

STUDENT SUPPORT & WELFARE CAC STAFF UTILISATION CHART



Corresponding
Department

Key Support
Staff

Enrolment

Procedure



Start Orientation

Requirement for LLN Support
Gauged via LLN Robot

LLN Outcome Mapped

Administration
LLN Support

Admin Officer
English Coordinator

Commence
Class

Yes
Support
required

No

Outcome provided to
Trainer

Trainer to fill Student
Support Plan

Monitoring Academic progress
to check for completion rate

Training

Allocated Trainer/
Assessor

Course
Completion

Yes
Successful
Completion

No

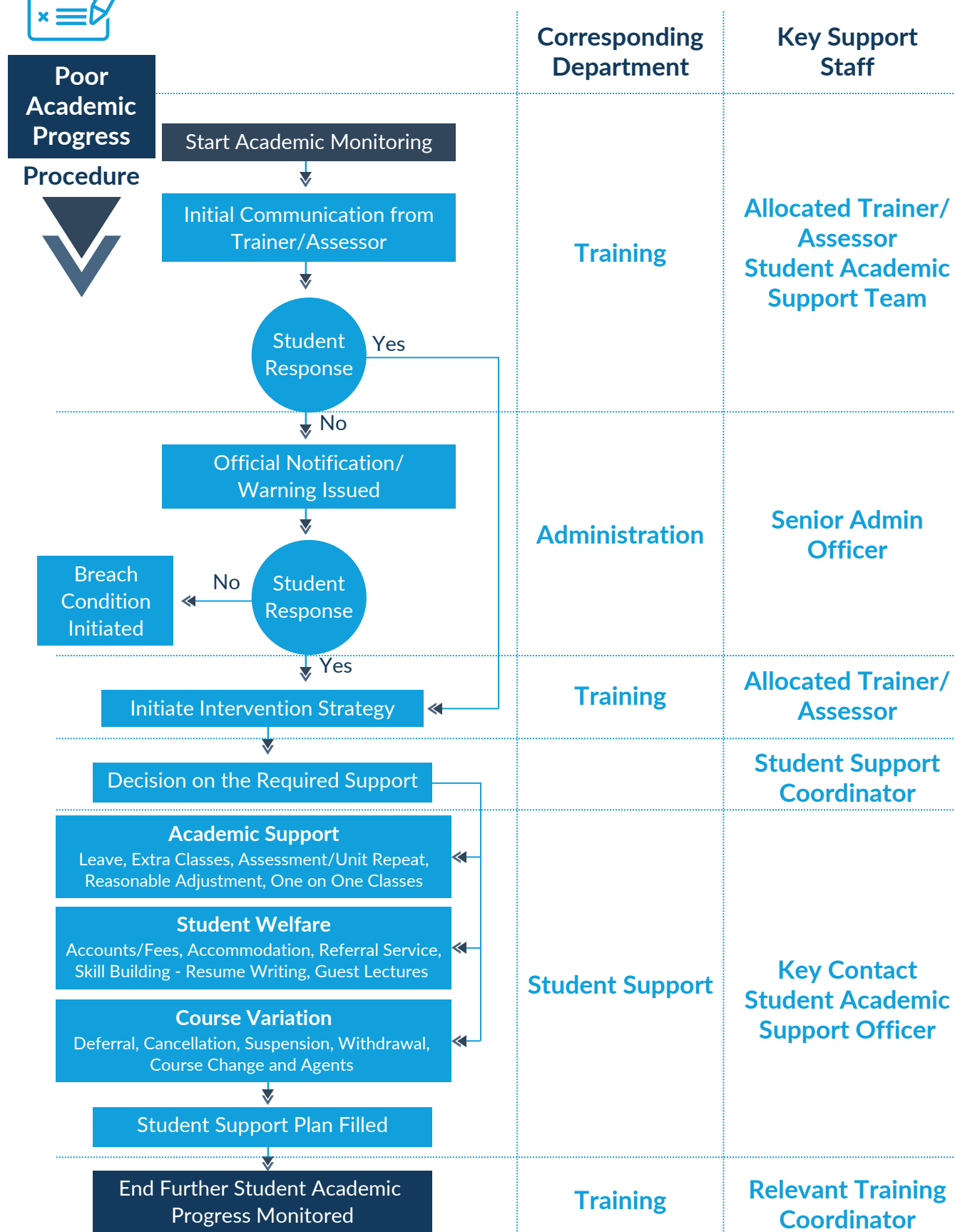
Academic Monitoring and
Intervention Strategy to
be implemented

Training

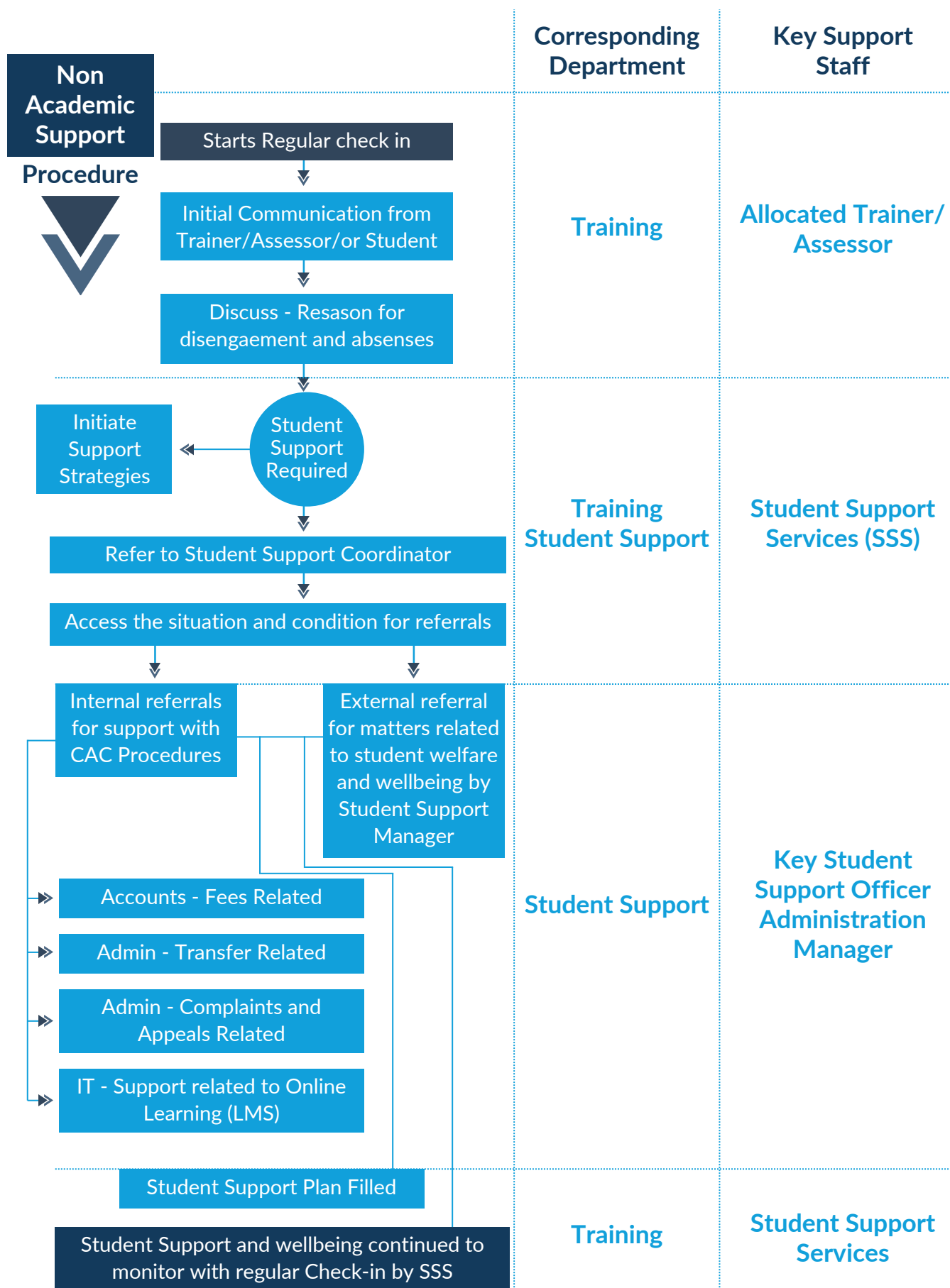
Relevant Training
Coordinators

End for this stage

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S. No.	Support Staff Name	Designation & Job Role
1.	Mr. Bom Yonzon	Manager: Student Support Services
		Key Student Support Officer - BSB
		Student Support Coordinator - Academic & Welfare Support
		Trainer/Assessor: BSB West Footscray & Melbourne CBD Campus
2.	Ms. Salima Yonzon	Administration Manager
		Key Student Support – Welfare, Complains and Appeals Handling
		Administration: Information, Communications and support
3.	Mr. Khagendra Satyal	Student Recruitment and Senior Marketing Officer
		Key Student Support Officer – Transfer and Agents
4.	Ms. Karishman Karki	Compliance Manager
		English Coordinator / Specialist
		Key Student Service Officer- ELICOS & EAL
5.	Ms. Leidy Marloy Ipuz Ramiez	Admin Officer International/Domestic
		Student Support – Information, Communications, Welfare, Complains and Appeals Handling
6.	Ms. Swikriti Shrestha	Admin Officer/Student Welfare and Compliance Officer
		Key Student Support Officer – Student Welfare
7.	Mr. Bikash Tuladhar	Operation, Marketing and Admission Manager West Footscray & Melbourne CBD Campus.
		Key Student Support Officer - AUR
		AUR Coordinator - West Footscray Campus, Melbourne
		Trainer / Assessor - AUR
8.	Mr. Abeselom Negha	Senior Marketing Manager
		Human Resource Manager
		Key Student Service Officer – Information, Welfare, Fees & Accounts
9.	Dr. Jigme Nidup	Academic Resource Manager
10.	Mr. Ravinder Kumar	Training Coordinator- AUR West Footscray Campus, Melbourne
		Key Student Service Officer – AUR, West Footscray Campus
		Trainer/Assessor- BSB & RII, West Footscray & Melbourne CBD Campus.
11.	Ms. Poonam Tushir	Training Coordinator- BSB & RII Melbourne CBD Campus
		Key Student Service Officer – BSB & RII, Melbourne CBD Campus
		Trainer/Assessor- BSB & RII, Melbourne CBD Campus.
12.	Ms. Kiran Beniwal	Training Coordinator- BSB & RII Hobart, TAS Campus
		Key Student Service Officer – BSB & RII Hobart, TAS Campus
		Trainer/Assessor- BSB & RII Hobart, TAS Campus.
13.	Ms. Yaxin Zou (Ashley)	Admin Officer, West Footscray Campus, Melbourne CBD Campus
		Student Support – Information, Communications, Welfare, Complains and Appeals Handling
14.	Ms Sushila Moktan Tamang	Admin Officer, West Footscray Campus, Melbourne CBD Campus
		Student Support – Information, Communications, Welfare, Complains and Appeals Handling

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S. No.	Support Staff Name	Designation & Job Role
15.	Mr. Khim Raj Gautam	National Training Manager & Campus Manager–Hobart Campus, TAS
		Key Student Support Officer – Hobart Campus, TAS
		English Coordinator – Hobart, Campus, TAS
		Trainer / Assessor: BSB, EAL & ELICOS
16.	Mr Manoj Lama	Trainer/ Assessor Automotive
		Student Support Officer
		Welfare
17.	Mr Shiva Rajbhandary	Finance & Accounts Manager
		Student Service Officer – Information, Welfare, Fees and Accounts
18.	Ms Maria Juliana Batista	Training Coordinator- BSB, Hobart Campus, TAS
		Trainer/Assessor- BSB, Hobart Campus, TAS
19.	Mr. Bivek Tamang	Campus Manager, Brisbane QLD
		Digital Marketing Manager, LMS Project Development Manager
		Student Support – Information, Communications, Welfare, Complains and Appeals Handling
20.	Ms. Zixi "Kiki" Wang	Student Support – Online Learning for the Learning Management System (LMS)
		Admin & marketing Officer, Brisbane Campus, QLD
		Student Support – Information, Communications, Welfare, Complains and Appeals Handling