



**You learn
more in the
city.**  **central**
INSTITUTE OF TECHNOLOGY

**2012
essentials guide**



Welcome to Central Institute of Technology. This essentials guide is your quick reference guide to some of the things you need to know about our facilities, resources and regulations. It also gives you a quick insight into the culture here and the standards and appropriate behaviour we expect throughout your time with us.

welcome from the managing director



Whether you are a returning student, or enrolling for the first time, it is with great pleasure that I warmly welcome you to Central Institute of Technology.

At Central, we are particularly proud of our rich history and tradition dating back to 1900. We are also proud to be the State leaders in training for several areas of industry.

We are committed to providing all our students from here in Western Australia, and around the world, with quality vocational education and training, and innovative and supportive student services.

We're always looking to further improve our programs, services and facilities, to ensure that they meet the changing needs of industry and students. Last year we opened our brand new building at 30 Aberdeen Street, which boasts the very latest modern training facilities and significantly expands the 'campus feel' of our Perth Training Precinct. We have also just refurbished Level 1 of our 25 Aberdeen Street building including an upgrade to the Fitness Centre and improved access to Student Services.

I encourage all of our students to get as much benefit and enjoyment from their time at Central as they can and I look forward to meeting with you during my visits to our five campuses.

Please accept my best wishes for your time here.

Neil Fernandes

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quick find telephone directory

www.central.wa.edu.au

Course Information and General Inquiries e enquiry@central.wa.edu.au	1300 300 822
Student Services (all locations) e enquiry@central.wa.edu.au	1300 300 822
Access and Equity Support Services e disabilityservices@central.wa.edu.au	9427 1349
Assessment Bookings / Coordinator	9427 1450
Awards Centre e helpawards@central.wa.edu.au	1300 300 822
Beauty Therapy Clinic	9428 0300
Bookshop e bookshop@central.wa.edu.au	9427 1212
Off-campus Learning Materials	9427 1193
Career Development Services	9427 1893
Job Placement - JobsCentral e jobscentral@central.wa.edu.au	9427 1969
Child Care Centre (Perth campus)	9427 1489
Complaints and Compliments	1300 300 822
Fitness Centre (Vibe)	9427 1483
International Centre (Student Support) Level 4, North Wing, Perth Campus	9427 1873
Libraries e helplibrary@central.wa.edu.au	
Perth	9427 1450
East Perth	6211 2436
Mt Lawley	9427 3723
Subiaco	9382 5754
Leederville	9202 4376
Medical and Dental Library	9346 7573
Massage Clinic	9428 0320
Nyoongar Kadadjiny Kulark Kart Programs and Support	6211 2424
Recognition of Prior Learning	1300 300 822
Traineeships, Apprenticeships & Workplace Training	9427 1050
Psychological Counselling Services	9427 1215
Student Success Centre	9202 4323 9202 4732

If dialling from interstate please use the prefix 08

If dialling from overseas please use international prefix +618

campus locations



Perth

12, 19, 25 Aberdeen St
and 133 Newcastle St, Northbridge

Opening in 2011:

30 Aberdeen Street, Northbridge



Leederville

Richmond St, Leederville



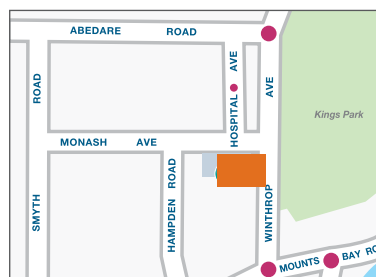
East Perth

140 Royal St, East Perth



Mt Lawley

Harold St, Mt Lawley



Nedlands

Oral Health Centre of WA
17 Monash Ave, Nedlands

standards and customer service

Firstly we'd like to outline what you can expect from us. In essence, the things we are committed to delivering. This concerns the standards you can expect and the quality of the training on offer here.

Principally, our standards are based upon the Australian Quality Training Framework (AQTF) and our Institute values. AQTF is a national set of training standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational training system.

academic programs and services

You can expect:

The delivery of high quality, contemporary programmes supported by appropriately qualified staff and technology.

Timely communication of information about relevant operations of the Institute including:

- selection, enrolment and induction/ orientation procedures;
- course information, including course delivery plans, content and career outcomes;
- timetables and classroom allocations and any changes to staffing arrangements;
- flexible learning and assessment plans;
- recognition of existing skills and awarding of credits towards qualifications;
- when results can be expected;
- feedback on assessment outcomes and general feedback during course delivery; and
- appeals procedures.

general programs and services

You can expect:

A safe and healthy training environment, free of harassment, that respects the rights of the individual and values diversity.

A consultation process that provides for input into decision making processes.

Timely communication of information about relevant operations of the Institute including:

- availability of disability services, welfare and guidance services and how to access them;
- grievance and complaints procedures;
- occupational safety and health procedures and requirements;
- fees and charges, including refund and fee waiver policies and how to apply for fee waivers or refunds;
- disciplinary procedures; and
- issuing of awards procedure.

expectations of you

In addition to things you can expect from Central, there are also standards of behaviour we require from you as a student.

These include:

- a sense of self responsibility about your study programme;
- that you will treat staff and fellow students with courtesy at all times;
- you will undertake reasonable presentation, including appropriate standards of hygiene and clothing; and
- you will take reasonable care of property and equipment.

central institute of technology facilities

assessment centres

These are primarily used for the resitting of exams and the conducting of course assessments.

Central Institute of Technology has an assessment centre located at the Perth campus. The operating hours for the centres are dependent on demand throughout the semester.

Students wishing to use the services of the assessment centres may make a booking for an available session via the library counter at their campus. Students will need to submit an 'Assessment Authority' form completed by their lecturer. Once the form has been submitted students can book a time to sit the assessment.

Bookings for Perth assessment centre – phone 9427 1450.

beauty therapy clinic

Central Institute of Technology operates a Beauty Therapy Clinic as a live works project for beauty therapy students. The Clinic is managed and operated by the students in their final semester of a Certificate IV course under the guidance of qualified staff. The combination of skills developed over one year is brought together to provide an extensive list of treatments for clients to choose from, at greatly reduced prices.

Students, staff and members of the public are invited to experience the professional treatments from our highly trained students.

Phone: 9428 0300

Email: beautyclinic@central.wa.edu.au

The Beauty Therapy Skin Care Clinic is located at 30 Aberdeen Street (William Street frontage) in Northbridge.

The Clinic is open Monday to Saturday during term time only. For further information and booking enquiries please phone 9428 0300.

[Click here](#) for more information on the Beauty Therapy Clinic, including a price list.

bicycle racks & bicycle paths

Central Institute of Technology campuses are ideally located along many of the city's cycle routes. For information on cycle paths please visit <http://www.dpi.wa.gov.au/cycling>.

Bicycle racks are provided at Perth, East Perth, Subiaco and Mt Lawley campuses.

bookshops

Central has a bookshop located at the Perth campus which services all Central's campuses.

Standard bookshop opening hours are:

Monday – Thursday: 8:00am – 4:30pm & Friday: 8:00am – 3:00pm

Closing times for the Bookshop vary during the year subject to demand. Check the website, door signs or phone for up-to-date information. Please note the Bookshop is closed during semester breaks. Bookshop supplies textbooks, stationery, art materials and Student cards.

The Bookshop also has photocopying, fax, binding and laminating facilities available.

Online ordering:

Students can check price and availability or order books online using Bookweb. Collection can be from your campus library or posted to your home.

Access Bookweb at <http://bookweb.centraletech.wa.edu.au>.

- You can also place a phone order or email bookshop@central.wa.edu.au

Phone 9427 1212; **Fax** 9427 1979

Please note:

- We strongly recommend you attend your first class before ordering text books

central institute of technology facilities

canteens

Student canteens operated by Eurest are available at East Perth, Leederville, Mt Lawley and Perth campuses providing a range of food options.

The remaining campuses have vending machines or other facilities available.

The hours listed below are during term only. Please check notice boards at your campus for holiday trading hours.

East Perth

Monday – Thursday: 8:00am – 8:00pm

Friday: 8:00am – 4:00pm

Leederville

Monday – Thursday: 8:00am – 8:00pm

Friday: 8:00am – 4:00pm

Mt Lawley

Monday – Thursday: 8:00am – 6:30pm

Friday: 8:00am – 4:00pm

Perth

Monday – Thursday: 8:00am – 8:00pm

Friday: 8:00am – 4:00pm

Saturday: 9:00am – 1:00pm

Subiaco

Vending machines offering a range of drinks and snacks are available. A number of nearby delicatessens offer more substantial food.

child care centre

For those students with young children, there is an accredited, community based child care centre located at Perth campus catering to children from birth to six years. The centre is purpose built and provides stimulating programmes for the development and growth of your child. Qualified, experienced staff are employed, offering a secure and caring environment. Full time and part time care is available Monday to Friday 7:30am – 5:30pm. For more information phone 9427 1489 or visit the [child care centre website](#).

fitness centre | vibe

The Central Institute of Technology Fitness Centre, Vibe, located on level one of the Perth Campus, is a fully equipped gymnasium and recreation facility open to staff, students and members of the public. It is a *Fitness Australia Recognised Facility*.

Opening Hours

Monday to Friday: 6:00am – 9:00am & 11:30am – 7:30pm

Saturday: 10:00am – 3:00pm

(closed Saturdays on long weekends and term breaks)

The Central Institute of Technology Fitness Centre is well equipped to cater for all styles of workouts offering a complete range of free weights and machines, circuit training and electronic cardiovascular machines. Members have access to some of the latest fitness equipment including recumbent bikes, steppers, treadmills, rowers and cross-training machines. There are separate male and female change rooms with both showers and lockers available.

A wide range of fitness classes, such as Power Bar, Fit-ball, 'Boxercise' style and Step, are offered to members (included in membership) and non members throughout the year.

Safety is one of the Central Institute of Technology Fitness Centre's foremost concerns so each member must have a fitness appraisal prior to joining. For appraisal bookings or enquiries please phone the Central Institute of Technology Fitness Centre direct on 9427 1483.

gallery central

A purpose-built gallery is the centrepiece of creative industries at Central Institute of Technology, and integrates the Institute into both the Perth Cultural Centre and Northbridge's popular dining and entertainment precinct.

Gallery Central's exhibition program showcases a range of professional artists as well as providing a prestigious venue for graduation exhibitions and other local, national and sometimes international, projects.

The gallery also operates a smaller venue, Showcase, on the corner of Beaufort St, which is utilised by students, as well as other artists as an Artist-Run-Space.

Gallery Central is located at 12 Aberdeen Street, Northbridge.

To enquire about visiting, or proposing an exhibition or event at the Central Institute of Technology art gallery, please contact the gallery on 9427 1318.

Also see <http://bookweb.centraltafe.wa.edu.au/> for more information and the latest program.

central institute of technology facilities

international centre

The international centre offers the following support services for all international students.

- Reception (client service, information, appointments, activities)
- Student advisors (study support, course progress, visas)
- Student counsellor (personal, lifestyle, stress)
- English language and study support

In addition to other Institute facilities listed in this guide, international students have access to a prayer room and kitchen facilities including refrigerator and microwaves.

For more information, please contact the international centre or check with your advisor. More information at www.central.wa.edu.au/international.

International Centre

Perth Campus, Level 4, North Wing,
25 Aberdeen Street, Northbridge WA 6865
t | 9427 1873

free MyCentral email account

Throughout your time with us, and beyond, you will be given your very own MyCentral email account.

MyCentral provides a simple, practical way to bring you advanced online communications. It includes:

- Your very own student email account. This can be used by lecturers to keep in touch and coordinate work with you
- Calendar tools
- 25GB of free online storage

You can also use MyCentral for organising your social life. To sign up for your account, please have your student ID and date of birth ready and go to:

<http://www.live.com>

Further information on how to access MyCentral is available on the [MyCentral website](#).

For further assistance please contact the library help desk on 9427 1450.

massage clinic

The massage clinic is run by first and second year massage students who perform massage under the supervision of qualified masseurs and lecturing staff.

Conveniently located at 30 Aberdeen Street (William Street frontage) Northbridge. Appointments are available Friday 1:00pm to 7:00pm and Saturday 9:00am to 3:00pm.

At only \$30.00 for a 45 minute full-body massage, your mind will be de-stressed and your body relaxed in no time.

Phone 9428 0320 or email beautyclinic@central.wa.edu.au for an appointment – bookings are essential.

parking

Please note parking on Central grounds in areas other than those stated below can incur a fine of up to \$200. Staff or students wishing to use the ACROD (disability) parking bays must display a valid ACROD parking permit on their vehicle. Where parking of vehicles is available on Central grounds, the vehicle owner takes all risk and responsibility. Staff who park on Institute grounds are required to display a Central Parking Permit on their vehicle in compliance with Institute policy.

East Perth campus

Four ACROD parking bays are located at the front of the main building. There is no student parking available. Two City of Perth Council car parks are adjacent to the campus.

Leederville campus

There is no student parking available on campus grounds. ACROD bays are located on the south drive way, the Richmond and Oxford Streets sides of the campus. All day parking is available on the Richmond street side of the campus (between Loftus and Oxford streets) and three hour parking is available in the Town of Vincent – Loftus Street Recreation Centre car park (corner of Richmond and Loftus Streets).

Mt Lawley campus

There is no student parking available on campus grounds. Four ACROD bays are located on the Lord street verge, one ACROD bay is located on the Lord Street side of the campus beside the metal security gates/north wing building and two ACROD bays are located on the driveway adjacent to the Optics building. Unlimited and time restricted parking is available in West Parade and Chertsey Street. Harold Street has one hour and three hour parking areas.

Perth campus

There is no student parking available on campus grounds. One ACROD bay is located on Francis Street, and four ACROD bays are located in the 19 Aberdeen street car park on the corner of Museum and Aberdeen Streets. City of Perth public car parks are available in the Alexander Library car park on Francis Street opposite the Institute, and in the multistorey City of Perth car park located in Newcastle Street between William and Lake Street.

Subiaco campus

There is no student parking available on campus grounds. There is time restricted street parking. One ACROD bay is located in the visitor's car park off Salvado Road.

central institute of technology facilities

student success centre

Need help balancing your study, work and life commitments? Facing some financial or personal issues? Central has a range of services and support people to help you during any challenging periods. If you find that you need a bit of help you can:

- talk to your lecturer about any difficulties that you are having. Lecturers want you to succeed.
- contact Libby at the student success centre
- use the range of services available at the student wellbeing centre.

The student support services provides the following support services for all Central Institute of Technology students whilst they undertake their study journey with us:

Career counselling and employability skills training – Career counsellors refer p | 13

Job placement services – Job placement co-ordinator refer p | 12

Access and equity support services – Disability services officer refer p | 12

Welfare counselling – Institute psychologists refer p | 13

eCounselling – refer p | 13

public transport and travel concessions

As a full time student, you are entitled to travel concessions on Transperth services. Transperth have a smart card ticketing system for students called 'Tertiary Student SmartRider'.

Simply download an application form from the Transperth website (www.transperth.wa.gov.au), obtain one from an authorised retail outlet or Central's student services. As well as completing all details on the form, you need to have student services stamp and date your application form, verifying your enrolment records at Central Institute of Technology.

The completed form must be posted with a \$5.00 cheque or money order payable to 'Monitor WA', to the following address; SmartRider, PO Box 10, Westminster, WA 6061. The 'Tertiary Student SmartRider' card will then be posted to you and you'll be on your way.

fees, refunds and withdrawals

payment of fees

In order to be considered as an enrolled student, a minimum payment must be paid at time of enrolment to secure your place. Participation in a learning activity may be refused if evidence of enrolment and payment of fees cannot be produced.

Students facing financial hardship can initially pay a minimum payment of \$100. All remaining fees must be paid in agreed instalments within eight weeks.

Remember, by entering an instalment payment plan, you are entering a contract. Should you fail to pay the agreed instalments, the Institute Governing Council has the right under the Vocational and Training Regulations to cancel your enrolment. Payment may be made in person by cash, cheque or credit card. Facilities for payment by Mastercard and Visa are available at Perth, Mt Lawley, Leederville, East Perth and Subiaco campuses. EFTPOS is also available, however no extra cash can be given. Payment may also be made over the phone by credit card, by direct deposit to the Institute bank account or by deductions from your Centrelink payments. For further information please contact student services on 1300 300 822.

Once you have paid all appropriate fees, a receipted copy of the enrolment form will be given to you. Fee waivers may be available in certain circumstances, please contact student services on 1300 300 822 during business hours for more details.

Information on Central fees and charges are available from student services, which includes information on concession rates, exemption or reductions in fees in cases of severe hardship and fees refunds which are available in certain circumstances when a student withdraws from a course.

calculation of fees

Fees are comprised of course and a resource fee. These fees can vary from course to course so check with student services on 1300 300 822 for further details. Adjustments will not be made to fees to reflect variations in timetabling or in instances where students complete a course or module/unit of competency in less time than that specified in the accredited course.

For vocational award courses, full time enrolment is defined as 221 hours or more per semester. Part-time enrolment is defined as less than 221 hours per semester.

The appropriate fee will be calculated as at the start date of the unit. If a concession is to be applied this also relates to the start date of the unit.

Where enrolments are made on a continuous or flexible basis, a semester is defined as the six month period that follows the enrolment date.

Enrolments occurring during the semester must be paid for prior to joining the class. A late fee of \$25 applies to enrolments occurring after the final withdrawal date.

Students enrolling in previously passed units will be charged an administrative fee of \$10.25 per hour.

re-enrolments

During the last weeks of semester, Learning Portfolio Administrators (LPAs) will supply you with information on how to re-enrol for the following semester. In some flexible learning environments, re-enrolments can take place any time during the year. Check with your LPA.

Instructions on how, when and where to re-enrol will be displayed throughout the Institute during the final weeks of semester. Re-enrolment occurs for both full time and part time students, with dates, locations and times scheduled for your convenience, to coincide with your attendance at the Institute. Remember to have your student ID number and course number with you to ensure that you will be correctly re-enrolled. If you need assistance in planning your next semester studies, contact your LPA before the re-enrolment period commences.

You are not permitted to re-enrol in a subject that you have failed twice, unless you obtain written approval from your Learning Portfolio Manager. It is your responsibility to ensure that all enrolment and personal details are correct.

You must retain the receipted copy of the enrolment form and bring it to scheduled classes of each unit, to be produced on request. If your name does not appear on a class roll, please check your enrolment details at student services.

scholarships

Central and our industry partners offer a selection of scholarships each year to new and existing students. Find out more and download applications at www.central.wa.edu.au/scholarships.

VET fee help

Central provides access to the commonwealth government's VET fee help program, a student loan scheme which assists eligible students pay their course fees when studying certain courses at Central.

[Click here for more information and application forms.](#)

fees, refunds and withdrawals

refund policy

(Please note: This policy does not apply to international students. International students seeking a refund must contact the International Centre Coordinator. Also, it also does not apply to students in a fee for service program.)

In order to qualify for a refund, students must formally withdraw in writing or in person at a student services counter. It is not sufficient to verbally inform someone at the Institute of your intention to withdraw.

When calculating a refund of course fees for a student whose fees have been capped at the maximum level, the Institute will recalculate the fees according to units not affected by the amendment. Should the course fee for remaining units still exceed the fee cap, there will be no refund of course fee payable.

The categories below identify the circumstances in which a refund will be granted.

1. partial refund of fees on withdrawal within a specified timeframe

Please note to receive a partial refund a student must formally withdraw from the unit prior to the completion of 25% of the unit, or within four weeks of the unit start date (whichever is sooner). Please also note that students who have paid a deposit and are on an instalment plan may still owe money to the Institute.

Central Institute of Technology's policy regarding amounts to be refunded is available on the back of your enrolment form, please read this section carefully before applying for a refund of fees.

2. full refund of fees

A full refund of course and resource fees paid will be granted in the event of the following:

A qualification or unit is cancelled or re-scheduled to a time unsuitable to the student.

- An error is made at the time of enrolment eg. If a student is enrolled in a unit previously completed and the student is not enrolled in any other units.
- The student is offered a place in a university. In this situation, students must provide a copy of the letter of offer before a refund is granted.

3. exceptional circumstances

The Managing Director may approve a refund or waiver of fees at any time in cases of exceptional circumstances that are beyond the control of students.

Pro-rata refunds or waivers may be granted in certain circumstances, please refer to the Refund Policy on the back of your enrolment form for further details.

4. students transferring course enrolments within the college

If a student transfers from one course to another course within the Institute within the first four weeks of semester, fees paid to date will be transferred to the new course. Fees will not be transferred to courses that commence in a different semester.

The student is liable for any additional fee. If the fee in the new course is lower, a refund will be granted in accordance with Category 1.

A full copy of the Central Institute of Technology refund policy is available on the back of your enrolment form. Please check this form for any further details.

withdrawals

Withdrawing from your studies is a big decision. Make an appointment with one of our career counsellors to discuss your options and help you make a better informed decision. Don't rush it. Also, talk to your parents, friends and lecturers.

Students withdrawing from a course must do so formally in writing (you can email enquiry@central.wa.edu.au) or in person at student services, otherwise course fees and charges will remain applicable. It is not sufficient to verbally inform someone at the Institute of your intention to withdraw.

Students who enrol in an assessable or examinable unit and do not complete assessment requirements must formally withdraw in writing by the following dates:

Assessable units: Two (2) weeks before the completion of the module (unless the unit is of less than two weeks duration).

Semester units: Two (2) weeks before the end of semester.

Students who do not formally withdraw in writing by the given deadlines will receive a 'Fail' grade if the subject is non competency based training or an 'R' grade if the unit is competency based training.

services for students

access and equity support services – disability support

The access and equity support services staff provide services that assist students with physical, intellectual and/or learning disabilities to achieve their vocational education and training goals.

On enrolment, it is advisable for students with a disability to contact the disability services officer to ensure that the necessary support and appropriate learning accommodations can be put in place prior to commencement of semester.

Perth Campus

t | 9427 1349

Level 2, 25 Aberdeen Street, Northbridge
e | disabilityservices@central.wa.edu.au

career development job placement – jobscentral

Free career counselling and employability skills training is available to all current Central Institute of Technology students, and also available to graduates of up to 12 months. If you are considering withdrawing from your course – STOP! Speak to one of our career counsellors first, who will guide you in making an informed decision.

The JobsCentral office also provides the use of resources such as telephones, printers and computers with internet access to aid in your preparation for the workforce.

A free employment placement service is available to all registered students and graduates of up to 12 months. Registration with JobsCentral will permit you to view and apply for current employment opportunities, full time, part time or casual. Register online at JobsCentral.

Perth Campus

t | 9427 1893

w | www.central.wa.edu.au

Level 2, 25 Aberdeen Street, Northbridge
e | disabilityservices@central.wa.edu.au

Career Counselling

w | www.central.wa.edu.au

libraries

joining the library

All students who are enrolled at Central Institute of Technology may join the library. To register as a library member, students need to present their current enrolment form with the cashier's imprint as proof of fees paid. A combined library, student ID, photocopy and print card is available from Perth campus bookshop and each of the other campus libraries. The cost for the combination card is \$6.00.

Your library card entitles you to use the services at all five Central Institute of Technology libraries.

borrowing

The usual loan period is four weeks. Some materials have a weekly loan, and others are restricted to use in the library. You can borrow eight items at a time. You can also become a reciprocal borrower at specified libraries, or request the library to borrow items for you from other libraries.

library services

The library staff are here to help you in using computers, photocopying and printing as well as finding materials and referencing. Computer use is for study purposes with a wide range of software applications available.

online resources

You can use the following information sources on the library website on any computer that has internet access, at a time that suits you.

- Online databases: Provide access to journal and newspaper articles some of which need a password.
- The library catalogue
- Links to useful websites for your area of study
- Links to search engines and
- Assignment help sheets and online tutorials including OIL modules.
- Guide to Harvard Referencing and advice on plagiarism.

conditions of membership

To make the library experience pleasant and to create a productive working environment for library users, as well as protect its resources and equipment, the library has instituted comprehensive conditions of membership. You can obtain the full details at:

campus library contacts:

Perth	(08) 9427 1450
East Perth	(08) 6211 2436
Leederville	(08) 9202 4376
Subiaco	(08) 9382 5754
Mt Lawley	(08) 9427 3723

For additional information, please consult Your Guide to the Library, check the library website www.central.wa.edu.au/library, or phone the library.

services for students

nyoongar kadadjiny kulark kart (aboriginal support service)

Nyoongar Kadadjiny Kulark Kart is a Support Service to Aboriginal and Torres Strait Islander students studying at Central. Located at 30 Aberdeen St., the services offers support to students as any campus no matter which course is studied at Central Institute of Technology.

Our Aboriginal Student Mentors can also assist you with tutors and a range of information, contact the team on 9428 0340 or deadly@central.wa.edu.au

Our Aboriginal student services officer and student mentor can also assist you with a range of information including:

- Central Institute of Technology course information
- Application processes
- Enrolments
- Ongoing support whilst enrolled at Central Institute of Technology
- Abstudy applications
- Centrelink enquiries
- Referrals to external support agencies

If you would like to have a chat over a cup of tea or coffee, just call to arrange a time.

For more information call 9202 4745.

psychological counselling services

Free counselling services are available to all Central Institute of Technology students. The services are designed to support students in the areas of emotional and personal wellbeing in order for them to achieve their educational and career goals.

Perth campus

Monday – Friday 9427 1215

Appointments can be made at campuses other than Perth. Please contact us.

e-Counselling (counselling via email). This free confidential online service is available via the Central Institute of Technology website.

security officers

Security officers are available at most campuses. Please check with student services at your campus to find out what hours they are available.

The security officer may be requested to accompany staff and students to Institute carparks when not engaged in other duties.

At the Perth campus a security officer may also be requested to accompany groups of staff and students to the nearby car parks and to the Wellington Street crossover approach to the main railway station.

student services

Student services are available to provide information and a range of services during your time at Central Institute of Technology. Student services can assist with processing enrolments and issuing timetables, providing course information, and providing information on Central Institute of Technology services and facilities.

Student services are located at each of our campuses for your convenience, check your local campus for opening hours.

Student services can be contacted on 1300 300 822 or by email at enquiry@central.wa.edu.au.

blackboard – central's online training tool

Your course may have one or many units that are available for completion online using Central's online training tool, "Blackboard". Your lecturer will advise you if your training is available online.

To access Blackboard click on the Current Students (http://www.central.wa.edu.au/current_students/Blackboard/Pages/default.aspx) button located in the top menu bar of www.central.wa.edu.au and then click on Blackboard. On this site you will find instructions on how to login, your user name and password, a quick guide and other useful resources. If you are experiencing problems with Blackboard please contact your lecturer or the Help Desk at the library on 9427 1450.

your time at central

current students website and student portal – your very own section of the web

Central's website at www.central.wa.edu.au has its very own section for students. It can be accessed by clicking on the [Current Students button](#) located in the top menu bar.

You can access this when you are on campus or wherever you can access the internet.

Check it out regularly to make sure you are kept up to date with the latest news, offers, competitions, services Central offers including the Library, Bookshop, Career Services, Blackboard: our online training tool plus more. You will also be able to access the [Student Portal](#) where you can securely look at your results, course information, change your personal details, access eCounselling and jobs on the JobsCentral board plus more.

central's student update

Central regularly emails a newsletter to all students called the Central Institute of Technology Student Update. It contains the latest news, events, competitions, celebrations, links to new and important services. Make sure you keep an eye out for it in your in-box. Not receiving the email? Contact the student services team enquiry@central.wa.edu.au and ask to be added to the mailing list.

facebook and twitter

Into Social Media? Our Twitter and Facebook pages are updated every few days with the latest events, news and offers that are available. We would love to hear how life at Central is treating you and help with any questions you may have. Find us on Facebook <http://www.facebook.com/centralinstituteoftechnology> Follow us on Twitter <http://twitter.com/centralstweets>

university pathways

As a Central student you may be able to gain access to university via the pathways arrangements we have in place with Curtin University, The University of Western Australia, The University of Notre Dame, Murdoch University and Edith Cowan University. To view Central's Diploma and Advanced Diploma courses that lead to a university degree and how much credit you may receive, how to apply to university on our website at www.central.wa.edu.au/university-pathways or contact student services.

your time at central

student code of conduct

As a student at Central Institute of Technology you must follow the student code of conduct and Institute by-laws. You can find full versions of these on the student portal* and Institute website.

In summary the student code of conduct means that you must:

1. Behave appropriately. Please be considerate of fellow students and staff of the college. We ask that you extend this consideration to your use of mobile phones and other electronic devices, especially in class. Behaviour which is abusive, threatening, violent, excessively noisy, disorderly or dangerous will not be tolerated.
2. Meet standards related to your study. We will not accept academic misconduct, which includes: behaviour that affects the delivery of your course, cheating, plagiarism and being disruptive in class, including arriving late for class. Please hand in assessments and assignments by the due date, unless you have arranged an extension with your lecturer.
3. Show respect for Central Institute of Technology property and premises.
4. Wear appropriate dress and footwear that meet standards of safety, hygiene and decency. You will be expected to meet industry standards when going out to a workplace and to take guidance from lecturers in terms of meeting occupational safety and health requirements.
5. Refrain from smoking. Smoking is prohibited on Institute property.
6. Only eat and drink in areas of the Institute designated for such activities, such as the canteen.
7. Ensure that you do not use alcohol or other drugs while on college premises. You must not attend Institute activities while under the influence of alcohol or other drugs. The use, sale and distribution of drugs are forbidden on college premises. In some circumstances this may include prescription drugs if your performance or behaviour is impaired and affected in ways that may be dangerous to yourself or others.
8. Follow the 'Acceptable use of the Internet' policy, when you use software and computer equipment.
9. Treat other students and staff in a non-discriminatory manner. Harassment in any form (racial, sexual, physical, etc), against students or staff will not be tolerated.

sanctions

Breaches of the student code of conduct may result in one or more of the following sanctions.

- An official warning which will be retained on file.
- A fine can be applied according to Institute by-laws that have been breached.
- A suspension for a period of time.
- Exclusion from classes.
- Withholding of results.
- Expulsion and re-enrolment refused.
- Referral of assaults and incidents that break the law to the police for further action.

* <http://studentportal.central.tafe.wa.edu.au/welcome.aspx> – login details on the bottom of your copy of your enrolment form.

your time at central

safety, health and security

The safety and health of our staff and students is important to Central Institute of Technology. We promote best practice in safety and health in all our activities so that staff and students can carry out their work and studies in a safe and healthy environment.

In addition to the policies and procedures that Central Institute of Technology staff follow to keep themselves and students safe, students also share a responsibility for the safety and health of themselves and others. Your legal 'duty of care' will also carry through to workplaces and become part of your everyday work practices.

This 'duty of care' requires that you;

- make yourself aware of the relevant Central policies, procedures and instructions;
- comply with these policies, procedures and instructions;
- take reasonable care of yourself and others in the workplace by being aware of the effects of your actions;
- cooperate with Central Institute of Technology staff so they are able to carry out their duties under the Occupational Health and Safety Act; and
- report all known or observed hazards, incidents and injuries.

The following information is an introduction to how you can contribute to the safety and health of yourself and others while at Central Institute of Technology. For further information, or if in doubt, please speak to your lecturer.

contacting security or staff for assistance

- In a life threatening emergency dial (0) 000.
- In an emergency dial 1111 (using a phone desk, or 9427 1111 using a mobile)
- If requesting on-site security, dial 6000 using a desk phone.
- Please consult your lecturer if you are unsure of any of these numbers.

evacuations

All campuses have procedures for responding to emergencies, including evacuation alarm systems. You should learn the evacuation procedure for your campus, including the roles of fire wardens, evacuation plans, assembly areas and instructions on floor plans located near each class. If in doubt ask your lecturer.

Upon hearing the evacuation alarm, all students must stop what they are doing and follow the instructions given by the wardens who will be easily recognisable by their coloured hard hats.

If the alert siren sounds:

- Go to the nearest fire exit as directed by the fire warden. DO NOT RUN;
- Only take your personal belongings;
- Do not use lifts or telephones;
- Advise a warden or lecturer of any injured persons as soon as possible;

Any mobility impaired person (e.g. confined to a wheelchair) should remain in a designated stair well with a volunteer helper until emergency services personnel arrive to transport them from the building. Students and staff should not attempt to bring wheelchairs downstairs.

When you get outside, go to the nominated assembly area and remain in class groups so the Lecturer can check the roll and account for all students.

Do not remove vehicles from campus grounds during evacuations.

what to do in emergency situations after 5:00pm

If you discover a fire or other emergency after 5:00pm:

- Raise the alarm by contacting security, your lecturer or any staff member. If this is not possible call Fire and Emergency Services (0) 000 or
- Break a fire 'break glass' alarm if one is nearby.
- Alert other staff and students in the area.
- Evacuate through the nearest safe exit and proceed to the designated assembly area and remain with class group until given directions by the security guard or your lecturer.
- Advise security, or a lecturer where any impaired person may be waiting for assistance.

your time at central

first aid

Central Institute of Technology maintains a network of staff who are nominated to be registered first aiders (all security guards have been trained in first aid). If you are in need of first aid, please speak to your lecturer, a staff member, or security and a first aider will be contacted. Some campuses have first aid rooms which may be used with staff supervision.

ambulance cover

In the event of a student requiring emergency medical treatment, Central has a duty of care to call an ambulance. As the cost of the ambulance or medical expenses are not covered by the Institute, it is strongly recommended that all students obtain personal insurance and ambulance cover.

safety and health while on formal work experience

When on Institute-organised work experience, the employer holds the duty of care for your safety and health. Please be aware of the following.

insurance cover

Central Institute of Technology holds an insurance policy with the Insurance Commission of WA (RiskCover) that includes:

- Personal accident cover for eligible students; and
- General and professional liability for Central Institute of Technology.

To be eligible the activities must be off site and away from the campus and be part of a curriculum or unpaid work experience. These activities must be authorised by the Institute and the students must be under a reasonable degree of control and supervision.

If you have any insurance concerns regarding coverage whilst on work experience please contact the Senior Occupational Safety & Health Consultant on 9202 4830.

personal protective equipment

Students must wear personal protective equipment and clothing when required to do so in designated work areas. As a minimum, students must, at all times, wear footwear appropriate and suitable to the area of study or work or industry standard while on campus, or whilst engaged in Central activity off campus.

drugs and alcohol on college premises

Students are responsible for working and/or studying in a fit, alert and safe manner to reduce the harm associated with the use of alcohol and other drugs (including medications) in the workplace. Students should inform themselves about the effect of alcohol and other drugs on their ability to work and study safely.

Staff and students must not attend classes or other activities while intoxicated by alcohol or other drugs. Consumption of alcohol on Central premises, other than at an authorised function, is prohibited. No person under the age of 18 may consume alcohol on Central premises under any circumstances.

Staff and students must also ensure that their ability to work safely or carry out Institute related activities are not affected, as a result of any medication they may be taking (including non-prescription).

Staff or students should inform either their manager or lecturer of the effects of the medication before commencing work or classes. It may be appropriate for the person to provide some means of verification as to the side-effects of the medication, such as a medical certificate, if medication is to be taken over an extended period of time.

technology and telecommunications

Central Institute of Technology endeavours to provide enrolled students with access to hardware and software to support formal class work and self-directed learning within the resources available and appropriate to their needs. Central Institute of Technology encourages students to purchase their own personal computers.

Students have access to the Central Institute of Technology network from computer labs to which students have authorised access for the purposes of their studies and from libraries on campus.

Students are required to take appropriate action to protect against unauthorised access to the Institute networks. Unauthorised access can occur through three main avenues:

- Someone sitting at any computer on the network and logging in under someone else's network account;
- Someone sitting at your computer, which is already logged in or can be logged in automatically; and
- Someone gaining entry to our network through external connections and using someone else's network account.

your time at central

The responsibilities and obligations of users accessing and using the information technology services of Central Institute of Technology and the legislation, rules and regulations, guidelines and policies governing such access and use are detailed in the full policy statements. This includes ensuring that all users are aware of Central's conditions concerning:

- the connection to and use of internet services via the Institute's information resources;
- the use of email services; and
- the use of the Institute's computer network.

internet usage

The use of Central Institute of Technology's internet service for illegal, inappropriate, restricted or objectionable material or in support of such activities is forbidden. Central Institute of Technology provides students with uncharged, monitored internet access via many of its computer classrooms and libraries as an invaluable teaching, learning, research and communications tool.

All students accessing the internet via the Institute are required to comply with the guidelines detailed in the Acceptable Use of Internet (Students) Policy (PCY054), available via student services.

what central institute of technology may do to ensure that this policy is being followed

- Monitor student accounts for illegal, inappropriate, restricted or objectionable material (but will retain and respect student privacy); and
- Terminate a student's account and/or notify the authorities if Central Institute of Technology staff believes that his/her use of the service may break the law or has not complied with this policy.

your student log-in password

Your password will expire every 180 days. You will be prompted by a 'pop-up' screen which will ask you to enter a new password and to verify your new password. You will be given six 'grace' log-ins. If you do not change your password within that time frame, you will be locked out of your computer and will need to contact a staff member from the library for further assistance.

complaints and compliments

Student satisfaction is extremely important to us. If you are unhappy with any aspect of the Institute's operations, services or facilities, speak to any of our staff. They will listen to you and try to resolve your issues immediately.

At any stage, you are welcome to lodge a complaint by writing a letter or completing a customer complaint form. Complaint forms are available throughout the Institute or from the website: www.central.wa.edu.au. Letters and complaint forms may be submitted directly to our staff or mailed, postage paid, to: Central Institute of Technology, Locked Bag 6, Northbridge WA 6865.

This process does not deal with academic appeals. An appeal against assessment can be lodged at student services. Please refer to the assessments section in this guide.

Your feedback provides the Institute with valuable information about your needs and expectations, and helps us to target areas for improvement.

You can expect an acknowledgement within two (2) working days from receipt of your complaint. Our target is to resolve all complaints within ten (10) working days. However, if the matter needs more investigation it may take longer. We will keep you informed of the progress of your complaint during this time.

All complaints will be treated confidentially and equitably.

Similarly, we would like to hear about particularly good experiences you may have at Central Institute of Technology. Compliments may be lodged in the same way, in writing or online via the feedback button on the website.

equal opportunity act

The Equal Opportunity Act 1984 promotes equality of opportunity in Western Australia and provides remedies in respect of discrimination on the grounds of gender, marital status, pregnancy, family responsibility or family status, race, religious or political conviction, impairment or age, sexual preference, sexual orientation, or involving sexual or racial harassment.

Central Institute of Technology staff and students are entitled to opportunity considerations and also have the responsibility for maintaining an environment conducive to learning, free from discrimination and harassment of Central Institute of Technology staff, colleagues and each other.

When a complaint of discrimination or harassment is received, it is treated seriously and empathetically and resolved as quickly as possible whilst maintaining the confidentiality of parties involved.

your studies

student information on academic procedures, rules and policies

Please note that the information below is summary advice only and may change throughout the year. Students are encouraged to refer to the full copies of Institute student policies and procedures, which are available through the current students section of the website – www.central.wa.edu.au.

assessments

Assessments at Central Institute of Technology are competency based. Most modules, units or subjects in which you enrol will involve some form of assessment of your performance to determine whether or not you have achieved competence in the required outcomes.

In some cases the assessment will be by formal examinations or assignments, or a combination of exams and/or one or more forms of continuous assessment. Continuous assessment does not involve formal examinations at the end of a course or module but relies instead on the results of several assessments made throughout the course. Assignments, projects, field work, practical work, and written tests are all examples of types of assessment tasks that may be required.

Student statements of academic record will be posted via the mail. Results are also available via the student portal on the website at www.central.wa.edu.au.

Students may lodge an appeal against an academic result. Appeals must be lodged within four weeks of the date of your statement of academic record being issued through student services 1300 300 822.

applying for your certificate/diploma

To receive your qualification, an Application for Certificate/Diploma form must be submitted. Important notes when applying for an award include the following.

- If you have completed any study towards your award at another State Training Provider, you will need to complete the 'Combining Academic Record form' which is available from student services.
- Approximately one month from the date of submission of your application, you will receive either your award, or a letter stating which subjects need to be completed in order to receive your award. Receipt of your award is dependent upon satisfactory completion of all course requirements.

The Application for Certificate/Diploma form may be submitted at any time during the year, students applying for further study must submit their application by 30 November to the address specified on the form.

course delivery

In some units/modules there is a minimum attendance requirement. Please check with your lecturer if you are unsure of any course delivery requirements.

Central Institute of Technology is committed to ensuring that students develop an understanding of the requirement for fair and ethical assessment so that the result a student receives is indicative of their own effort. Strict standards with regards to cheating and plagiarism, and requirements for appropriate referencing and citations apply. (See Institute Referencing Guide).

information management

Any legal rights (sometimes called intellectual property or IP) which exist in relation to original work which you created in the course of your study at Central Institute of Technology belongs to you unless there is some other agreement to the contrary. If you are involved in any project where the Institute wishes to make use of the project outcome, you may be asked to sign an agreement to clarify this.

You should also be aware that assessment completed as part of your course of study may be selected for use in Central's moderation and audit process to ensure the validity, reliability, flexibility and fairness in student assessments. Under these circumstances your name will be removed and your assessments copied. They will not be used for any other purpose.

If you create work during the course of work experience, regardless of whether this is a course requirement, the IP belongs to the sponsoring company or organisation, unless you establish an agreement with the work experience organisation prior to your commencement.

student management

Students are encouraged to ensure that they are aware of enrolment and re-enrolment requirements to ensure they are properly enrolled and not at risk of forfeiting their place. Pertinent enrolment information is detailed on the back of enrolment forms for easy access.

your studies

recognition of prior learning

Recognition of Prior Learning is a process of formally assessing your current skills, knowledge and experience as a pathway to qualifications.

Central Institute of Technology's Recognition of Prior Learning Service is designed to help you to gain formal recognition for the skills, knowledge and experience you may already have. This may mean that you are given credit(s) towards a qualification you wish to achieve.

The key methods of evaluation are:

- Assessing your knowledge, skills and experience against specific criteria
- Challenge testing
- Direct observation at your workplace

If you have relevant work experience, it is suggested that you consider Recognition of Prior Learning as an option.

International students seeking Recognition of Prior Learning must first see a student advisor at the International Centre.

Recognition of Prior Learning application information is available on request from student services or from the reception area at your campus. For more information please contact student services on 1300 300 822 (during business hours), or visit our website at www.central.wa.edu.au.

http://www.central.wa.edu.au/current_students/your_studies/Pages/RecognitionofPriorLearning.aspx

exemptions

An exemption means that you do not have to complete one or more modules or units in your current course of study because you have already completed the same module or unit with another Registered Training Organisation (RTO) or at Central Institute of Technology. This is not the same as Recognition of Prior Learning. If you feel that you are eligible for an exemption, application forms are available from Student Services.

confidentiality of student information

Students are entitled to protection of their privacy, as are staff members and others who have dealings with Central Institute of Technology. Privacy considerations apply to a great deal of information the College may hold about students, including factual data (address, age, enrolment status, etc.), academic progress (examination results, evaluation and assessment, and academic standing) and personal welfare (family matters, medical matters, financial matters, etc.).

Staff members of Central Institute of Technology and other Vocational Education and Training (VET) colleges may require access at times to personal information about students in the students' interests. To the extent that the information is private, Central will restrict access to those staff members who may need the information in order to carry out their responsibilities in the personal and/or academic interests of students of this or other VET colleges.

Central Institute of Technology will not disclose personal information about students to other students, to people outside the Institute (other than in accordance with any legal, Government reporting or academic obligation) or to staff members who have no need of access to the information without the written consent of the student.

commonly used forms

form	fees/available from
<p>application for appeal of academic result</p> <p>Appeals may be lodged on the following grounds – for a CBT module/training package:</p> <ul style="list-style-type: none"> - the judgement as to whether competence has been achieved and demonstrated was made incorrectly; - the judgement was not made in accordance with the assessment plan – for a non-CBT module/training package; - incorrect assessment. 	Student Services
<p>application for certificate/diploma</p> <p>All students must complete and sign this form to receive their certificate or diploma.</p>	Student Services, Central website Student Portal
<p>application for exemption</p> <p>An exemption removes the necessity for a student to complete one or more modules or units in their current course of study because they have already completed the same module or unit with another college or registered training organisation.</p>	Student Services Academic Area
<p>application for replacement of academic record</p> <p>Students can obtain a replacement transcript of their statement of academic record if, for example, the original is lost or damaged. To obtain academic statements prior to 1984, students must contact the Training WA Career Centre on 9224 6574.</p>	Student Services Central website Student Portal
<p>declaration – lost award</p> <p>Students can obtain a replacement award if, for example, the original is lost or damaged.</p>	\$50.00 Student Services Central website Student Portal
<p>application for recognition of prior learning</p> <p>Recognition of Prior Learning is a process of formally assessing current skills, knowledge and experience as a pathway to qualifications.</p>	Fees will apply Student Services Central website Student Portal
<p>combining academic records</p> <p>To combine academic records for same course where some units were undertaken at another Training WA College (Note that exemptions from other colleges can not be included).</p>	Student Services Central website
<p>customer complaints form</p> <p>If you have a complaint about any aspect of the Institute's operations, services or facilities, speak to any of our staff. They will try to resolve your complaint immediately. At any stage you are welcome to complete a customer complaint form.</p>	Various locations around Central. For example: Student Services and Academic Areas
<p>enrolment amendment form</p> <p>Enables student to:</p> <ol style="list-style-type: none"> 1. withdraw from module(s)/ unit(s) of competency; 2. withdraw from course; 3. enrol in additional module(s)/ subject(s); 4. enrol in exam only (fee applies); 5. transfer to and from a class; and 6. amend personal details. <p>NOTE: Enrolment amendments can be made electronically at the student services counter</p>	Student Services Academic Area
<p>enrolment form</p> <p>Enrols student in desired course / module(s) / unit(s) of competency. It is the responsibility of the student to ensure all enrolment details are correct, including personal details.</p>	At enrolment Student Services
<p>statistical information form</p> <p>Collects demographic data that contributes to Central funding and provides information for future training needs.</p>	At enrolment Student Services

central by-laws

The Central Institute of Technology by-laws were made under section 44 of the Vocational Education and Training Act 1996 by the Institute Governing Council and Minister for Education and Training. The by-laws were published in the Government Gazette on 29 April 1997. The following is a preproduction of the by-laws for students' information.

part 1 – preliminary

citation

These by-laws may be cited as the Central Metropolitan College of TAFE By-laws 1997 [since renamed Central Institute of Technology].

commencement

These by-laws come into operation on the day on which they are published in the Government Gazette.

interpretation

- (1) In these by-laws unless the contrary intention appears:
- 'authorised person' means a person designated as an authorised person under By-law 7;
 - 'college land' means land under the control of the College;
 - 'driveway' means a portion of College land set aside for the purpose of driving vehicles;
 - 'governing council' means the Governing Council of the College and include the interim Governing Council;
 - 'managing director' means the person appointed to be the managing director of the College under section 46 of the Act;
 - 'speed control sign' means a sign that is erected under By-law 15; and
 - 'the College' means Central Institute of Technology.

- (2) The notes that appear at the foot of any of these by-laws are only for the purposes of information and do not form part of the by-laws.

application

These by-laws apply to College land and to any person on College land.

part 2 – general

hours of business

- (1) Subject to any order under section 38 of the Act, the hours of business of the Institute area.

those fixed by the governing council

- (2) Different hours may be fixed for different purposes.
- (3) The hours during which the Institute is open for business are to be published in the manner determined by the Governing Council.

setting aside land and places

- (1) Where the Governing Council sets aside any land or place for a particular purpose the Governing Council may cause a notice to be erected specifying the purpose for which the land or place is set aside.
- (2) A person who contravenes a notice erected under subsection (1) commits an offence.

authorised persons

The Managing Director may designate a person to be an authorised person for the purposes of these by-laws.

part 3 – student associations

functions of student association

The functions of the student association are to:

- further common interest of the enrolled students;
- provide for and encourage communications amongst enrolled students in matters of common interest;
- provide extra curricular activities for the general well being of enrolled students;
- represent enrolled students whenever such representation is necessary or desirable and provide the recognised means of communication between students and the Institute;
- cooperate or affiliate with any body or organisation having kindred aims;
- provide, conduct or manage educational, cultural, sporting, welfare, recreational or commercial facilities or activities intended for the benefit directly or in-directly of enrolled students;
- accommodate and provide for all types of amenities or facilities for enrolled students; and
- promote the good of Central Institute of Technology for the benefit of students studying at the Institute.

central by-laws

membership of student association

- (1) Subject to this by-law, all enrolled students are eligible to be members of the student association.
- (2) A person is not eligible to be a member of the student association if the person is a member of the full time academic staff of the Institute.
- (3) There are to be three classes of membership of the student association as follows:
 - full-year full time membership comprises students who are enrolled for tuition at the Institute for a period of not less than 540 hours during an academic year;
 - part-year full time membership comprising students who are enrolled for tuition at the Institute for a period of less than 540 hours but not less than 120 hours during an academic year; and
 - part-time membership comprising students who are enrolled for tuition at the Institute for a period less than 120 hours during an academic year.
- (4) A student is entitled to membership of the student association only in relation to the class of membership that is appropriate to the student.

part 4 – conduct on college land

conduct generally

- (1) A person shall not hinder or obstruct another person or otherwise behave in a disorderly manner.
- (2) A person shall not, without the permission of the Governing Council:
 - deface, interfere with or damage any property of the Institute;
 - hold a public meeting;
 - bring any alcoholic liquor on to College land;
 - conduct any business for private gain or reward on College land; or
 - bring any animal on to College land.

obstruction of college staff

A person shall not hinder or obstruct a member of the Institute staff from carrying out his or her duties.

dishonest conduct

A person shall not act dishonestly or unfairly in connection with any Institute examination, assessment or test or the preparation of any thesis, report or other work.

closure of college

- (1) The Managing Director may:
 - close the Institute or any part of the Institute to the public or to students or both the public and students, if in the opinion of the Managing Director, the persons are behaving, or are likely to behave, in a disorderly manner;
 - require any person whose presence at the Institute is in contravention of a by-law or is or is likely to be detrimental to the Institute, to leave the Institute or any part of the Institute.
- (2) A person who refuses or fails to comply with a request of the Managing Director under subsection (1) commits an offence.

part 5 – control of traffic

object of this part

The object of this Part is to provide for the orderly use of Institute land by vehicles and the parking of vehicles.

speed control signs

- (1) The Managing Director may approve the erection of signs indicating the maximum speed at which vehicles may be driven on College land.
- (2) A person shall not drive a vehicle on a driveway at a speed in excess of the speed indicated on a speed control sign that applies in relation to the driveway.

parking permits

- (1) The Managing Director may arrange for the issue of parking permits.
- (2) Parking permits may be of different classes.
- (3) A parking permit is not valid unless:
 - if it is issued in relation to specific time or specific period of time, it is used in relation to that time or period of time;
 - if it is issued in relation to a purpose, it is used in relation to that purpose;
 - if it is issued in relation to a person or class of person it is used for a vehicle for that person or class of person;
 - if it is issued in relation to a particular vehicle or kind of vehicle, it is used in relation to that vehicle or kind of vehicle; and
 - if any fees are payable under these by-laws in relation to the parking permit, those fees have been paid.
- (4) - A person is not to park a vehicle contrary to the terms of any permit that applies in relation to the vehicle.
- (5) If a parking permit is used for a purpose other than the purpose for which it is issued the Managing Director may cancel the parking permit.

central by-laws

part 6 – penalties and disciplinary consequences

offences

A person who contravenes any of these by-laws commits an offence.
Penalty \$1,000.

disciplinary consequences

- (1) Instead of recovering a penalty in a court of summary jurisdiction if an alleged offender is an enrolled student an authorised person may proceed against the enrolled student as for a disciplinary offence and have the complaint heard and determined by the Managing Director or an authorised person other than the person who commenced the proceedings in relation to the offence.
- (2) If the Managing Director or the authorised person referred to in subsection (1) is of the opinion that the alleged offender has committed an offence the Managing Director or authorised person may impose any one or more of the following penalties:
 - a fine not exceeding \$50;
 - suspend all or any of the privileges of the enrolled student;
 - exclude the enrolled student from attending Institute lectures;
 - withhold examination results of the enrolled student;
 - suspend the enrolled student for a period not exceeding two semesters of any course or courses;
 - expel the enrolled student from the Institute; or
 - refuse re-enrolment as a student.
- (3) A decision by the Managing Director or authorised person imposing a penalty specified in subsection (2) (f) or (g) is not effective unless confirmed by the Governing Council.
- (4) The Managing Director or authorised person is to serve notice of any penalty imposed on an enrolled student under subsection (2) on the enrolled student within 28 days of the day after the penalty is imposed.
- (5) If proceedings for an offence against an enrolled student is pending at any time before the enrolled student is or may become entitled to an award for the Institute the granting of the award may be adjourned until after the proceedings are completed.
- (6) If at the time an enrolled student is entitled to an award for the Institute:
 - the enrolled student has not paid any penalty imposed on the enrolled student under these by-laws; or
 - the enrolled student without lawful excuse retains any property of the Institute;then the award may be withheld until the enrolled student has paid the amount of the penalty or returned the property to the Institute.