

## **Academic Skills Policy**

### **1. Purpose**

This policy outlines the academic skills that are provided to support EIA students during their study at EIA.

The following policy provides staff with the guidance of how to meet their responsibilities to ensure EIA students are fully supported and gain appropriate and adequate academic skills.

This policy should be considered in conjunction with the Student Support Services Policy and Procedure

### **2. Scope**

This policy applies to all students and EIA staff who are responsible for providing academic skills and support.

### **3. Responsibility**

The Academic Board is responsible for overseeing and approving this policy.

The Academic Director is responsible for implementing this policy and ensuring that all staff and students are made aware of the support services and availability of academic skills.

### **4. Requirements**

4.1 EIA will provide students with a range of support services at no additional cost.

4.2 EIA will provide students with access to academic-related support services to assist with any issues that might arise during their study. These issues may include course progress, attendance requirements, English language, time management, career planning and learning adjustment. These services will not incur additional cost to the students.

4.3 EIA's Academic Learning Support Officer will be the official point of contact for students and provide access to up-to-date details about EIA's support services.

4.4 EIA will ensure that its staff members who interact directly with students are aware of the EIA's obligations and the potential implications for students arising from the exercise of these obligations

### **5. Procedure**

5.1 EIA will provide students with a range of support services at no additional cost. Students will be advised of the range of services available, through the orientation program and the Student Handbook.

5.2 Orientation and transition support

- All students must attend an Orientation Program before commencing their course. This Program will enable them to familiarise themselves with the campus, EIA staff, facilities,

living and studying in Melbourne city. The Student Support Services Policy and Procedure provide the details of the contents of the Orientation Program.

- The Orientation Plan include, but are not limited to:
  - Academic Integrity
  - Academic Skills and Learning Adjustment
  - Career Planning
  - Course and unit-specific information and selection
  - Library Tour
  - My Moodle
  - Student Enrolment

### 5.3 Student Handbook

- All students will be given a copy of the Student Handbook during their Orientation week at EIA. The Student Support Services Policy and Procedure describes the information in the Handbook

### 5.4 Academic and Learning Support

- Academic support is the responsibility of the Academic Learning Support Officer and the teaching staff. Students are advised to approach their lecturers/tutors, course coordinators, unit coordinators or the Academic Learning Support Officer if they need assistance with meeting course requirements.
- Individual and group consultation sessions may be arranged with lecturers/tutors
- Academic skills classes and workshops will be scheduled
- English language assistance classes will be scheduled
- Study research skills will be scheduled
- Digital literacy goes beyond the Moodle training at orientation as academic skills are provided during classes. The IT support expands to all facets of digital literacy, including proper Internet access, computers for use and the entirety of EIA.
- Students are provided with access to a range of learning support services, including:
  - Self-study modules addressing:
    - Time management
    - Note-taking
    - Reading strategies
    - Essay/report writing
    - Referencing and plagiarism
    - Research
    - All assessments
  - Materials and resources to enhance study outcomes:
    - Collections of books, audios, journals in EIA library
    - E-library
    - Computers in the library
    - Printing facilities at each level

### 5.5 Special support services

Academic Learning Support (ALS) Officer will provide services to eligible students to support their academic success. Some of these services include:

- Academic Support Advice (ASA) – Students can make free appointments with the Academic Learning Support Officer at EIA to discuss any issues in their academic life. The ALS Officer can

explain to students the types of support that are available and how they can be implemented into student academic life. Examples of academic support services include altered exam arrangements, note-taker program and alternative formatting of course materials;

- Academic Support Advice on course selection and unit specialisations is provided by EIA;
- Assistive technology – Assistive technology rooms are equipped with specialized computing equipment, enabling students with a disability to access the various electronic essential for academic access independently;
- Students with a disability, injury or health condition – permanent, temporary, episodic or fluctuating are asked to contact the Student Admissions & Enrolment Officer and register for Academic Support Learning Services as soon as they start at EIA. After a formal assessment and registration, eligible students will obtain an Academic Support Learning Plan. It is the responsibility of the students to inform their unit coordinators for implementation of the plan in the first week of each semester.

## 5.6 Career Support Services

- EIA provides all current students and recent graduates with a range of services and resources to help build and or extend their careers. Career advice classes will be held regularly by a Career Advisor to help those who want to practice their job seeking skills.
- EIA also make a periodic arrangement or upon request by students to organize Career Advisors to help students with all career-related queries, as well as presenting some job-preparation workshops throughout the academic year.
- EIA Career Support will organize career expos throughout the year which are free-to-student events, that will provide students with an opportunity to meet with employers who are seeking graduates.
- EIA's planning efforts to facilitate such skills and support services is implemented by the Academic Learning Support Officer and the teaching staff.

<b>Document Title</b>	Academic Skill Policy
<b>Date Created</b>	20/05/2019
<b>Created By</b>	Academic Director
<b>Current Version</b>	1.1
<b>Last Approved Date</b>	23/05/2019
<b>Approval Authority</b>	Board of Directors
<b>Custodian</b>	Quality and Governance Officer
<b>Responsible for Implementation</b>	Academic Director
<b>Version History</b>	
Version Number	Amendments
1.1	Change company name to Edvantage Institute Australia (EIA); update responsibility