Macleay College Pty Limited

Macleay College Student Handbook 2013

4 February 2013
# Table of Contents

## Macleay College Vision, Mission & Values ................................................................. 4  
  Our Vision .................................................................................................................. 4  
  Our Mission ............................................................................................................... 4  
  Our Values .................................................................................................................. 4

## General Information ................................................................................................ 5  
  2013 Academic Calendar .......................................................................................... 5  
  Key Contacts ............................................................................................................. 5  
  Australia’s Award-Winning Tertiary Institute ......................................................... 8

## Key Campus Information ....................................................................................... 11  
  Sydney, Foveaux Street campus ............................................................................. 11  
  Melbourne, Brady Street campus ......................................................................... 12  
  Campus Rules ......................................................................................................... 13  
  Accommodation ...................................................................................................... 13  
  Library & Textbooks ............................................................................................... 13  
  Looking after Facilities & Equipment ................................................................ 13

## Enrolling at Macleay College ............................................................................... 14  
  Qualifying for Enrolment ....................................................................................... 14  
  Application Procedure ......................................................................................... 15  
  International Students ............................................................................................ 15  
  Recognition of Prior Experience (RPE) Admission ........................................... 16  
  Recognition of Prior Learning (RPL) Eligibility ................................................. 16  
  Withdrawal from a Course or Unit ..................................................................... 17  
  Transferring between Courses .......................................................................... 17  
  Change of Personal Details .................................................................................. 17  
  Variation ................................................................................................................. 17  
  Payment of Fees .................................................................................................... 18  
  FEE-HELP Loan Assistance ................................................................................. 19

## A Safe Environment at Macleay College ............................................................. 20  
  Health & Safety ...................................................................................................... 20  
  Privacy .................................................................................................................... 20  
  Student Support Services .................................................................................... 21  
  Learning Support .................................................................................................. 21  
  Personal Counselling ............................................................................................ 21  
  Timetables ............................................................................................................. 21  
  Attendance ............................................................................................................ 21  
  IT Support ............................................................................................................. 22  
  Equipment Safety & Protocol ............................................................................. 22  
  Industry Interaction ............................................................................................... 23  
  Job Search Skills & Career Planning .................................................................. 23  
  Employment Outcomes ......................................................................................... 23
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>24</td>
</tr>
<tr>
<td>Responsibilities of the Student</td>
<td>24</td>
</tr>
<tr>
<td>Responsibilities of Macleay College</td>
<td>25</td>
</tr>
<tr>
<td>Examinations</td>
<td>25</td>
</tr>
<tr>
<td>Assignments</td>
<td>27</td>
</tr>
<tr>
<td>Withdrawal from a Unit</td>
<td>28</td>
</tr>
<tr>
<td>Special Leave of Absence</td>
<td>28</td>
</tr>
<tr>
<td>Deferred Assessment</td>
<td>28</td>
</tr>
<tr>
<td>Processing &amp; Publication of Results</td>
<td>28</td>
</tr>
<tr>
<td>Grading System</td>
<td>29</td>
</tr>
<tr>
<td>Appeal against Grades or Assessment</td>
<td>31</td>
</tr>
<tr>
<td>Eligibility to Graduate</td>
<td>32</td>
</tr>
<tr>
<td>Academic Misconduct</td>
<td>32</td>
</tr>
<tr>
<td>Plagiarism &amp; Cheating</td>
<td>32</td>
</tr>
<tr>
<td>Disciplinary Procedure</td>
<td>32</td>
</tr>
<tr>
<td>Programs</td>
<td>33</td>
</tr>
<tr>
<td>Diploma of Accounting</td>
<td>34</td>
</tr>
<tr>
<td>Diploma of Advertising</td>
<td>38</td>
</tr>
<tr>
<td>Diploma of Business Management</td>
<td>42</td>
</tr>
<tr>
<td>Diploma of Marketing</td>
<td>47</td>
</tr>
<tr>
<td>Advanced Diploma of Communications</td>
<td>52</td>
</tr>
<tr>
<td>Diploma of Journalism</td>
<td>56</td>
</tr>
<tr>
<td>Diploma of Book Editing &amp; Publishing</td>
<td>58</td>
</tr>
<tr>
<td>Policy Annexures</td>
<td></td>
</tr>
<tr>
<td>A. Admission Policies</td>
<td>59</td>
</tr>
<tr>
<td>B. Student Review Procedures Tuition Fee Refund Policy</td>
<td>69</td>
</tr>
<tr>
<td>C. Statement of Tuition Assurance</td>
<td>74</td>
</tr>
<tr>
<td>D. Grievance Policy &amp; Procedures for Academic &amp; Non-Academic Matters</td>
<td>76</td>
</tr>
<tr>
<td>E. Privacy Policy</td>
<td>90</td>
</tr>
<tr>
<td>F. Fair Treatment, Equal Benefits &amp; Opportunities Policy</td>
<td>92</td>
</tr>
<tr>
<td>G. Plagiarism &amp; Cheating Policy</td>
<td>99</td>
</tr>
<tr>
<td>H. Academic Misconduct</td>
<td>100</td>
</tr>
<tr>
<td>I. Attendance &amp; Participation Policy</td>
<td>101</td>
</tr>
</tbody>
</table>
Macleay College Vision, Mission & Values

Our Vision

Macleay College Pty Limited (Macleay College) was founded by educationalists with extensive experience in both research and teaching in the higher education system in Australia. The role of Macleay College is to provide high quality, relevant, vocation oriented, tertiary education for students aspiring to enter the workplace.

Our Mission

Macleay College has adopted four principles to govern the operation of all its courses:

- The College will ensure students become highly competent in the skills needed by the professions for which they are being prepared.
- The College will develop the communication skills of its students, in writing, verbally, visually, and in other ways of communicating.
- The College will promote free intellectual inquiry among its students and staff. It will develop in its students the capacity to become flexible creative thinkers who can look at problems from a number of different perspectives, and gather, analyse and synthesise evidence.
- The College will develop among its students a capacity for lifelong learning, to enable students to keep abreast of the changing world in which they will practise.

Our Values

Macleay College seeks to promote:

- intellectual freedom and the pursuit of open, creative enquiry
- personal growth and a commitment to lifelong learning
- excellence in development of communication skills
- honesty, respect and tolerance in relationships which is exemplified through ethical behaviour of the highest standard
- the value of cultural diversity in all aspects of College life
# General Information

## 2013 Academic Calendar

### 2013 Trimester 1

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>4 February – 10 May (Continuing Students)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11 February – 10 May (New Students)</td>
</tr>
<tr>
<td>Census Date</td>
<td>22 February (Continuing Students)</td>
</tr>
<tr>
<td></td>
<td>28 February (New Students)</td>
</tr>
<tr>
<td>In Lieu Teaching Days</td>
<td>29 April (Continuing Students)</td>
</tr>
<tr>
<td></td>
<td>6 May (New Students)</td>
</tr>
<tr>
<td>Exam Period</td>
<td>30 April – 10 May (Continuing Students)</td>
</tr>
<tr>
<td></td>
<td>7-10 May (New Students)</td>
</tr>
<tr>
<td>Public Holidays</td>
<td>Labour Day (Victoria)</td>
</tr>
<tr>
<td></td>
<td>11 March</td>
</tr>
<tr>
<td></td>
<td>Good Friday (National)</td>
</tr>
<tr>
<td></td>
<td>29 March</td>
</tr>
<tr>
<td></td>
<td>Easter Monday (National)</td>
</tr>
<tr>
<td></td>
<td>1 April</td>
</tr>
<tr>
<td></td>
<td>Anzac Day (National)</td>
</tr>
<tr>
<td></td>
<td>25 April</td>
</tr>
</tbody>
</table>

### 2013 Trimester 2

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>27 May – 30 August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Date</td>
<td>14 June</td>
</tr>
<tr>
<td>In Lieu Teaching Days</td>
<td>19 August</td>
</tr>
<tr>
<td>Exam Period</td>
<td>20-30 August</td>
</tr>
<tr>
<td>Public Holidays</td>
<td>Queen's Birthday (National)</td>
</tr>
<tr>
<td></td>
<td>10 June 2013</td>
</tr>
</tbody>
</table>

### 2013 Trimester 3

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>16 September – 20 December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Date</td>
<td>4 October</td>
</tr>
<tr>
<td>In Lieu Teaching Days</td>
<td>9 August</td>
</tr>
<tr>
<td>Exam Period</td>
<td>10-20 December</td>
</tr>
<tr>
<td>Graduation</td>
<td>20 December</td>
</tr>
<tr>
<td>Public Holidays</td>
<td>Labour Day (NSW)</td>
</tr>
<tr>
<td></td>
<td>7 October</td>
</tr>
<tr>
<td></td>
<td>Melbourne Cup Day (Victoria)</td>
</tr>
<tr>
<td></td>
<td>5 November</td>
</tr>
</tbody>
</table>
**Key Contacts**

**Sydney, Foveaux Street campus**

Macleay College  
Level 2, 28 Foveaux Street  
Surry Hills NSW 2010

Telephone: +612 9267 3311  
Facsimile: +612 9264 8252  
Email: study@macleay.edu.au  
Website: www.macleay.edu.au

### Academic Leadership

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Leader</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Dr Raffaele Marcellino</td>
<td><a href="mailto:rmarcellino@macleay.edu.au">rmarcellino@macleay.edu.au</a></td>
</tr>
<tr>
<td>Associate Dean/ Business</td>
<td>Donna Mack</td>
<td><a href="mailto:dmack@macleay.edu.au">dmack@macleay.edu.au</a></td>
</tr>
<tr>
<td>Journalism</td>
<td>Stephen Davis</td>
<td><a href="mailto:sdavis@macleay.edu.au">sdavis@macleay.edu.au</a></td>
</tr>
<tr>
<td>Advertising</td>
<td>Ian Thomson</td>
<td><a href="mailto:ithomson@macleay.edu.au">ithomson@macleay.edu.au</a></td>
</tr>
<tr>
<td>Advanced Diploma of Communications</td>
<td>Demetrios Demetrios</td>
<td><a href="mailto:ddouramanis@macleay.edu.au">ddouramanis@macleay.edu.au</a></td>
</tr>
<tr>
<td>Book Editing &amp; Publishing</td>
<td>Shelley Kenigsberg</td>
<td><a href="mailto:skenigsberg@macleay.edu.au">skenigsberg@macleay.edu.au</a></td>
</tr>
</tbody>
</table>

### Operations & Administration

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Leader</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Operating Officer</td>
<td>Bev Lange</td>
<td><a href="mailto:blange@macleay.edu.au">blange@macleay.edu.au</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>Margot Kopel</td>
<td><a href="mailto:mkopel@macleay.edu.au">mkopel@macleay.edu.au</a></td>
</tr>
<tr>
<td>Assistant Registrar</td>
<td>Lukasz Karpinski</td>
<td><a href="mailto:lkarpinski@macleay.edu.au">lkarpinski@macleay.edu.au</a></td>
</tr>
<tr>
<td>Assistant Registrar</td>
<td>Sam Cooper</td>
<td><a href="mailto:scooper@macleay.edu.au">scooper@macleay.edu.au</a></td>
</tr>
<tr>
<td>Communications Manager</td>
<td>Shannon Sweeney</td>
<td><a href="mailto:ssweeney@macleay.edu.au">ssweeney@macleay.edu.au</a></td>
</tr>
<tr>
<td>IT Manager</td>
<td>Markus Goebel</td>
<td><a href="mailto:mgoebel@macleay.edu.au">mgoebel@macleay.edu.au</a></td>
</tr>
</tbody>
</table>

### Faculty

Please refer to our website for a faculty listing.
Melbourne, Brady Street campus

Macleay College
55 Brady Street
South Melbourne VIC 3205

Telephone: +613 9281 8891
Facsimile:  +612 9281 8899
Email: study@macleay.edu.au
Website: www.macleay.edu.au

Academic Leadership

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Leader</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Dr Raffaele Marcellino</td>
<td><a href="mailto:rmarcellino@macleay.edu.au">rmarcellino@macleay.edu.au</a></td>
</tr>
<tr>
<td>Journalism</td>
<td>Stephen Davis</td>
<td><a href="mailto:sdcvavis@macleay.edu.au">sdcvavis@macleay.edu.au</a></td>
</tr>
</tbody>
</table>

Operations & Administration

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Leader</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Operating Officer</td>
<td>Bev Lange</td>
<td><a href="mailto:blange@macleay.edu.au">blange@macleay.edu.au</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>Margot Kopel</td>
<td><a href="mailto:mkopel@macleay.edu.au">mkopel@macleay.edu.au</a></td>
</tr>
<tr>
<td>Assistant Registrar</td>
<td>Lukasz Karpinski</td>
<td><a href="mailto:lkarpinski@macleay.edu.au">lkarpinski@macleay.edu.au</a></td>
</tr>
<tr>
<td>Assistant Registrar</td>
<td>Sam Cooper</td>
<td><a href="mailto:scooper@macleay.edu.au">scooper@macleay.edu.au</a></td>
</tr>
<tr>
<td>Communications Manager</td>
<td>Shannon Sweeney</td>
<td><a href="mailto:ssweeney@macleay.edu.au">ssweeney@macleay.edu.au</a></td>
</tr>
<tr>
<td>IT Manager</td>
<td>Markus Goebel</td>
<td><a href="mailto:mgoebel@macleay.edu.au">mgoebel@macleay.edu.au</a></td>
</tr>
</tbody>
</table>

Faculty

Please refer to our website for a faculty listing.
Australia's Award-Winning Tertiary Institute

Winner
2009, 2005 JEA Ossie Award for Student Journalism
Best Print Feature by a Postgraduate Student

Highly Commended
2009 JEA Ossie Award for Student Journalism
Best Print Feature by a Postgraduate Student

Winner
2009 JEA Ossie Award for Student Journalism
Hunter Institute Response Ability Prize for Mental Health Reporting

Highly Commended
2009 JEA Ossie Award for Student Journalism
Hunter Institute Response Ability Prize for Mental Health Reporting

Highly Commended
2009 JEA Ossie Award for Student Journalism
Best Broadcast Current Affairs Story by a Postgraduate Student

Winner
2008 JEA Ossie Award for Student Journalism
Best TV News Story by an Undergraduate or Postgraduate Student

Winner
2006 JEA Ossie Award for Student Journalism
Dr Charles Stuart Prize
Best Student Publication (any medium)

Winner
2006, 2003 JEA Ossie Award for Student Journalism
Best Occasional Student Publication (any medium)

Highly Commended
2006, 2005, 2001, 1999 JEA Ossie Award for Student Journalism
Best Print Feature (Undergraduate)

Finalist
2006 The New York Festivals
Low Budget Spots

Winner
2005 JEA Ossie Award for Student Journalism
Best Print Feature (Postgraduate)

Winner
2004, 2002, 1999 JEA Ossie Award for Student Journalism
Best Broadcast Current Affairs Story (Postgraduate)
Highly Commended
2004, 1999 JEA Ossie Award for Student Journalism
Best Occasional Student Publication (any medium)

Highly Commended
2003 Atv Retail Awards, Creative Category, Apparel and Sporting Goods

Finalist
Direction – Visual category

Award of Distinction
2001 NSW Tourism Awards for Business Excellence

Finalist

Winner
2000, 1996, 1995, 1993 NSW Tourism Award for Industry Education

Winner
1999-1989 Award of the Decade in Tourism Excellence in Industry Education in recognition of an outstanding contribution to tourism within New South Wales
Tourism Council Australia (NSW)

Winner
1999 JEA Ossie Award for Student Journalism
Best Radio Current Affairs Story (Undergraduate)

Award of Distinction

Highly Commended
1997 JEA Ossie Award for Student Journalism
Best Print Feature

Finalist
1997 London International Advertising Awards
Public Service (TV) category

Finalist
1996 London International Advertising Awards
Low Budget (TV) category

Winner
1995 JEA Ossie Award for Student Journalism
Best Feature Article (Print)

Winner
1995 JEA Ossie Award for Student Journalism
Best Student Publication
Winner
1994 Osmar White/Journalism Education Association
Student Journalism Award, Best Current Affairs Report (TV)

Winner
1993 Australian Tourism Award for Industry Education

Highly Commended
1993 Osmar White/Journalism Education Association
Student Journalism Award, Best Student Publication

Highly Commended
1993 Osmar White/Journalism Education Association
Student Journalism Award, Best Feature Story (Print)

Winner
1993 Australian Retail Results Awards
National Best of Category in Direction

Highly Commended
1992 Facts Awards for Television Commercials
Clothing Advertising

Finalist
1992 The New York Festivals
Best Television Commercial under $15,000
Key Campus Information

Sydney, Foveaux Street campus

Location & Transport

Macleay College is located close to Central Station and several transport links.

- **Trains**
  The college is located minutes from Central Station. Take the Eddy Avenue exit, cross Chalmers Street, then cross and walk up Foveaux Street. Timetable information is available at [www.131500.com.au](http://www.131500.com.au)

- **Buses**
  Major bus routes have bus stops on Eddy Avenue and Elizabeth Street, which are very close to the college. Timetable information is available at [www.131500.com.au](http://www.131500.com.au)

- **Parking**
  A full list of car parks in Surry Hills is at [http://au.parkopedia.com/parking/surry_hills/](http://au.parkopedia.com/parking/surry_hills/)

Macleay College students are eligible for the normal concessions available to full-time students in New South Wales. These include:

- NSW RailCorp
- Sydney Buses and Sydney Ferries
- private omnibus services
- student discount for air travel
- other concessions normally granted to full-time students (for example, entertainment)

Application forms for concessions with NSW RailCorp (which includes Sydney Buses and Sydney Ferries) and private bus services are available from Student Services once Trimester 1 fees have been paid.

Places of Interest

Macleay College is located in the busy inner-city suburb of Surry Hills, with its many cafes, pubs and rag-trade factory outlets. It is also close to Sydney's entertainment precinct including the Capitol Theatre, Chinatown, Sydney Entertainment Centre and Paddy's Market. There are at least six cafes within a five minute walk of our campus. Information about local cafes, bars and restaurants in Surry Hills can be found at [http://www.eatability.com.au/au/sydney/surry-hills_cafes/](http://www.eatability.com.au/au/sydney/surry-hills_cafes/)

The nearest Mac Centre is one minute’s walk away on the corner of Foveaux Street and Commonwealth Street (241 Commonwealth Street).

Campus & Facilities

Students enrolling in Macleay College courses will find a purpose-built learning environment with the latest in technology, a TV studio, a radio studio, and access to online resources. We expect the best from our students, and we provide the learning environment to help them achieve it.

The Macleay College campus is open to students from 8.00am to 6.00pm every Monday, Wednesday and Friday, and from 8.00am to 9.30pm every Tuesday and Thursday.
Using the Facilities

- **Ground Level**
  The Student Zone is on this level and is accessible during Macleay College business hours. Its facilities include:
  - Kitchen with vending machines, hot and cold filtered water, café tables and chairs
  - Break Out Area with a long table and chairs, café tables, ottomans and Wi-Fi
  - Quiet Zone with lounges, coffee tables, chill out space and Wi-Fi
  - Study Area that has workstations, computers, Wi-Fi and cabled access
  - Student Services Desk where members of the Student Services team are here to help you - Registrar, IT, Student Advisor and Student Services Administrators - check the schedule to book a time or just drop in for a chat.

- **Level One**
  This level is the home of the Macleay College newsroom ([newsroom.macleay.net](http://newsroom.macleay.net)), a fully functioning public facing multimedia newsroom with a TV studio and radio production suite.
  Classrooms are also on this level, as well as radio and digital production studios and a facilities area with a colour photocopier. All classrooms have lecterns, whiteboards, WiFi and projection facilities.
  State of the art computer labs for Macs or PCs are available here, and are accessible outside normal class times.
  A teacher’s staff room is located on this level along with a small student lounge and bathrooms.

- **Level Two**
  The Student Services team is located on Level 2, and can assist you with equipment and room bookings, student advice, and general student services.
  A 70-seat lecture theatre is also located on this level, as is the television studio.

**Access & Student ID**

All students who are enrolled at Macleay College will be issued with an ID card that provides:

- photographic identification
- access into the Student Zone on Ground Level
- access to Level 1 and 2 via lifts, lobby doors and internal stairs
- evidence of student status for public transport concessions
- a facility for cashless photocopying and vending

**Melbourne, Brady Street campus**

Macleay College shares a campus with our companion college, Collarts, a higher education provider teaching music, audio production and creative industries management. The Melbourne Campus offers its students access to state-of-the-art facilities including recording studios, video production suites and computer laboratories that feature industry standard Apple computers and software including Final Cut, Pro Tools, Logic, Ableton and others that support the creation of the students music and multimedia projects. In addition, the campus features a number of networked classrooms with wide screen TV’s or projection facilities as well as high quality hi-fi audio. At the rear of the College is a 100 seat auditorium which quickly converts between lecture theatre, performance space, live recording facility or TV studio.

The Melbourne campus was extensively renovated in mid-2012 and is located in South Melbourne, as part of the Melbourne’s creative industries alongside radio and TV broadcasters and the music, entertainment and arts industries.
Student facilities are located on the first floor and feature:

- **Kitchen** with vending machines, hot and cold water, café tables and chairs
- **Break Out Area** with a long table and chairs, café tables, ottomans and Wi-Fi
- **Quiet Zone** with lounges, coffee tables, chill out space and Wi-Fi
- **Study Area** that has workstations, computers, printers, Wi-Fi and cabled access

The Student Services Desk is open from 8.30am to 5.30pm Monday to Friday. The Student Services Administrator is here to help you and can arrange access to the Assistant Registrar and academic staff as well as answering many other questions students may have regarding their studies.

Journalism students can also access the Macleay College newsroom (newsroom.macleay.net), a fully functioning public facing multimedia newsroom with a TV studio and radio production suite based at our Sydney campus.

**Campus Rules**

- **No food or drink (including water)** must be taken into any teaching room. This restriction is extended to include a prohibition on water for the computer labs, radio and TV rooms and anywhere that computers are used. Staff and student common rooms are provided for consumption of food and drink.

- **Mobile phones** must be switched off and are not permitted on desks unless they are incorporated into learning and teaching

- **Laptops and iPads** are permitted in classrooms for study purposes. Instances of improper use of these devices in class must not be tolerated and students can be asked to cease the behaviour.

- **Smoking is not allowed** anywhere in the building nor is it allowed in any areas surrounding the building. This includes the foyers and entrance areas outside the building. The footpath is the building boundary.

**Accommodation**

Macleay College does not provide accommodation to students. However, we are able to advise students, especially those from the country areas. We can provide information about sources of student housing and the availability of suitable short-term accommodation.

**Library & Textbooks**

The costs of some textbooks are provided as part of your course fees. Other textbooks can be purchased online from Comtext, a specialist academic textbook provider that has worked with Macleay College for many years. All books are discounted well below RRP and delivery can be directed to Macleay College. To order go to www.comtext.com.au and click on the Macleay College link - the discount code is UN85V5L2L and, at the ‘checkout’, please choose the $5 option to get a discount for delivery. Macleay College also has other relevant texts available for you borrow through Student Services and the Student Zone section of our website includes our Student Noticeboard, information about internships, exams, timetables and our academic calendar for your benefit.

**Looking after Facilities & Equipment**

Please remember that you are responsible as an individual for the equipment you use during any session at the college. Be careful and respectful around the equipment, and please report any faults or maintenance issues that you either cause or notice. Access to the equipment at Macleay College is part of your studies, and we ask that you show respect in how you use it and in consideration of others. Any student found deliberately acting in an inappropriate manner around the facilities and equipment will have their access suspended and/or enrolment reviewed.
Enrolling at Macleay College

Qualifying for Enrolment

The application criteria for domestic applicants wishing to enrol in Macleay College programs are:

1. Students currently sitting for the Higher School Certificate or those who have completed the HSC or its equivalent in recent years. Applications from current Year 12 students will be accepted before the completion of the HSC (or its equivalent) with condition of entry being completion of the HSC.

2. Graduates who have completed university courses and who want to add a professional qualification to their degree.

3. Mature age people who have work experience and who want to change, re-orient or upgrade their careers.

English Language Proficiency Requirements

It is expected that domestic students undertaking a Macleay College program will have a reasonable level of English language proficiency equivalent to at least a NSW HSC Band 4 Standard English achievement, particularly for our degree programs. Domestic students to the journalism degree program who do not meet the language requirements are required to undergo a viva voce assessment and a written task of 500-750 words on a contemporary news topic.

For international students or permanent residents who are from a non-English speaking background, it is recommended that English language skills be at least equivalent to overall 5.5 IELTS.

Application

All applicants are required to complete an application form. An application form can be made through our website at http://macleayapp.edupoint.com.au/. Applications are processed by the Student Services and Registrar teams. Successful applicants are sent a Letter of Offer and acceptance of the offer results in enrolment, an invitation to orientation and the necessary course commencement information.

Potential students (applicants) with any enquiries or are seeking course advice prior to making an application, can contact the College using one of the following methods:

Sydney Campus
Telephone: (02) 9267 3711
In Person: Level 2, 28 Foveaux Street
Surry Hills NSW 2010
Online: http://www.macleay.edu.au/contact

Melbourne Campus
Telephone: (03) 9281 8891
In Person: 55 Brady Street
South Melbourne VIC 3205

All course enquiries are handled by the Student Recruitment team and also the Program Leader who is available to provide any specific course advice.
Application Procedure

Enrolments are accepted on a first-come, first-served basis for applicants who fulfil one of the three enrolment criteria outlined above. There are a limited number of places in all courses so applicants are advised to enrol early.

All prospective students are invited to visit Macleay College prior to enrolment to discuss their tertiary options with a course advisor. To make an appointment, please ring Student Services on (02) 9267 3311 for the Sydney campus or (03) 9281 8891 for the Melbourne campus.

Students who are Australian residents can apply online or send a completed Application Form together with copies of any relevant supporting documentation, for example, Higher School Certificate subject results, references, resumes, qualifications plus one of the following:

1. Trimester 1 deposit of $300 or
2. Completed FEE-HELP form.

Applicants will be advised of their confirmation of enrolment within two weeks of receipt of their application.

In some cases, an interview with course advisors will form part of the admission process. Applicants will be notified of this where necessary.

Once enrolled, students must register for their applicable course units every trimester.

An Enrolment Form can be found at our Home Page of our website or at [http://www.macleay.edu.au/future-students/how-to-enrol](http://www.macleay.edu.au/future-students/how-to-enrol).

International Students

International students can complete their application online using the International Student Application Form. Information for international students regarding their educational requirements for admission, available courses, dates, fees, overseas student health cover, recognition of prior learning, enrolment confirmation and refund policy can be found on the [About Macleay College>Downloads>2013 International Student Fees](http://www.macleay.edu.au/about-macleay-college/downloads/2013-international-student-fees) section of our website.

Additional information including application procedures, educational requirements, visa and health cover information can be found on [About Macleay College>International Students](http://www.macleay.edu.au/about-macleay-college/international-students) section of our website.
Recognition of Prior Experience (RPE) Admission

Students who do not meet the normal admission requirements of having completed the equivalent to the Higher School Certificate may seek admission through a request for Recognition of Prior Experience. These special admission requirements apply to applicants over the age of 20 years.

Please refer to Policies Annexure A of this Handbook for the Macleay College Admission Policy for complete information on Schedule: Personal Competencies Assessment and for how your RPE will be assessed.

Recognition of Prior Learning (RPL) Eligibility

Students may be eligible for unit exemptions based upon Macleay College’s recognition of prior learning program which could result in the following:

- A grade of Advanced Standing (AS) for all of a unit will result in no liability for that unit assuming the application was made within prescribed time frame
- Partial recognition could lead to a 50% reduction in unit liability
- Support for admission to a program

Application for recognition of prior learning should be made by lodging a Recognition of Prior Learning Form ten (10) business days prior to the unit commencement date and no later than the Trimester Census Date. A ‘Recognition of Prior Learning Form’ can be downloaded and lodged via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students > Student Resources > Administration). The supporting documentation should be in one of the following formats:

- Originals presented and witnessed by the Registrar Team (Macleay College will not retain original copies); or
- Copies certified by a Justice of the Peace

Once the RPL Form has been lodged, the supporting documentation should be sent to the Registrar by one of the following methods:

- Email registrar@macleay.edu.au
- Fax +612 9264 8252
- Mail Level 2, 28 Foveaux St, Surry Hills NSW 2010
- In Person Level 2, 28 Foveaux St, Surry Hills NSW 2010

An RPL request will incur a processing fee of $150 per unit. Once an RPL Form has been processed by the Registrar, it is passed to the respective Program Leader with all supporting documentation for assessment. This process could take up to ten working days and if approved, the necessary changes to enrolment will be made by the Registrar and a refund or fee reduction (as applicable) will be finalised and processed.

Please refer to Policies Annexure A of this Handbook for the Macleay College Admission Policy for more information about applying for RPL after the start of a trimester, and the maximum number of units for which exemption can be granted.
Withdrawal from a Course or Unit

A withdrawal from a course or unit is not effective unless a Student Withdrawal/Deferral Form has been lodged via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students > Student Resources > Administration).

Transferring between Courses

If a student wishes to transfer to another course of study at Macleay College, a Course Transfer Request Form must be lodged via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students > Student Resources > Administration).

Once the Course Transfer Request Form has been lodged, the Registrar will organise a meeting between the student and Program Leader to discuss the transfer request. The student will then receive an email within one (1) working day after the meeting to advise the decision. If approved, the Registrar will process the transfer request and issue a new timetable to the student within 48 hours.

Change of Personal Details

If a student wishes to update their personal details, a Change of Details Form must be lodged via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students > Student Resources > Administration).

Termination

Macleay College reserves the right to dismiss any student whose performance or conduct is not of a standard acceptable to the college.

Variation

Macleay College reserves the right to vary a course timetable, to vary course content, to vary the cost of a course and, subject to enrolment numbers, to cancel a course.

For more information on enrolment at Macleay College, please refer to the Macleay College Admission Policy at Policies Annexure A of this Handbook.
2013 Fee Schedule

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Duration</th>
<th>Full-time Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Journalism</td>
<td>6 trimesters</td>
<td>$8,200 per trimester*</td>
</tr>
<tr>
<td>Advanced Diploma of Communications</td>
<td>3 trimesters</td>
<td>$6,200 per trimester*</td>
</tr>
<tr>
<td>Diploma Accounting</td>
<td>3 trimesters</td>
<td>$8,200 per trimester*</td>
</tr>
<tr>
<td>Diploma of Advertising</td>
<td>3 trimesters</td>
<td>$8,200 per trimester*</td>
</tr>
<tr>
<td>Diploma of Business Management</td>
<td>3 trimesters</td>
<td>$8,200 per trimester*</td>
</tr>
<tr>
<td>Diploma of Business Marketing</td>
<td>3 trimesters</td>
<td>$8,200 per trimester*</td>
</tr>
<tr>
<td>Diploma of Journalism</td>
<td>3 trimesters</td>
<td>$8,200 per trimester*</td>
</tr>
<tr>
<td>Professional Development &amp; Short Course Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Book Editing &amp; Publishing</td>
<td></td>
<td>$5,000 (inc. GST)</td>
</tr>
</tbody>
</table>

* full-time load is four units; all fees subject to annual review

For full costs of individual courses please refer to the 'Macleay College 2013 Fee Schedule' which can be downloaded from the 2013 Course Fees section of our website at [http://www.macleay.edu.au/future students/courses-fees](http://www.macleay.edu.au/future students/courses-fees) (pages: Future Students > 2013 Course Fees > Download).

Payment of Fees

A deposit of $300 must be paid to confirm enrolment in your chosen program. This deposit will be deducted from your fees for your first trimester of study. Students must meet the liability for tuition fees by the Census Date, having either:

- paid in full all tuition fees
- paid part of their tuition fees and deferred the balance through FEE-HELP assistance
- deferred their entire tuition fee liability through FEE-HELP assistance.

Students who are, or would be entitled to FEE-HELP assistance have until the end of the Census Date to submit a ‘2013 FEE-HELP Form’. The ‘2013 FEE-HELP Information Booklet’ and the ‘2013 FEE-HELP Student Brochure’ provide additional information and are available for download at the Macleay College website.

The above FEE-HELP information and forms can be downloaded from the 2013 Course Fees section of our website at [http://www.macleay.edu.au/future students/courses-fees](http://www.macleay.edu.au/future students/courses-fees) (pages: Future Students > 2013 Course Fees > Download).
FEE-HELP Loan Assistance

Students at Macleay College, who do not wish to pay their tuition fees upfront, have access to the Government FEE-HELP loan assistance plan to pay their fees.

Macleay College has been approved as a higher education provider under the Higher Education Support Act (2003). This means that students wishing to enrol within a higher education course at Macleay College have an additional way to pay fees. FEE-HELP is currently available to full-time and part-time students enrolled in our Advertising, Business, Event Management, Journalism, Public Relations, Sports Management and Travel & Tourism programs.

For further information about the FEE-HELP Loan Scheme and to download a Request for FEE-HELP Assistance Form, please visit the 2013 Course Fees section of our website at http://www.macleay.edu.au/future students/courses-fees (pages: Future Students > 2013 Course Fees > Download), or contact Student Services on (02) 9267 3311 or by email at study@macleay.edu.au.

Youth Allowance

Full-time students are recognised by the Commonwealth Government as being eligible for Youth Allowance and Austudy, provided they fulfil the normal government eligibility criteria that apply to each allowance. Students who require written confirmation of their enrolment for Centrelink, or any other assistance regarding their application, should contact the Student Services on (02) 9267 3311 or by email at study@macleay.edu.au.

Refunds

If a student discontinues a course or is suspended or dismissed because of unsatisfactory conduct or attitude, or for failure to follow the rules and regulations, or for excessive absenteeism, then no refund will be given on the current trimester’s fee. No refund on a trimester’s fee can be made once the Census Date of that trimester has passed. Trimester 2013 Census Dates are:

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>22 February 2013 (Continuing Students)</td>
</tr>
<tr>
<td></td>
<td>28 February 2013 (New Students)</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>14 June 2013</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>4 October 2013</td>
</tr>
</tbody>
</table>

For more information please contact the Registrar on (02) 9267 3311 or by email at registrar@macleay.edu.au

The Macleay College Student Review Procedures policy, which can be found at Policy Annexure B of this Handbook, contains important information about refunds and our policy for re-crediting a FEE-HELP balance.

Tuition Assurance

Macleay College protects students in the event that the college ceases to provide a course in which they are enrolled. The Macleay College Statement of Tuition Assurance Policy can be found at Policy Annexure C of this handbook.
A Safe Environment at Macleay College

Health & Safety

An important element of our college is the provision of a safe and supportive working environment for our staff and students. Macleay College is fully committed to the principles of Occupational Health and Safety (OHS) and to providing healthy and safe work and learning environments for all people involved in our activities.

Every member of the Macleay College community must be able to pursue their activities in an atmosphere based on mutual respect and dignity for all. Harassment, bullying and violence of any nature are unacceptable, unlawful and contrary to a safe environment for learning and working.

Macleay College will take all complaints of harassment or bullying seriously and follow the procedure prescribed in the Macleay College Grievance Policy, which can be found at Policy Annexure D of this handbook. All people belonging to the Macleay College community are responsible for actively intervening to prevent harassment or discrimination. Everyone has a responsibility to not engage in harassment or discrimination.

If a student wishes to lodge a grievance, they must complete an ‘Application for an Appeal or Grievance Request Form’ which can be downloaded via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students > Student Resources> Absence & Appeals), with the relevant supporting documents emailed to registrar@macleay.edu.au.

Once the Appeals & Grievance Form has been lodged, the Registrar will forward the appeal to the Grievance & Appeals Committee, a sub-committee of the Academic Board, for investigation. The Registrar will be advised of the outcome of the investigation in writing and will in turn advise the student in writing of the findings and action(s) taken.

Privacy

Macleay College is committed to the protection of privacy in compliance with the Commonwealth Privacy Amendment (Private Sector) Act (2000). The Macleay College Privacy Policy aims to protect the privacy of its employees, students and community in relation to the collection, protection and disclosure of personal information.

Macleay College collects personal information, including sensitive information, about students and parents or guardians before and during the course of the student’s enrolment. The information collected is restricted to that which is needed to satisfy Macleay College’s legal obligations, particularly to enable the college to discharge its duty of care in areas such as public health and child protection.

Personal information collected from students is treated as confidential. Students may seek access to personal information collected about them by contacting the Registrar. Access may be denied if it will have an unreasonable impact on the privacy of others, or where access may result in a breach of the college’s duty of care to the student.

Macleay College will not disclose student information to third parties without written consent.

Where a student is under 18 years of age, Macleay College may provide information to the parents or guardians that are listed on the student’s enrolment form.

A copy of the Macleay College Privacy Policy can be found at Policy Annexure E of this handbook.
Student Support Services

As a student of Macleay College, from time to time, you may want some support for your studies, or you may need advice about personal matters that could impact on your studies. Below are details of the student support provided by Macleay College to make your experience with us worthwhile and rewarding.

Learning Support

Asking questions is a normal part of learning. Chances are, if you have a question in a class, someone else probably has the same question – so ask it! You can also speak with your teacher after class if you need further assistance on anything covered. If you need additional help, Macleay College provides learning support services for students who may require some assistance with their studies. Services include group revision sessions and individual study sessions. To take advantage of these services, please contact your Program Leader:

<table>
<thead>
<tr>
<th>Business</th>
<th>Donna Mack</th>
<th><a href="mailto:dmack@macleay.edu.au">dmack@macleay.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>Ian Thomson</td>
<td><a href="mailto:ithomson@macleay.edu.au">ithomson@macleay.edu.au</a></td>
</tr>
<tr>
<td>Journalism</td>
<td>Stephen Davis</td>
<td><a href="mailto:sdaavis@macleay.edu.au">sdaavis@macleay.edu.au</a></td>
</tr>
<tr>
<td>Communications (Advanced Diploma)</td>
<td>Demetrios Douramanis</td>
<td><a href="mailto:ddouramanis@macleay.edu.au">ddouramanis@macleay.edu.au</a></td>
</tr>
</tbody>
</table>

There are specific learning support services for individual students in scholarship and writing techniques; computer applications; learning difficulties; study techniques. You can also access specialist classes in digital applications: Office software application, Wordpress (newsroom), Photoshop and Touch-Typing. Let your Program Leader or Student Services know if you want to access these services.

Personal Counselling

Macleay College treats your personal information with complete confidentiality. Sometimes there are personal matters not directly related to your studies that may have an impact in your life. If you need to talk to someone about a personal matter, Macleay College can put you in touch with professional counsellors. Please contact your Program Leader for a confidential discussion:

<table>
<thead>
<tr>
<th>Business</th>
<th>Donna Mack</th>
<th><a href="mailto:dmack@macleay.edu.au">dmack@macleay.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>Ian Thomson</td>
<td><a href="mailto:ithomson@macleay.edu.au">ithomson@macleay.edu.au</a></td>
</tr>
<tr>
<td>Journalism</td>
<td>Stephen Davis</td>
<td><a href="mailto:sdaavis@macleay.edu.au">sdaavis@macleay.edu.au</a></td>
</tr>
<tr>
<td>Communications (Advanced Diploma)</td>
<td>Demetrios Douramanis</td>
<td><a href="mailto:ddouramanis@macleay.edu.au">ddouramanis@macleay.edu.au</a></td>
</tr>
</tbody>
</table>

Timetables

Timetables will be published in advance of each trimester. As a guide, the Exam Timetable will be published in Week 6 and the next trimester’s timetable will be published in Week 7 in the Macleay College Student Portal at http://www.macleay.edu.au/current-students/student-resources.

Attendance

Attendance at all lectures, classes and workshops must be regular and punctual. Holidays, part-time employment and personal appointments should be arranged so that attendance is not affected. Students are expected to provide appropriate documentation to explain all absences from classes. A copy of Macleay College’s Attendance & Participation Policy is provided at Policy Annexure I of this handbook.
IT Support

The Macleay College IT department provides computer support to students in relation to user access; hardware related problems and software applications etc. An IT Help Desk operates to ticket and manage the resolution of such issues.

Students who require IT support should email their request to helpdesk@my.macleay.edu.au, which can also be accessed via a shortcut in MyMacleay (Moodle). All face-to-face and/or phone enquiries from students should be directed to Student Services who access to the helpdesk ticketing system to escalate and assign calls to the IT department if required.

Equipment Safety & Protocol

Your professional equipment is an important part of your learning and essential for your future career. Items such as personal computers, laptops and mobile phones are your responsibility and should not be left unattended at any time. All students must bring with them some form of digital storage device like a USB stick or other portable hard drive. Students are responsible for the safety and security of their work and it is recommended that you back up data regularly.

All Macleay College equipment - still and video cameras, microphones, cables and tripods, video and radio recording devices - are provided for the use of students in carrying out their assigned tasks for The Newsroom, or whichever unit of study is appropriate.

All equipment must be signed out with Student Services and then returned and signed back in at the end of the agreed period. Please ensure you check the equipment is working and nothing is missing before you leave, and again before it is returned.

Any loss or damage must be reported promptly to the college. Students are responsible for paying for any loss or damage to equipment. If the equipment is signed out by an individual for his or her sole use, then that individual will be responsible for any loss or damage. If the equipment is signed out on behalf of a group for a team exercise, that group will be collectively responsible for any loss or damage, and the cost to be evenly divided amongst team members.
Industry Interaction

Macleay College's philosophy is to blend education with industry wherever possible. In practical classes, students work with the latest systems in industry. Regular classes are supplemented with guest lectures by well-known industry identities and by industry visits and excursions.

Job Search Skills & Career Planning

Every course at Macleay College includes a Job Search Skills and Career Planning Program. This course advises students both on how to gain their first job and how to plan their long-term careers. It includes:

- conducting a campaign to get a job
- making employment applications
- writing application letters
- preparing a resume
- preparing and conducting employment interviews
- progress to university

Macleay College offers a joint program with Southern Cross University that leads directly to a Bachelor of Arts degree. Students who complete the one-year Diploma courses in Journalism and Advertising can continue at the college for an additional twelve months to complete their BA degree. All classes are held in at the college in Sydney.

In other courses, Macleay College offers an alternative route to university. The college has articulation arrangements that provide its students with advanced standing within university degree programs. This means that students who qualify with a Macleay College qualification can gain credit for the units they have completed.

For details about the full range of articulation arrangements available, please contact our Industry Co-ordinator, Jared Nathaniel on (02) 8373 5124 or at email jnathaniel@macleay.edu.au. You can also find further information about pathways to university at the Future Students section of our website http://www.macleay.edu.au/future-students/university-pathways (pages: Future Students > University Pathways).

Employment Outcomes

Data on Macleay College’s employment outcomes are supported by published surveys, which show the jobs gained by each graduate. Macleay College is the only tertiary education institute in Australia to publish a survey of this kind. Past results include:

- **Advertising**: jobs as account managers, art directors, graphic artists, producers, copywriters, marketing executives, advertising sales executives and media planners and buyers for advertising agencies, radio and television stations, newspapers, magazines.

- **Business (Management, Marketing, Accounting)**: jobs with national corporations, stockbrokers, insurers, accountants, financiers, banks, recruitment agencies, marketing companies and e-trade.

Recent graduate and current student success stories can be viewed at the Graduates section of our website at http://www.macleay.edu.au/graduates (pages: Graduates > Hall of Fame).
Assessment

All units in Macleay College courses are assessed, through either assignments or end of trimester examinations. Assessment criteria, weighting and due date are contained in the unit outline and final grades are published at the end of each trimester.

In the handling of assessments and results, students will be treated fairly, respectfully and with due regard to their privacy. A copy of Macleay College’s Privacy Policy is provided at Policy Annexure E and the Fair Treatment Policy at Policy Annexure F of this handbook.

Assignments must be submitted according to the respective Unit Outline.

When completing written assignments students must cite all sources, and use the Harvard referencing style when copying or paraphrasing somebody else’s ideas, words and work.

Students must not use other people’s ideas, words and work and pass them off as their own.

To complete individual assignments, as opposed to group assignments, students must not work collaboratively with other students to prepare their assignment or submit an assignment which is substantively identical to another student’s work.

Students must do their own work. They must not ask another person to complete an assessment task for them.

For more information about the College’s position on plagiarism refer to the Macleay College Plagiarism & Cheating Policy at Policy Annexure G of this Handbook.

Students must keep a copy of all assignments that they submit for assessment.

Responsibilities of the Student

- **Examinations**
  - Students must not help or receive assistance from other students during examinations.
  - Students must not borrow or lend equipment to fellow students during examinations.
  - Students must only bring into the examination room those materials, computer software and other devices specified for the examination.

- **Assessment Tasks**
  - Students must cite sources using the Harvard referencing method when copying or paraphrasing somebody else’s ideas, words and work.
  - Students must not use other people’s ideas, words and work and pass them off as their own.
  - In the case of individual assignments, as opposed to group assignments, students must not work collaboratively with other students in the preparation of the assignment and then submit an assignment which is substantively identical to another student’s work.
  - Students must do their own work- they must not ask another person to complete an assessment task for them.
Responsibilities of Macleay College

- **Procedural Fairness**
  - Students must be given reasonable notice of assessment in terms of criteria, weighting and due date.
  - Students must be treated fairly, with respect and with due regard to their privacy.

- **Assessment Schedule**
  - Formal examinations are carried out at the end of each trimester. An Examination Timetable will be posted to the Student Portal during Week 6 of each trimester.
  - Any student who is absent from an examination due to illness or misadventure must provide a doctor’s certificate or other supporting documentation to the Registrar.

- **Eligibility to Graduate**
  - Students who have completed a course are placed on a list of students eligible to graduate.
  - The Registrar will establish a list of potential graduands for approval by the Dean and Program Leaders to be presented to the Academic Board for approval.

**Examinations**

- **Attendance at Examinations**
  - Attendance at examinations is compulsory. Failure to attend examinations with no satisfactory explanation may result in failure for that unit.
  - Students must be present at examinations at the correct time and place. Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an examination.

- **Admission to the Examination Room**
  - Students are required to display their current student identification card for entry into the examination room. Students will not be able to sit their exam if they cannot produce a current and valid student identification card. Students should go to Student Services to replace lost or stolen student identification cards.
  - On entering the exam room students should go directly to their seats and follow the instructions of the exam invigilator. Students are not permitted to read or begin their exams until they are instructed to do so. Students must place their student identification cards on their desk while they are doing their exam.
Leaving the Exam Room

- Students are not permitted to leave the examination room before 50% of the total exam time has elapsed.
- Students who are given permission to leave the exam room early must do so without disruption to fellow students.

Re-admission to the Exam Room

- Students will not be re-admitted to the exam room after they have left the exam room unless they have been under approved supervision during the full period of their absence.

Reading Time

- Ten minutes at the beginning of the exam is designated as reading time. During reading time, writing is not permitted. If a student arrives late to an examination they will not be permitted to enter the examination until reading time has ceased.

Conduct of Students

- Students may not communicate with any person except authorised invigilators during an examination. Should students need to communicate with an invigilator, they should raise their hand and wait for the invigilator to attend to them.
- Any student who is found cheating, behaves in a disorderly manner or otherwise disrupts an examination is liable to face disciplinary action as determined by the Appeals Committee.

Material or Equipment in the Examination Room

- No material or equipment other than that specified on the examination paper may be brought into the examination room.
- Students must ensure that any mobile phone or pager in their possession is switched off and placed under the examination table. Examination supervisors have been authorised to confiscate, for the period of the examination, any mobile or pager that is not switched off or causes disturbance in the examination room.
- Dictionaries are not permitted unless otherwise specified on the examination paper, or where approval has been granted by the Program Leader prior to the examination.
- It is the responsibility of students to ensure that calculators brought into the examination room meet the specifications set. Students should check with the Program Leader prior to the examination if they are in doubt.
Absence from an Examination due to illness

- A telephone call to the College is required at least one hour before the exam.

- An Absence from Class or Assessment Form and medical certificate duly completed by a registered medical practitioner must be submitted to the Registrar within seven days of the missed exam. An Absence from Class or Assessment Form must be lodged via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources, and the medical certificate emailed to registrar@macleay.edu.au or hand delivered to Student Services.

- Where a student is prevented from attending an exam due to misadventure, the circumstances must be clearly beyond the control of the student and where possible must be clearly documented (eg. a police report).

- Macleay College is not bound to accept a backdated illness/misadventure form. Submission of an illness/misadventure form does not guarantee an alternative exam.

Special Consideration

Students may apply for special consideration if they either:

- attend an examination but are forced to leave before the end of the allocated time due to illness or misadventure; or

- finish an exam, but believe their performance was affected by illness or circumstances beyond their control.

A medical certificate duly completed by a registered medical practitioner and dated on the day of the exam must be submitted to the Registrar when requesting consideration. This will be attached to written advice by the student.

Requests for special circumstances must be submitted to the Registrar no later than one day after the examination.

Assignments

Acknowledgement of source material and referencing in all written assignments must conform to the Harvard referencing style.

Cover pages for assignments should contain the following information:

- Student name and number
- Unit name
- Teacher’s name
- Title of assignment
- Date due

Students must keep a copy of all assignments submitted for examination.

If an assignment is submitted up to seven (7) days after the due date, a late penalty will be applied. Late work will be graded as either PASS or FAIL, so that the highest possible outcome will be a PASS grade with a mark of 50%. Late assignments will be returned with comments. Assignments submitted more than one week after the due date without special consideration approval will not be accepted.

This policy applies for all units EXCEPT where specific submission conditions are given in the unit outline.
Withdrawal from a Unit

Students who withdraw from a unit before the trimester’s Census Date will incur no academic penalty or tuition liability. To withdraw from a unit, students must lodge a 'Student Withdrawal/Deferral Form' via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students>Student Resources>Administration).

After the Census Date for a trimester, only students who have suffered illness or misadventure will be able to withdraw from a unit without academic penalty. Students need to include documentation of their illness or misadventure with their withdrawal application, and the illness or misadventure must be of a level of severity to significantly affect student’s work. Students should speak to the Program Leader or Registrar if they need assistance with this process.

Special Leave of Absence

Special leave of absence may be granted to students who have been accepted for participation in a recognised and approved activity.

Applications for leave should be made by lodging an ‘Absence from Class or Assessment Form’ via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students>Student Resources>Absence & Appeals) and providing supporting evidence of a need for leave of absence. This will be presented to the Grievance & Appeals Committee who may approve a variation to the stated requirements for regular attendances at lectures in specified subjects during the trimester immediately preceding the recognised and approved activity.

If the application is successful and after consultation with the Program Leader, the student will be advised of a program of study that will allow the student to cover the prescribed content and satisfy the requirements of the particular unit(s) without penalty for non-attendance at the specified classes.

Deferred Assessment

Any student requesting a deferred assessment through illness or misadventure, significant performance or professional opportunities or other approved reason, should lodge an ‘Absence from Class or Assessment Form’ via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students>Student Resources>Absence & Appeals) and provide supporting evidence of a need for deferral of assessment. This will be presented to the Grievance & Appeals Committee at least one week before the scheduled date of the assessment. The Grievance & Appeals Committee will make a decision on the application and set a date for a deferred assessment if required, with advice from the Program Leader.

Processing & Publication of Results

Teachers must provide results to the Program Leader by a date determined by the Registrar.

The Program Leader is responsible for checking that all students registered in a unit receive a grade or, in the instance of no grade being provided, must provide a brief explanation as to why no grade has been provided. Complete results for the program are forwarded to the Registrar by the date set by the Registrar.

The results will be tabled at a meeting of Standing & Moderation Committee, a sub-committee of the Academic Board, attended by Program Leaders, Registrars and the Chairman of the Academic Board. This moderation meeting is chaired by the Dean and scheduled after the examination period has ended. The purpose of the meeting is to review results for completeness and probity, moderation and confirmation and then finally to ratify results. After this meeting, results are uploaded into student records and authorised for release to students.

All examination results are available to students via the secure Macleay College Student Portal login at the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students>Student Resources>Administration).
Grading System

Grade descriptors to be used in all units where qualitative assessment is required. Descriptors are relative to the unit level, the criteria applied more vigorously against work at higher levels.

All grades for student achievement in a unit are recommended by teachers appointed to teach units in a trimester and delivered to the Program Leader at the end of the trimester by the advertised due date. Program Leaders are responsible for the first review of results for all units within their responsibility. Grades can only be released to students after confirmation by the Moderation Meeting. The Registrar will communicate the final results within two (2) days of the completion of the moderation process.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Abbreviation</th>
<th>Percentile</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>85-100</td>
<td>Outstanding or exceptional work in terms of understanding, interpretation and presentation.&lt;br&gt;Displays genuine originality and sophistication of thought. Informed, up-to-date, also highly independent and persuasive.</td>
</tr>
<tr>
<td>Distinction</td>
<td>DN</td>
<td>75-84</td>
<td>A very high standard of work which demonstrates originality and insight.&lt;br&gt;Informed, up-to-date, sustains a clear, cogent and persuasive argument.&lt;br&gt;Shows evidence of wide reading or listening which has been effectively assimilated. Highly competent in conceptual, discursive and interpretive areas.&lt;br&gt;Evidence of insight into topic and material.&lt;br&gt;Evidence of thinking which goes beyond lectures and tutorial discussion.</td>
</tr>
<tr>
<td>Credit</td>
<td>CR</td>
<td>65-74</td>
<td>Demonstrates a high level of understanding and presentation and a degree of originality and insight.&lt;br&gt;Can organise material but argument may lack clarity, or be very derivative, or be poorly structured. Alternatively, it may be good work which goes astray at crucial points.&lt;br&gt;Generally dependent upon lecture and tutorial material.</td>
</tr>
<tr>
<td>Academic Credit</td>
<td>XC</td>
<td>n/a</td>
<td>Academic credit for studies completed in other Macleay College subjects where subjects were:&lt;br&gt;a) Completed at Macleay College in 2011 or earlier recorded a grade of Pass (PP) or higher; and&lt;br&gt;b) Deemed to be composite equivalent to a unit in 2012 listed in the 'Equivalence Subjects &amp; Units' document</td>
</tr>
<tr>
<td>Pass</td>
<td>PP</td>
<td>50-64</td>
<td>Satisfies the minimum requirements.&lt;br&gt;Adequate and passable.&lt;br&gt;Lacks sophistication but has some understanding of the material and basic skills of argumentation and interpretation.&lt;br&gt;Writing generally but not always grammatical.&lt;br&gt;Presentation weak.</td>
</tr>
<tr>
<td>Fail</td>
<td>NN</td>
<td>0-49</td>
<td>Did not achieve minimum requirements of the unit.&lt;br&gt;Very poor quality work. Unacceptable.&lt;br&gt;Little or no evidence of effort or of basic academic or technical skills.&lt;br&gt;Negligible grasp of the material or of relevant issues.&lt;br&gt;Expression poor to the point of being illiterate. Very badly presented.</td>
</tr>
<tr>
<td>Grade</td>
<td>Abbreviation</td>
<td>Percentile</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Absent Fail</td>
<td>AN</td>
<td>n/a</td>
<td>Applies to students who have attended classes but failed to attend the exam. Assuming there is legitimate cause for absence, student to complete Grievance &amp; Appeal request form and submit supporting evidence for reason of absence to the Registrar which will be presented to the Grievance &amp; Appeal Committee for consideration.</td>
</tr>
<tr>
<td>Withheld</td>
<td>WW</td>
<td>n/a</td>
<td>Results may be withheld where students have fees outstanding or have failed to return materials on loan from the library. Results and academic transcripts will not be available until items are returned. This may also delay the eligibility of a student to graduate. Once items have been returned results will be made available.</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>AS</td>
<td>n/a</td>
<td>Application through Macleay College Recognition of Prior Learning (RPL) procedure to satisfy requirements of the unit.</td>
</tr>
<tr>
<td>Deferred Assessment</td>
<td>DE</td>
<td>n/a</td>
<td>Granted a deferred assessment.</td>
</tr>
<tr>
<td>Withdrawn Without Penalty</td>
<td>WD</td>
<td>n/a</td>
<td>Withdrawal from a unit before trimester census date or approved withdrawal after trimester census date without incurring debt for unit and no academic penalty. This grade is awarded by the Appeals Committee or nominee if a student has submitted written advice of withdrawal from the unit prior to census date for the trimester.</td>
</tr>
<tr>
<td>Withdrawn With Penalty</td>
<td>WN</td>
<td>n/a</td>
<td>Withdrawal from a unit after trimester census date incurring debt for unit and academic penalty (equivalent to Fail).</td>
</tr>
<tr>
<td>Satisfactory Achievement</td>
<td>SS</td>
<td>n/a</td>
<td>Awarded only in ungraded unit.</td>
</tr>
<tr>
<td>Unsatisfactory Achievement</td>
<td>SN</td>
<td>n/a</td>
<td>Awarded only in an ungraded unit.</td>
</tr>
<tr>
<td>No Result Submitted</td>
<td>ZZ</td>
<td>n/a</td>
<td>Where there is no result for a student for a unit prior to the meeting to the Moderation meeting:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>i. a grade of ZZ; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ii. a brief explanation from the Program Leader responsible for the unit (eg did not attend class).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The student's record is then checked for administrative advice prior to the meeting of the Moderation meeting. Notwithstanding a decision of Appeals Committee, a grade is awarded by the Moderation meeting as either:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WD - withdrawn from unit before census date, no academic penalty, no tuition liability. NB. This grade may be awarded by the College if a student has submitted written advice of withdrawal from the unit prior to census date for the trimester; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WN - withdrawn from unit after census date, academic penalty (equivalent to FAIL), tuition liability incurred; or or other grade supported by documented evidence.</td>
</tr>
<tr>
<td>Participated in Class Without Assessment</td>
<td>AC</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
**Appeal against Grades or Assessment**

A student may appeal against an assessment in any unit. An appeal must be submitted in writing by lodging an ‘Application for an Appeal or Grievance Form’ within five (5) business days of results being posted for the trimester in which the unit was undertaken. An Application for an Appeal or Grievance Form can be lodged via the Student Resources section of our website at [http://www.macleay.edu.au/current-students/student-resources](http://www.macleay.edu.au/current-students/student-resources) (pages: Current Students>Student Resources>Absence & Appeals).

There are three bases for appeal:

- Calculation Error
- Bias
- Misadventure or medical issues

Dissatisfaction with grades does not constitute grounds for appeal.

On appeal, a review will be made of all components contributing to the original assessment. The purpose of this review is to ensure that the assessment process has:

- been fairly applied;
- no procedural or factual errors in the processing of a grade;
- had all appropriate components included; and
- had an accurate addition of marks on which the assessment grade is based.

The appeal will be considered by the Grievance & Appeals Committee. The Grievance & Appeals Committee will determine whether the original grade stands or is to be amended due to an error of calculation or process. The Grievance & Appeals Committee will advise the Registrar of their decision who in turn will notify the student of the same in writing and the result changed if required.

A student may request a remark of a written assignment. A re-mark of an assignment will be undertaken by the Program Leader or, if the Program Leader was the original assessor, by a suitably qualified person determined by the Dean. A remark will carry a non-refundable fee of $50.
Eligibility to Graduate

The names of students who have completed a course are placed on a list of students who are eligible to graduate.

The Registrar will establish a list of graduands. Once this list is approved by the Dean and Program Leaders, the list is presented to the Academic Board for approval.

Academic Misconduct

All Macleay College students are expected to maintain high standards of academic honesty and integrity. Academic misconduct covers all circumstances where students attempt to cheat, plagiarise, and act dishonestly when undertaking assessment tasks, or assist fellow students to do so. Students are considered guilty of cheating if they act in a way which gives them unfair academic advantage. Students may be guilty of this if they copy another student's work, or in any way mislead their teachers or Program Leader about their ability, knowledge, skills, or amount of original work they have undertaken.

Student misconduct is characterised by students: behaving dishonestly; harassing or interfering with other students or staff; disrupting other students’ learning; failing to comply with legal requirements; mistreating or destroying Macleay College property or the property of other students or teachers; altering or destroying Macleay College documents or records; marring the good name of Macleay College; or otherwise acting in an inappropriate manner. Macleay College will report all criminal acts committed by Macleay College students to the relevant authorities.

Any student who is found guilty of academic misconduct will have the details of the case recorded in their student file, and will incur a penalty. Serious or recurring instances of misconduct may result in the student being excluded permanently from the College.

Students will be notified in writing by the Registrar of any penalties which are the result of proven misconduct. Students may appeal any notification of such penalties in writing within ten (10) business days of the date when the student is notified.

The Macleay College Academic Misconduct policy provided at Policy Annexure H of this handbook.

Plagiarism & Cheating

It is the responsibility of the student to acknowledge all sources used in an assignment or work submitted for assessment for any program offered by the Macleay College. Failure to do so is considered plagiarism. Work that is not completed by a student who intentionally submits it as their own work is cheating. Students are encouraged to develop sound study and note-taking practices to avoid unintentional plagiarism, which is considered an academic misdemeanour of failing to reference a source correctly. The Macleay College Plagiarism & Cheating Policy is provided at Policy Annexure G of this handbook.

Disciplinary Procedure

A staff member who discovers an instance of suspected student plagiarism or cheating must report the incident to the Program Leader and include a copy of the assignment in which the plagiarism or cheating has been discovered.

Students will be notified in writing of any penalties which are the result of proven academic misconduct. Students may appeal a decision about plagiarism to the Dean on the basis of procedural anomalies or factual errors. An appeal must be received in writing by the Registrar using the ‘Application for an Appeal or Grievance Form’ within five (5) business days of the date when the student is notified of the decision.

An ‘Application for an Appeal or Grievance Form’ can be downloaded and lodged via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (Current Students>Student Resources>Absence & Appeals).
## Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Diploma of Accounting</td>
</tr>
<tr>
<td>Advertising</td>
<td>Diploma of Advertising</td>
</tr>
<tr>
<td>Business</td>
<td>Diploma of Business Management</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Management - Real Estate</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Management - Sports Management</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Management - Event Management</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Management - Public Relations</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Management - Tourism &amp; Travel</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Marketing</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Marketing - Real Estate</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Marketing - Event Management</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Marketing - Public Relations</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Marketing - Sports Marketing</td>
</tr>
<tr>
<td></td>
<td>Diploma of Business Marketing - Tourism &amp; Travel</td>
</tr>
<tr>
<td>Communications</td>
<td>Advanced Diploma of Communications</td>
</tr>
<tr>
<td>Journalism</td>
<td>Diploma of Journalism</td>
</tr>
<tr>
<td>Real Estate:</td>
<td>CPP40307 Certificate IV in Property Services (Real Estate)</td>
</tr>
<tr>
<td></td>
<td>Business Agent Licence</td>
</tr>
<tr>
<td></td>
<td>Buyers Agent Licence</td>
</tr>
<tr>
<td>Book Editing &amp; Publishing</td>
<td>Diploma of Book Editing and Publishing</td>
</tr>
</tbody>
</table>

The following information for each program lists the units in tables under each program heading.

The full-time study load per trimester is four units (read down each column), one from each cognitive stream (read along the rows).

It is assumed a student is registered in a full unit load unless a variation, such as a ‘Student Withdrawal/Deferral Form’ or ‘Course Transfer Request Form’, has been lodged via the Student Resources section of our website at [http://www.macleay.edu.au/current-students/student-resources](http://www.macleay.edu.au/current-students/student-resources) (Current Students > Student Resources > Administration).
Diploma of Accounting

Course Descriptor

The Diploma of Accounting is designed to provide students with a foundation of knowledge and skills for entry-level employment as a bookkeeper or accountant. The course includes units that cover all aspects of business accounting and bookkeeping and combines knowledge of key issues and concepts of business finance, business accounting, and business law. The Entrepreneurship Project combines knowledge and skills from other units to provide the student with mentored experience in the planning and execution of a business idea. The diploma is organised into four streams of units that provide a variety of learning and teaching styles and focus for student development. The course includes an internship with a business.

Course Structure

The Diploma of Accounting consists of twelve units of equal weight. A full-time load of study is four units per trimester. It is possible to complete the Diploma of Accounting in a minimum of three trimesters or a maximum of six trimesters.

Chart of Course Progression

<table>
<thead>
<tr>
<th>Cognitive Stream</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Integration</td>
<td>Foundations of Marketing</td>
<td>Business Finance</td>
<td>Investment Management &amp; Business Statistics</td>
</tr>
<tr>
<td>Technical Mastery</td>
<td>Introduction to Business Finance</td>
<td>Management Accounting</td>
<td>Business Economics</td>
</tr>
<tr>
<td>Creativity &amp; Collaboration</td>
<td>Managing People and Organisations</td>
<td>Entrepreneurship Project 1</td>
<td>Entrepreneurship Project 2</td>
</tr>
<tr>
<td>Industry Awareness</td>
<td>Survey of Business Perspectives</td>
<td>Business Law and Business Structures</td>
<td>Business Internship</td>
</tr>
</tbody>
</table>
Unit Descriptors

**Trimester 1**

**→ Foundations of Marketing**
This unit introduces students to principles of modern marketing, how marketers respond to various aspects of consumer behaviour and the psychology of the consumer. The unit is taught through a combination of lecture, tutorials and workshops encompassing topics marketing philosophy, processes and planning; the roles in modern marketing including advertising, PR and various marketing and promotion activities; influences in marketing and the nature of markets. The consumer psychology component looks at consumer behaviour and how it is shaped by different psychological aspects such as perception, learning, memory, emotion and attitudes and the wider factors of groups, social, cultural and situational factors.

**→ Introduction to Business Accounting**
Students will be introduced to the manual and digital methods of recording financial transactions together with the use of financial data as a tool to measure and improve business performance. Students will receive specialist instruction in MYOB and Excel applications. On completion of this module, students will be able to appraise the role of accountants and accounting information in business operations, apply accounting information in external and internal business decision making, demonstrate the analytical skills needed to interpret accounting information, prepare internal and external financial statements and evaluate media-based basic business information. They will also have the ability and knowledge to prepare budgets and cash forecasts and will be able to demonstrate an understanding of the fundamental ethical issues facing business accounting profession and the business context of accounting.

**→ Managing People & Organisations**
This unit provides students with insight into what management does and how it works effectively within an organisation. Effective management happens at three levels within the organisation – successful organisational management, people-management and self-management. When all three align to plan, manage, lead and control, the organisation’s activity becomes focused on achieving the right objectives in the most appropriate way.

**→ Survey of Business Perspectives**
This unit provides students with a broad overview of the business sector. It combines the knowledge of skills of business communication with a broad overview of business and the economy. Business communications encompasses the business context and looks at effective meeting management, presentation skills, job seeking and interview skills and report writing. This unit also introduces students to fundamental economic concepts, the various sectors of an economy with particular reference to the Australian context.
Trimester 2

**Entrepreneurship Project 1**
The Entrepreneurship Project unit is studied over two trimesters, being Entrepreneurship Project 1 and Entrepreneurship Project 2. These units provide students hands-on experience in the process of setting up and operating a business enterprise in the current Australian business environment. The main aims of the Entrepreneurship Project units are to deliver profit to shareholders and value to customers while building effective working relationships with group members. Working in groups students form a company, register a business name, develop, produce, market, promote and sell a real product and manage accounting, shares issues and declaration of dividends. The unit starts with attendance at the Entrepreneurship Seminar that allows students to hear first-hand from successful entrepreneurs the success factors and challenges associated with starting up a business enterprise. The project concludes with the presentation of company reports, participation at an Annual General Meeting and the liquidation of the business operations. The unit comprises the delivery of key knowledge and skills to allow students to get the confidence to set up a business.

**Applied Business Finance**
This unit encompasses the range of financial decisions and the role of the financial manager in this decision making, examines financial instruments and their valuation, identifies the importance of the time value of money, risk and return and cash flow when the finance manager is making informed business decisions and evaluates the factors influencing the determination of capital structures. Students will also investigate the optimal allocation of scarce financial and non-financial resources amongst competing alternatives. Topics

**Financial & Management Accounting**
On successful completion of this unit, students will be able to use their analytical skills in problem-solving both of a financial and management accounting nature and quantitative skills in fundamental accounting processes and issues, processing accounting information and preparation of financial statements in a manual- and computer-based environment, taking into account generally accepted accounting principles. They will also obtain a solid grasp of costing methods and be able to use a computer-based data analysis package to critically analyse data.

**Business Law, Compliance & Governance**
This unit introduces students to the legal and compliance framework for conducting business in Australia. Topics will include a background to legal systems, the structure of business entities, principal business law topics of contracts, insurance, the workplace, the consumer, conventional and new commercial practices and privacy.
Trimester 3

Entrepreneurship Project 2
The Entrepreneurship Project unit is studied over two trimesters, being Entrepreneurship Project 1 and Entrepreneurship Project 2. These units provide students hands-on experience in the process of setting up and operating a business enterprise in the current Australian business environment. The main aims of the Entrepreneurship Project units are to deliver profit to shareholders and value to customers while building effective working relationships with group members. Working in groups students form a company, register a business name, develop, produce, market, promote and sell a real product and manage accounting, shares issues and declaration of dividends. The unit starts with attendance at the Entrepreneurship Seminar that allows students to hear first-hand from successful entrepreneurs the success factors and challenges associated with starting up a business enterprise. The project concludes with the presentation of company reports, participation at an Annual General Meeting and the liquidation of the business operations. The unit comprises the delivery of key knowledge and skills to allow students to get the confidence to set up a business.

Investment & Business Statistics
This unit introduces students to financial investment and wealth creation concepts and also incorporates “The Share Game”, where students select a portfolio of publicly traded shares and then measure the performance of their portfolio. Students will also be able to apply statistical tools in a variety of business decision contexts, to qualify, support, select and evaluate data as information for business decision-making through the use of quantitative analytical techniques and to interpret and communicate the results of quantitative analyses for business decision-making.

Business Economics
This module introduces students to the basic terms, concepts and applications of micro and macro economics. On completion of the module, students will be able to demonstrate an understanding of economics, apply micro economics, macro economics and economic data to real life business situations and strategies and to the economy in general. They will also be able to interpret and critically evaluate economic commentary in the media, and communicate basic economic analysis.

Business Internship
Students will undertake an internship with a business organisation relevant to their professional study interests. The job description and key performance indicators will be determined prior to the placement in a tripartite agreement signed by the sponsor organisation, Macleay College and the student. Education has always been concerned with identifying the kinds of skills and knowledge necessary for participating in productive work, but in recent times there has been a growing emphasis from industry and government for institutions to provide education that is more relevant to the needs of employers. Macleay College is committed to provide learners with work-ready technical knowledge and skill, and broad professional skills: the dispositions, personal qualities and ways of being in the world that allow them to thrive and continue to learn. Though the nature of the internship will vary, the objectives outlined above will be included in any agreement.
Diploma of Advertising

Course Descriptor

The Diploma of Advertising is designed to provide students with a thorough foundation of knowledge and skills for entry level employment in the advertising industry. The course includes units that cover all aspects of contemporary advertising and combines knowledge of keys issues and concepts of marketing, brand development, copyrighting, art direction and account management and planning. The course gives students knowledge and skills in the production of advertising in print, online, radio and video media. The diploma is organised into four streams of units that provide a variety of learning and teaching styles and focus for student development. The course includes an internship with a professional news or media organisation.

Course Structure

The Diploma of Advertising consists of twelve units of equal weight. A full-time load of study is four units per trimester. It is possible to complete the Diploma of Advertising in a minimum of three trimesters or a maximum of six trimesters.

Chart of Course Progression

<table>
<thead>
<tr>
<th>Cognitive Stream</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Integration</td>
<td>Foundations of Marketing</td>
<td>Marketing Research &amp; Media Planning</td>
<td>Marketing Plan Development &amp; Marketing Metrics</td>
</tr>
<tr>
<td>----</td>
<td>Cognition and skills essential to the discipline</td>
<td>Cognition and skills</td>
<td>Cognition and skills</td>
</tr>
<tr>
<td>Technical Mastery</td>
<td>Communications Media 1</td>
<td>Communications Media 2</td>
<td>Communications Media 3</td>
</tr>
<tr>
<td>----</td>
<td>Focus on development of technical knowledge and skills</td>
<td></td>
<td>Cognition and skills</td>
</tr>
<tr>
<td>Creativity &amp; Collaboration</td>
<td>Agency 1</td>
<td>Agency 2</td>
<td>Agency 3</td>
</tr>
<tr>
<td>----</td>
<td>Project based learning combining integrated knowledge and technical skills; collaboration with other disciplines</td>
<td>Agency 1</td>
<td>Agency 2</td>
</tr>
<tr>
<td>Industry Awareness</td>
<td>Advertising Professional Practice</td>
<td>Law</td>
<td>Reflective Journal Assessment</td>
</tr>
<tr>
<td>----</td>
<td>Preparation of industry knowledge and skills</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unit Descriptors

Trimester 1

Agency 1
Agency 1 is the first in the series of units that focus on the collaborative nature of advertising. This unit introduces students to hands-on projects where multi-discipline teams will work on real communication challenges to develop their own creative solutions for a single print medium (eg. outdoor, magazines). Unit topics:
- The basics of a creative brief
- How to develop a simple creative idea for a single print medium
- Judging simple creative ideas
- Selling a simple creative idea
- Managing deadlines
- The print production process

Foundations of Marketing
This unit introduces students to principles of modern marketing, how marketers respond to various aspects of consumer behaviour and the psychology of the consumer. The unit is taught through a combination of lecture, tutorials and workshops encompassing topics marketing philosophy, processes and planning; the roles in modern marketing including advertising, PR and various marketing and promotion activities; influences in marketing and the nature of markets. The consumer psychology component looks at consumer behaviour and how it is shaped by different psychological aspects such as perception, learning, memory, emotion and attitudes and the wider factors of groups, social, cultural and situational factors.

Communications Media 1
This is the first unit in a series of three units that provide students with the knowledge and skills of visual communications, creative direction and the technology used in advertising media. This unit focussed on print and two-dimensional visual media including the production of print and outdoor ads, copyrighting, font and print materials.

Advertising Professional Practice
This unit introduces students to the role, structure, processes and business models of modern creative advertising agencies. The areas covered investigate the roles within an agency according to current and past practices and how these roles interact in the advertising business. Over the course of the unit students will cover the following topics
- Advertising’s role within the broader marketing perspective
- Advertising agency departments and responsibilities
- Advertising strategy development
- Creative briefing
- The importance of the idea
- Creative development process
- The role of research in advertising
- Production and dispatch
- Client interaction and management
- The ‘meta-team’ – working with other external agencies
- Advertising measurement and effectiveness
- Financial management – fees, costs & billing
Trimester 2

Agency 2
Agency 2 is the second in the series of units that focus on the collaborative nature of advertising. This unit introduces students to hands-on projects where multi-discipline teams will work on real communication challenges to develop their own creative solutions ranging for audio-visual mediums (e.g. tv, online film, cinema). Unit topics:

- From client brief to creative brief - how to distil business and marketing objectives into a clear communication platform for creativity
- How to develop audio-visual creative ideas
- Judging audio-visual creative ideas
- Presenting audio-visual creative ideas
- Working to budgets and deadlines
- Managing client feedback
- The audio-visual production process

Marketing Research
This unit introduces students to the field of Marketing Research and how it is used by in business to make better marketing and business decisions. The course follows the logic of the Research Process, the planning, collection, and analysis of data relevant to marketing decision-making and the communication of results of this analysis to Management. Students will develop an understanding of the scope of Marketing Research so that they may become effective buyers and users (rather than practitioners) of Marketing Research. Students will be provided with the knowledge and skills required to locate and evaluate relevant business and industry information sources and to brief, design and assess Marketing Research Projects undertaken in the commercial arena.

Communications Media 2
This is the second unit in a series of three units that provide students with the knowledge and skills of visual communications, creative direction and the technology used in advertising media. This unit introduces students to the use audio technology, copyrighting for radio and production of radio commercials. During this unit students will learn to create ads for radio from concept to creation overseeing the final production of a radio commercial.

Media Law, Media Practice & Public Relations
Learn about the law, your rights as an advertising professional, how to avoid getting sued and where the boundaries exist in the public arena of communications. You will also be taught about the contrasting worlds of journalism, public relations and advertising.
Trimester 3

Agency 3
Agency 3 is the third is series of units that focus on the collaborative nature of advertising. This unit introduces students to hands-on projects where multi-discipline teams will work on real communication challenges to develop their own creative solutions ranging across complex multi-channel campaigns. Unit topics:

- The roles of different media channels from a creative perspective
- Developing a multi-channel strategy
- How to develop multi-channel integrated creative ideas
- Judging multi-channel creative ideas
- Presenting multi-channel creative ideas
- The integrated production process – how to effectively turn ideas into reality
- How to build campaign momentum

Marketing Plan Development & Marketing Metrics
This unit provides students with the knowledge and skills necessary to develop a strategic marketing plan for a nominated organisation. It will first provide an opportunity to familiarise yourself with the organization, its products and its markets. Then, you will develop a comprehensive marketing plan for a new or extended product for the organization. This unit will also look at the metrics deployed to measure the effectiveness of marketing strategies

Communications Media 3
This is the final unit in a series of three units that provide students with the knowledge and skills of visual communications, creative direction and the technology used in advertising media. This unit introduces students to the production of commercials for TV and the moving image. Over the course of this unit students will work to devise and shoot a TV commercial.

Advertising Internship
Students will undertake an internship with an advertising agency or related business. The job description and key performance indicators will be determined prior to the placement in a tripartite agreement signed by the sponsor organisation, Macleay College and the student. Education has always been concerned with identifying the kinds of skills and knowledge necessary for participating in productive work, but in recent times there has been a growing emphasis from industry and government for institutions to provide education that is more relevant to the needs of employers. Macleay College is committed to provide learners with work-ready technical knowledge and skill, and broad professional skills: the dispositions, personal qualities and ways of being in the world that allow them to thrive and continue to learn. Though the nature of the internship will vary, the objectives outlined above will be included in any agreement.
Diploma of Business Management

Course Descriptor

The Diploma of Business Management is designed to provide students with a thorough foundation of knowledge and skills for entry-level employment in management. The course teaches students the key principles of management combined with foundational knowledge of marketing, business communication, management, business law and research. The Entrepreneurship Project combines knowledge and skills from other units to provide the student with mentored experience in the planning and execution of a business idea. The diploma is organised into four streams of units that provide a variety of learning and teaching styles and focus for student development. The course includes an internship with a business. Students in the Diploma of Business Management may choose a specialisation in one of the following areas: Events Management, Public Relations, Sports, Real Estate or Travel & Tourism.

Course Structure

The Diploma of Business Management consists of twelve units of equal weight. A full-time load of study is four units per trimester. It is possible to complete the Diploma of Business Management in a minimum of three trimesters or a maximum of six trimesters.

Chart of Course Progression

<table>
<thead>
<tr>
<th>Cognitive Stream</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge Integration</strong></td>
<td>Foundations of Marketing</td>
<td>Business Planning &amp; Change Management</td>
<td>Business Strategy &amp; Development</td>
</tr>
<tr>
<td><strong>Technical Mastery</strong></td>
<td>Introduction to Business Finance</td>
<td>Operations &amp; Channel Management</td>
<td>Supply Chain &amp; Retail Management</td>
</tr>
<tr>
<td><strong>Creativity &amp; Collaboration</strong></td>
<td>Managing People &amp; Organisations</td>
<td>Entrepreneurship Project 1</td>
<td>Entrepreneurship Project 2</td>
</tr>
<tr>
<td><strong>Industry Awareness</strong></td>
<td>Survey of Business Perspectives</td>
<td>Business Law and Business Structures</td>
<td>Business Internship</td>
</tr>
</tbody>
</table>

Specialisations are designed to provide students with knowledge and skills in a particular area:

- Event Management
- Public Relations
- Real Estate
- Sports
- Travel & Tourism
## Unit Descriptors

### Trimester 1

- **Foundations of Marketing**
  This unit introduces students to principles of modern marketing, how marketers respond to various aspects of consumer behaviour and the psychology of the consumer. The unit is taught through a combination of lecture, tutorials and workshops encompassing topics marketing philosophy, processes and planning; the roles in modern marketing including advertising, PR and various marketing and promotion activities; influences in marketing and the nature of markets. The consumer psychology component looks at consumer behaviour and how it is shaped by different psychological aspects such as perception, learning, memory, emotion and attitudes and the wider factors of groups, social, cultural and situational factors.

- **Introduction to Business Accounting**
  Students will be introduced to the manual- and digital methods of recording financial transactions together with the use of financial data as a tool to measure and improve business performance. On completion of this module, students will be able to appraise the role of accountants and accounting information in business operations, apply accounting information in external and internal business decision making, demonstrate the analytical skills needed to interpret accounting information, prepare internal and external financial statements and evaluate media-based basic business information. They will also have the ability and knowledge to prepare budgets and cash forecasts and will be able to demonstrate an understanding of the fundamental ethical issues facing business accounting profession and the business context of accounting.

- **Managing People & Organisations**
  This unit provides students with insight into what management does and how it works effectively within an organisation. Effective management happens at three levels within the organisation – successful organisational management, people-management and self-management. When all three align to plan, manage, lead and control, the organisation’s activity becomes focused on achieving the right objectives in the most appropriate way.

- **Survey of Business Perspectives**
  This unit provides students with a broad overview of the business sector. It combines the knowledge of skills of business communication with a broad overview of business and the economy. Business communications encompasses the business context and looks at effective meeting management, presentation skills, job seeking and interview skills and report writing. This unit also introduces students to fundamental economic concepts, the various sectors of an economy with particular reference to the Australian context.
Trimester 2

- Entrepreneurship Project 1
  The Entrepreneurship Project units provide students hands-on experience in the process of setting up and operating a business enterprise in the current Australian business environment. The main aims of the Entrepreneurship Project units are to deliver profit to shareholders and value to customers while building effective working relationships with group members. Working in groups students form a company, register a business name, develop, produce, market, promote and sell a real product and manage accounting, shares issues and declaration of dividends. The unit starts with attendance at the Entrepreneurship Seminar that allows students to hear first-hand from successful entrepreneurs the success factors and challenges associated with starting up a business enterprise. The project concludes with the presentation of company reports, participation at an Annual General Meeting and the liquidation of the business operations. The unit comprises the delivery of key knowledge and skills to allow students to get the confidence to set up a business.

- Business Planning & Change Management
  This unit looks at the fundamental principles of business planning and change management. Commencing with principles of business planning the unit uses case studies to demonstrate a range of planning examples. Change management follows on from understanding business planning looking at the systematic analysis of a business to determine how and what change is deployed. Examples include change of mission, strategy, operations, technological and human resources.

- Operations & Channel Management
  This unit complements the Business Planning unit encompassing the management of business operations, setting goals and policy, understanding products and the market and the planning and management of sales and marketing programs.

- Business Law, Compliance & Governance
  This unit introduces students to the legal and compliance framework for conducting business in Australia. Topics will include a background to legal systems, the structure of business entities, principal business law topics of contracts, insurance, the workplace, the consumer, conventional and new commercial practices and privacy.
Trimester 3

**Entrepreneurship Project 2**
The Entrepreneurship Project units provide students hands-on experience in the process of setting up and operating a business enterprise in the current Australian business environment. The main aims of the Entrepreneurship Project units are to deliver profit to shareholders and value to customers while building effective working relationships with group members. Working in groups students form a company, register a business name, develop, produce, market, promote and sell a real product and manage accounting, shares issues and declaration of dividends. The unit starts with attendance at the Entrepreneurship Seminar that allows students to hear first-hand from successful entrepreneurs the success factors and challenges associated with starting up a business enterprise. The project concludes with the presentation of company reports, participation at an Annual General Meeting and the liquidation of the business operations. The unit comprises the delivery of key knowledge and skills to allow students to get the confidence to set up a business.

**Business Strategy & Development**
Strategy is a key part of business management located between goals and tactics. This unit provides students with models of strategy looking at why strategies succeed and fail and the processes of developing strategy. Coupled with strategy is business development, providing students with knowledge and skills such as expanding markets and new customers and analytics for strategy and growth.

**Supply Chain & Retail Management**
This unit looks at the network of resources required for organisations for the ultimate provision of products and services. Retail management encompasses the details of retail industry including merchandise and inventory control, management of specialised resources, retail sales management and organisational responsibilities.

**Business Internship**
Students will undertake an internship with a business organisation relevant to their professional study interests. The job description and key performance indicators will be determined prior to the placement in a tripartite agreement signed by the sponsor organisation, Macleay College and the student. Education has always been concerned with identifying the kinds of skills and knowledge necessary for participating in productive work, but in recent times there has been a growing emphasis from industry and government for institutions to provide education that is more relevant to the needs of employers. Macleay College is committed to provide learners with work-ready technical knowledge and skill, and broad professional skills: the dispositions, personal qualities and ways of being in the world that allow them to thrive and continue to learn. Though the nature of the internship will vary, the objectives outlined above will be included in any agreement.
Specialisations

**Event Management**
The Event Management Foundation Module is designed to provide students with an overview of the event management industry. Classes will cover the diversity and complexity of the professional practice of event management and the practical aspects of producing and managing events. This module will act as a preparatory unit to undertake an event project as part of the Entrepreneurship Project units in the following trimesters.

**Public Relations**
The PR Foundation module is designed to introduce students to the practical and effective use of public relations to leverage the reach and communication of advertising to consumers. The module will explore the power and value of PR, how it integrates with advertising and marketing communications and its influence on brands, businesses, communities and the media. By exploring a number of key advertising and PR case studies, students are introduced to how channels of communications work together to align messages to reach target markets more effectively. Students will look at the process in developing key PR strategies and content.

**Real Estate**
Students will undertake the Certificate IV in Property Services (Real Estate) for this specialisation. The course covers the legal and ethical requirements of property management, property sales, and work in the real estate industry, appraising properties, establish and manage agency trust accounts etc. Students will work in small teams to undertake the training and are guided by experienced industry and qualified teachers. Students will cover the essentials of how to communicate and develop effective relationships with clients seeking to sell, buy or lease property. This unit enables students to apply for a Certificate of Registration at the Office of Fair Trading and once granted they can be employed by a real estate agency in a sales or property management role.

**Sports**
The Sports Marketing and Management Foundation module provides students a complete overview of the sports industry and an understanding of the opportunities that exist within it. We look at the various roles within the industry including player management, event management, sports marketing and promotion, club and team administration, broadcasting, merchandising, plus sports coaching and training, and study the necessary core elements involved in these areas. In addition, in order to better prepare students for movement into the workplace, a key element of the unit is having students understanding theory from a practical perspective, so there will be continual use of activities where student will be involved in putting together plans based on their in-class training and their personal thoughts and ideas. This will include the development of a sports-based industry project, as well as undergoing essential work experience in a sports-specific workplace to understand the day to day activities within a sporting organisation or company.

**Travel & Tourism**
Students in the Macleay College Travel and Tourism specialisation will cover the 4 essential areas broadly required by the industry these include, destination knowledge, technical knowledge, total trip product knowledge and the technical skills required for ticketing. This qualification provides graduates with the knowledge and skills to enter the travel or tourism industry at a supervisory position. Alternatively graduates will have the requisite knowledge to establish their own SME to service the needs of industry clients and or tourists.
Diploma of Marketing

Course Descriptor
The Diploma of Marketing is designed to provide students with a thorough foundation of knowledge and skills for entry-level employment in marketing. The course teaches students the key principles of marketing and combines knowledge of keys issues and concepts of marketing and planning as well as business management. The Business Enterprise Project combines knowledge and skills from other units to provide the student with mentored experience in the planning and execution of a business idea. The diploma is organised into four streams of units that provide a variety of learning and teaching styles and focus for student development. The course includes an internship with a business. Students in the Diploma of Marketing may choose a specialisation in one of the following areas: Events Management, Public Relations, Sports, Real Estate or Travel & Tourism.

Course Structure
The Diploma of Marketing consists of 12 units of equal weight. A full-time load of study is four units per trimester. It is possible to complete the Diploma of Marketing in a minimum of three trimesters or a maximum of six trimesters.

Chart of Course Progression

<table>
<thead>
<tr>
<th>Cognitive Stream</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Integration</td>
<td>Foundations of Marketing</td>
<td>Marketing Research &amp; Media Planning</td>
<td>Marketing Plan Development &amp; Marketing Metrics</td>
</tr>
<tr>
<td>Technical Mastery</td>
<td>Introduction to Business Finance</td>
<td>Integrated Marketing &amp; Services Marketing</td>
<td>Customer Relationship Management</td>
</tr>
<tr>
<td>Creativity &amp; Collaboration</td>
<td>Managing People &amp; Organisations</td>
<td>Entrepreneurship Project 1</td>
<td>Entrepreneurship Project 2</td>
</tr>
<tr>
<td>Industry Awareness</td>
<td>Survey of Business Perspectives</td>
<td>Business Law and Business Structures</td>
<td>Business Internship</td>
</tr>
</tbody>
</table>

Specialisations are designed to provide students with knowledge and skills in a particular area:

- Event Management
- Public Relations
- Real Estate
- Sports
- Travel & Tourism
Unit Descriptors

Trimester 1

- **Foundations of Marketing**
  This unit introduces students to principles of modern marketing, how marketers respond to various aspects of consumer behaviour and the psychology of the consumer. The unit is taught through a combination of lecture, tutorials and workshops encompassing topics marketing philosophy, processes and planning; the roles in modern marketing including advertising, PR and various marketing and promotion activities; influences in marketing and the nature of markets. The consumer psychology component looks at consumer behaviour and how it is shaped by different psychological aspects such as perception, learning, memory, emotion and attitudes and the wider factors of groups, social, cultural and situational factors.

- **Introduction to Business Finance**
  Students will be introduced to the manual- and digital methods of recording financial transactions together with the use of financial data as a tool to measure and improve business performance. On completion of this module, students will be able to appraise the role of accountants and accounting information in business operations, apply accounting information in external and internal business decision making, demonstrate the analytical skills needed to interpret accounting information, prepare internal and external financial statements and evaluate media-based basic business information. They will also have the ability and knowledge to prepare budgets and cash forecasts and will be able to demonstrate an understanding of the fundamental ethical issues facing business accounting profession and the business context of accounting.

- **Managing People & Organisations**
  This unit provides students with insight into what management does and how it works effectively within an organisation. Effective management happens at three levels within the organisation – successful organisational management, people-management and self-management. When all three align to plan, manage, lead and control, the organisation’s activity becomes focused on achieving the right objectives in the most appropriate way.

- **Survey of Business Perspectives**
  This unit provides students with a broad overview of the business sector. It combines the knowledge of skills of business communication with a broad overview of business and the economy. Business communications encompasses the business context and looks at effective meeting management, presentation skills, job seeking and interview skills and report writing. This unit also introduces students to fundamental economic concepts, the various sectors of an economy with particular reference to the Australian context.
Trimester 2

- **Entrepreneurship Project 1**
  The Entrepreneurship Project units provide students hands-on experience in the process of setting up and operating a business enterprise in the current Australian business environment. The main aims of the Entrepreneurship Project units are to deliver profit to shareholders and value to customers while building effective working relationships with group members. Working in groups students form a company, register a business name, develop, produce, market, promote and sell a real product and manage accounting, shares issues and declaration of dividends. The unit starts with attendance at the Entrepreneurship Seminar that allows students to hear first-hand from successful entrepreneurs the success factors and challenges associated with starting up a business enterprise. The project concludes with the presentation of company reports, participation at an Annual General Meeting and the liquidation of the business operations. The unit comprises the delivery of key knowledge and skills to allow students to get the confidence to set up a business.

- **Marketing Research**
  This unit introduces students to the field of Marketing Research and how it is used by in business to make better marketing and business decisions. The course follows the logic of the Research Process, the planning, collection, and analysis of data relevant to marketing decision-making and the communication of results of this analysis to Management. Students will develop an understanding of the scope of Marketing Research so that they may become effective buyers and users (rather than practitioners) of Marketing Research. Students will be provided with the knowledge and skills required to locate and evaluate relevant business and industry information sources and to brief, design and assess Marketing Research Projects undertaken in the commercial arena.

- **Integrated Marketing & Communications**
  The unit Integrated Marketing and Communications encompasses managing customer relationships that drive brand value through various channels. The unit looks at processes that create and nourish profitable relationships with customers and other stakeholders by strategically controlling or influencing all messages sent to these groups. The unit content considers the coordination and integration of all marketing communication tools, avenues, and sources within an organisation in order to maximize the impact on customers and stakeholders. The unit will consider internal and external communications, media planning and their coordination.

- **Business Law, Compliance & Governance**
  This unit introduces students to the legal and compliance framework for conducting business in Australia. Topics will include a background to legal systems, the structure of business entities, principal business law topics of contracts, insurance, the workplace, the consumer, conventional and new commercial practices and privacy.
Trimester 3

- **Entrepreneurship Project 2**
  The Entrepreneurship Project units provide students hands-on experience in the process of setting up and operating a business enterprise in the current Australian business environment. The main aims of the Entrepreneurship Project units are to deliver profit to shareholders and value to customers while building effective working relationships with group members. Working in groups students form a company, register a business name, develop, produce, market, promote and sell a real product and manage accounting, shares issues and declaration of dividends. The unit starts with attendance at the Entrepreneurship Seminar that allows students to hear first-hand from successful entrepreneurs the success factors and challenges associated with starting up a business enterprise. The project concludes with the presentation of company reports, participation at an Annual General Meeting and the liquidation of the business operations. The unit comprises the delivery of key knowledge and skills to allow students to get the confidence to set up a business.

- **Marketing Plan Development & Marketing Metrics**
  This unit provides students with the knowledge and skills necessary to develop a strategic marketing plan for a nominated organisation. It will first provide an opportunity to familiarise yourself with the organization, its products and its markets. Then, you will develop a comprehensive marketing plan for a new or extended product for the organization. This unit will also look at the metrics deployed to measure the effectiveness of marketing strategies

- **Customer Relationship Management**
  This unit looks at the strategies employed to manage an organisation's interactions with its clients, customers and internal stakeholders. The unit looks at different and various case studies and as well looking at the technologies in use including the use and management of database technology. In considering the customer relationship the unit also considers sales management techniques and knowledge and negotiation.

- **Business Internship**
  Students will undertake an internship with a business organisation relevant to their professional study interests. The job description and key performance indicators will be determined prior to the placement in a tripartite agreement signed by the sponsor organisation, Macleay College and the student. Education has always been concerned with identifying the kinds of skills and knowledge necessary for participating in productive work, but in recent times there has been a growing emphasis from industry and government for institutions to provide education that is more relevant to the needs of employers. Macleay College is committed to provide learners with work-ready technical knowledge and skill, and broad professional skills: the dispositions, personal qualities and ways of being in the world that allow them to thrive and continue to learn. Though the nature of the internship will vary, the objectives outlined above will be included in any agreement.
Specialisations

→ **Event Management**
The Event Management Foundation Module is designed to provide students with an overview of the event management industry. Classes will cover the diversity and complexity of the professional practice of event management and the practical aspects of producing and managing events. This module will act as a preparatory unit to undertake an event project as part of the Entrepreneurship Project units in the following trimesters.

→ **Public Relations**
The PR Foundation module is designed to introduce students to the practical and effective use of public relations to leverage the reach and communication of advertising to consumers. The module will explore the power and value of PR, how it integrates with advertising and marketing communications and its influence on brands, businesses, communities and the media. By exploring a number of key advertising and PR case studies, students are introduced to how channels of communications work together to align messages to reach target markets more effectively. Students will look at the process in developing key PR strategies and content.

→ **Real Estate**
Students will undertake the Certificate IV in Property Services (Real Estate) for this specialisation. The course covers the legal and ethical requirements of property management, property sales, and work in the real estate industry, appraising properties, establish and manage agency trust accounts etc. Students will work in small teams to undertake the training and are guided by experienced industry and qualified teachers. Students will cover the essentials of how to communicate and develop effective relationships with clients seeking to sell, buy or lease property. This unit enables students to apply for a Certificate of Registration at the Office of Fair Trading and once granted they can be employed by a real estate agency in a sales or property management role.

→ **Sports**
The Sports Marketing and Management Foundation module provides students a complete overview of the sports industry and an understanding of the opportunities that exist within it. We look at the various roles within the industry including player management, event management, sports marketing and promotion, club and team administration, broadcasting, merchandising, plus sports coaching and training, and study the necessary core elements involved in these areas. In addition, in order to better prepare students for movement into the workplace, a key element of the unit is having students understanding theory from a practical perspective, so there will be continual use of activities where student will be involved in putting together plans based on their in-class training and their personal thoughts and ideas. This will include the development of a sports-based industry project, as well as undergoing essential work experience in a sports-specific workplace to understand the day to day activities within a sporting organisation or company.

→ **Travel & Tourism**
Students in the Macleay College Travel and Tourism specialisation will cover the 4 essential areas broadly required by the industry these include, destination knowledge, technical knowledge, total trip product knowledge and the technical skills required for ticketing. This qualification provides graduates with the knowledge and skills to enter the travel or tourism industry at a supervisory position. Alternatively graduates will have the requisite knowledge to establish their own SME to service the needs of industry clients and or tourists.
Advanced Diploma of Communications

Course Descriptor
Macleay College graduates in Journalism and Advertising come away with the essential knowledge and skills relevant to their respective professional objectives. The Advanced Diploma of Communications takes the education experience in media and communications to the next level. The units covered in the Advanced Diploma of Communications approach an understanding of the social and, by extension, mass-mediated world from the multi-disciplinary perspectives of cultural studies. Journalism and Advertising graduates will come to appreciate the inner dynamics of culture and media and their interplay in social and global contexts.

The Advanced Diploma of Communications also provides a pathway into a Bachelor of Arts degree program in Media and Cultural Studies offered by Southern Cross University. Students wanting to complete the Advanced Diploma of Communications and Bachelor of Arts degree within a one year time-frame may do so as both programs can be completed concurrently in Sydney.

Course Structure
The Advanced Diploma of Communications consists of 6 units of equal weight. A full-time load of study is two units per trimester. It is possible to complete the Advanced Diploma of Communications in a minimum of three trimesters or a maximum of six trimesters.

Chart of Course Progression

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>Subjects &amp; Citizens</td>
<td>Space, Place &amp; Travel</td>
</tr>
<tr>
<td>Introduction to Cultural Studies</td>
<td>Borderlands</td>
<td>Reel Time: Cinema in a Social Context</td>
</tr>
</tbody>
</table>


Unit Descriptors

Trimester 1

**Written Communication**
This unit aims to introduce students to active practices of reading and writing. Students will learn how to locate, evaluate and use credible information sources to construct logical written arguments in essay form. On completion of this unit students should be able to demonstrate a beginning level ability to:

- Read and critically analyse a range of texts
- Search, retrieve and evaluate scholarly material
- Construct a coherent argument in essay form
- Write and reference competently in scholarly work
- Understand the importance of academic integrity
- Understand the value of writing as communication

Unit Topics:
- Orality and literacy
- The reading–writing nexus
- Literacy and the politics of writing
- Critical literacy and critical thinking
- New literacies
- Future literacies
- Dangerous writing
- Rhetoric and persuasion
- Language and expression
- Across the disciplines

**Introduction to Cultural Studies**
The purpose of this unit is to introduce students to the theoretical debates, critical methodology and theorists of contemporary cultural studies, with particular attention to specific texts, moments and locales. To this end the unit will draw on a number of key cultural critiques that address the way identity is constructed, such as feminism, queer theory and post-colonialism, in terms of their cultural and political contexts. Introduction to Cultural Studies will be undertaken with a view to the possibilities of relocating knowledge, according to our own context and the practices in which we wish to intervene. On completion of this unit, students should be able to:

- Express an understanding of culture in the Australian context
- Identify key concepts and theories as crucial tools in a critical understanding of identity
- Articulate the relation between cultural theory and the contexts in which it is produced (in relation to time and place)
- Critically intervene in a specific context or site of everyday practice
- Analyse a range of texts and practices with attention to their pedagogical intents
- Appreciate the responsibility of research as active intervention in contemporary society.

Unit Topics:
- Locating cultural studies
- Ethical interventions
- Theorising identities
- Relocating cultural studies
Trimester 2

**Subjects & Citizens**
Introduces students to contemporary work around the formation and governance of subjects and citizens as they are articulated in time and place, in institutions and discourses of public and everyday life. Notions of citizenship in terms of their repetition, but also their resonance and ability to render the cultural natural, will be explored with an eye to the way they are deployed in codes of conduct. This unit aims to address notions of citizenship and subjecthood through mapping the relations between discourses and machineries of power. On completion of this unit, students should be able to:

- Demonstrate the importance of a historical perspective on citizenship
- Demonstrate an understanding of contemporary theories around notions of citizenship and the relevance of those theories in the context of technologies of the self
- Recognise conflicts generated by issues of political subjection and the reciprocal obligations of the state
- Demonstrate an understanding of some of the ways in which citizenship is negotiated on an international, national, local and personal level
- Recognise the intersections between gender, sexualities, class, race and ethnic identities in a particular reading of cultural practices inscribed within an institutional setting
- Demonstrate an understanding of the intersection between different forms of truth and the context in which they are articulated.

Unit Topics:

- Locating subjects and citizens
- Subjects and citizens: Education
- 'Modes of subjection': Govern/mentality
- Unruly subjects: Law
- Activating the civil subject

**Borderlands**
This unit introduces a postcolonial approach to the study of the interplay between identity and culture in location. The unit proposes to explore borderlands in an effort to understand the intersecting circumstances of origins and cultural exchanges. On completion of this unit, students should be able to:

- Demonstrate an understanding of contemporary theory concerned with the creation and transgression of borders
- Articulate aspects of the relations between dissemination and destination
- Illustrate the intersection of historical, political and cultural practices involved in the analysis of space
- Demonstrate an understanding of how issues of race, ethnicity, sexuality, gender and class intersect
- Apply relevant theory to the analysis of a popular cultural text which considers the relationships between conditions of production and consumption
- Apply aspects of postcolonial theory to an experiential based project.

Unit Topics:

- The location of culture: DestiNations
- Border subjects and transcultural sites: MiscegeNation
- Exhibiting cultures: DessemiNation
- Relocating the past in the present: Imperial histories and postcolonial displacements
### Space, Place & Travel

This unit aims to introduce students to narratives of identity and location and their relation to ideas about space, place and memory in the context of cultural geography. Consideration will be given to how the coordinates of identity and belonging are mapped out across space and place. By undertaking a localised application of this imaginative and theoretical work, students will address their own landscape of belonging and their sense of place. On completion of this unit, students should be able to:

- Demonstrate a sound understanding of contemporary sociocultural theories of space
- Comprehend the multiple interpretations of the meaning and significance of social space
- Recognise the contribution of social and cultural readings of geography to subjectivity and the lived experience of space
- Appreciate the historical and cultural formation of the metropolis
- Demonstrate an awareness of the political and cultural dimensions of the practices of belonging
- Describe ways in which tourist practices often involve the commodification of place and the domestication of culture

**Unit Topics:**

- Theories of space
- Experiencing psychic, social and physical boundaries
- The metropolis
- Sprawl and suburbia
- Consuming spaces and consuming identities
- Enacting gender & sexuality in a geographical context
- Spaces of memory: memorialising place
- Discourses of hygiene and safety: mapping ‘clean and proper’ places
- Travel and tourism: imagining place
- Places on the margin

### Reel Time: Cinema in a Social Context

This unit introduces students to cinema studies. Films are approached as texts that can reveal much about cultural practices, politics and anxieties. Elements of film form and narratives are analysed as well as how they may be received by audiences in different contexts. Students will consider a range of different cinematic styles, traditions and aesthetic concerns. Issues of representation, cultural translation and the pleasures of film reception will feature. The International and cross-cultural dimensions of the film medium will also be a focus of this unit. On completion of this unit, students should be able to:

- Analyse and discuss films in their cultural and cross-cultural contexts.
- Engage with, apply and acknowledge the value of theory and criticism in film studies.
- Identify the basic elements and principles of film form and narrative structures.
- Interrogate categories of difference (ethnicity, race, gender, sexuality, class etc) as they are represented in film texts.
- Contextualise film practices and texts within historical, socio-economic and political frameworks.
- Demonstrate an understanding of the significance of cinema as a form of cultural expression, and a deeper analysis of the production and interpretation of film texts.
- Demonstrate an appreciation for some of the different filmmaking styles.
- Articulate the pleasures of their own experiences of film.
- Exchange ideas, experiences and opinions about films with each other
- Research and study independently.

**Unit Topics:**

- Film Narrative and Form
- Elements of Film-Making
- Approaching Film Texts
- National Cinema
Diploma of Journalism

Course Descriptor
The Diploma of Journalism is designed to provide students with a thorough foundation of knowledge and skills for entry level employment as professional journalists. The course includes units that cover all aspects of contemporary journalism and combines knowledge of keys issues and concepts of news and the professional practice of journalism. Students will be given knowledge and skills of reportage in print, online, radio and video media. The diploma is organised into four streams of units that provide a variety of learning and teaching styles and focus for student development. The course includes an internship with a professional news or media organisation.

Course Structure
The Diploma of Journalism consists of twelve units of equal weight. A full-time load of study is four units per trimester. It is possible to complete the Diploma of Journalism in a minimum of three trimesters or a maximum of six trimesters.

Chart of Course Progression

<table>
<thead>
<tr>
<th>Cognitive Stream</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Integration</td>
<td>Journalism 1: Foundations of News</td>
<td>Journalism 2: Features Writing &amp; Specialist Journalism</td>
<td>Journalism 3: Photojournalism &amp; Self-Directed Project</td>
</tr>
<tr>
<td>Technical Mastery</td>
<td>Shorthand</td>
<td>Video Journalism: From Camera to Broadcast</td>
<td>Professional News Practice</td>
</tr>
<tr>
<td>Industry Awareness</td>
<td>Media History &amp; Ethics</td>
<td>Media Law and Media Practice</td>
<td>Journalism Internship</td>
</tr>
</tbody>
</table>
Unit Descriptors

Trimester 1

→ **News 1: Foundations of News**
  The basics. What makes a story. How to find and write one. How to be a successful reporter. You will have real assignments covering local news and an introduction to the new Macleay College newsroom.

→ **Newsroom 1: News Research**
  How to get information from the internet, deal with official and unofficial sources, and use online and social media. Plus you will learn important IT skills like MS word.

→ **Shorthand**
  A course in T line, learning the basics from scratch and developing your speed. This is a key skill for journalists taking notes of an interview or press conference and it can also get you court reporting and secretarial jobs.

→ **Media History and Ethics**
  You will study the media and who owns it, learn why it plays such an important but controversial role in public life, and discuss and debate the issues of journalistic ethics.

Trimester 2

→ **News 2: Specialist Journalism**
  Learn the skills to be a top specialist writer – features, fashion, lifestyle, sports, business, features, investigative reporting; even how to work as a foreign correspondent.

→ **Video Journalism**
  Learn how to use a camera and shoot visual stories and develop those skills so you can report and produce news, current affairs and documentaries. Whether you want to be on TV, or a director, this unit will show you how. You will also be taught how to edit your work using Final Cut.

→ **Newsroom 2: Radio Journalism**
  Develop a radio voice and reporting skills and learn how to work in a radio newsroom. Make your own radio news bulletin.

→ **Media Law & Public Relations**
  Learn about the law, your rights as a journalist, how to avoid getting sued and how to cover court hearings and trials. You will also be taught about the contrasting worlds of public relations and advertising.

Trimester 3

→ **News 3: Photojournalism**
  Learn news and features photography and how to shoot a magazine assignment. You will also be taught Photoshop.

→ **Professional News Practice**
  How to get a job and develop industry contacts, write a good written CV, perform well in interviews and produce an attention getting video CV and Linkedin profile that will help you get a job.

→ **Newsroom 3: Multi-Skill Journalism**
  You will get to work in the Sydneysider newsroom on campus – a live online operation showcasing the best written stories plus video and audio clips. You will cover daily stories around the city and learn what takes to succeed in a multi-media newsroom

→ **Journalism Internship**
  In the final trimester you will be given the time to go and work for an employer. Practice your new skills and learn about life in the workplace.
Diploma of Book Editing & Publishing

Course Descriptor

Macleay College’s Diploma in Book Editing and Publishing is the most comprehensive in Australia. It has been designed to provide hands-on experience in all aspects of the editing and production of books, in both paper-based and computerised systems.

The diploma also provides instruction in all major aspects of the management of a publishing business. It has a focus on the marketing of books in Australia, on commissioning authors and on financial management. The course includes information on commissioning and contracting authors, on costing and finances and on contracting authors. Traditional marketing and new forms including social media marketing are also covered.

Course Structure

<table>
<thead>
<tr>
<th>Cognitive Stream</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Indexing</td>
<td>Book indexing qualifies students to both compile their own indexes and to commission an index from a professional in this field.</td>
</tr>
<tr>
<td>Editing Manuscripts</td>
<td>This unit involves working with real manuscripts to develop competence in editing to a professional level. The editing strand will also focuses on the intricacies and specific requirements of specialist fields. Areas covered may depend on the needs and interests of the class.</td>
</tr>
<tr>
<td>Book Design</td>
<td>This unit introduces contemporary practice and style in book design and provides hands-on experience in the design process.</td>
</tr>
<tr>
<td>On-Screen Editing of Manuscripts</td>
<td>Working with sample manuscripts to gain a working knowledge of computer-based editing.</td>
</tr>
<tr>
<td>The Production Process</td>
<td>A practical subject providing hands-on experience in the whole production process.</td>
</tr>
<tr>
<td>Publishing management</td>
<td>A unit covering all major aspects of the management roles in a publishing business.</td>
</tr>
<tr>
<td>Digital publishing</td>
<td>New technologies (production, marketing and publicity); new technologies for content creation; new formats for books; the editor’s role in the digital environment; digital readers and their role.</td>
</tr>
</tbody>
</table>

Duration

17 Weeks. Please email us for the full timetable.

Evening Class

Four hours per week, 6.00pm – 8.00pm Tuesday and Thursday

Day Class

Four hours per week, 10:15am – 12:15pm and 1:00pm – 3:00pm Friday

Course Cost

$5,000
Admissions Policy for Domestic Students

Study at the Macleay College is open to all Australian citizens, citizens of other countries and permanent residents.

English Language Proficiency Requirements

It is expected that domestic students undertaking a Macleay College program will have a reasonable level of English language proficiency equivalent to at least a NSW HSC Band 4 Standard English achievement, particularly for our degree programs. Domestic students to the journalism degree program who do not meet the language requirements are required to undergo a viva voce assessment and a written task of 500-750 words on a contemporary news topic.

For international students or permanent residents who are from a non-English speaking background, it is recommended that English language skills be at least equivalent to overall 5.5 IELTS

Application

All applicants are required to complete an application form. An application form can be made through our website at www.macleay.edu.au. Applications are processed by the Student Services and Registrar teams. Successful applicants are sent a Letter of Offer and acceptance of the offer results in enrolment, an invitation to orientation and the necessary course commencement information. All applicants to the journalism degree program must also attend an interview to determine their aptitude and attitude for entering the program.

Potential students (applicants) with any enquiries or are seeking course advice prior to making an application, can contact the College using one of the following methods:

Sydney Campus Melbourne Campus
Telephone: (02) 9267 3711 (03) 9281 8891
In Person: Level 2, 28 Foveaux Street 55 Brady Street
Surry Hills NSW 2010 South Melbourne VIC 3205

Evidence of Educational Qualifications

Applicants for a higher education qualification (degree or diploma) must present evidence of completion of an Australian secondary certificate or equivalent. Other qualifications may be used upon entry for advanced standing. An applicant's academic credentials must be presented as either:

- a) original documents (testamur and transcript); or
- b) certified copies of originals

Original documents will be copied by Macleay College staff and the original returned to the applicant. Copies must be certified by persons authorised in the 1993 No. 156 Statutory Declarations Regulations - Schedule 1.

Applicants relying Australian qualifications are checked against the National Register of Higher Education Providers or training.gov.au for Registered Training Organisations. Senior Secondary Certificates are accepted from all Australian jurisdictions. International Baccalaureates are checked against authorised schools in the online country index at http://www.ibo.org/country/

Applicants relying on overseas qualifications will qualifications verified using the Australia Education International, National Office of Overseas Skills Recognition (AEI – NOOSR) database - Country Education Profiles Online (CEP Online)
Special Admission by Admission Bonus Points System

School leaver applicants must have completed an Australian Senior Secondary Certificate or equivalent (NSW HSC or VIC VCE) with a minimum ATAR of 65. Australian Senior Secondary Certificate equivalents are those determined by Universities Admissions Centre (NSW) and the Victorian Tertiary Admissions Centre. Applicants who have not achieved this minimum ATAR requirement, can apply for bonus points to their ATAR based on the following criteria:

**a) Subjects Completed**

- **NSW Category A Subjects** - English (Advanced); English Extension 1 or 2; Legal Studies; Business Studies; Mathematics Extension 1&2; Economics; Modern History
- **NSW Category B Subjects** - Information Technology; Entertainment Industry; Tourism & Events
- **VIC Unit 3&4 Sequences** - Business Management; English; Economics; Further Mathematics; Information Technology; Media; Philosophy; Political Studies; Psychology; Texts & Traditions; Visual Communication & Design
- **VCE VET** - Business; Interactive Digital Media; Small Business

**b) Regional Bonus**

Up +9 points Aligned with the Accessibility Remoteness Index of Australia (ARIA+) and primary residential postcode.

**c) Educational Access**

+2 points On demonstration that educational performance during Year 11 and/or Year 12 (or equivalent) has been seriously affected by circumstances beyond the applicant’s control supported by evidence from medical practitioner and/or school.

**d) Industry Experience**

+2 points Previous work experience; demonstrated industry awareness and reference from employer.
100 Point ID Check

As part of the admission process, applicants are required to provide evidence of identity by completing a 100 point ID check. To complete the check, applicants must provide at least one primary document in combination with secondary documents to form 100 points. The combination of documents must contain a date of birth, current residential address, photograph and signature.

The table below outlines the acceptable evidence of identity and points value allocated.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least ONE primary document.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Birth Certificate</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Birth Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport (Australian/International)</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Citizenship Certificate</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td><strong>Secondary documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowed to use a combination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>of secondary documents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you want to use credit and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>savings account cards, these</td>
<td></td>
<td></td>
</tr>
<tr>
<td>must be from different banks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you want to use more than</td>
<td></td>
<td></td>
</tr>
<tr>
<td>one utility bill, they must</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be from different utilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Australian Driver's</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Licence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Australian Learner</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Driver's Licence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Australian Boat</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Operator's Photo Licence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Australian State or</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Territory Proof of Age/Photo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Veterans Affairs</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centrelink card</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Property (council) rates</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>notice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property lease agreement</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Utility bill (eg water,</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>electricity, gas)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone account</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Credit cards/savings accounts</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>cards/bank statements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicare card</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Motor vehicle registration or</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>insurance documents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recognition of Prior Learning (RPL) Admission

Recognition of Prior Learning (RPL) is an assessment process used to determine the extent to which a student has achieved the required learning outcomes to receive credit towards some units of the degree. This may result in the granting of the grade of Advanced Standing (AS) in a specific Macleay College unit and exemption from that unit. RPL can be used in one of the following cases:

- to gain entry into a Macleay College higher education award
- to receive credit towards a Macleay College higher education award
- for the partial or complete fulfilment of the requirements of an accredited qualification

Applicants complete an application for ‘Recognition of Prior Learning (RPL) Form’, attaching supporting documentation, and submit the application to the Registrar. The application will then be forwarded to the respective Program Leader who will consider the application and make a decision based on the documentation provided. The applicant will be advised of the result of the application within ten (10) business days.

RPL will be granted under the following circumstances:

1. **For Entry** - completed VET courses up to Certificate IV in the absence of a Senior School Certificate, for example HSC

2. **For Credit** – Previous relevant study with certified evidence of formal course-related study leading to a qualification including either:
   a. completed university subjects or courses; or
   b. completed TAFE subjects or courses at diploma or higher; or
   c. nationally accredited diploma or higher.

Application for recognition of prior learning should be made by lodging an RPL Form ten (10) business days prior to the unit commencement date and no later than the Trimester Census Date. A ‘Recognition of Prior Learning Form’ can be downloaded and lodged via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students > Student Resources > Administration).

The supporting documentation should be forwarded to the Registrar as originals presented and witnessed by the Registrar Team (Macleay College will not retain original copies) or copies certified by a Justice of the Peace.

Supporting documentation should include certified copies of transcripts or other documentation related to units for which exemption is sought. For relevant industry experience or courses undertaken outside a recognised tertiary organisation, the applicant must be able to substantiate sufficient, relevant and recent industry experience either:

a. By presentation of a portfolio demonstrating that the industry experience undertaken meets the learning outcomes of the unit for which exemption is sought; or

b. Undertake an assessment by the Program Leader or nominee which successfully meets the learning outcomes of the unit for which an exemption has been sought.

An RPL request will incur a processing fee of $150 per unit. Once an RPL Form has been processed by the Registrar, it is passed to the respective Program Leader with all supporting documentation for assessment. If approved, the necessary changes to enrolment will be made by the Registrar and a refund or fee reduction (as applicable) will be finalised and processed.
Application for RPL after the start of trimester

Applications for consideration of RPL should be completed at least ten days before the commencement of trimester. However, Macleay College recognises that in some special circumstances it may be necessary for students to apply after the commencement date. To be considered for such special circumstances students must submit a written request to the Dean no later than the end of the first week of trimester. A decision will be made no later than the end of the third week of trimester. After the end of the first week of the trimester only applications for the following trimester can be considered. The maximum number of units for which RPL will be granted shall not exceed 50% of the total credit point values for the course of study. Where RPL has not been granted and the applicant wishes to appeal the decision this can be done through the Discipline & Appeals Committee.

Maximum exemption granted

The maximum number of units for which exemption may be granted is 50% of the total credit points for the course.

Recognition of Prior Experience (RPE) Admission

Any applicant that does not meet the normal admission requirements prerequisite of having completed the AQF equivalent to a Senior Secondary Certificate of Education may seek admission under special admission requirements. These special admission requirements apply to applicants over the age of 20 years.

What is RPE?

RPE (Recognition of Previous Experience) is a written statement in which you address specific criteria. It allows you to show how you will use the knowledge, skills, abilities and personal qualities you have gained through life experience to succeed in your studies at the College. RPE is an optional alternative pathway to tertiary study intended for people without formal secondary educational qualifications. RPE is not used as a means of entry for current Year 12 students. You must be 20 years old on 1 February of the year you intend to commence study.

How do I apply for RPE?

You should prepare a statement (preferably five A4-sized pages word processed, typed or neatly hand written) together with supporting documents. Your statement should address the six RPE categories outlined in the RPE Schedule. Your statement, accompanied by supporting documents should be submitted with your application.

Do I need to supply referees' reports?

Referees' written reports are used to support your application. You should supply two referees' reports with your written statement. Do not include the contact details of referees in place of written referees' reports.
What should referees’ reports include?

1. The basis on which the reference is provided (how you are known to the referee)

2. Examples of your ability to manage time effectively; collect, analyse, organise and use information; and carry a project through to completion

3. Examples of your ability to communicate and work with others

4. Examples of your achievements, experiences, and competencies that demonstrate your capacity to successfully undertake tertiary study

How will my RPE be assessed?

Your RPE will be assessed according to how well your written statement demonstrates your likelihood of successful tertiary study based on all six categories and their associated indicators listed in the RPE Schedule. Applicants are assigned a rating in each category according to the level of tertiary capability demonstrated with respect to the category. A six point rating scale is used with zero being the lowest and five the highest. Each category is given a weighting.

<table>
<thead>
<tr>
<th>RPE category</th>
<th>Weighting of scores</th>
<th>Maximum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tertiary Preparation</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Tertiary Maturity</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Independent Learning Strategies</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>Interpersonal &amp; Communication Skills</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>Achievement &amp; Experience</td>
<td>8</td>
<td>40</td>
</tr>
<tr>
<td>Skills &amp; Knowledge</td>
<td>8</td>
<td>40</td>
</tr>
<tr>
<td>Highest Total</td>
<td></td>
<td>140</td>
</tr>
</tbody>
</table>

The minimum acceptable score is 80.

How will Macleay College use my RPE?

Your RPE will form part of your overall application in addition to your audition and interview. RPE will provide an indication of your aptitude to undertake higher education studies.
Schedule: Personal Competencies Assessment

Tertiary Preparation
Relates to what an applicant has done to ascertain he or she is ready for tertiary study. Components of tertiary preparation include tertiary awareness, tertiary planning, and the degree to which the applicant's case is well thought out in terms of personal circumstances. Tertiary preparation is linked to tertiary maturity.

Indicators
- Evidence of knowledge of the course
- Evidence of knowledge of course outcomes
- Evidence of awareness of the workload inherent in tertiary study and the time required for tertiary study
- Evidence of steps taken to overcome knowledge or skills deficits
- Demonstrated knowledge of competencies required to function successfully in the tertiary environment
- Level of consideration given to the impact of tertiary study on lifestyle
- Level of consideration given to resources required to complete the course
- Completion of a tertiary preparation program

Tertiary Maturity
Relates to awareness of the relationship between tertiary study and personal goals, awareness of the relationship between personal interests and abilities and the course, motivation towards the nominated course or tertiary study in general and capacity to cope with the transition to tertiary study.

- Evidence that the course is a chosen goal that the applicant has prepared for
- Evidence of commitment to the goal of tertiary study
- Evidence of self-evaluation and assessment
- Level of consideration given to the link between personal interests and abilities and the course
- Demonstrated ability to cope with performance demands
- Demonstrated ability to adjust or adapt to new situations/environments/demands
- Good quality references or other supporting documentation

Independent Learning Strategies
Relates to the capacity for self-directed study.

- Demonstrated ability to prioritise tasks
- Demonstrated ability to manage time
- Evidence of ability to plan and coordinate activities
- Evidence of ability to meet deadlines
- Evidence of ability to carry a project through to completion
- Evidence of awareness of personally effective techniques for managing stress
- Demonstrated ability to work independently and monitor own performance
- Evidence of self-motivation
- Evidence of the application of personally effective learning strategies and/or awareness of learning strategies
- Demonstration of research and planning prior to undertaking a significant task or project
- Demonstration of a systematic approach in pursuing a significant task or project
Interpersonal & Communication Skills
Relates to the ability to communicate clearly with others via written, spoken, and/or visual and non-verbal means. The ability to interact with others and work in teams.

- Demonstrated ability to write clearly and correctly
- Evidence of capacity to reason and express thoughts logically
- Evidence of oral communication skills
- Evidence of ability to interact effectively with others
- Evidence of ability to work effectively in a team

Achievement & Experience
Relates to the degree to which previous achievements and experiences are indicative of likely tertiary success.

- Level of attainment in previous formal and non-formal studies
- Degree of expertise or achievement demonstrated in technology, trades, crafts, arts, business, management, or administration
- Evidence of outstanding achievement in a particular field or endeavour
- Evidence of specialist knowledge developed through experience
- Nature and extent of experience in a particular field or endeavour

Skills & Knowledge
Relates to knowledge, skills, abilities and aptitudes relevant to tertiary study and/or specifically relevant to the nominated course(s).

- Demonstrated ability to collect, analyse, and organise information
- Demonstrated ability to evaluate and interpret data, values, and issues
- Evidence of computer literacy
- Demonstrated problem solving skills
- Evidence of skills relevant to the nominated course or field
- Evidence of knowledge relevant to the nominated course or field
- Evidence of completion of an accredited study skills course
- Evidence of awareness of personally effective techniques for managing stress
- Demonstrated ability to work independently and monitor own performance
- Evidence of self-motivation
- Evidence of the application of personally effective learning strategies and/or awareness of learning strategies
- Demonstration of research and planning prior to undertaking a significant task or project
- Demonstration of a systematic approach in pursuing a significant task or project
Admissions Policy for International Students

CRICOS Provider Number 00899G Macleay College Pty Limited

Macleay College has allocated 100 places for international students. With the relevant CRICOS accreditation in place, it is our objective to increase our number of international enrolments each year until we have optimised the permitted quota. Macleay College subscribes to the TPS (Tuition Protection Service) and to the prescribed national standards in Education Services for Overseas Students (ESOS) legislation.

International Students will only be accepted into Macleay College programs if they meet the minimum English criteria and are in possession of a valid student visa.

Course Offerings for International Students

<table>
<thead>
<tr>
<th>Course Offerings</th>
<th>CRICOS Code</th>
<th>Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>056023G</td>
<td>Higher Education (573)</td>
</tr>
<tr>
<td>Business (Management)</td>
<td>061395D</td>
<td>Higher Education (573)</td>
</tr>
<tr>
<td>Business (Marketing)</td>
<td>061396C</td>
<td>Higher Education (573)</td>
</tr>
<tr>
<td>Business (Accounting)</td>
<td>061394E</td>
<td>Higher Education (573)</td>
</tr>
<tr>
<td>Event Management and Marketing</td>
<td>061396C</td>
<td>Higher Education (573)</td>
</tr>
<tr>
<td>Journalism</td>
<td>056025F</td>
<td>Higher Education (573)</td>
</tr>
<tr>
<td>Public Relations and Marketing</td>
<td>061396C</td>
<td>Higher Education (573)</td>
</tr>
<tr>
<td>Sports Management and Marketing</td>
<td>061396C</td>
<td>Higher Education (573)</td>
</tr>
<tr>
<td>Tourism Management and Marketing</td>
<td>061396C</td>
<td>Higher Education (573)</td>
</tr>
</tbody>
</table>

Minimum Entry Requirements

All international students must apply for and be in possession of the appropriate student visa; and meet the following minimum entry requirements:

1. Completion of the equivalent to an Australian Senior Secondary Certificate, completed at the end of Year 12 in Australian secondary schools. Copies of academic transcripts must be included with the Application Form.

2. English Language Proficiency. To be accepted for enrolment, an international student whose native language is not English, must produce evidence of English language proficiency at the following level (or equivalent): Assessment Minimum Score IELTS 5.5 (band score) TOEFL 550.

Course Credit

Students can apply for course credit if they have suitable prior learning or experience - Recognition of Prior Learning (RPL) and Recognition of Prior Experience (RPE). Where an application for course credit for a unit is successful, the student is exempt from attending and completing that particular unit in order to complete the qualification. If gaining course credit will affect the duration of your course, it will also affect the duration of your visa. International students should be aware that receiving RPL may affect the course cost, course duration and your student visa. Any changes will be reported to DIAC via PRISMS. Full details of the College’s RPL and RPE Policies are outlined in the Admissions Policy found in the Macleay College Student Handbook.
Tuition Fees

Payment of Trimester 1 fees is required prior to the processing of an application (33% of course fees). The balance of course fees (66% being for Trimesters 2 and 3) are due two weeks prior to the commencement of Trimester 2. A signed Letter of Offer and payment of Trimester 1 fees must be received by Macleay College prior to course commencement.

Health Insurance

Australian Government regulations require all international students to have current health insurance coverage for their period of time in Australia. If requested, Macleay College can organise this insurance coverage for the student. Our recommended insurance provider is Medibank Private (http://www.medibank.com.au/) where the current cost for a single student for twelve months coverage is approximately AUD$480. If arranged by Macleay College, this cost is in addition to tuition fees.

A student visa cannot be granted until the student health insurance coverage has been paid.

Admission Procedure

1. Application Form

All course information including course duration and content, fees and terms and conditions, will be issued to the student upon application. International students can complete their application online using the International Student Application Form at About Macleay College> International Students section of our website

2. Letter of Offer

Successful applicants will receive a Letter of Offer within two weeks of receipt of their application. The Letter of Offer will request payment of Trimester 1 fees and overseas student health cover. Applicants will receive their Confirmation of Enrolment (CoE) once these fees have been paid

3. Confirmation of Enrolment (CoE)

If all entry and admission criteria are met and an application and fees have been received, the student will be issued a Confirmation of Enrolment (CoE) so that visa applications may commence. They will also be issued with a Student Handbook and an International Student Guide which includes information on homestay and medical services etc.

4. Course Commencement

Once the student visa is granted, the student will receive confirmation of course commencement including a Student ID Number and timetable etc.

5. Track Student Progress & Default

The following student defaults will be reported to the Secretary and the Tuition Protection Service (TPS) Director at Australian Education International or will be notified via PRISMS within five business days:

- Student payments are not forthcoming
- Student fails to arrive for their course
- Student fails to attend scheduled classes

If Macleay College is unable to deliver the nominated program due unforeseen circumstances, the Secretary and the TPS Director will be notified via PRISMS within three business days.

Student attendance and assessment results must be tracked and recorded in the Macleay College student management system.
Policy Annexure B

Student Review Procedures Tuition Fee Refund Policy
(including Re-Crediting of FEE-HELP Balance Policy)

Policy

Macleay College undertakes the following policy in regards to tuition fee refunds for domestic students¹ (note: permanent residents (who are not permanent humanitarian visa holders) and New Zealand citizens do not meet the residency requirements for FEE-HELP assistance) to ensure that it complies with the fairness requirements in relation to review procedures for FEE-HELP as set out in Schedule 1A of the Higher Education Support Act (HESA) (the Act) and the requirements of the HEP Guidelines.

Responsible Officers

The Registrar is the designated FEE-HELP Officer of Macleay College and is responsible for the assessment of a student’s request for re-crediting FEE-HELP balance due to special circumstances and for the initial decision regarding the request.

The Dean is the most senior person of Macleay College and is the designated review officer of any decisions relating to the re-crediting FEE-HELP balance.

Procedures

Withdrawal or deferment on or before the CENSUS date

a. Students in these circumstances do not incur a FEE-HELP debt; and
b. Students who have paid their fees up-front are entitled to a refund.

c. Students who are, or would be entitled to FEE-HELP assistance who withdraw from a unit of study on or before the census date are not required to apply for a refund of tuition fees, the act of withdrawing being sufficient action.

Withdrawal or deferment after the CENSUS date

a. Students in these circumstances will incur a FEE-HELP debt; and/or
b. Students who have paid their fees up-front will not be entitled to a refund.

¹ Domestic student is An Australian citizen; or a permanent humanitarian visa holder who is resident in Australia for the duration of the unit of study.
Special Circumstances

Macleay College will only consider applications for re-credit of FEE-HELP balance on or after the census date where there are special circumstances.

To assist students with making their application the following definitions and guidelines are to be applied in determining special circumstances.

1. Special circumstances which would make it impracticable for the person to complete the requirements for the unit of study may include:
   a. medical circumstances;
   b. family circumstances;
   c. personal circumstances;
   d. employment related circumstances;
   e. course related circumstances.

2. Special circumstances need to be:
   a. beyond a person’s control; AND
   b. do not make their full impact until on or after the census date for the unit of study in question; AND
   c. Make it impracticable for a person to complete the requirements for the unit of study.

3. For circumstances to be beyond a person’s control, the situation should be that which a reasonable person would consider is not due to the person’s action or inaction, either direct or indirect, and for which the person is not responsible.

4. Macleay College needs to be satisfied that a person’s circumstances did not make their full impact on the person until on or after the census date for a unit of study if the person’s circumstances occur:
   a. before the census date but worsen after that day; or
   b. before the census date, but the full effect of magnitude does not become apparent until on or after that day; or
   c. on or after the census date.

5. The situation must be unusual, uncommon or abnormal to be considered special circumstances.

In special circumstances Macleay College will consider re-crediting FEE-HELP balances in accordance with the Act, therefore Macleay College on the Secretary’s behalf, will re-credit a person’s FEE-HELP balance with an amount equal to the amounts of FEE-HELP assistance that the person received for a unit of study.
Re-Crediting FEE-HELP Balance under Special Circumstances on or after the CENSUS date

1. In requesting a re-crediting FEE-HELP balance, a student must provide relevant and appropriate evidence that they are unable to continue their unit of study due to special circumstances. Students can obtain further information about special circumstances from the FEE-HELP Officer.

2. A student must apply in writing for withdrawal and re-crediting of their FEE-HELP balance within the period of twelve months of the specified completion date of the unit of study or units of study. Macleay College waives the requirement that the application be made before the end of the application period on the ground that it would not be, nor was not, possible for the application to be made before the end of the application period. In special circumstances Macleay College will consider re-crediting FEE-HELP balances in accordance with the Act, therefore Macleay College on the Secretary’s behalf, will re-credit a person’s FEE-HELP balance with an amount equal to the amounts of FEE-HELP assistance that the person received for a unit of study.

3. Once a request to re-credit a person’s FEE-HELP balance is approved, a student’s FEE-HELP debt is remitted for the relevant units of study.

4. Macleay College will refund to the Commonwealth the amount of FEE-HELP paid to Macleay College on behalf of the student, if the student’s request is successful.

5. Macleay College will notify the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) of variation if the student’s request is successful.

6. Macleay College has the discretion to disallow an application for withdrawing from a unit of study or units of study, on or after the census date if it considers the student’s request is not based on special circumstances. If it believes there is not sufficient and relevant evidence or if it believes the student’s request does not fall within the relevant timeframes for the application and processing of requests for re-crediting FEE-HELP balance.

7. The Macleay College FEE-HELP Officer will consider the student’s application as soon as practicable. Applications will be considered within fifteen working days. Applicants will be notified of the decision in writing, within a further fifteen working days.
Review of Decision

1. If the original decision by the FEE-HELP Officer is not to refund the fees or re-credit an applicant's FEE-HELP balance, the applicant may apply in writing for a review of the original decision.

2. Reviews of the original decision are conducted by a more senior person of Macleay College, namely the Dean.

3. The written application for a review must be received by the Dean within 28 days of the applicant receiving notice of the original decision and must state the reasons why they are applying for a review.

4. The Dean must acknowledge receipt of an application for review of a decision in writing and inform the applicant that, if the Dean has not advised the applicant of a decision within 45 days of receiving the application for review, the Dean is taken to have confirmed the original decision.

5. The Dean's options are:
   a. To confirm the decision
   b. To vary the decision; or
   c. To set aside the decision and deliver a new decision

6. The Dean will review the original decision and inform the applicant in writing of the decision and the Dean's reasons for making the decision within 45 days.

7. The Dean must advise the applicant of their right to appeal to the Administrative Appeals Tribunal (AAT) for a review of the Dean's decision if the applicant is unsatisfied with the outcome. The advice will include contact details of the AAT and indicative costs of lodging an application with the Tribunal.

Reconsideration by the Administrative Appeals Tribunal

Should Macleay College decline to refund an applicant's tuition fees or re-credit an applicant's FEE-HELP balance, the applicant may appeal to the Administrative Appeals Tribunal for a review of the decision.

The Dean must provide the applicant with the contact details and address of the nearest AAT Registry and an approximate cost of lodging an appeal with the AAT.

Contact details of Administrative Appeals Tribunal:
Administrative Appeals Tribunal (AAT)
Internet: http://www.aat.gov.au
Phone: 1300 366 700

Approximate costs of lodging an appeal with the Administrative Appeals Tribunal as quoted on their website http://www.aat.gov.au/FormsAndFees/Fees.htm. At September 2012, the fee could be as high as $818 which may be refunded in part if the decision is found in your favour.

The contact details for the Administrative Appeals Tribunal in each State are provided overleaf.
Australian Capital Territory
Deputy Registrar
Administrative Appeals Tribunal
4th Floor, Canberra House
40 Marcus Clarke Street
CANBERRA CITY ACT 2601
Ph: 02 6243 4611

New South Wales
Deputy Registrar
Administrative Appeals Tribunal
Level 7
55 Market Street
SYDNEY NSW 2000
Ph: 02 9391 2400

Victoria
Deputy Registrar
Administrative Appeals Tribunal
Level 16, HWT Tower
Southgate
40 City Road
SOUTHBANK VIC 3006
Ph: 03 9282 8444

Queensland and Northern Territory
Deputy Registrar
Administrative Appeals Tribunal
Level 4, Commonwealth Law Courts
Cnr North Quay & Tank Street
BRISBANE QLD 4000
Ph: 07 3361 3000

South Australia
Deputy Registrar
Administrative Appeals Tribunal
11th Floor
Chesser House
91 Grenfell Street
ADELAIDE SA 5000
Ph: 08 8201 0600

Western Australia
Deputy Registrar
Administrative Appeals Tribunal
Level 5
111 St Georges Terrace
PERTH WA 6000
Ph: 08 9327 7200

Tasmania
Deputy Registrar
Administrative Appeals Tribunal
Commonwealth Law Courts
39-41 Davey Street
HOBART TAS 7000
Ph: 03 6232 1712
Policy Annexure C

Statement of Tuition Assurance

Under the provisions of the Higher Education Support Act 2003 (HESA) and the associated Higher Education Provider Guidelines, Macleay College is required to provide a tuition assurance arrangement for persons, other than overseas students, who are enrolled in higher education courses it offers. This requirement is to protect students in the event that Macleay College ceases to provide a course of study in which a student is enrolled. The meaning of 'ceasing to provide a course of study' is set out in the HEP Guidelines at:


In the event that Macleay College ceases to provide a course of study in which a student is enrolled the student is entitled to a choice of:

a) an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the “Course Assurance Option”);

OR

b) a refund of up-front payments for any unit of study that the student commences but does not complete because Macleay College ceases to provide the course of study of which the unit forms part (this is known as the “Student Contribution/Tuition Fee Repayment Option”)

Macleay College has met the tuition assurance requirements of the HESA through its current membership of the ACPET Australian Student Tuition Assurance Scheme (ASTAS). Contact details for the tuition assurance scheme are:

Australian Council for Private Education and Training (ACPET)
National Office
Suite 101, Level 1
126 Wellington Parade
East Melbourne VIC 3002
PO Box 551, East Melbourne VIC 8002

Telephone: (03) 9412 5900 (or Toll-free in Australia: 1800 657 644)
Fax: (03) 9416 1895
Email: acpet@acpet.edu.au
Website: www.acpet.edu.au

If Macleay College ceases to provide a course of study, ACPET ASTAS will send a student enrolled in the course of study a Written Tuition Assurance Offer (the Offer) advising the student of the options available under the tuition assurance requirements. The Offer will include directions that the student must follow in order to notify ACPET ASTAS of the choice they have made for each affected unit. ACPET ASTAS will provide this Offer within twenty (20) business days after it knows, or should now by reasonable enquiries that Macleay College has ceased to provide the course or study.
The course/s of study for which Macleay College has ACPET ASTAS membership are:

- Diploma of Accounting
- Diploma of Advertising
- Diploma of Business Management
- Diploma of Business Marketing
- Advanced Diploma of Communications
- Diploma of Journalism

A student may choose any one of the above programs.

A student may choose either of the options below:

1. **Course Assurance Option:**

   Under the course assurance option, a student will be offered a place in a similar course of study by ACPET ASTAS. If the student accepts this option, ACPET ASTAS scheme will make all necessary arrangements to ensure a student is able to enrol with the Second Provider in the similar course of study. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the Second Provider any student contribution or tuition fee for any replacement units (that is, units that the student had commenced but not completed because the course ceased to be offered). A student will receive full credit from the Second Provider for any units of study successfully completed at Macleay College.

   The Second Provider nominated by ACPET ASTAS may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for units of study which were part of the course of study that Macleay College ceased to provide but which the student had not yet started studying.

   A student is not obliged to enrol in a course of study with a Second Provider offered by ACPET ASTAS under the Course Assurance Option. However, if he/she enrolls with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with Macleay College or to offer replacement/s unit free of charge.

   OR

2. **Student Contribution/Tuition Fee Repayment Option**

   Under the Student Contribution/Tuition Fee Repayment Option, ACPET ASTAS undertakes to pay the student the total of any up-front payments already paid by the student for any units of study the student has commenced but not completed because the course ceased to be offered. Students selecting this option will also have their SLE or FEE-HELP balance/s re-credited for the uncompleted units.

**Publication**

The method of Tuition Assurance will be made public to students of Macleay College in the Student Handbook issued as part of the enrolment process.
Policy Annexure D

Grievance Policy & Procedures for ACADEMIC Matters

Scope

This grievance policy applies to all students enrolled with the Macleay College Pty Ltd (Macleay College) with complaints relating to academic matters under the Higher Education Support Act 2003 (details below).

Purpose

This policy and procedure is set out to provide clear and practical guidelines to ensure that the grievance procedures for students with complaints relating to academic matters under section 19-45(4.5) of the (Higher Education Support Act 2003) Act, can be readily and efficiently followed and thus, the complaints resolved in accordance with the principles of natural justice, and equity, in relation to these academic matters, ie. assessment, curriculum and awards.

Definitions

Academic Matters Grievances (complaints and appeals) may include academic matters of concern to a student relating to training delivery and assessment; the quality of the training; student support and materials; discrimination; and sexual harassment.

Natural Justice is concerned with ensuring procedural fairness:

- Decisions and processes should be free from bias.
- All parties have the right to be heard.
- The respondent has a right to know of what s/he is accused
- All parties are told the decision and the reasons for the decision.

Policy

These procedures exist to resolve matters, which can be shown to relate directly to a FEE-HELP enabled course of study in Australia, where students with complaints relating to academic matters under section 19-45 of the Act (Higher Education Support Act 2003), can have their academic grievances readily, efficiently and fully addressed.

In addition to contact details in the Student Handbook and Macleay College website students can contact the relevant person concerned, at the Macleay College Campus by ringing phone number (02) 9267 3311 or by email to study@macleay.edu.au or in person or by mail to Macleay College Pty Ltd at Level 2, 28 Foveaux Street, Surry Hills NSW 2010.
Grounds for Lodging an Academic Grievance

There are only four grounds for lodging an academic grievance:

- Performance in an assessment suffered through illness or other factors which the student was unable or, for valid reasons, unwilling to disclose before the results were awarded. A grievance under such grounds will normally be dismissed unless an acceptable explanation is given for not presenting the extenuating circumstances in advance of the results having been awarded.

- An assessment was not conducted in accordance with the approved Macleay College program regulations.

- There was a material administrative error in the conduct of an assessment or other academic decision.

- Some other material irregularity occurred in making an academic decision.

Students should also note that:

- Academic grievances may only be made against formal published decisions - not against informal marks or grades which have yet to be approved.

- Macleay College will not accept academic grievances based on a claim by the student that they did not know or fully appreciate the assessment regulations and procedures, or that they were unaware of the grievance procedure, or their rights and responsibilities, which includes the process for presenting extenuating circumstances.

In the event of an academic grievance:

- The complainant will be given the opportunity to present their case;

- All matters arising shall be accurately documented and recorded. Records shall be maintained for a minimum period of five years and treated as confidential in accordance with Macleay College policies on Confidentiality, Privacy and Data Protection.

- A written statement of the outcomes will be issued at each stage of the process giving due reasons for decisions reached.

- The complainant will have the right to have a representative present during any negotiations with Macleay College or its appointed representatives.

- The complainant will not be required to meet any costs associated with lodging a grievance, provided the procedures contained herein are adhered to.

- The complainant shall not be subject to discrimination, victimisation or any other form of harassment as a result of actions taken under these guidelines.

- Macleay College allows parties to the complaint appropriate access to any records.

This policy is applicable to complainants with Macleay College. It is applicable to all complainants of Macleay College, irrespective of their place of residence, campus (within Australia) or mode of study. Complainants with Macleay College, who transfer their studies to an institution outside Australia, will have their registration with Macleay College terminated and are required to adhere to the guidelines, policies and procedures outlined by the legal entity to whom they have transferred their registration, unless their grievance relates specifically to an instance when their registration with Macleay College in Australia was current.
Principles that Underpin these Grievance Procedures

The guiding principles of these procedures are that grievances shall be:

- Treated seriously and with fairness;
- Dealt with quickly, simply and at the level of the specific Macleay College Campus as far as is possible;
- Treated consistently across Macleay College;
- Subject to the principles of natural justice;
- Progressed through informal and formal stages;
- Allow web video conferencing or other similar means where complainants cannot attend in person;
- Dealt with and resolved wherever possible without recourse to the formal stage, and shall be without prejudice to a complainant’s right to pursue legal remedies outside Macleay College having exhausted Macleay College' grievance procedures;
- The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other education provider policies or under statute or any other law.

Before an Issue Becomes a Formal Grievance

Prior to lodging a formal grievance, students are encouraged to discuss their concerns with the Registrar. Any formal grievance must be made in writing within fourteen working days of results being published. A formal grievance should include a detailed breakdown of the reasons for the grievance. Grievances should be presented, in the first instance, to the Registrar.

Procedures

Stage 1 - Lodging a Formal Academic Grievance

An appeal must be submitted in writing by lodging an ‘Application for an Appeal or Grievance Form’ within five (5) business days of results being posted for the trimester in which the unit was undertaken. An Application for an Appeal or Grievance Form can be lodged via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students>Student Resources>Absence & Appeals).

- The matter will be considered by the Registrar and, where appropriate, other Macleay College staff.
- If, in the opinion of the Registrar, the grievance is not justified, due reason will be communicated to the complainant and the matter considered closed.
- If, in the opinion of the Registrar, the grievance is justified, the assignment/academic task will be re-assessed by two independent assessors who were not involved in the original awarding of the grade.
- In the event that these assessors find the grade awarded to be unfair, the appropriate adjustments to the results will be made.
- In all cases, Macleay College will provide a written explanation to the complainant of the outcomes of any grievance and the reasons for the decision. This notification must be given in writing within fourteen working days of the grievance having been received.
Stage 2 - Appeals

If the complainant is not satisfied with the decision at Stage 1 of these procedures they may appeal to the Appeals Committee. The complainant shall submit the appeal in writing within ten working days of receiving the written notification from Stage 1. The Appeals Committee having received the appeal shall:

- Acknowledge its receipt within seven working days;
- Decide to enforce the implementation of the recommendations made at the end of the Formal Stage; or
- Dismiss the case, giving reasons in writing; or
- Seek agreement to an alternative set of recommendations; or
- Determine whether there are sufficient grounds to the Appeals Committee and, refer the matter to the Appeals Committee.

Convening the Appeals Committee:

- The Appeals Committee shall involve four persons each of whom has had no prior involvement in the case. These shall be the Chair of the Academic Board or nominee being a senior member of the academic staff (who will chair the Appeals Committee): an academic staff member, a student representative, and a member of Macleay College senior management;
- The Appeals Committee shall hear the grievance within ten working days of receipt in accordance with the procedures detailed below.
- The Chair of the Committee shall submit, within ten working days of the Committee meeting, a written report to the Dean. The decision of the Committee shall be final. If necessary the Chair shall have a casting vote.
- The Chair of the Committee shall seek to ensure that any actions arising from the decision of the Committee are taken within the timescale identified in the report and shall report any failure to complete actions to the Dean.

Procedural Rules for the Conduct of the Appeals Committee Hearings:

- Hearings shall take place in Macleay College at dates and times notified in writing to the complainant, members of staff and other persons concerned at least five working days before the hearing.
- The Chair of the hearing shall, at the same time as they notify the date of the meeting, indicate the names of any persons that the Committee intends to call to give evidence together with a copy of any statement obtained from those persons which are to be referred to at the hearing.
- A person of their choosing may accompany the complainant or any respondents directly involved in the grievance. If the complainant or any respondent intends to be accompanied, the name and address of the accompanying person shall be notified to the Chair not less than twenty-four hours prior to the meeting of the Committee. Legal representation is not allowed at a hearing other than in special circumstances with the discretion of the Chair of the Committee.
- The complainant and respondents directly involved in the grievance and persons accompanying them shall be permitted, through the chair, to question any persons giving evidence to the meeting and to directly address the Appeals Committee.
If the complainant or any respondent wishes to introduce documents to the Committee they shall supply copies of all such documents to the Chair at least ten work days before the date of the hearing. The Chair shall ensure these papers are circulated as soon as possible to the other party and to all members of the Committee. The Chair may decide to give time to examine the documents by adjourning or delaying the meeting of the Committee for a period of up to five working days.

The Committee shall meet in private.

The Committee shall initially decide and then inform all parties concerned how it will conduct the hearing subject to the procedures being consistent with the principles of these grievance procedures and of these procedural rules.

The Committee shall establish the exact nature of the grievance, establish the facts as far as it is possible to do so, consider the facts, determine its decision and report its decision in writing within five working days to the Dean, copied to all parties involved in hearing the grievance.

Stage 3 - External Mediation

If the complainant is dissatisfied with the outcome of their appeal, they may make a written request to the Dean for the matter to be resolved through an external dispute resolution process facilitated by the Australian Council for Private Education and Training (ACPET).

The Dean will then advise ACPET in writing of the request within five working days. ACPET will arrange for a paper based appeal (PBA) to be held between Macleay College and the complainant within ten working days of the written notification from Macleay College.

ACPET charge a fee for this service.

Contact Details for ACPET

Appeals must be lodged via email by the Complainant using the appeals form available from ACPET’s website http://acpet.edu.au/students/student-support/appeals or from Macleay College.

Student Contact: student.appeals@acpet.edu.au

Australian Council for Private Education and Training (ACPET)
Suite 101, Level 1, 126 Wellington Parade
East Melbourne VIC 3002
(PO Box 551, East Melbourne VIC 8002)
Telephone: (03) 9412 5900
Toll-Free in Australia, 1800 657 644
Fax: (03) 9416 1895

If the matter remains unresolved after the PBA then ACPET will appoint an independent mediator within fourteen working days of the PBA. ACPET plays no role in the actual mediation. It is then up to the mediator, the complainant and Macleay College to resolve the grievance. Macleay College will bear any costs associated with the mediation.
The complainant or any respondent to the grievance may ask another person to accompany them to meetings with the mediator.

The mediator will report to the Dean the outcome of the mediation, including any recommendations arising, within fourteen working days of the completion of the review.

Once the Dean receives the report of the outcomes from the PBA or independent mediation, they will provide a written report to the complainant within ten working days on the recommended actions to resolve the grievance.

Macleay College agrees to be bound by the independent mediator's recommendations and the Dean will ensure that any recommendations made are implemented within thirty working days of receipt of the mediator's report.

If a grievance still remains unresolved after the external dispute resolution process, the complainant may decide to refer the matter to an external agency, such as the Anti-Discrimination Board, the Office of Fair Trading or the relevant state Ombudsman. Students enrolled in HE course of study may decide to refer the matter to the relevant State or the National regulator.

Notes

In these procedures:

- Reference to a complainant is taken to include students, members of staff registered on Macleay College programs in their capacity as students and prospective students.

- In the absence (e.g. vacation or illness) of the person holding a named post in the procedures the person deputising for them during the time of their absence shall substitute. In cases when the grievance involves the nominated deputy, a member of Executive Management of Macleay College shall be consulted and shall determine who shall be responsible for handling the grievance.

Record Keeping

Macleay College will maintain records of all grievances for five years. Parties to a particular grievance will be given confidential access to the records of the particular grievance.

Approval and Publication

This Policy and Procedure was ratified by the Board of Directors of Macleay College on 23 March 2012.

All policies applicable to students are available to prospective students, enrolled students and staff in the public domain of Macleay College web site: http://www.Macleay College.edu.au/student-zone

Prior to enrolment, prospective students are informed about applicable policies in Macleay College Student Handbook and copies of these policies are made available to them through the website.

Specifically, it will be referred to in that portion of Macleay College Student Handbook which applicants acknowledge as having read when enrolling in a course.

In addition, it will be provided to students at course commencement.

For the purposes of communicating to and training staff, this Policy and Procedure will form part of the induction process and will be made available to staff via Macleay College Staff System.
Grievance Policy & Procedures for NON-ACADEMIC Matters

Scope

This grievance policy applies to all students enrolled with the Macleay College Pty Ltd (Macleay College) with complaints relating to non-academic matters under the Higher Education Support Act 2003 (details below).

Purpose

This policy and procedure is set out to provide clear and practical guidelines to ensure that the grievance procedures for students with complaints relating to non-academic matters, under section 19-45 of the (Higher Education Support Act 2003) Act, can be readily and efficiently followed and thus, the complaints resolved in accordance with the principles of natural justice, and equity, in relation to these non-academic matters, ie. assessment, curriculum and awards.

Definitions

Non-Academic Matters Grievances (complaints and appeals) definition applies for all matters that are not covered under the Academic Matters Grievances definition within the Student Grievance Policy and Procedures for Academic Matters Policy document ie. do not relate to student progress, assessment, curriculum and awards in a higher education course of study and includes complaints in relation to personal information that Macleay College holds in relation to the student, harassment, vilification, discrimination, financial matters, fines and payments, application procedures, complaints in relation to events/facilities etc.
Natural Justice is concerned with ensuring procedural fairness:
- Decisions and processes should be free from bias.
- All parties have the right to be heard.
- The respondent has a right to know of what s/he is accused
- All parties are told the decision and the reasons for the decision.

Introduction

These procedures exist to resolve matters, which can be shown to relate directly to a FEE-HELP enabled course of study in Australia where a) students with complaints relating to non-academic matters, under section 19-45 of the Act (Higher Education Support Act 2003), can have their non-academic grievances readily, efficiently and fully addressed, and where b) persons seeking to enrol with Macleay College in a HE subject of study that meets the course requirements under Subclause 104-10 of the Act and, who have complaints relating to non-academic matters under section 19-45 of the Act (Higher Education Support Act 2003), can have their non-academic grievances readily, efficiently and fully addressed.

These grievance procedures are not designed to deal with problems such as: missing course work; unexplained absence of a lecturer; late return of work; accommodation deficiencies etc, except in so far that such concerns are not resolved through simpler procedures or are persistent.

Academic Grievance Procedures are documented separately under Student Grievance Policy and Procedures for Academic Matters.
These grievance procedures and any decisions made under them are not intended to give rise to legal rights, or obligations on Macleay College to pay compensation either in respect of a decision made pursuant to the procedures or for a breach of these procedures. These procedures are intended to facilitate the resolution of formal grievances brought to the attention of Macleay College. Anonymous grievances will not normally be considered.

In addition to contact details in the Student Handbook and Macleay College website students can contact the relevant person concerned, at the Macleay College Campus by ringing phone number (02) 9267 3311 or by email to study@macleay.edu.au or in person or by mail to Macleay College Pty Ltd at Level 2, 28 Foveaux Street, Surry Hills NSW 2010.

**General Stipulations**

In the event of a grievance by a complainant:

- The complainant will be given the opportunity to present their case;
- All matters arising shall be accurately documented and recorded. Records shall be maintained for a minimum period of five years and treated as confidential in accordance with Macleay College policies on Confidentiality, Privacy and Data Protection;
- A written statement of the outcomes will be issued at each stage of the process giving due reasons for decisions reached;
- The complainant will have the right to have a representative present during any negotiations with Macleay College or its appointed representatives;
- The complainant will not be required to meet any costs associated with lodging a grievance, provided the procedures contained herein are adhered to;
- The complainant shall not be subject to discrimination, victimisation or any other form of harassment as a result of actions taken under these guidelines.
- Macleay College allows parties to the complaint appropriate access to any records.

This policy is applicable to complainants with Macleay College. It is applicable to all complainants of Macleay College, irrespective of their place of residence, campus (within Australia) or mode of study. Complainants with Macleay College who transfer their studies to an institution outside Australia, will have their registration with Macleay College terminated and are required to adhere to the guidelines, policies and procedures outlined by the legal entity to whom they have transferred their registration, unless their grievance relates specifically to an instance when their registration with Macleay College in Australia was current.
Principles that Underpin these Grievance Procedures

The guiding principles of these procedures are that grievances shall be:

- Treated seriously and with fairness;
- Dealt with quickly, simply and at the level of the specific Macleay College campus as far as is possible;
- Treated consistently across Macleay College;
- Subject to the principles of natural justice;
- Progressed through informal and formal stages;
- Allow web video conferencing or other similar means where complainants cannot attend in person;
- Dealt with and resolved wherever possible without recourse to the formal stage, and shall be without prejudice to a complainant’s right to pursue legal remedies outside Macleay College having exhausted Macleay College grievance procedures;
- The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other education provider policies or under statute or any other law.

Staff Responsibility

Improving the quality of customer service and reducing dissatisfaction or grievances is the responsibility of all. All staff is encouraged to informally and formally identify, report and where possible prevent or remedy problems and concerns related to the fair treatment of students or potential students. This may occur during general communication in the performance of their role, by discussion, participation in meetings and formally by submitting a report to the Campus Manager suggesting process improvement.

The Registrar is responsible for reviewing and approving process improvement reports, for investigating the cause(s) of potential problems identified, for initiating preventative action to eliminate the problem or potential problem and verifying that approved process improvements have been implemented and preventative action has taken place to prevent or reduce future grievances or appeals and that this action complies with relevant Commonwealth and State law/legislation.

Before an Issue Becomes a Formal Grievance

Complainants are encouraged, wherever possible, to discuss and resolve concerns or difficulties directly with the person(s) concerned. There are Support and Academic staff available to assist students to resolve their issues at this informal level. Students can contact the Registrar or their Program Leader, at the Macleay College Campus by ringing phone number (02) 9267 3311 or in person at Level 2, 28 Foveaux Street, Surry Hills NSW 2010.
Procedures

Informal Stage 1

In the first instance those who wish to lodge a grievance should discuss the issue with the Registrar, who will advise whether or not, the grievance, is best, progressed through:

- the Appeals Committee
- Reference to specific persons who can resolve the problem
- These grievance procedures

If the grievance directly involves the Registrar or Macleay College management it shall proceed directly to the Formal Stage.

Assuming it is agreed that the grievance shall be progressed through these grievance procedures, the member of staff consulted shall discuss the grievance fully with the complainant and - with the complainant's consent - anyone else involved, to see if it can be resolved informally. This may involve referral of the grievance to a third party. The outcome of grievances dealt with informally should be briefly documented. Normally, grievances handled through Informal Stage 1 shall be dealt with within, at most, ten working days, briefly documented, and a copy of the decision sent to the complainant in writing.

Informal Stage 2

If the complainant is dissatisfied with the outcome of Informal Stage 1, the grievance shall be referred to the Dean (or nominee) not involved in the Formal Grievance Process in this case, within ten working days of the completion of Informal Stage 1.

The Dean shall investigate the grievance fully and shall seek to achieve an informal resolution of the problem(s), either by correspondence or through discussion with the complainant as soon as possible. The Dean will provide a written report to the complainant on the steps taken to address the grievance within ten working days. If the grievance directly involves Registrar it shall proceed directly to the Formal Stage.

Formal Grievance

If a complainant is dissatisfied with the result of the two Informal Stages of this grievance procedure, or if the grievance directly involves Registrar or Macleay College management, it may proceed directly to the Formal Stage. If the complainant wishes to proceed with the Formal Stage, they shall put the grievance, and the reason why they are dissatisfied with the outcome of the two Informal Stages, in writing to the Dean within ten working days of the completion of Informal Stage 2 (or within ten working days of written notification to the Dean, where the grievance directly involves the Registrar or Macleay College Management. The Dean shall:

- Acknowledge receipt of the written grievance within five working days;
- Advise, in writing and within five working days, any respondents to the grievance that a formal grievance has been received;
- Consider the evidence, written or otherwise, and, if necessary, hold such discussions with the complainant and any other persons deemed appropriate in order to fully investigate the grievance.
The Dean having fully investigated the grievance over a period not normally exceeding ten working days from its receipt, shall decide whether:

- The grievance should be progressed through other procedures (e.g. disciplinary procedures), in which case the grievance shall be terminated at this stage; or whether
- There is reasonable justification for the grievance; or whether
- There is no reasonable justification for the grievance.

The Dean shall:

- Make their decision known in writing to the complainant and to any respondents to the grievance;
- Seek to resolve any justifiable grievance through recommendations which all parties involved in the grievance shall be invited to accept; and shall,
- If the recommendations are agreed, take steps to ensure that they are implemented in full within the agreed time period.

**Appeal**

If the complainant is not satisfied with the decision at Stage 1 of these procedures they may appeal to the Appeals Committee (through the Chair of Academic Board contacted through the Macleay College Administration at study@macleay.edu.au). The complainant shall submit the appeal in writing within ten working days of receiving the outcome of the Formal Stage.

The Chair of Academic Board having received the appeal shall:

- Acknowledge its receipt within seven working days;
- Decide to enforce the implementation of the recommendations made at the end of the Formal Stage; or
- Dismiss the case, giving reasons in writing; or
- Seek agreement to an alternative set of recommendations; or
- Determine whether there are sufficient grounds to the Appeals Committee and, refer the matter to the Appeals Committee.
Convening the Appeals Committee:

- The Appeals Committee shall involve four persons each of whom has had no prior involvement in the case. These shall be the Chair of the Academic Board or nominee being a senior member of the academic staff (who will chair the Appeals Committee); an academic staff member, a student representative, and a member of Macleay College senior management;

- The Appeals Committee shall hear the grievance within ten working days of receipt in accordance with the procedures detailed below.

- The Chair of the Committee shall submit, within ten working days of the Panel meeting, a written report to the Dean. The decision of the Panel shall be final. If necessary the Chair shall have a casting vote.

- The Chair of the Committee shall seek to ensure that any actions arising from the decision of the Committee are taken within the timescale identified in the report and shall report any failure to complete actions to the Dean.

Procedural Rules for the Conduct of the Appeals Committee Hearings:

- Hearings shall take place in Macleay College at dates and times notified in writing to the complainant, members of staff and other persons concerned at least five working days before the hearing.

- The Chair of the hearing shall, at the same time as they notify the date of the meeting, indicate the names of any persons that the Committee intends to call to give evidence together with a copy of any statement obtained from those persons which are to be referred to at the hearing.

- A person of their choosing may accompany the complainant or any respondents directly involved in the grievance. If the complainant or any respondent intends to be accompanied, the name and address of the accompanying person shall be notified to the Chair not less than twenty-four hours prior to the meeting of the Committee. Legal representation is not allowed at a hearing other than in special circumstances with the discretion of the Chair of the Committee.

- The complainant and respondents directly involved in the grievance and persons accompanying them shall be permitted, through the chair, to question any persons giving evidence to the meeting and to directly address the Appeals Committee.

- If the complainant or any respondent wishes to introduce documents to the Committee they shall supply copies of all such documents to the Chair at least ten working days before the date of the hearing. The Chair shall ensure these papers are circulated as soon as possible to the other party and to all members of the Committee. The Chair may decide to give time to examine the documents by adjourning or delaying the meeting of the Committee for a period of up to five working days.

- The Committee shall meet in private.

- The Committee shall initially decide and then inform all parties concerned how it will conduct the hearing subject to the procedures being consistent with the principles of these grievance procedures and of these procedural rules.

- The Committee shall establish the exact nature of the grievance, establish the facts as far as it is possible to do so, consider the facts, determine its decision and report its decision in writing within five working days to the Dean, copied to all parties involved in hearing the grievance.
Stage 3 - External Mediation

If the complainant is dissatisfied with the outcome of their appeal, they may make a written request to the Dean for the matter to be resolved through an external dispute resolution process facilitated by the Australian Council for Private Education and Training (ACPET).

The Dean will then advise ACPET in writing of the request within five working days. ACPET will arrange for a paper based appeal (PBA) to be held between Macleay College and the complainant within ten working days of the written notification from Macleay College.

ACPET charge a fee for this service.

Contact Details for ACPET

Appeals must be lodged via email by the Complainant using the appeals form available from ACPET's website http://acpet.edu.au/students/student-support/appeals or from Macleay College.

Student Contact: student.appeals@acpet.edu.au

Australian Council for Private Education and Training (ACPET)
Suite 101, Level 1, 126 Wellington Parade
East Melbourne VIC 3002
(PO Box 551, East Melbourne VIC 8002)
Telephone: (03) 9412 5900
Toll-Free in Australia, 1800 657 644
Fax: (03) 9416 1895

If the matter remains unresolved after the PBA then ACPET will appoint an independent mediator within fourteen working days of the PBA. ACPET plays no role in the actual mediation. It is then up to the mediator, the complainant and Macleay College to resolve the grievance. Macleay College will bear any costs associated with the mediation.

The complainant or any respondent to the grievance may ask another person to accompany them to meetings with the mediator.

The mediator will report to the Dean the outcome of the mediation, including any recommendations arising, within fourteen working days of the completion of the review.

Once the Dean receives the report of the outcomes from the PBA or independent mediation, they will provide a written report to the complainant within ten working days on the recommended actions to resolve the grievance.

Macleay College agrees to be bound by the independent mediator’s recommendations and the Dean will ensure that any recommendations made are implemented within thirty working days of receipt of the mediator’s report.

If a grievance still remains unresolved after the external dispute resolution process, the complainant may decide to refer the matter to an external agency, such as the Anti-Discrimination Board, the Office of Fair Trading or the relevant state Ombudsman. Students enrolled in higher education course of study may decide to refer the matter to the relevant State or the National regulator.
Notes

In these procedures:

- Reference to a complainant is taken to include students, members of staff registered on Macleay College programs in their capacity as students and prospective students.

- In the absence (e.g. vacation or illness) of the person holding a named post in the procedures the person deputising for them during the time of their absence shall substitute. In cases when the grievance involves the nominated deputy, a member of Executive Management of Macleay College shall be consulted and shall determine who shall be responsible for handling the grievance.

Record Keeping

Macleay College will maintain records of all grievances for five years. Parties to a particular grievance will be given confidential access to the records of the particular grievance.

Approval and Publication

This Policy and Procedure was ratified by the Board of Directors of Macleay College on 23 March 2012.

All policies applicable to students are available to prospective students, enrolled students and staff in the public domain of Macleay College web site: http://www.macleay.edu.au/student-zone.

Prior to enrolment, prospective students are informed about applicable policies in Macleay College Student Handbook and copies of these policies are made available to them through the website.

Specifically, it will be referred to in that portion of Macleay College Student Handbook which applicants acknowledge as having read when enrolling in a course.

In addition, it will be provided to students at course commencement.

For the purposes of communicating to and training staff, this Policy and Procedure will form part of the induction process and will be made available to staff via Macleay College Staff System.
Policy Annexure E

Privacy Policy

Macleay College is committed to the protection of privacy compliant with the Commonwealth Privacy Amendment (Private Sector) Act 2000. This policy outlines Macleay College’s approach to protecting the privacy of its employees, students and community.

Macleay College will:

1. Only collect personal information for lawful purposes.
2. Only collect personal information from the individual to whom it relates.
3. Only collect such information as is reasonably necessary.
4. Notify the individual concerned when it collects personal information either at the time of collection or as soon as practicable thereafter.
5. State what the personal information will be used for.
6. State who receives the personal information.
7. State if the collection is voluntary, and the consequences for individuals if it is not, or only in part, provided.
8. Provide contact details regarding who to contact for access to and correction of the personal information.
9. Take reasonable steps to ensure that personal information holdings are relevant, not excessive, accurate, up to date, complete and that the collection does not unreasonably intrude on the personal affairs of individuals.
10. Retain personal information for no longer than is necessary and then dispose of it lawfully and securely.
11. Protect personal information from loss, unauthorised access, use, modification or other misuse.
12. Ensure that all reasonable steps are taken to ensure that personal information is not used or disclosed without authorisation by external services providers.
13. Not disclose personal information outside Macleay College except where:
   a) the subject of the information has consented to the disclosure
   b) Macleay College is required by legislation, court order or other legally enforceable instrument and the request is in an appropriate written form
   c) disclosure is reasonably believed to be necessary to prevent or lessen
   d) a serious and imminent threat to the life or health of any person.
Macleay College collects personal information, including sensitive information, about students and parents or guardians before and during the course of the student’s enrolment. The information collected is restricted to that which is needed to satisfy Macleay College’s legal obligations, particularly to enable the College to discharge its duty of care.

Certain laws governing or relating to the operation of education providers require that certain information be collected. These include public health and child protection laws. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act.

Personal information collected from students is treated with complete confidentiality. Students may seek access to personal information collected about them by contacting the Registrar by email to registrar@collarts.edu.au. Access may be denied if there will occur an unreasonable impact on the privacy of others or where access may result in a breach of the College’s duty of care to the student.

Macleay College will not disclose student information to third parties without written consent.

Where a student is under 18 years of age, Macleay College may provide information to the parents or guardians as listed on the student’s enrolment form.
Policy Annexure F

Fair Treatment, Equal Benefits & Opportunities Policy

Related References
- Higher Education Support Act 2003 (HESA); Sections 19-30 and 19-35
- FEE-HELP Guidelines
- HE Provider Guidelines, issued by the Department of Industry, Innovation, Science, Research & Tertiary Education (DIISRTE)

Purpose
This procedure describes how Macleay College ensures fairness, review and equity in its scope of operations. This Macleay College policy is to treat all students fairly with equal benefits and opportunities, including its application processes. It has open, fair and transparent procedures.

Scope of Procedure
This procedure applies to all persons enrolled, seeking enrolment and those employed or contracted to Macleay College, and those in Macleay College Student Services.

Responsible Authority
The Dean is responsible for Macleay College’s compliance with these requirements.

Policy Statement
As a Higher Education Provider and Registered Training Organisation (RTO), Macleay College reviews and provides continuous improvement in all of its services and it abides by the Australian Quality Training Framework (AQTF) Standards and Conditions of Registration and other legislative requirements. Macleay College has open, fair and transparent procedures that are based on merit for making decisions about the selection of students who seek to enrol in a unit or course at Macleay College. Students are treated fairly with equal benefits and opportunities. Macleay College makes its procedures publicly known and publishes them in the Student Handbook available on its website at About Macleay College>Downloads>General Information.

The offer of accredited training services requires Macleay College to meet quality standards of student services and support. These services are delivered at pre-enrolment, enrolment and during the progress of training. At pre-enrolment, prospective students are informed of their rights and obligations as students of Macleay College. Student selection processes are documented and implemented in accordance with legal and regulatory requirements. These processes are underpinned by Macleay College’s diversity strategy and its own policies and procedures governing student selection, as set out below. Students are not discriminated against on social, cultural, language, literacy, age, sex, religious, physical or other matters. Macleay College promotes information in the student handbook and on the website about its policies and procedures, to assure the quality of education services provided to prospective and current students.
Macleay College complies with and promotes its responsibilities with all relevant laws and regulations on matters of:

- occupational health and safety
- workplace harassment, victimisation and bullying
- anti-discrimination, including equal opportunity, racial vilification, disability discrimination
- vocational education and training
- privacy
- disability
- copyright
- protection of student fees paid in advance.

Macleay College provides additional support and welfare services or refers students to external agencies where personal difficulties are impacting on their training progress. Macleay College implements strategies and processes as appropriate, to assist with the identification of students/learners needs and it develops programs of learning that are relevant to diverse groups of students/learners, or refers to external agencies, as may be required.

**Fair Treatment**

Macleay College treats fairly all of its students. This applies to those who are, or who would be, entitled to FEE-HELP assistance and all of the persons seeking to enrol in a unit of study that meets Macleay College’s course requirements and who are, or would be entitled to FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act (HESA).

Specifically the fairness requirements include:

- fair treatment
- equal benefits and opportunities
- student grievance procedures
- student review procedures
- requirements to appoint review officers
- personal information procedures
- tuition assurance

The application of fair treatment does not require that all students are treated the same. Fairness must be considered in the context of all the relevant circumstances. There will be situations in which the fair treatment of students may result in students in varying circumstances being treated differently. Macleay College publishes these fairness procedures and makes them publicly available in the Student Handbook available on its website at [About Macleay College>Downloads>General Information](#).

**Equal Benefits & Opportunities**

Macleay College has open, fair and transparent procedures that, in its reasonable view, are based on merit for making decisions about:

- The selection of persons to enrol from among the persons who seek to enrol with Macleay College in higher education courses; and

- The treatment of students undertaking study with Macleay College in higher education courses.

Refer below to ‘Selection Procedures’.
**Application of Merit**

The application of merit in decision-making processes involves Macleay College considering each application on a case by case basis and not applying inflexible policies that preclude eligible applicants from having their application considered.

- **No income test**
  Macleay College does not apply an income test when making decisions about which students are eligible for enrolment or for FEE-HELP assistance. Macleay College also protects student fees paid in advance. Macleay College is a financial member of the Australian Council for Private Education and Training (ACPET) and is a member of the ACPET Australian Student Tuition Assurance Scheme (ACPET ASTAS) to meet tuition assurance requirements.

- **Educational disadvantage**
  When making decisions about the selection of students, Macleay College takes educational disadvantages that a particular student has experienced into account, including consideration of the actual disadvantages that a particular student has experienced. Macleay College does not use ‘proxy indicators’ of educational disadvantage in the absence of clear evidence that all students in such a group necessarily suffered educational disadvantage. Such proxy indicators are not used because they assume that all people who satisfy the proxy condition (eg. being from a low income group or being from a rural area) have necessarily experienced educational disadvantage. Macleay College considers a particular student’s specific circumstances before making a decision about whether the student has actually suffered educational disadvantage.

**Restricted Access Arrangement**

When making decisions about the selection of students, Macleay College takes into account students that are enrolled under a restricted access arrangement, as appropriate. (This is an agreement entered into between Macleay College and an employer or industry body for the provision of a course(s) or places in a course(s) in which enrolment is limited or restricted to employees of the employer or industry body.)
Selection Procedures

Pre-enrolment

All potential students are provided with information, including a course brochure that details the accredited course, code, units of study and vocational outcomes. Brochures are accompanied by general course information (or details of access through Macleay College website) providing:

- selection processes
- course content and outcomes
- fees, charges and refund policy
- fair treatment, equal benefits and opportunities processes
- provision for language, literacy and numeracy assistance
- learning support arrangements
- learning strategies and methods
- welfare and guidance services
- grievances, complaints and appeals processes
- disciplinary processes
- Macleay College approach to access and equity
- skills recognition processes
- privacy requirements

References are made to Macleay College Policies and Procedures which are available in the Student Handbook at About Macleay College>Downloads>General Information section of our website:

- Fair Treatment, Equal Benefits and Opportunities Policy and Procedures
- Grievances, Complaints and Appeals Policy and Procedures
- Privacy Policy
- Student Review Procedures Tuition Fee Refund Policy (including Re-Crediting of FEE-HELP Balance Policy)
- Tuition Assurance and membership of the Australian Student Tuition Assurance Scheme (ACPET ASTAS) to meet tuition assurance requirements.

Prospective student enquiries are directed to the administration officer/reception staff who have the appropriate course knowledge. Prospective students are encouraged to attend Information Sessions or to discuss with the administration officer or Manager-Student Services, details specific to intending students (see above). Information Sessions are scheduled throughout the education year, and offer prospective students information concerning the above. Course applicants are personally interviewed. Prospective students unable to attend information sessions (ie. regional and country) are encouraged to discuss their enrolment application with Student Services staff or the Registrar and to make an interview time.

Applications

Applicants for full-time study should apply through Macleay College
Fair Selection Process

Selection is undertaken in a fair and transparent manner, based on a demonstration of ability to successfully participate in the study program and the completion of any prerequisites that may apply to a course or subject or unit of study. This is demonstrated through interview. Students are not compromised on social, cultural, language, literacy, sex, religious, physical or other status. Macleay College has equal benefits and opportunities processes.

Adult student/learner applicants are required to demonstrate readiness for a return to study or capabilities based on prior learning. All applicants are interviewed and may be required to provide some written responses to questions. Students who are returning to study or who may have learning difficulties are considered for a 'graduated entry', where a reduced study load may be offered. Where applicants do not have the prerequisites for course entry, as stated in the course information, they may be offered an alternative course more appropriate to their current skill level. Course fees are finalised on enrolment.

Recognition

Macleay College has mutual recognition processes for credit transfer where students have completed equivalent studies with other RTOs. It also has processes for recognising work and life experiences which are relevant to competencies to be undertaken in a HE course of study. Any queries concerning selection procedures, pre-requisites, recognition, policies and procedures should be directed to the Registrar at registrar@macleay.edu.au.

Enrolment

All candidates are notified in writing of their application result. Appeals must be submitted in writing by lodging an ‘Application for an Appeal or Grievance Form’ via the Student Resources section of our website at http://www.macleay.edu.au/current-students/student-resources (pages: Current Students>Student Resources>Absence & Appeals) and are dealt with under the Macleay College Grievance Policy and Procedures included in the Student Handbook and available on its website at http://www.macleay.edu.au/current-students/student-resources.

Induction/Orientation

All enrolled students are offered an orientation program. This is to confirm responsibilities and to provide further information regarding student services, facilities, vocational services, policies and procedures and Macleay College resources.

Students who are unable to attend orientation sessions are directed to Student Services or Registrar and the Macleay College web site for further information. Students have access to a current Student Handbook summarising Macleay College policies and procedures, course information, and student responsibilities. Any queries concerning selection procedures and prerequisites should be directed to the Registrar at registrar@macleay.edu.au.

Macleay College does not consider in the selection of students for its courses, the manner in which the student intends to pay for the course fees.
Student Grievance Procedures

The College has student grievance procedures for dealing with complaints about academic and non-academic matters by students and persons who seek to enrol with the school. Macleay College addresses complaints and appeals efficiently and effectively and makes publicly available its Student Grievance Procedures in the Student Handbook available on its website at http://www.macleay.edu.au/current-students/student-resources.

The Student Grievance Procedures required under FEE-HELP are in addition to other requirements or responsibilities that Macleay College has in place. There are grievance procedures addressing both Academic & Non-Academic Matters

Academic Matters

Academic matters include those matters which relate to student progress, assessment, curriculum and awards in a course. Please see Grievance Policy and Procedures for Academic Matters in the Student Handbook available on its website at http://www.macleay.edu.au/current-students/student-resources.

Non-Academic Matters

Non-academic matters include those matters which do not relate to student progress, assessment, curriculum and awards in a course and include complaints in relation to personal information that Macleay College holds in relation to a student. Non-academic grievances can arise from events occurring or from decisions made by Macleay College and cover issues such as financial matters, fines and payments, application procedures, exclusions from events and facilities, harassment, vilification, discrimination, and the use or misuse of personal information. Please see Grievance Policy and Procedures for Non-Academic Matters in the Student Handbook available on its website at http://www.macleay.edu.au/current-students/student-resources.

Requirements

Macleay College has arrangements for handling complaints that:

- are easily accessible to students
- are provided at no cost, or at a reasonable cost and which encourage timely resolution of complaints
- include provision for independent internal investigation of complaints which remain unresolved
- include provision for external review of decisions made following any internal investigation and a mechanism for considering any recommendations arising from external review
- are complete, unambiguous and are agreed to and ratified by Macleay College
- do not discriminate or victimise
- are communicated to staff who are trained in their application
- specify reasonable timelines for responses
- allow third party representation
- if requested, provide reasons and a full explanation in writing of decisions and actions taken and require confidential accurate records of all grievances to be kept for at least five years.

Students or those persons seeking to enrol with Macleay College are entitled to access the student grievance procedures, regardless of the location of the campus at which the grievance has arisen, the student's place of residence or the mode in which they study.
Privacy Complaints & Advice

Student grievance procedures extend to complaints about breaches of personal information by Macleay College (including its officers, employees and those who perform services by or on behalf of Macleay College) and relating to information obtained for the purposes of FEE-HELP assistance and repayment of FEE-HELP loans. The Privacy Policy is provided in the Student Handbook available on its website at http://www.macleay.edu.au/current-students/student-resources.

Applications & Student Review Procedures (reviewable decisions)

- **Applications**
  Applications for FEE-HELP must be made online. Any queries or initial requests for a change must be made in writing to the Registrar via email to registrar@macleay.edu.au or post to Macleay College Pty Ltd, Level 2, 28 Foveaux Street, Surry Hills NSW 2010 clearly stating the reasons for the requested change and including all relevant documentation.

- **Review**
  A person has the right to apply for a review of a decision by Macleay College to not re-credit or remit their FEE-HELP balance (reviewable decisions). Macleay College has student review procedures for reconsidering such decisions. Students should submit a valid request for review in writing, including the required content, clearly stating the reasons. Macleay College provides details of letters or required content of the letters that providers are required to send to a person who has requested the review of a decision to not re-credit or remit their FEE-HELP balance. A request for a formal review of the decision made should be directed to the Dean, who is the person who can review decisions. Macleay College must acknowledge receipt of an application for review of a decision in writing, and inform the applicant that, if the reviewer has not advised the applicant of a decision within 45 days of receiving the application for review, the reviewer is taken to have confirmed the original decision. Macleay College makes publicly available its FEE-HELP Student Review Policy and Procedures in the Student Handbook available on its website at http://www.macleay.edu.au/current-students/student-resources.

- **Privacy - Personal Information Procedures**
  Macleay College complies with the information privacy principles relating to information obtained for the purposes of FEE-HELP assistance. Macleay College has a personal information procedure under the privacy requirements which allows students to apply for and receive information that Macleay College holds about them. The Privacy Policy is included in the Student Handbook available on its website at http://www.macleay.edu.au/current-students/student-resources. This policy does not permit the disclosure of a student’s personal information to a third party without specific, written, signed instruction by the student in specific circumstances.

- **Fee Requirements**
  Macleay College complies with the regulatory requirements and applies them fairly to all students. These include for the determination of tuition fees, the schedule of tuition fees and fees related to units, courses or matters or things for which fees may be charged.

- **Tuition Assurance**
  Macleay College protects students’ fees paid in advance. To fulfil this purpose, Macleay College is a current financial member of the Australian Council for Private Education and Training (ACPET) and is a member of its Australian Student Tuition Assurance Scheme (ACPET ASTAS) to meet HE tuition assurance requirements.
Policy Annexure G

Plagiarism & Cheating Policy

Definitions

- **Plagiarism** means to take and use another person’s ideas and or manner of expressing them and to pass them off as one’s own by failing to give appropriate acknowledgement.

- **Cheating** means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.

Expectations for Assessment

Macleay College sets work for assessment with the expectation that it is either:

- the sole effort of the student; or
- the sole effort of a designated group of students who hand in a joint piece of work; or
- the effort of an individual student who may have discussed general principles with others in order to understand the topic, but who is responsible for submitting an individual piece of work; or
- the sole effort of the student based on an outline answer given as part of the course material.

It is the responsibility of the student to acknowledge all sources used in an assignment or work submitted for assessment for any program offered by Macleay College. Failure to do so is considered plagiarism.

Work not completed by a student and intentionally submitted as that student’s work is cheating.

Students are encouraged to develop sound study and note-taking practices to avoid unintentional plagiarism that is considered an academic misdemeanour of failing to reference a source correctly.

Disciplinary Procedure

A staff member that discovers an instance of suspected student plagiarism or cheating must report the incident to the Program Leader including a copy of the assignment in which the plagiarism or cheating has been discovered. The Appeals Committee will consider cases of plagiarism and determine whether the student has either:

1. intentionally committed plagiarism or has cheated; or
2. has unintentionally failed to appropriately reference a source.

In the case of 1, the assessment task will be disallowed and not given a mark. The student will not be awarded marks allocated to the assessment task.

In the case of 2, the student will be directed to remedy the deficient references and resubmit the assessment task within two days of notification of the Appeal Committee’s decision.

A student will be required to appear before the committee and has the opportunity to make a submission to the committee. If the student does not attend the meeting a decision will be made in his/her absence. A repeated instance of plagiarism and/or cheating may lead to a review of a student’s candidature.

Students will be notified in writing of any penalties which are the result of proven academic misconduct.

Students may appeal a decision to the Dean, on the basis of procedural anomalies or factual errors. An appeal must be received in writing within seven days of the date of the student being notified of the decision.
Academic Misconduct

All students are expected to maintain high standards of academic honesty and integrity. Academic misconduct covers all circumstances where students attempt to cheat, plagiarise, and act dishonestly when undertaking assessment tasks, or assisting fellow students to do so. Students are considered guilty of cheating if they act in a way which gives them unfair academic advantage. Students may be guilty of his if they copy another student’s work, or in any way mislead their teachers or Program Leader about their ability, knowledge, skills, or amount of original work they have undertaken.

Student misconduct is characterised by students behaving dishonestly, harassing or interfering with other students or staff, disrupting other students’ learning, failing to comply with legal requirements; mistreating or destroying Macleay College property or the property of other students or teachers; altering or destroying Macleay College documents or records; marring the good name of Macleay College; or otherwise act in an inappropriate manner. Macleay College will report all criminal acts committed by their students to the relevant authorities.

In assessing an instance of misconduct the following principles will be observed:

- Students must be judged innocent of any academic misdemeanour until such time as they have admitted to it or evidence is found of such behaviour.
- Any misconduct in the past cannot be regarded as evidence that the student has again behaved dishonestly.
- Each case of academic misconduct will be treated separately. The first case of misconduct will be treated more leniently than each subsequent case.

Any student who is found guilty of academic misconduct will have the details of the case recorded in their student file. Penalties imposed for student misconduct will correspond to the nature and extent of the misconduct, with the first offence being penalised more leniently then each subsequent instance of misconduct. Penalties which may be imposed are: reduced grades, receiving a grade of NN (Fail) for assessment tasks or as a final grade, placed on probation requiring regular meetings of review with the Program Leader. Serious or recurring instances of misconduct may result in the student being excluded permanently from the College.

Students may appeal a decision about plagiarism to the Dean on the basis of procedural anomalies or factual errors. An appeal must be received in writing by the Registrar using the ‘Application for an Appeal or Grievance Form’ within five (5) business days of the date when the student is notified of the decision.

An ‘Application for an Appeal or Grievance Form’ can be downloaded and lodged via the Student Resources section of our website at [http://www.macleay.edu.au/current-students/student-resources](http://www.macleay.edu.au/current-students/student-resources) (Current Students>Student Resources>Absence & Appeals).
Policy Annexure I

Attendance & Participation Policy

Scheduled classes are an essential part of the program delivery at Macleay College. Classes will take the form of different delivery styles i.e. lecture, tutorial, seminar and workshop. It is important to note that learning will occur in a number of ways. There is the transmission of knowledge and skills directly from faculty to students. Additionally, and of equal significance and importance, it is the interaction between faculty and students and student and students that is an effective and vital part of learning. In fact it is the interaction in learning that is at the very heart of tertiary education since its inception in the Middle Ages. The most serious consequence of absence is the exclusion from this significant component of learning in a tertiary context. A further consequence of absenteeism is the undermining of morale and the normal functioning of a class.

This paper sets out a policy to address the issue of participation rates at Macleay College. In consultation with stakeholders, the issues identified are:

- poor attendance – serial absence, lateness, not remaining for entire class
- overall participation rates less than 50%
- lack of attendance reporting
- action in responding to attendance
- coordination between faculty, student services and management
- student leave - approval and notification
- the consequences of absenteeism

Addressing Participation

Absenteeism cannot carry a qualitative assessment component and must not be given any weight as an assessment item. Failure to attend an assessment or failure to submit by a due date must have an assessment consequence, the most serious being a grade of fail. Where the professional demands of a discipline require the absolute meeting of a deadline then it is acceptable to impose a ‘no-tolerance’ approach to an assessment deadline. An example of this circumstance is submission of news copy. Where failure to attend impedes group work then it is permissible to exclude a student. Exclusion will result in a grade of fail for the group assessment.

A four step system will be adopted to address absenteeism:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1. Notification | A student must be contacted by Student Services to meet with the Program Leader, when the student has recorded one of the following:  
- two consecutive absences for a unit; or  
- three cumulative absences for a unit; or  
- absence from two or more classes in a single week. |
| 2. Counselling | Upon repeat of Notification condition or failure to respond to notification - requires the student to attend a meeting with the Program Leader; note entered into student file. |
| 3. Exclusion | To be utilised for group work or similar activities where lack of attendance will impede the progress of other students |
| 4. Suspension or Restriction of Enrolment | To be utilised as a result of repeated and acute absenteeism; failure to attend classes nor respond to points 1 and 2. The recommendation is made by the Program Leader to the Dean |
Approved Leave

There are three type of approved leave:

a. **Internship.** Where an internship activity is linked to an external event and is beyond the control of the student or the College; leave must be approved by the Program Leader.

b. **Medical.** Requires a certificate from medical practitioner that has no personal relationship with the student - Verification required by Student Services

c. **Misadventure.** A circumstance beyond the control of the student that has prevented attendance. Evidence is required to support this leave.

Attendance Rolls

Faculty are provided with both (a) weekly and (b) trimester rolls.

a. **Weekly Roll.** The weekly roll, collated for simple attendance records, is collected from, and returned to Student Services by faculty each teaching day. Attendance is recorded by Student Services into master roll. Participation Dashboard updated.

b. **Trimester Roll.** Faculty members retain the trimester roll, formatted for brief notes, for the duration of the trimester. The trimester roll is returned to Student Services at the conclusion of teaching every trimester. Notes in the trimester roll will be treated confidentially. A student has the right to access information relating to them including any faculty notes.

All students are notified of their attendance rates every three weeks i.e. four times per trimester