

**STUDENT HANDBOOK 2021**

**GRADUATE CERTIFICATE  
OF DESIGN**

**WHITEHOUSE  
INSTITUTE OF DESIGN,  
AUSTRALIA  EST. 1988**

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# STUDYING AT WHITEHOUSE

Welcome to the Whitehouse Institute of Design, Australia, and your Graduate Certificate of Design course.

In this Student Handbook you will find important information about the Graduate Certificate of Design program, about your learning, where you can get help and support, about your campus facilities, and student services and amenities. Read this Handbook thoroughly before commencing your study at Whitehouse.

Studying a post-graduate qualification is a serious commitment. It requires your full attention and active participation in all aspects of your learning, and campus activities to enable you to successfully complete and graduate.

Whitehouse courses are challenging and demand your creative input. The content includes a high level and knowledge and skills development related to the professional work of a Designer.

The course is delivered by integrated lectures, tutorials, classes, studio practice and practical workshops, face-to-face, and/or online. Arrive to class on time, listen critically, respond positively, take notes, and participate in each class as if you were working as a professional designer in a professional studio.

We look forward to guiding you in your learning journey at Whitehouse.



Leanne Whitehouse  
Founder & Executive Director  
Whitehouse Institute of Design, Australia

**NOTE:**

*Most links in this document hyperlink to the repositories on the Whitehouse Institute of Design Australia Website. Some links point to important information for students on Australian Government Websites.*

## COURSE OUTCOMES

The Graduate Certificate of Design focuses on design thinking and research skills integrated with studio / workshop-based practice to create original and innovative design outcomes for professional work in the creative industries.

More specifically, students will:

- Explore research methodologies with specific frames of reference and contexts for design-oriented projects,
- Engage with artefact-based research investigations to inform creative written and designed outcomes; and
- Extend frameworks for ideas generation in design research capability based on interdisciplinary investigations of design thinking practices, new technologies, materials, community needs and ethically sustainable practice leading to innovative approaches to communications and work.

## COURSE STRUCTURE

The Graduate Certificate of Design is made up of three integrated subjects (or units) of study offered at the Whitehouse Sydney and Melbourne campuses over a single trimester, full-time, face-to-face, online, or mixed mode.

Subject Code	Subject Name	Credit points
RW7	Research Workshop for Design	12
MC7	Explorations of Material Culture Explorations of Material Culture	12
IG7	Frameworks for Ideas Generation	12

## ENTRY REQUIREMENTS

- Bachelor of Design (or Equivalent \*)

\* An equivalent qualification or knowledge, skills and experience may include:

- Diploma in a design related field with a minimum of five years industry / commercial experience, or
- Advanced Diploma in a design related field with a minimum of three years industry / commercial experience, or
- Minimum of five years significant professional practice in the creative industries.

## SELECTION AND ADMISSION

With your application, you may need to submit:

- Academic records (e.g. Certified copies of Testamurs and Transcripts of Academic Results)
- A statement (300 words or less) in support of your application
- Portfolio consisting of, and documenting recent work relevant to the course of study (6-8 pieces in any medium)
- A CV showing academic, professional, and work experience for a minimum of two recent years.
- Proof of identity and citizenship (passport or birth certificate).

- An interview (if requested).

Please note:

- You do not need an ATR for entry into this course.
- If you do not meet any of the minimum entry requirements, you may be eligible under the special admissions provisions (equity groups), including mature age or disadvantage.

## ACADEMIC CALENDAR

Trimester	Commencement	Census Date	End Date	Administration Date
Trimester 3	27 September 2021	13 October 2021	17 December 2021	13 September 2021

\*Always check principal study dates on the **Academic Calendar in Google Classrooms** and record all Whitehouse principal dates in a personal wall/desk/digital planner.

## COURSE COMPLETION:

To successfully complete the Graduate Certificate of Design you must complete a total of three subjects, for a total of 36 credit points. Upon graduation, you will be awarded a Testamur and an Academic Transcript in recognition of course completion.

## FURTHER STUDY:

Students who complete the Graduate Certificate can further progress their higher education at Graduate Diploma or Master of Design qualification levels at Whitehouse with credit granted for subjects completed in the Graduate Certificate. Learn more at: <https://whitehouse-design.edu.au/master-of-design/>

## TUITION FEES

**Intake to the 2021 Graduate Certificate of Design is funded by the Commonwealth Grant Scheme (CGS), and no tuition fees apply for Australian Citizens, eligible New Zealand Citizens and Permanent Humanitarian Visa holders**

Under this Scheme, the Commonwealth will fund the course tuition fees, and eligible enrolled students will not need to apply for a FEE-HELP loan OR pay the tuition fees themselves.

Refer Whitehouse website at: <https://whitehouse-design.edu.au/graduate-certificate/> for more information.

### **The Academic Calendar**

The academic calendar lists the start and end dates for the course. Students need to schedule any holidays and/or leave they wish to take around these dates. Whitehouse observes all major public holidays.

### **Administration Date**

The Administration Date is the last date for completion of the requirement for enrolment. The Administration Date is two weeks before the Trimester commencement date.

### **Census Date**

A census date is the closing date for a student to apply for or withdraw from a government approved HELP Loans assisted course. The census date is set by the education provider and can be no earlier than 20% of the way through a subject. Learn more at:

<https://www.studyassist.gov.au/help-loans>

### **Assessment Due Date**

The assessment due date is the date on which an assessment is to be submitted. Assessment due dates and tasks are published in the relevant subject outline.

Refer Whitehouse [A002 Assessment Procedure](#)

## **STUDENT MATTERS**

### **Code of conduct**

Students at Whitehouse are always expected to conduct themselves professionally and ethically and to treat others with courtesy and respect in face-to-face situations, and in the digital world.

Whitehouse takes a zero-tolerance approach to assault, sexual harassment, bullying, discrimination, and other forms of harmful misconduct.

Refer to the Whitehouse [G000 Code of Conduct for Student](#) and the [G020 Bullying, Harassment and Discrimination Policy](#) on the website.

## **Student welfare**

### **Grievances & Complaints**

Whitehouse encourages students to resolve any grievance or complaint informally in the first instance by discussing their issue with the person concerned, a teacher, other staff member or fellow student. If this is not successful a formal resolution procedure can be implemented.

Please refer to the Whitehouse Website for the Academic Grievance and Appeals Policy ([A005 Academic Grievance Appeals](#)); the Student Grievances and Complaints Resolution Non-Academic Policy ([G005 Student Grievances and Complaints Resolution Non-Academic](#)) and the [Academic Grievance Form](#) and [Non-Academic Grievance Form](#).

### **COVID-19 Pandemic and support for students**

In 2021, the COVID-19 pandemic continues to be a serious health issue for all Australians and the world at large. It is vital that students do all that they can to keep healthy and safe by observing government and Whitehouse advice arising out of the COVID pandemic.

### **Mental & Physical Health**

Disclosure of any personal information regarding mental or physical health or personal situation is completely voluntary and is treated as being strictly confidential.

Whitehouse encourages students to speak to staff about wellbeing issues that are concerning them. Refer [G018 Student Support Services Procedure](#); [G001 Access and Equity \(Students\)](#)

### **Phone Help Lines:**

[Lifeline](#) (Crisis Support) - 13 11 14  
[Beyond Blue](#) (Depression and Anxiety) -  
1300 224 636

[Suicide Call Back Service](#) (Help with  
Suicidal thoughts) - 1300 659 467

[Kids Help Line | Age 25 and Under](#) (Any  
Reason, Any Time) - 1800 551 800

[Mens Line](#) (Support for Men) - 1300 789  
978

[Headspace Mental Health for Youth](#) (Life  
issues in work and study) - 03 9027 0100

### **Face-to-Face Help:**

[Blackdog](#) (Clinical resources for Mental  
Health) - 02 9382 2991

[Better Access Program](#) (Access to Clinics  
for Mental Health)

[National Sexual Assault, Domestic Family  
Violence Counselling Services](#) (Support for  
people experiencing sexual, domestic and  
family violence) - 1800 RESPECT

### **Disability Support**

Students with disability can have an individual  
learning plan developed for them in  
conjunction with their teacher or the Course  
Coordinator. The relevant staff will provide  
advice as to how their learning needs will be  
accommodated. Refer [G001 Access and Equity  
Policy](#)

### **Academic Support**

Students having difficulty with the coursework  
and or assessment should speak to their  
teacher without delay to request assistance.

### **Emergency Support**

For emergency support after hours, students  
are advised to ring this number: +61 3 466  
181 561

Text or leave a message, clearly stating your  
name, campus, course, and a return phone  
number.

### **Other Support Services**

Whitehouse provides information on how to  
access to range of professional support  
services, including assistance with career and  
course decisions, counselling and assistance  
with complaint and grievance resolution.

If you require assistance, in the first instance  
you should speak to your Student  
Administration.

Refer [G018 Student Support Services Policy](#).

### **Tuition fees**

In Trimester 3 2021, this course is funded  
by the Australian Government's  
Commonwealth Grants Scheme (2021 grant  
year) which will cover the student course  
Tuition fees, so there will be no tuition fees  
costs to Australian Citizens, eligible New  
Zealand Citizens and Permanent  
Humanitarian Visa holders.

Refer website for more details:

[https://whitehouse-  
design.edu.au/graduate-certificate/](https://whitehouse-design.edu.au/graduate-certificate/)

### **Non-tuition fees**

For non-course tuition (incidental) fees, refer  
Website for details at: [https://whitehouse-  
design.edu.au/student-portal-2/](https://whitehouse-<br/>design.edu.au/student-portal-2/)

### **Whitehouse Use of Student Work**

Whitehouse Institute reserves the right to use  
students' work that has been prepared as part  
of the curriculum for educational and  
promotional purposes. This information is  
included in the Publicity Release signed at  
enrolment.

### **Academic Honesty and Integrity**

Students are expected to adhere to the strict  
rules around the use of published works  
(copyright) and the Intellectual Property  
Rights of others.

Students must conduct themselves honestly  
and ethically and to acknowledge the work of  
others accurately and clearly in their  
academic activities and creative endeavours.

Students must declare on each Assessment  
Assignment submission Cover Sheet that they  
practice academic integrity and avoid  
plagiarism, cheating, collusion, or fraud.

Refer to Academic Honesty Policy ([A016  
Academic Honesty](#)).

## Use of Social Media

Social Media is a pervasive force globally. Students are strongly advised to always behave and act professionally, and to think carefully about what they present in any digital forum.

While teachers encourage students to take every precaution and to be sensible about what they post and where, the responsibility lies with students.

Unauthorised use of the Whitehouse brand, logo or social media accounts is absolutely prohibited.

## Communicating with Staff

Whitehouse uses the student Whitehouse student email address as the primary means of communication with students. It is vital that students regularly check their Whitehouse inbox and/or Google Classroom for notifications and updates; that they read these messages and reply if needed.

Whitehouse will not tolerate inappropriate communications with staff members via email and or social media. Refer [GO20 Bullying Harassment & Discrimination](#) Policy.

## Student / Graduate Feedback:

Student and graduate feedback are very important to us. You may be invited to participate in a student experience and / or graduate outcomes surveys, so that we can make future improvements to the course and the student experience.

# COURSE MATTERS

## Subject Outlines:

Whitehouse provides students with a Subject Outline for each subject they are enrolled in, and which is uploaded to the Google Classroom at the start of the course.

The Subject Outlines provide an overview of the subject, the learning objectives, a weekly class schedule for the current Trimester and overview of each lesson, assessment brief-criteria-weighting, and recommended readings related to the subject.

The subject outline also includes important information about academic support, consultation with teachers, attendance, and assessment requirements.

It is the students' responsibility to read the subject outline and related materials BEFORE the commencement of each class to ensure they are well prepared.

Students should seek clarification from their teacher for any material that is unclear to them. Refer to the Whitehouse Learning and Teaching Policy ([A006 Learning & Teaching](#))

## Attendance and progression

### Class Attendance

Whitehouse courses are designed to advance student learning progression to mastery of discipline-specific skills and academic research and writing in Design.

Regular attendance and participation in class are fundamental to learning and essential requirements in a design education environment, and form part of the assessment and final subjects' results. Attendance and class participation are assigned a weighting worth 20% of a subject's overall mark/grade.

Students will be expected to come to class, engage with the subject's learning coursework requirements by participating in and undertaking set activities; interacting with teachers, peers, asking questions and responding to feedback, preparing, and submitting formative assessment tasks by the end of the lesson. Refer [A002 Assessment Procedure](#), section 8 and 9 for more details.

It is the student's responsibility to maintain an acceptable class attendance rate of at least 90%. Continued class absence and / or unsatisfactory academic performance has serious consequences, including subject failure; non-progression; suspension or deferral of study; exclusion, or non-course completion.

### **Punctuality**

It is important to be punctual for all lectures and classes; it shows respect for the teacher and classmates, demonstrates a commitment to studies and maximises productive class time.

Students are strongly advised to *participate actively* in lectures, studio, workshop, and tutorials and complete the required readings and other in-class activities which are designed to develop knowledge and skills in design.

### **Academic Progress**

Students are expected to successfully complete weekly learning tasks set and all assessments by the set due dates to progress.

It is important for students to take ownership of their design education learning and academic progress. Attending all classes, interacting with staff and fellow students, completing assessments to the best of their ability, and submitting assessments on time will all contribute to successful completion of each subject and progressing to the next stage of the course. Students needing assistance should ask for it early.

Whitehouse monitors student academic progress to ensure learning continues towards course completion.

### **G-Suite: Google for Education**

**Gmail by Google** – is the platform where your student email is hosted.

Go to: <https://mail.google.com/>

**Google Classroom** – where teachers will post subject outlines, assessments and further information, as needed.

Student access to Google Classroom will be set up after enrolment is processed and during Orientation when the student user account is set up. Go to: <https://classroom.google.com/>

### **The Student Portal (Whitehouse Website)**

The Student Portal is a dedicated space on the Whitehouse website and contains useful information for students. Learn more at: <https://whitehouse-design.edu.au/student-portal-2/>

## **ASSESSMENT**

### **Assessment – Grading**

Assessment results and subjects are graded. Summative assessment tasks within a subject contribute to the overall grade for that subject. This means that the Transcript of Academic Record will list subject results (for example, High Distinction, Distinction, Credit, Pass or Fail).

### **Assessment Requirements**

Assessment tasks – including assessment criteria, due dates, submission requirements, marking criteria and the weighting of the assessment – are published in subject outlines for each subject and in the Google Classroom ‘assignment’.

Assessment requirements for each subject will also be explained by the teachers during the first class.

Students are strongly advised to carefully read the Assessment Policy and Procedure, especially the clauses relating to assessment requirements, such as submissions, late submissions, extensions, re-submissions, special consideration, reasonable adjustment and appeals.

Refer to the Whitehouse [A002 Assessment Procedure](#)

### **Assessment Submissions: Format**

All assessments are to be submitted electronically via Google Classrooms and on occasion through the campus library or via Reception.

### **Hard Copy Submission**

All hard copy submissions must adhere to specified assessment requirements and be submitted to the library with an attached assessment cover sheet.

When submitting to the library/reception, clearly name all work, complete the Assessment Coversheet and have it stamped by the librarian/receptionist.

Students will be issued with a receipt. Once work is submitted it cannot be retrieved until after it has been marked.

### **Digital Submission**

Files must be named as follows:  
StudentName\_Subject\_Code\_Assessment\_Number\_TeachersName

Digital files uploaded must be either an exported PDF (from InDesign), packaged InDesign folder that is compressed or JPG file. Files should not exceed 20MB each.

The process is as follows:

- Log on to your Gmail student account
- Open Google Classroom
- Select correct class for assignment submission
- Open assignment and upload your work
- Hand in assignment (make sure your work is correctly labelled)
- Once your work is correctly submitted you will receive a confirmation e-mail.

## **CAMPUS FACILITIES**

### **Reception**

Reception provides a front-of-house service, such as inquires, and dealing with visitors and the public.

### **Building access**

Monday to Friday:  
Sydney campus - 8:30am-5:00pm  
Melbourne campus - 8:30am-5.00pm

### **Library**

The Whitehouse campus library is a great resource. Students are encouraged to take full advantage of what it has to offer.

The campus librarian will provide information about accessing and utilising library resources, using the catalogue, online databases, loans, and making use of the equipment (scanning; photocopying; printing; binding)

### **Wi-Fi**

Whitehouse has wireless access for enrolled students to assist with online research. Students will be emailed the password once Orientation/ Registration has been completed.

### **Whitehouse equipment**

Students are required to use Whitehouse equipment only for educational purposes.

Refer to the Facilities and Equipment Usage Policy ([G004 Facilities & Equipment Usage](#))

Computer usage, particularly about accessing and downloading materials from certain sites, is governed by the Whitehouse Code of Conduct and the expectation of an appropriate professional attitude. Students are always expected to appropriately use Whitehouse IT infrastructure.

### **Storage**

Whitehouse Institute has limited storage capacity and cannot store student work or goods on campus. Students are not permitted to leave their personal items in classrooms overnight or during holidays. Whitehouse accepts no responsibility for goods left on the premises.

### **Workplace Health & Safety Signoffs**

Students are required to undertake WHS training before using electrical or technical equipment associated with their studies to demonstrate safe work practice, for example, using industrial sewing machines.

Students will be advised in advance of what they need to do to fulfil such requirements. For instance, all photographic equipment requires a safe usage sign off before it can be used.

### **Accidents & incidents**

All accidents and incidents occurring on Whitehouse premises should be immediately reported to your teacher, to Reception or to a

senior staff member who will arrange for appropriate action.

Refer [G002 Critical Incident Policy](#).

Several staff on each campus are trained in First Aid and may be asked to assist with any illness or injuries.

## EMERGENCY PROCEDURES

### Evacuation

DO NOT USE THE LIFT

If the Evacuation Alarm sounds students are to follow the directions of staff and exit the building safely and promptly via the fire stairs to the campus designated safety area.

## POLICIES & PROCEDURES

The Policies and Procedures pertaining to this handbook and to your studies at Whitehouse can be viewed on the website.

<https://whitehouse-design.edu.au/policies-procedures/>

**Please note** Whitehouse policies and procedures are updated on a regular basis. It is your responsibility to check for the most up to date version.