

Student Support and Welfare Policy

1. Purpose

The purpose of this policy is to ensure that the Australian Engineering College (AEC) provides access to sufficient support to ensure students can adjust to study and life in Australia by giving student information on or access to an age and culturally appropriate orientation program that provides information about:

- Support services available to assist overseas students to help them adjust to study and life in Australia
- English language and study assistance programs
- Any relevant legal services
- Emergency and health services
- Australian Engineering College facilities and resources
- Complaints and appeals processes as outlined in Standard 10 (Complaints and appeals)
- Requirements for course attendance and progress, as appropriate
- The support Services available to assist students with general or personal circumstances that are adversely affecting their education in Australia
- Services students can access for information on their employment rights and conditions, and how to resolve work place issues, such as through the Fair Work Ombudsman

This policy is managed in accordance to the requirements of:

- Standards for RTO 2015
 - Clause 1.3
 - Clause 1.7
- National Code 2018
 - Standard 6

2. Scope

This support policy applies to all Australian Engineering College staff and students. Diverse student learning needs are addressed and students are encouraged to express their views about their learning needs at all stages of their learning experience from the initial counselling to the enrolment stage. All support services on-campus are free of charge. Some referred services external to the Institute may come at a charge determined by the provider of the service.

3. Policy

Australian Engineering College (AEC) will:

- Provide students with information relevant to each criteria mentioned above when they request assistance relating to any services and programs, at no additional cost to the student.
- Offer reasonable support to students to enable them to achieve the expected learning outcomes regardless of the place of study or the mode of study, at no additional cost to the student.
- Facilitate access to learning support services consistent with the requirements of the course, the mode of study and the learning needs of the student or student cohorts. Australian Engineering College has documented processes that it implements for supporting these processes.

Australian Engineering College has appointed a Student Support Officer who will be the point of contact for students, and who will have up-to-date details of the Australian Engineering College's support services (see details in procedures). All administration and academic staff will provide student support in their respective areas to assist the student.

Student Support Officer along with other AEC staff will abide by AEC's obligations regarding the Standard 6 of the National Code 2018 and Standard 1.7 of the Standards for the RTOs 2015.

Australian Engineering College has a documented Critical Incident policy and process that outlines how to manage critical incidents and what may affect the student's ability to undertake or complete a course (such as but not limited to incidents that may cause physical or psychological harm). Australian Engineering College will maintain a written record of any critical incident and remedial action taken by AEC for at least two years after the overseas student ceases to be an accepted student.

The Institute will take all steps necessary to provide a safe environment on campus and advice students and staff on actions they can take to enhance their personal security and safety.

Students will be provided with information on how to seek assistance and report an incident that significantly impacts on their wellbeing, including critical incidents.

Australian Engineering College will provide students with, or will refer them to (including electronically), general information on safety and awareness relevant to life in Australia through AEC's Safety and Security Kit.

4. Responsibility

Australian Engineering College, as a Registered Training Organisation, is committed to creating awareness and access to a variety of student support services and ensure that international students make an effective transition into the life and study in Australia, achieve satisfactory course progress and ultimately achieve their desired academic outcomes.

CEO is responsible for the implementation of this policy. Students support officer will have access to up-to-date details of the Australian Engineering College's support services.

Support includes both academic and personal support and the procedures to ensure that students are made aware of the support services available. Australian Engineering College conducts an orientation program for all new students and the details of this orientation program are included in the procedures outlined below.

Student Support Officer

Email: info@aecollege.vic.edu.au

Contact: 03 9088 6440

The other support staff and initial contact person on campus are:

Table 1: Support staff and initial contact person on campus.

Service	Responsibility	Phone no	Email
Emergency Health, safety and security, critical incident/Academic Support	CEO/ Training Manager	+61 416 833 424 (Office hours) (In case of life threatening emergency, CALL 000)	info@aecollege.vic.edu.au
Enrolment, IT Support, (including catch up classes, academic progress, attendance/First Aid, Safety and Security	Accounts Officer/Enrolment Officer	03 9088 6440	info@aecollege.vic.edu.au
Complaints, Administration Matters (including enrolment, orientation, deferral, results, Refunds)/LLN Support, Intervention.	Accounts Officer/Student Support Officer	03 9088 6440	admin@aecollege.vic.edu.au
Student support services / Complaints and appeals /assisting in referring students to internal and/or external support when required/Counselling/First Aid/Medical and emergency Support/student's health and safety.	Student Support Officer	03 9088 6440	info@aecollege.vic.edu.au

Marketing/Student support services/Accommodation Support	Marketing Officer	03 9088 6495	marketing@aecollege.vic.edu.au
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5. Requirements

Australian Engineering College will help students to access study support and welfare related services.

As per Standard 6.8 of National code 2018, Australian Engineering College has its Critical Incident Policy and Procedures in place that covers the action to be taken in the event of a critical incident, and records the incident and action taken. Critical incident policy ensures that Australian Engineering College is prepared for such incidents and has a clear protocol to follow in what can be distressing and upsetting circumstances. See Critical Incident policy and procedures of AEC available on website/student's handbook and/or reception for more information.

Australian Engineering College has sufficient student support personnel to meet the needs of the overseas students enrolled with Australian Engineering College. Australian Engineering College will maintain one student support officer for every 80 students (1:80 ratios) to ensure sufficient officer are available for students. Every member of Australian Engineering College Staff will execute the procedural aspects of this policy with specific matters dealt by specialised personnel.

Above calculation of ratio was estimation of workload and Institute has also analysed the nature of student requests and average time taken to address each request. Simple requests like requesting a copy of timetable may take 4-5 minutes while a counselling session can take 40 mins to 1 hour. Therefore, an average time of 20-30 minutes for each query was agreed by the team.

Following are typical queries that students may have during their study time with institute:

1. Timetable: Students may need help with accessing timetable or they may want to change their days of attending classes.
2. Support- General support services like accommodation support, adjusting to life and study in Sydney.
3. Results, Re-assessments-Students may need their assessment results. If student's result is NYC, he/she may have to resubmit their assessment. Students may request for extra support like extra class or additional learning resources. This may take up to 40 mins to arrange the timetable and make provision for extra classes.
4. ID-Students may lose their ID cards. Re-issuing a new ID card would take around 5-10 minutes.
5. Computer/Photocopying and printing-Students may come across computer issues like the internet not working, computer in the laboratory not working, printing and photocopying facilities. There can be multiple issue related to IT. Providing IT support may take up to 10 – 20 minutes depending upon the nature of IT support required.
6. Address Change-As per the legislative requirements, students are required to update institute of any change in address or emergency contact details. Updating these details along with other details any take up to 5 -10 minutes as students will be required to request for a form and complete his/her details in the form.

7. Fee Related-Overseas students may sometimes face hardship in paying fees as per their payment plan or may want to extend their due dates to pay the fees. Institute will change the payment plan or provide the student with extension. Discussion with the students and changing payment plan may take up to 20-30 minutes. This query may arise often with majority of the students. There may be 3-4 students' queries related to fees per week.

8. Resources-There are different learning resources for students available at the institute for each qualification/unit. Students may require these resources in order to learn and complete their assessments. Helping students in finding the resources as per student's request or updating any printed learning material for the student as per their request may take up to 30 minutes to 60 minutes

9. LLN assistance and support during the study.

Australian Engineering College provides an opportunity for students to access welfare-related support services to assist with issues that may arise during their study, including course progress and attendance requirements and/or accommodation issues. These services are free of cost.

Australian Engineering College shall organise various student support as outlined below.

6. Procedures: Student Support Services

6.1 Safety and Security

Australian Engineering College undertakes a formal safety/security audit of its premise every year. In addition, the senior staffs are instructed to 'notice' any safety or security issue during their daily work routines. All staff are instructed on general workplace safety issues and how to manage them.

Students leaving late in evening from the institute are advised to leave the building accompanied by one or more fellow student(s) or advise their trainer or administrative staff on duty that they are leaving and request accompanied to their mode of transport if necessary. Students and staff are advised to travel on main streets where other members of the public are present rather than side streets or alleyways.

When less number or single staffs are on site after normal business hours, they are advised to lock the doors for security.

Any incidents or student welfare issues are recorded on the critical incident record and a critical issue report is compiled describing the issue, the people involved, action taken and follow-up required or planned. When the issue is closed, the report and record are stored in AEC files for a period of not less than two years from the conclusion of the student's enrolment or the staff member's tenure.

Australian Engineering College will provide staff and students access to information on general safety and security whilst on campus and advise them of the actions they can take to enhance their personal security and safety. Information is contained in the staff and student handbook and it is also summarised during orientation of students and induction of staff. Information will be available on AEC's website with links to other organisations that supply additional information.

Information provided to staff and students on seeking assistance for, and reporting an incident or a matter concerning their wellbeing is contained amongst the information provided in the handbooks and at orientation. Information also includes general information relevant to safety awareness for general life in Australia.

Australian Engineering College and its staff may be trained and experience to manage minor incidents, such as basic first aid, minor harassment or minor risks discovered within the premises. However, Australian Engineering College is not equipped to manage major incidents and has a policy of requesting assistance from appropriate emergency services or specialists. Staff is instructed to call in external assistance when they feel it is required. They do not need permission from senior management to engage external assistance.

Staff members are instructed through the Critical Incident policy that they are to never speak with the media about any issue or incident; unless instructed to by the CEO or director of the Australian Engineering College and they are accompanied by the Australian Engineering College's legal representative.

6.2 Orientation Program

All students will go through orientation program on the day of enrolment Australian Engineering College. Students will be advised to attend the Orientation session prior to the Enrolment Day.

Australian Engineering College conducts an age and culturally sensitive orientation programmed delivered by official point of contact personal i.e., Student support officer or representative. This program provides information on being safe on campus and around campus.

This orientation program will include information regarding:

Support services available to assist overseas students to adjust to study and life in Australia

- Being safe on campus and around campus
- English language and study assistance programs
- Language Literacy and numeracy (LLN) support
- Any relevant legal services
- Emergency and health services
- Australian Engineering College facilities and resources
- Complaints and appeals process as outlined in Standard 10 (Complaints and appeals)
- Information on visa conditions relating to course progress and attendance requirements.
- The support services available to assist students with general or personal circumstances that are adversely affecting their education in Australia.
- Services that students can access for information on their employment rights and conditions, and how to resolve work place issues, such as through the Fair Work Ombudsman.

6.3 Student Handbook

All students will be provided with information on the link to the AEC's website of the International Student Handbook prior to enrolment. Student handbook will provide information on (but not limited to):

- Student support services available to them

- Services, facilities and resources available to students
- Language Literacy and Numeracy (LLN)
- Assessments, Reassessments
- Recognition to Prior Learning (RPL), Credit transfer
- Plagiarism and cheating
- Complaints and Appeals
- Student Code of Behaviour
- Maintaining contact details up to date
- Visa requirements for international students
- Policies and Procedures (Refund policy, Deferment, Suspension and Cancellation Policy, Complaints and Appeals policy etc.)
- Other relevant information in assisting students to adjust to life and study in Australia.

6.4 Available Support Services

All students who require support can contact AEC's student support officer through email, phone or face-to-face contact. Student support services will be available for students at all times.

Students will be asked to fill up a "Student Support Request Form" which will help them to mention the support they require in detail.

Student support officer or representative will record the details in student support register and will make sure that student is satisfied with the support requested by him or her.

AEC will maintain evidence of the support provided to the students in file. This includes maintaining and keeping record of:

1. *Student Support Request form*: available from AEC's reception or website. Meetings will be conducted regularly with the students to check if students are receiving enough support to meet their requirements. AEC understands the difficulty that students may have to face when they are away from their home. Therefore, AEC ensures to provide support to students whenever they are in need at no additional cost to the students. Students may have to bear the cost associated with external services.
2. *Academic Support-Intervention Strategy Form*: Students whose attendance is unsatisfactory (i.e. below 80%) or if student is at risk of achieving unsatisfactory course progress (not demonstrating competency in at least 50% of the units in given study period) will be called for Intervention meeting and intervention strategies will be discussed and applied. For more information, kindly refer to Attendance and Course Progress Policy available on website or from Reception.

Academic Support

Students may have concerns with their academic performance or other related issues that are placing them at risk of not achieving the requirements of their course. Students can gain advice and support in ensuring they maintain appropriate academic level, and general support to ensure that they achieve satisfactory course

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Suite 1, Level 5, 398 Lonsdale Street, Melbourne VIC 3000

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progress. Student's course progress and attendance is monitored and proper guidance and support is provided if unsatisfactory course progress or low attendance has been identified.

Unsatisfactory Course Progress: A student will be deemed to have made unsatisfactory course progress in any given study period by not successfully completing or demonstrating competency in at least 50% of the units in given study period or achieved minimum competency level as stipulated in individual program requirement.

A student can discuss any academic or other related issues to study at AEC at any time with the student support officer. The student support officer will be able to provide advice and guidance, or referral, where required.

Intervention strategies are put in place to assist students to achieve the study goal they initially set out to attain. If learners are having any difficulties, it is advised that they should contact AEC's student support services at the earliest opportunity so that support can be provided in the best way possible.

Intervention strategies may include, but are not limited to:

- Reduced Study Load
- English language Support;
- LLN and Academic Skills Support
- Specific subject enrolment
- Change of Course
- Re-assessment
- Counselling;
- Mentoring;
- New Study Plan: Placing student in suitable alternative subject within a course or a suitable alternative course, or a combination of the above and/or a reduction in course load.
- Extension of CoE.

Language Literacy and Numeracy (LLN) Support and Pre-Training Review

- Pre-training review will be conducted prior to enrolment and LL&N test prior to the commencement of the course. This is done to ensure that prospective students are placed into the correct course and to identify any LL&N deficiencies.
- Students will be required to complete Pre-Training Review questions included in the application form prior to enrolment. LLN test will be conducted by using LLN robot in classroom under the supervision of qualified assessor on campus prior to commencement of the course. LLN Robot assessment tools are well mapped against each ACSF levels.
- AEC has an appointed LLN support officer to provide LLN Support to students. Support services are offered to all students.
- Australian Engineering College does not allow agents to conduct LLN assessments.
- In the event that a Trainer and Assessor identifies students with LL&N difficulties or where students require or request additional LL&N support. Appropriate strategies will be implemented to assist them with their learning. Additional support will be provided by the Institute with *ACSF Support plan.
- Students are requested to speak to LLN Support officer to discuss about the support measures that they might need. Australian Engineering College will provide support with no additional cost.

- The confidentiality of students who require additional support services and appropriate strategies are in accordance with our Privacy Policy.

ACSF Support plan is a plan developed for students who are facing difficulties in meeting LLN requirements. This plan is implemented for student to achieve expected learning outcome. Support learning outcomes will be provided in the areas where students have been identified as facing difficulty. Support will be provided if a student's exit level is less than the required level. Support plan for students will be developed on individual case by case basis.

Support plan can be created in areas namely:

1. Learning
2. Reading
3. Numeracy
4. Writing
5. Oral Communication

If required, students can also be provided with support in Grammar, Vocabulary, and Pronunciation. Students must contact AEC to seek assistance or support in LLN.

Detailed ACSF Support plan will be available through LLN Policy and can also be made available from the reception.

Counselling

All students needing counselling, study skills assistance or practical help can make an appointment with the Student Support Officer, on Campus. An appointment can be made at reception or by emailing student support officer at info@aecollege.vic.edu.au. Personal Counselling Services will be organised where student is identified in need of counselling and may take the form of advice or referral to other services. Personal counselling services include but are not restricted to:

- Grievance/conflict resolution
- Relationship issues
- Stress and coping
- Cultural, socio-economic, family issues
- Access and equity issues
- Student welfare and support
- Study skills advice
- Referrals to other agencies/professionals
- Crisis resolution
- Therapeutic counselling

For Medical service and support near main campus, students may seek help from the reception or from student support officer on 0416833424.

Medical Centres near the campus:

1. *St Vincent's Hospital*
Contact no: +61 3 9231 2211
Address: 41 Victoria Parade, Fitzroy VIC 3065, Australia
2. *Royal Melbourne Hospital*
Contact no: +61 3 9342 7000
Address: 300 Grattan St, Parkville VIC 3050, Australia
3. *Royal Women's Hospital*
Contact no: +61 3 8345 2000
Address: 20 Flemington Rd, Parkville VIC 3052, Australia
4. *Royal Children's Hospital*
Contact no: +61 3 9345 5182
Address: 52 Flemington Rd, Parkville VIC 3052, Australia

After Hours Care is provided through National Home Doctor Service - Phone number: 13 74 25

Students will be provided with counselling on (but not limited to):

- i. *Academic and future progress advice*
- ii. *Welfare matters*

These services will be available and accessible by all students at suitable times.

Please Note: Referral to medical services available or external counsellors will be provided free of cost by the institute. However, fees of medical practitioners and/or counsellor will be borne by the students.

Australian Engineering College will offer reasonable support to students to enable them to achieve expected learning outcomes regardless of the place of study or the mode of study, at no additional cost to the student.

Students will be provided with sufficient support so that they can adjust to study and life in Australia. Students are encouraged to contact Reception for more information.

Student Welfare Services

The student support officer is available to students to help them access study support and welfare-related services such as;

- **Legal Services** – Australian Engineering College can refer a student who requires to Legal Aid Victoria (free of cost usually) or a legal practitioner, the referral is at no cost to the student. Student would be responsible for any cost related to the legal advice charged by legal practitioner.
- **Accommodation** – Accommodation advice is available to all international students from the point of application through to the completion of their course. Australian Engineering College will provide up to date information on accommodation options and or providers available for students, this advice will be provided free of charge. The fees for external agencies will be at the cost of the student.
- **Emergency and Health Services** – During orientation, students are advised regarding campus safety and how to access emergency and health services in Australia. For non-urgent services, students are encouraged to speak with student services. For medical or other emergencies, students are instructed to contact the appropriate services, **e.g., 000** and inform Australian Engineering College as soon as possible.

- **Facilities and Resources** – At orientation, students are given a guided tour of the campus and all Australian Engineering College facilities. Students will be given detailed description of all available resources.
- **Complaints and appeals processes** – Complaints and appeals policy and procedures are available in detail on the website www.aecollege.com.au and can be made available from reception and from AEC's website.
- Student **visa conditions** relating to course progress and or attendance as appropriate – Students are advised at orientation of their requirements to continue to meet their visa conditions. Students can seek help from Student support officer if they have any concerns regarding visa requirements and conditions.

Disability Support

Australia has laws that protect individuals from discrimination in many areas of public life, including education. A person with a disability has just as much right to study as any other student.

Australian Engineering College will apply reasonable adjustments for student with disability. However, reasonable adjustment applied must not be detrimental for the student to achieve course outcomes.

Australian Engineering College will apply reasonable adjustments to the level it can for students. This means that Institute cannot and will not:

- Refuse admission based on disability.
- Accept a student with a disability on less favourable terms than other students (for example, asking for higher fees).
- Deny or limit access to a student with a disability (for example, not allowing access to excursions, or having inaccessible student common- rooms or lecture facilities).

Critical Incident

As per standard 6.8 of the National Code 2018, Australian Engineering College has its critical incident policy in place.

The policy ensures that critical incidents or potential critical incidents that could affect student's ability to undertake or complete the course in which they are enrolled are mitigated if possible or monitored so that support can be arranged if appropriate. The policy ensures that critical incidents and the actions taken are recorded in writing and are kept for a period of not less than two years after the student's enrolment has expired.

A Critical incident is defined as a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury. Critical incidents that may cause physical or psychological harm could include, but are not limited to, events such as:

- Missing students
- Severe verbal or psychological aggression
- Death, serious injury or any threat of these
- Natural disaster
- Issues such as domestic violence, sexual assault, drug or alcohol abuse

It is Australian Engineering College's intention to provide students with a safe environment on campus and advise students and staff of how they can enhance their personal safety and security

Critical incident officer: Navpreet Singh
 Phone no: +61 416 833 424
 By email: info@aecollege.vic.edu.au

Emergency Contact List

EMERGENCY SERVICE	CONTACT NUMBER
Emergency Fire Police Ambulance	000 (zero, zero, zero)
State Emergency Services (SES)	132 500
Non-Emergency Police	131 444, 9247 6666
Poisons Information Centre: [24 hours]	131 126
Care Ring: 24-hour counselling service	136 169
Life Line: 24-hour service	131 114
Public transport & timetables Victoria	131 638
Accident Towing	131 176
Dentists: Dental Hospital Service [Emergency Only]	9341 1040
Australian Maritime Safety Authority	Within Australia - 1800 627 484 Outside Australia - +61 2 6279 5000
Nurse On Call: AMA Victoria's Doctor Search	1300 606024

External Support services

Australian Engineering College ensures that students are informed about the external support services for their life and study support in Australia.

Arrival Assistance

Australian Engineering College can provide arrival assistance to students by informing and guiding them about the arrival assistance provided at Melbourne Airport. There is a student's welcome desk available at Melbourne airport, run by the government. It is open at key student arrival times and offers information, advice and a Welcome Pack when you arrive. For Welcome Desk opening hours, visit studymelbourne.vic.gov.au.

AEC provides airport pick up. Students are required to fill the Airport Pick up form available on AEC's website or students can also email their request (preferably prior to 5 working days) for Airport pick up at info@aecollege.vic.edu.au. Students are requested to contact AEC at 0416833424 for any other information.

Airport pick up fees: AU\$100

There is a help desk available at the airport for international student to assist students in finding suitable airport pick up services e.g., UBER, Sky Bus and taxi services.

Study Melbourne Student Centre (SMSC)

The SMSC offers a wide range of free support services and referrals for international students on health matters, general wellbeing, legal services, accommodation, financial management and safety issues. Interpreters are available on request. SMSC can assist students through personal difficulties by providing emotional and practical support that is sensitive to their circumstances. Support staff can be contacted via a 24-hour free phone line.

SMSC is located on 17 Hardware Lane, in Melbourne CBD.

Opening hours: Monday-Friday 9:00am to 5:00pm, or visit <https://www.studymelbourne.vic.gov.au/help-and-support/study-melbourne-student-centre>.

Fair Work Ombudsman

Fair Work Ombudsman is an independent statutory agency of the Government of Australia that serves as the central point of contact for free advice and information on the Australian national workplace relations system. The Office of the Fair Work Ombudsman also investigates workplace complaints and enforces compliance with national workplace laws.

Fair Work Ombudsman focuses on:

- Providing education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations.
- Promoting and monitoring compliance with workplace laws.
- Inquiring into and investigate breaches of the Fair Work Act.
- Taking appropriate enforcement action.

- Performing statutory functions efficiently, effectively, economically and ethically.

Refer to this link for more information <https://www.fairwork.gov.au/>

Other external support services (Contact details)

Fire, ambulance, police (life-threatening emergencies): Ring 000



Hospitals and Medical Issues (Melbourne - Victoria):

St Vincent's Hospital: (03) 9231 2211

Royal Melbourne Hospital: (03) 9342 7000

Royal Women's Hospital: (03) 8345 2000

Royal Children's Hospital: (03) 9345 5182

Dr. Gary Crosthwaite: (03) 9329 3336

Austin Hospital: (03) 9496 5000

Refer to www.yellowpages.com.au for services near you.

The National Translating and Interpreting Service: 131 450

Life Line 24-hour Counselling Services: 131 114

Solicitors/ Lawyer:

The Institute of Arbitrators Mediators Australia: Free call 1800 651 650

Victoria Legal Aid: www.legalaid.vic.gov.au

Study in Australia: www.studyinaustralia.gov.au

Youth Central: www.youthcentral.vic.gov.au

Places of Worship

Churches: www.australianchurches.net

Mosques: <http://www.islamiccouncilwa.com.au/mosque/>

Temples Australia: www.hinducouncil.com.au

Sikh Temple: <http://www.sikh youthaustralia.com/>

Other Support Services

The following support services are free. They are able to provide you with referrals to help you deal with the issue you are facing.

24/7 Coronavirus Hotline (Victoria): 1800 675 398

Lifeline: 13 11 14 (24-hour counselling service)

Men's line Australia: 1300 78 99 78

Grief line (Telephone Counselling Service): 1300 845 745 (12 noon - 3 am, 7 days a week, all year)

Direct Line (Drug and alcohol service): 1800 888 236

Crisis Help: 1800 627 727

Domestic Violence Resource Centre Victoria: 1800 737 732

Direct Line (Drug and alcohol service): 1800 888 236

Crisis Accommodation Information (Homelessness Help Services): 1800 627 727

The Gambling Help Line: 1800 858 858

Students are always encouraged to seek assistance or help if they need any. Australian Engineering College will make sure to provide all the support we can at no additional cost to the overseas student so that students can overcome difficulties, problems or challenges.

Challenges are what make life interesting. Overcoming them is what makes life meaningful.

— Joshua J. Marine