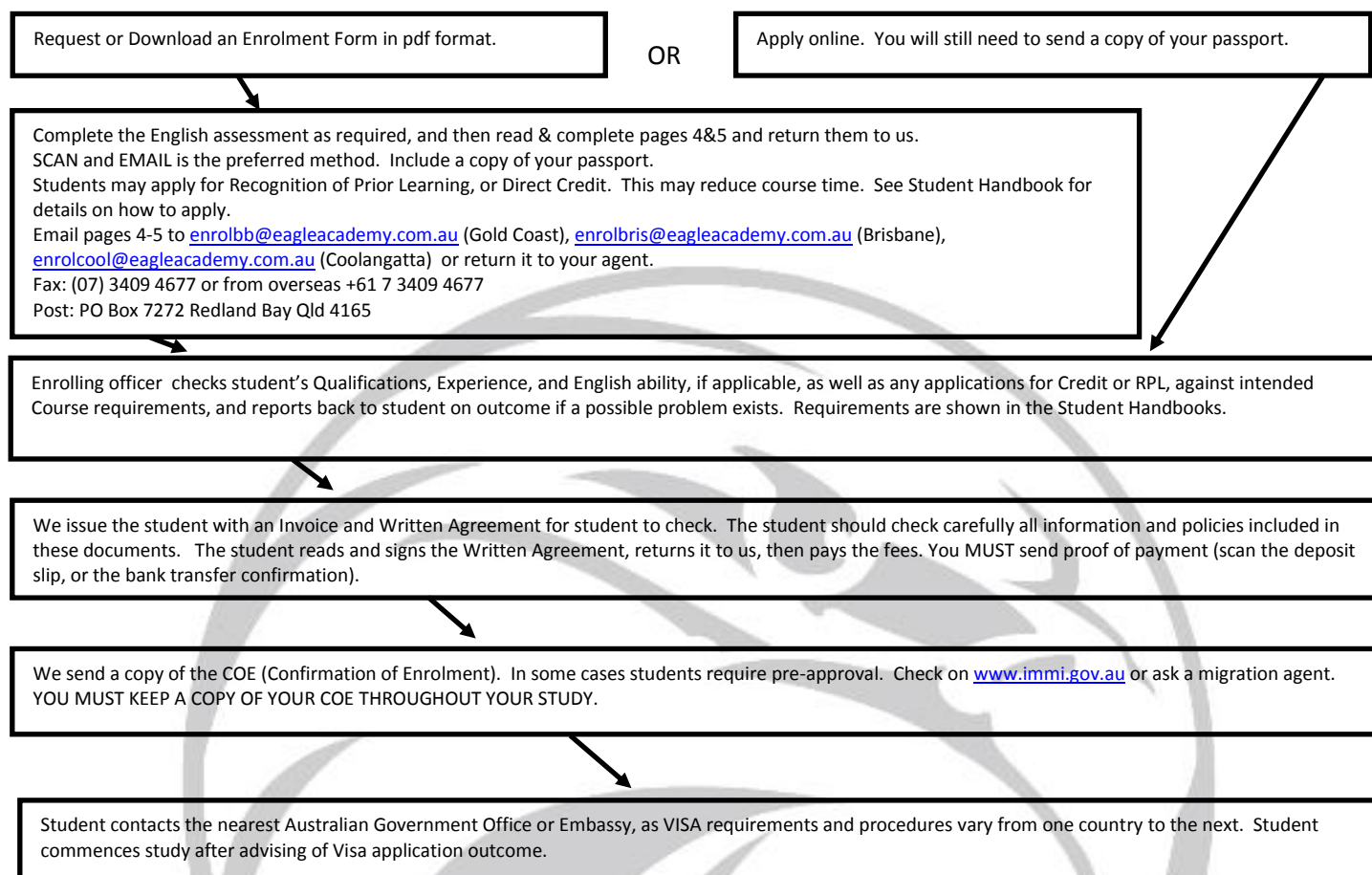
### **Brisbane Notes**

- There are bus stops on both sides of the campus. Collect a public bus information sheet from the Academy or from your agent.

### **Notes For All Students**

1. Read your Handbooks, Course Information Sheets, and select particular areas of interest to you, or times that suit you, to make up your 15 hours required for your student visa course. You may do more hours of course, especially if you are catching up on missed lessons due to bad weather, or illness, etc. As members you can also choose to use the facility in other times, but these will not count towards your course hours.
2. Your Student Handbook contains more information about all policies, such as the current attendance policy, progress policy, and completion on time policy. The Handbook is available in electronic version from your Agent and the Academy.

## Enrolment Procedure & Conditions 120610



### Enrolment Conditions

1. Applying students must read, (or have fully explained to them) and understand the Student Handbooks Part 1 & 2, the Refund Policy, the English Assessment requirements, and all other information relating to student matters, including satisfactory progress requirements, before signing the Written Agreement. Signing signifies acceptance of these conditions, and all related matters contained in the documents listed.
2. Students are expected to comply with the laws of Australia, and the very strict 'Code of Conduct' of The Eagle Academy (see Student Handbook). Failure to do so may lead to enrolment being suspended or cancelled.
3. The Eagle Academy shall not be liable for loss, damage or injury to persons or property. Any student concerned about the risk of injury or harm through participation in our physical activities must understand that all such activities do carry some risk of injury, and that by signing an enrolment form, or written agreement, they are doing so fully aware of the risks, and do so understanding that the academy is not liable for an injury, loss, damage, or death. Some activities such as surfing involve an increased risk, and students who elect to undertake such activity must self assess their ability to do so safely. Those in doubt should consult those in charge, or the campus Director for further guidance on the risks, and personal abilities required to undertake the activity with minimal risk. Students are advised to take out personal insurance to cover themselves against accident and illness, and their belongings against theft or loss.
4. The Eagle Academy reserves the right to change its fees at any time without notice. Students doing consecutive courses, and wishing to lock in current tuition courses must pay at least the first study period fees before the COE issue to do so. Those paying less (just to get the COE) must understand and accept that they are subject to the tuition fees as at the time of commencement of their course, NOT the time of COE issue.
5. Fees must be paid in advance, as per the Payment Schedule attached, or the student will not be allowed to commence. If 14 days pass after the CoE commencement date and the student has not yet paid their fees as per their payment schedule then their CoE will be cancelled for non-commencement. Students can access the Appeals process if their enrolment is cancelled.
6. Students must accept that penalty fees apply for access to staff assistance and assessment items if a student missed the original piece of assessment without good reason, and/ or if the student has completed the tuition period of the course, and has been issued with a Notice that they are to be reported to DIAC (Immigration) for Unsatisfactory Progress (or any other breach of Visa conditions).
7. Students not taking OSHC through the Academy must provide proof of cover for their entire VISA period.

## **REFUND POLICY 141111**

### **Introduction**

Students are made aware of the refund policy prior to any fees being paid, and prior to enrolment being accepted. This is done by including the refund policy in the enrolment package provided to students, and in the Student Handbooks. Fees must be paid in Australian dollars only. Overseas students fees are protected by requirements of the ESOS Act, a legislation which ensures that overseas students fees are protected, with a guaranteed refund, or transfer of provider, if a provider is unable to offer a course. From 1<sup>st</sup> July 2012 the Academy holds all fees received prior to commencement in a special account, in case of a need to refund, under circumstances required by law, or this refund policy.

The Eagle Academy accepts payments in advance (up to 50% in accordance with legislation) before a Confirmation of Enrolment will be issued. \*Any pre-paid fees received by the Academy as shown on page 1 are held in a special account until the commencement date. Note that this amount is only the money received by The Eagle Academy, and doesn't include any commission monies withheld by agents. Students may instruct their agents to include that amount if they wish.

The Eagle Academy may vary a payment schedule within legal requirements at its discretion, or offer scholarships as it sees fit.

**There is no refund of Administration Fees and paid Health Club Fitness Membership Fees unless allowed for under the ESOS Act 2000 or its regulations.**

**Specials: There is no refund of any part of fees (unless allowed for under the ESOS Act 2000 or its regulations) for courses sold at a "special" price, or courses discounted more than normally advertised prices.**

Students wishing to get a refund of OSHC Insurance that has been sourced by the Academy, will be entitled to a pro rata refund (less our administration charge) and the refund will be forwarded separately upon the refund being received by the OSHC provider. Students should make it clear that they wish to receive an OSHC refund.

There is an administration cancellation fee of \$200 if students wish to cancel their course once a COE has been issued, regardless of the circumstances and timing of the cancellation. The only exception to this fee is for VISA refusal which is covered under legislation.

Promotions and special offers are intended for students who will complete their qualification courses only. Should a student cancel (for other than VISA REFUSAL reasons), any study undertaken will be charged at full tuition rate (NOT PROMOTION OR SPECIAL RATE), and any pro-rata refund given for tuition would then be determined as per our refund policy, and returned to the student from the tuition monies remaining.

Should a student cancel, the Academy reserves the right to deduct the cost of any "free" or "included" extra course or licence, whether or not the student completed the relevant course. For example, an amount of \$80 would be deducted for the "free" RSA & RSG licence courses included with some promotions.

**Refund of Tuition Fees (as shown on the Payment Schedule)**. For the purposes of this policy "Tuition Fees" do not include Administration fees, OSHC, Government fee levies, Materials fees, or membership fees (eg to Fitness Centres)

Refunds are made as follows, for the part of the Tuition Fees passed on by the Agent. It is expected that Agents will likewise refund tuition fees in these cases, and students should notify the Academy if that does not occur.

- a. **Visa application rejections:** A full refund will be made if your visa application is rejected prior to your commencement and you provide proof of rejection to The Eagle Academy. If your visa application is rejected after your commencement a refund will be made less deductions made in accordance with the ESOS Act 2000 and ESOS Regulations 2001.
- b. **Cancellation prior to commencing:** A refund of tuition fees paid will be made less 10% of the fees applicable to the first study period.
- c. **Cancellation once student commencement date passes:** If you cancel a course of study once the commencement date has passed, you will not be given a refund of any tuition fees for the current study period, and refunds of monies paid for future study periods is at the discretion of the Director. Any fees owing to The Eagle Academy must be paid immediately.
- d. **Termination of, or inability to provide a course by, The Eagle Academy:** Provider default is covered by the provisions of the ESOS Act 2000 and ESOS Regulations 2001.
- e. **Hardship:** In cases of hardship, or circumstances beyond the control of the students, an assessment of the circumstances and/or hardship will be made on a case by case basis, to determine what, if any, refund is to be issued. The Academy will act in a compassionate manner in all such dealings.

### **Visa Cancellations, Expulsion and Deportation**

**If a student defaults, such as failing to commence, or is reported for unsatisfactory attendance, or unsatisfactory progress, or has their enrolment terminated, or has their Student Visa cancelled, no refunds are made.**

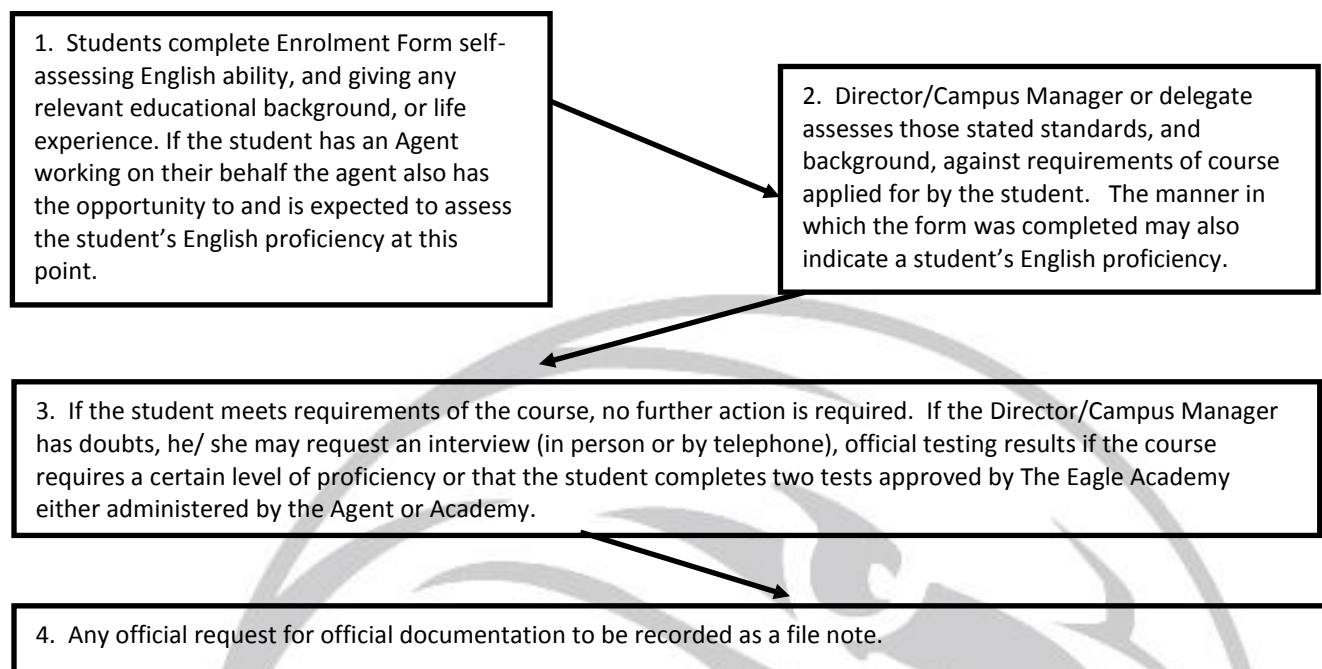
#### **NOTES:**

- Refunds will only be made on receipt of a written application to the Director which must be signed by a parent or guardian in the case of a minor. The application must outline all reasons for the request, and be dated.
- Any refund that may be payable will be remitted in Australian currency only, directly to the person who has paid the fees, or entered into a contract by signing forms, unless that person has directed The Eagle Academy, in writing, to pay the refund to someone else. If it is unclear who has paid the fees, the refund will pay the refund to the person who signed the enrolment form.
- The total amount of any refund due will be paid no later than four weeks after the Application for Refund is received.
- No refunds will be made other than in terms of the policy statement.
- The written agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

## Procedure for checking Student's Qualifications, Experience & English Language Proficiency

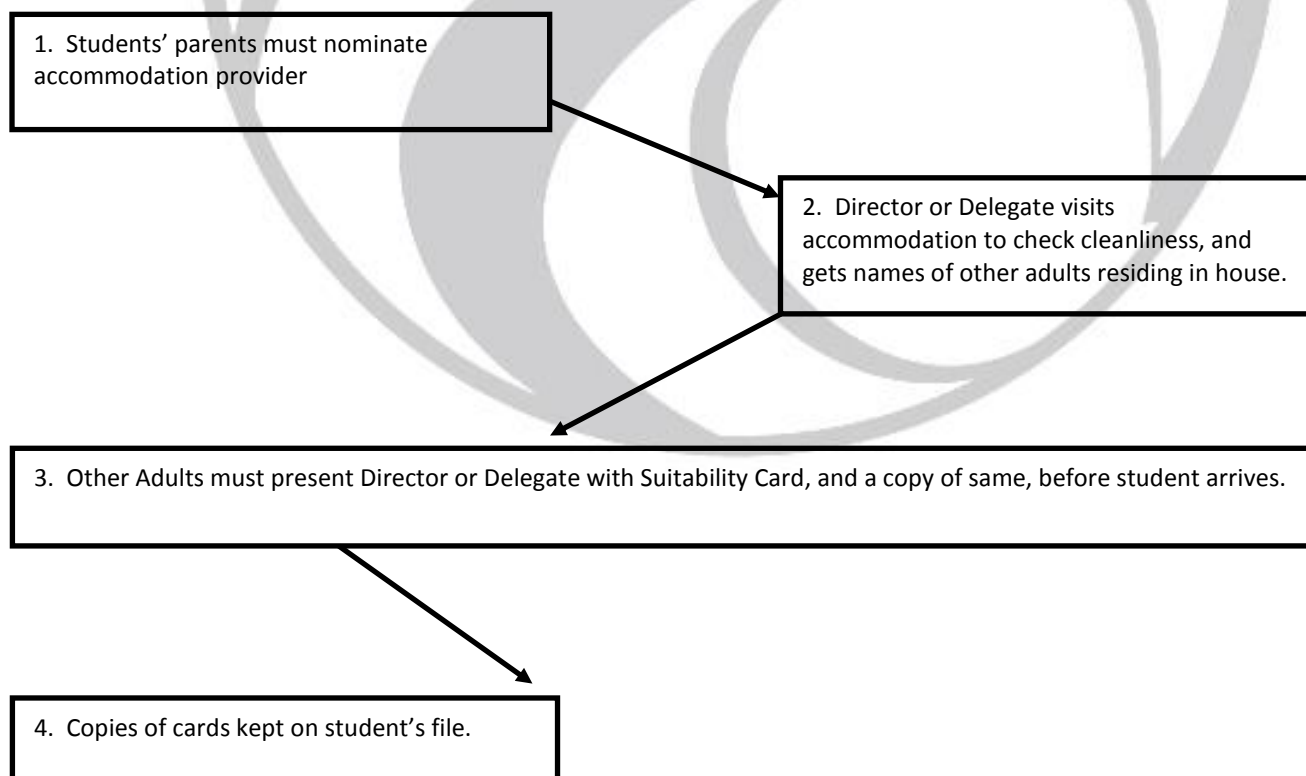
100729

Standard 2.2c of 2007 National Code



## U/18 Checking Procedures 081004

Standard 5.1 c of 2007 National Code





# Critical Incident Policy & Procedure

The critical incident emergency plan covers the following points:

**1. Aims**

- To provide support to all on site affected by the incident.
- To maintain the normal running of any parts of The Eagle Academy not affected.
- To return The Eagle Academy to normal as soon as possible.

**2. Types of Incident Covered by the Plan**

- Extensive damage to premises
- Death, serious injury or potential health issues affecting staff or students at The Eagle Academy
- An accident away from campus
- An incident on campus or in the community that affects The Eagle Academy

**3. Receiving the Alert**

The alert may come from:

- a staff member
- a student
- the police
- parents
- the media
- or other sources

**4. *Whoever receives the alert should be prepared to ask for as much information as possible (see Appendix 1 Incident Information Form):***

- what has happened?
- have the emergency services been informed/are they attending?
- exact location (and any access problems if not on site)
- casualties
- actions taken so far
- name/contact at the scene (if not on site)
- what assistance is needed?

**5. *The Director or most senior staff member must initially decide on the level of response needed:***

- can The Eagle Academy cope alone?
- if not, alert the Manager of the Centre
- inform staff on site

**6. A cascade call-out list for out of hour's incident**

- Repeat back to the person giving the information and details to ensure that they have been accurately recorded.
- The call out details need to be checked regularly for accuracy.

**7. Emergency Locations for various groups to meet are established:**

- the management team (as advised by the Director or most senior staff member)
- informing students will be done through text/ calling / email
- inform Agents and parents
- the media, if they are to be allowed on site
- a quiet area for students/ staff
- possible relocation site (e.g. Broadbeach Community Centre)

**8. Administrative arrangements**

- All staff to keep a log of all contacts, decisions and actions (see Appendix 2 Critical Incident Log Sheet).
- One phone free for outgoing calls (e.g. fax line)



**9.** Arrange to **inform** (and keep informed):

- centre manager
- staff
- children
- parents
- the police
- the media

**10. Longer Term Plans**

A serious incident may have repercussions over many months. Consider arrangements for days two and three, when students may know more about what happened, and when staff may be exhausted and may need additional support.

**12. Operational Debriefing**

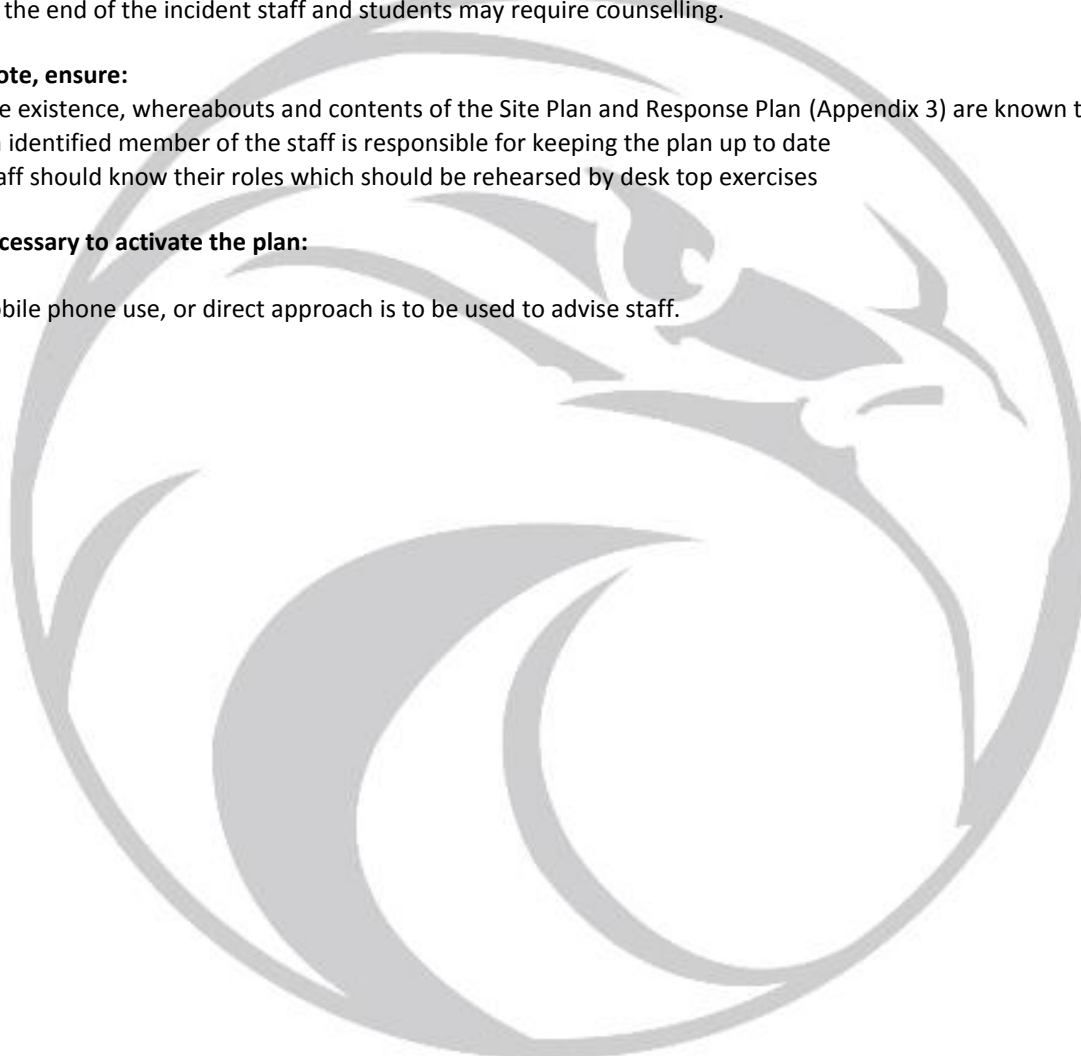
- Debrief all staff involved at the end of each working day/shift. Ensure that information is recorded and shared.
- At the end of the incident staff and students may require counselling.

**On a practical note, ensure:**

- the existence, whereabouts and contents of the Site Plan and Response Plan (Appendix 3) are known to staff
- an identified member of the staff is responsible for keeping the plan up to date
- staff should know their roles which should be rehearsed by desk top exercises

**If it becomes necessary to activate the plan:**

- mobile phone use, or direct approach is to be used to advise staff.



# The Eagle Academy Incident Information Form

## INFORMATION REQUIRED TO ESTABLISH NEEDS

### Initial contact to the Director - Greg Knitter (07) 5599 2771

The following information may be asked for dependant on the nature of the incident, by either the Director, or Emergency Services. Gather this information when practicable.

SITE OF INCIDENT \_\_\_\_\_ TIME OF INCIDENT \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

NATURE OF INCIDENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBERS INVOLVED – ages \_\_\_\_\_

ARE ANY PEOPLE INJURED \_\_\_\_\_

EXTENT OF INJURIES - low; serious \_\_\_\_\_

WHAT ACTION HAS BEEN TAKEN SO FAR? \_\_\_\_\_

\_\_\_\_\_

HAVE EMERGENCY SERVICES BEEN INFORMED? Y/ N ARE THEY ONSITE? Y/ N

WHAT HELP DO YOU NEED? \_\_\_\_\_

\_\_\_\_\_

ARE THERE ANY ACCESS DIFFICULTIES? \_\_\_\_\_

\_\_\_\_\_

#### Date and Time received:

DATE \_\_\_\_\_ TIME \_\_\_\_\_

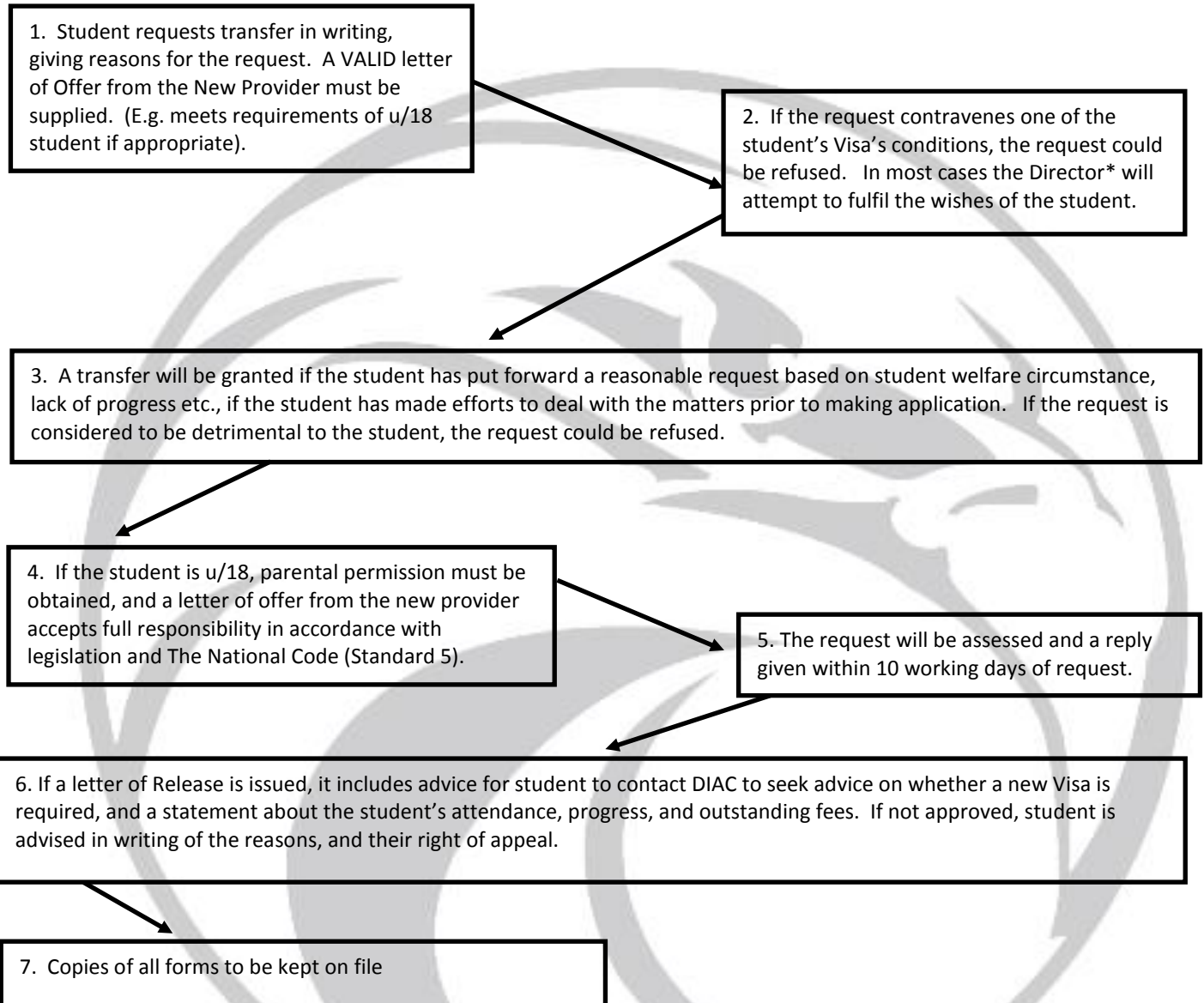
STAFF MEMBER RECEIVING INFORMATION: \_\_\_\_\_

## Transfer Policy and Procedure

Standard 7.2 of 2007 National Code

\* or delegated staff member

Policy. The Eagle Academy will assess a transfer request in a timely manner, with due regard to the individual circumstances of the request. There is no cost for this process of releasing a student.



## **Transfer Request Form**

Name of person making Request: \_\_\_\_\_

Course Title: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Start Date of Course: \_\_\_\_\_ Weeks of Tuition Passed: \_\_\_\_\_

### **Attach Offer from a New Provider.**

Why have you requested a transfer?

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(attach pages if needed)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Please present this form in person to the Campus Manager.**

\* or delegated staff member

#### **OFFICE USE ONLY**

Director's\* Action/Comment:

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Director's\* signature: \_\_\_\_\_

Date: \_\_\_\_\_

## International Student Complaints and Appeals Policy 150212

### **Purpose:**

The Eagle Academy Complaints and Appeals policy complies with the requirements of the Standard 6 for Registered Training Organisations, and the National Code 2007 standard 8. Reviewed and in effect from 12 February 2015.

The Eagle Academy will endeavour to deal with any grievance or appeal in a manner as expeditiously as possible, with the aim for outcomes that are fully understood and beneficial to all parties.

Students unsatisfied with the final result or handling of the Academy internal appeals processes may access an external appeals process which is independent and impartial.

This policy applies to all complaints and appeals submitted by international students undertaking study within The Eagle Academy scope. A separate document exists for Australian students. This policy covers complaints relating to allegations involving the conduct of:

- a) the RTO, its trainers, assessors or other staff;
- b) a third party providing services on the RTO's behalf, its trainers, assessors or other staff; or
- c) a learner of the RTO.

This policy also covers Appeals against decisions made, whether they be by an Eagle Academy staff member, or a third party training organisation offering training or assessment on our behalf. This includes assessment results or outcomes. All cases are treated confidentially in respect to the privacy of students. Collection, use and disclosure of information from individuals under the Privacy Act 1988 will comply with the National Privacy Principles.

The principles of Natural justice and procedural fairness are very important to us, so you can be very sure your complaint/ appeal will be considered in a very professional and deservingly respectful manner.

### **The Procedure for Complaints and Appeals (Grievance) is the same:**

1. If your concern is of minor nature, discuss the matter with your trainer or Campus Manager. They may be able to help you to resolve your grievance amicably through discussion.
2. If you are unable to resolve the grievance you may ask to consult a counsellor. You may request for this to be confidential, or you could request the counsellor to take the matter further on your behalf. This initial consultation is at NO COST to you.
3. In more serious, formal or unresolved complaints, complete the 'Complaint/Appeals' form (available on request from any staff member, or alternately located in The Student Handbook or in the forms section at [www.eagleacademy.com.au](http://www.eagleacademy.com.au)). Submit it to the Support Services Manager (Jai), or your Campus Manager. You may also complain/appeal in the form of a signed and dated letter providing all relevant information. Then, if you have not yet presented your case you will be invited to do so at no cost within 10 days of lodging your complaint (20 days for an appeal). Your complaint/ appeal will be considered by at least two senior staff, and will not involve any staff subject to the original decision, although they (the original decision maker) will be required to present their case, just as you given that opportunity. A written response will be issued to you as soon as practicable, on completion of the matter outlining reasons for decisions made, and further appeal options available to you. A copy is kept on file of all such complaints, and their outcomes.
4. You may nominate a support person to accompany you at any stage of the dispute resolution process.

**If you are not happy with the outcome, you may wish to seek an independent (External) review.**

## External Appeals:

- A. If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Student Ombudsman. The Overseas Student Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

Students wishing to have their matter dealt with by alternative independent bodies, or persons, should request a meeting with the director, and together the matter could be looked at with a view to selecting a mutually agreeable third party to decide the matter.

Students wishing to access the external appeal mechanism are to provide proof of that appeal having been made to the Overseas Student Ombudsman within 10 working days of the decision date of our internal appeal.

### NOTE:

- Nothing in the Academy's Dispute Resolution Policy negates the right of any overseas student to pursue other legal remedies
- If a student is concerned about the actions of the provider they may approach the ASQA. The ASQA has the power to suspend or cancel the provider's registration or a course if a breach of the requirements of registration is proved.
- If the internal or external complaint handling or appeal process result in a decision that supports the student, The Eagle Academy will immediately implement any decision and/or corrective and preventative measure required and advise the student of the outcome.
- While the Internal and External (if required) complaint or Appeal is being addressed and processed the student enrolment will be maintained. If it is likely to take more than 60 days, we will inform you as to why, and keep you up to date with any progress.
- All complaints/appeals are kept securely on file.
- It is our desire to have a happy learning environment that is professional and fair at all times. Complaints and appeals are discussed at Management level to lessen the likelihood of reoccurrence.



## Complaints / Appeals / Suggestions Form

This may be given to the Director or Campus Manager.

Only those grievances named and signed will go through the official complaints procedure (see Student Handbook)

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Grievance/Appeal/ Suggestion:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach pages if needed)

**Desired Outcome:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**OFFICE USE ONLY**

Director's / Manager's Action/Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Directors' signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student VET Progress and Intervention Policy and Procedure 140512

Standard 10 of 2007 National Code

Note: The Eagle Academy has now implemented the DEEWR-DIAC Course Progress Policy and Procedures for all its VET courses. A copy of that document is available to all students in the Handbook.

Policy: Student progress is monitored and reported as per the Procedure below. If a student fails to meet course progress requirements as per the relevant procedure, the Director (or Delegate) will intervene to take appropriate action within requirements of Standard 10 of the 2007 National Code.

Unsatisfactory Progress is defined as not successfully completing or demonstrating competency in at least 50% of the units of competency / modules delivered fully in that study period.

1. At the end of each study period\*, students are formally monitored and assessed for satisfactory Progress.

\* A study period is either 10 or 20 study weeks.

2. Progress is monitored and assessed by the Director and staff as directed. Monitoring is as per the DEEWR-DIAC Course Progress Policy and Procedures, and assessment occurs against the following definition of Unsatisfactory Progress.

**Unsatisfactory Progress** is defined as not successfully completing or demonstrating competency in at least 50% of the units of competency / modules delivered fully in that study period.

3. **Intervention** of "At Risk Students\*" occurs to look at solutions or support that can be offered to students, at any point during their study, and depends on the length of the course. Generally Course progress is monitored informally, especially in the second half of a study period. If a trainer/ assessor is concerned, he/ she will approach, and subsequently meet with the "At Risk Student" and together discuss strategies to overcome the problem. Student will be offered Support services as required, and/ or extra tutorial assistance, or alternative assessment strategies, suitable for the student. All attempts are made to intervene in a proactive and informal manner BEFORE students require formal intervention. Intervention may also involve counselling students on the suitability of the student's course, their workload, or counselling on factors outside of their course, if required. IF THE STUDENT IS NOT PROGRESSING SATISFACTORILY BECAUSE THEY MISSED ASSESSMENT SESSIONS, A CHARGE MAY BE LEVIED TO COVER THE COSTS OF RUNNING EXTRA ASSESSMENT SESSIONS.

4. If a student is at high risk\* of not meeting Progress requirements, any agreed strategies are formally written. Relevant staff notified of Strategies implemented.

5. Action taken/ Outcome to be recorded by Director. Continued monitoring on a semi-formal and regular interval with staff and student occurs.

6. ALL students are FORMALLY assessed and monitored at the completion of a study period. Where a student has failed to meet Satisfactory Progress requirements at the completion of a study period (see Point 2 above), students are personally contacted and counselled as per the above Intervention process. Students are invited to participate in re-assessments where they have previously failed, or been deemed NYC. He/ she is formally notified in writing that not having satisfactory progress in a second consecutive study period, will result in the Academy issuing them with a Notice of Intent to Report them to DIAC for Unsatisfactory course progress. Where there is no consecutive study period, the student will receive a Notice informing them that they are to be reported for unsatisfactory Progress, and advised of appeal mechanisms at this point. If a student submits outstanding work that allows them to be deemed as having satisfactory progress, within the Appeal period, the Academy will take such submissions into favourable account, and not report the student.

7. If a student has UNSATISFACTORY progress for a second consecutive study period, he/she is formally issued with a Notice of Intent to Report them to DIAC for Unsatisfactory course progress. The notice will include information on the student's right to appeal within 20 working days, and the grounds for appeal (incorrect calculation of progress, compassionate or compelling reasons, or The Eagle Academy not implementing this Policy and Procedure correctly). All outcomes are recorded and copies given to the student. If any appeal (including external appeal) is unsuccessful, or the student does not appeal, the student is reported through the PRISMS system.

## **VET PROGRESS & INTERVENTION POLICY**

### **Definitions:**

**“At Risk Student”** A student that Training or Assessing staff feels is at some risk of not progressing satisfactorily, based on informal monitoring of the student’s progress prior to the end of a study period. This is a professional judgement based on assessment tasks completed, and general observations of the student’s skills and competencies during sessions. It is aimed at intervening BEFORE formal intervention is required at the end of a study period, as per 3.6 of the DEEWR – DIAC Progress Policy.

**“High Risk Students”** are those that Training or Assessing staff, using professional judgement, feels will probably fail to meet satisfactory progress requirements at the end of the study period, or a student who has been given an “unsatisfactory progress” result in their first study period. Where possible, formal intervention occurs BEFORE the end of the study period, and formal notes are recorded.

**WHO is responsible for each of the steps?:** The Director, and any delegated staff, are responsible for defining the workload for the study period, checking progress, deciding who is at risk, implementing (or directing the implementing of) the intervention strategy and reporting of the student. Appeals are as per the Appeals Policy and Process. Staff however should be vigilant, and alert the Director to students who they notice are not keeping up with set tasks or assessments. Records will be kept centrally in the Student’s Profiles Folders.

**WHEN will each step take place?** Informal intervention of “At risk” and “High Risk” students can occur anytime the director feels appropriate as per Point 3-5. Intervention of those occurring as a result of formal monitoring and assessment of course progress occurs immediately after the end of a study period, and always within 4 weeks of the beginning of the subsequent study period. Appeals are allowed as per point 7.

**HOW will each step be taken?** Staff recording assessment results on profile sheets, and trainers signing off on observation sheets, are to alert the Director to any “At Risk” students AT ANY TIME. Students will be issued with a note to make an appointment to have a meeting with the Director, or delegated staff. Students that are to be reported are hand delivered the Notice, or if not possible, a copy is emailed/ posted, as well as a copy being sent to their Education Agent. Pro-forma letters are attached, and generated by the Administration System. Records of all interventions, appeals and reporting are kept on the students’ files.

### **Completion of a course within the expected duration of study**

The continuous assessment and delivery strategies of our courses should mean that no student is incapable of completing their course on time. As students do not have choice of how many units to study at any time, the monitoring of a student’s individual workload is not required, other than as part of an intervention strategy, where additional assistance and opportunities as (opposed to extra workload) is offered. If for some reason there is a variation in the student’s workload which may affect the student’s expected completion date, this is to be recorded on the student’s file, along with the reasons for it.

This document should be read in conjunction with the following:

- I. DEEWR- DIAC Course Progress Policies and Procedures
- II. Subsection 19(2) of the ESOS Act
- III. Standards 9 & 10 of the National Code

### **STRATEGY for PROVISION OF EXTRA LEARNING SERVICES & SCHEDULE OF FEES**

Students have weekly access to timetabled tutorial sessions to assist them with ANY aspect of their course, free of charge. If a student is falling behind or requires extra learning services, they will be directed to that free service. However if a student misses a test, or a formal observation of skills session, or fails to submit work on time (without a medical certificate or good reason), and later wishes to be assessed in those areas, there is a \$20 per assessment item fee charged to cover expenses. This is to prevent students deliberately missing sessions, and then later presenting themselves expecting to catch up on all missed assessments at a time that suits them.

# DE - DIBP Course Progress Policy and Procedures for CRICOS Providers of VET Courses

This policy must be read in conjunction with the adjoining explanatory notes

## 1. The National Code 2007

1.1 Under Standard 11.2 of the National Code 2007, a provider who implements the DEEWR-DIAC Course Progress Policy and Procedures for its vocational education and training (VET) courses is **not** required for ESOS purposes to monitor attendance for those courses.

## 2. Indicating the decision to implement the DEEWR-DIAC Course Progress Policy and Procedures

2.1 A provider who chooses to implement the DEEWR-DIAC Course Progress Policy and Procedures must implement the policy and procedures for **all** of its CRICOS registered VET courses. The provider registers this choice through PRISMS.

## 3. Policy

**3.1** The provider must monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

**3.2** The provider must assess each student's progress at the end of each compulsory study period. While the length of a study period is determined by the provider, study periods are usually terms or semesters. Ten weeks is usually considered the minimum length of time in which it is reasonable for the provider to make an assessment of a student's course progress. For the purposes of this policy, the maximum length for a study period is six months. Where a provider does not divide courses into study periods, course progress must be monitored at least every six months.

**3.3** Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. The provider must define course requirements for each study period and be able to identify when a student has not passed or demonstrated competency in 50% or more of the course requirements. The course requirements for each study period must also be made clear to the student at the start of the course, or if variable, each study period.

**3.4** The provider must have an intervention strategy for any student who is not making satisfactory course progress. It must be made available to staff and students and must specify:

- i. procedures for contacting and counseling students;
- ii. strategies to assist identified students to achieve satisfactory course progress; and
- iii. the process by which the intervention strategy is activated.

**3.5** The intervention strategy must include provisions for:

- i. where appropriate, advising students on the suitability of the course in which they are enrolled;
- ii. assisting students by advising of opportunities for the students to be reassessed for tasks in units or subjects they had previously failed, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and
- iii. advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DIAC and cancellation of his or her visa, depending on the outcome of any appeals process.

**3.6** At the end of each compulsory study period, students must be assessed against the course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy as outlined in 3.4 is implemented. The intervention strategy must be activated within the first four weeks of the following study period.

However, if a provider identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the provider is encouraged to implement its intervention strategy as early as practicable.

**3.7** If a student is identified as not making satisfactory course progress in a **second consecutive compulsory** study period in a course, the provider must notify the student of its intention to report the student to DIAC for unsatisfactory progress. The provider does this through the written notice described in 3.8.

**3.8** The written notice (of intention to report the student for unsatisfactory progress) must inform the student that he or she is able to access the registered provider's complaints and appeals process under Standard 8 and that the student has 20 working days in which to do so. A student may appeal on the following grounds:

- i. provider's failure to record or calculate a student's marks accurately,
- ii. compassionate or compelling circumstances, or
- iii. provider has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

**3.9** Where the student's appeal is successful, the outcomes may vary according to the findings of the appeals process.

- i. If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 50% of the course requirements for that study period), the provider does not report the student, and there is no requirement for intervention.
- ii. If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support must be provided to the student through the provider's intervention strategy, and the provider does not report the student.



### **3.10 Where:**

- i. the student has chosen not to access the complaints and appeals processes within the 20 working day period,
- ii. the student withdraws from the process, or
- iii. the process is completed and results in a decision supporting the registered provider (i.e. the student's appeal was unsuccessful) the registered provider must notify the Secretary of DEST through PRISMS, as soon as practicable, of the student not achieving satisfactory course progress. Last update May 2008

### **Giving information about accepted students**

A registered provider must give the Secretary particulars of any breach by an accepted student of a prescribed condition of a student visa as soon as practicable after the breach occurs.

Note 1: The Minister may take action under Division 1 of Part 6 against a registered provider that has breached this section. A breach of this section is also an offence: see section 104.

Note 2: It is an offence to provide false or misleading information in complying or purporting to comply with this section: see section 108.

### **Standard 10 of the National Code: Standard 10 – Monitoring course progress**

#### **Outcome of Standard 10**

Registered providers systematically monitor students' course progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

**10.1** The registered provider must monitor, record and assess the course progress of each student for each unit of the course for which the student is enrolled in accordance with the registered provider's documented course progress policies and procedures.

**10.2** The registered provider must have and implement appropriate documented course progress policies and procedures for each course, which must be provided to staff and students, that specify the:

- a. requirements for achieving satisfactory course progress
- b. process for assessing satisfactory course progress
- c. procedure for intervention for students at risk of failing to achieve satisfactory course progress
- d. process for determining the point at which the student has failed to meet satisfactory course progress, and
- e. procedure for notifying students that they have failed to meet satisfactory course progress requirements.

**10.3** The registered provider must assess the course progress of the student in accordance with the registered provider's course progress policies and procedures at the end point of every study period.

**10.4** The registered provider must have a documented intervention strategy, which must be made available to staff and students, that specifies the procedures for identifying and assisting students at risk of not meeting the course progress requirements. The strategy must specify: 2

- a. procedures for contacting and counselling identified students
- b. strategies to assist identified students to achieve satisfactory course progress, and
- c. the process by which the intervention strategy is activated.

**10.5** The registered provider must implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements. At a minimum, the intervention strategy must be activated where the student has failed or is deemed not yet competent in 50% or more of the units attempted in any study period.

**10.6** Where the registered provider has assessed the student as not achieving satisfactory course progress, the registered provider must notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice must inform the student that he or she is able to access the registered provider's complaints and appeals process as per Standard 8 (Complaints and appeals) and that the student has 20 working days in which to do so.

**10.7** Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, the registered provider must notify the Secretary of DEST through PRISMS of the student not achieving satisfactory course progress as soon as practicable.

## At Risk/ High Risk Student Intervention Record 140627

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Course Title: \_\_\_\_\_

1<sup>st</sup> / 2<sup>nd</sup> Study Period

Minimum Satisfactory Course Progress Requirements in a study period:

	<u>First Study Period</u>	<u>Second Study Period</u>
Certificate I in Sport & Recreation	4 (of 8)	
Certificate II in Sport & Recreation	6 (of 11)	
Certificate III in Sport & Recreation	3 (of 6)	4 (of 8)
Diploma of Sport Development	4 (of 8)	6 (of 12)
Certificates III & IV in Fitness	3 (of 6)	5 (of 9)
Diploma of Fitness	3 (of 6)	4 (of 7)
Certificate IV in Outdoor Recreation	6 (of 12)	10 (of 19)
Preliminary - Certificate III in SWE	4 (of 7)	
Certificate IV in SWE	2 (of 3)	2 (of 4)
Certificates I in Business	3 (of 6)	
Certificates II – III in Business	6 (of 12)	
Certificate IV in Business	5 (of 10)	
Diploma of Business	1 (of 2)	3 (of 6)

Study Period Commencement Date: \_\_\_\_\_

Study Period Completion Date: \_\_\_\_\_

Is this the second consecutive semester of unsatisfactory progress? YES / NO

**Please note that reasons such as being out of the country, state, or working, when you should have been at class, are not valid reasons for poor progress, and may even affect your student Visa.**

Details of why student is at risk, or has failed to meet Satisfactory Progress requirements: \_\_\_\_\_

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Action taken: \_\_\_\_\_

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Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Course Credit (RPL and MR/ DC) Procedures 130219

National Code Standard 12: Recognition of Qualifications & Credit Transfer Policy

### **Mutual Recognition/ Direct Credit & RPL Assessment**

The Eagle Academy has developed a system of recognising skills that you possess from former informal or formal learning. We give you four different methods of providing us with the evidence needed to demonstrate that you have a particular competency. It is designed to cause you minimum cost and time, but students must be aware that RPL is a form of assessment, and hence should read our assessment material for further information.

**The Eagle Academy recognises any AQF qualifications and statements of Attainment issued by any other RTO. We will give full credit for any identical qualifications or parts there-of, including competencies, modules, units, subjects and certificates obtained at another RTO. Students should complete the Direct Credit Transfer Application Form as soon as possible after enrolling in a course at The Eagle Academy. This may affect your course completion, Fees, and Visa time.**

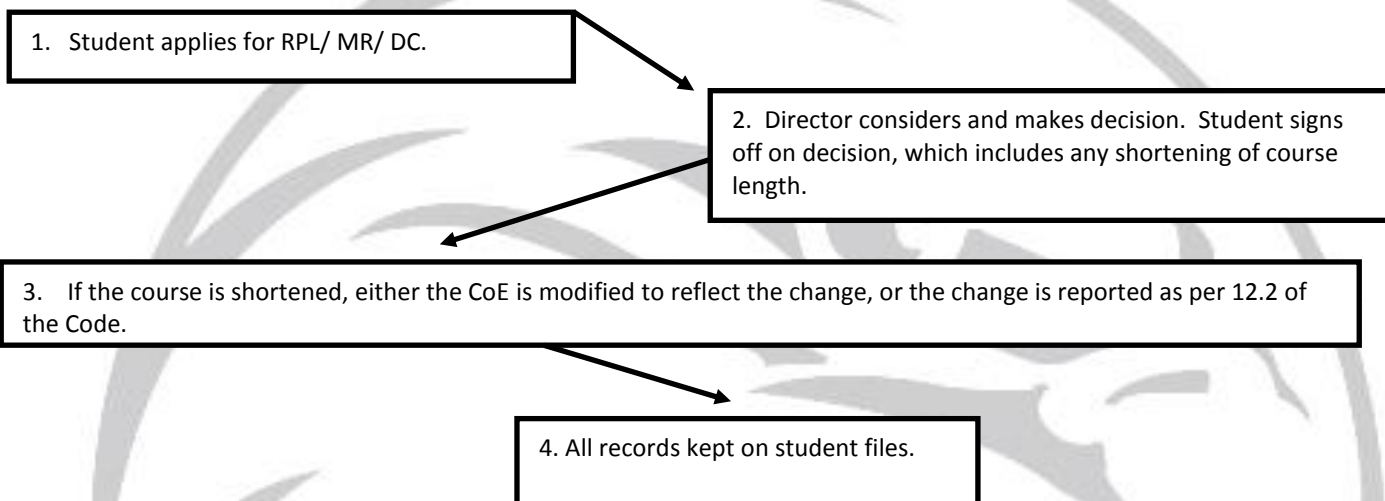
All assessment at The Eagle Academy undertaken as part of RPL will incorporate principles as follows:

1. 1 Assessments will allow for a mixture of evidence, appropriate to the unit's performance criteria and other requirements. This evidence may be supplied in four basic ways, in any suitable combination. Assessment will normally include at least two methods.
  - 1.1 Documentary evidence (Must be retained in a portfolio if possible, and marked against Units)
    - Reference letters or A Statutory Declaration witnessed by a JP, outlining and identifying skills you have demonstrated in areas related to the scope of the course and unit requirements
    - A current resume outlining your past and current work history relevant to the application
    - 3 current references that can support your application for competency
    - Research you have completed or had published
    - Registration to industry bodies
  - 1.2 Response to questioning evidence (questions documented, or supervisor satisfaction of ongoing questioning)
  - 1.3 Witnessed evidence on or off the job (Verified by supervisor over time, or Assessor)
  - 1.4 Practical or theoretical testing evidence (Assignments, Tests, Video footage completing a specific task relating to unit requirements demonstrating competency)
2. Evidence may be supplied over a period of time as required by the training package unit documentation, for competency demonstration but for RPL may not be required.
3. Assessment must be holistic where possible, making supply of the individual breakdown of some of these pieces of evidence quite difficult. It is the role of both the assessor and student to meet and determine if evidence can in fact demonstrate a competency in several units for RPL. To assist in this, training in different study periods will focus on different units. This is not to say other units may not be assessed within that period, if valid evidence is supplied.
4. All unit assessment and evidence gathering techniques are developed (by Student and Assessor) in conjunction with the appropriate Unit Outline from the SIS10 Training Package to ensure appropriateness.

### 3 Simple STEPS in RPL Recognition or Mutual Recognition/ Direct Credit

1. Students present an application for RPL/ MR/ DC (see following pages)
2. The students must present original documents and or copies that have been certified by a JP.
3. Any written documentation students have will be considered (once verified) against units they have identified for possible RPL.
4. Gaps in requirements will be identified, and further assessment procedures negotiated with students. These will be direct questioning, or task testing.

Students are advised of results, and information is entered as required. A cost may be involved in RPL.



## **Application For Recognition Of Prior Learning (RPL)**

Please complete and return to the Campus Manager.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Modules/Units for which RPL is being applied for:

CODE	TITLE

Please list qualifications on which RPL should be based:


Please list previous/current work experience/volunteer experience on which RPL should be based: (Documentation or referees may be required)


(Attach evidence or more information as appropriate)

**Student Signature:** \_\_\_\_\_

### **OFFICE USE ONLY**

Recommendations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Director/Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Application For Mutual Recognition Or Direct Credit Transfer

Please complete and return to the Campus Manager as soon as possible after enrolment.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Title: \_\_\_\_\_

Certificate Levels and/or competencies for which Mutual Recognition or Direct Credit Transfer is being applied:

Certificate Levels	Competencies/Units/Modules/Subjects	Institution	Date Obtained

Please attach certified copies of qualifications for which Direct Credit Transfer is sought to this form, or present the Director with Originals for sighting, and copying.

Student Signature: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Recommendations _____ _____ _____	
<b>Director/Manager Signature:</b> _____	<b>Date:</b> _____
<b>Student Signature:</b> _____	<b>Date:</b> _____

## Defer Study/ Suspension of Study Procedure 081004

Standard 13 of 2007 National Code

**Policy:** Students may apply to the provider for deferment or suspension of their studies if they have good reason for doing so (compassionate or compelling circumstances). *This is different to applying for holidays outside of the normal terms. Flexible terms are an integral part of our courses, and students applying to alter terms or semesters, or have holidays at different times, should consult the director, to see if it is possible.*

The Director may choose to grant or decline any student's request for deferment or suspension of studies. Compassionate or compelling circumstances 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:

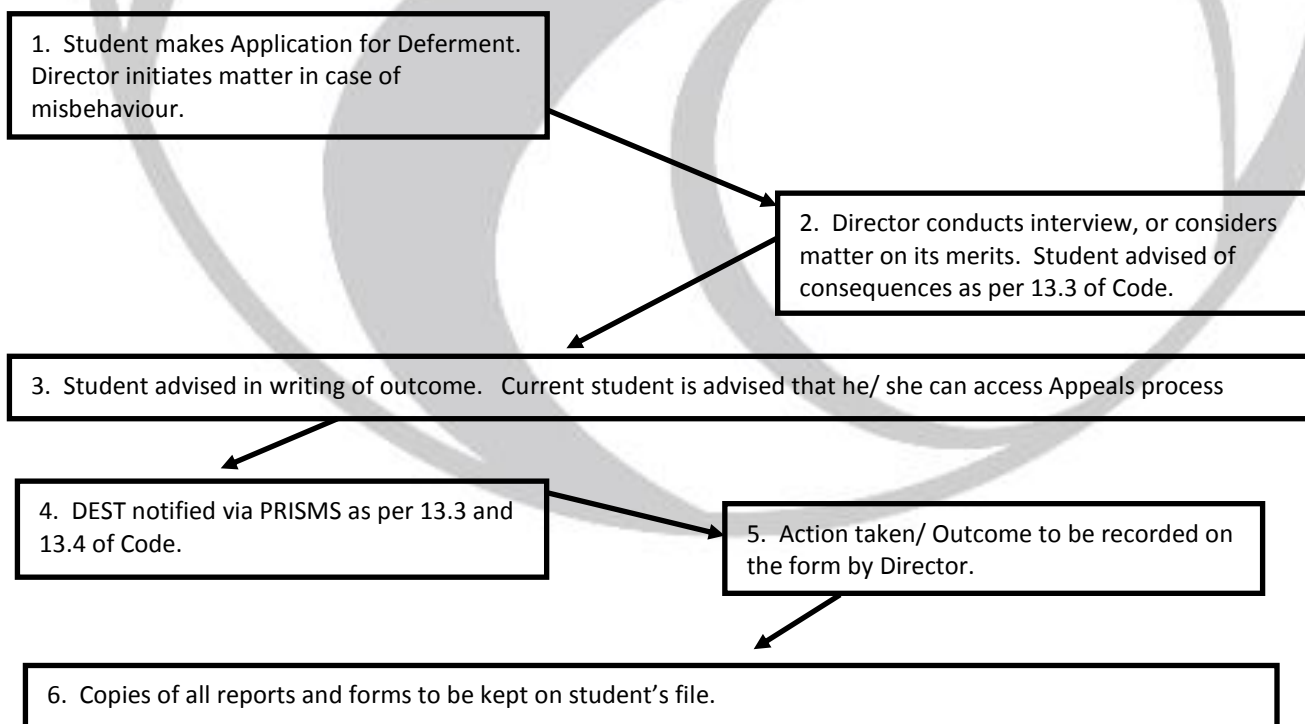
- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime

and this has impacted on the student (these cases should be supported by police or psychologists' reports)

- where The Eagle Academy was unable to offer a pre-requisite unit; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

Please note that the above are only some of examples of what may be considered compassionate or compelling circumstances. The Director will use professional judgement to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, the Director will consider documentary evidence provided to support the claim.

The Director may choose to temporarily suspend a student's enrolment if he deems the student's behaviour to be unacceptable for an educational setting. See Code of Conduct.



## Application to Defer / Suspend Study

This form must be given to the Campus Manager/Director.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Date of requested deferment start:** \_\_\_\_\_ **Date of requested deferment end:** \_\_\_\_\_

**Current VISA end date:** \_\_\_\_\_ **Current OHSC End Date:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(attach*

*extra pages if needed)*

**Tuition catch-up plan:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand that this may affect my Visa and I should contact Immigration for information regarding my deferral/suspension of studies and changes to my course dates. I have attached relevant documents (Doctor's Certificates, airline tickets, detailed letter regarding my situation, etc.). I understand if I do not recommence my studies on the as per dates above my CoE may be cancelled.

**Student's Signature:** \_\_\_\_\_

**OFFICE USE ONLY**

Director/Managers Action/Comment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Directors/Managers signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Access and Equity Policy**

The Eagle Academy values Social Justice. The Academy is committed to acknowledging and providing for the right of all people to have fair access to the services of society, to be treated in caring and equitable ways, and to live with dignity in an environment free from bias, prejudice, and discrimination. **All staff at the Academy, and any trainers, share the responsibility that our Policy is adhered to at all times.**

The Eagle Academy is committed to Equal Opportunity and recognises its responsibilities under both State and Federal anti-discrimination legislation. To this end we are striving to promote non-discrimination against any person on the grounds of sex, sexual preference, marital status, pregnancy, race, political or religious conviction, disability, or age. We are likewise striving to create a harassment-free environment, and promote equality of opportunity for disadvantaged groups, and bias-free communication.

New students to the Academy are assessed for Language, Numeracy and Literacy if in the opinion of the Director that student may not be able to cope with the LLN requirements of the course, as determined at Induction interview.

Students who feel that the Academy's Access and Equity Policy has been breached are encouraged to follow the Grievance Policy above until the issue is satisfactorily resolved.

## **Harassment Policy**

The Eagle Academy is committed to ensuring that the working environment is free from sexual harassment. Sexual harassment will not be tolerated under any circumstances and disciplinary action will be taken against any employee or student who breaches this policy.

### **Objectives regarding sexual harassment:**

The Eagle Academy aims to:-

1. Create a working environment which is free from sexual harassment and where all students and staff are treated with dignity, courtesy and respect;
2. Implement training and awareness raising strategies to ensure that all students and employees know their rights and responsibilities;
3. Provide an effective procedure for complaints based on the principles of natural justice;
4. Treat all complaints in a sensitive, fair, timely and confidential manner;
5. Guarantee protection from any victimisation or reprisals;
6. Encourage the reporting of behaviour which breaches the sexual harassment policy;
7. Promote appropriate standards at all times

### **Definition of Sexual Harassment:**

Whilst there appears to be no single, universally accepted definition of sexual harassment, the definition adopted by The Eagle Academy is consistent with the legal definition.

Sexual Harassment is defined as any unwanted, unwelcome or uninvited behaviour of a sexual nature, which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour, which creates a sexually hostile environment.

### **Examples of Sexual harassment include:**

- Uninvited touching
- Uninvited kisses or embraces
- Smutty jokes or comments
- Making promises or threats in return for sexual favours
- Displays of sexually graphic material including posters, pin-ups, cartoons, graffiti, or messages left on notice boards, desks or common areas
- Repeated invitations to go out after prior refusal
- “flashing” or sexual gestures
- sex-based insults, taunts, teasing or name-calling
- staring or leering at a person or at parts of their body
- unwelcome physical contact such as massaging a person without invitation or deliberately brushing up against them
- touching or fiddling with a person’s clothing e.g. lifting up skirts or shirts, flicking bra straps, or putting hands in a person’s pockets
- requests for sex
- sexually explicit conversation
- persistent questions or insinuations about a person’s private life
- offensive phone calls or letters
- stalking
- offensive e-mails or computer screen savers

### **What Sexual Harassment is not:**

Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

### **Sexual Harassment is against the Law:**

Sexual harassment is prohibited by the Federal Sex Discrimination Act, 1984, and the Anti-Discrimination Act, 1991 (Qld).

### **Circumstances in which Sexual Harassment can occur:**

Sexual harassment is not just unlawful during normal Academy hours or on the campus itself. The behaviour is illegal in any Academy-related context, including travelling to the Academy, conferences, camps, Academy functions and parties, excursions etc.

### **The Consequences that can be imposed if this Policy is breached:**

Depending on the severity of the case, consequences can include an apology, counselling, suspension, expulsion or dismissal, or other forms of appropriate disciplinary action. Immediate disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment. Students who feel that the Academy’s harassment Policy has been breached are encouraged to follow the Grievance Policy guidelines until the matter is satisfactorily resolved.

## Full Penalty Fees Schedule

Part of the conditions of enrolment is that students must accept that penalty fees apply for access to staff assistance and assessment items if a student missed the original piece of assessment without good reason, and/ or if the student has completed the tuition period of the course, and has been issued with a Notice that they are to be reported to DIAC (Immigration) for Unsatisfactory Progress (or any other breach of Visa conditions).

### **CURRENT FEES are \$20 for each of the following**

1. Resit a test that the student was not present for, and could not provide reasonable excuse for absence, or presentation of a Medical Certificate. (Max \$100 for the complete set of tests for a study period)
2. Marking workbooks (in entirety) NOT submitted when due before the end of the students study (tuition) period.
3. Trainer observation (one on one session) of student's skills or competencies for an entire unit, if the student was not present when these observations were undertaken as part of the course, and the student could not provide reasonable excuse for absence based on prior notification to the Academy, or presentation of a Medical Certificate. (Maximum \$100 for the complete set of observations for a study period)

### **Students should note the following**

If you wish to hire a trainer for 'one on one' tuition to assist you prepare for any of these above re-assessments, you may do so at \$50 per hour. The above fees are for the assessments, not for assistance. Assistance in tuition is provided free prior to assessments during tuition sessions as per timetables.

These penalty fees are not aimed at students who have been ill, or had other fair reasons for missing, or failing tests. These fees are in place purely to punish students who expect that the Academy will conduct 'one on one' sessions to assist them at the end of a course or study period, when the student had no good reason for not completing the assessments, or sessions, when they should have been completed during the course.

The cost of re-conducting assessments etc. is significant, and rather than put up course costs for ALL students, including the majority who do the right thing, it was felt more appropriate to fund the cost of re-assessing in a user pays manner.

### **Other Fees**

#### **Enrolment and Cancellation Extra Fees**

- \$100 - to change CoE information after the CoE has been issued (unless it is our fault). This information includes start dates, OSHC and VISA lodgement location. If a student wishes to swap Certificates they must pay \$100 for changing/cancelling the CoE, the student will lose the \$200 enrolment fee for the original course as per our refund policy and will be required to pay the \$200 enrolment fee for the new course.
- \$100 Transfer Fee for changing campuses after starting study (Students must also pay for a new Gym Membership).
- \$200 - There is an administration cancellation fee of \$200 if you wish to cancel your course once a COE has been issued, regardless of the circumstances and timing of the cancellation. The only exception to this fee is for VISA refusal which is covered under legislation.

#### **Overdue Fees**

- \$50 – Will be added to a student's overdue fees each week they are overdue.

#### **Materials**

- \$0.40 – Pen
- \$10 – ID card replacement
- \$20 – For a lost Activity Book (Blue), Distance Education Book (Pink) or Distance Education CD.
- \$4 – To borrow a towel.
- \$0.15 Per Page – PowerPoint Printing
- \$20 for a copy of your SOA or Certificate once already sent to you. **Warning:** SOA and Certificate requests from more than 1 year ago may attract a fee of \$50 - \$100. Terms and Conditions Apply.