

## Policy on Counselling and Support Services

- Performance English is committed to offering our students a nurturing, helpful and compassionate learning environment
- Our staff are friendly and approachable and they are happy to provide information to assist our students in any way
- Our Director of Studies is very experienced in counselling students and is available to discuss any student concerns
- We are dedicated to providing support beyond each course and all our students become members of our Lifelong Learning Program which offers access to information, self study tools and further tuition
- Student Notice Boards are strategically placed outside classrooms ensuring our students are up to date and fully informed
- Performance English Melbourne is in contact with LifeWorks for welfare and counselling services.
- If the student requires this kind of service they are to inform the nominated officer, Robyn Dwyer – Director of Studies, and she will provide their contact details to the student.
- LifeWorks is an organisation providing resources and guidance for people in all aspects of their life; be it personal, professional or lifestyle.
- LifeWorks is a private practice of highly qualified and experienced psychologists, psychotherapists, counsellors and coaches situated in the heart of Melbourne CBD.
- All their services are fully confidential.
- Address: Level 4, 255 Bourke St, Melbourne.
- Phone: (03) 8650 6200
- Email: [lifeworks@lifeworks.com.au](mailto:lifeworks@lifeworks.com.au)
- Hours of business: Monday to Friday, 8.30am – 5pm
- Hours of consultation: Monday to Friday, 8am – 8pm
- Counsellors are available in many areas of expertise including business management and corporate counselling.