



THE UNIVERSITY OF
NOTRE DAME
AUSTRALIA
BROOME CAMPUS

VET Student Handbook 2020



Acknowledgment of country

The University of Notre Dame Australia is proud to acknowledge the traditional owners and custodians of this land upon which our University sits. The University acknowledges that the Fremantle Campus is located on Wadjuk Country, the Broome Campus on Yawuru Country and the Sydney Campus on Cadigal Country.

The Objects of The University of Notre Dame Australia are:

- a) the provision of university education within a context of Catholic faith and values; and
- b) the provision of an excellent standard of –
 - i) teaching, scholarship and research;
 - ii) training for the professions; and
 - iii) pastoral care for its students.





A guide to resources and services available for Vocational Education and Training students of The University of Notre Dame Australia, Broome Campus. This VET Student Handbook should be read in conjunction with the course guide for your qualification.

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Welcome to the Broome Campus

A Campus of reconciliation

A key objective of the Broome Campus is to provide strong support for the process of reconciliation. The campus provides an educational arena for non-Aboriginal people to interact directly with Aboriginal people and to learn about their law, history and culture through Aboriginal studies.





Our logo

The logo represents how the Kimberley Aboriginal people view the role of the Broome Campus – a place for coming together to dialogue, to learn, to share and to leave with new knowledge.

The logo for the Broome Campus was designed in 1993 by Annette Lands. At the time, Annette was working with the JAWA Curriculum Support Centre, which was part of the Catholic Education Office in Broome.

The logo needed to be unique to Broome, but still retain a link to The University of Notre Dame Australia. As a result, the University logo was placed in the centre of the design.

Around this logo are large symbols, which are almost universally accepted within Aboriginal art as representing individuals or groups sitting down. The symbols are facing towards each other, indicating that people would come from throughout the Kimberley and the state of Western Australia to the Broome Campus.

The smaller clusters and the surrounding dots also follow this theme, representing unity and togetherness of groups, both on and off the campus.

What's in a name?

Our University is named Notre Dame, French for 'Our Lady' – a title given to Mary, the mother of Jesus and woman of the Gospel. So why does a university in Broome have a French name? The story goes back a long way. In the nineteenth century, a French missionary priest, Edward Sorin, founded a university in South Bend, Indiana and, mindful of the great medieval cathedral of Notre Dame in his homeland, he dedicated the new university to Mary, with the title of 'Notre Dame'.

When the idea of establishing a Catholic university in Perth was under discussion, consultation took place with Catholic university leaders in other parts of the world, particularly The University of Notre Dame in the United States (NDUS). The President of NDUS was enthusiastic in his support for the new initiative in Catholic higher education in distant Western Australia and the new university, established in Fremantle in 1989, was named after its namesake and founding partner, Notre Dame. Thus Notre Dame's Broome Campus shares the same name, the same Catholic tradition and the same patron, Mary, woman of faith and first of the disciples.

The Broome Campus is situated on the site of the former Catholic boarding school, Nulungu College. The facilities have been adapted and expanded, including the 2001 development of a student village catering for 45 long-term residential students and the construction of the Kimberley Information and Resource Centre in 2004, otherwise known as the Library.

The Broome Campus is dedicated to excellence, personal service to students, and the development of a caring learning environment. If you would like to know more about the history of the Broome Campus, information is available in the Library.



Vocational Education and Training (VET) courses are unique to Notre Dame's Broome Campus

Introduction

When you begin your course you are starting a pathway that can lead to greater opportunities. This pathway can be into a new career or into the next level course. For example, successful completion of the Certificate III is a pathway to Certificate IV. Or the Tertiary Pathway Program which, following successful completion, will enable you to apply for entry into a university degree (higher education). Whichever pathway you choose, Notre Dame staff will help you to achieve your goal.

All VET courses use a set of nationally accredited standards, guidelines and qualifications for training, assessing and recognising students' skills. This means that your qualification will be recognised anywhere in Australia.

In this Student Handbook you will find a range of information to help you with your studies, such as the contact details of the VET Manager, Course Trainers and Assessors, information about the Language, Literacy and Numeracy (LLN) support program and Away From Base (AFB) support. Your Trainer and Assessor can help if you require assistance with your units. It is important that you discuss any problems with these people as soon as possible so that you can keep on track with your study. A map of the Broome Campus is located at the back of this booklet and also available electronically from notredame.edu.au/about/campuses/broome-campus.

If you have any questions about this handbook, please ask the VET Administration Officer or your Trainer and Assessors. Keep your VET Student Handbook close at hand for quick reference both at home and while you are on campus for block sessions.



VET staff contacts

Staff provide a welcoming and supportive atmosphere. Your main sources of support will be your Trainer and Assessor who, in addition to training and assessment, will; provide information on courses and units, conduct the initial interview for admission, help you with your paperwork, help you to identify the resources and study skills you will need, and provide you with information about future careers.

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VET courses

The University of Notre Dame Australia is a Registered Training Organisation (RTO) and offers a number of health, education and community services qualifications.

Many of the courses we offer are subsidised by The Department of Training and Workforce Development. The qualifications available include:

- CHC30213 Certificate III in Education Support
- CHC40213 Certificate IV in Education Support
- HLT54115 Diploma of Nursing

If you require any course specific information please contact a VET Administration Officer or email broome.courses@nd.edu.au.

Nationally Recognised Training definition

Any program of training leading to vocational qualifications and credentials that are recognised across Australia. These include:

- industry training package qualifications and units of competency as listed on www.training.gov.au; and
- courses that have been accredited by a VET Regulator

Only RTOs are able to offer VET courses to students and the qualifications range from Certificate I to Graduate Diploma level. All RTOs must meet regulatory standards set out in the Standards for Registered Training Organisations (RTOs) 2015.

All recognised qualifications, units of competency and accredited courses can be located on the Australian directory for VET at www.myskills.gov.au or through the national register for training in Australia at www.training.gov.au.



Admissions process

Notre Dame considers every applicant on an individual basis; this means the admissions process, like the entire university experience, is focused on the whole person. Prospective students apply directly to Notre Dame for admission.

1

Enquire

Applicant makes enquiry about a VET course or reads program information online at notredame.edu.au/study/vet

2

Share

Administration Officer sends application documents to applicant/application documents available online at notredame.edu.au/study/vet/vet-courses

3

Complete

Applicant completes, signs, dates and returns application form by email, post or online.

4

Review

Application is reviewed and interview arranged with academic staff.

5

Interview

Interview conducted, VET Administration Officer assists with completing documentation and provides a quiet area for Language, Literacy and Numeracy assessment.

6

Offer

Applicant is advised if application is successful or unsuccessful.

7

Accept

If successful, the prospective student is made an offer of admission to the course and returns the Conditions of Offer and Acceptance letter, and supplies Unique Student Identifier (USI). Recognition of prior learning and credit transfers are awarded where applicable.

8

Enrol

Applicant receives letter of welcome and proof of enrolment.



Unique Student Identifier (USI) for VET

If you are studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI).

Your USI is effectively an account or reference number which will allow all your training records, entered in the national VET data collection, to be linked. Your USI stays with you for life and will make it easier for you to find, collate and authenticate your VET achievements into a single transcript and will also ensure that your student VET records are not lost.

The USI will be available online and at no cost to the student. It's easy to create your own USI and will only take a few minutes. All you have to do is follow this link and you are given step by step instructions, www.usi.gov.au/students/how-do-i-create-usi.

While most students will create their own USI, Notre Dame is able to create your USI for you. This can be done as part of your enrolment process.

When creating your USI, you will be required to provide the following details:

- name
- gender
- date of birth and where you were born
- country in which you are studying
- contact details – either email, mobile phone or mailing address
- Medicare card or Australian Driver's Licence
- Australian Passport, Birth Certificate or Citizenship card

Study mode and delivery

Some VET courses at Notre Dame give you the opportunity to study at home in your town or community as well as attend classes on the Broome Campus. This mode of delivery means you are required to participate in regular online webinar sessions, complete tasks at home, and attend intensive block week sessions on campus as specified.



Orientation

Orientation attendance is compulsory for all new students.

During orientation, the VET Student Handbook and course information will be covered again. We will also:

- show you around the campus
- explain campus emergency procedures
- provide orientation to learning systems: IT, Library, accommodation and other facilities
- provide contacts at the University
- explain the course, possible employment outcomes, duration of the course
- further explain course fees, payment methods, refunds policy
- discuss units of competency, workplace requirements, course prerequisites
- discuss submission and resubmission of assessments
- provide information about University policies and procedures including, but not limited to, grievance, complaints and appeals, refunds, attendance and progress

Weekly sessions

Some courses have weekly classes held on campus. Students living away from Broome may be able to attend these sessions virtually, via our learning management system, Blackboard. It is expected that you attend all scheduled classes and that you contact your Trainer if you are going to be absent.

Block week sessions

Depending on the course you choose to study, the delivery of the course may include block week study sessions held on the Broome Campus.

You must attend all block week sessions unless you have been granted an exemption. If you are unable to attend, the first step is to talk to your Trainer. If you do not attend a block week session this may affect your course progress, as well as your ABSTUDY or Austudy payment, or other study income.

For Indigenous students who are in receipt of ABSTUDY, you may be eligible for Away From Base (AFB) funding to assist with the costs of travel, accommodation and food to attend block weeks.

Community site and school visits

The delivery of some courses involves the Trainer/ Assessors travelling to the remote community to deliver classes and assessments at a workplace or school. This is most often the case with the Education Support qualifications.

Study between sessions

In between sessions you will need to study at home. To assist you with this, Notre Dame provides a variety of support measures, including the following:

- student workbooks
- online learning through Blackboard Learnit (including web-based classrooms and virtual learning)
- individual support from Trainers through phone calls, email and visits

Your Trainer can provide support with your transition to life and study at the University. We will also provide assistance with issues that may arise during your study, including access to welfare related support such as chaplaincy, referral to external support services and organisation of specific facilities and resources to help assist with your studies. Language, Literacy and Numeracy assistance programs are available to assist with your studies at no charge to you.

In addition, all Notre Dame students receive a student email address which will be given to you during Orientation Week. It is important that you check your email account regularly, as this is how the University will communicate with you. The University cannot communicate with students through personal email accounts.



A Child Is A Heavy Load
The Mother and Child
1950-55

Study support

Study Centre

The Study Centre is one of the many networks dedicated to helping Notre Dame students achieve the best possible outcomes.

Students with a disability or medical condition are encouraged to set up a Learning Access Plan (LAP), which contains reasonable adjustments in accordance with requirements of the Disability Discrimination Act (Cwlth) 1992 (DDA), the Disability Standards for Education (2005), and the University Policy: Students with a Disability. Reasonable adjustments will depend on the nature and extent of each student's needs.

A disability or medical condition does not need to be a permanent condition in order for a student to register for support. If a student has a temporary disability, medical condition or injury, we can adjust requirements as needed. A disability or medical condition that may impact on a student's studies includes:

- recent injury, medical condition or illness
- specific learning disabilities such as Dyslexia
- Attention Deficit Hyperactivity Disorder (ADHD)
- Autism Spectrum Disorder
- hearing or visual impairment or
- mental health condition or psychiatric disability

It is a student's personal choice to register with the Access and Inclusion Advisor. A student at the Broome Campus can register by telephone and/or video-link appointment and will need to talk to the Access and Inclusion Advisor about how their disability or medical condition impacts on their ability to study and what support they may need.

A student must provide supporting documentation from a doctor or health professional stating their diagnosis and impacts of the student's disability. To contact the Access and Inclusion Advisor for advice, a telephone consultation or video-link, call the Access and Inclusion Advisor directly on 9433 0995 (Fremantle Campus) or email broome.accessandinclusion@nd.edu.au

Language, Literacy and Numeracy

Language, Literacy and Numeracy (LLN) skills are used every day by all people for a range of reasons; personal, social and in a work context. Every learner who engages in vocational training will be taking on new LLN practices or, at the very least, will be using skills in different ways.

All prospective students are required to complete a LLN assessment during the application process to ensure our Trainers can provide the support to extend students' individual LLN skills. This assessment takes 30-40 minutes, though there is opportunity for students to take longer if needed. There is no preparation required for this assessment and students will be advised of the outcome during the application and admission process.

It is important to remember that this is not a test to exclude you from training options, but is used as a tool to determine the level and type of support that may be required.

If you have any concerns or questions about this assessment please contact broome.courses@nd.edu.au.

Underpinning Skills for Industry Qualifications (USIQ) course

The aim of this course is to assist students to achieve and demonstrate competencies by providing opportunities for them to develop, consolidate and apply a range of skills required in the workplace.

This course is free for students who are already enrolled in a vocational qualification and need extra support across a range of fields, including reading, writing, numeracy, oral communication, technology, study skills and working with others. Students can only be enrolled in this course as a dual enrolment.

This course does not result in a separate qualification; it is always co-delivered with a vocational qualification. Students may only be enrolled in this course if they are identified as having one or more indicators of additional educational need.

If you have any questions about this course please contact broome.courses@nd.edu.au.

Student Life Centre

The Student Life Centre is situated on the ground floor of the hostel building. It serves as a recreation space and a common area where students are able to relax and eat between classes and make themselves a cup of tea or coffee in the kitchen.

Access to the hostel ground floor area for the general student population is between 7am and 5.30pm. All users are asked to leave the area as clean and tidy as they found it, and to respect others with whom they share the facilities.

Campus Minister

The Campus Minister's office is located in NDB2 with office hours from 8.30am-2pm Monday, Wednesday and Friday. The Campus Minister assists in promoting the spirit, faith and mission of Notre Dame as a Catholic university among staff and students in ways that enable them to embody the University's vision. There is a weekly schedule of campus-based faith events and activities.

For further information on campus-based faith events and locations contact:

Tom Gannon

Campus Minister

Tel: 08 9192 0669

Email: tom.gannon@nd.edu.au

Student support and advocacy

Students are able to access a variety of community-based support services and the University counselling service based on the Fremantle Campus by appointment, by calling the Campus Minister or via notredame.edu.au/current-students/health-and-wellbeing/counselling/counselling-broome.

The Broome Campus also has a partnership with Centacare Kimberley, where students can access the following services:

- referral to all counselling and mental health organisations in Broome
- crisis support, emergency clothing, food, etc
- return to country services

Promise to students

Notre Dame provides a promise to all students in relation to the training services provided. The promise applies once a student has signed and returned their letter of acceptance to study at the University. Notre Dame promises to provide the following:

Educational guarantee

- Meet and strive to exceed the requirements of the Standards for Registered Training Organisations 2015 and relevant guidelines related to VET legislation
- Provide high quality training and assessment services to every student
- Deliver training, assessment and support services that are flexible, and meet the needs of our students
- Produce professional graduates who are appropriately trained, job-ready and have the employability skills expected by the industry
- Develop courses and assessment processes that meet industry demands, cater for a range of learning styles, and are flexible to a diverse range of student needs
- Engage with industry by participating in and/or facilitating relevant professional associations, networks, focus groups and industry committees
- Formalise training and assessment services with students following enrolment

Clear and ethical marketing

- Market and advertise all qualifications, courses and other services with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. Students will be recruited in an ethical and responsible manner and no false or misleading comparisons will be drawn with any other provider or course
- Provide clear, accurate and appropriate information for students to be able to make an informed decision about enrolment into a course

Access and equity

- Treat all people fairly and equitably and foster an environment free from discrimination and harassment
- Apply access and equity principles through all policies and procedures to promote full and equal participation of all people

Quality standards

- Maintain a supportive learning environment that is conducive to the success of our students, clients and staff
- Understand the needs of our students, staff and industries in which we operate
- Operate professionally and conduct business in a sound, ethical and fair manner

- Employ staff who are knowledgeable, qualified, objective, experienced and who act with integrity
- Treat your information confidentially, protect your rights to privacy and ensure the accuracy and integrity of the information we hold about you
- Maintain quality assurance and continuous improvement principles and incorporate these principles into all aspects of our business
- Regularly collect feedback and continuously use it to improve and enhance our training and assessment services, client services and management systems
- Provide you with timely access to current and accurate records of your participation and progress

Recognition of qualifications

- Recognise Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other RTOs

Financial standards

- Have fair, equitable and transparent fees, charges and refund policies, which are made available to the public and to all students prior to enrolment
- Upon request from its registering body, will provide a full audit report on its financial accounts from a qualified and independent accountant
- Where Notre Dame decides to cease a program, and no suitable replacement is available at the University, VET students are eligible for a refund of their upfront VET tuition fee payments and/or a re-crediting of any VET Student Loan balance for a course that a student was enrolled in, or commenced, but did not complete due to the University discontinuing the VET program

Legal obligations

- Maintain adequate, current and appropriate insurance and registration
- Comply with all laws relevant to the operation of its business and maintain a register of all applicable laws and legislation
- Allow government departments access to training records, delivery locations and staff for auditing purposes when required, in line with privacy and confidentiality principles
- Keep records of competency completion for a period of at least thirty (30) years
- Manage the transition from superseded training packages within twelve (12) months of their publication on the National Register of VET, in line with the requirements of the Standards for Registered Training Organisations 2015
- Appropriately manage the transition from superseded accredited courses so that it delivers only currently accredited courses

Student rights

All students have the right to:

- be treated fairly and with respect by all students and staff
- not be harassed, victimised or discriminated against on any basis
- learn in a supportive environment which is free from harassment, discrimination and victimisation
- learn in a healthy and safe environment, where the risks to personal health and safety are managed and minimised
- have their personal details and records kept private and secure according to our Privacy Policy
- access the information the University holds about them. Requests for access to records must be made in writing using the 'Student Record Request Form' from the VET Administration Office. There is no charge for access to personal information that we hold
- have their complaints dealt with fairly, promptly, confidentially and without retribution
- make appeals about procedural and assessment decisions
- receive training, assessment and support services that meet their individual needs
- be given clear and accurate information about their course, training and assessment arrangements and their progress
- access the support they need to effectively participate in their training program
- provide feedback to the University on the client services, training, assessment and support services they receive

Student responsibilities

All students, throughout their training and involvement with the University, are expected to:

- treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others
- not harass, victimise, discriminate against or disrupt others
- treat all others and their property with respect
- respect the opinions and backgrounds of others
- follow all safety policies and procedures as directed by staff
- report any perceived safety risks as they become known
- not bring into any premises being used for training purposes any articles or items that may threaten the safety of self or others
- provide relevant and accurate information to us in a timely manner
- approach their course with due personal commitment and integrity
- complete all assessment tasks, learning activities and assignments honestly and without plagiarism
- make regular contact with their Trainer/Assessor
- progress steadily through their course in line with their training plan and unit outlines
- relocate outside of the Kimberley (this may impact on funded students)
- inform the VET Administration Officer at broome.courses@nd.edu.au if any of the following change while you are a student at the University:
 - › name, address or other personal details
 - › citizenship status
 - › disability status

Recognition of Prior Learning (RPL)

This is a process which allows you to demonstrate the skills and knowledge you have achieved from your current or previous work, studies or life experience to gain part of, or a whole, qualification. RPL recognises non-formal and informal learning such as work experience, life experience, home/family care duties, volunteer/community work, sporting clubs, paid work, field trips, projects and excursions. RPL is a process of assessment, which may involve you providing your own evidence to show how you have achieved the unit requirements, or you may be required to demonstrate your skills and knowledge through completion of tasks and questioning.

There are a number of ways you can provide evidence. Some examples are:

- letters
- references
- statements of attendance at courses
- job descriptions
- Curriculum Vitae/Resume
- work samples which show proof of the skills and/or knowledge

Undertaking a unit through RPL attracts the same fee as if you are enrolled in a unit, less the resource fee.

Credit transfer

Credit transfer is a process which recognises formal learning. Where you have previously completed a unit of competency that is equivalent to one required in your course, you may apply for a credit transfer. You will need to supply a certified copy of your Statement of Attainment, Academic Transcript or Record of Results as part of your application.

There is no cost associated with applications for credit transfer.

Application process

Application documentation for RPL and credit transfer is available from the VET Administration Officer.

Further information will be provided at interview or by contacting the VET Administration Officer at broome.courses@nd.edu.au

Fees

Course fees

All VET courses at the Broome Campus have course fees. This fee is the total amount for all units that a student is enrolled in.

The following students are entitled to the concession rate on course fees:

- persons and dependents of persons holding:
 - › a Pensioner Concession Card; or
 - › a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs; or
 - › a Health Care Card
- persons and dependents of persons in receipt of Austudy or ABSTUDY
- persons and dependents of persons in receipt of Youth Allowance
- secondary school-aged persons, not enrolled at school
- persons and dependents of persons who are inmates of a custodial institution

You must provide proof of eligibility at the time of enrolment.

Resource fee

The resource fee covers materials purchased by the RTO to be consumed or transformed by students throughout the course of their studies, and includes learning guides. Resource fees will be published in the course guide of the qualification you are undertaking.

Other fees

This includes fees and charges that apply to specific services or goods required as part of your course. These fees are only payable if you use the goods or services they relate to. For example:

- library book replacement costs
- printing costs
- late returns of library items
- additional copies of official Academic Transcripts and Statements of Attainment
- penalty costs associated with missing booked travel or accommodation
- police clearance
- Working with Children Card

Students may also be required to pay for incidental costs associated with their course e.g. immunisations, uniforms, textbooks, internet access, and travel to clinical placement sites if they relate to their course of study.

Reimbursement opportunities exist for clinical placement related costs; students will be notified of this prior to clinical placement.

Additional costs

ACADEMIC TRANSCRIPT	
Replacement	\$20
Additional copies (ordered at the same time)	\$5
Rectification due to student error or oversight (eg name error)	\$50
VET STATEMENT OF ATTAINMENT	
Replacement	\$20
Additional copies (ordered at the same time)	\$5
Rectification due to student error or oversight (eg name error)	\$50
TESTAMUR	
Reissue/replacement/copy	\$80
CLINICAL PLACEMENT	
Pre-clinical requirements pack	\$50
Clinical Placement Assessment Tool (CPAT) copying*	\$50
OTHER	
Payment plan	\$50
Student ID Card replacement	\$15
Photocopying black and white A4 one-sided	11c
Photocopying colour A4 one-sided	25c

*Only applicable if students do not supply their own copy on submission of assessment.

Subsidised places

Jobs and Skills WA subsidises places for some of the University's courses. To be eligible for a subsidised place, applicants must:

- reside in the Kimberley region for the duration of your course; or
- be an Australian citizen; or
- be a secondary holder of a temporary visa subclass 457; or
- hold a temporary visa of subclass 309, 444, 785, 790, 820, 826; or
- hold a bridging Visa E (subclass 050 and 051) and have made a valid application for a visa of subclass 785 or 790.

Fee for service

Where students are not eligible for a subsidised place but are enrolling in a course that is subsidised, a fee for service (FFS) rate will be charged. The FFS course costs are available from the VET Administration Officer and in the course guide.

After you receive your letter of offer you will receive an invoice requesting payment.

Allowances

Indigenous students may be entitled to the ABSTUDY incidentals allowance, which can be used to pay for tuition fees and other education costs. You must apply to ABSTUDY to get this allowance.

Refer to the following website for further information: humanservices.gov.au/customer/services/centrelink/abstudy

Payments

On enrolment, students will take up ONE of the following payment options:

- a. pay the full amount of fees and charges
- b. present a signed authority from an employer to invoice that employer for your fees and charges
- c. pay fee by instalment
- d. the acceptance by the provider of the student's intent to defer payment and their eligibility to do so under the VET Student Loans program
- e. pay part of the full amount of the fees and charges and defer payment of the other part under the VET Student Loans program
- f. make application on the grounds of severe financial hardship for fees and charges to be waived or
- g. for students who have fallen behind in their instalments during the previous semester, Notre Dame may agree with the student on an appropriate arrangement to pay the amount outstanding, plus the fees and charges for the next semester. If this can be arranged, the student may be enrolled

Students who fail to take up one of the above options will not be enrolled.

Payment plans

If you cannot pay all your fees at once, talk to the Senior Finance Officer on the Broome Campus to work out a payment plan.

Please note: An establishment fee of \$50 applies to payment plan options.

Failure to either pay your fees, take up a VET Student Loans program or to work out a payment plan may result in your enrolment being cancelled. When a student's enrolment is cancelled the student is not able to attend classes, work placement or any other activities associated with enrolment at the University.

Students suffering severe financial hardship can apply to have their fees waived. Students should contact the VET Administration Officer for more information. To support their claim, students will have to provide documents such as pay slips and taxation records.

Payment methods

To assist students in paying fees, Notre Dame provides the following options:

Direct debit

The University of Notre Dame Australia, Broome
BSB: 086 006
Account Number: 180 430 285
Reference: <SURNAME, STUDENT ID NO>
Remittance: broome.finance@nd.edu.au

Post cheque or money order

The University of Notre Dame Australia
PO Box 2287, Broome WA 6725

DO NOT POST CASH.

Cash in person

Senior Administrative Officer, front office reception
The University of Notre Dame Australia
88 Guy Street, Broome WA 6725

Credit card payments by phone

Senior Administrative Officer
08 9192 0604

VET Student Loans

VET Student Loans is a program designed to provide sustainable and affordable opportunities for eligible students to access quality, higher level VET qualifications, particularly those students who could not otherwise afford to pay upfront.

If you receive a VET Student Loan, the Australian Government pays your tuition fees directly to Notre Dame on your behalf and debits your loan. You then repay that loan through the tax system when your income exceeds the minimum repayment threshold.

The total amount that eligible students may borrow over their lifetime is capped by the FEE-HELP limit set by the Commonwealth. The VET Student Loan will remain a personal debt until it is repaid to the Commonwealth. This may reduce your after tax wage or salary and may reduce your borrowing capacity until it is repaid. You may wish to seek independent financial advice before applying for a VET Student Loan.

Application

The application is completed and assessed via an online system and is made directly to the Department of Education, Skills and Employment. You may apply at any time throughout your study; however, if you want the loan to apply to the whole course, you need to submit your application before the first Census Date. For a list of Census Dates see notredame.edu.au/study/vet/census-dates

Student eligibility

There are specific criteria students must meet to be eligible for a loan through VET Student Loans. A student must:

- have been assessed as academically suited to undertake the eligible course with a HELP balance greater than zero; and
- be an Australian citizen; or
- be a qualifying New Zealand citizen; or
- hold a permanent humanitarian visa and usually reside in Australia

Eligible courses

Eligible VET Student Loan courses at Notre Dame as at 1 January 2018 are as follows:

- HLT54115 Diploma of Nursing

Loan caps

Your loan may not cover all your fees. Each course has a VET Student Loan course cap. This is the maximum amount you will be loaned for the course. If your fees are higher than the course cap, you will need to pay the difference to Notre Dame. For course fees go to notredame.edu.au/study/vet/census-dates

Repayment

Repaying the loan is required when your income reaches the repayment threshold. The threshold can be found at www.employment.gov.au/VET-student-loans

Progression and engagement

If you are accepted for a VET Student Loan, it is your responsibility to confirm your continued engagement and participation in your course by completing the Progression form. An email with login details to the eCAF system will be sent to you requesting that you indicate your study intent and complete a short survey.

Demonstrating your progress will require you to regularly attend all scheduled classes/online sessions and meet due dates for your assessments. If you do not complete the form and survey, you may be ineligible to continue accessing VET Student Loans to pay for the remainder of your course tuition fees.

Where can I find out more?

If you have any questions, concerns, or require more information regarding VET Student Loans, contact the Department of Education, Skills and Employment, HELP Student Enquiry line on 1800 020 108, email VETStudentLoans@education.gov.au or visit www.employment.gov.au/VET-student-loans

Refunds

Students are entitled to a full refund of tuition and resource fees if:

- a course or unit is cancelled
- all available places in the course are filled
- they are accepted into a university course (documentation required)
- they lodge an application for withdrawal before the Census Date of a course
- they receive a credit transfer for a unit/s

Where a student wishes to withdraw from a course, they must request the withdrawal of their enrolment in writing using an applicable withdrawal form. If a student is:

- receiving a VET Student Loans and wishes to withdraw they are required to complete the Withdrawal Application – VET Student Loans form and submit the completed form to broome.courses@nd.edu.au
- not eligible for a FEE-HELP place and are required to make upfront payments and wish to withdraw they are required to complete the VET Withdrawal Application and submit the completed form to broome.courses@nd.edu.au.

Refund of fees and charges due to withdrawal

Certificate III and IV students are eligible for a full refund of course fees and 50 percent of any resource fees paid if they withdraw correctly before the Census Date of the course.

Non FEE-HELP diploma students are eligible for a full refund of course fees if they withdraw correctly before the Census Date of the course.

A student may apply for a refund of fees due to withdrawal before the Census Date by completing the VET Refund Request form and submitting the completed form to broome.courses@nd.edu.au

A student will be advised in writing whether they are eligible for a refund and the amount to be refunded. All refunds will be paid by electronic funds transfer to a bank account nominated by the student within 20 working days.

Re-credit of HELP balance due to exceptional circumstances

A student may apply in writing to the Head of Broome Campus for a re-credit of fees due to exceptional circumstances.

For more information please visit [PROCESS Re-Crediting HELP Balance](#) on the Notre Dame website.

A student must provide documentary evidence, such as a medical certificate, letter from their psychologist, social worker or minister, demonstrating the exceptional circumstances. Exceptional circumstances may include serious illness, injury or disability which prevents the student from attending class or completing their program of study.



Academic progress

Time taken to complete a unit

Students will be given the unit commencement and completion dates. If a student is having difficulty completing their assessments within the given time frame, they need to contact their Trainer to negotiate whether more time can be provided. Failure to complete units within the allocated times may result in delayed progress to the next stage of the course.

Appeals

Notre Dame has a Student Appeals Policy in place, which is available through the VET Administration Officer, or at notredame.edu.au/about/policies

A student who is dissatisfied with a decision made in relation to their enrolment, assessment or any other decision made against them, may lodge an appeal using the Student Appeals (VET) form and include all required and relevant information as well.

Where an appeal relates to a decision in relation to academic matters, the appeal must be referred to the Head of Campus. Where an appeal relates to a decision in relation to the payment of fees, the appeal must be referred to the Academic Registrar.

Information about types of appeals and the relevant policy, procedure and Regulation can be found at notredame.edu.au/community/student-wellbeing-and-support/appeals-and-grievances/student-appeals

Cultural leave

Notre Dame strongly supports the process of reconciliation and acknowledges that Aboriginal people may, from time to time, require leave to attend to cultural affairs. If leave is required during block week, an Application to be Exempt from Block Week form will need to be dropped in to the VET Administration Officer or emailed to broome.courses@nd.edu.au

Travel and accommodation

Away From Base (AFB) funding is available to eligible Aboriginal and/or Torres Strait Islander students who live outside of Broome and need to attend the University campus for study block weeks and/or practicums. AFB funding covers travel costs, including fares, meals and twin-share accommodation for students.

To be approved for AFB funding you must demonstrate that you are currently receiving ABSTUDY. Students must provide a letter or statement from Centrelink showing their customer reference number (CRN) and the start and end date of their ABSTUDY approval. Once this is on file, students may be asked to confirm currency prior to approval of subsequent applications.

If you are entitled to AFB and live out of Broome, you will be sent an AFB Travel and Accommodation form prior to each study block week. Travel bookings will only be made if the form is filled in with your current ABSTUDY details and emailed/faxed back at least seven days before your block week starts.

Transfers

It is the student's responsibility to make their way to and from the University. Transfers between the airport and/or the bus station are provided only to students booked into the Campus accommodation. Arrival and departure details are required when confirming your accommodation booking.

Students staying at other accommodation in Broome are required to make their own travel arrangements to and from the Campus.

'No Show' fees and charges

If the University organises travel and accommodation and the student does not travel:

- the student may not receive further assistance with travel costs; and
- the student must pay any costs associated with failing to cancel booked travel or accommodation

If the student shows that the circumstances were beyond their control, the University may choose not to apply a 'No Show' fee. Documented evidence will be necessary.

Cancelling travel and accommodation

If you are unable to attend your study block week or practicum, you must contact the VET Administration Officer on 08 9192 0638 as soon as possible so they can cancel all your bookings. If you cannot cancel before 4pm on Friday before the block week is due to commence, call the number listed on your itinerary. If you do not cancel your bookings you may be charged a 'No Show' fee.

Cancelling air charters

Most air charter companies (including mail charters) require 24 hours' notice of cancellation. Less than 24 hours' notice usually results in extra fees so it is important that you call the VET Administration Officer on 08 9192 0638 as soon as possible.

The Hostel

Please read the Broome Accommodation Guide for comprehensive information on the facilities and services available to guests: notredame.edu.au/__data/assets/pdf_file/0020/20288/Village-Accommodation-Guide-for-Guests.pdf

Accommodation

Village: The village includes nine, five-bedroom houses. Each bedroom is lockable, air-conditioned, has a ceiling fan, an ensuite, single bed, desk, bookshelf and wardrobe. There is a kitchen, dining area and lounge facilities to share in each house. All houses are fully equipped with furniture, appliances and linen.

Hostel: The hostel has a range of single, double and triple share rooms. Each room is lockable, with air-conditioning, fan, desk, wardrobe and a small fridge. On the ground floor there are three bedrooms, laundry, outdoor and indoor TV lounges, shared kitchen, universal access bathrooms, communal kitchen and dining facilities. The first floor has accommodation and shared ablutions.

Arrival

To book your accommodation go to notredame.edu.au/current-students/campus-life/accommodation/assets/form. You will be contacted within 48 hours to confirm if your request has been successful.

If you have any issues, please call the Accommodation and Student Services Coordinator on 0467 810 919.

Upon arrival, please allow approximately 30 minutes for check-in and orientation to the accommodation facilities.

Room key

You will be issued a room key. A fee of \$50 applies for keys that are lost or unreturned.

Meals

All meals are self-catering. AFB recipients will receive a meal allowance for study days with which they can purchase goods from the supermarket. All kitchens are equipped with a range of appliances and equipment for food preparation. Barbecues are also available for student use.

Transport

Bus timetables are available online at www.bebus.com.au/bus-times

There is no ride-sharing service in Broome. When calling a taxi please advise them to collect you from the student accommodation carpark P5.

Laundry

The laundry is open between 6am and 10pm and has coin operated washing machines and a dryer. There is an enclosure for air-drying washing, as well as an iron and ironing board. Washing powder and coins are not available at the hostel.

Safety and security

You are responsible for your personal safety and security.

Please take care at night and use the lit pathways when moving around the Campus.

The University does not take responsibility for your belongings. Remember to lock doors and secure vehicles and bikes at all times.

Please report any concerns or incidents by calling:

Between the hours of 6am-4.30pm
Accommodation Coordinator
Tel: 0467 810 919

After hours 4.30pm-6am
Campus Security
Tel: 0427 781 114

IN AN EMERGENCY CALL 000



The Library

Opening hours

Monday to Friday — 8am-4pm

Saturday and Sunday — Closed

Please visit the Broome Library homepage for more information. The Library is closed on public holidays.

Contact details

Tel: 08 9192 0644

Email: broome.library@nd.edu.au

Library membership

Your Student ID Card is also your Library card. If you need a new or a replacement Student ID Card, please contact staff at reception. Although the card is not required, it is recommended for easy access to printing and photocopying. Student ID Cards have a year sticker, which is valid for one year only. There is no charge for your first Student ID Card, however, there is a \$15 fee for replacement cards.

Library website

To view specific information about the Broome Campus Library, look under the 'Our Library' tab on the Library homepage, or visit library.nd.edu.au/broome. Here you will find links to the Library catalogue, electronic databases and eBook/eJournal collections, your personal Library account, links to subject and referencing guides, online tutorials, assignment coversheets, information about opening hours, and much more.

Content discovery tools

The Library website offers a number of options for discovering and accessing Library materials. Here are some of them:

- **Databases:** the Library subscribes to a number of subject-specific and multidisciplinary online databases where you can conduct in-depth searches for citations and full text content, such as journal articles. Most databases will allow you to limit your search results to peer-reviewed scholarly publications and will export citations or store them in a personal account/folder for future reference.
- **eBook collections:** although all our electronic books are accessible via the Library catalogue and most of them can be retrieved using Summon, you can also search for specific eBooks by accessing one of our eBook collections. Some of the collections allow you to store titles you are currently reading on a virtual bookshelf, so you can easily return to them in the future.
- **Citation – DOI search:** if you have a bibliographic citation which includes a DOI (digital object identifier), paste this number into the DOI search field to check if the Library offers full text access to the title.
- **The eJournal and eBook title search:** this tool can help you discover our electronic books and journals by searching for specific titles or by browsing electronic resources by subject.
- **Subject guides:** these online guides have been designed by Notre Dame librarians to assist you with selecting the best resources for your discipline.

If you would like to attend a training session on how to use any of these tools, please contact our Library staff.

Please note that electronic resources provided by the Library are governed by license agreements and their use, for educational purposes, is restricted to Notre Dame staff and students. When accessing licensed electronic resources off campus, you will be prompted to enter your current student login and password for Windows. Some electronic resources, e.g. EBL, will also prompt you to enter your Windows credentials on campus. Please do not disclose your login or password to anyone.

If you have any problems accessing electronic resources, please contact the Library or use the interactive AskUs service available on the Library homepage.

Reservations of print materials

If you wish to place a reservation on an item that is on loan, please use the 'Request Item' button in the online catalogue, or talk to staff at the Loans Desk. You will be notified by email when the item is available for pick up.

In-house collections

- **Nonfiction** – the “main” collection containing both fiction and nonfiction titles; available for 42 day loans
- **Open Reserve** – this collection houses high demand/ coursework items. Items labelled 'Reserve' may only be borrowed for two hours or overnight. Overnight loans are available two hours before closing, and are due one hour after opening the following working day. Any extra copies of Reserve titles may be available as standard loan items
- **Audio visual collection** – DVDs and videos. Most DVDs are available for a seven day loan; all VHS tapes and DVDs marked as 'not for loan' can be viewed in-house
- **Periodicals** (print journals, newspapers etc.) and **Reference books** (dictionaries, encyclopedias etc.) are available for use in-house only
- **Big books** – large format books. Great classroom resource; standard (42 days) loan
- **Local studies collection** - resources related to the Kimberley region. In-house use only
- **Maps and posters** – available for standard loan
- **Vertical file** – a file containing newspaper clippings, pamphlets and brochures on a variety of topics. Available for use in the Library and for photocopying

Borrowing

Your Notre Dame Student ID Card is also your Library card and enables you to borrow the following:

BORROWER TYPE	STANDARD AND AV* LOAN	LOAN PERIOD	RENEWALS	RESERVE LOANS**
VET students	15	42 days	2	2
Alumni	5	42 days	1	0
Community	5	42 days	1	0
Reciprocal & Inter-Library	10	42 days	1	0

* AV items have a restricted loan period of 7 days, with no renewals

**Reserve collection items are not renewable, and do not count toward your total loan limit.

Please note: Certain Library materials and special collections may be subject to limited access. Please see your Library for further details. Further information can be found at library.nd.edu.au/borrow/entitlements

My Account

The My Account feature of the Library catalogue gives borrowers with current Library registration access to information about items on loan and their due dates, requested items, loan history, fines and blocks, and access to lists of bibliographic records saved into the account. My Account can be accessed from Quick Links on the Library website. To log in, enter your student number as prompted. To protect your privacy, we recommend that you log out as soon as you finish checking information in your account.

Renewals and fines

Items on loan may be renewed, with the exception of Reserve and other short (three day or seven day) loan items. Please note that the renewal must be processed before the item reaches its due date. To renew eligible items log into My Account or contact Library staff.

Late returns attract fines and borrowers are charged at a rate of \$1 per item per day for overdue standard loan items, and \$2 per item per hour for overdue Reserve items.

If an item is lost, in addition to overdue fines, the borrower will need to pay the replacement and administrative costs.

Please note your exam results will be unavailable until all overdue items have been returned and all Library fines have been fully paid. Fines can be paid in cash or by credit card with the Senior Administrative Officer. Library staff can only accept cash payments.

Reciprocal borrowing

The Notre Dame Library has reciprocal borrowing arrangements with other universities. Broome Campus students can register as reciprocal borrowers at other university libraries in Australia by presenting their current Notre Dame Student ID Card. In some instances, you may also need a letter from the University confirming that you are a student in good standing before you can join other university libraries. Registration fees may apply at some institutions.

Further information

All new students are invited to attend Library information sessions during campus orientation. In addition, Library staff offer group training sessions during the semester. Please let us know if there are any specific training sessions you would like us to deliver during the year.

Additional information about Library services and collections can be obtained by contacting Library staff or by accessing the online AskUs service available on the Library homepage.

IT services for students

As a student of Notre Dame's Broome Campus, you have access to university computers to aid you in your academic study. As part of the orientation activities, IT will be available to answer questions you may have regarding the use of IT facilities.

Available computers

The computers available to students are those found in the Library, Lecture Room 5 (NDB2/112) and in the Lecture Room 7 computer lab NDB2/110 after hours.

If you wish, you can also access the Internet using the Broome Campus wireless network. Copies of the wireless coverage map are available from the Library. Email broome.it@nd.edu.au for information on setting up wi-fi.

Resources on campus computers

Each computer contains Microsoft Office 2013, including MS Word, MS Excel, MS PowerPoint, Adobe Reader, CD burning software, and USB ports. The Library computers also contain additional software such as RefWorks Write-N-Cite, EndNote, Nursing Calculations and Interactive Ochre.

Additional software is only added on the advice of a Trainer where it is deemed necessary for the students and their courses. Please note that this is subject to approval. All computers have Internet access and printing facilities.

Printing and scanning

The HP MFP printers have the capability to copy, scan and email and are available for use in the Library, Lecture Room 5 (NDB2/112) and in the Lecture Room 7 computer lab (NDB2/110) for after-hours users.

Printing is available to all students on a pay-per-page system. Each mono A4 page costs 11c and colour pages 55c. Mono A3 page costs 22c and colour A3 pages \$1.10. Your Student ID Card is also your printing card. Credits can be added to the card by going to <https://payments.nd.edu.au/student-payments/menu>, clicking on Student Printing and paying by debit card or paying in cash to the Senior Administrative Officer at reception. Students are advised to always check the printing preferences before printing. Scanning is free, however, students must have a balance of more than \$0.00 on their print card.

Workspaces

Each student is given access to a personal work-storage space on the University server. A work-storage space is a place other than a USB or on the local hard drive where you can save your files. You are able to access your student work-storage space from any computer on campus under Network Drives, which is found within the My Computer portal. Your personal work-storage space is noted with your student ID number. Students are also able to access the student work-storage space via the MyND Portal through WebPortals accessed through notredame.edu.au/current-students

Network login instructions

Network login instructions can be picked up at the Library, IT department, or found in the Library and Lecture Room 7.

Online learning

The online learning platform known as Blackboard Learnit contains course information for all units. It also provides a link to Collaborate Ultra, the virtual classroom software.

Computer support

IT support staff are located in room NDB2/113. Please contact IT if you are experiencing problems with a university computer by sending an email to broome.it@nd.edu.au. Please attach a screenshot or explain the issue you are experiencing.

Alternatively, you can contact IT on 08 9192 0632. Trainers and the Library staff can also provide limited computer support if required.

After-hours computer use

Lecture Room 7 (L7) allows students access to computers outside the normal hours of Library operation. Students need to be aware of the following operational details for using L7:

- A proximity fob is required to access the room. The fobs are available at reception during office hours. There is no charge. You will be provided with a User Agreement form which outlines the Terms and Conditions of Use.
- Access is available from 4.30pm-8am Monday to Friday and 24 hours on Saturday and Sunday.
- For your convenience, a key for the NDB2 toilet block is available inside the computer lab. Please lock the toilets after each use.
- Tight surveillance measures are in place to ensure that security is not compromised. Please report any cases of misuse or abuse of the equipment or system to reception and IT. Users are not to allow access to unauthorised persons. Lending your fob to others could leave you liable to having your own future access denied.

Online resources

The Notre Dame website is an important resource for your studies, providing a wealth of useful information, including:

- Student forms
- Library information
- University regulations
- Campus news
- VET program information

You can also access MyND Portal, including your student email through the website. It may take a while to familiarise yourself with the website but you will soon remember where to find everything. You can access MyND Portal here: <https://my.nd.edu.au>

How to access webmail

All students, both on and off campus, will be given a Notre Dame email account. This is accessed through the MyND Portal. Your Trainers and administration staff will contact you via your email account so you must check your emails regularly. You are expected to use your MyND Portal email account for all university email correspondence. Administrators and Trainers cannot enter into correspondence through your personal email address. Access your webmail through MyND Portal: <https://my.nd.edu.au>

Accessing online learning

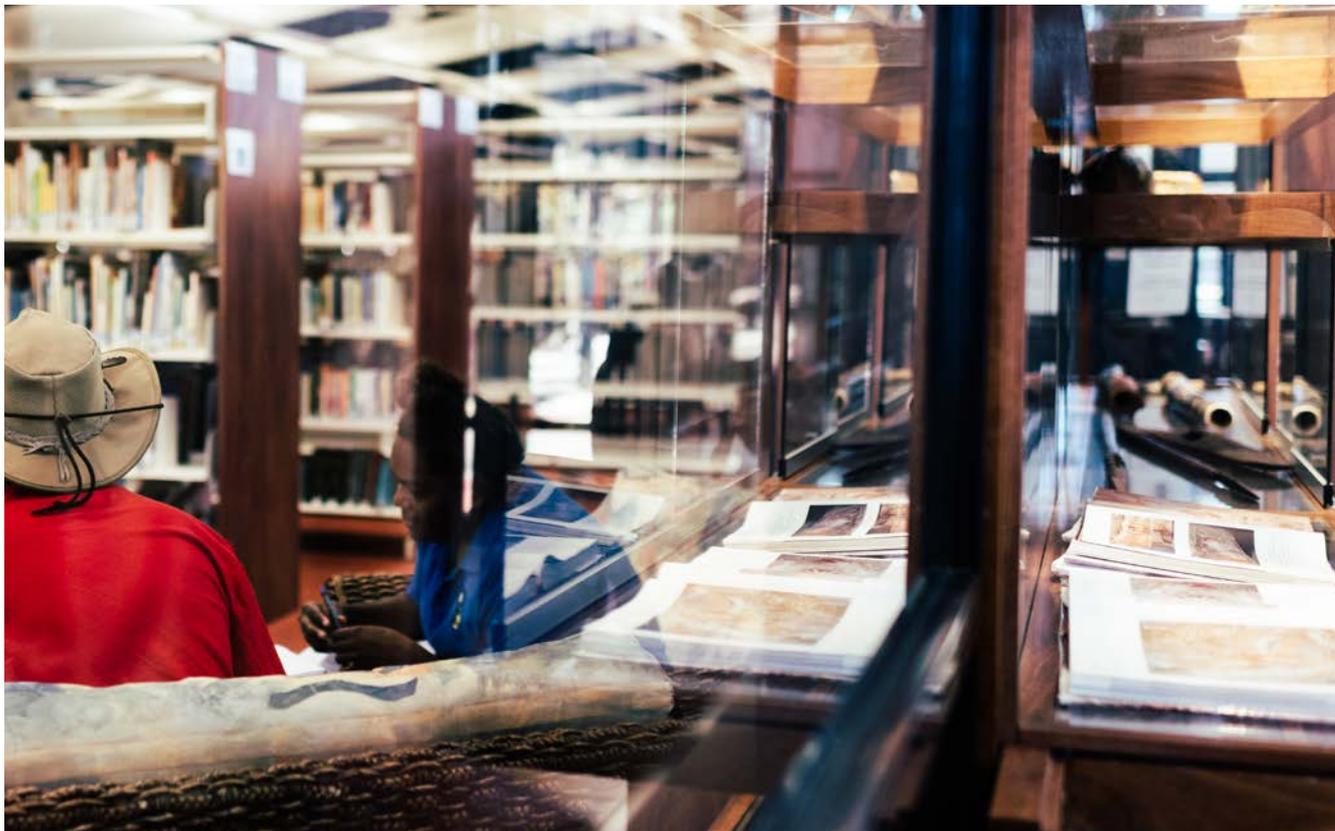
Study materials for students may be placed on Blackboard Learnit, which can be accessed through the Notre Dame website.

You can access Blackboard directly through <https://learnit.nd.edu.au/webapps/login>. Blackboard works best in either Mozilla Firefox or Google Chrome web browsers, which are free to download.

Log into Blackboard

- Enter username (this is your 8 digit student number) and password (this is the password you use for access to all IT services and applications) then click 'Login'
- Upon successful login you will see the Blackboard Welcome Page
- Select the unit or course you want to open on the right side of the page

Please contact your Trainer immediately if you are unable to access your study materials. If you are having problems with your Blackboard login please contact IT Support on 08 9192 0632 or email broome.it@nd.edu.au. Remember to state your Student ID. Information about online learning will be covered during Orientation Week.



Student administration

Please note, the following is for general information only. Students should always consult with the VET Administration Officer or refer to the University's policies and guidelines for the most up-to-date information on their rights and obligations.

How to apply for a Student ID Card

You are entitled to a Student Card, which will be needed to access the Library, photocopying facilities, printing and scanning services. The University produces a high quality Student Card which includes a photograph. Photos are taken at orientation and your card will be available approximately 10 days later.

On campus students

If you need a new Student ID Card, go to the reception office at NDB1 and make an appointment with staff to take your photograph and order your card which will be available within 10 working days.

If you are a returning student, please present your Student ID Card at the reception office at NDB1 to receive an updated year sticker for your card. You will be unable to use the Library until you have updated your card. On campus students will be contacted by email and asked to collect their new cards from the reception office at NDB1.

External students

You can obtain your Student ID Card by submitting a passport sized photograph. Please print your name and Student ID number clearly on the back of the photograph. Mail your photo and written request for a card directly to:

The University of Notre Dame Australia
Broome Campus
PO Box 2287
Broome WA 6725

If you are emailing your photograph, please send it to broome.courses@nd.edu.au. Make sure to include your name and Student ID in the email.

Once the Student ID Card has been generated it will be mailed to the postal address you have recorded with the University.

If you are a returning external student and will not be visiting the campus during the semester, please telephone the VET Administration Officer on 08 9192 0638 to request an updated year sticker for your card.

Academic Transcripts/ Statements of Attainment

Additional copies of official Academic Transcripts and Statements of Attainment require a minimum of 24 hours' notice. Requests for Academic Transcripts and Statements of Attainment should be directed to the VET Administration Officer, who can be contacted on 08 9192 0638 and payments can be made through the Senior Administrative Officer, Operations Support.

Communication with students

All communications with students while studying at Notre Dame will be via the postal address you provide to us, or through your student email account, which is provided to you on enrolment. No communications will occur to personal email addresses. It is your responsibility to access your official Notre Dame email account on a regular basis.

Setup your Notre Dame email address on your phone

iPhone: askus.library.nd.edu.au/faq/204864

Android: askus.library.nd.edu.au/faq/204865

University policies

- All university policies and procedures can be found at notredame.edu.au/about/policies
- Specific VET policies and procedures can be found at notredame.edu.au/study/vet/vet-procedures-and-processes
- A wealth of information for students can be found at notredame.edu.au/current-students

Dress code

Students and staff are expected to wear neat and clean clothing while attending the University.

Footwear must be worn at all times. It is not acceptable to be bare-chested. It is important to observe these guidelines as they are designed to ensure the University community adopts reasonable standards of personal presentation.

The climate of Broome is very pleasant for the middle six or seven months of the year. For the rest of the year it can be extremely humid and very hot. It is possible to wear cooler, lighter clothing appropriate to the climate without necessarily wearing less clothing. Students are encouraged to dress accordingly.

All students need to be conscious of the presence on campus of fellow students and visitors from different cultures and backgrounds where the wearing of 'revealing' clothing can be confronting and often offensive.

During the wet season in particular, the lecture rooms and the Library are air-conditioned for the general comfort of both students and Trainers. Individual needs cannot be catered for in these areas, so students may need to dress accordingly if they 'feel the cold' more than others.

Smoking

Smoking on campus is restricted to the area at the side of the student hostel, next to the laundry. Cigarette butts must be placed in the ashtrays provided. All other areas around the campus are no smoking areas.

Eating and drinking

The consumption of food in classrooms is prohibited. Drinking water is permitted, however, students are encouraged not to place drink bottles on desks. This is to keep desk tops free of condensation and clean for the next scheduled class. Please use water containers that have lids to minimise the risk of spilling.

Children in lectures

Children are not permitted to accompany students into lectures, tutorials or the clinical laboratory.

Alcohol

Alcohol is strictly prohibited in all teaching areas, the Library, the student hostel and all other public areas.

Mobile telephones

Mobile telephones must be switched off at all times in lectures or tutorials. They are to be switched to 'silent' mode in the Library, and patrons are asked to step outside the Library building to take or make calls.

Parking

The main student car park is to the east of the roundabout – P3. Additional spaces are available in the Library car park – P1. Please be aware of security and lock your vehicle. All parking is at the owner's risk.

Cycle racks

Please make use of the two cycle racks near the Library entrance and chain your bicycle to the racks for security. Students are asked not to chain bicycles to any other post, rail or structure on campus.

Sexual harassment and sexual assault

Notre Dame believes that all members of the University community have the right to be safe and secure, and to be treated with respect and dignity at all times. The University condemns harassment, violence and unjust discrimination of every kind, and asserts that no one in our community should be subject to physical or verbal harassment or abuse. Notre Dame does not tolerate sexual assault or sexual harassment.

Further information, including how to seek help, is available at notredame.edu.au/community/student-wellbeing-and-support/sexual-assault-and-harassment

Grievances

Students may raise a problem, issue or concern relating to the conduct of University staff or students (including Trainers/Assessors) or concerning the University's operations or services.

The University refers to 'grievance' as any real or perceived ground for complaint, including perceived racial or sexual harassment, discrimination on the grounds of disability, race, or religious belief, political viewpoint, sex, marital status or pregnancy, or any other unfair or improper treatment.

If a student has grounds to believe that a grievance has occurred, their options include:

- deciding to manage the problem personally or choosing to take the matter no further; and/or
- pursuing their complaint through the University grievance resolution procedures

The student should first try to resolve the issue by talking directly, where possible, to the person with whom they have a grievance. If this method proves unsuccessful, please contact the Broome Campus Grievance Officer.

The University's Procedure: Student Grievance is available at: notredame.edu.au/__data/assets/pdf_file/0026/27548/PROCEDURE-Student-Grievance.pdf

University Grievance Officers are available to provide staff and students with information about the Grievance Resolution Process and to assist them to determine whether the subject matter of the grievance falls within the scope of the Procedure: Student Grievances, or is best dealt with under another University policy or procedure.

Broome Campus Grievance Officers

Jo Camillieri

Tel: 08 9192 0634

Email: jo.camillieri@nd.edu.au

Sandra Wooltorton

Tel: 08 9192 0614

Email: sandra.wooltorton@nd.edu.au

Further information about the University's grievance process is available at notredame.edu.au/current-students/support/appeals-and-grievances

Attendance and progression

The University is committed to maximising opportunities for student success, and tracks student attendance and participation in order to support progress and academic achievement. The University expects that students attend all compulsory classes, site visits and placements on time and as scheduled to engage with all learning materials, including those provided online.

Procedure: VET Student Progress explains how attendance and progression are monitored and can be found online at notredame.edu.au/study/vet/vet-procedures-and-processes

Assessment

Assessments in VET are competency based.

All units will involve some form of assessment of your performance to determine whether or not you have achieved competence in the required outcomes.

In most cases, the assessment will be a combination of assignments and/or continuous assessment. Continuous assessment does not involve formal examinations at the end of a course but relies on the results of several assessments completed throughout the course.

Assignments, projects, field work, practical work, and written tests are all examples of assessment tasks that may be required.

Students may lodge an appeal against an academic result if they consider the result to be incorrect.

Students will have a total of three (3) attempts at each assessment of a unit of competency. If assessments are not submitted by the due date this will be counted as one (1) attempt. If a student is found 'Not Yet Satisfactory' in any assessment component after 3 attempts, re-enrolment in the unit will be required. Full fees apply.

Policy: VET Assessment

notredame.edu.au/__data/assets/pdf_file/0011/2063/Policy-VET-Assessment.pdf

Procedure: VET Assessment

notredame.edu.au/__data/assets/pdf_file/0026/49616/Procedure-VET-Assessment.pdf

Information about Appeals and the Procedure: VET Student Appeals

notredame.edu.au/current-students/support/appeals-and-grievances



Health and wellbeing

The University has joined with all other Australian universities in a national initiative driven by Universities Australia to ensure all students and staff continue to promote a culture of safety and respect in their university community. The 'Respect. Now. Always.' campaign aims to raise awareness among university students and staff that sexual assault and harassment are unacceptable, and to ensure that avenues of support are available, appropriate and easily accessible.

The safety and security of our students—on and off campus—is of critical importance.

Information about students' safety, security and counselling services available at the University are located at notredame.edu.au/community/student-wellbeing-and-support/safety-and-security

Access and Inclusion

Notre Dame is committed to providing an environment for students that is supportive and free from discrimination. The University strongly supports the admission of students with a disability or medical condition, and encourages those students to seek assistance from the Access and Inclusion Advisor to ensure they are able to participate in their course of study on equal terms with other students.

The Access and Inclusion Advisor is responsible for the management of each student's Learning Access Plan (LAP) and recommendations for reasonable adjustments in accordance with requirements of the Disability Discrimination Act (Cwlth) 1992 (DDA), The Disability Standards for Education (2005) and the University Policy: Students with a Disability. Reasonable adjustments will depend on the nature and extent of each student's needs.

The Access and Inclusion Advisor can be contacted on:

Tel: 08 9433 0995

Email: broome.accessandinclusion@nd.edu.au

Withdrawal

Prior to formally withdrawing, students are encouraged to speak to the relevant Trainer and Assessor to discuss options such as transferring to another course, or accessing additional support to complete the course.

Students must withdraw from a course by completing and submitting the published VET Withdrawal form in order to be eligible for a refund of fees and charges and to re-credit any VSL debt.

Full details of the University's policies and processes are available from the VET Administration Officer and can be found online at notredame.edu.au/study/vet/vet-procedures-and-processes

Emergency procedures

An extensive list of Emergency procedures is available through the Notre Dame website at notredame.edu.au/community/student-wellbeing-and-support/campus-security/emergency-procedures. Students are encouraged to become familiar with this information, as well as the local procedures that follow.

Evacuation procedures

Prior actions

Students should become familiar with the layout of the Campus, particularly the assembly point locations, the nearest exits and routes to the assembly points.

There are three designated assembly points, clearly marked by green signs in the following locations:

1. Main front car park by the Guy Street entrance
2. Courtyard (Graduation Square) and
3. Car park, Accommodation Road

A map exists at every exit showing the location of these evacuation points.

Acting on an emergency

1. Stay calm
2. Stand and place chairs and large bags under desks. In a bomb threat all personal bags and items need to be removed by the owner
3. Prepare to leave the building:
 - › secure confidential materials and valuables; and
 - › switch off air conditioners, computers and electrical appliances that are not safe to be left unattended
4. Leave the building in an orderly manner and proceed to the nearest designated assembly point
5. If you have come from a lecture, once assembled, your Trainer will check the class list
6. Do not re-enter the building until instructed and given the all clear either by the Chief Fire Warden or by emergency services

Cyclone procedures

If a cyclone warning is issued for Broome, copies of current cyclone warning advice issued by the Bureau of Meteorology will be posted on notice boards around the campus.

Blue Alert

University will remain open

A Blue Alert means that a cyclone has formed and may affect the area within 48 hours.

Yellow Alert

University will close

A Yellow Alert means that a cyclone is moving closer to the area and impact appears inevitable within 12 hours. Students are to leave the campus and go home to attend to personal matters. Notices will be placed around campus advising that the University is closed due to Yellow Alert status.

Red Alert

University closed

A Red Alert means that cyclone impact is imminent. In the unlikely event any student is on campus (other than in residential areas) when Red Alert is declared, leave campus immediately and return to residence or safe shelter.

Other than resident students in the student accommodation, no students are to remain on campus after Red Alert is declared.

Staff will advise students on cyclone stages and warnings. Students residing on campus in the event of a cyclone will be supported by residential services. Students should also aim to keep themselves informed of current warnings by listening to ABC radio, visiting the Bureau of Meteorology website www.bom.gov.au or ringing 1300 659 210.

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Broome Campus map



- NDB1**
- Ground floor**

 - Executive Director
 - Head of Campus Office
 - Campus Operations Office
 - Campus Reception
 - Fees Office

- First floor**

 - Majarlin
 - Lecture Rooms L2 and L3

- NDB2**
- Ground floor**

 - Lecture Room L5 (IT Lab)
 - Lecture Room L6
 - Lecture Room L7 (IT Lab)
 - Information Technology Office
 - Academic Programme Centre (APC)
 - Administration and Lecturer's Offices
 - Prospective Students Office
 - Lodge application here

- First floor**

 - Lecture Room L10 & L11
 - Lecturer's Offices
 - Campus Ministry

- NDB3**

 - Lecture Room L8
 - Lecture Room L9

- NDB4 Accommodation Hostel**
- Ground floor**

 - Accommodation and Student Services Coordinator

- NDB5 Nulungu Research Institute**
- NDB6 Accommodation Village**

 1. Gubinge
 2. Bloodwood
 3. Kurrajong
 4. Coolamon
 5. Conkerberry
 6. Wattle
 7. Jigal Tree
 8. Magabala
 9. Boab

- NDB7/SA10 Staff Accommodation**
- NDB8 Campus Library**
- NDB9 Grounds and Maintenance**
- NDB10 The Hall**
- NDB11 Lecture Rooms**
- SA1**
- SA1-SA10 Accommodation**



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Join our online community



RTO NATIONAL CODE: 0064

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