



## **Student Handbook**

NBCC is committed to the provision of quality vocational, accredited, and lifestyle courses. We are dedicated to responding to the life-long learning & development needs of our community and beyond.

NBCC is committed to excellence and consistent standards of service.  
We embrace Quality Assurance and support the process of continuous improvement.

**A Registered Training Organisation  
RTO ID 90113**

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This handbook is a reflection of the College’s policies and procedures as they impact on students. Full details of these are available on request.

# Background Information

## Adult & Community Education

Adult and Community Education (ACE) is a sector of the NSW post-secondary education system, along with TAFEs, private Registered Training Organisations and Universities. It provides accredited and non-accredited courses in non-threatening and community based venues to enable people to acquire learning and skills throughout their lives. ACE is different because it is truly a community based education, owned and run by the local community. ACE is therefore able to respond quickly and flexibly to the needs of the community. ACE centres can teach almost anything from vocational to literacy to workplace training to hobby and leisure classes.

## Northern Beaches Community College

The Northern Beaches Community College (NBCC) operates as an independent incorporated non-profit organisation.

The provision of adult and community education on the Northern Beaches goes back to 1982 when a centre called an Adult Education Centre operated in Manly, Warringah and Narrabeen. In 1985 the AEC's were amalgamated under the banner Manly Warringah Evening College. In 1988 the college was incorporated as Manly Warringah Community College Inc. The name was again changed in 2010 to reflect the inclusion of Pittwater, to Northern Beaches Community College Inc.

The College enrolls upwards of 4000 students each year with over 200 classes offered each term, in varied leisure, vocational and educational classes offered during the day and evening in three venues. The College's specialised staff is also involved in the design and delivery of programs for people with disabilities, youth, seniors, people from non- English speaking backgrounds, long- term unemployed, educationally disadvantaged and specific workplace training.

## NBCC – A Registered Training Organisation

As a Registered Training Organisation (RTO) and a participant in the ACE Quality Strategy the College is committed to Quality and to continually improving our service to you and the community.

Northern Beaches Community College is registered to:

- Deliver training and conduct assessments according to our current scope of registration.
- Issue nationally recognised qualifications in accordance with the Australian Quality Framework (AQF)

## Australian Skills Quality Authority

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector.

### ASQA

- Regulates courses and training providers to ensure nationally approved quality standards are met.
- Ensures the quality of vocational education and training and training services throughout Australia
- Ensures all Registered Training Organisations and the qualifications they issue are recognised nationally.

## Qualifications

Northern Beaches Community College is registered to deliver training, assess competency and issue Australian Qualifications Framework (AQF) qualifications.

All training programs delivered and all qualifications issued by NBCC are in respect of training packages or nationally accredited courses.

## Training Packages and Accredited Courses

Training Packages are sets of training materials that have been developed by industry to standardise vocational education and training around Australia. They replace various state and territory VET courses and lead to nationally recognised qualifications. Nationally endorsed standards (within these training packages) describe the skills and knowledge needed to perform effectively in the workplace. Accredited courses are structured and sequenced vocational education and training courses.

## Nationally Recognised Training

An AQF Certificate or Statement of Attainment issued by a Registered Training Organisation assures that students are competent in the standards set by industry. A nationally recognised VET qualification (indicated by the Nationally Recognised Training [NRT] logo) means that students have portable skills and qualifications that will mean something right around Australia.

Nationally Recognised and Accredited courses are identified on the College website by the National Recognised Training Logo. Being nationally recognised ensures a high quality of course delivery along with portability of qualifications that are recognised by employers and Registered Training Organisations throughout Australia.



## Structure of Qualifications

In general, qualifications are usually divided into various subject areas. Depending on which course you are undertaking, these subject areas are called units of competency (from a training package) or modules (from an accredited course).

Within each unit of competency (or module) there is a series of learning outcomes that reflects the skills or competencies in which you need to be able to demonstrate competence in order to satisfy the assessment requirements.

## Competence and Competency Standards

Competence can be defined as the skills and knowledge required to perform the tasks a job requires to the standards demanded by industry.

Competency standards (also referred to as national industry/enterprise competency standards) are national standards that set out the work skills and knowledge required for effective performance in the workplace and are defined by industry. Competency standards are an endorsed component of training packages or where no training package exists, as the basis for defining the learning outcomes of an accredited course.

# Assessment Guidelines

Assessment against competencies will be conducted in accordance with the assessment guidelines and competency standards of the appropriately endorsed training package or accredited course. Students will be issued with details of all outcomes to be assessed within a unit of competency or module. Specific assessment criteria relating to individual courses will be available from your trainer.

## Assessment

Assessment tasks are conducted using various methods, but generally take place by way of assignments and practical exercises. However, details of specific assessment tasks (in relation to a specific course) will be specified in the course assessment timetable relevant to each course, which is handed out at the beginning of a course. In addition, you will be given a course timetable which will indicate due dates for all assessments.

If you cannot hand in your assessment task by the due date, it is your responsibility to negotiate an extension with the trainer. Failure to do so may result in a warning letter advising of your failure to meet course progress requirements. Continued failure to meet course progress requirements may result in the cancellation of your enrolment in the course. Please note, no refund of course fees is available in this situation.

1. All students who undergo assessment will be informed of the;
  - assessment context
  - time, date and venue
  - competencies or learning outcomes and performance measures
  - assessment procedure
  - appeal and reassessment mechanisms
  - legal responsibilities associated with the assessment (eg confidentiality of records)
2. The College has in place a Recognition of Prior Learning (RPL) procedure which is available to all students.
3. The College has an assessment system which ensures that assessment materials and methods meet the requirements of the relevant endorsed training package(s) and accredited course(s), are appropriate to diverse assessment needs, and facilities and resources are appropriate and available.
4. Assessments will be valid, fair, reliable and flexible in accordance with the National Assessment Principles and will;
  - cover the range of skills and knowledge needed to demonstrate competency
  - be a process which integrates knowledge and skills with their practical application
  - allow for evidence to be gathered on a number of occasions and in a variety of contexts or situations to support judgements of a person's competency
  - provide for reasonable adjustment
  - be periodically monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
5. If a student cannot hand in an assessment task by the due date, it is their responsibility to negotiate an extension with the trainer. Failure to do so may result in a warning letter advising of failure to meet course progress requirements. Continued failure to meet course progress requirements may result in the cancellation of the enrolment in the course. Please note, no refund of course fees is available in this situation.
6. A student who fails to achieve a satisfactory result in an assessment task can re-sit the assessment task once, without having to re-enrol in the course. This must be done within two weeks of being notified of the result. If this period expires a payment will be required.

7. Students will be entitled to two attempts to complete a unit of competency without additional cost. Any further attempts will incur a charge of \$75 per additional attempt to be paid by the student.
8. Students have one month from the end of face-to-face training to submit final assessments due. On that date enrolment has concluded.
9. Students wishing to submit assessments after the conclusion of their enrolment will be charged a marking fee of \$75 per unit. Applications for late submissions must be made prior to the conclusion of their enrolment. Students have one month, after their late submission application has been approved, to submit their assessments. Beyond this time frame, students will have to re-enrol in the unit or units of competency outstanding.
10. Feedback (written or verbal) will be given to each student by the assessor on their assessment performance.
11. If a student disagrees with their results they have the right to appeal against the decision and ask to be reassessed by another assessor at a time to be negotiated. The student has 14 days from the time their results are given/posted to them in which to do this.
12. Students are encouraged to talk to their trainer/assessor or telephone the College on 9970 1000 for assistance.
13. Assessment instruments are validated according to the College Validation Policy
14. Qualifications and Statements of Attainment are issued in accordance with the requirements of the current AQF Implementation Handbook, the Guidelines for Training Package Developers and specific qualification requirements of the relevant endorsed Training Package(s) and accredited course(s) and Standards for the National Vocational Education and Training Regulator Act 2011.
15. Qualifications and Statements of Attainment will be issued as long as all course fees have been received and Unique Student Identifier has been verified.
16. If final assessments have not been submitted by one month after the end of face-to-face training Statements of Attainment will be issued only for those units successfully completed.
17. All assessment records are confidential and stored securely in accordance with legislative requirements and the *Northern Beaches Community College Students Records Policy*.

## Assessment Results

A student is deemed to be competent when all outcomes have successfully been completed within a unit of competency or module.

The stated assessment outcomes in competency based courses are:

<b>Competent</b>	when the student can demonstrate competency in all learning outcomes
<b>Not Yet Competent</b>	when the student has not yet demonstrated competency in all learning outcomes

A student who fails to demonstrate competency in an assessment task can re-sit the assessment task once, without having to re-enrol in the course. This must be done within two weeks of being notified of your result. If this period expires a payment will be required.

## Appealing an Assessment Decision

### Assessment Requirements

Participants who are “not yet competent” or who partially complete a module or course may be issued with a “Statement of Attendance” if they have attended 75% or more of the course.

Students who do not have a medical certificate for missing an assessment will have to pay the costs involved in rescheduling the assessment at the rate of \$50 per hour and an additional \$50 for marking of that assessment.

If the student is dissatisfied with the decision of ‘not yet competent’ in the first instance they should discuss the matter with the trainer/assessor.

## **Academic Appeal Policy and Procedure**

The College will make all reasonable attempts to ensure that students are trained to meet the competency standards of the VET courses they attend. Where the student disagrees with the decision of ‘not yet competent’ (including RPL assessments), the appeals process will be made available to them, free of discrimination or prejudice and at no cost to student. **APPEALS MUST BE MADE WITHIN 14 DAYS OF RECEIPT OF RESULTS.** All records of any appeals will be kept on file.

- If a student is dissatisfied with the decision of ‘not yet competent’ in the first instance they should discuss the matter with their trainer/assessor. Students have up to 14 days from the receipt of their results to initiate the appeals process.
- When an appeal cannot be resolved informally the student is required to submit a formal written appeal to the Training Coordinator.
- The appeals process must commence within 10 working days of the formal lodgement of the appeal and be finalised as soon as practicable.
- The Training Coordinator will arrange an interview to discuss the appeal with the student. The student is entitled to be accompanied and assisted by a support person at any relevant meetings.
- The Training Coordinator will view the assessment tool and those of other participants to ascertain fairness of the process.
- The Training Coordinator will consult with the trainer and/or assessor for his/her view of the issue and maintain a record of any comments they wish to make.
- If the matter is still not resolved, then a suitably qualified person who is independent and external to the college will be employed within 7 working days to conduct another assessment or evaluation. The participant will be advised, in writing, within 5 working days of the outcome of this review, including details of the reason for the outcome.
- If the matter is still unresolved, and the student feels that the College is breaching its obligations under the NVETRA Act 2011 he/she may complain to ASQA, noting that the College's internal grievance or appeals processes has been activated and concluded.

## **Responsibilities**

The College will

- Ensure that all assessment and evaluation processes are fair and transparent
- Ensure that all assessment and evaluation processes strictly adhere to the criteria in the curriculum and/or training package



- Ensure that the College's Access and Equity policy is followed and provides fair assessment and an evaluation process that recognises the particular equity issue
- Liaise with trainers/assessors and provide professional support when their students are considered 'not yet competent' for reasons other than non-attendance
- Meet with candidates and oversee the process of appealing a decision of 'not yet competent'

## **Grievance Policy and Procedure (Non Academic)**

In the event that a student has a grievance concerning any matter in relation to Northern Beaches Community College, there is a process in place to ensure that the grievance can be resolved amicably. Students have access, at no cost to the student, to a grievance procedure if they feel they have been unjustly treated or have a serious complaint. A student may be assisted or accompanied by a support person regardless of the nature of the grievance or complaint. Northern Beaches Community College will maintain a student's enrolment while a complaint and appeal process is ongoing, however, this does not exclude Northern Beaches Community College from reserving the right to suspend a student from attending class or visiting the Northern Beaches Community College campus if that is considered necessary during this period.

## **Grievance/Complaint Process**

NBCC recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps can ensure this happens. By following the suggested steps it is hoped that everything will be resolved at Step 1. If not, progress through the steps until the problem is fixed.

- Step 1** The student should attempt to resolve the grievance with the staff member(s) concerned through informal discussion and consultation without recourse to formal appeal within a reasonable time frame.
- Step 2** If the matter is not satisfactorily resolved at this stage, the student should make a formal written complaint about the grievance to the Executive Director. The Executive Director will commence an investigation within 10 working days of receiving the formal written complaint.
- Step 3** The Executive Director will notify the student by phone or letter/email of the outcome of the investigation outlining what action the College is taking to resolve the matter including refund of course fees if necessary
- Step 4** If the student is still dissatisfied, an appeal may be lodged with the NSW Department of Fair Trading

If the decision on the complaint or appeal supports the student, the College will immediately implement the decision and advise the student of the outcome. The college will maintain the student's enrolment while the complaints and appeals process is ongoing. All records of any complaints will be kept on file.

## **Completion of Assessment Tasks**

Where an assessment task requires completion out of class time, a final date for submission of the task will be set by the trainer and outlined in the Course Timetable.

All completed assessment tasks, with your name printed on each page, are to be forwarded to:

Northern Beaches Community College  
PO BOX 1966  
Dee Why NSW 2099  
Attention: VET Coordinator

It is your responsibility to keep a copy of your submitted work in case of any actions beyond the control of the College (e.g. lost in the mail). Please note that the College cannot accept facsimile or email copies of assessment tasks.

Students are required to sign a statement at the beginning of the course stating that the work done in the assessment task will be their own work and not the work of any other student or person.

## **Plagiarism**

Plagiarism is the act of passing off another person's work as that of your own. Examples include copying the work of another person or summarising the work of another. Any student found plagiarising work will receive a non-completion result in the unit of competency or module attempted. Any person who knowingly aids another person to commit plagiarism shall be dealt with as if they themselves had committed plagiarism.

## **Recognition of Prior Learning (RPL)**

Northern Beaches Community College recognises that you may be able to demonstrate a particular competency on the basis of prior learning, skills gained in the workforce, or skills otherwise gained. Recognition of prior learning (RPL) can be granted if you can demonstrate competency in all the performance criteria in the elements of a particular unit of competency (from a training package) or all of the learning outcomes in a particular module (from an accredited course).

Students must apply for RPL, or partial RPL, no later than one week after commencement of the course.

If you think you may be eligible for RPL in a prospective course, please contact the College for an initial discussion as to your suitability. Supporting and current evidence must be submitted with your application. It is the student's responsibility to provide the evidence to support their claim for RPL. Enrolment into the course must be finalised before any application for RPL will be processed. As RPL must be considered and assessed through one on one interaction between the applicant and assessor, the course fee remains the same (unless otherwise determined by a funding contract).

## **Credit Transfer**

Northern Beaches Community College recognises Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO) where the Training Package guidelines allow it.

If you have a current qualification from another Registered Training Organisation (RTO) that you wish to seek credit for (towards a course offered by NBCC) you can apply to the College for recognition of this achievement, including Credit Transfer where appropriate.

You must make this application within one week of the commencement of the course. Supporting evidence must be submitted with your application. Original documentation must also be sighted and verified by the College. Note: we may need to verify documents produced as evidence.

## **Rights and Responsibilities of Students**

### **Students have the right to:**

- Be treated fairly and with respect by NBCC staff and students in line with equity and anti discrimination legislation and the Disability Standards for Education 2005.
- Privacy, dignity & confidentiality
- Quality provision of courses that recognise and appreciate individual needs and learning styles and contain no hidden costs
- Complain through appropriate channels
- Appeal for a review of the results of an assessment
- Be protected from all forms of harassment
- Expect truth in advertising
- Know about policies referring to them
- A safe and clean learning environment
- Access their progress in the course. This can be done by consulting their trainer/assessor or by contacting the Executive Director or the Vet Coordinator at the college. The request can be made in person at the Narrabeen Campus or in writing accompanied by certified ID.

### **Students have the responsibility to:**

- Treat other NBCC students and staff with respect and fairness and with no prejudice
- Behave in an acceptable and appropriate manner towards other students and staff and respect the property of the College, host schools, lessons and fellow students
- Refrain from swearing in classrooms and other learning areas
- Not behave in any way that could harass, offend, embarrass or threaten others
- Provide own course requirements where applicable (and where notified)
- Be punctual and regular in attendance
- Not attend class if unwell
- Maintain an attendance level of at least 75% of the face to face classes
- Provide accurate information about themselves and advise of any changes
- Not use mobile phones, pagers or similar devices at any time in the class
- Not engage in plagiarism, collusion or cheating in any assessment task
- Submit all assessment tasks by the due date or request an extension of time (in writing) if there are exceptional circumstances
- Follow normal safety practices (e.g.: following both written and verbal directions given by NBCC staff)
- Comply with Work Placement Agreement/Declaration of Confidentiality (if applicable)
- Maintain satisfactory progress in the course

## **Student Support Services**

Support services may be available to students with learning, disability or language, literacy and numeracy difficulties. As set out in the terms and conditions of enrolment, students are invited to contact the College upon enrolment to check if support to meet their particular needs is available.

### **Access and Support for People with a Disability**

Access for people with disabilities is dependent on the access and facilities/resources available at the respective venue used by the College. Most of these venues have limited access, but the College will make special arrangements if practicable to meet the needs of people with disabilities and is committed

to the Disability Standards for Education 2005. Support for students with a disability is also available. Please contact the Executive Director on 9970 1000.

## **Language, Literacy and Numeracy**

Literacy support is available to students who need it. Please contact the Literacy Coordinator on 02 9970 1000 to discuss your needs. Any student from a non-English speaking background who is having difficulties in reading and writing English can contact the College for additional help. NBCC offers courses at various College venues to help students improve their spoken English, reading, writing and numeracy skills. For more information call (02) 9970 1000.

## **Learning / Career Pathways**

Students who enrol in funded full qualifications or are trainees may complete a Career pathway plan when enrolling in the qualification. This pathway plan may be reviewed by yourself and your trainer during the course of the training. Students may discuss pathways and avenues for further training with their trainer or contact Fran Butterworth on 9970 1000.

## **Student Assistance**

Campus Supervisors are available for evening courses at College venues to direct students to classrooms, to inform students of any change in schedule and to assist with any problems that may occur at the particular venue.

# **General Information**

## **Access and Equity**

The College follows the principles of Equity and Diversity as core components of all the College practices ensuring all people involved in the College have equal opportunity and access. Equity and diversity are inclusive and allow us to recognise that both differences and similarities play a big role in our College Community. The College values those things that make us different and uses them as opportunities to work and learn together to improve the College Community. The College is committed to the Disability Standards for Education 2005. All people have a right to Life Long Learning.

The NSW Government Charter for Equity in Education and Training provides principles which are the basis for achieving equity in vocational education and training. These principles include:

- Everyone being entitled to high quality education and training programs that provide recognised credentials and clear pathways to employment and lifelong learning
- The diversity of the population is recognised and valued by inclusive approaches to the development, conduct and evaluation of programs
- A demonstrated commitment to these equity and principles is a core responsibility of all those involved in education and training.

NBCC's vocational education and training program has an open access policy and encourages participation from the entire community.

## **Changes to Personal Information/Correct Spelling of Names**

Please inform the College if you make any changes to the following items of information:

Your name (please provide documents for verification)  
Your address  
Your telephone number

Please ensure that your trainer has the preferred version of your name (and the correct spelling) so that any issuing of qualifications reflects accurate details.

## Computer Usage

Students may use the internet and email for course related purposes only.

## Copyright

### Statutory Education Licence

The Statutory Education licence allows education institutions to:

- ✓ **Photocopy** and **fax** content
- ✓ **Print, scan, download** and **email** content for distribution to students
- ✓ **Store** and **display** copyright material on your education organisation's intranet
- ✓ **Share** content in course materials

### How much content can you use?

The Copyright Act states a 'reasonable portion' can be used, so CAL recommends:

- ✓ 10% of a book or one chapter (whichever greater)
- ✓ 10% of sheet music
- ✓ An article contained in any issue of periodical publication (ie newspaper/journal)
- ✓ Two or more articles contained in any issue of a periodical publication provided they relate to the same subject matter
- ✓ A play, script, short story, text or poem in an anthology if that work comprises not more than 15 pages of that anthology
- ✓ An image, map or illustration if it accompanies text for the purpose of explaining or illustrating the text and is not published separately
- ✓ A book, text, image, play or piece of sheet music if a new copy of that work cannot be obtained commercially within a reasonable period of time

## Copyright Law

In Australia, copyright law is set out in the Copyright Act 1968 (Cth). This is federal legislation, and applies throughout Australia. Please check the copyright posters in the photocopy rooms.

## Drugs and Alcohol

Northern Beaches Community College has a duty of care to all students, employees, contractors and visitors to provide a safe and healthy working environment.

Where the behaviour of a student, employee, contractor or visitor is influenced by alcohol and/or drug use and this behaviour is improper, unsafe or constitutes a risk to themselves or others, this behaviour must be addressed immediately by any employee or management.

## Scope

This policy applies to all Northern Beaches Community College campus locations, work placement locations, work related functions, including off site functions and any extended invitation where NBCC is represented by invitation.

This policy may be overridden by other alcohol and/or drugs policies that apply to individual activities and/or groups working on specific projects.

## Roles & Responsibilities

The Executive Director or a delegated college member is responsible for the implementation of this policy and to act immediately should they have the need to do so. All students, employees, contractors and visitors will ensure that they are fit for class, work and their work performance is not impaired by the misuse of alcohol and drugs (including over the counter drugs) and must not endanger their own safety or the safety of any other person.

## Disciplinary Action

A breach of this Policy may result in NBCC conducting an investigation and applying its disciplinary action.

## Procedure for Disciplinary Action

- Person making the complaint will document it in writing addressed to the Executive Director
- Student will be informed that an investigation is taking place
- Student will be given an opportunity to personally explain any issues or events
- Student will be invited to have a member of staff present at any interviews if and when he/she is accused of breaching this policy

## Consequences

If the matter involves alcohol/or drug usage the following can or will take place

1. Student asked to leave college premises or function
2. Student expelled from the course of study

## Feedback and Evaluations of Accredited Courses

The College welcomes your feedback on the quality of our enrolment procedures, venues, courses and improvements to our services. It also welcomes suggestions of additional courses in various subject areas. The feasibility of your suggestions will always be investigated.

Please tell us if you are dissatisfied or unhappy with any aspect of the College's service. Alternatively please let us know if you are happy with our service. We will endeavour to rectify any problems immediately, as well as give any positive feedback to our staff where it is given. (*Also see section on grievance & dispute procedures*)

Although all courses are evaluated on a regular basis you may wish to fill in an evaluation form. Please ask our Narrabeen Annex Office Reception or your Campus Coordinator if you wish to fill in an evaluation form. Evaluation forms can be anonymous.

The college will survey all students and all employers regularly.

## Enrolments and Concessions

Enrolments can be made by mail, or if you have a credit card – online, by fax and phone. The Narrabeen Annex Office is open to take enrolments from 9.00am to 5.00pm, Monday to Friday.

A discount of 10% is granted to people receiving full Australian pensions and benefits, including full time students and holders of the NSW Seniors Card (not National Seniors Association card). The discount must be claimed at the time of enrolment and cannot be claimed retrospectively or in conjunction with any other discount.

Funded courses are sometimes discounted however the amount is dictated by the funding agreement.

## Fees

All nationally accredited and vocational courses are GST free. Payments can be made using cash, cheque, money order or credit card (Visa or MasterCard only).

The fee is specified alongside each course in the College brochure or website. On some occasions, courses advertised in the local media are not listed in the brochure. Fee structures for these courses are made available to students when they enquire about the course.

Payment of fees is required at enrolment and prior to attendance of the course.

- a) Advertised fees shall be charged for:
  - i Fee for service course
  - ii Funding contracted program
  
- b) Fees for full qualifications if over \$1500 will be collected in two instalments or by a direct debit payment plan
  - Two instalments
    - First instalment prior to commencement
    - Second instalment at midway point of delivery
    - If the payment is not received by the due date or the credit card is declined a \$15 Administration Fee will be applied.
  - Direct Debit Payment Plan
    - Deposit paid prior to commencement
    - Fortnightly debits taken from the nominated account
    - Each debit incurs a 48c fee
    - Debits from a credit card account incur an additional fee of 1.65%
  
- c) Fees may be discounted according to published offers made by the College from time to time.
  
- d) Concessions may be approved by the Executive Director upon application
  
- e) Payment of fees (or the appropriate instalment) is required at enrolment and prior to attendance of the course. Circumstances where this is not the case are to be documented and brought to the attention of the Executive Director
  
- f) Issuing of Qualifications will not be completed until all fees are paid.

- g) An administration fee of \$30 will be applied for the issuing of a certified copy of the original lost certificate. If a new replacement certificate is required a fee of \$100 will apply.
- h) An administrative fee of \$30 will be charged to students who cancel their enrolment in accordance with NBCC terms and conditions of enrolment.
- i) Students who do not have a medical certificate for missing an assessment or require more than two attempts at assessment will have to pay the costs involved in rescheduling the assessment at the rate of \$50 per hour and an additional \$50 for marking of that assessment.
- j) Refund of fees will only be given in accordance with NBCC Terms and Conditions of Enrolment (unless otherwise prescribed by a Funding Contract). In exceptional circumstances written applications may be considered at the discretion of the College Executive Director.
- k) Fees will be reviewed annually for Budget estimates and CPI.

**Qualifications or Statements of Attainment will not be issued to students until all outstanding course fees have been paid and a valid Unique Student Identifier provided.**

## **Privacy/Freedom of Information**

Strictest guidelines of Privacy and Confidentiality of all student records are maintained at all times.

Students have the right to view their own records. To do so, a student will be required to complete a records access form and present it to the VET Coordinator at the College's Narrabeen training centre together with a primary source of identification such as a Passport or other photo ID.

## **Harassment, Victimization, Bullying and Discipline**

The College has a commitment to provide a work and learning environment free of harassment, bullying and victimisation. This is in accordance with the NSW Anti Discrimination Act 1977. Harassment is behaviour directed at another person that is uninvited and unwelcome and includes offensive and/or intimidating behaviour based on a person's sex, pregnancy, marital status, race, colour or ethnic background, physical appearance, age, sexual preferences or disability. Complaints about harassment whether from staff or students that cannot be resolved informally through your trainer should be put in writing with the letter addressed to the Executive Director. Your letter will be acknowledged within two working days of receipt of your letter. Counselling and disciplining of staff will be provided if deemed appropriate in accordance with College policy and procedure. Counselling and exclusion from class of offending students may also be appropriate.

## **Work Health and Safety and First Aid**

Information on Work Health and Safety pertinent to the particular course in which you are enrolled will be given as part of your course. Students using computers should note the information on correct posture and exercises that is displayed in all computer rooms.

Your trainer will discuss evacuation procedures with you in the first session of your course. These procedures are also displayed in every room at the Brookvale and Narrabeen site.



If first aid is required please report immediately to the Campus Supervisor, Reception, or your trainer. Each Campus Supervisor holds a current First Aid certificate.

- First Aid Kits are located in the Tea room at Brookvale Campus and the photocopy room at Narrabeen Campus. Campus supervisors also have a portable first aid kit in their office.

The College welcomes any feedback from students on potentially hazardous situations at any of the College's venues. If you notice any potential hazards please inform your trainer, Campus Supervisor or the Narrabeen Administration Office.

If you are attending a course at a host venue the WHS procedures for that venue will apply.

## **Parking**

The College does not take responsibility for providing parking for students.

Limited off street parking is available at the Narrabeen Annex Campus - 24 spaces in the Northern End of the car park during the day and evening. An additional 24 spaces are available next to the school Art Block (evenings only) but at the owner's risk. Please lock your car and take your valuables with you.

## **Receipts and Acceptance of Enrolments**

Students can expect to receive confirmation of their enrolment within three days (if there is a problem the College will notify you). A letter of enrolment and receipt will be emailed to you following successful processing of the course fee.

Funded Courses may require an interview prior to acceptance into the course to determine eligibility as dictated by the funding source.

## **Refunds for non Funded Courses**

The College reserves the right to cancel a course when there are insufficient enrolments. This usually occurs within three working days of the course start date and each enrolled student is contacted by phone or email (if email address has been provided). You can assist by enrolling early and providing us with both day and evening contact numbers. If we cannot place the student in another course, we refund the full amount paid. This is the only instance where a refund is available (courses may be permitted to continue at the same fee for a shorter period where enrolment numbers are lower than the minimum required).

The College cannot accept responsibility for changes in your personal circumstances. Please choose your course carefully, before enrolling, as refunds will not be given unless a course is full or has been cancelled by the College. Requests for refunds will only be considered up to 7 working days prior to the commencement date of the course. A \$30 charge will be incurred for all withdrawals. All refunds will be processed within a 14 day period. All enrolments are confirmed by email or, if an email address has not been provided, by letter. If you have not heard from us within 72 hours of sending your enrolment, the onus is on you, the student, to contact us to ensure we have received your enrolment. Course transfer between terms is not available.

## **Refunds for Funded Courses**

If the course has been subsidised under a Funding Contract, refunds will be applied in accordance with that contract.

## Smoking

Smoking is not permitted in any College owned or leased properties or grounds.

## Text Books/Course Requisites

Some courses require a textbook or materials. If this is not included in your enrolment fee it will be indicated in the brochure or website course description or letter of confirmation (where appropriate). The College can usually provide manuals for purchase for accredited courses and, for non accredited courses, your trainer will generally have obtained details of where to acquire these.

All funded courses have the materials /resources included in the cost of the course.

## Unique Student Identifier

From January 2015 it is a requirement that all students in Australia have a Unique Student Identifier (USI)

The USI will be a lifelong number which will enable your records and results obtained after Jan 1 2015 to be collected in an online system. By having a USI you will be able to access your training records and results (or transcript) whenever you need to. You must have a USI before a RTO can issue a Certificates or Statements of Attainment.

The Department of Industry has developed the following video to help students access a USI:

<http://usi.gov.au/students/Pages/default.aspx>

There are two ways to create an USI:

### 1. Create your own

This can be done by going to the [Unique student Identifier Website](#) and following some simple steps: To create a USI, you will be required to provide:

- Personal information – name, date of birth etc
- Contact Information – at least one method of contact e-mail, mobile or mail
- Form of ID: Options are: Driver Licence, Medicare card, Australian Passport, Visa (with Non-Australian passport) for international students, Birth Certificate (Australian), Certificate of Registration by Descent, Citizenship Certificate, Immicard

### 2. Northern Beaches Community College can create a USI for you

To enable a USI to be created on your behalf you will need to give your permission and you will be required to sign a [Privacy Notice](#) to this effect.

Please ensure that when enrolling in an accredited course, details of your name exactly match the identification document used to obtain your USI.

### *Protection of students privacy*

Your Unique Student Identifier (USI) contains personal information, contact details and your training records and results. The USI system has been designed to keep this information safe and secure and is only accessed by the organisations and employers you choose to have access to your records.

### *Your privacy*

The personal information that you provide to the Student Identifiers Registrar is collected, used, and may be disclosed, in accordance with the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988. The Student Identifiers Registrar's Privacy Policy provides information about the protection of your information, including how you can access and seek correction of your personal information held by the Student Identifiers Registrar and how to make a complaint about a breach of your privacy and how such complaints are handled.

**Please note: If enrolling in a course subsidised under the NSW Smart & Skilled Program, please read the additional Smart & Skilled Student Information document in conjunction with this handbook.**