

HANDBOOK OVERVIEW

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INTRODUCTION

The Gilson College Overseas Student Handbook (this document) is an information booklet produced for students from outside of Australia and their parents. It contains the important information for those considering applying to study at Gilson College. Please read the handbook and contact the Overseas Student Co-ordinator (OSC) at the college if you have any questions.

A Student Handbook is also published at the college, it provides important information regarding being a student at Gilson College and is a requirement for all students and their parents to read. This Overseas Student Handbook is supplementary to the Student Handbook and does not replace it. For further information please refer to the Student Handbook.



ADMISSIONS AND ENROLMENTS

DEFINITIONS

Admissions is the process of an individual applying to be a student of Gilson College.

Enrolment is what takes place after the student's application has been accepted - the student then becomes enrolled at the college.

WHAT ARE FULL FEE-PAYING OVERSEAS STUDENTS?

Overseas Students (also called Full Fee-Paying Overseas Student or FFPOS) are residents of another country who come to study in Australia on a student visa. Because overseas students are not eligible to receive Commonwealth and State educational funding the costs related to servicing overseas students are higher, and so the fees that these students pay reflect this situation.

The Department of Education, Science and Training (DEST) on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) has approved Gilson College to receive Overseas Students. Currently the college does not market overseas and therefore has limited marketing material that is unique to overseas students. The limited number of enquiries that are received regarding overseas students are forwarded the material that we send to all students, plus this policy booklet and related documentation.

We offer places for overseas students from Foundation to Year 12. However, our main entry points are Year 7 and Year 10.

Enrolment of students under the age of 13 years, at the time of commencement, will only be accepted if they have a blood relative (who meets the criteria for approval by the Department of Home Affairs as outlined in the National Code 2018) residing in Melbourne who will provide homestay accommodation.

APPLYING FROM YOUR HOME COUNTRY

Some schools work with agents but Gilson College does not. You are welcome to apply through an agent, but we prefer to work with our families directly.

When submitting an application the following are required:

1. Translated birth certificate
2. Translated current school reports
3. English language testing results
4. Passport copy

Subject to

- satisfactory entrance test results,
- language proficiency and
- an interview

a written offer of enrolment may be made.

NOTE: An application for an overseas student does not confer a right to enter the college, and if a place is offered, this will be advised in writing by the college and is subject to formal acceptance.

STUDENT VISA PROCESSING

If a Letter of Offer is issued, and accepted by the family, with all conditions thereon having been satisfied (including payment of the non-refundable enrolment fee), an eCoE will be issued by the School to enable the student to apply to the Australian Government for a student study visa. Gilson College does not apply for the student study visa on your behalf. This is the responsibility of the agent or the student's parents if organising the visa independently of an agent.

VISA GRANT NOTICE

A copy of the student's Visa Grant Notice (issued by the Australian Government) must be provided to the School as soon as it is received, which must be prior to commencement at Gilson College. Overseas students must hold the appropriate visa before they can start.

ENGLISH LANGUAGE INTENSIVE COURSE FOR OVERSEAS STUDENTS (ELICOS)

Most instruction at Gilson College is in English. Therefore, prospective students must possess a proficiency in the English language to enable them to participate in class and meet written and oral class requirements. Enrolment in the college may be conditional upon the student successfully completing an ELICOS course at a registered ELICOS provider in Australia. This would be specified in any Letter of Offer issued by the School. Evidence of the ELICOS enrolment, Electronic Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) must be provided to Gilson College immediately after it is received by the student. The family of the overseas student must arrange for enrolment with the approved ELICOS provider and pay all costs of the course directly to the ELICOS provider. Gilson College does not offer ELICOS courses.

ENGLISH LANGUAGE PROFICIENCY

Once the ELICOS course has been completed, the results and a report will be sent to Gilson College. At the end of the ELICOS course, the student will be required to take a second AEAS test to determine his level of English proficiency. Based on these outcomes the college may then request the student to extend his studies at the ELICOS provider in order to reach the required level of proficiency. Once the agreed upon level of proficiency is achieved, the student will be able to commence their formal education at Gilson College. It is expected that the student will complete the required number of weeks of ELICOS within the timeframe specified by Gilson College in order to be accepted into the specified year level according to the formal Letter of Offer.

SPECIAL NEEDS

The parents/guardian (hereinafter referred to as "parents") must advise the college when applying for enrolment and thereafter (including prior to accepting any offer of enrolment from the college), of any disability or specific learning or behavioural needs that the student may have and of which the college should be aware. The college must also be advised of any adjustments or specialised support services that the family consider should be made available by the School, to assist the college in ensuring that the student is able to access the college's curriculum and educational programs.

ORIENTATION

Overseas students require tailored support services as they navigate living and studying in a new and unfamiliar environment. To facilitate a smooth transition into the College and to support their physical and mental well-being, the following orientation programs are implemented across various year levels:

1. Early Years (Kindergarten and Foundation Years)

Objective: To create a warm, welcoming, and engaging environment that eases young learners into school life.

Activities:

- a. Welcome Story Time: A fun and engaging book about starting school.
- b. Meet the Teacher and Classroom Tour: Introduce key staff and explore the classroom setup.
- c. Play-Based Introduction: Interactive activities such as puzzles, coloring, and building blocks to encourage social interaction.
- d. Basic School Routine Walkthrough: Demonstrating lining up, sitting in a circle, snack time, and pack-up time.
- e. Mini Adventure Walk: Explore key locations such as bathrooms, playgrounds, and the library.
- f. Parent Information Session: Provide parents with an overview of expectations, daily routines, and communication methods.

2. Primary Years (Year 1–6)

Objective: To help students feel comfortable and confident in their new school environment while promoting friendships and independence.

Activities:

- a. Interactive School Tour: A scavenger hunt to discover key areas such as classrooms, the library, and the sports fields.
- b. Buddy System: Assign older students as buddies to guide and support new students.
- c. Classroom Icebreaker Games: Activities like "Two Truths and a Lie" or "Find Someone Who" to help students get to know each other.
- d. Introduction to School Rules and Values: Using storytelling, role-playing, and short videos.
- e. Technology and Resources Overview: Brief introduction to learning tools such as tablets, interactive whiteboards, or school apps.
- f. Mini Leadership and Teamwork Activities: Group problem-solving games to encourage collaboration.

3. Secondary Years (Year 7–12)

Objective: To equip students with the knowledge and confidence to navigate their academic, social, and extracurricular life at school.

Activities

- Welcome and School Values Presentation: Outline the school's mission, values, and expectations.
- Peer Mentor Program: Pair new students with experienced students to assist with settling in
- Academic and Timetable Overview: Explain subjects, electives, and assessment expectations.
- Campus Tour with Key Staff Introductions: Visit important areas such as lockers, the cafeteria, IT support, and sports facilities.
- Technology & Digital Learning Guide: Introduction to school portals, emails, and learning management systems.
- Co-Curricular Showcase: Present clubs, sports teams, and student leadership opportunities.
- Wellbeing and Support Services Introduction: Overview of counselors, chaplains, and student support staff.
- Q&A Panel with Senior Students: Open discussion where new students can ask questions.

The orientation above occurs in November in readiness for enrolments into the new year for both Foundations and Year 7s. Orientation is greatly reduced for other year level intakes through-out the year. This includes:

- a brief interview with the College Principal / Deputy and or the Enrolments Coordinator.
- College tour is taken with the relevant personal of the whole campus
- Students are introduced to relevant heads of schools, classroom teachers, specialist teachers, Chaplains, Wellbeing Coordinators.
- Time is spent with the Enrolments Coordinator familiarising the student with:
 - support services available to assist overseas students to help them adjust to study and life in Australia;
 - English language and study assistance programs that are available in the local area;
 - any relevant legal services;
 - emergency and health services in the local area;
 - the College facilities and resources;
 - complaints and appeals processes;
 - requirements for course attendance and progress;
 - the support services available to assist overseas students with general or personal circumstances that are adversely affecting their education in Australia; and
 - services overseas students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.

When the orientation is complete the overseas student is placed with a "buddy" – a student who is chosen to help them become familiar with the processes of the College. This buddy they have for the duration of a term or longer if necessary.

To assist with adapting to the new environment the College provides:

- Culturally Responsive Communication

- Is respectful of Religious and Cultural Practices:
- Celebrates diversity through classroom learning and an annual multicultural event
Integrate cultural celebrations into the school calendar to make students feel recognized.
- The College also has regular check-ins with students to ensure they feel settled and included.

PASTORAL CARE

Counsellors and Chaplains are present on campus who are available to consult with students, parents and teachers regarding issues that may affect a student's educational and personal welfare.

ATTENDANCE REQUIREMENTS

Student attendance is monitored by the student receptionist. If a student's attendance is at risk of falling below 80% or the student has been absent from School for an unexplained continuous period of at least 5 days, the School will offer counselling and consult with the student to determine whether there are compassionate or compelling circumstances for the absences (e.g. medical illness supported by a medical certificate).

If the student is unable to provide evidence to support compassionate or compelling circumstances and after counselling, the student's attendance falls below 80%, the School will advise the student of its intention to report the them for breach of visa conditions.

The student has 20 working days in which to access the college's complaints process, as documented in the Community Complaints and Appeals Policy.

ENGLISH LANGUAGE PROFICIENCY & EDUCATIONAL QUALIFICATIONS

In accordance with the National Code 2018, the following document outlines the college's policy and process of assessing whether an overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enrol in the secondary school course offered at Gilson College.

It is the college's policy to assess an overseas student's English language proficiency and educational qualifications during the recruitment process and prior to their enrolment at the college. The college uses the Australian Education Assessment Services (AEAS) English Language Proficiency test to determine whether an intending overseas student satisfactorily meets the minimum level of English proficiency required for the course.

Minimum English Language Requirements

All prospective overseas students must demonstrate sufficient English language proficiency to participate fully in the course.

Accepted tests and minimum scores are as follows:

- **IELTS (Academic):** Overall score of **5.5**, with no individual band score below **5.0**
- **TOEFL iBT:** Total score of **46**, including at least **14 in Writing** and **12 in Reading**

The College may accept equivalent English language assessments at its discretion, provided they demonstrate comparable standards.

Students must provide official test results at the time of application. Applicants who do not meet the required standard will not be accepted for enrolment.

The college will assess the educational qualifications of an intending overseas student in academic reports from their home country and/ or the college they attended overseas.

Students are then required to visit the college to sit an entrance test and meet with the college principal and other staff as part of the application process. Applicants who are unable to attend an interview onsite may be able to interview online.

ADMINISTRATION

FFPOS CREDENTIALS

Victorian Registration and Qualifications Authority (VRQA) approve Gilson College to receive overseas students. The provider details are below:

Provider: Gilson College

Provider CRICOS Code: 00978G

Course Codes: (P-6) 023874D (7-11) 002526J

CONTACT PERSONS

The Enrolments Co-ordinator is the initial contact person for all admissions, including overseas students. The Overseas Student Co-ordinator/Business Manager (OSC) is the first contact for most issues relating to the administration of an overseas student except for behaviour and academic matters which will also involve the appropriate Head of School.


THE ESOS FRAMEWORK – PROVIDING QUALITY EDUCATION AND PROTECTING RIGHTS

To ensure that overseas students have a safe, enjoyable and rewarding experience studying in Australia, the Australian Government has implemented safeguards and laws to promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework, and include the Education Services for Overseas (ESOS) Act 2000 and the National Code.

The ESOS framework outlines:

- The responsibilities of education providers towards international students
- Students' rights to receive accurate information before enrolment
- The standards for delivery of education and training
- The avenues available to students for complaints and appeals
- Tuition protection arrangements in the event a provider is unable to deliver a course

For a full explanation of your rights and responsibilities under the ESOS framework, please refer to the official Australian Government information page:

 <https://www.dese.gov.au/esos-framework>

We strongly encourage all international students to familiarise themselves with this framework to understand their entitlements and the standards providers are required to meet.

PROTECTION FOR OVERSEAS STUDENTS

Overseas students must study with an education provider and in a course that is registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS registration requires that education providers meet the high standards necessary for overseas students. Students should check carefully that the details of the course, including its location, match the information on the CRICOS website.

TUITION PROTECTION SERVICE (TPS)

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist overseas students whose education providers are unable to fully deliver their course of study. The TPS ensures that overseas students are either able to:

- Complete their studies in another course or with another education provider; or
- Receive a refund of their unspent tuition fees. Students can contact the TPS online.

FEES

Overseas students are not eligible to receive Commonwealth and State per-capita grants, and costs related to servicing overseas students are higher therefore fees that these students pay reflect this situation. All fees are payable one (1) term in advance.

Please check the handbook supplement or the website for current financial details.

Overseas Students (both new and returning) must pay at least one (1) term's Full Fee Paying Overseas Student Fee in advance, but may pay the total annual fee if preferred. This fee includes the Medicare levy, levied by the Australian Government – prior to departure for Australia and the college.

Overseas Health Cover is paid as a part of the annual fee prior to the issuing of a 'Confirmation of Enrolment' for new students. For continuing students, this fee is payable on Registration Day of the new school year. This is an annual fee for medical insurance while remaining in Australia and ensures that any medical expenses are covered while the student is in Australia.

The VCE (Victorian Certificate of Education) Fee is a requirement of the State Government for all overseas VCE students (Years 11 and 12). This fee is paid as a part of the yearly annual fee.

In addition to these fees the cost of the homestay must also be covered. The details of this are included in the accompanying paperwork.

FEE REFUND POLICY

Any overseas student cancelling an enrolment made to the college, having paid for a term's tuition in advance, will be refunded the full amount if the college is unable to provide the curriculum as specified at the time of enrolment.

Alternatively, if the student has made the cancellation due to other reasons, then four weeks' notice in writing must be given to Gilson College. A cancellation fee equivalent to 20% of a term's fee will be charged. Otherwise, a full term's tuition fee will be charged. All other tuition monies will be fully refunded.

If after a refund, the student is unable to find an alternative course within 28 days, the student may contact the Tuition Protection Service (TPS), an instrumentality of the Australian Government, to explore other options. The student may also have rights to take further action under Australia's consumer protection laws.

Cancellation of enrolment while attending during a term will mean the forfeiture of the current term's fee, but a full refund of remaining tuition monies. If the college is given four weeks' notice, only 20% of the term fees will be charged and all other tuition monies refunded.

Where an overseas student is delayed due to Visa or Passport difficulties the term's fees are still to be paid. This policy does not remove the right for further action under Australia's consumer protection laws.

Where the student's application for enrolment is refused by the College or the student produces evidence that the application for a student visa has been rejected by the Australian immigration authorities, refunds will be reimbursed in Australian dollars and the payment made to the student or person specified on the enrolment form.

RECORD KEEPING

It is vital that overseas student records are kept up-to-date. Parents and/or hosts/guardians will be required to inform the OSC of any changes to the student's circumstances, within five (5) business days of the change. This includes change of address, contact details or homestay circumstances.

REPORTING TO THE GOVERNMENT

There are a few areas for which the Gilson College Administration is expected to report to the Department of Immigration and Multicultural Affairs (DIMA) on behalf of the overseas student. These include attendance and academic performance.

The student is expected to inform the OSC in writing of any absences or intended absences. Failure to do so may compromise your visa status. Unaccounted absences of more than 3 days may be immediately reported to the Department of Immigration (DIMA).

The college is also required to report to DIMIA any students who are not meeting specific academic requirements. Before such a report is made the student will be interviewed by the Head of School.

INDEMNITY

All tuition monies, which are received from an overseas student, are transferred to a trust account with Westpac Banking Cooperation

The monies are held in trust and Gilson College is paid four times per year at the standard term billing dates.

TRANSFER

Under the ESOS Act, a student must be enrolled at college for a period of at least six months prior to applying for a transfer. Students who wish to appeal to the College for a transfer prior to completing six months, must provide the College with:

- Written evidence that their parents or legal guardian supports the transfer;
- Written confirmation that the new provider will accept responsibility for approving the welfare arrangements if the student is not being cared for in Australia by a parent or suitable nominated relative; and
- A valid enrolment offer from that provider.

The application for transfer will be considered by the College in accordance with the Gilson College Conditions of Entry for Full Fee Paying Overseas Students.

PRIVACY

Information provided by the student to the college may be made available to both Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund as required by ESOS Act 2000. Under the obligations of this Act the college is required to inform the Department of Immigration and Multicultural Affairs (DIMA) of any changes in the student's enrolment, any breach by the student of visa conditions relating to attendance or satisfactory academic performance.

DEFERMENT, SUSPENSION OR CANCELLATION

Outlined below is Gilson College's process for assessing, approving and recording a deferment of the commencement of study or suspension of study as requested by an overseas student or initiated by the School. Gilson College maintains a record of decisions made in relation to such requests and actions.

If requested by overseas student

Once a student has enrolled, they cannot defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional circumstances (for example: bereavement). If the student defers or suspends their studies on grounds that are in breach of their visa conditions, the School is obliged to commence the procedure below.

If initiated by the school

The School may suspend or cancel a student's enrolment on the basis of the following (noting that this is not an exhaustive list):

- Misbehaviour of a student;
- The student's failure to pay an amount he or she was required to pay Gilson College to undertake or continue their course as stated in the Written Agreement; or
- A breach of course progress or attendance requirements by the overseas student (in accordance with Standard 8 of the National Code).

Prior to initiating a suspension or cancellation, the School will write to the overseas student to:

- Inform the overseas student of that intention and the reasons for doing so; and
- Advise the overseas student of their right to appeal through Gilson College internal complaints and appeals process (refer to Parental and Student's Complaints Policy – Overseas Students), in accordance with Standard 10 of the National Code, within 20 days.

Where action is taken to suspend or cancel the student's enrolment, the School will write to the overseas student to:

- Inform the overseas student of the need to seek advice from Department of Home Affairs on the potential impact on his student visa; and
- Report the change to the overseas student's enrolment, via the Government's Provider Registration and Internal Student Management System (PRISMS) under section 19 of the ESOS Act.

The suspension or cancellation of the overseas student's enrolment 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.



SUPPORT AND WELFARE

Overseas students have the same support and welfare conditions of all other students at Gilson College. These include careers and academic counselling; personal/emotional counselling; and spiritual guidance. This service is provided at no extra cost to overseas students.

STUDENTS' RIGHTS

The ESOS framework protects students' rights including:

The right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from the provider and education agent. For students under 18, a visa will only be granted if arrangements are in place for accommodation, support and welfare.

The right to sign a Written Agreement (as defined in the National Code 2018) with the provider before or as fees are paid, setting out the services to be provided, fees payable and information about refunds for course money. Students should keep a copy of the Written Agreement.

The right to receive the education paid for. The ESOS framework includes consumer protection (see TPS above) that will allow students to receive a refund or to be placed in another course if the provider is unable to teach the course.

The student has a right to know:

- How to use the provider's student support services;
- Who the key staff contacts are for overseas students;
- If students can apply for course credit if enrolment is deferred, suspended or cancelled;
- What the provider's requirements are for satisfactory progress in the courses of study;
- How attendance will be monitored for those courses;
- What will happen if the student wishes to change providers; and
- How to use the provider's complaints and appeals process.

STUDENTS RESPONSIBILITIES

Overseas students have responsibilities to:

- Satisfy student visa conditions;
- Maintain Overseas Student Health Cover (OSHC) for the period of their stay;
- Meet the terms of the Written Agreement with their provider;
- Inform the provider of any changes to their Local Support Person;
- Maintain satisfactory course progress;
- Adhere to the provider's attendance policy; and
- If the student is under 18, maintain approved accommodation, support and general welfare arrangements.

GUARDIANS

All overseas students **MUST** have a guardian, appointed by the parents, who is a mature person of good character and over 21 years of age. A guardian should be prepared to take responsibility for the student and agree to all terms of guardianship. Guardians have an obligation to attend Parent/Teacher interviews on behalf of parents, be a support person for the student and be available to discuss any issues that may arise with the student. The guardian is also usually the Homestay Host.

HOMESTAYS

The homestay is the permanent accommodation for the student whilst they are enrolled at the college. It is the responsibility of the student and their family to arrange appropriate homestay. The college does not usually take the responsibility of organizing the accommodation for students, but does take responsibility for ensuring the homestay circumstances are safe and secure as a duty of care obligation.

Each family must organise and submit for approval their homestay arrangements. The OSC, or representative, will then interview the home-stay family and guardians as part of the enrolment process. They will ask:

- for verification and confirmation of home-stay arrangements,
- about living conditions and type of accommodation being provided,
- for background information about the home-stay family/guardian,
- for the commitment level in providing accommodation for the overseas student,
- for any other information relevant to ensuring adequate accommodation and welfare for the overseas student,

The OSC will require a Police Check and Working With Children Check for adult homestay family members and/or guardians if the OSC believes these checks are warranted.

As part of the home-stay approval procedure the OSC will conduct a home visit to assess adequacy of living conditions and accuracy of information given in the interview with the principal. Once all checks are completed and information assessed a letter will be sent to the overseas student and the homestay family approving the accommodation arrangements. Subsequent checks will be conducted every six months.

Homestay accommodation arrangements are monitored six monthly via home visits, interviews with the students and re-enrolment forms and procedures that each student must complete when returning to study at Gilson College in the following year.

Any breach of accommodation arrangements and responsibilities may be immediately reported to DIMIA via the OSC.

The college will maintain up to date records of the student's contact details, including the contact details of the student's parent(s), guardians or any other adult responsible for the student's welfare. It is the student's and the guardian's responsibility to notify the college of any changes.

In accordance with the School's responsibility for the accommodation and welfare of students under 18 years of age under the CAAW, the School will:

- Nominate the dates for which Gilson College accepts responsibility for approving the student's accommodation, support and welfare arrangements and enter them into the Australian Government's Provider Registration and International Student Management System (PRISMS);
- Ensure that any adults involved in providing homestay accommodation and welfare arrangements to the student have a Working With Children Check (WWCC) and have read and agree to abide by Gilson College's Child Safe Policies;
- Verify, in person, by visiting the premises, that homestay accommodation is appropriate to the student's age and needs:
- Prior to the accommodation being approved; and
- At least every 6 months thereafter;

- Maintain up to date records of the student's contact details, including the contact details of the student's parent(s), LSP or any other adult responsible for the student's welfare;
- In cases where the School engages a third party to help organise and assess welfare and accommodation arrangements, scrutinise such arrangements as if they were organized by Melbourne Grammar;

If the School is unable to contact a student and has concerns for the student's welfare, make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth, State or Territory agencies as soon as practicable (in accordance with the Critical Incident Management Policy for Overseas Students);

Where the School suspends or cancels the enrolment of the Overseas Student, welfare arrangements for that student will continue to be approved until any of the following applies:

- The student has alternative welfare arrangements approved by another registered provider;
- Care of the student by a parent or nominated relative is approved by Department of Home Affairs;
- The student leaves Australia; or
- The School has notified Department of Home Affairs that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student.

If the School enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the School will:

Negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap and inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date; or

- Have alternate welfare arrangements approved; or

Return to their home country until the new approved welfare arrangements take effect. Where the College suspends or cancels the enrolment of the overseas student, welfare arrangements for that student will continue to be approved until any of the following applies:

- The student has alternative welfare arrangements approved by another registered provider,
- Care of the student by a parent or nominated relative is approved by Department of Home Affairs,
- The student leaves Australia, or
- The College has notified Department of Home Affairs that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student.

If the College enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the College will:

- Negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap and inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date; or
 - i. Have alternate welfare arrangements approved; or
 - ii. Return to their home country until the new approved welfare arrangements take effect.

SAFE PRACTICES

For Overseas Students under 18 years of age, the College will ensure that the student's homestay accommodation (hereinafter referred to as the "home") meets the following minimum standards:

- The college has appropriate processes for screening of adults providing homestay accommodation including an in-person interview, identification check, child safe policy agreement and reference check,
- The college has evidence that a valid WWCC has been obtained for any person aged 18 years and over residing in homestay accommodation.

The home provides a safe, secure bedroom for the student's sole use with suitable facilities including a desk, chair and adequate lighting for study purposes;

- There is access to a shared or private bathroom, with reasonable time allowed for showers;
- The home is clean and has appropriate furnishings suitable for a student;
- There is access to kitchen, living areas, laundry facilities and shared areas of the home;
- There is a form of heating in winter and some means of cooling in summer;
- Students are provided with any keys, alarms or passwords required to have access to the home; and
- The College is given access to all areas of the home to conduct compliance assessments in accordance with the legislative requirements and Victorian Child Safe Standards.

OVERNIGHT STAYS

Where an overseas student under 18 years of age wishes to stay overnight at a home outside of the approved homestay accommodation (e.g. college or family friend's house), the college will adopt the following procedure;

- A Risk Management approach to assess the Child Safety risks based on:
 - Length of stay;
 - Frequency of visits;
 - Age of friend;
 - Age of student;
 - Number of children in the residence;
 - Number of other adults residing in the residence;
 - Whether any of the adults hold WWCC;
 - Relationship with the college (if any);
 - Whether staff have met the family;
 - Parental reference/support/consent;
 - Student's willingness to stay there; and
 - Proposed activities during stay.
- If the risk is deemed acceptable, the College will speak with the proposed supervising adult in the residence to confirm:
 - The details of the stay,
 - Their presence during the stay; and
 - To provide the emergency contact details for the student.
- The student will be provided with the name, address and contact details for the family, through the college's Management System (SEQTA).

STUDENT HEALTH

All student visa applicants, under the guidelines of the Department of Immigration and Multicultural Affairs, are required to undertake a health check to satisfy specific health requirements. Overseas student's private medical insurance is required for each student and is organised by the OSC on their behalf.

STUDENT COMPLAINTS & APPEALS

If a student has a grievance, the pupil should contact the teacher or administrator directly involved. Should the matter not be resolved to the satisfaction of the student then a number of courses of action are available. As a general rule it is recommended that the college's hierarchy of authority is followed, i.e. Teacher – Level Leader – Head of School – Head of Campus – Principal.

Should the Principal be unable to resolve the matter then the dispute would be referred to an internal review panel consisting of the Leadership Team and, if appropriate, an adult member nominated by the student and an independent member representing the college's Committee of Management. Adventist Schools Victoria may also be contacted for advice.

Should the matter not be satisfactorily resolved by this panel then the dispute would be referred to the college's Committee of Management for their advice and possible conciliation.

Student grievances are handled in accordance with the Community Complaints and appeals Policy.

CROSS-CULTURAL SUPPORT

The special needs of international students and cross-cultural issues are well met here at Gilson College. Firstly, the small size of the college means that each student is known by their teachers in an almost family-like atmosphere. Secondly, with over 25 different ethnic groups represented in the college and a strong ESL program, any international student is going to feel very welcome and right at home.

CHILD SAFE STANDARDS

Gilson College has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Gilson College has implemented child safety standards to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment.

All adults involved in the welfare and accommodation of students must comply with the College's child safety policies and procedures (available in Appendix B and on the College Website), upholding the overarching principles and values set out, conducting themselves in accordance with the commitments set out, and taking all reasonable steps to promote the safety of children.

TRAINING OF STAFF

The college will ensure that staff involved in coordination and support of the Overseas Student Programme receive regular training to ensure that accommodation is appropriate to the student's age and needs.

MONITORING

The College will ensure that there is a process in place:

- To ensure the ongoing validity of WWCC for adults involved in the welfare and/or accommodation
- of an Overseas Student under 18 years of age and for all adults residing in homestay accommodation; and
- To require that the College is notified of any changes to the adults residing in the homestay accommodation.



LEARNING AND TEACHING

COURSES OF STUDY

There are subject requirements for students choosing their academic subjects at Gilson College. English and Biblical Studies are compulsory at every level of schooling at the college, including the senior VCE years. All other subject choices will be determined by current policies and procedures.

Overseas students at Gilson College will be involved in the same areas of study as all other students, with opportunity for optional choices in the senior years. The only exception is a possibility of the ESL English VCE course as an alternative to regular VCE English.

The typical Primary Course in Australia lasts for 7 years – from Foundation to Year 6. In the Secondary school the course lasts for 6 years – from Year 7 to Year 12. The VCE is a two-year course spread over Years 11 and 12.

Overseas students may be enrolled at the college for any part of this range but it is expected that FFPOS will not begin their studies at Gilson College in the VCE.

The curriculum content within Australia is organised into the following eight key learning areas:

The Arts	Mathematics
English	Science
Health and Physical Education	Studies of Society and Environment
Languages other than English (LOTE)	Technology

Each subject has recommended textbooks and/or software to be used by the students. This is all provided for by the college. This includes a yearly planner and ID card. Other stationary items will need to be purchased by the student before commencing studies at the college. The most common items include ring binders, notebooks and writing implements.

MODES OF STUDY

The course will be delivered using the following methods:

For VCE:

- **Face-to-face classroom-based learning** (compulsory)
- **Supervised group and individual project work**
- **Online learning tools** may be used to support classroom activities

For VCE Vocational Major (VCE VM):

- **Face-to-face classroom-based learning** (core VCE VM subjects)
- **Work-Related Skills (WRS) and Personal Development Skills (PDS)** – delivered through practical projects, community-based learning, and school-based initiatives
- **Structured Workplace Learning (SWL)** – compulsory and coordinated by the school through external placements
- **Vocational Education and Training (VET)** units – may be delivered by external RTOs or at the school in partnership
- Online resources may be used to complement delivery but will not replace face-to-face instruction
- **Note:** No component of either course will be delivered fully online. All core instruction is delivered in person unless otherwise approved in writing by the school and permitted under relevant ESOS provisions.

COURSE DELIVERY LOCATION(S)

The course will be delivered at the following address:

Gilson College, 450 Taylors Road, Taylors Hill

Additional locations may include:

- Approved workplaces for SWL or work placements (for VCE VM)
- Off-site venues for VET training (if applicable)
- Community venues for personal development activities (VCE VM only)

All locations will be communicated to students prior to participation and supervised by the College in accordance with child safety and duty of care policies.

ELEMENTS OF A STRONG CURRICULUM

We believe these elements contribute to a curriculum that provides a holistic approach to education:

- **Cultural transmission:** students discover the origins and development of cultures and ideas, contributing to an understanding of their place in the world.
- **Mastery of skills:** students demonstrate fundamental skill development.
- **Extension/challenge:** students are challenged by course content and teaching methods.
- **Autonomy:** students have a degree of autonomy in both subject choice and the tasks they undertake.
- **Reflective and creative thinkers:** the curriculum inspires reflection, imagination, higher order thinking and academic independence.

- Growth: assessment involves explicit criteria and standards, attempting to close the gap between existing and desired performance.
- Intellectual rigour: students develop the capacity to approach ideas and theories carefully, clearly and deeply, developing intellectual maturity and critical judgement.
- Inspirational/aspirational: the curriculum inspires a love for learning and motivates students to continue their own education.

WORK EXPERIENCE

Students in Year 10 have the option to complete a minimum one-week work experience placement. This involves finding work in a preferred job or career to gain experience to assist in future job choices. Further details of this can be obtained from the Careers Co-ordinator.

QUALIFICATIONS

No formal qualification or certificate is issued to a student upon the completion of Year 6 (Primary) or Year 10 (Secondary). However, each semester the student will receive an academic report outlining his/ her progress and the level of attainment reached. At the end of Year 12 each successful student receives a Victorian Certificate of Education (VCE).

The VCE is a 2-year program of study set by the Victorian Curriculum and Assessment Authority (VCAA). At Gilson College VCE is undertaken over Year 11 & 12. At the end of Year 12 each student receives a VCE study score out of 50 for each subject completed successfully, and an *Australian Tertiary Admission Rank* (ATAR) which is the student's overall ranking on a scale of 0–99 based on his or her study scores. The ATAR is used by TAFE and universities to select students for courses.

RECOGNITION OF PRIOR LEARNING

Prior learning that is acquired offshore is not recognised at Gilson College. Prior learning that is acquired within Australia is recognised, if the following conditions are met:

- It has occurred within the last 12 months,
- It was acquired at a recognised and accredited educational institution,
- The results are at an acceptable academic standard,

TEACHING AND ASSESSMENT METHODS

Learning and teaching at Gilson College is always moving towards improved practise and results. All teachers are involved in further study – either formal qualifications or internal action research. Expectations of quality are high for both students and teachers.

The following activities and techniques are examples of the variety of methods used in a teacher's program to promote learning and assess student skills/knowledge:

- | | |
|---|--|
| • audio-visual aids such as slides and films, | • individual and small group projects, |
| • reading materials, | • student textbooks, |
| • small group discussions, | • class discussion and panels, |
| • guest presenters | • simulations, |
| • creative expression | • Field trips and excursions |
| • drama and role plays | • Written assignments and essays |
| • lecturing | • posters |
| • oral and visual presentations | • Tests and exams |

RELATED POLICIES

- Community Complaints and Appeals Policy
- Critical Incident Management Policy for Overseas Students
- Child Safe Policy
- Child Safe Code of Conduct
- Procedure to Responding to Allegations of Suspected Child Abuse

APPLICABLE LEGISLATION

- ESOS Act (2000)
- National Code 2018
- VRQA Guidelines for the Enrolment of Overseas Students under the Age of 18
- Victorian Child Safe Standards



If there are any omissions or inaccuracies in this handbook, or you simply wish to comment please contact the college. Your feedback would be appreciated.

Contact: business.manager@gilson.vic.edu.au

LOCAL INFORMATION

Gilson College is situated in the Shire of Melton – a community on the western edge of Melbourne that is growing quickly and offers an urban-rural lifestyle. Close access to the city of Melbourne, transportation routes and various services make the environment a great place in which to live.

Specific Location

The address of Gilson College is 450 Taylors Road, Taylors Hill, Victoria, 3037. Using a MELWAYS (the most popular street directory for Melbourne) the college can be found on Map 13 B7. From Melbourne one travels northwest up the Tullamarine Freeway, continuing onto the Calder Freeway and exiting on the Green Gully Road exit. Then travel 7.1 kilometres along this road (which changes to Taylors Road) and the college is located on the right.

Medical Facilities

At least 6 medical clinics are located within 5 minutes of Gilson College. A number of these clinics also employ a dentist and physiotherapist and have a pharmacy attached. Sunshine Public Hospital is located 15 minutes away and has an emergency department.

Airport

Tullamarine Airport in Melbourne caters for both international and domestic and is located 20 minutes from Gilson College.

Shopping Centres

There are many wonderful places to shop around Gilson College. Watergardens Shopping Centre is located 5 minutes away on Melton Highway and provides banking, postal, food, clothing, furniture and other services.

Cost of Living

Average Rental: \$220 per week

Average All-Day Train/Bus/Tram Ticket to Melbourne: \$10.00

Climate

Source: Bureau of Meteorology (30 year mean)

	Summer (January)	Autumn (April)	Winter (July)	Spring (October)
Daily Max Temp (°C)	25.9	20.6	13.7	19.7
Daily Min Temp (°C)	15.1	11.7	6.5	10.3
Rainfall (mm)	151.0	154.0	148.7	175.1
Daily Hrs Sunshine	8.6	5.6	4.5	6.7



APPENDIX

CONDITIONS OF ENROLMENT

In this Application for Enrolment, "College" means Gilson College, Taylor's Hill Campus and where the context permits, "our child" means the child referred to on the Application under the heading "Student Information" being the child in respect of whom this Application is made.

1. We will support the Christian ethos and philosophy of the College at all times while our child is enrolled. We will endeavour to support and uphold the principles, practices and educational policies of the College in every way. Further, we will ensure that, in after-hours meetings of College students under our jurisdiction or organised by us, the Christian principles and moral standards of the College will be upheld at all times
2. We understand and agree that:
 - a. Our child must abide by the College Rules in force from time to time as interpreted by the College and that continued attendance at the College is at the absolute discretion of the College Board and Administration.
 - b. (b) The College reserves the right to take any disciplinary action thought appropriate in relation to any student whose attitude, progress or behaviour is not, in the College's opinion, conducive to the welfare of that student or the College.
3. We recognise that the College reserves the right to amend its educational program. While every care will be taken, this may include the right to discontinue teaching subjects or adjusting other programs as deemed necessary.
4. We recognise that for our child to progress academically it is essential that he/she have confidence in the staff of the College. Therefore, we will do all in our power to see that our child respects and obeys the staff and rules of the College. If our child should experience any difficulty in the College, we will in no case complain to any other parents but will bring any necessary complaints directly to the College Administration.
5. We agree to uphold and support the high academic standards of Gilson College, Taylor's Hill Campus by providing a place at home for our child to study and giving them positive encouragement while reinforcing the necessity for the completion of home work and assignments.
6. We give permission for our child to take part in all College activities, including sports and College-sponsored trips away from the College and understand and accept that teachers will be responsible and liable for such reasonable care and protection as is normally given by parents.
7. In the event of injury or illness to our child necessitating urgent hospital and/or medial treatment including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, we authorise the Principal or in their absence, a member of the College staff to give the necessary authority for such treatment without the College or such person incurring any legal liability to the parent, guardian or pupil in so doing.
8. We agree to the following financial obligations:
 - a) All College fees at the scale determined and published by the College from time to time are payable and will be paid each term in advance upon an account being furnished by the College. All other College expenses incurred by our child while enrolled at the College shall be paid. Should the account be in arrears for more than one term we will contact the College immediately to make alternate arrangements. We acknowledge that should we fail to contact the College immediately the College has the authority to use a collection agency to recover outstanding fees.
 - b) Each parent or guardian as the case may be is jointly and severally liable for the payment of fees.
 - c) We agree to give at least one term's notice of our intention to withdraw our son/daughter from the College, or pay fees in lieu of due notice, except in unavoidable circumstances.
 - d) We agree to actively support and to assist where possible in the life of the College program.
9. We recognise that the Conditions of Enrolment may be amended at the discretion of the College Board at any time. In so doing, we understand that due notice will be given of any such change.