

2019 VET for Secondary Students
Handbook



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FOREWORD

It gives me great pleasure to welcome you to Whitehouse Institute of Design, Australia. This handbook has been designed as a reference directory for students studying with Whitehouse Institute under the VET for Secondary Students provisions for the HSC in NSW and the VCE/VCAL in VIC. I hope it will help you to meet the many challenges offered within your course of study.

The Whitehouse Institute staff forward to working closely with you this year and we wish you well in your studies.

A handwritten signature in black ink, appearing to read 'L. Whitehouse', with a long, wavy horizontal line extending to the right.

LEANNE WHITEHOUSE
Managing Director

MISSION STATEMENT

"Whitehouse Institute prepares graduates for careers in the creative industries as designers in fashion, styling & creative direction and interior design. Specialised design skills and knowledge are developed through the Institute's teaching and learning programs, and collaborations with commerce, industry and cultural organisations. Graduates will contribute to an equitable and civilised society through their engagement in public programs and experimentation with new materials and sustainable technologies. The Institute fosters a learning culture that values scholarship, critical reflection, creativity, innovation and entrepreneurship enabling graduates to continue learning throughout their lives and contribute to the quality of life and wealth of the economy."

Whitehouse Mission Statement: approved by Academic Board 2012.

WHITEHOUSE INSTITUTE PHILOSOPHY

Whitehouse Institute of Design, Australia sees design as positioned at the forefront of rapid and ongoing change in industry, commerce and all aspects of social and community life. In a world of constant flux, education provides a valuable key to innovation, adaptability, personal growth and professional sustainability.

Whitehouse Institute creates and sustains a unique learning environment. This is intentionally designed to induct students into studio practice, working individually and in groups and teams to prepare motivated and reflective practitioners for careers in design and related industries. Courses focus on creative development through drawing, design and fabrication, together with an appreciation of the importance of design history and aesthetics, in addition to enhanced visual, verbal, written and interpersonal communication. Underpinning this is a commitment to collaboration and shared diligence from staff and students in progressively acquiring the essential conceptual insights, design skills and specialist knowledge and technical expertise required to work as a professional designer in a range of creative and technical roles in industry.

Whitehouse Institute is located in both Sydney and Melbourne central business districts where students have the opportunity to observe and participate in a creatively dynamic and multicultural environment. In this respect, Whitehouse Institute directs student energies and talents so that they may explore and respond to their environment. This brings a richness of experience to student work, linked to critical judgement, problem solving and decision making, while concurrently developing visual and practical skills. In a consumer oriented society, design and style are inseparable; each growing from shaping the other, often across different design disciplines. Students are encouraged to discover themselves through visual and spatial surroundings. By building an awareness of their personal style and approach to creativity, they soon discover their own unique means of personal expression.

Individual growth and creativity are encouraged, along with sensitivity toward client, customer and community needs that are used to inform the associated commercial awareness, professional discipline and responsibility of the designer. Design, fashion, textiles, interiors, visual communication, illustration, styling, merchandising professional practice, business and management provide an arena for personal and career development - always with a view to creating income generating opportunities in the industry.

Students are assisted to exploit their potential by the highly professional and creative teachers engaged by the Whitehouse Institute. As a practising professional working within a collaborative teaching environment, each lecturer is required to devote his or her educational energies toward implementing the curriculum in a knowledgeable, interesting and engaging manner. The goal is to inspire and motivate students, stimulate the aesthetic self-awareness of the students and develop their professional design talents, whilst enacting and upholding the philosophy of Whitehouse Institute of Design, Australia.

THE CERTIFICATE III IN DESIGN FUNDAMENTALS CUA30715

QUALIFICATION OVERVIEW

Whitehouse Institute of Design provides high quality training and assessment that complies with the *Standards for Registered Training Organisations (RTOs) 2015*.

This Whitehouse VET for Secondary Students course has been designed to complement and build on existing Year 12 Senior Secondary Certificate of Education subjects in creative disciplines and to allow enthusiastic students to further develop practical skills and insight into the fashion, interior decoration and creative direction industries. Course duration has been determined by the NSW Department of Education and by the Department of Education and Training in Victoria.

Successful completion of the Certificate III in Design Fundamentals CUA30715 counts towards the Year 12 Senior Secondary Certificate of Education and appears on the student's Record of Achievement. However, it does not count in the calculation of the Australian Tertiary Admission Rank (ATAR).

COURSE STRUCTURE

The units of competency in the Certificate III in Design Fundamentals CUA30715 have been structured and sequenced to ensure the sound pedagogical development of skills over the duration of the course. Some units have been clustered for delivery and assessment. Students can select one of three specialist options – Fashion Visualisation, Interior Visualisation, or Creative Direction Visualisation.

The course structure is outlined in the table below.

CORE UNITS (Common)	
BSBDES201	Follow a design process
BSBDES301	Explore the use of colour
BSBDES302	Explore and apply the creative design process to 2D forms
BSBDES303	Explore and apply the creative design process to 3D forms
BSBDES304	Source and apply design industry knowledge
BSBWHS201	Contribute to health and safety of self and others
CUAACD301	Produce drawings to communicate ideas
ELECTIVE UNITS (Common)	
BSBDES305	Source and apply information on the history and theory of design
CUADIG304 or ICPPRP325C	Create visual design components Create graphics using a graphics application
ELECTIVE UNITS (Fashion Visualisation)	
MSTFD2001	Design and produce a simple garment
MSTFD2005	Identify design process for fashion designs
MSTFD3004	Draw a trade drawing for fashion design
ELECTIVE UNITS (Interior Visualisation)	
CUAANM303	Create 3D digital models
CUAACD303	Produce technical drawings
CUAPPR407	Select and prepare creative work for exhibition
ELECTIVE UNITS (Creative Direction Visualisation)	
CUADIG304 or CUAPHI302	Create visual design components or Evaluate the nature of design in specific industry context
CUAACD302	Produce computer-aided drawings
CUAPHI302	Capture photographic images

ATTENDANCE PATTERNS

The course is delivered in block form in New South Wales and is divided between block and one day per week in Victoria. In New South Wales delivery blocks occur in the April, July and September holiday periods. A breakdown of study hours is included in individual assessment briefs and in the course guide. Attendance dates for 2019-20 are outlined below.

ENTRY REQUIREMENTS

The minimum entry requirement for the VET for Secondary Students program is completion of Year 10 or equivalent. In some instances students may be required to demonstrate to their school that they meet other requirements, such as an understanding of the industry and the aptitude and commitment to successfully complete the course.

If the number of applicants exceeds the number of available places a selection procedure based on evidence of design aptitude will be implemented.

Recognition of prior learning (RPL) policies and procedures apply, as outlined under the heading *"Recognition of Prior Learning (RPL) and Credit Transfer"*.

COURSE COMPLETION

Completion of the Certificate III in Design Fundamentals CUA30715 requires students to successfully complete all units of competency.

In Victoria all students who successfully complete the course achieve the Certificate III in Design Fundamentals CUA30715.

In New South Wales students have two options:

1. Design Fundamentals (120 indicative hours) VET Board Endorsed Course – this option comprises the common core units and the common elective units. Upon successful completion of the course students will receive a Statement of Attainment for the units of competency successfully completed and two units towards the HSC.
2. Design Fundamentals (240 indicative hours) VET Board Endorsed Course – upon successful completion of the course students will have achieved the full Certificate III in Design Fundamentals CUA30715 and four units towards the HSC.

Students are expected to:

Attend all face-to-face classes

Submit all assessment tasks for marking at the required time and as specified in the assessment briefs

Participate in class activities and engage with their work

Fulfil the required amount of independent study as specified in the assessment briefs

Abide by the Whitehouse Code of Conduct at all times.

PREREQUISITES

There are no prerequisites identified for any of the units of competency in this qualification.

DELIVERY AND ASSESSMENT

A range of teaching and learning strategies will be used to deliver the units of competency, including:

- Lectures
- Practical demonstrations
- Practical tasks
- Peer critique
- Group work
- Presentations
- Activities in a studio environment (simulated work environment)
- Independent study and research

Assessments are varied and require evidence of visual research and submission of practical tasks, written assignments, a research and process journal and presentation portfolios. Assessment tasks are designed to simulate activities that students might expect to undertake while working in the fashion, interior decoration and creative direction industries. A number of the activities are designed to ensure students are exposed to the design industry.

2019/2020 ACADEMIC DATES – VET FOR SECONDARY STUDENTS PROGRAM

NEW SOUTH WALES

VET for Secondary Students NSW 2019/2020 Delivery Dates:

Stage 1 – 2019

Please note: all classes are scheduled 9am – 5pm unless advised otherwise.

Monday 15 April - Thursday 18 April (4 days)

Monday 8 July - Friday 19 July excluding weekends (10 days)

Monday 30 September - Friday 4 October (5 days)

This will complete Stage 1 – accredited for a total of 2 units at the Preliminary and/or HSC level and a Statement of Attainment towards Certificate III in Design Fundamentals CUA30715.

Stage 2 – 2020

Wednesday 6 January – Friday 24 January excluding weekends (17 days)

This will complete Stage 2 – provided all units are successfully completed, accredited for a total of 4 units at the Preliminary and/or HSC level and the Certificate III in Design Fundamentals CUA30715 qualification outcome.

VICTORIA

Wednesday classes are scheduled for 9am – 5pm and holiday block classes for 9am – 5pm unless advised otherwise. Total 360 delivery hours.

Stage 1 – 2019

Monday 14 January – Friday 25 January (10 days excluding weekend)

Wednesdays 6 February – 27 March (8 Wednesdays)

Monday 8 April - Friday 12 April (5 days)

Wednesdays 1 May – 26 June (9 Wednesdays)

This will complete Stage 1 – Statement of Attainment towards Certificate III in Design Fundamentals CUA30715

Stage 2 – 2019

Monday 8 July – Friday 12 July (5 days)

Wednesdays 17 July – 18 September (10 Wednesdays)

Monday 30 September – Friday 4 October (5 days)

This will complete Stage 2, and provided all units are successfully completed, will satisfy the VCE/VCAL VASS requirements and the Certificate III qualification.

BUSINESS NOTICES

2019/2020 FEE SCHEDULES

Allocation of a place in the Whitehouse Institute's VET for Secondary Students program constitutes an agreement that the student will study for the duration of the course. This means that there is an obligation on the part of the student/parent/guardian/school authority to pay the published tuition fees throughout the period of enrolment.

All fees are in Australian Dollars and inclusive of GST where GST is applicable. Tuition fees are not transferable to another student or another institution.

NEW SOUTH WALES - TUITION FEE SCHEDULE

Certificate III in Design Fundamentals – CUA30715	Deposit (due at enrolment)	Stage 1 (due 9 April 2018)	Stage 2 (due 17 Dec 2018)	Total Tuition fees
All specialisations	\$400.00	\$2,860.00	\$2,860.00	\$6,120.00

VICTORIA - TUITION FEE SCHEDULE

Certificate III in Design Fundamentals – CUA30715	Deposit (due at enrolment)	Stage 1 (due 7 Dec 2018)	Stage 2 (due 30 March 2019)	Total Tuition fees
All specialisations	\$350.00	\$1,500.00	\$1,500.00	\$3,350.00

NEW SOUTH WALES AND VICTORIA – SCHEDULE OF MISCELLANEOUS FEES

Change of Enrolment	\$100.00
Application for Recognition of Prior Learning	\$250.00 per unit
Late Marking Fees per assessment task	\$ 50.00
Dishonoured Cheque	\$ 50.00
Late marking fee	\$100.00
Re-issue of a Qualification	\$ 50.00
Re-issue of a Statement of Attainment	\$ 30.00
Re-issue of an Academic Transcript	\$ 20.00
Re-issue of a receipt	\$ 15.00

Note: Miscellaneous fees are payable at the time they become applicable

FEE PAYMENT

Fees can be paid by cheque/money order (payable to Whitehouse Institute of Design, Australia), Direct Debit, Visa, MasterCard or EFTPOS (EFTPOS can be paid in person at the Sydney campus only). A 0.87% surcharge applies for payment by credit card and \$0.45 for EFTPOS.

To secure a place in the course the Materials Fee is to be paid with submission of a completed enrolment form (except if funded by a school authority). Unless funding has been approved by the school authority, the balance of tuition fees must be paid as follows:

New South Wales

Stage 1 must be paid in full by 9 April 2019,
Stage 2 paid in full by 6 December 2019.

Victoria

Stage 1 must be paid in full by 7 December 2018, and
Stage 2 paid in full by 30 March 2019.

A late fee penalty of \$20.00 per day will apply for all overdue fees, dated from the due date.

If a student is being subsidised by their school or school authority there will be no deposit and or advance tuition payment required unless stated otherwise. Should the school or school authority cancel subsidy, fees will remain payable by the student/parent/guardian.

Once a student's application is accepted and an enrolment is processed and a place allocated, the student/school authority commits to completing the course of study and undertakes the financial liabilities for the full year.

Once fees are paid, the [Whitehouse Institute Cancellation & Refund Policy](#) applies.

While Government subsidies for the VET for Secondary Students program may be available through some participating high schools, it should be noted that no subsidies are available through Whitehouse Institute. Enquiries regarding the availability of and individual student eligibility for a VET for Secondary Students program subsidy should be directed to the Principal, Vocational Coordinator, Careers Adviser or Year Patron at the high school the student is attending.

Please note: the VET for Secondary Students course is not CRICOS registered, thus International Students on a temporary student visa are not eligible to enrol in the program.

ENROLMENT AND UNIQUE STUDENT IDENTIFIER (USI)

Students should complete and submit an enrolment form after they have read and understood the content of this handbook and discussed the program with their Careers Advisor/VET Coordinator and Parent/Guardian. The student, Careers Advisor/VET Coordinator and Parent/Guardian all need to sign the enrolment form.

From 1 January 2015, students undertaking nationally recognised training are required to have a USI in order to receive a qualification or statement of attainment. The USI is a reference number that allows all students undertaking vocational education and training in Australia to access their training results from all providers including all completed units of competency and qualifications. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

If you would like Whitehouse Institute of Design to apply for a USI on your behalf you must authorise us to do so and declare that you have read the USI privacy notice.

Whitehouse Institute will need to verify your identity and apply for the USI on the national Document Verification Service (DVS) managed by the Attorney-General's Department. Suitable proof of identity documents includes an Australian Passport, an Australian Birth Certificate, an Australian Driver's Licence, a Medicare Card, a Certificate of Registration By Descent, a Citizenship Certificate, or an ImmiCard.

More information about the USI can be accessed at www.usi.gov.au/students

PRIVACY

The Whitehouse Institute [Privacy Policy](#) outlines how the Institute handles and protects personal information of students.

CHANGE OF ENROLMENT

A request for a student to change their specialist option (for example from Fashion Visualisation to creative Direction Visualisation) in VET for Secondary Students program is subject to availability of a student place and will only be considered prior to commencement of the program unless there is a compelling reason for the change. A change of focus requires that the participating High School and student agree on the benefits of the change and that such a change does not disrupt other students. A student wishing to change focus in the program should submit a Change of Enrolment Form. Should an enrolment change be approved; an administration fee of \$100.00 may be payable.

WHITEHOUSE INSTITUTE OF DESIGN GENERAL INFORMATION

COURSE INDUCTION

On the day of course commencement, students attend an induction, which includes:

- A tour of training facilities
- Introduction to relevant instructors and other students
- Issuance and explanation of the VET for Secondary Students Handbook
- Issuance of course outline and assessments
- Information about applying for recognition of prior learning
- Supply of equipment
- Outline of Work Health & Safety requirements
- Instructions on accessing and using the Student Portal

COMMUNICATION

Student contact details

Students must ensure that Whitehouse Institute has their current contact details, including phone number/s, email address, address and emergency contact details.

Whitehouse Institute uses the student's email address as the primary means of communication. It is important that students regularly check their inbox for updates.

The Student Portal

The Student Portal provides students with access to a range of information and services related to their course, including but not limited to current timetables, library catalogue and resources, learning resources, policies and procedures and student support services. It is also used for submission of assessment tasks.

Communicating with teachers

Teachers will advise students of their preferred method of contact outside of class time. Please note that you are expected to avoid inappropriate relationships with staff members, including relationships on social media.

MATERIALS, RESOURCES AND EQUIPMENT

All students receive an art kit at the commencement of the course. With thoughtful use the items in this kit should be sufficient for the entire period of study. Students will be responsible for any replacement stock required for their Art Kit and any additional materials they choose to use in their major projects.

VET for Secondary Students have free access to black and white and colour printing, scanning and copying up to A3 size on campus – as long as the materials being scanned/copied/printed relate directly to the Certificate III in Design Fundamentals program.

Due to study patterns for this program library resources are available for loan on Whitehouse Institute premises only.

Any breakages or losses of tools or equipment belonging to Whitehouse Institute caused by a student are their financial responsibility.

MAINTENANCE OF CLASSROOMS

At the conclusion of each lesson, students are to ensure that:

Desks are left clean and orderly for the next class and chairs are positioned on top of desks.
All rubbish is to be removed from desks and the floor and placed in the bins provided.

STUDENT ACCESS TO SUPPORT SERVICES

Counselling and other professional support services

Whitehouse Institute of Design provides students with access to range of professional support services, including assistance with career and course decisions, counselling, academic advice and assistance and complaint and grievance resolution.

Students requiring assistance should discuss their needs with the VET for Secondary Students Coordinator who may also consult the school career advisor.

Library

The Library Officer is in charge of the library facilities and activities.

Opening Hours:

The Whitehouse Institute Library is open to students 9.00am - 5:00pm daily. Students are free to use the library before and after college and during their break times without restriction, as long as the Library Officer or a supervising member of staff is present. Occasionally Library access times alter with short notice; all such changes will be posted on the library news and events board or on the library door.

As previously stated, library resources are available for loan on Whitehouse Institute premises only. In addition to books and magazines the library also has some cameras, light boxes and projectors for loan to use on the premises.

Library rules:

As a mark of respect for and courtesy to all staff and students at Whitehouse Institute students are expected to:

- Refrain from cutting, painting, pasting, patternmaking or other studio design work in the library
- Keep their valuables with them at all times
- Switch off/silence mobile phones when in the library
- Ask Library staff for assistance with photocopying and printing.

PC use:

PCs in the library are for research/ library use only.

Documents can be printed from the PCs to the photocopier in the library; ask the Library staff for assistance.

STUDENT FEEDBACK

Students are asked to complete at least one course evaluation form each year. Student feedback is reviewed by the VET for Secondary Students Coordinator, the Whitehouse Institute Academic Board, the schools authority and the Australian Skills Quality Authority (ASQA) as part of the quality assurance process and is invaluable in maintaining course quality and relevance.

ISSUING OF QUALIFICATIONS

Whitehouse Institute issues qualifications for this course in accordance with the national requirements of the Australian Quality Framework (AQF) and the Australian Quality Skills Authority (ASQA). AQF Qualifications are only issued after all components of a qualification have been successfully completed. When a qualification has not been completed, a Statement of Attainment for units of competency successfully completed will be issued.

Whitehouse Institute can only issue a qualification or a statement of attainment if it has the student's USI on file.

CONDUCT

While travelling to and from Whitehouse Institute of Design, VET for Secondary Students are considered ambassadors for their high schools and representatives of Whitehouse Institute. Students at Whitehouse Institute are expected to behave as responsible young adults and independent learners.

Whitehouse Institute expects students to adhere to its [Code of Conduct](#) by demonstrating professional, courteous, and respectful behaviour at all times. It is important to note that Whitehouse takes a zero-tolerance approach to sexual assault, sexual harassment and other forms of harmful misconduct.

Should a student fail to conduct herself /himself in an appropriate manner an Incident Report Form will be issued to the student. Copies will be placed on the student's file and sent to his/her school.

ACCESS AND EQUITY AND ANTI-DISCRIMINATION

Whitehouse Institute upholds the principles of access and equity with respect to students and staff as outlined in its [Access and Equity Policy](#).

PLAGIARISM

Plagiarism is the presentation of the thoughts or works of another as one's own and is strictly prohibited. Plagiarism may include but is not limited to:

- Copying or paraphrasing material from any source without due acknowledgment
- Using another's ideas without due acknowledgment
- Working with others without permission and presenting the resulting work as though it was completed independently.

Offences of plagiarism will attract penalties which may vary and may include counselling and a warning, re-submission or suspension. The penalty will depend upon the extent of the plagiarism, whether it is a first or repeated offence, whether there is evidence of deliberate deceit and whether advantage has been taken of another student.

GRIEVANCE / APPEALS PROCEDURES

Whitehouse Institute acknowledges the right of students to be able to raise and have addressed academic grievances and appeals fairly, impartially, transparently and in a timely manner, as outlined in its [Academic Grievance and Appeals Policy](#). They can lodge informal and/or formal grievances and appeals.

WORK HEALTH & SAFETY

Whitehouse Institute undertakes to provide a safe learning environment in accordance with state and commonwealth legislative and regulatory requirements. Students are required to familiarise themselves with information regarding hazards, risks, risk minimisation and emergency procedures. They are also required to observe safe work practices when participating in training and assessment activities, including operating machinery, working with hand tools and working with hazardous materials and chemicals.

Students should observe standard workplace principles for safety when moving or lifting any equipment. If in doubt, students should seek advice from lecturers or other senior members of staff. Students are required to report any damage to equipment or personal injury immediately to a lecturer, the VET for Secondary Students Program Coordinator or any other Whitehouse Institute staff member.

General Studio Safety and housekeeping:

Students are required to:

- Wear enclosed footwear at all times
- Wear appropriate clothing
- Use equipment only after they have been trained and deemed competent
- Refrain from eating or drinking in studio spaces
- Refrain from smoking in the building at any time
- Minimise risk to themselves and others by.

Good housekeeping is important in order to minimise risk in studio/workplace areas. Students need to:

- Clean up any spills immediately
- Keeping studio spaces clean and organized at all times
- Wipe down work surfaces after session is finished
- Ensure access to emergency items, such as fire blankets and or extinguishers, is clear
- Keep emergency exits or pathways clear at all times
- Ensure they have sufficient clear space to work safely
- Keep all electrical cables and cords out of the way of their work space
- Report any hazards immediately to a Whitehouse Institute staff member

Hazardous substances and chemicals

The main hazardous substances that students may handle in workshops and studio areas include:

- Some paints and inks
- Spray paints and fixatives
- Glues and adhesives

To minimise risk from the use of these substances it is important that students:

- Reseal containers immediately after use
- Only keep substances in correctly labelled containers. When storing ensure label can be read
- Never keep substances in food or drink containers
- Refrain from eating or drinking while working
- Wash hands and nails thoroughly after working
- Always clean up after themselves

Working with scissors and knives/blades

When using scissors/knives or blades it is important that students:

- Appropriately dispose of and not use damaged or defective scissors, blades or knives
- Do not carry sharp tools in their pockets
- Ensure they have a safe and good grip of the tool before using it
- Keep their hands and fingers away from sharp edges
- Ensure scissors, blades and knives are stored in a manner that does not pose a risk to themselves or others

Working with glue and adhesives

When working with glues and adhesives it is important that students:

- Always read and follow manufacturer's use and safety instructions
- Work in a well ventilated area and avoid inhaling hazardous vapours
- Cover glues and adhesives when not in use
- Clean up any spills immediately
- Never eat, drink or smoke when using these substances
- Wash hands and nails thoroughly after working
- Always clean up after themselves

Trips and Falls

Students can reduce the risk of trips and falls by:

- Wearing appropriate and safe footwear
- Cleaning up spills
- Ensuring electrical cords do not run across traffic areas
- Ensuring bags, portfolios and other objects do not pose trip hazards in aisles, stairwells or other areas in which there is foot traffic
- Reporting trips and falls to Whitehouse Institute staff

Injuries and Other Incidents

Students must report injuries and other incidents to a Whitehouse Institute staff member as soon as practical after the event.

First Aid

If a student is injured on campus they must:

- Seek immediate first aid or medical attention and
- Report the injury to a Whitehouse Institute staff member as soon as practicable after the event.

First Aid officers are on hand in the building during the day. In case of an accident or injury students will be treated by a first aid officer. Unless otherwise notified in advance Whitehouse Institute staff will only contact parents/guardians should the injury warrant further medical attention, if the student is too ill to continue class or if they express a wish to go home.

Fire

- In case of fire personal safety is a student's first priority
- Never let a fire get between you and the exit
- If you discover a fire alert people nearby and enlist their help
- Raise an alarm and evacuate the building

Contacting Emergency Services

In case of an emergency phone an outside line.

Melbourne campus Dial "0"

Sydney campus press Line 2, or 3, 6 or 7

Then for:

- Ambulance, Police, Fire Brigade - 000
- Poisons Information Centre - 131 126
- Sydney - St Vincent's Hospital Emergency Department – (02) 8382 1111
- Melbourne - The Royal Melbourne Hospital - (03) 9342 7000

ATTENDANCE

Students are expected to attend all lessons, to arrive on time and to remain in class for the duration. They are expected to come prepared for each lesson and to have all materials and equipment ready prior to the scheduled lesson time. They may be given short breaks during class time.

COURSE WITHDRAWAL

The Whitehouse Institute of Design [Withdrawal and Deferment Policy](#) makes provision for students wishing to withdraw from a course.

RECOGNITION OF PRIOR LEARNING (RPL)

The Whitehouse Institute of Design [Academic Credit/Recognition of Prior Learning Policy](#) provides for individuals to have their prior study and informal learning recognised formally through assessment. Students should submit applications for RPL before they commence their course.

ASSESSMENT

The Certificate III in Design Fundamentals CUA30715 requires successful completion of all units of competency. All units of competency have a practical component that requires demonstration of practical skills and techniques. The Whitehouse Institute of Design [VET Assessment Policy](#) outlines the principles of assessment relating to this course.

UNSUCCESSFUL COMPLETION OF UNITS OF COMPETENCY

If it appears that a student is at risk of not successfully completing a unit of competency, Whitehouse Institute will immediately notify the student and their school and will provide them with written advice of the tasks or action to be undertaken to achieve competency. If the student is under 18 their parent/guardian will also be advised and asked for acknowledgement of receipt of the warning. If the tasks or actions are not satisfactorily completed a follow-up warning letter will be issued.

In the event that a student does not complete or achieve competency in all units of competency in a course, the student will be issued with a Statement of Attainment for units of competency successfully completed. For New South Wales students who have completed the Preliminary Year 11 program a Statement of Attainment will appear on their HSC. This does not apply to Victorian students undertaking the VCE.

At the discretion of Whitehouse Institute and providing another delivery option is available within the enrolment timeframe, a student who has not achieved competence in a unit of competency can attempt to achieve competency at another time. However the qualification will only be recorded on a student's HSC/VCE if all requirements are fulfilled within the prescribed reporting timeframe set by the Board of Studies or Victorian Curriculum and Assessment Authority.

In the event that the qualification requirements have been fulfilled but the results not reported on a student's HSC/VCE, the student can apply to Whitehouse Institute in writing for a stand-alone qualification outside the conditions governing the HSC/VCE.

ASSESSMENT RECORDS AND REPORTS

Whitehouse Institute maintains accurate academic records and progress reports.

Regular progress reports are issued to students and to their schools.

After completion the results for each unit of competency are forwarded to the nominated High School for HSC/VCE reporting purposes. At the end of the VET for Secondary Students program a copy of either the qualification or statement of attainment issued to the student will be forwarded to the nominated High School.

STUDENT ACCESS TO PERSONAL RECORDS

Each student has a right of access to his or her academic record. All requests from individual students to view their student file should be referred to Student Administration who will make appropriate arrangements for supervised access.

DISCLAIMER

Should Whitehouse Institute of Design, Australia make any changes to the agreed services, including any third party arrangements or change in ownership, the students will be advised as soon as practicable. Whitehouse will make every effort to ensure that each student can continue their training. If you have completed your qualification you will be issued with a testamur and record of results. If you have not yet completed your qualification you will be issued with a statement of attainment for completed units of competency.

In accordance with the *Standards for Registered Training Organisations (RTOs) 2015*, students have a right to obtain a refund for services not provided by Whitehouse Institute of Design, Australia in the event that the arrangement is terminated early or Whitehouse fails to provide the agreed services.

WHITEHOUSE INSTITUTE OF DESIGN, AUSTRALIA

Whitehouse Institute Pty Ltd trading as Whitehouse Institute of Design, Australia

RTO Provider Code 91319 | CRICOS Provider Code 02863C

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