

## La Trobe College Australia (Navitas Bundoora Pty Ltd) - Institutional Information

### 1. About La Trobe College Australia

La Trobe College Australia (LTCA) “the college” is a higher education provider which offers pathways to an extensive range of degree options at La Trobe University. The college offers a range of diploma courses which are broadly equivalent to the first year of La Trobe University's bachelor degrees.

Upon successful completion of a diploma, applicants or prospective students will be eligible to progress to the second year of many bachelor degrees (additional criteria, including a weighted average mark (WAM) apply to some courses) at La Trobe University.

<https://www.latrobecollegeaustralia.edu.au/about>

### Campus Locations

The college has two campus locations: on-campus at La Trobe University’s main campus in Bundoora, Melbourne and on-campus at La Trobe University’s Sydney Campus. LTCA Diploma programs are offered in:

- Bioscience
- Business\*
- Engineering
- Health Sciences
- Information Technology\*
- Media and Communication
- Psychology

\* These are the two diplomas taught at the Sydney campus. All seven diplomas are taught at the Melbourne campus.

English language programs offered at the Melbourne campus, and Navitas English courses at the Sydney campus, are available as direct entry pathways for international students wishing to undertake university study at La Trobe University.

Melbourne Campus: <https://www.latrobecollegeaustralia.edu.au/courses/english-further-studies>

Sydney Campus: <http://www.navitasenglish.edu.au/schools/learn-english-in-sydney/>

### Contact Addresses

Melbourne	Sylvia Walton Building La Trobe University Bundoora 3086	<a href="https://www.latrobecollegeaustralia.edu.au/contact-us">https://www.latrobecollegeaustralia.edu.au/contact-us</a>
Sydney	255 Elizabeth Street Sydney New South Wales 2000	<a href="https://www.latrobecollegeaustralia.edu.au/contact-us">https://www.latrobecollegeaustralia.edu.au/contact-us</a>

### Open Days

Open Days are held concurrently with La Trobe University. In 2020, the La Trobe College Australia Melbourne Campus Virtual Open Day was held on 2 August 2020, and in Sydney it was held on 4 August 2020. Dates for 2021 will be advertised when known.

## Important dates –2021

### Melbourne Campus

Year	Intake	Classes Start	Census Date	Mid-trimester break	Classes Finish
2020	October	19 October	13 November	21 December – 3 January	22 January 2021
2021	February	1 March	26 March	1-7 April	28 May
	June	21 June	16 July	No break	10 September
	October	11 October	5 November	20 December – 3 January	14 January 2022

### Sydney Campus

Year	Intake	Classes Start	Census Date	Mid-trimester break	Classes Finish
2020	October	19 October	13 November	21 December – 3 January	22 January 2021
2021	February	1 March	26 March	1-7 April	28 May
	June	21 June	16 July	No break	10 September
	October	11 October	5 November	20 December – 3 January	14 January 2022

## 2. Admission criteria

### A. Applicants with higher education study

Applicants with Higher Education Study are those whose highest level of study since leaving secondary education is a higher education course, such as a university degree or university-level Diploma. This includes applicants who have completed a higher education course, those who are currently studying a higher education course at another education provider and want to transfer to LTCA, or those who are currently studying a higher education course at LTCA but wish to change course.

The vast majority of our applicants have not completed any higher education study and our programs are specifically designed to cater to this group.

Completion in part (minimum 4 units) or whole, of a higher education course will satisfy the broad academic requirements for entry into an LTCA Diploma; but separate evidence of English proficiency, and/or evidence of course-specific pre-requisites might also be required.

LTCA may recognise partial completion of a qualification under the principles of Credit Transfer and Recognition of Prior Learning (RPL). Originals or certified copies of academic transcripts, unit outlines and supporting documentation are required prior to processing.

Confirmation of exemptions will accompany the Letter of Offer Package

For more details see: [Credit Transfer Policy](#) and [Recognition of Prior Learning Policy](#):

### Completed bridging or enabling course

Applicants, or prospective students who successfully complete a La Trobe College Foundation Studies course gain entry into the first year of an undergraduate degree at La Trobe University.

### B. Applicants with vocational education and training (VET) study

Successful completion of a Certificate IV or a Diploma course undertaken from VET study may be presented by an applicant in substitution of an ATAR score. Admission is dependent on the completion of the course and the level of academic performance achieved.

In some circumstances, your previous study may also count as credit towards your La Trobe College Australia course. This can reduce both the length and cost of your course. If you think you may be

eligible for credit for prior learning, please complete and submit a [Recognition of Prior Learning Application Form](#) at the time you apply for admission.

Please contact our Admissions team [admissions@latrobemelbourne.edu.au](mailto:admissions@latrobemelbourne.edu.au) for more information and to discuss your circumstances.

### **C. Applicants with work and/or life experience**

Admission options are available for prospective students who do not have a sufficient ATAR or equivalent, have not completed secondary education to Year 12 level within the past two years or have not undertaken or completed previous recognised study. Prospective students with relevant work or life experience are required to submit a biographical essay detailing the aspects of the course relevance, their personal goals, career and life experience. The application will be assessed by an Academic Coordinator or Director.

### **D. Applicants with recent secondary education (within the past 2 years)**

#### **Australian year 12 students**

Applicants with recent secondary education are those whose admission is primarily based on completing Year 12, but also includes those who may have completed their senior secondary studies with a TAFE or other VET provider frame. This can include applicants whose secondary education was undertaken interstate or overseas.

#### **Melbourne Campus**

Any year 12 secondary graduate prospective students (who have completed this study in the immediate two years prior to application to the college) must apply through a TAC Centre for the main Trimester 1 intake in Melbourne.

The Melbourne campus uses rankings in the Victorian Tertiary Admissions Centre (VTAC) and any eligible students will be made an offer through this TAC system. Applicants for other intakes (mid-year or summer semester) may apply directly through our website:

[www.latrobecollegeaustralia.edu.au/apply](http://www.latrobecollegeaustralia.edu.au/apply)

#### **Sydney Campus**

Prospective students applying for the Sydney campus may apply directly on our website for any intake.

[www.latrobe.edu.au/study/apply/undergrad/sydney/application-form](http://www.latrobe.edu.au/study/apply/undergrad/sydney/application-form)

An international Baccalaureate (IB) score is assessed based on the entry requirements which are published on our website [latrobecollegeaustralia.edu.au/admission-requirements](http://latrobecollegeaustralia.edu.au/admission-requirements)

Our courses are published in the TAC guide and website for students to access information.

#### **ATAR-related adjustments**

Prospective students can complete a SEAS (Special Consideration and Special Entry Access Scheme) application via VTAC when applying for their course if eligible and any adjustment factors will be added to their ATAR score according to the category to adjust the system rank. Such adjustment factors are detailed at: <http://www.vtac.edu.au/seas.html>

#### **ATAR and additional criteria (admitted where both ATAR and additional criteria were considered)**

Interviews may be conducted for prospective students where personal circumstances have affected academic achievement but SEAS (Special Consideration and Special Entry Access Scheme) was not applied for.

### **Applying from Interstate**

Interstate Year 12 prospective students can also apply through VTAC, their qualification will be converted to the ATAR equivalent by VTAC.

### **Finished secondary education more than two years ago**

If you have completed secondary education more than two years ago you may be eligible for direct entry to La Trobe College Australia. Please contact [admissions@latrobemelbourne.edu.au](mailto:admissions@latrobemelbourne.edu.au) for more information and to discuss your circumstances.

### **Other admission options**

Special consideration can be applied submitting a SEAS application when applying for a course via the relevant Tertiary Admissions Centre (TAC). A non ATAR admissions option is not available for recent school leavers unless the applicant has submitted a SEAS application or completed a VET course.

## **3. Additional information**

### **Aboriginal and Torres Strait Islander prospective students**

La Trobe College Australia aims to support participation by Aboriginal and Torres Strait Islander people and be sensitive to Aboriginal and Torres Strait Islander knowledge and cultures.

Selection decisions for Indigenous Australian applicants will be made by La Trobe College Australia and La Trobe University Campus after consultation with La Trobe University's Indigenous Student Services.

### **Domestic applicants with overseas qualifications**

To ensure students have the best chance of success, all applicants are required to provide evidence of academic background and English language proficiency, prior to commencing a course. LTCA welcomes prospective students and applicants with both domestic and equivalent international qualifications.

A detailed list of entry criteria can be found at:

<https://www.latrobcollegeaustralia.edu.au/admission-requirements>

### **English Language Proficiency**

English Language Requirements are set out at:

<https://www.latrobcollegeaustralia.edu.au/admission-requirements>

English language proficiency can be determined by submitting evidence of Year 12 studies, IELTS Test scores, or Pearson English Test scores or equivalent.

#### 4. How to apply

Melbourne	Prospective students may submit an application either via VTAC <a href="http://www.vtac.edu.au/courses-inst/institutions/latrobecollege.html">http://www.vtac.edu.au/courses-inst/institutions/latrobecollege.html</a> or apply directly to the college: <a href="https://www.latrobecollegeaustralia.edu.au/apply">https://www.latrobecollegeaustralia.edu.au/apply</a>
Sydney	All prospective students may apply directly to the campus for any intake at our Sydney campus: <a href="https://www.latrobe.edu.au/study/apply">https://www.latrobe.edu.au/study/apply</a> If eligible, an offer letter will be sent via email to the prospective student – this will include instructions regarding how to accept the offer, enrolment and orientation information.

Assuming all evidence documents are lodged, applications will be processed within 24-48 hours. Applicants (or their agents) will be notified of the outcome within that time frame.

Confirmation of exemptions granted will accompany the Letter of Offer Package.

LTCA has a network of representatives around the world that can also assist with the application process. For further details, please refer to:

<https://www.latrobecollegeaustralia.edu.au/representatives>

#### 5. Enrolment

Offers are made to applicants who have the background and abilities to have a reasonable expectation of success in the course for which they have applied. Offers are made based on demonstrated achievement, especially academic achievement, but may also take account of other factors such as demonstrated commitment and specific achievements.

##### Acceptance of Offer

After applicants have lodged an application for enrolment to the college directly or via the Victorian Tertiary Admissions Centre with or without advanced standing:

- An offer or an offer with advanced standing (if eligible), will be sent to the applicant with instruction of how to accept the offer, including payment method and Fee Help assistance information.
- A welcome letter with Enrolment and orientation information will be sent upon receiving the acceptance.

##### Advanced standing/academic credit/recognition of prior learning (RPL)

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held may be awarded. This includes academic credit and recognition of prior learning. Applicants, or prospective students, may be awarded credit for a maximum of 50% of a course of study to be undertaken at La Trobe College Australia.

In an instance where an applicant does have previous higher education study, the application will be assessed as per our [Credit Transfer Policy](#) and [Recognition of Prior Learning Policy](#). Credit transfer is the term applied to cases involving the granting of credit for formal study recognised as an equivalent.

Applicants, or prospective students may apply for Recognition of Prior Learning which refers to recognition of various types of prior learning undertaken outside the formal education training system, both nationally and internationally, for example:

- courses provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and/or
- demonstrable expertise and relevant experience gained via work or other life experiences.

## Deferment

Domestic applicants are not affected by visa constraints hence no circumstances are stipulated for the deferment of enrolment.

Overseas applicants are permitted to defer in certain limited circumstances.

Any application to defer should be submitted prior to census date and applicants should refer to the Deferment, Suspension or Cancellation Policy and Procedure on the LTCA website for further details: <https://www.latrobecollegeaustralia.edu.au/policies-and-procedures>

## Fees and Charges

The Letter of Offer contains the Acceptance for the applicant to read and sign agreement to course, fees/charges and course start date and agree to conditions of enrolment and refund policy. For more information on fees: [www.latrobecollegeaustralia.edu.au/fees](http://www.latrobecollegeaustralia.edu.au/fees)

Detailed information regarding payment methods is included with information to apply for FEE-HELP assistance if appropriate: [www.latrobecollegeaustralia.edu.au/fee-help-australian-government-loan-scheme](http://www.latrobecollegeaustralia.edu.au/fee-help-australian-government-loan-scheme)

## 6. Student and campus services

La Trobe College Australia's Student Services staff offer friendly face-to-face customer services. Student Services will help students to access student services, academic support, student finance and accommodation, and provide all other advice and information. They are always ready to help answer any questions regarding courses, study skills and life in Melbourne and Sydney.

Student and academic services include:

- **Student induction and orientation**

Melbourne Campus: <https://www.latrobecollegeaustralia.edu.au/orientation>

Sydney Campus: <https://www.latrobe.edu.au/students/getting-started/new-students/enrol/campus/sydney-campus>

- **Library services**

LTCA students have near full access to the university's library services including print collection, e-books, e-journals, videos, most multi-media packages, computer software and numerous online journals. LTCA students also have access to major library databases (subject to licencing limitations) to enable them to search journal articles, statistics, case law, conference papers, newspapers, standards, reports, etc.

Melbourne Campus: <https://www.latrobecollegeaustralia.edu.au/campus-facilities>

Sydney Campus: <https://www.latrobe.edu.au/sydney/about/library>

- **Learning Assistance/Academic skills**

Students can take advantage of one-on-one academic support provided by peers and academic staff. Book a session with our Student Learning Advisor or go to the Learning Lounge and chat to a high-achieving student (PAL Mentor), who has already completed their studies at LTCA. By meeting with a PAL Mentor, students will have an opportunity to develop their understanding and confidence in a subject. Our dedicated Student Learning Advisors are experts in helping students adapt to university and can assist students to develop study skills. They also offer free workshops throughout each trimester.

- **IT/Computer support**

For any information technology issues go to Reception as your first point of contact.

- **Student accommodation options**

Melbourne Campus: <https://www.latrobecollegeaustralia.edu.au/accommodation>

Sydney Campus: <https://www.latrobe.edu.au/sydney/student-life/accommodation>

- **Career advice**

Melbourne Campus: <https://www.latrobe.edu.au/students/opportunities/careers/contacts>

Sydney Campus: <https://www.latrobe.edu.au/students/opportunities/careers>

- **Childcare services**

<https://www.latrobecollegeaustralia.edu.au/campus-facilities>

- **Disability support**

<https://www.latrobecollegeaustralia.edu.au/disability-support>

<https://www.latrobe.edu.au/students/support/complaints/safety-and-support>

- **Health and medical services**

In addition to being included in the Orientation presentation, overseas students are given information at orientation with further instructions on accessing and registering their Overseas Student Health Cover (OSHC) membership card and the accompanying App. This enables students to understand the conditions of their health cover, which are written in simple language, find a doctor near their house and translate medical terms in 22 languages.

**Melbourne campus:** All students have access to the La Trobe University Medical Centre which is situated on campus: <https://www.latrobe.edu.au/melbourne/facilities-and-services/la-trobe-university-medical-centre>

**Sydney Campus:** All students have access to the Sydney CBD Medical Centre which is situated next door to the campus: [Sydney CBD Medical Centre](#)

- **Legal advice**

The Student Services team at both the Melbourne and Sydney campuses student about how and where to access free legal services organisations.

- **Sexual assault or harassment services**

<https://www.latrobe.edu.au/students/support/wellbeing/counselling/emergencies>

<https://www.latrobe.edu.au/students/support/wellbeing/speak-up>

- **LGBTIQ support (including the Ally program)**

<https://www.latrobe.edu.au/students/support/wellbeing/lgbtiqa-services>

- **Mental Health/Counselling**

Melbourne Campus: LTCA has a Counselling Service available to all LTCA students. Additionally, LTCA students have access to La Trobe University's Counselling Service with a range of specialist services.

<https://www.latrobe.edu.au/students/support/wellbeing/counselling>

Sydney Campus: The Sydney campus student counselling service and resident psychologist offers individual and small group counselling to support you when you need it.

<https://www.latrobe.edu.au/sydney/student-life/student-services>

- **Emergency services**

Melbourne Campus: <https://www.latrobecollegeaustralia.edu.au/student-safety-on-campus>

Sydney Campus: <https://www.latrobe.edu.au/emergency/security>

- **Safety and security on campus**

Melbourne Campus: <https://www.latrobecollegeaustralia.edu.au/student-safety-on-campus>

Sydney Campus: <https://www.latrobe.edu.au/sydney/student-life/student-services>

In addition to being included in the Orientation presentation, students are given information at orientation with additional safety advice including information in the student's first language.

- **Student organisations**

<https://www.latrobe.edu.au/students/opportunities/leadership-volunteering/organisations/clubs-societies>

- **Sports and recreation**

Melbourne Campus: <https://www.latrobecollegeaustralia.edu.au/campus-facilities>

Sydney Campus: <https://www.latrobe.edu.au/sydney/student-life/social-club>

- **Advocacy**

<https://www.latrobe.edu.au/students/support/complaints/safety-and-support>

- **Transport**

Students are given information at orientation with comprehensive information on using public transport.

Melbourne Campus: <https://www.latrobe.edu.au/transport-central/public-transport>

Sydney: <https://www.latrobe.edu.au/sydney/about/location>

- **Work rights**

During a comprehensive presentation during Orientation, students are given information about their rights as workers including; unions, awards, minimum conditions and pay rates, payslips and steps to take if they suspect they are being underpaid.

## 7. Financial Assistance

If you would like information on youth and student allowances, refer to Centrelink:

[humanservices.gov.au/individuals/Centrelink](https://humanservices.gov.au/individuals/Centrelink)

For student loan information visit: [studyassist.gov.au](https://studyassist.gov.au)

Information on student scholarships is available on the La Trobe College Australia website:

<https://www.latrobecollegeaustralia.edu.au/scholarships>

## 8. Student profile

The table below gives an indication of the likely peer cohort for new applicants at the college.

It provides data on applicants that commenced undergraduate study and passed the census date in the most relevant recent intake period for which data are available, including those admitted through all offer rounds, across all Australian campuses, and international applicants studying in Australia.

Applicant background	Trimester 1 – 2020	
	Number of students	Percentage of all students
<b>(A) Higher education study</b> (includes a bridging or enabling course)	5	1%
<b>(B) Vocational education and training (VET) study</b>	5	1%
<b>C) Work and life experience</b> (Admitted on the basis of previous achievement other than the above)	14	3%
<b>(D) Recent secondary education:</b> <ul style="list-style-type: none"><li>Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject adjustments)</li><li>Admitted on the basis of other criteria only and ATAR was not a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)</li><li>Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)</li></ul>	218 0 23	39% 0% 4%
<b>International students</b>	228	52%
<b>All students</b>	553	<b>100%</b>

### ATAR-based admission

(For applicants who will be selected wholly or partly on the basis of ATAR)

(ATAR-based offers only, across all offer rounds) Semester 1, 2019	ATAR
Highest rank to receive an offer	87
Median rank to receive an offer	39
Lowest rank to receive an offer	21

## 9. Further information

<b>College website</b> <a href="http://www.latrobecollegeaustralia.edu.au">www.latrobecollegeaustralia.edu.au</a>
<b>Partner university website</b> <a href="http://www.latrobe.edu.au">www.latrobe.edu.au</a>
<b>TEQSA National Register</b>

TEQSA is Australia's independent national regulator of the higher education sector. Its national register lets you search for accredited higher education providers and courses.

[www.teqsa.gov.au/national-register](http://www.teqsa.gov.au/national-register)

#### **QILT**

The federal government's QILT website helps you easily compare the study experience and employment outcomes from Australian higher education institutions. You can also compare the different study areas of different institutions, with all results based on thousands of surveys completed by students across Australia.

[www.qilt.edu.au](http://www.qilt.edu.au)

#### **Victorian Tertiary Admissions Centre (VTAC)**

[www.vtac.edu.au/applying.html](http://www.vtac.edu.au/applying.html)

#### **Study Assist**

[www.studyassist.gov.au](http://www.studyassist.gov.au)

#### **Student Grievance and other policies**

If you are dissatisfied with the outcome of your application and/or the rationale for why you were unsuccessful in your application, you have the right of appeal against the decision. See the LTCA Student Grievance Policy for more information.

[www.latrobecollegeaustralia.edu.au/policies-and-procedures](http://www.latrobecollegeaustralia.edu.au/policies-and-procedures)