**TABLE OF CONTENTS**

*A MESSAGE OF WELCOME* .................................................................................................................. 3

ABOUT MARTIN COLLEGE .................................................................................................................. 4

A  GENERAL INFORMATION FOR STUDENTS .................................................................................. 5
  1  Tuition Fees ........................................................................................................................................ 5
  2  VET FEE-HELP .............................................................................................................................. 5
  3  Security ........................................................................................................................................... 7
  4  Emergency Drills ............................................................................................................................. 7
  5  Additional Hours ............................................................................................................................... 7
  6  Student Council Committees .......................................................................................................... 7
  7  Telephone Calls ............................................................................................................................... 8
  8  Use of Mobile Phones ...................................................................................................................... 8
  9  Change of Address .......................................................................................................................... 8
 10  Student Support Services .............................................................................................................. 8
 11  Counselling Services ..................................................................................................................... 8
 12  Special Consideration ..................................................................................................................... 8
 13  Standards of Conduct .................................................................................................................... 8
 14  Attendance Policy – Local Students .............................................................................................. 10
 15  Attendance Policy - International Student Visa Holders .............................................................. 11
 16  Suspending Studies ....................................................................................................................... 13
 17  Dismissal ....................................................................................................................................... 13
 18  Complaints and Appeals ............................................................................................................... 14
 19  ESOS Framework .......................................................................................................................... 19
 20  Privacy Policy .................................................................................................................................. 19
 21  Refund Policy .................................................................................................................................. 20
 22  Blended Learning Model .............................................................................................................. 20
 23  Online Education ........................................................................................................................... 20
 24  Change of Delivery Mode ............................................................................................................. 20
 25  Students Completing QCE/VCE/HSC .......................................................................................... 20

B  STUDENT BENEFITS ....................................................................................................................... 22
  1  Youth Allowance/AUSTUDY/ABSTUDY .................................................................................. 22
  2  Student Travel Concessions ......................................................................................................... 22
  3  Identification Cards ....................................................................................................................... 22
  4  University Entrance ...................................................................................................................... 22
  5  Work Placement Assistance ......................................................................................................... 23
  6  Inter-campus Transfers ............................................................................................................... 24
  7  Platypus Club .................................................................................................................................. 24

C  TRAINING AND ASSESSMENT INFORMATION ........................................................................ 25
  1  Timetables ...................................................................................................................................... 25
  2  Exemptions (RPL) ......................................................................................................................... 25
  3  Assessment Process ...................................................................................................................... 25
  4  Assessment Appeals Policy .......................................................................................................... 28
  5  Satisfactory Academic Progress Policy – Local Students ......................................................... 29
  6  Satisfactory Academic Progress Policy – International Student Visa Holders ...................... 30
  7  Course Completion ...................................................................................................................... 33
  8  Exit Speeds Recommended for On-campus Graduates Seeking Employment in Australia ........ 33

D  COMPUTING RESOURCES REGULATIONS .............................................................................. 34
  1  Classroom Usage for Course Work .............................................................................................. 34
  2  Internet Access ............................................................................................................................ 35
  3  Computer Protocol ....................................................................................................................... 35
  4  Consequences of Misuse of Resources ....................................................................................... 35
  5  Printer Access .................................................................................................................................. 35
  6  Privacy Waiver .................................................................................................................................. 35

E  STUDENT STATEMENT .................................................................................................................... 37

*Student Information Handout: SGA-VET-141-MC/05/14*
A MESSAGE OF WELCOME

Congratulations on your decision to enrol with Martin College!

We look forward to working with you as you strive to achieve your desired outcome, whether it is the career of your dreams or a pathway to university or further studies.

The first few days at college can be a confusing time, and that is why we provide you with this booklet of practical information. Take the time to become familiar with the details – it will help you!

We wish you every success with your studies and trust that you will find your course to be both challenging and enjoyable.

Elizabeth Lovell  
Operations Director Australasia  
Study Group Australia Pty Limited

John Martin  
Head of College  
Martin College

Registered Training Organisation: Study Group Australia Pty Limited, trading as Martin College
Registered Training Organisation Code: 5806
National CRICOS Provider: Study Group Australia Pty Limited
National CRICOS Provider Code: 01682E
ABOUT MARTIN COLLEGE

At Martin College, we strive to equip our graduates with the necessary skills to help them build exciting, long-lasting careers. As a trading division of one of the largest private providers of career training in Australia, Study Group Australia Pty Limited, and with over 30 years of experience, we have prepared thousands of students to enter careers in many different sectors of the business community.

Martin College is a trading division of Study Group Australia Pty Limited, which is part of Study Group Pty Limited, a respected international provider of academic programmes and training courses with schools and colleges in Australia, New Zealand, the United Kingdom, and the United States of America. This offers our students increased opportunities with a wider range of courses on offer and closer links to universities.

Martin College courses are widely recognised by leading Higher Education Providers in Australia. Successful completion of the Advanced Diploma or specific Diplomas attracts generous credits towards university degrees. (For details of current articulation agreements, please visit our web site at http://www.martincollege.edu.au.)

It is an international college with students from many countries. The rich cultural diversity of the College offers exciting opportunities for cross-cultural exchange, and for making contacts and establishing networks which may prove valuable in later working life.

As well as having training and professional qualifications, many of the teachers employed by the College own their own businesses. All have worked in the area in which they train. This vocational experience is used to enhance training delivery.

The teachers are here to help and guide you, but they cannot learn for you, nor can they complete your assessments. Your results will reflect the time and effort you have committed throughout the course.

We urge you to see your time at Martin College as an investment in your future. You should take every opportunity to learn all you can so that when you graduate, you will be in a position to ‘stand out from the pack’ as you build your career.
A GENERAL INFORMATION FOR STUDENTS

The purpose of this Student Information Handout is to introduce you to the College’s facilities and to outline your responsibilities as a student in the College. It is essential that you understand the handout and if you have any questions regarding policies and/or procedures, these should be resolved before you sign the Student Statement attached.

The College reserves the right to make such changes in regulations, curricula and charges as it deems necessary without previous notice. Information published on the website relating to VET FEE-HELP (refer Section 2 below) will only be varied in accordance with the relevant statutory guidelines.

Parents or guardians, as well as the students of Martin College must agree to accept the terms stated in this document and to abide by the regulations of the College.

Each student is responsible for knowing and complying with the information and rules of the College.

1 TUITION FEES

Tuition Fees are payable in accordance with the course requirements, and the instalment plan relevant to your enrolment. Alternatively, eligible local students enrolled within certain courses may choose to apply for VET FEE-HELP assistance (refer Section 2 below). The options would have been discussed with you at the time of enrolment.

These fees include the instructional materials appropriate to each course. Textbooks are additional. Your campus will be able to advise you of which local book stores stock college textbooks.

2 VET FEE-HELP

VET FEE-HELP assists eligible local students undertaking certain Advanced Diplomas and Diplomas at Martin College to pay for all or part of their tuition costs. It does not cover accommodation and general living expenses.

Students approved for VET FEE-HELP assistance will have a loan with the Australian Government which will pay the tuition fees to the college on the students’ behalf. The debt is then repaid through the taxation system once the graduate’s income is above the minimum repayment threshold level set for compulsory repayment.

To find out if you are eligible for VET FEE-HELP and how to access it, obtain a VET FEE-HELP Information Booklet from Student Services or online at the following website: http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications#VETFEE-HELPloan, or alternatively visit http://studyassist.gov.au/sites/studyassist/helppayingmyfees/vet-fee-help/pages/vet-fee-help. Then speak to Student Services to apply ... it’s as easy as that! Don’t delay though as there is a deadline by which applications must be received for each study period; it is called the Census Date (refer Section 2.1 below).
2.1 VET FEE-HELP Important Dates

If you undertake a course that is VET FEE-HELP enabled (whether you opt to make up-front payment or apply for VET FEE-HELP assistance), it is mandatory to adhere to certain dates that will govern your study. You will find these dates published in the relevant Schedule of Fees on the College’s website: [http://www.martincollege.edu.au/admission/vet-fee-help.aspx](http://www.martincollege.edu.au/admission/vet-fee-help.aspx).

It is essential you do understand the importance and meaning of these dates prior to commencement of your study.

2.1.1 Start Date

The Start Date is the day that the study period officially commences for each of the Unit/s of Study in which you are enrolled.

2.1.2 Census Date

The Census Date is the deadline for various requirements, including submitting your completed Request for VET FEE-HELP Assistance form (1296A) for a VET FEE-HELP loan. If you miss the Census Date, you will not be eligible to access a VET FEE-HELP loan for that study period and will be required to make up-front payments of your tuition fees.

The Census Date is also the deadline for changing subjects or withdrawing from your study without incurring the full cost of your Units of Study or a VET FEE-HELP debt.

2.1.3 End Date

The End Date is the day that the study period officially finishes for the Unit/s of Study in which you are enrolled. All required work and assessment activities must be completed and submitted to the College by close of business on this date, unless special arrangements have been made in advance.

2.2 Still have questions about VET FEE-HELP?


2.3 Withdrawal from VET FEE-HELP Eligible Courses

Once you have provided the College with a completed Request for VET FEE-HELP Assistance form, you will not need to submit another unless you change your enrolment to a different VET FEE-HELP eligible course.

Should you choose to withdraw from a VET FEE-HELP Unit of Study or cancel your enrolment, you must complete and submit the correct form to the College before the close of business of the Census Date applicable. The form can be accessed through the Student Services.

If the College does not receive the completed form on or before the Census Date, you will incur a debt with the Australian Government, and your FEE-HELP balance will be reduced unless special circumstances apply.

3 SECURITY

Martin College will NOT be responsible for any loss or damage to personal property. Valuables and cash should not be left unattended anywhere.

4 EMERGENCY DRILLS

The College holds emergency drills at regular intervals. These are always to be treated seriously. Please note the following important points.

- There are two different alarms – the alert signal (beep, beep, beep tone) and the evacuate signal (whoop, whoop, whoop tone).
- The alert signal is just that – an alert. You do not need to respond to this signal. Its sound tells the Floor Wardens that they need to investigate the cause of the alarm and report to the Chief Warden.
- When you hear the evacuate alarm sound, your teacher will tell you to stop work. Collect your valuables only and leave large bags in the classroom.
- Upon direction from your Floor Warden, move to the entrance to the fire stairs as indicated on the building emergency control plans displayed on each floor of the building. Wait there until the Floor Warden and your teacher give you further instructions such as the meeting point for your group.
- The Floor Warden will tell you when to start moving down the stairs. Stay close to the left-hand rail as you move swiftly down the stairs (without running), ensuring that you leave the right-hand side of the stairs clear for the emergency workers. Leave the building through the closest exit. Stay with your class group and move to the meeting point.
- Do not re-enter the building until the Floor Wardens advise it is safe to do so.

5 ADDITIONAL HOURS

Students are encouraged to spend extra hours at college studying and practising skills. It is important, however, that students who wish to enter a classroom to study or use a computer in their free time first seek approval from the instructional staff. (Please note that priority for assistance by instructional staff is given to students who are timetabled into that classroom.)

6 STUDENT COUNCIL COMMITTEES

Students are invited to become members of the Student Council Committees. This is wonderful public relations training for students. A special award will be presented to the members of the Student Council Committees in appreciation of their efforts. Notices for meetings will be posted on campus noticeboards.
7 TELEPHONE CALLS

Students may not accept calls on the main switchboard. Only in EXTREMELY URGENT circumstances will messages be taken and relayed personally to students.

8 USE OF MOBILE PHONES

If it is necessary to bring a mobile phone to college, you are required to have it turned off during all classes, when meeting with college staff, and when using the Library facilities. Mobile phones cannot be taken into assessment rooms.

9 CHANGE OF ADDRESS

All students must notify Student Services within seven (7) days of any change of address and/or telephone number. Student Services can supply you with a Change of Address Form for this purpose.

10 STUDENT SUPPORT SERVICES

Over our three decades of operation, we have helped thousands of students to resolve confusion with transport or money, learn new social customs and cope with homesickness. We know what to expect and how to help.

Our expert Student Services staff will advise you in all areas, from opening a new bank account, registering with a doctor or dentist, and assisting with accommodation, through to organising social activities where you will begin making friends with your fellow students.

11 COUNSELLING SERVICES

The College staff members maintain an ‘open door’ policy and students are encouraged to consult with them during college hours.

If you feel the need for counselling of a personal nature, the College will be able to provide the names and contact details of appropriate professionals.

12 SPECIAL CONSIDERATION

Martin College welcomes students who have a disability. If you have a physical or sensory impairment, a severe long-term or recurrent medical condition and/or treatment, learning disability or other condition that could negatively impact on your studies, you are encouraged to contact the Director of Studies to discuss this privately.

13 STANDARDS OF CONDUCT

The College Standards of Conduct Policy and Procedure can be found on our web site at http://www.martincollege.edu.au/college-policies.aspx. You are expected to observe these College regulations, to follow the directions given by staff and to conduct yourself in a manner that is a credit to the College and your fellow students.
Martin College standards of conduct for students are patterned on those required in business. This is reflected in the layout, atmosphere and functioning of the College, so that students may experience the 'business climate' first-hand.

Faculty members are carefully selected for their academic qualifications, their industry knowledge, and for their capacity to encourage and develop individual abilities. Staff, therefore, maintain a congenial relationship with students in order to encourage personal development.

13.1 Cigarette Smoking

Cigarette smoking is not permitted in the building (including in classrooms, student common rooms, elevators, rest rooms, and foyer area).

In certain campuses, smoking is also not permitted on the footpath outside the entrance to the College and the adjacent buildings. Make sure you know the law in relation to cigarette smoking in this State; severe fines may apply.

13.2 Eating

Eating and drinking is permitted only in the students’ Common Room, and is NOT allowed elsewhere in the College.

**Chewing gum is totally banned from the College premises.**

13.3 Dress Code

Through its association with the business community, the College recognises that grooming and presentation are contributing factors to being successful in securing a job. Students are required to present themselves in a professional manner while attending Martin College.

In particular, you should remember the following:

- wear appropriate footwear at all times; it is not permitted for anyone to enter the College premises in bare feet;
- do not wear clothing that is likely to offend others in terms of its lack of decency, modesty or cleanliness or because it features slogans, cartoons or any symbol or graphic work that is inappropriate to a workplace;
- be adequately clothed in accordance with occupational health and safety requirements;
- do not wear hats or caps in class; and
- do not wear motorbike helmets on College premises.

Extreme fashion trends are not acceptable.

Training in personal presentation may be undertaken within the College that will assist students greatly when job-seeking.
14 ATTENDANCE POLICY – LOCAL STUDENTS

The College monitors attendance closely. It is proactive in notifying and counselling local and non-student visa holding students who are at risk of failing to meet the attendance requirements of at least 80% of all scheduled contact hours for the duration of the course.

Students with children in child-care should, where possible, have alternative arrangements for care if the children are ill and cannot attend such child-care.

Students will receive an overall attendance rating on their reports. Ratings range from excellent to unsatisfactory. Future employers will take note of this.

14.1 Absence Due to Illness

It is advisable for a student who is ill to obtain a medical certificate. This certificate is to be produced for recording, and then retained by the student. (A medical certificate does not cancel an absence; it only provides an explanation and must be presented within one month of its date of issue.)

A student who is too ill to immediately continue his/her studies may apply for special leave and have his/her enrolment temporarily suspended on the grounds of compassionate or compelling circumstances. (Refer to the Student Application to Defer or Temporarily Suspend Studies Policy for further information.)

Medical and dental appointments should be made for outside college hours when they will not conflict with scheduled classes.

14.2 Attendance Monitoring

Lessons commence promptly - please do not be late.

Each student’s attendance is recorded on the classroom roll for every class for which he/she is scheduled. This data is collated, stored electronically, and used to calculate the individual student’s attendance for every week for the duration of the course.

The College will review attendance records weekly, and will contact any student identified as having unsatisfactory attendance (i.e. less than 80%) within any five-week study block or who at any time is absent for more than 5 consecutive scheduled days without prior approval. The contact will be in the form of a written warning, reminding the student of the condition of at least 80% attendance of all scheduled contact hours for the duration of the course, and asking him/her to meet with the nominated staff member.

Should the student’s overall attendance level continue to fall until it is between 80% to 85% for the entire course, a further written warning will be issued to the student, again reminding him/her of the condition of at least 80% attendance of all scheduled contact hours for the duration of the course, and asking him/her to meet with the nominated staff member.

If a significant improvement is not immediately noted, and the student’s attendance level continues to fall and he/she is unable to achieve at least 80% through total attendance for the remainder of the course, then the College will place the student on Provisional Enrolment.
The student will be required to sign a *Provisional Enrolment* contract, which sets out the College’s conditions in relation to attendance for a specified period. If these conditions are not met, then the College will notify the student in writing of its intention to cancel the student’s enrolment for not maintaining satisfactory attendance. The written notice of the College’s decision will inform the student that he/she is able to lodge an appeal through the College’s Complaints and Appeals process, and has 20 working days from the nominated date in which to do so.

A copy of the written notification will be placed on the student’s file along with records of all contact with and counselling given in relation to attendance.

### 14.3 Special Consideration

The College appreciates that from time to time, a student may not be able to attend classes due to circumstances beyond his/her control. In such circumstances, the Campus Director of Studies (DoS) will use his/her professional judgement to assess each case on its individual merits, using the evidence provided. The DoS may decide not to place the student on *Provisional Enrolment* if:

i) there is documentary evidence demonstrating that compassionate or compelling circumstances apply; and  
ii) the student is maintaining satisfactory academic progress; and  
iii) the student attended at least 70% of the scheduled course contact hours.

A copy of the evidence will be retained in the student’s file.

### 15 ATTENDANCE POLICY - INTERNATIONAL STUDENT VISA HOLDERS

Martin College will systematically monitor students’ compliance with the student visa mandatory condition relating to attendance. It will be proactive in notifying and counselling students who are at risk of failing to meet the attendance requirements of at least 80% of all scheduled contact hours for the duration of the course. It will report students under Section 19 of the ESOS Act who have breached the applicable attendance requirements as stated below.

If a student has questions about the student visa condition relating to attendance, and the possible outcome of breaching the condition, he or she should contact the Department of Immigration and Border Protection (DIBP).

#### 15.1 Absence Due to Illness

It is advisable for a student who is ill to obtain a medical certificate. This certificate is to be produced for recording, and then retained by the student. (A medical certificate does not cancel an absence; it only provides an explanation and must be presented within one month of its date of issue.)

A student who is too ill to immediately continue his/her studies may apply for special leave and have his/her enrolment temporarily suspended on the grounds of compassionate or compelling circumstances. (Refer to the *Student Application to Defer or Temporarily Suspend Studies Policy* for further information.)
Medical and dental appointments should be made for outside college hours when they will not conflict with scheduled classes.

15.2 Attendance Monitoring

Lessons commence promptly - please do not be late.

Each student’s attendance is recorded on the classroom roll for every class for which he/she is scheduled. This data is collated, stored electronically, and used to calculate the individual student’s attendance for every week for the duration of the course.

The College will review attendance records weekly, and will contact any student identified as having unsatisfactory attendance (i.e. less than 80%) within any one five-week study block or who at any time is absent for more than five consecutive scheduled days without prior approval. The contact will be in the form of a written warning, reminding the student of the condition of at least 80% attendance of all scheduled contact hours for the duration of the course, and asking him/her to meet with the nominated staff member.

Should the student’s overall attendance level continue to fall until it is between 80% to 85%, a further written warning will be issued to the student, again reminding him/her of the condition of at least 80% attendance of all scheduled contact hours for the duration of the course, and asking him/her to meet with the nominated staff member.

The student will be required to sign a Provisional Enrolment contract, which sets out the College’s conditions in relation to attendance for a specified period. If these conditions are not met, and the student’s attendance level continues to fall and he/she is unable to achieve at least 80% through total attendance for the remainder of the course, then the College will notify the student in writing of its intention to report the student for not maintaining satisfactory attendance. The written notice of the College’s decision will inform the student that he/she is able to lodge an appeal through the College’s Complaints and Appeals process, and has 20 working days from the nominated date in which to do so.

A copy of the written notification will be placed on the student’s file along with records of all contact with and counselling given in relation to attendance.

15.3 Special Consideration

The College appreciates that from time to time, a student may not be able to attend classes due to circumstances beyond his/her control. In such circumstances, the DoS will use his/her professional judgement to assess each case on its individual merits, using the evidence provided.

He/she may decide not to report a student for breaching the 80% requirement if:

i) there is documentary evidence demonstrating that compassionate or compelling circumstances apply; and

ii) the student is maintaining satisfactory course progress; and

iii) the student has attended at least 70% of the scheduled course contact hours.
A copy of the evidence will be retained in the student’s file.

15.4 Reporting of International Students

If a student visa holder who has not met the mandatory attendance condition, accesses and activates the Complaints and Appeals process within the nominated 20 working days, and the process results in a decision that supports the College then as soon as is practicable the College will notify the Secretary of the Commonwealth Department of Education (DOE) through PRISMS, that the student is not achieving satisfactory attendance. A copy of the written notification provided to the student will be retained in the student’s file, along with evidence of the appeals process.

Where an international student who has not met the mandatory attendance condition, chooses not to access the Complaints and Appeals process within the nominated 20 working days, the College will notify the Secretary of DOE through PRISMS, as soon as practicable that the student is not achieving satisfactory attendance. A copy of the written notification provided to the student will be retained in the student’s file.

16 SUSPENDING STUDIES

The College designates holiday periods for each year. Students do not need to apply for leave for these periods; your studies will be automatically put on hold for that time. These dates are available from Student Services.

Other than these designated holiday periods, you may apply for special leave if you have good reason for doing so (i.e. compassionate or compelling circumstances). The College may grant or decline your request for special leave, based on the reason provided and potential impact that the temporary suspending of your studies may have on your academic progress. (Refer to the Student Application to Defer or Temporarily Suspend Studies Policy on the Martin College web site at http://www.martincollege.edu.au/college-policies.aspx for further information.)

Before making an application for special leave, international students should refer to the DIBP web site (http://www.immi.gov.au/), or telephone the Helpline 131 881, or visit the local DIBP office for advice on how the potential change to enrolment status may impact on your visa. (Note - DIBP does not consider such events as a wedding, a holiday or financial difficulties as appropriate grounds for course deferral.)

17 DISMISSAL

The College reserves the right, in the exercise of its sole judgement, to place on probation or dismiss a student on any of the following grounds: non-conformity with the general spirit and regulations of the College, conduct detrimental to the reputation of the College or its students, failure to make satisfactory progress, or poor attendance.

The written notice of the College’s decision will inform the student that he or she is able to access the College’s Complaints and Appeals Process and has 20 working days from the nominated date in which to do so. (Information on the Complaints and Appeals Policy and Procedure is located on the Martin College web site at http://www.martincollege.edu.au/college-policies.aspx.)
18 COMPLAINTS AND APPEALS

18.1 Complaints and Appeals Policy

Martin College is committed to developing and maintaining an effective, timely, fair and equitable complaint handling system which is easily accessible and offered to complainants (i.e. the person/s lodging the complaint) at no charge for internal review of a complaint or appeal, and at a reasonable cost for the external review of an appeal.

The College aims to:

i) develop a culture that views complaints as an opportunity to improve the organisation and how it works;

ii) set in place a complaints handling system that is client-focussed and helps the College to prevent complaints from recurring;

iii) ensure that any complaints are resolved promptly, objectively and with sensitivity, and in complete confidentiality;

iv) ensure that the views of each complainant and respondent are respected and that any party to a complaint is not discriminated against nor victimised at any stage of the process;

v) ensure that there is a consistent response to complaints.

A complaint can be defined as a person’s expression of dissatisfaction with any aspect of the College’s services and activities, including:

i) the enrolment, induction/orientation process;

ii) the quality of education provided;

iii) academic matters including student progress, assessment, curriculum and awards in a VET course of study;

iv) handling of personal information and access to personal records;

v) the way someone has been treated.

This Complaints and Appeals Policy and Procedure is designed to ensure that the College responds effectively to individual cases of dissatisfaction.

Students or potential students are entitled to access the Policy and Procedure regardless of the location of the campus at which the grievance has arisen, their place of residence, or the mode in which they study.

18.2 Procedure

This procedure can be utilised by eligible students, including potential students enrolled or seeking to enrol in a course with the College, to submit a complaint of an academic or non-academic nature. Complaints of an academic nature include matters related to student progress, assessment, curriculum and awards in a VET course of study. Complaints of a non-academic nature cover all other matters including complaints in relation to personal information that the College holds relating to the complainant.
During all stages of this procedure the College will take all steps to ensure that:

i) the complainant and the respondent will not be victimised or discriminated against;

ii) the complainant has an opportunity to formally present his/her case and each person involved may be accompanied and assisted by a support person at any relevant meetings;

iii) a detailed written explanation is provided of decisions and actions taken as part of the process;

iv) where the internal or external complaint handling or appeal process result in a decision that supports the complainant, the College immediately implements any decision and/or corrective and preventative action required and advises the complainant of the outcome in writing.

There is no cost to the complainant for utilising the internal complaints and appeals process; however, there is a specified cost for utilising the external part of the process.

18.2.1 Before an Issue Becomes a Formal Complaint

If a person feels dissatisfied with some aspect of the College’s service, he/she is encouraged to first speak to the person responsible. For example: if the grievance concerns a classroom matter, the student should talk honestly to the trainer about the concerns. A Homestay problem is best resolved with the Homestay Co-ordinator, and issues about fees should be discussed in the first instance with the Bursar. He/she can be confident that there will be no negative consequences from doing so. (Information on the Grievance Policy and Procedure is located at http://www.martincollege.edu.au/college-policies.aspx.)

If he/she has attempted to resolve the issue directly, but is not satisfied with the outcome or does not wish to approach the person(s) concerned directly, then he/she may discuss the issue with the Campus Grievance Counsellor. He/she may be accompanied or assisted by a support person during this process.

Students at this campus should contact __________________________
in regard to any grievance or complaint.

The Campus Grievance Counsellor will consider the issue and may either suggest a course of action to resolve the issue or attempt to mediate between the person(s) concerned.

The Campus Grievance Counsellor will provide the complainant and the person(s) concerned with a written report summarising the actions that were taken, or will be taken, to resolve the issue.

If the complainant is not satisfied with the outcome, a formal complaint can be lodged under this policy.
18.2.2 Formal Complaints

Formal complaints must be submitted in writing to the Campus Grievance Counsellor.

To commence the formal process, the complainant must complete a Complaint Lodgement Form (available from Student Services) or write a letter and send it to the Campus Grievance Counsellor at the campus at which he/she is studying or applying to enrol.

The following information needs to be provided in writing:

i) details of the complaint;

ii) supporting information that he/she wishes to have considered;

iii) an explanation of the steps already taken to try to resolve the complaint informally and why the responses received are not considered satisfactory; and

iv) what he/she thinks needs to be done to address the concerns.

The Campus Grievance Counsellor will commence the process of considering the complaint within 10 working days of receiving the written Complaint Lodgement Form or letter, and will acknowledge receipt of the complaint in writing. He/she will ensure all steps are taken to resolve the complaint as soon as is practicable.

In considering the complaint, the Campus Grievance Counsellor will arrange a meeting with the complainant to enable formal presentation of the case. The complainant may be accompanied or assisted by a support person at any such meeting.

The complaint will be investigated by the Campus Grievance Counsellor who will discuss the issues with the person(s) concerned, and may confer with the relevant staff. If the Campus Grievance Counsellor considers that the complaint is upheld, a recommendation will be made to the Director of Studies (DoS) (or nominee).

If the DoS (or nominee) agrees then he/she will immediately notify relevant staff to implement the actions required to resolve the complaint. The complainant will be provided with a written report of the steps taken to address the complaint within 20 working days of the commencement of the complaint process.

If the complaint is not upheld, then the complainant will be given a written explanation detailing the reasons for that decision. He/she will also be advised of the right to access the internal appeals process if not satisfied with the outcome of the formal complaint.

The Grievance Counsellor will retain a written record of the complaint and its outcome.

18.3 Internal Appeals

If a student is dissatisfied with a decision made by the College, he/she has 20 working days from the date nominated in the written notification by the College in which to lodge an Internal Appeal to have the case reviewed at no cost to the student. This includes decisions relating to complaints outcomes
and assessment appeals, as well as notifications of unsatisfactory course progress, unsatisfactory attendance, misbehaviour, refusal to provide a letter of release, and/or pending cancellation of enrolment by the College.

Appeals should be lodged in writing on an Appeal Request Form, available from the Campus Grievance Counsellor, or in a letter.

The appeal will be considered by the Head of College (or nominee), who may decide:

i) to make a determination based on the appeal;

ii) to establish an appeals panel; or

iii) that there are insufficient grounds to take further action, thus concluding the consideration of the matter under these internal appeals procedures.

If the decision is to convene an Internal Appeal Panel, the panel will meet within 20 working days. The complainant will be informed of the membership of the panel and the procedure to be followed at least 5 working days in advance of the panel's meeting. The panel will consist of the Head of College (or nominee) as Chair, and two other senior staff members of the College who have not been involved in the complaint so far.

The review will take into consideration all relevant facts. The complainant may attend and can be accompanied by a support person who may speak and act on his/her behalf, including providing evidence. If the complaint involves another person(s), that person will also be invited to present his/her case to the panel. A written record of the meeting will be taken.

The complainant will be notified of the decision of the internal appeals process in writing within 5 working days of the decision. If the appeal is upheld he/she will be informed of the actions to be taken to resolve the complaint. If the appeal is not upheld, then he/she will be given a detailed written explanation including the reasons for that decision, and advised of the right to access the external appeals process if not satisfied with the outcome of the internal appeal.

18.4.1 External Appeals – International Students

In the event that the complainant remains dissatisfied with the result or conduct of the College's internal procedures for handling of the complaint, he/she has the right to access an external appeals process at minimal cost.

The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the College. For further information, visit the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072.

The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other policies or under statute or any other law. Nothing in this policy and procedure limits the rights of individuals to take action under Australia's consumer protection laws. Also, these procedures do not circumscribe an individual's rights to pursue other legal remedies.
18.4.2 External Appeals – Local Students

A student enrolled in a VET FEE-HELP eligible course who wishes to lodge an external appeal or complain about a decision made by the College, may apply to the Administrative Appeals Tribunal (AAT) for review of a decision.

Further information about the AAT, including the required application forms and current costs, can be obtained from their website at: http://www.aat.gov.au/AboutTheAAT/IntroductionToTheAAT.htm or by calling telephone 1300 366 700.

<table>
<thead>
<tr>
<th>Location and Contact Details of the Administrative Appeals Tribunal Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queensland and Northern Territory</td>
</tr>
<tr>
<td>Administrative Appeals Tribunal</td>
</tr>
<tr>
<td>Level 4, Harry Gibbs Building</td>
</tr>
<tr>
<td>Commonwealth Law Courts</td>
</tr>
<tr>
<td>119 North Quay</td>
</tr>
<tr>
<td>BRISBANE QLD 4000</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>(07) 3361 3000 (metropolitan area)</td>
</tr>
<tr>
<td>1300 366 700 (country areas)</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td><a href="mailto:Brisbane.Registry@aat.gov.au">Brisbane.Registry@aat.gov.au</a></td>
</tr>
</tbody>
</table>

| New South Wales                                  |
| Administrative Appeals Tribunal                  |
| Level 7, City Centre Tower                       |
| 55 Market Street                                 |
| SYDNEY NSW 2000                                  |
| Telephone                                       |
| (02) 9391 2400 (metropolitan area)               |
| 1300 366 700 (country areas)                    |

| Victoria                                         |
| Administrative Appeals Tribunal                  |
| Level 16, HWT Tower, Southgate                   |
| 40 City Road                                     |
| SOUTHBANK VIC 3006                               |
| Telephone                                       |
| (03) 9282 8444 (metropolitan area)               |
| 1300 366 700 (country areas)                    |

| South Australia                                 |
| Administrative Appeals Tribunal                  |
| Level 11, Chesser House                         |
| 91 Grenfell Street                               |
| ADELAIDE SA 5000                                 |
| Telephone                                       |
| 08 8201 0600                                    |
| Email                                           |
| adelaide.registry@aat.gov.au                    |

| Western Australia                                |
| Administrative Appeals Tribunal                  |
| Level 5, 111 St Georges Terrace                  |
| PERTH WA 6000                                    |

Domestic students who are enrolled in courses which are not VET FEE-HELP eligible who wish to lodge an external appeal or complain about a decision made by the College may take action under Australia's Consumer Protection laws by contacting the Office of Fair Trading in their state, or the Australian Skills Quality Authority on http://www.asqa.gov.au/.

Also, within each state there are Dispute Resolutions Centres; details of these can be accessed through the links following:


This lodgement is to occur within twenty (20) working days from the date nominated in the written outcome of the Internal Appeal, unless special circumstances apply.
18.5 Enrolment Status

If the complainant chooses to access this policy and procedure, his/her enrolment will be maintained while the complaints and appeals process is ongoing, except where the appeal is against the College’s decision to suspend his/her enrolment due to misbehaviour in which case the College will only wait for the outcome of the Internal Appeals Process. Should that outcome be in favour of the College, then the cancellation and required notifications will occur.

18.6 Record-keeping and Confidentiality

Records of all complaints handled under this procedure and their outcomes will be maintained for a period of at least five years to allow all parties to the complaint appropriate access to these records, upon written request to the Campus Student Services Manager. Records of complaints will be maintained at the last campus at which the student studied or in the case of prospective students at the campus to which he/she applied.

All records relating to complaints and their outcomes will be treated as confidential and will be kept in a separate file in a secure environment in accordance with the College’s Records Management and Privacy and Personal Information Policies.

19 ESOS FRAMEWORK

Australia has a reputation as a safe, progressive and dynamic place to study. We maintain this reputation by providing quality education delivered in accordance with the ESOS Framework which is the consumer protection specifically developed for overseas students. A description of the ESOS Framework is available electronically at the following web site: https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx.

20 PRIVACY POLICY

Martin College is bound by Commonwealth law to handle Personal Information in accordance with the Australian Privacy Principles. These principles are designed to ensure that any personal information you provide is used and disclosed only for the primary purpose for which it was collected, unless otherwise authorised by you or the law. The principles cover issues such as the collection, storage, use and disclosure of information, as well as giving you the right to access information we hold about you.

We collect the information that you provide on your enrolment form; details of your academic progress (including results of assessments); your attendance record; the outcomes of formal interviews you may have with staff during your course to discuss your progress; your special requests or requirements, records of grievances, complaints or appeals; and records of payments of fees and charges. In other words, we only collect information that is necessary to ensure that we deliver to you the services promised in our brochure and on our web site.

We take all reasonable steps to protect the personal information we hold about you from misuse or loss or from unauthorised access, modification or disclosure. It is stored in electronic form in our administration database and
can only be accessed by authorised staff. These staff members are issued with their own Login Identifier they must use to gain access to our systems.

Please note that we need the personal information we keep about you to be accurate. It is especially important that you notify us of any changes to your circumstances, such as change of contact details or change of name.


21 REFUND POLICY

Students who are considering withdrawing from the course after having commenced their studies, should refer to the Cancellation and Refund Policy shown in the current Martin College brochure and on the College web site at http://www.martincollege.edu.au/college-policies.aspx. These will provide guidance on both the process to follow and the College policy.

22 BLENDED LEARNING MODEL

Martin College uses a blended learning model, which requires you to participate in training provided in the classroom by the instructional staff. This is supported by learning resources and additional activities within the online learning platform, StudySmart. You are required to access and work through these online resources and activities also.

23 ONLINE EDUCATION

All Online Education theoretical and practical units, where appropriate, use the same set of learning and assessment strategies as do internally delivered courses. The major difference with flexible delivery units is that extensive materials in the form of student workbooks are supplied online. These workbooks or Learner Guides provide detailed readings and course notes that need to be studied, as well as learning activities to assist in the understanding of topics and concepts addressed. In some subjects, there is a required textbook which provides an additional source of information and extension of activities.

24 CHANGE OF DELIVERY MODE

Should students wish to change the delivery mode, they need to contact Student Services to obtain further information on the process and applicable charges.

25 STUDENTS COMPLETING QCE/VCE/HSC

Students completing a QLD Certificate of Education (QCE)/ VIC Certificate of Education/ NSW Higher School Certificate (HSC)

If your studies with the College are counting towards your QCE/VCE/HSC, you are obliged to notify the College prior to commencement of your course. This information should be provided with your QLD Learner Unique Identification (LUI) - or NSW/VIC equivalent - and any other relevant data.
If you have not yet advised the College of the above, please contact Student Services immediately. For further information visit the website www.qsa.qld.edu.au (QLD); www.boardofstudies.nsw.edu.au (NSW); or www.education.vic.gov.au (Vic).
B STUDENT BENEFITS

1 YOUTH ALLOWANCE/AUSTUDY/ABSTUDY

Youth Allowance/Austudy/Abstudy is available to Australian, full time eligible students on approved courses. Youth Allowance is for people under 25 years of age; Austudy is for people 25 years of age and older. Aboriginal or Torres Strait Islander students can claim Abstudy instead of Youth Allowance.

When applying, you will need to include the National Qualification title and identification code for your course. Your Student Enrolment Advisor can assist with this information.

For more information and to ascertain your eligibility, contact Centrelink by telephone on: 13 2490.

NB: Please contact Centrelink as soon as you change your study load, complete your course, or if you obtain a job before you complete your course, so that benefits may be discontinued. You will be required to re-pay any overpayments received.

2 STUDENT TRAVEL CONCESSIONS

Student Services will be able to provide information for you in regard to travel concessions available for students. These vary between campuses.

3 IDENTIFICATION CARDS

During Orientation, the College will arrange to issue you with an Identification Card. This card will show your student ID number so you may identify your assessment outcomes. If lost, a replacement card will cost $25.00.

For security reasons students are required to carry their ID Cards while on premises to exclude unauthorised persons from the College, and for the security of the College premises and students’ possessions.

4 UNIVERSITY ENTRANCE

Students who successfully complete Advanced Diploma and Diploma Courses will be deemed to have met minimum entry requirements for most Australian Higher Education Providers, and may receive substantial credit towards a Degree in a related field. For the most up-to-date information on articulation agreements, see http://www.martincollege.edu.au.

Students need to be aware that for them to gain entrance to a Higher Education Provider, they must achieve at least the minimum specified grades nominated by that provider, and meet their entry requirements. Australian Higher Education Providers also expect applicants to have completed senior secondary education (or equivalent).

In addition, Study Group Australia has a Service Agreement with Charles Sturt University (CSU) which enables the delivery of several of their undergraduate and post-graduate degree programmes at the Charles Sturt
5 WORK PLACEMENT ASSISTANCE

The Study Group Australia Career Starter Program is available to all Martin College students. It is the link between academic studies and work experience and it may incorporate a full-time, unpaid learning experience in a relevant working environment after completion of a Diploma. It has three different sections, each targeted at addressing a specific need of students.

Students should note that this is not a recruitment service. There is no guarantee of employment and all students and graduates must actively participate in their own job-search. (The conditions of an international student visa may restrict participation in some aspects of this program.)

For more information about the Martin College Career Starter Program, please visit: http://www.martincollege.edu.au/careerstarterprogram.

5.1 Learner Part-Time Employment Assistance

We understand that students may wish to obtain casual or part-time work during their time of study with us. The College will guide you in relation to the conditions for working while studying, and with the obtaining of a Tax File Number.

When you participate in the free on-campus workshops and seminars, you will gain insight into the development of a Résumé, and help to find part-time or casual employment outside of college hours … employment that matches your current skills.

5.2 Optional Facilitated Internship

As part of your study at Martin College, some courses offer an optional internship. The internship is arranged through the Career Starter Program and allows students to obtain experience in the industry in which they are studying. The internship is unpaid and non-compulsory.

For information about the optional internships and the conditions that apply, please visit: http://www.martincollege.edu.au/careerstarterprogram.

5.3 Graduate Placement Assistance

The Martin College commitment to its students goes beyond the fact that a well-established name often helps to open doors. Professional personnel work to provide a fully integrated career advisory and placement assistance service.

To assist local students to gain the best possible career placement outcome at the successful completion of their studies at Martin College, the Work Placement Coordinators are in contact with the business community, building relationships with organisations across all industry sectors. This means they are able to advise students of opportunities and how these relate to the students’ individual needs and preferences.

As local students near the end of their courses, the Work Placement Coordinators work with each individual to prepare him/her to present professionally and confidently within job interviews with prospective employers.
5.4 Online Job Search Tools

Career management at Martin College ensures that you are best positioned and supported to begin the post-graduation phase of your career. The Career Starter Program integrates your course with job search skill development. To participate fully in the Career Starter Program you must register your details in Martin College's Career Portal, the customised online job portal. This is offered free to enrolled students, and is a valuable tool for students committed to a careers-focused experience.

Once you have established your profile on the Martin College Career Portal, you are only a click away from your matching jobs and work experience opportunities. Within the Portal you will find learning modules and interactive tools, which will provide a valuable resource for you to gain a better understanding of the key principles of the recruitment and selection process.

This resource is available online 24 hours a day from your home or campus. Our Work Placement Assistance Team is also available for support. Find out more on the website at: http://martincollege.edu.au/outcomes/employment-services.aspx.

6 INTER-CAMPUS TRANSFERS

Students can study at our locations in Sydney, Brisbane, Gold Coast or Melbourne. Transfers between campuses can be arranged through Student Services, but are not always possible because not all courses are offered at each campus.

Transfers must be for a minimum of five (5) weeks and must be approved by both campuses before you relocate.

7 PLATYPUS CLUB

The Platypus Club is SGA’s social and activities club, open to all Martin College students.

Learning whilst having fun is a key element of the Martin College experience. You can participate in a wide range of social activities and sporting pursuits outside classroom hours, where you will make friends from all around the world, and truly enjoy yourself. Australia is the perfect place for barbecues on the beach, trips to the country and sporting activities.

Check with Student Services to find out about the range of forthcoming activities.
C TRAINING AND ASSESSMENT INFORMATION

1 TIMETABLES

The timetables are posted that show your classes, their room allocations, and times for attendance. Please check the timetable for each block and see the Scheduling Department if you have any enquiries.

PLEASE NOTE

Students who choose not to attend any scheduled SGA Learning Unit will be required to pay for it to be provided to them again. This may have significant impact on the duration of their course.

The College will allow students to re-schedule the SGA Learning Unit without penalty if a genuine reason is given, e.g. illness, and appropriate documentation is presented. This will be based on approval from the DoS. However for VET FEE-HELP enabled courses, documentation must be provided before the end of the Census Date for the Unit of Study, or special consideration sought.

2 EXEMPTIONS (RPL)

Recognition of Prior Informal Learning acknowledges skills, knowledge and understanding gained as a result of work and/or life experience. Martin College will make this process available to you for any unit in which you feel you are competent already.

Recognition of Prior Formal Learning applies when you have recently completed formal studies with another education provider and already been found competent in a unit that is relevant to your course.

The RPL process is administered by the Admissions team for applications received prior to commencement. Once they have commenced their studies, students are encouraged to discuss any prior learning they may have with the DoS who will provide guidance in relation to the process.

3 ASSESSMENT PROCESS

Assessment is the process of collecting evidence and making judgements as to whether competency has been achieved by each student. It incorporates determining whether the collected evidence can be proven to be the work of the actual student, through electronic programmes such as Turnitin or by activities being undertaken under direct supervision.

Assessment for each SGA Learning Unit involves the use of a range of assessment methods, enabling the collection of evidence on which to judge if a student can perform competently and/or demonstrate the application of required knowledge after the given period of training.

3.1 General

For a student to be awarded a Certificate, Diploma or Advanced Diploma, he/she must satisfactorily complete all SGA Learning Units that are a mandatory part of that course. Students who fail to satisfy the minimum
course requirements will be given a Statement of Attainment, listing the student’s achievement up to the last day attended.

Students who arrive 15 minutes after the commencement of a supervised assessment task will not be admitted into the assessment room. Students should arrive at least 15 minutes before the commencement of an assessment.

Students are responsible for providing writing equipment and calculators. Programmable calculators are to have their memory cleared and inspected by the supervisor prior to use during assessments. Electronic translators, Memory Sticks (USBs) and mobile phones are not permitted within assessment rooms unless directly approved by the supervisor. English to Foreign Language paper-based dictionaries must be checked by the supervisor prior to the start of the assessment time.

Students may leave the room once they have finished the assessment task. The following must be returned to the supervisor: assessment question paper, answer paper, any notepaper (scribble paper), and electronic storage devices (where applicable).

Students undertaking Online Learning must submit a Nominated Assessment Supervisor form before an assessment paper can be sent out. It is the responsibility of the nominated assessor to submit the completed assessment paper. (This form is available on the subject page on StudySmart.)

**WARNING**

Students are under strict conditions during assessments. Talking, moving around, drawing attention to oneself or distracting others will not be tolerated. The supervisor has the right to exclude from the assessment room any student who breaches these conditions.

### 3.2 Martin College Assessment Policy

In keeping with our organisational policy, SGA maintains a dual assessment system identifying the attainment of each national unit of competency, but with a separate graded component to enable future employers to readily identify the quality of our graduates and their suitability for employment.

The following Report Codes apply:

<table>
<thead>
<tr>
<th>Report Code</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Yet Competent</td>
<td>SU</td>
</tr>
<tr>
<td>Competency Attained (Graded)</td>
<td>CO*</td>
</tr>
<tr>
<td>Competency Attained (Ungraded)</td>
<td>CO</td>
</tr>
<tr>
<td>Performance with Merit</td>
<td>PM</td>
</tr>
<tr>
<td>Performance with Distinction</td>
<td>PD</td>
</tr>
<tr>
<td>Approved Withdrawal</td>
<td>AW</td>
</tr>
<tr>
<td>Did Not Complete</td>
<td>DNC</td>
</tr>
<tr>
<td>Exemption</td>
<td>EX</td>
</tr>
<tr>
<td>Recognition of Prior Learning</td>
<td>RPL</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>CRT</td>
</tr>
</tbody>
</table>

A student must attempt and submit all pieces of assessment as required within the SGA Learning Unit. If he/she does not attain the standard set for
competency within every piece of assessment, he/she will be deemed to be ‘Not Yet Competent’ within that SGA Learning Unit.

Any student who fails to submit an assessment task on the due date, and has not made prior arrangements with the trainer, will be deemed ‘Not Yet Competent’ for that piece of assessment, unless appropriate documentation (such as a medical certificate) is presented.

Students receiving an assessment result of ‘Not Yet Competent’ for a written assignment or practical assessment will be eligible for a second assessment attempt after having spoken to the trainer about the issues within their first attempt. Such second attempts must be within 10 working days of the release of the original result. If competence has been demonstrated, and the assessment has been identified as being eligible for performance grading, then the maximum rating that can be applied is 1 out of the possible 5 points.

If the same student does not demonstrate the standard set for competency within that supplementary assessment, then he/she will be scheduled to recommence that SGA Learning Unit and additional fees will be applied. (Students should refer to the section in this handout on the College’s requirements in relation to Satisfactory Academic Progress.)

If the student is again deemed ‘Not Yet Competent’, immediate counselling will occur. Continued enrolment is dependent on the student meeting the College’s requirements for Satisfactory Academic Progress.

3.2.1 Failure to Attend an Assessment Session

Any student who fails to arrive to complete a supervised assessment activity and does not present valid certification (e.g. a medical certificate) to the DoS, must attempt that assessment within 10 working days of the release of results for that assessment or he/she will be deemed ‘Not Yet Competent’ within that SGA Learning Unit. Details will be recorded within the student’s records.

If competence is demonstrated within that delayed assessment attempt, and the assessment has been identified as being eligible for performance grading, then the maximum rating that can be applied is 1 out of the possible 5 points.

Should the student not demonstrate the standard set for competency within that delayed assessment attempt, then he/she will be scheduled to recommence the SGA Learning Unit, and additional fees will be applied. (Students should refer to the section in this handout on the College’s requirements in relation to Satisfactory Academic Progress.)

If the student is again deemed ‘Not Yet Competent’, academic counselling will occur. Continued enrolment is dependent on the student meeting the College’s requirements for Satisfactory Academic Progress.

3.2.2 Cheating

Cheating is the taking of any unauthorised material or electronic device into an assessment room, irrespective of whether or not this is used by the student to assist him/her to complete that assessment.
After investigation, any student found to be cheating will have his/her Assessment Activity cancelled, and no re-submission of assessment will be accepted. The assessment outcome of 'Not Yet Competent' will be recorded for that SGA Learning Unit, and he/she will be placed on probation. He/she will be scheduled to re-commence that full SGA Learning Unit, and additional fees will be applied.

Any further incidence of proven cheating or other unacceptable behaviour will result in cancellation of the student’s enrolment. In the event that this occurs, no refund of fees will be possible, and the College will not assist with work placement.

The written notice of the College’s decision will inform the student that he or she is able to access the College’s Complaints and Appeals Process and has 20 working days from the nominated date in which to do so. (Information on the College Complaints and Appeals Policy and Procedures is located on the web site at http://www.martincollege.edu.au/college-policies.aspx.)

3.2.3 Plagiarism

A plagiarist is someone who presents the thoughts or writings of another person as his/her own. You are, therefore, required to acknowledge all direct quotations, ideas, paraphrased writings and statistical information. (Refer to your Student Study Skills Handout if unsure how to do this.)

Plagiarism is a form of cheating, and is one of the most serious offences any writer can make. Any student found to be plagiarising will be regarded as having cheated, and the same conditions will be applied as recorded in Section 3.2.2 above.

3.2.4 Submission of Assignments

For SGA Learning Units that have assignments set, these are to be completed and submitted by the scheduled due date and according to the student's study mode.

Each student is provided with a Student Study Skills Handout which includes information on the requirements for the formatting of assignments. Your trainers will also provide information relating to Turnitin, an electronic system used for identifying plagiarism within written work.

To safeguard against accidental loss of assignments, it is expected that students will keep a copy of each assignment either soft copy (on computer) or a hard copy. In the event of loss occurring, the student will be required to submit a new copy of the assignment concerned.

4 ASSESSMENT APPEALS POLICY

Student assessment results are posted against a student’s unique ID number. Each result sheet features the date of posting. This date will be recognised as that from which the official Appeal Time is calculated.

Students may appeal against their results through application to the Campus Grievance Counsellor. Refer to the policy section on the College web site located at http://www.martincollege.edu.au/college-policies.aspx for further information on Assessment Appeals.
5 SATISFACTORY ACADEMIC PROGRESS POLICY – LOCAL STUDENTS

The College expects each student to progress through his/her course at a rate that will enable the student to complete the course in the nominated duration. Its purpose-built student records database generates reports of students' academic progress, enabling the DoS to monitor, record and assess every student’s progress at the end of each ten-week study period. (The College operates five study periods per year; each on-campus study period consists of two five-week study blocks.)

For the purpose of progression monitoring, each SGA Learning Unit that has a finish date within a particular study period is considered to be in that particular study period. Each SGA Learning Unit is equally weighted for progression monitoring purposes.

5.1 Classroom Monitoring and Early Intervention

In order to assist with academic progress, the trainers monitor each student’s attendance and performance in the SGA Learning Unit(s) they deliver. If a student appears to be experiencing difficulty within a particular SGA Learning Unit, the trainers alert the DoS or Course Coordinator. The student will be notified and asked to make an appointment to see the DoS or Course Coordinator, who will offer counselling and establish a programme of support for the student. Please note that it is the student's responsibility to follow through on that programme, and to maintain contact with the DoS and/or other staff nominated.

5.2 Monitoring Progress and Intervention Strategy - Stage 1

A student who does not demonstrate competency in at least 80% of the SGA Learning Units undertaken during each study period will be identified as being ‘at risk’. He/she will be advised in writing and required to meet with the DoS and/or Course Coordinator by a nominated date to discuss any issues and support options - including supplementary assessment. A counselling and mentoring programme will be implemented at this point, and an intervention strategy will be activated for the next study period.

As part of the intervention strategy, the student will be provided with an Intervention Contract that will detail a support programme which will include counselling and mentoring and one or more of the following:

i) attending special tutorials and/or coaching;
ii) receiving assistance with personal issues which are influencing his/her progress;
iii) being placed in a suitable alternative course;
iv) undertaking a reduced course load.

It is the student’s responsibility to follow through on that individual programme, and to maintain contact with the DoS and/or other staff nominated within the Intervention Contract.

Students who do not demonstrate competency in more than 50% of the SGA Learning Units undertaken during a study period will also be placed on Provisional Enrolment.
A record of the intervention measures discussed and implemented will be kept on the student’s file by the DoS and/or other staff nominated within the Intervention Contract.

5.3 Intervention Strategy - Stage 2: Review of Progress

If following the implementation of an intervention strategy, a student demonstrates competency through supplementary assessment for units which he/she had not successfully completed in the previous study period, and as a result he/she achieves competency in 80% or more of the units attempted in that previous study period, the DoS will review the student’s academic history, and may choose to cancel the Intervention Contract, amend it or continue it unchanged to the end of the study period.

The DoS or Course Coordinator will monitor the academic progress of each student with an Intervention Contract for the remainder of that second study period, and review his/her results at its end. If satisfactory academic progress of 80% or more was made during that second study period, the student will no longer be regarded as being ‘at risk’ and the Intervention Contract will be closed.

5.4 Intervention Strategy – Stage 3: On-Going Support

If the student’s academic progress demonstrates competency in more than 50% but less than 80% of the SGA Learning Units undertaken in that second study period, a second intervention strategy will be implemented to provide on-going support appropriate to the student’s needs.

A record of the intervention measures discussed and implemented will be kept on the student’s file by the DoS and/or other staff nominated within the Intervention Contract.

5.5 Unsatisfactory Course Progress

If after Stages 1 and 2 of the Intervention Strategy have been completed, a student has again been assessed as ‘Not Yet Competent’ in 50% or more of the SGA Learning Units undertaken in a second (consecutive) study period, the DoS will notify the student in writing of the College’s intention to dismiss the student for unsatisfactory academic progress. The written notice of the College’s intention will inform the student that he or she is able to lodge an appeal through the College’s Complaints and Appeals process, and has 20 working days from the nominated date in which to do so. All subsequent action taken will be in accordance with that procedure.

Evidence will be retained in the student’s file of the written notice of intention to report, and documentation of the Complaints and Appeals process, as applicable.

6 SATISFACTORY ACADEMIC PROGRESS POLICY – INTERNATIONAL STUDENT VISA HOLDERS

SGA will systematically monitor students’ course progress. It will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements; intervention strategies will be implemented to assist these students to attain their educational goals. If however, students remain unable to demonstrate the satisfactory academic progress requirements,
SGA will report them under Section 19 of the ESOS Act for having breached the stipulated course progress requirements stated within this policy.

The College expects each student to progress through his/her course at a rate that will enable the student to complete the course in the nominated duration. Its purpose-built student records database generates reports of students' academic progress, enabling the DoS to monitor, record and assess every student's progress at the end of each study period. (The College operates five study periods per year; each on-campus study period consists of two five-week study blocks.)

For the purpose of progression monitoring, each SGA Learning Unit that has a finish date within a particular study period is considered to be in that particular study period. Each SGA Learning Unit is equally weighted for progression monitoring purposes.

6.1 Classroom Monitoring and Early Intervention

In order to assist with academic progress, the trainers monitor each student's attendance and performance in the SGA Learning Unit(s) they deliver. If a student appears to be experiencing difficulty within a particular SGA Learning Unit, or perhaps with the English language, the trainers alert the DoS or Course Coordinator.

The student will be notified and asked to make an appointment to see the DoS or Course Coordinator, who will offer counselling and establish a programme of support for the student. Please note that it is the student's responsibility to follow through on that programme, and to maintain contact with the DoS and/or other staff nominated.

6.2 Monitoring Progress and Intervention Strategy - Stage 1

A student who does not demonstrate competency in at least 80% of the SGA Learning Units undertaken during each study period will be identified as being ‘at risk’. He/she will be advised in writing and required to meet with the DoS and/or Course Coordinator by a nominated date to discuss any issues and support options - including supplementary assessment. A counselling and mentoring programme will be implemented at this point, and an intervention strategy will be activated for the next study period.

As part of the intervention strategy, the student will be provided with an Intervention Contract that will detail a support programme, which will include counselling and mentoring and one or more of the following:

i) attending special tutorials and/or coaching;

ii) attending English language classes;

iii) receiving assistance with personal issues which are influencing his/her progress;

iv) being placed in a suitable alternative course;

v) undertaking a reduced course load.

It is the student's responsibility to follow through on that individual programme, and to maintain contact with the DoS and/or other staff nominated within the Intervention Contract.
Students who do not demonstrate competency in more than 50% of the SGA Learning Units undertaken during a study period will also be placed on Provisional Enrolment.

A record of the intervention measures discussed and implemented will be kept on the student’s file by the DoS and/or other staff nominated within the Intervention Contract.

6.3 Intervention Strategy - Stage 2: Review of Progress

If following the implementation of an intervention strategy, a student demonstrates competency through supplementary assessment for units which he/she had not successfully completed in the previous study period, and as a result he/she achieves competency in 80% or more of the units attempted in that previous study period, the DoS will review the student’s academic history, and may choose to cancel the Intervention Contract, amend it or continue it unchanged to the end of the study period.

The DoS or Course Coordinator will monitor the academic progress of each student with an Intervention Contract for the remainder of that second study period, and review his/her results at its end. If satisfactory academic progress of 80% or more was made during that second study period, the student will no longer be regarded as being ‘at risk’ and the Intervention Contract will be closed.

6.4 Intervention Strategy – Stage 3: On-Going Support

If the student’s academic progress demonstrates competency in more than 50% but less than 80% of the SGA Learning Units undertaken in that second (consecutive) study period, a second intervention strategy will be implemented to provide on-going support appropriate to the student’s needs.

A record of the intervention measures discussed and implemented will be kept on the student’s file by the DoS and/or other staff nominated within the Intervention Contract.

6.5 Unsatisfactory Course Progress

If after Stages 1 and 2 of the Intervention Strategy have been completed, A student has again been assessed as not yet competent in 50% or more of the SGA Learning Units undertaken in the second (consecutive) study period, the DoS will notify the student in writing of the College’s intention to report the student to the Secretary of the Commonwealth Department of Education (DOE) via PRISMS for unsatisfactory academic progress. The written notice of the College’s intention will inform the student that he or she is able to lodge an appeal through the College’s Complaints and Appeals process, and has 20 working days from the nominated date in which to do so. All subsequent action taken will be in accordance with that procedure.

Evidence will be retained in the student’s file of the written notice of intention to report, and all applicable documentation including that relating to the Complaints and Appeals process.
7 COURSE COMPLETION

Provided no re-assessment is required, the College endeavours to finalise results, then prepare, and post certificates no later than 21 days after course completion.

If re-assessments are required, they must be completed within 2 weeks of course completion. Certificates will then be available 21 days after completion of such re-assessments.

If a student leaves before he/she has successfully completed the mandatory SGA Learning Units within his/her course, the course is considered incomplete and an Advanced Diploma, Diploma or Certificate will NOT be issued. Instead a Statement of Attainment will be given listing the student’s achievements up to the last day attended.

Replacement Advanced Diplomas, Diplomas, Certificates and results schedules can be issued to students upon payment of a fee of $125.00.

8 EXIT SPEEDS RECOMMENDED FOR ON-CAMPUS GRADUATES SEEKING EMPLOYMENT IN AUSTRALIA

Students seeking employment within Australia after graduating are encouraged to develop their keyboarding speed and accuracy. Our Work Placement Co-ordinators recommend that you attain at least the following exit speeds.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SPEED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(wpm)</td>
</tr>
<tr>
<td>GRAPHIC DESIGN</td>
<td></td>
</tr>
<tr>
<td>Certificate IV in Design</td>
<td>25</td>
</tr>
<tr>
<td>Diploma of Graphic Design</td>
<td>30</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>Diploma of Information Technology</td>
<td></td>
</tr>
<tr>
<td>Systems Administration</td>
<td>30</td>
</tr>
<tr>
<td>Diploma of Website Development</td>
<td>30</td>
</tr>
<tr>
<td>Diploma of Digital Media Technologies</td>
<td>30</td>
</tr>
<tr>
<td>TOURISM</td>
<td></td>
</tr>
<tr>
<td>Diploma of Tourism</td>
<td>40</td>
</tr>
<tr>
<td>Diploma of Travel and Tourism</td>
<td></td>
</tr>
<tr>
<td>EVENTS</td>
<td></td>
</tr>
<tr>
<td>Diploma of Venues and Events</td>
<td>40</td>
</tr>
<tr>
<td>Diploma of Events</td>
<td>40</td>
</tr>
<tr>
<td>BUSINESS</td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma of Marketing</td>
<td>40</td>
</tr>
<tr>
<td>Advanced Diploma of Management</td>
<td>40</td>
</tr>
<tr>
<td>Diploma of Business</td>
<td>40</td>
</tr>
<tr>
<td>Diploma of Management</td>
<td>40</td>
</tr>
<tr>
<td>Diploma of Marketing</td>
<td>40</td>
</tr>
<tr>
<td>Certificate IV in Business</td>
<td>40</td>
</tr>
</tbody>
</table>
D COMPUTING RESOURCES REGULATIONS

The College provides computer facilities for the use of all its students.

Priority one in all computer rooms is the scheduled class. Access to the facility while a class is in progress will be at the discretion of the supervising teachers.

The computers should only be used for bona fide college purposes. It is essential that all students act in a responsible manner to ensure the facility is maintained at the highest standard.

Students are directed to the computer usage regulations which follow as these relate to the downloading and/or printing of offensive materials, and are warned that breaching the regulations could jeopardise their continued enrolment at the College.

1 CLASSROOM USAGE FOR COURSE WORK

- Classroom computers will be available for student access during college business hours. Some campuses may provide extended hours to coincide with evening classes.

- Students must be working on prescribed coursework, assignments or associated research.

- Students must display or be wearing a valid ID Card at the workstation when using a computer.

- Designated rooms may be nominated for students in specific courses (e.g., Graphic Design or IT) to access computers, however any supervised room may be used.

- No mobile phones, food and/or drinks (including water bottles) are to be brought into the computer laboratories.

- Students should place rubbish in the bins provided. All unused papers should be dropped into recycling bins where available.

- Students must not interfere, re-adjust, re-set or re-configure the computer equipment in any way.

- Each student is required to work in a considerate manner and not stop others from proceeding with their work.

- Each student is responsible for the equipment that he or she uses at that particular time and therefore should check and report any irregularities with that equipment before the equipment is used or during its use. When computer or software problems occur in the student access rooms, any faults should be reported to the computer technicians. When the problems occur in the computer laboratory classrooms, report the faults to the teacher in charge of the class at that time. This notification includes alerting staff to suspected viruses.
2 INTERNET ACCESS

All students will be provided with a generous free weekly allocation of Internet time for the purpose of academic research. If a student exceeds this allocation, he/she will be charged for additional volume, in advance. Students will need to speak to the Bursar regarding payment for any such additional allocation.

The Internet should be used solely for research and academic related activities so only appropriate sites should be visited. Students caught visiting inappropriate sites or having inappropriate files in their home drives will face serious consequences.

No download of music, games or proprietary software should be done using the College’s access to the Internet.

For personal use: all students will be required to use a public access e-mail account during hours of availability, eg, Hot Mail. For personal correspondence, computers and hours of availability will be nominated at each campus.

3 COMPUTER PROTOCOL

- Computers are provided for the purposes of teaching and learning. Absolute priority will be given to scheduled classes, research and assignment preparation.
- Tampering with computer settings and hardware is considered to be a serious act of vandalism.

4 CONSEQUENCES OF MISUSE OF RESOURCES

The College’s computer resources are an important learning tool for all students. It is therefore essential that the facilities be used appropriately by all users.

- Students who break the rules governing the conditions of use of the computer facilities may have their use of college computers suspended for a minimum of one week.
- Serious offences will incur longer period of suspension of the student from using the computer resources and will be decided on by the Campus DoS.

5 PRINTER ACCESS

- Assignments should generally be e-mailed to staff. You will be advised by the instructional staff member concerned.
- If hard copies are required, they may be printed on designated printers. Please note, only assignments, set research and class work that will be assessed in hard copy version should be printed.

6 PRIVACY WAIVER

The College may monitor all aspects of user activity including network access, monitoring Internet Sites and monitoring Electronic Mail, Chat and Newsgroups.
E STUDENT STATEMENT

TO

College

Location

In consideration of the College granting me access to use computer facilities I HEREBY ACKNOWLEDGE AND AGREE that I will use the computer facilities provided strictly on the basis of this Agreement, and on the basis of the Computer Resources Regulations published by the College. I further acknowledge that breach of this Agreement or the Regulations may result in restriction or withdrawal of my access.

I undertake that in using and accessing computers:

i) I will use computers only for genuine research and academic related activities, and for such personal use as provided in the Regulations;

ii) I will not use the computer network in any way that is in breach of Australian Copyright Law;

iii) I will not use the computer in any way that may constitute bullying, sexual or racial harassment or vilification; and

iv) I will abide by the provisions of the Regulations.

I acknowledge that all College announcements and correspondence will be sent to my student email address and that I will need to regularly check my College email and the website.

I certify that I have read this Student Information Handout and the policies and procedures on the website thoroughly and agree to abide by them.

I authorise Martin College to release administrative information concerning my performance at the College (including academic progress and attendance information) to any person who may lawfully require that information, as well as parents/guardians, agents and potential employers. If I do not agree, I must advise the College in writing.

I agree / do not agree (cross out which does not apply) to Study Group or a third party agent of Study Group, using for future worldwide promotional purposes including in its printed and online marketing materials and on any social media network, any photographs or videos taken of me by the organisation or its representative with my permission during my course, and any artwork or other works, as well as recorded or written testimonials and details of my achievements.

DATED the ____________________ day of ____________________ 2014

__________________________
Signature

__________________________
Name

__________________________
Student ID Number

Student Information Handout: SGA-VET-141-MC/05/14