THE ROCKHAMPTON GRAMMAR SCHOOL
INTERNATIONAL EDUCATION AGENT HANDBOOK
The Rockhampton Grammar School

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Queensland 4700
Australia

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Email: inform@rgs.qld.edu.au

CRICOS Provider Code: 00507F
ABN: 71 055 702 035

School Website: www.rgs.qld.edu.au
Chinese Language Website: http://rgsaustralia.cn/

Headmaster: Dr Phillip Moulds

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Mr Michael Donahue
Director, Development and Communications
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Emergency Contact
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International and Indigenous Student Coordinator
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Telephone: +61 7 4936 0775
Mobile/Cell: +61 418 360 606*
*Contact on this number should only be made in case of emergency, outside school hours.
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INTRODUCTION

International Education Agents play an important role in supporting the marketing and recruitment activities of The Rockhampton Grammar School (RGS). RGS values the works of its agents and is committed to providing training, support and assistance to ensure successful outcomes for all.

International Education Agents are often the first point of contact for prospective international students and their parents, providing valuable information and advice.

By representing the School with integrity and accuracy, agents ensure that prospective students and their parents are well informed about our School and studying in Australia.

The purpose of this Handbook is to provide Agents with information and guidance to assist them in carrying out the obligations detailed in the International Education Agent Agreement. It also provides important information about the School, student admissions, enrolment and support services.

The Handbook is to be read in conjunction with the signed International Education Agent Agreement.
ABOUT THE ROCKHAMPTON GRAMMAR SCHOOL

The Rockhampton Grammar School is one of the oldest and most prestigious schools in Australia. For parents thinking of educating their child in Australia, there is no better choice than The Rockhampton Grammar School.

The School is ranked among the Top Schools in Queensland and One of the Best Country Schools in Australia.

Parents, teachers, students and past students become part of the Grammar family from the moment they arrive and remain so, long after they depart. In every way, this is more than a place of learning – this is a family – and one of which we are all proud.

Our past students include leading businesspeople, pastoralists, sports stars and medical professionals in Australia and around the world.

The School is large enough to support a diverse and rich curriculum, but small enough to provide individual care and attention for every girl and boy.

Our teachers are exceptional and are recognised for their passion and commitment.

We offer outstanding academic results, expertise in STEM education (Science, Technology, Engineering and Mathematics), and a huge range of extracurricular activities in sport, art, drama, dance, agriculture and outdoor education.

From the moment they arrive from overseas, students are welcomed into our School family. The beautiful grounds will quickly become their home away from home. By the time they leave us, they will have grown in character and scholarship and have acquired excellent English language abilities – an attribute they can use to succeed in any part of the English-speaking world.

The Rockhampton Grammar School also offers preparation for entry into Australia’s world-class universities. Past students have successfully attended universities including the Australian National University, the University of Queensland, the University of Sydney, the University of Melbourne and the University of New South Wales.

The Rockhampton Grammar School is about more than academic results. Our educational philosophy revolves around the deliberate development of higher order thinking processes, intelligent behaviours and actions, and a dedication to learning throughout life.

The Rockhampton Grammar School’s values of fairness and integrity have been embraced and epitomised by our students and staff since 1881.
We are passionate about building the character of our students in all aspects of life and instilling in them a commitment to community service. We take seriously the challenge of preparing students for tomorrow through balanced academic, sporting, co-curricular and social activities.

Our expectation is that every student will seek to do his or her personal best in everything they do. These ideals are expressed in our School motto Macte Virtute Et Litteris or Grow in Character and Scholarship. It is a philosophy that will be familiar to parents from Asian backgrounds, as it aligns with Confucian ideals of good character, responsibility, respect, service, hard work, fairness and integrity.

We are proud that Rockhampton Grammar students emerge into society educated, well-rounded and confident, equipped to pursue their ambitions, secure in their sense of self, and armed with the capacity to seize the opportunities and confront the challenges that life will place in their way.

The Rockhampton Grammar School’s curriculum, programmes and activities enable our students to develop, over time, a deep understanding of global affairs: the whole of human society and the different environments in which we live around the world.

We are focused on the student’s understanding of his or her relationship between how they learn and act as individuals and as social agents in shaping a better, shared future for the world.

RGS equips students with understandings, skills and values to operate effectively in a globalised society.
ABOUT ROCKHAMPTON

Rockhampton combines the best of country life with small city living, offering a clean, green and safe environment to study and live. Foreign visitors are made to feel welcome in our community and region.

With a population of 83,000, the city is large enough to boast modern hospitals, schools, universities, restaurants, art galleries and infrastructure, while being small enough to retain the generosity and hospitality for which Australians – and Queenslanders in particular – are famous.

Far from the smog and bustle of the big cities, there is no pollution in Rockhampton; no skyscrapers or endless streams of traffic. Surrounded by fertile pastureland, family-owned farms and homesteads, national parks, white-sand beaches and coral reefs, Rockhampton is blessed with unspoiled natural beauty. Rockhampton is the gateway to the Capricorn Coast, with the beauty of the Southern Great Barrier Reef and Keppel Bay Islands only 40 km away.

Some compare Rockhampton with China’s Qinhuangdao, Japan’s Matsushima or Malaysia’s Kuala Terengganu. Life in “Rocky”, as the locals call it, offers students the opportunity to grow up in an authentic Australian atmosphere. The city is safe with low crime rates and a clean environment.

CLIMATE

With more than 300 days of sunshine each year, Rockhampton experiences beautiful sunny days and very comfortable temperatures all year round, making it warm enough to swim yet cool enough to enjoy the great outdoors.

LOCATION

Located just 5km from the city centre, Rockhampton Airport (ROK) is a major Australian regional airport servicing Rockhampton and Central Queensland, with flights to Brisbane, Mackay, Townsville and Cairns.

The flight from Brisbane to Rockhampton is approximately 50 minutes.

By road, Rockhampton is 615km from Brisbane.

Train services are also available on a regular basis between Rockhampton and Brisbane.
# ROCKHAMPTON GRAMMAR SCHOOL - FAST FACTS

<table>
<thead>
<tr>
<th><strong>Year Established</strong></th>
<th>1881</th>
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</thead>
</table>
| **School Type** | Co-educational  
Prep to Year 12  
Early Learning Centre  
Non-denominational |
| **Location** | Rockhampton, Queensland, Australia |
| **Size of School** | 1,350 students  
Largest boarding school in Queensland |
| **CRICOS Provider Code** | 00507F |
| **CRICOS Registered Courses** | Primary Year Levels 1-6  
CRICOS Course Code 86203M  
Secondary Junior Year Levels 7-10  
CRICOS Course Code 086204K  
Secondary Senior Year Levels 11-12  
CRICOS Course Code 004909M |
| **CRICOS Registered International Student Capacity** | 50 international students |
| **Age of Students Accepted** | Youngest: Six (6) years  
Oldest: Nineteen (19) in the last six months of the course |
| **Accommodation Options** | Boarding – On site at School  
Homestay – Offered during holiday periods only (RGS Approved) |
| **Specialist Co-curricular Programs** | Music, Dance, Drama, Chess, Public Speaking, Sport, Art, Agriculture |
| **Ranking** | Ranked in Top 50 Country Schools in Australia |
| **Key Dates for School Year** | Semester 1 – Commence end of January to June  
Semester 2 – Commence end of July to early December  
University Links
Past students have successfully attended universities including the Australian National University, the University of Queensland, the University of Sydney, the University of Melbourne and the University of New South Wales.

The School has close links with James Cook University (JCU) in Townsville and Central Queensland University (CQU) in Rockhampton.

OSHC Information
Students applying for a student visa will need to arrange OSHC for the duration of their visa. Refer to the Australian Government OSHC factsheet for further information.

ROCKHAMPTON GRAMMAR SCHOOL – KEY WEB SITES

<table>
<thead>
<tr>
<th>International Web Site</th>
<th><a href="http://www.rgs.qld.edu.au/international-students">http://www.rgs.qld.edu.au/international-students</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Language Web Site</td>
<td><a href="http://rgsaustralia.cn/">http://rgsaustralia.cn/</a></td>
</tr>
<tr>
<td>Application Form</td>
<td>Online application: <a href="https://rgs.digistormenrol.com.au/applications/international-enrolment">https://rgs.digistormenrol.com.au/applications/international-enrolment</a></td>
</tr>
<tr>
<td>School Calendar</td>
<td><a href="http://www.rgs.qld.edu.au/calendar">http://www.rgs.qld.edu.au/calendar</a></td>
</tr>
<tr>
<td>Virtual Tour</td>
<td><a href="http://www.rgs.qld.edu.au/tour">http://www.rgs.qld.edu.au/tour</a></td>
</tr>
<tr>
<td>School Newsletters</td>
<td><a href="http://www.rgs.qld.edu.au/documents">http://www.rgs.qld.edu.au/documents</a></td>
</tr>
</tbody>
</table>
MARKETING AND RECRUITMENT

Ensuring that International Education Agents have all the necessary, and most up to date information about the School is a key responsibility of The Rockhampton Grammar School.

TRAINING

After an Agreement has been signed RGS will contact the Agent to arrange and provide training to key representatives.

Additional and further training can be arranged at any time by contacting the Director of Communications and Marketing.

MARKETING MATERIALS AND APPROVALS

The RGS International web site provides resources including the online application form. The web site can be accessed at: http://www.rgs.qld.edu.au/international-students

International student marketing materials prepared by RGS will be provided to Agents and updated by RGS as required. These includes

- RGS International Prospectus (English, Chinese and Japanese)
- Agent Certificate of Appointment
- Fees Schedule (updated in December each year)
- Enrolment Package
- Student Handbook
- Other materials may be provided upon request such as promotional banners and artwork.

It is important to only use the latest versions of School marketing materials and remove old materials and information.

From time to time, Agents may wish to develop marketing materials or undertake activities to support their recruitment activities for RGS. This may include advertisements, social media promotion and publications.

As provided in the Agreement, Agents must only use promotional and marketing material that has been provided or approved by The Rockhampton Grammar School.

Requests for RGS marketing materials or to obtain approval of marketing material or use of the RGS brand can be made by contacting the Director of Communications and Marketing.
SCHOOL VISITS AND TOURS

RGS welcomes and encourages agents, parents and prospective students to visit Rockhampton to tour our campus, experience our facilities and meet with teachers.

Tours and visits can be arranged through the Director of Communications and Marketing.

COMPLIANCE MONITORING AND ACTIONS

In accordance with Standard 4 of the National Code, The Rockhampton Grammar School is required to have in place processes for monitoring the activities of agents and ensuring the agent is providing students with up-to-date information on The Rockhampton Grammar School’s services.

Rockhampton Grammar School is required to take immediate action, including possible Agreement termination if improper conduct on behalf of the Agent or an Agency staff member is suspected.

Details of these actions are provided in the Agreement.

COUNSELLING PARENTS AND STUDENTS

In undertaking all marketing and recruitment activity for RGS, Agents are required to comply with the National Code 2018 including Standards 2 and Standard 4.

Please ensure the following information is covered when counselling parent and/or students. prior to enrolment of the student.

- Requirements for acceptance into a course, including minimum level of English language proficiency
- Course details - content, duration, assessment methods, mode of study, qualification/award, holiday breaks
- Campus details – location, facilities, learning and library resources
- Details of any arrangements with other providers
- Course related tuition and non-tuition fees, refund policy, cancellation policy (if applicable) and potential for fees to change
- Grounds on which enrolment may be deferred, suspended or cancelled
- The ESOS framework (i.e., provide student with ESOS Student Fact Sheet)
- Rockhampton Grammar School’s accommodation options and policy and process for approving accommodation, support and general welfare arrangements in accordance with Standard 5 (if relevant)
- Indicative costs of living in Australia.

Rockhampton Grammar School provides this information in its enrolment package or via the school website.
When counselling parents / students, it is also important that they understand the following:

- Terms and Conditions of Enrolment as outlined in Written Agreement
- Course entry requirements
- Course information, qualifications / award / outcomes and assessment practices
- Fees Schedules for tuition and non-tuition fees and the fact that fees may change
- Refund Policy and Cancellation Policy
- Complaints and Appeals Policy
- Student Progress, Attendance and Course Duration Policy
- Accommodation and Welfare Policy
- Grounds for deferring, suspending or cancelling enrolment
- Student Transfer Request Policy
- School Code of Behaviour

Please ensure parents understand that they may be contacted and asked to sign permissions for a student if the student is under 18 years of age:

- Attendance at school arranged excursions, activities, etc
- School use of images for publicity purposes
- Authorisation of staff to arrange emergency medical assistance
- Authorisation of staff to access student’s visa status and study rights through VEVO
- Accommodation permissions and leave / travel arrangements
- Student to lodge a transfer request form under Name of School’s Transfer Request Policy

MARKETING CONTACT

Mr Michael Donohue  
Director of Communications and Marketing  
Email: MDonahue@rgs.qld.edu.au  
Telephone: +61 7 4936 0654
LEGISLATION AND REGULATORY REQUIREMENTS

By signing an International Education Agent Agreement with The Rockhampton Grammar School, the Agent has declared that they have:

i) Have knowledge and understanding of the international education system in Australia, the ESOS Act, National Code 2018, the Australian International Education Agent Code of Ethics (ACE), and the obligations related to recruiting, counselling and enrolling overseas students; and

ii) Have no conflicts of interest and will take reasonable steps to avoid conflicts of interests with duties and obligations.

To assist the International Agent in complying with these obligations, the International Agent should implement systems to keep up to date and informed, and at all times comply, with these requirements including:

i) The current requirements of the ESOS Framework (including the National Code 2018) and other laws and obligations relevant to the delivery of the Services detailed in the Agreement.

ii) The legal and regulatory conditions for Student Visa requirements, which may change from time to time, available at /www.homeaffairs.gov.au/

If you have any questions or concerns about compliance requirements for recruitment or enrolment of students at any time, please contact the Registrar.

PRISMS

Rockhampton Grammar School is required to enter and maintain all Agent details in the Australian Government’s Provider Registration and International Student Management System (PRISMS).

The Agent information that is recorded in PRISMS is listed below.

- MARA/Overseas Education Agent ID
- Business name
- Agent contact name (in full)
- Date of birth
- Email address
- Business Phone/Residential Phone/Mobile
- Address

You must notify the Registrar immediately if any of the information recorded in PRISMS about your agency changes from what is specified in the signed International Education Agent Agreement.
COMPLIANCE CONTACT

Mrs Marissa Holloway
Registrar

Email: registrar@rgs.qld.edu.au
Telephone: +61 7 4936 0700
APPLICATIONS

Applications for enrolment may be lodged at any time.

Applications can be made online or via paper/PDF submission. These can be accessed at:

http://www.rgs.qld.edu.au/international-students

It is recommended that applications be lodged at least six (6) months prior to the planned commencement term.

To enable efficient processing and turnaround of an application, please submit the enrolment application with **ALL** documents completed and signed by parents where necessary. This includes:

- Completed enrolment application form.
- Signed agreement confirming all policies and conditions have been understood and accepted.
- Certified transcripts of academic records from last two years of schooling.
- Certified evidence of date of birth.
- Letter of recommendation or statement of student behaviour from previous school principal (if not included with academic records).
- Copy of passport details.
- Copy of English language test or other evidence of English language proficiency.
- Completed form for disclosing medical conditions / request for Special Assistance / Programs*.

*Please note: It is very important that parents understand that The Rockhampton Grammar School requires full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have. Failure to disclose this information at time of enrolment may be grounds for future cancellation of enrolment.

Application processing time is approximately one week from submission, if all supporting documentation is provided.

Questions regarding application, admissions, application status and enrolment can be made to the Registrar.

ENROLMENT PACK

Agents are required to familiarise themselves and provide to prospective students, and their parents as part of the counselling process, an RGS enrolment pack.
The Enrolment Pack consists of:

- Enrolment Application Form
- Information and Policies for Overseas Students, including
  - Entry Requirements Policy
  - Accommodation and Welfare Policy
  - Complaints and Appeals Policy
  - Student Progress, Attendance and Course Duration Policy
  - Student Transfer Request Assessment Policy
  - Deferment, Suspension and Cancellation Policy
  - Code of Behaviour
  - Fees Policy and Schedule
  - Refund Policy
- Information about the year level studies / Senior Secondary Certificate / university entry requirements.
- A copy of Rockhampton Grammar School's prospectus for overseas students.

Information and policies are on the Rockhampton Grammar School website.

ADMISSION REQUIREMENTS

The Admission Requirements for the School, including the minimum academic and English language proficiency requirements are detailed in the "RGS Policy on Written Entry Requirements". This can be accessed at:


ELIGIBILITY

Agents are encouraged to the Registrar, prior to submitting an application, to discuss student eligibility and School admission requirements.

To assist the Registrar in answering questions you may have regarding eligibility of a student to please provide the following information about the student:

- Date of birth
- Gender
- Year level requested for enrolment
- English language proficiency level and if preliminary English is needed
• Preferred start date and proposed duration of study
• Any special needs or requirements

OFFER AND ACCEPTANCE
Following assessment of the application you will be contacted and advised of the outcome of the student’s application, or you may be asked to provide further information.

If the student’s application is accepted, parents will be requested to sign a written agreement (offer) as well as completing and returning the following documentation:

• Student medical
• Data collection form
• Student agreement
• Tablet form
• Immunisation
• Subject selection

Fees must be paid in accordance with the invoice provided.

Rockhampton Grammar School will issue a CoE (and Confirmation of Appropriate Accommodation and Welfare (CAAW) if applicable) on receipt of the signed written agreement and fee payment.

Please advise the School of payment transaction details / how / when payment of fees is being made to enable faster issuing of the CoE.

APPLICATION, ADMISSION AND ENROLMENT CONTACT

Mrs Marissa Holloway
Registrar
Email: registrar@rgs.qld.edu.au
Telephone: +61 7 4936 0700
TRAVEL ARRANGMENTS

The Rockhampton Grammar School will contact you to discuss preparation for the student’s arrival and to provide advice on the options available for travel to Rockhampton. This includes:

- Flight or other transport options;
- Arrival transfers; and
- Accommodation bookings.

It is important the School is kept up to date with any changes related to the student’s travel and arrival that the Agent becomes aware of.

ARRIVAL

For students travelling to Rockhampton via Brisbane International Airport, The Rockhampton Grammar School is pleased to offer a complimentary airport greeting and collection service. If travelling unaccompanied, or arriving in Australia for the first time, students should be aware of Australian arrival and immigration processes.

Information on these can be located at:


Students will be required to complete an Incoming Passenger Card upon entry to Australia. Samples of these, in a range of languages, can be located at:


The International and Indigenous Student Coordinator will arrange for or assist the student with the following assistance as soon as possible, after the student’s arrival:

The Coordinator will:

- Contact parents to confirm student arrival.
- Assist with opening an Australian bank account (if required)
- Connect to a mobile ‘phone service
- Shop for any personal items

ORIENTATION

Rockhampton Grammar School provides a comprehensive and personalised orientation for international students on arrival.

Orientation will provide students with detailed information including review of all aspects of the International Student Handbook. This includes information regarding:
Emergency contact information and procedures
Information on personal safety and security including information about how to report / seek assistance for actual or alleged sexual, physical or other abuse, or an incident that significantly impacts on the student's wellbeing
Support services available to the student
Emergency and health services
School facilities and resources
Complaints and appeals processes
Visa conditions relating to course progress, attendance and duration (The above are requirements under the National Code. Include other information as applicable.)
Overseas Student Health Cover (OSHC)
Key members of staff
Extra-curricular activities
School timetable and routines
Transport services
Local community
Information about accommodation and the requirement to stay in school approved accommodation arrangements

The International Student Handbook can be accessed on the RGS web site at:
http://www.rgs.qld.edu.au/international-students

PRE-DEPARTURE AND ARRIVAL CONTACT

Ms Lisa Kibblewhite
International and Indigenous Student Coordinator
Email: lkibblewhite@rgs.qld.edu.au
Telephone: +61 7 4936 0775
PARENT CONTACTS AND COMMUNICATION

EMERGENCY CONTACT DETAILS

If a parent, or you, need to contact The Rockhampton Grammar School urgently regarding a student, please contact:

Ms Lisa Kibblewhite
International and Indigenous Student Coordinator
Email: lkibblewhite@rgs.qld.edu.au
Telephone: +61 7 4936 0775
Mobile/Cell: +61 418 360 606*

*Contact on this number should only be made in case of emergency, outside school hours.

STUDENT AND PARENT CONTACT DETAILS

The Rockhampton Grammar School is required to maintain current contact details of all students and parents. This includes details of who to contact in the case of an emergency.

Students must advise the School of any changes to these details within seven (7) days while in Australia and enrolled at the School. This includes:

- Emergency contact person;
- Current residential address;
- Mobile/cell telephone number; and
- Email address.

Every six months, the School is required to confirm with students and parents that their contact details are up to date. The School appreciates your assistance with this process.

PROGRESS REPORTS

The Rockhampton Grammar School expects all students to work hard at their studies, to take part in school activities, including extra-curricular activities, and for parents to have an active interest in the progress made by their child.

For this reason, the School will regularly communicate with parents via School reports.

School Progress Reports are emailed to parents. A copy of the report will also be provided to the Agent.

After receiving copies of student reports, please confirm by email that parents have been contacted with regard to reports, and that the school has been informed of any feedback or concerns.
COMMUNICATION WITH PARENTS

The Rockhampton Grammar School will communicate regularly with parents on a range of matters.

In some cases, communications will be directly with parents in other cases, copies of school communications to parents will be cc’d to Agents, particularly if follow up or action of some kind is required.

Examples of communications with parents might include:

• Emergency situations.
• School newsletters and updates.
• Student progress and welfare reports.
• Contact if the School has concerns about the student’s health, welfare, attendance, academic progress or conduct.
• Seeking permission for the student engage in school or outside school activities.
• Confirming travel arrangements.

Your assistance in keeping communications flowing smoothly between The Rockhampton Grammar School and parents is greatly appreciated.

The Rockhampton Grammar School may also notify the agent of any emergency situation regarding a student and may seek assistance with the provision of interpreting services for the parents.
STUDENT SERVICES, SUPPORT AND WELFARE

The School provides an extensive range of student services and support to assist student’s succeed and settle in to their study and life at the School.

Students are encouraged to contact the International and Indigenous Student Coordinator if they are not sure where to go to for information about these services or if they wish to discuss anything related to accessing student support services.

Students will also have regular meetings and conversations about their course progress with their Head of Year.

STUDENT SUPPORT AND INTERVENTION PROCESSES

Rockhampton Grammar School will arrange additional assistance for students to help them successfully complete their studies if this is necessary. This may take the form of:

- Homework classes or English language support
- Tutorials after school
- Changing timetabling or subjects to allow for greater English or subject related support
- Creating a time management and study plan
- 1:1 teacher interviews to discuss assessment requirements, etc

Under Standard 8 of the 2018 National Code of Practice, Rockhampton Grammar School may need to counsel students and prepare individual strategies to improve attendance or course progress.

If the School needs to implement strategies for monitoring attendance and / or improving course progress under this Standard, parents will be contacted and kept informed.

If a student's attendance or course progress does not improve to the required levels after intervention, the School is required to report the student to Immigration (Department of Home Affairs) for failure to meet visa conditions.

Copies of Rockhampton Grammar School’s attendance and course progress requirements are available on the website and detailed in the International Student Handbook.

COUNSELLING SERVICES

Academic Counselling

- Support with studies, including understanding subject content or assessment etc.
- Assistant with study techniques, time management, classroom practices etc.
- Subject selection advice.
Personal Counselling

- Assistance with personal problems, including difficulties in adjusting to a new environment.
- Physical or mental health issues.
- Communications strategies.

Careers and Future Study Counselling
All students are offered advice and information about careers planning, further studies or study pathways during their studies in Year 10, Year 11 and Year 12.

ACCOMMODATION & WELFARE

Rockhampton Grammar School offers the following accommodation options:

- Boarding – on campus
- Homestay (Offered during holiday/vacation periods only)

We pride ourselves on offering our resident students a comfortable, safe and nurturing environment.

Male and female students live in separate buildings, which are serviced daily by professional cleaners. Boarders share air-conditioned accommodation with live-in supervisors who are on hand 24 hours a day, seven days a week to make sure our students have everything they need and to support them through personal and academic challenges.

House parents are complemented by other crucial support staff including full-time nurses, a visiting doctor, counsellors and a chaplain. Transport to School activities off campus is provided by our fleet of buses and professional drivers.

Fresh and nutritious meals are provided in our dining hall by our own full-time caterers and we can cater to children with special dietary requirements.

Parents and family members are always warmly received and through constant personal communication are kept up-to-date with what their children are doing.

The boarding experience is different for every child but what is common among the RGS boarding community is that living at School presents opportunities to learn real-life lessons from each other every day.

Concerns or questions about the student accommodation or welfare of enrolled students can be made to the Head of Boarding.

ACCOMODATION AND WELFARE CONTACT

Mr Stewart Norford
Head of Boarding
Email: snorford@rgs.qld.edu.au
Telephone: +61 7 4936 0642
OVERVIEW OF STUDY PATHWAYS IN QUEENSLAND

**THE QUEENSLAND CERTIFICATE OF EDUCATION (QCE)**

The Queensland Certificate of Education (QCE) is the Senior Secondary Certificate of Education in Queensland. The QCE offers a wide range of learning options in Years 10 – 12.

The QCE is Queensland’s senior school qualification, which is awarded to eligible students usually at the end of Year 12. The QCE offers flexibility in what is learnt, as well as where and when learning occurs. Students have a wide range of learning options; these can include senior school subjects, vocational education and training, workplace and community learning, as well as university subjects undertaken while at school.

To be awarded a QCE, students must have at least 20 credits in the required pattern, and fulfil literacy and numeracy requirements. Please also see Queensland Certificate of Education Overview.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Average Age</th>
<th>Phase of Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>5-6</td>
<td>Early Phase</td>
</tr>
<tr>
<td>Yr 1</td>
<td>6-7</td>
<td>Phase of Learning</td>
</tr>
<tr>
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<td>7-8</td>
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**ELICOS** Entry points can be at any stage of learning

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**UNIVERSITY**

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**SCHOOLING**

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<tr>
<td>Prep</td>
<td>Early Phase</td>
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Please also see Queensland Certificate of Education Overview.
SENIOR EDUCATION PROFILE FOR YEAR 12 STUDENTS

All students who complete Year 12 receive a transcript of their learning account in the form of a Senior Statement, which is issued in December. After finishing Year 12 students who become eligible for the award of a QCE will receive a Statement of Results. A Statement of Results is a cumulative transcript of their learning account.

To be eligible for university entry, a student completing Year 12 does not need to be eligible for a QCE. However, a student must have a Tertiary Entrance Statement (TES) to be eligible to apply to study at any university or tertiary provider in Australia or overseas.

Please see the following links for further details:
Queensland Certificate of Education (QCE)
Tertiary Entrance Statement

ASSESSMENT IN QUEENSLAND SCHOOLS

Please see https://www.qcaa.qld.edu.au/k-12-policies/student-assessment/p-12-overview for an overview of assessment procedures by Year level in Queensland Schools.

Senior Assessment

Queensland’s system of externally moderated school-based assessment for senior subjects is unique. In Queensland, senior students are taught and assessed by their schools. They do not undertake any subject-specific public exams - unlike students in other states and territories. A rigorous quality-assurance framework ensures reliable and comparable assessment of student achievement.

Changes to Senior Assessment

The Queensland Government has introduced new senior assessment and tertiary entrance systems, starting with students entering Year 11 in 2019. The new systems will include:

- a model that uses school-based assessment and common external assessment
- processes that strengthen the quality and comparability of school-based assessment
- a move away from the Overall Position (OP) rank to an Australian Tertiary Admission Rank (ATAR).


UNIVERSITY AND TERTIARY ENTRY

Australian students studying in Queensland schools must be eligible to receive a ranking for tertiary entry. In Queensland, eligible students are ranked by Overall Position (OP) and Field Position (FP). Eligible overseas students are given an “equivalent Ops and FPs” for the purposes of tertiary ranking. To be eligible, students must:

- complete study in 20 semester units of Authority subjects
- complete three of those subjects for four semesters each
- attend all four sessions of the Queensland Core Skills (QCS) Test.

The QCS Test does not test particular knowledge of specific Year 12 subjects. It tests a set of generic skills identified in the Queensland senior curriculum. The QCS Test contributes information for the calculation of Overall
Positions (OPs) and Field Positions (FPs), which are used to rank students for tertiary entrance. A student’s individual QCS Test result is not used on its own in the calculation of a tertiary entry rank.

The equivalent OP and FPs are recorded on the visa student’s Tertiary Entrance Statement with the note that “Overall Position and Field Positions obtained are equivalent to those of Australian students”.

For full details of procedures, please see Visa student procedures: Equivalent OPs and FPs.

Information about tertiary entry is also available at: http://www.qcaa.qld.edu.au/637.html

Links to Queensland Universities are available at: http://www.studyqueensland.qld.gov.au/Study/University
USEFUL WEB SITES

Australian Government Department of Education Information for Overseas Students:
  - ESOS Student Fact Sheet
  - Tuition Protection Service - Overview for International Students
  - OSHC factsheet


Information for students living in Queensland: http://www.studyqueensland.qld.gov.au/Live


Queensland Curriculum and Assessment Authority (QCAA) www.qcaa.qld.edu.au

Queensland Events & Cultural Activities: http://www.queensland.com/en-AU/Events


