

2019

**STUDENT
HANDBOOK**





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WELCOME TO

HUNTER
DESIGN
SCHOOL

AND OUR
CREATIVE
COMMUNITY

Like many other creative people,
We believe this will be the beginning
of a journey that will inspire and lead
you on a diverse and surprising path
of artistic power and exploration.

We believe it's not about what you learn
it's about who you become, and we look
forward to walking the journey with you.

Have a great year!

Students enrolling in a course offered by
Hunter Design School Pty Ltd are required
to attend the HDS Induction and read
the contents of this Student Handbook.

Once students have read the Student
Handbook, they are required to sign
and date the Enrolment Agreement
returning it to HDS with your application.

*Note: Hunter Design School Pty
Ltd will be referred to as HDS
throughout this document.*

02 4915 7007

Look for the big yellow door at
67 Parry Street,
Newcastle West
NSW 2300

hds.nsw.edu.au

hello@hds.nsw.edu.au

Registered Training Organisation
No. 91703
abn 68 138 965 303

Both Nationally and Industry recognised qualifications - highly specialised and contemporary, with a strong practical focus.

Refer to the website for more information on course hours and duration.

NATIONALLY RECOGNISED TRAINING

CUA40715 Certificate IV in Design
[Specialising in Colour and Design]

CUA40715 Certificate IV in Design
[Specialising in Event Styling]

CUA40715 Certificate IV in Design
[Specialising in Graphic Design]

MSF40113 Certificate IV in
Interior Decoration

MSF50213 Diploma of Interior
Design and Decoration

CUA50715 Diploma of Graphic Design

INDUSTRY QUALIFICATION

HDSCC Colour Consulting Diploma

HDSRVT Revit for Interior Design

TERMS DATES 2019*

Term 1 29th Jan - 12th April

Term 2 29th April - 5th July

Term 3 22nd July - 27th September

Term 4 14th Oct - 6th December

COUNSELLING

Trainers and assessors are available to counsel students who may need some guidance with their studies. Any student whose work is suffering due to illness or personal problems should seek an appointment with the Director who will assist with further support.

PARKING

Marketown

Free for the first 3 hours or all day parking on the P3 [upper roof level Woolworths side entry off Ravenshaw Street] for all day parking at the rate of \$4.

Spotlight

\$5 flat rate for the day

Parry St

2 hour parking

Monday - Friday

9am - 11am \$2.50/hr

11am - 2pm \$4.00/hr

2pm - 5pm \$3.00/hr

Saturday

9am - 12pm \$1.50/hr

Street Parking Also Available

*Based on a 38 week course

PLACES TO GRAB A BITE

Marketown

Variety of restaurants, cafés and takeaway services available

Sherwood Coffee Bar

Parry Street Garage

Darby Street

Variety of restaurants, cafés and takeaway services available

Hunter Street

Variety of restaurants, cafés and takeaway services available

Accredited programs are competency based which means training and assessment or recognition of current skills and knowledge focuses on the development and recognition of a person's ability to apply relevant knowledge and skills to perform workplace tasks to a specified standard.

The specific skills and knowledge required for a particular workplace application are set out in individual Units of Competency and these can be grouped together to make up a nationally recognised qualification.

Each qualification has a list of employability skills which describe the non technical skills and competencies that are important for effective and successful participation in the workforce. For each qualification there are specific employability skills listed under the following headings:

- Communication
- Teamwork
- Problem solving.
- Initiative and enterprise.
- Planning and organising.
- Self management.
- Learning
- Technology

These employability skills will be part of the assessment requirements of a nationally accredited course. A summary of the employability skills to be developed through a qualification can be downloaded from employabilityskills.com.au or at ntis.gov.au

It is important to note that the rules and requirements of a Unit of Competency and a qualification are applied to any client regardless of where they are, or

the mode of training delivery provided. You could be a full time client in a classroom or the workplace or you could be applying for recognition of the skills and knowledge currently held.

Each Unit of Competency is made up of the following:

- A range of variables.
- Critical aspects of evidence.
- Any pre or corequisites [if applicable].
- Elements
- Performance criteria.
- Required knowledge and skills.

To be deemed Competent in any Unit of Competency you must be able to provide evidence of the required skills and knowledge to complete work tasks in a range of situations and environments, including simulated applications in the classroom over a period of time.

Evidence is the material proof that you have performed the specified competency or task to the required standard over a period of time. Your evidence requirements will be determined by the Unit of Competency, employability skill requirements, industry expectations, Government regulations, and your qualifications and current experience. Evidence can take many forms and you will be required to present more than just one piece of evidence.

Examples of evidence could include one or more of the following:

- Specific assessments tasks set by your Assessor.

- Observation reports.
- Oral presentations.
- Certificates and awards.
- Current licenses.
- Position descriptions and performance reviews.
- Third party reports.
- Question responses.
- Tests

Your evidence must also demonstrate the following:

- That you can do the job or task to the required standard.
- Understand why the job should be done in a particular way.
- Handle unexpected issues or problems.
- Work with others 'in a team'.
- Do more than one thing at a time, e.g. perform the task and be aware of the occupational health and safety requirements.
- Know the workplace rules and procedures.

- HDS offer programs on a flexible part-time day or night basis that blend with your busy lifestyle.
- HDS are committed to high quality training and education services.
- Meeting and striving to exceed the requirements of the Australian Skills Quality Authority.
- HDS deliver training and assessment to support the needs of our students and fulfil the requirements of Australian Skill and Quality Assurance [ASQA].
- HDS aim to produce graduates who are appropriately trained and job ready with employability skills expected by our creative professionals.
- HDS develop courses and assessment processes that meet industry demands; cater for a range of learning styles and are flexible to a diverse range of student needs.
- HDS engage with the industry by participating in and/or facilitating relevant professional associations, networks, focus groups and steering committees.
- HDS maintain a supportive learning environment that is conducive to the success of our students, clients and staff.
- HDS commits to quality assurance and continuous improvement principles into all aspects.
- HDS regularly collects feedback and continuously uses it to improve and enhance our training and assessment services and management systems.
- HDS ensure that decision making at the senior management level is informed by the experiences of our Trainers and assessors.

READY TO TAKE IT

STAFF AND TRAINERS

Quality training and assessment depends on the skills and knowledge of our trainers. Our HDS Trainers are practicing professionals, highly experienced in the creative design sector. The skills and experience ensure our HDS students receive contemporary industry relevant training.

HDS Trainers are vocationally qualified with a minimum of a Certificate IV Design as well as hold Certificate IV in Training and Assessing TAE40110 [or its successor qualification].

HDS complies with all requirements of the Standards for Registered Training Organisations [RTO], along with all other relevant federal and state legislation. HDS also ensures that only fully qualified trainers and assessors are engaged to work with our students, who are also required to maintain their own ongoing professional development to ensure they maintain the highest level of knowledge to pass on to our students.

It is expected that full-time teaching staff include the knowledge of special guest lectures where possible. These special guests are to be within the design industry. Where it is possible students are given briefs on real assignments and produce projects based on research gained from exposure to the industry. Guest lecturers will vary depending upon availability and lesson structures of educators.

Trainers ensure by way of regular feedback and assessment results that students work to their maximum potential, so that they will acquire all necessary knowledge and competencies that will lead them to successful employment in their chosen industry.

It is the right of the student to ask for assistance, or request regular feedback from their Trainer. The Trainer must follow Staff and Teaching Policies to ensure that the student's needs and requirements are met at all times during the duration of their course.

The Trainer's role is to support each student should they fall behind on course work, given the content of lesson plans and time frames. Any student who is deemed not competent on any assignment task can apply for a re-assessment.

Most units of study throughout the courses are practical with theory content. Students are required to demonstrate a competent level of skill, knowledge and attitude by the completion of their selected course.

ACHIEVEMENTS

All students are encouraged to reach a high level of expertise and competency by the completion of their course. This can only be achieved when the student makes personal commitments to:

- Respect others and work cooperatively with staff and students.
- Make the most of opportunities that lie before them and use their time at the HDS and the Trainer's valuable knowledge and experience to expand their own knowledge and skill base.
- Achieve a high level of productivity both during class hours and at home to constantly ensure a high quality and quantity of work is produced and time optimised.
- Remain focused on their course and resist diversion which could jeopardise success in their course.

05 YOUR RIGHTS AND RESPONSIBILITIES

As a student at HDS, you have certain rights and responsibilities which are designed to help your time with us, to be safe, successful and enjoyable.

YOU HAVE THE RIGHT TO:

- Be treated fairly and with respect by all students and staff.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised.
- Expect that information on the School's policies, procedures and courses will be accurate, timely and consistently applied.
- Have your personal details and records kept private and secure
- Have access to the information HDS holds about you.
- Have your complaints dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet your individual needs.
- Be given clear and accurate information about your course, training and assessment arrangements and your progress.
- Provide feedback to HDS on any matter relating to HDS' activities including the delivery of courses, admin services etc.

YOU ARE RESPONSIBLE FOR:

- Treating everyone with fairness and respect and not doing anything that could offend, embarrass or threaten anyone or their property.
- Making sure you don't harass, victimise, discriminate against or disrupt others.
- Respecting the opinions and backgrounds of others.
- Following all safety policies and procedures as directed by staff.
- Reporting any perceived safety risks as they become known.
- Not bringing into HDS, any articles or items that may threaten your safety or the safety of others.
- Notifying HDS if any of your personal or contact details change.
- Conducting your studies with utmost personal commitment and integrity.
- Completing all assessment tasks, learning activities and assignments honestly and without plagiarism.
- Giving us at least 24 hours notice if you're unable to attend your classes for any reason.
- Making sure you adhere to your approved payment schedule as agreed at the time of your formal acceptance and enrolment.
- Satisfying appropriate funding body entry criteria [if funding is being accessed].
- Not using social media to harass, victimise, abuse or bully other students, trainers or staff members.
- Not using social media to post negative statements or for referring to HDS in a negative, slanderous or abusive manner.
- Meeting any pre-requisite qualifications or work experience/ mandatory hours.
- Meeting any age requirements that may be in place for a particular course.
- Have the ability to meet the language, literacy and numeracy requirements according to the chosen course/units of study.

HDS shall ensure that any applicants who do not meet entry requirements are advised of any appropriate pre entry training or learning requirements to meet eligibility criteria.

Note: HDS does not guarantee any work placement for students who are required to undergo mandatory hours in the workplace, or guarantees of employment, but will endeavour to assist those students having difficulty in making arrangements on their own. Students are to make contact with their Trainer to discuss this in a one-on-one session.

APPLICATION PROCEDURE

Apply online by submitting your HDS application form and fee through the HDS website. We will then be in contact to arrange an interview with the Director or Trainer of HDS. You will receive a confirmation email with your interview details and a link to HDS Enrolment package, accessed via Dropbox. Please complete and bring forms to your interview.

Your enrolment interview will include but not limited to the following:

- Discuss the preferred course in detail.
- Discuss career endeavours and possibilities .
- Respond to your enquiries on eligibility for government funding.
- Discuss your options for full fee paying students including payment arrangements and methods.

Upon acceptance into the course you must pay a holding fee within 10 days to reserve your place in your selected class.

FEE SCHEDULE 2019

These fees are offered exclusively for 2019 and are subject to annual review and alteration. All prices are in Australian Dollars and inclusive of GST where GST is applicable. This does not include any surcharges that may apply depending on the payment method of tuition fees. *Although some courses supply art kits, there may be some extra art supplies required at your own expense throughout the course.

FEE ASSISTANCE

We do not offer VET Student Loans [formerly VET Fee Help], however we endeavour to work with our students to offer assistance where possible.

2019 SCHEDULE OF FEES

COURSE NAME	DURATION	COURSE FEES
CUA40715 Certificate IV in Design [Specialising in Graphic Design]	30 weeks/11 months Part-time	\$7440 + \$150 application fee
CAU50715 Diploma of Graphic Design	38 weeks/12 months Part-time	\$9960 + \$150 application fee
CUA40715 Certificate IV in Design [Specialising in Colour and Design]	30 weeks/11 months Part-time	\$5190 + \$150 application fee
CUA40715 Certificate IV in Design [Specialising in Events Styling]	30 weeks/11 months Part-time	\$5460 + \$150 application fee
MSF40113 Certificate IV in Interior Decoration	38 weeks/12 months Part-time	\$9424 + \$150 application fee
MSF50213 Diploma of Interior Design and Decoration	38 weeks/12 months Full-time	\$14,383 + \$150 application fee
MSF50213 Diploma of Interior Design and Decoration	76 weeks/24 months Part-time	\$14,383 + \$150 application fee
HDSCC Colour Consulting Diploma	12 weeks/3 months Intensive	\$7440 + \$150 application fee
HDSRVT Revit for Interior Design	34 weeks/12 months Part-time	\$4200 + \$150 application fee

CUA40715 CERTIFICATE IV IN DESIGN
[SPECIALISING IN GRAPHIC DESIGN] [PART-TIME]



ALLOWS FOR FURTHER STUDY IN:
 CUA50715 Diploma of Graphic Design



ACCREDITATION Nationally
 Recognised Qualification



STARTING February 13th 2019



PATHWAYS For those
 wanting to start a career
 in Graphic Design



DURATION 11 months / 30 weeks



TOTAL COST \$7590
 [Course + Application fee]



CLASS Wednesday 6 - 9pm



NOMINAL HOURS 655hours
 3hrs face-to-face p/week
 20hrs self-directed study p/week



GRADUATE 13th December 2019

**THROUGH THIS COURSE YOU WILL
 GAIN SKILLS IN THE FOLLOWING:**



UNITS OF COMPETENCY

- BSBCRT301 Develop and extend critical and creative thinking skills
- BSBDES305 Source and apply information on the history and theory of design
- BSBDES401 Generate design solutions
- BSBDES402 Interpret and respond to a design brief
- BSBDES403 Develop and extend design skills and practice
- BSBWHS201 Contribute to health and safety of self and others
- CUAACD401 Integrate colour theory and design processes
- CUADIG304 Create visual design components
- CUAIND402 Provide freelance services
- CUAGRD301 Prepare files for publication
- CUAGRD302 Use typography techniques
- CUAGRD401 Research and apply Graphic Design techniques
- CUAGRD502 Produce graphic designs for 2D and 3D applications
- CUAPPR401 Realise a creative project
- ICPPRP325 Create graphics using graphics application

2019 SCHEDULE OF FEES

CUA40715 Certificate IV in Design
 [Specialising in Graphic Design]

\$7440 + \$150 application fee

PAYMENT PLAN

Holding Fee*	\$1000
January	\$720
February	\$715
March	\$715
April	\$715
May	\$715
June	\$715
July	\$715
August	\$715
September	\$715

* The Holding Fee is paid within 10 days of interview

CUA50715 DIPLOMA OF GRAPHIC DESIGN

[FULL TIME]



PREREQUISITE:

CUA40715 Cert IV in Graphic Design, Learner Knowledge and Skills Test



ACCREDITATION Nationally
Recognised Qualification



STARTING January 29th 2019



PATHWAYS For those
wanting to start a career
in Graphic Design



DURATION 12 months / 38 weeks



TOTAL COST \$10, 110
[Course + Application fee]



CLASS Monday 8:30am - 5pm,
Tuesday and Thursday 6pm - 9pm



NOMINAL HOURS 935 hours
16hrs face-to-face p/week
10hrs self-directed study p/week



GRADUATE 13th December 2019

UNITS OF COMPETENCY

- BSBDES403 Develop and extend skills and practice
- CUAACD501 Refine drawing and other visual representation tools
- CUAGR501 Research visual communication history and theory
- CUAGR502 Produce graphic designs for 2-D and 3-D applications
- CUAGR503 Produce typographic design solutions
- CUAGR504 Create and manipulate graphics
- CUAGR505 Design and manipulate complex layouts
- CUAGR506 Develop graphic design practice to meet industry needs
- CUAPPR503 Present a body of own creative work
- BSBDES402 Interpret and respond to a design brief
- BSBADV509 Create mass print media advertisements
- BSBADV510 Create mass electronic media advertisements
- BSBDES501 Implement design solutions
- CUAACD506 Refine 2-D design ideas and processes
- CUAACD507 Refine 3-D design ideas and processes
- BSBCMM401 Make a presentation
- SITXICT401 Build and launch a small business website
- CUADIG401 Author interactive media
- CUAGR607 Develop graphic designs for branding and identity*

* This unit is imported from CUA60315 Advanced Diploma of Graphic Design, as allowed in the Qualifications Packaging Rules

2019 SCHEDULE OF FEES

CUA50715 Diploma of Graphic Design

\$9960 + \$150 application fee

PAYMENT PLAN

Holding Fee*	\$1000
27th January	\$996
27th February	\$996
27th March	\$996
27th April	\$996
27th May	\$936
27th June	\$996
27th July	\$996
27th August	\$996
27th September	\$996

* The Holding Fee is paid within 10 days of interview

CUA40715 CERTIFICATE IV IN DESIGN
[SPECIALISING IN COLOUR AND DESIGN] [PART-TIME]



ALLOWS FOR FURTHER STUDY IN:
 Diploma courses on application



ACCREDITATION Nationally
 Recognised Qualification



STARTING February 12th 2019



PATHWAYS For those
 wanting to start a career
 in Interior Design



DURATION 11 months / 30 weeks



TOTAL COST \$5340
 [Course + Application fee]



CLASS Tuesday 10am - 1pm



NOMINAL HOURS 643 hours
 3hrs face-to-face p/week
 20hrs self-directed study p/week



GRADUATE 13th December 2019

**THROUGH THIS COURSE YOU WILL
 GAIN SKILLS IN THE FOLLOWING:**



UNITS OF COMPETENCY

- BSBCRT301 Develop and extend critical and creative thinking skills
- BSBCRT402 Collaborate in a creative 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
- BSBDES305 Source and apply information on the history and theory of design
- BSBDES401 Generate design solutions
- BSBDES402 Interpret and respond to a design brief
- BSBWHS201 Contribute to health and safety of self and others
- CUAACD301 Produce drawings to communicate ideas
- CUAACD304 Make scale models
- CUAACD401 Integrate colour and design processes
- CUADES403 Research and apply techniques in spatial design
- CUAPPR401 Realise a creative project

2019 SCHEDULE OF FEES

CUA40715 Certificate IV in Design
 [Specialising in Colour and Design]

\$5190 + \$150 application fee

PAYMENT PLAN

Holding Fee*	\$1000
January	\$470
February	\$465
March	\$465
April	\$465
May	\$465
June	\$465
July	\$465
August	\$465
September	\$465

* The Holding Fee is paid within 10 days of interview

MSF40113 CERTIFICATE IV IN INTERIOR DECORATION

[PART-TIME]



ALLOWS FOR FURTHER STUDY IN:

MSF50213 Diploma of Interior Design and Decoration



ACCREDITATION Nationally
Recognised Qualification



STARTING January 31th 2019



PATHWAYS For those
wanting to start a career
in Interior Design



DURATION 12 months / 38 weeks



TOTAL COST \$9574
[Course + Application fee]



CLASS Wednesday 6 - 9pm



NOMINAL HOURS 871 hours
3hrs face-to-face p/week
20hrs self-directed study p/week



GRADUATE 13th December 2019

**THROUGH THIS COURSE YOU WILL
GAIN SKILLS IN THE FOLLOWING:**



UNITS OF COMPETENCY

- BSBDES302 Explore and apply the creative design to 2D forms
- BSBDES303 Explore and apply the creative design process to 3D forms
- CUAACD301 Produce drawings to communicate ideas
- CUAACD303 Produce technical drawings
- MSAENV272 Participate in environmentally sustainable work practices
- MSFID4001 Research, analyse and apply colour for interior spaces
- MSFID4011 Determine work, health and safety [WHS] implications of interior effects
- MSFID4002 Decorate residential interiors
- BSBDES301 Explore the use of colour
- BSBDES305 Source and apply information on the history and theory of design
- BSBDES401 Generate design solutions
- MSFID4005 Research and recommend soft furnishings for interiors
- BSBCRT402 Collaborate in a creative process
- MSFID3001 Source and specify decoration products
- BSBDES402 Interpret and respond to a design brief

- MSFID4004 Research and recommend furniture and accessories
- MSFID4003 Prepare materials board for client presentation
- MSFID4006 Research and recommend hard materials and finishes for an interior
- MSFID4008 Assess interior light and recommend light fittings

2019 SCHEDULE OF FEES

MSF40113 Certificate IV in
Interior Design and Decorating \$9424 + \$150 application fee

PAYMENT PLAN

Holding Fee*	\$1000
January	\$936
February	\$936
March	\$936
April	\$936
May	\$936
June	\$936
July	\$936
August	\$936
September	\$936

* The Holding Fee is paid within 10 days of interview

MSF50213 DIPLOMA OF INTERIOR DESIGN AND DECORATION

[FULL-TIME]



ALLOWS FOR FURTHER STUDY IN:

MSF60113 Advanced Diploma of Interior Design



ACCREDITATION Nationally
Recognised Qualification



STARTING January 29th 2019



PATHWAYS For those
wanting to start a career
in Interior Design



DURATION 12 months / 38 weeks



TOTAL COST \$14,533
[Course + Application fee]



CLASS Monday, Tuesday
Thursday 9.30am - 3.30pm



NOMINAL HOURS 1450 hours
21hrs face-to-face p/week
20hrs self-directed study p/week



GRADUATE 13th December 2019

UNITS OF COMPETENCY

- BSBDES302 Explore and apply the creative design to 2D forms
- BSBDES303 Explore and apply the creative design process to 3D forms
- BSBDES502 Establish, negotiate and refine a design brief
- CUAACD301 Produce drawings to communicate ideas
- CUAACD303 Produce technical drawings
- MSMENV272 Participate in environmentally sustainable work practices
- MSFID4001 Research, analyse and apply colour for interior spaces
- MSFID4011 Determine work, health and safety [WHS] implications of interior effects
- MSFID4002 Decorate residential interiors
- MSFID5003 Evaluate site for interior design brief
- BSBDES301 Explore the use of colour
- BSBDES305 Source and apply information on the history and theory of design
- BSBDES401 Generate design solutions
- BSBDES304 Source and apply design industry knowledge
- BSBCRT501 Originate and develop concepts
- MSFID5010 Provide interior styling service
- MSFID5013 Design for small to medium scale commercial or institutional interior
- MSFID5005 Explore and apply creative methodology to interior space
- MSFID5014 Use CAD applications to complete models and documentation for interior design projects

- MSFID4005 Research and recommend soft furnishings for interiors
- CUAACD302 Produce computer aided drawings
- MSFID3001 Source and specify decoration products
- BSBCRT402 Collaborate in a creative process
- MSFID4004 Research and recommend furniture and accessories
- MSFID4009 Research architectural styles and movements
- MSFID4003 Prepare materials board for client presentation
- MSFID4006 Research and recommend hard materials and finishes for an interior
- MSFID4008 Assess interior light and recommend light fittings
- MSFID5001 Design residential Interiors

2019 SCHEDULE OF FEES

MSF50213 Diploma of Interior Design and Decorating	\$14,383 + \$150 application fee
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PAYMENT PLAN

Holding Fee*	\$1000
January	\$1487
February	\$1487
March	\$1487
April	\$1487
May	\$1487
June	\$1487
July	\$1487
August	\$1487
September	\$1487

* The Holding Fee is paid within 10 days of interview

MSF50213 DIPLOMA OF INTERIOR DESIGN AND DECORATION

[PART-TIME]



ALLOWS FOR FURTHER STUDY IN:

MSF60113 Advanced Diploma of Interior Design



ACCREDITATION Nationally
Recognised Qualification



STARTING January 31st 2019



PATHWAYS For those
wanting to start a career
in Interior Design



DURATION 24 months / 72 weeks



TOTAL COST \$14,533
[Course + Application fee]



CLASS Wednesday 6 - 9pm
2020: Tuesday and Thursday 6 - 9pm



NOMINAL HOURS 1450 hours
3-6hrs face-to-face p/week
20hrs self-directed study p/week



GRADUATE December 2020

UNITS OF COMPETENCY

- BSBDES302 Explore and apply the creative design to 2D forms
- BSBDES303 Explore and apply the creative design process to 3D forms
- BSBDES502 Establish, negotiate and refine a design brief
- CUAACD301 Produce drawings to communicate ideas
- CUAACD303 Produce technical drawings
- MSMENV272 Participate in environmentally sustainable work practices
- MSFID4001 Research, analyse and apply colour for interior spaces
- MSFID4011 Determine work, health and safety [WHS] implications of interior effects
- MSFID4002 Decorate residential interiors
- MSFID5003 Evaluate site for interior design brief
- BSBDES301 Explore the use of colour
- BSBDES305 Source and apply information on the history and theory of design
- BSBDES401 Generate design solutions
- BSBDES304 Source and apply design industry knowledge
- BSBCRT501 Originate and develop concepts
- MSFID5010 Provide interior styling service
- MSFID5013 Design for small to medium scale commercial or institutional interior
- MSFID5005 Explore and apply creative methodology to interior space
- MSFID5014 Use CAD applications to complete models and documentation for interior design projects

- MSFID4005 Research and recommend soft furnishings for interiors
- CUAACD302 Produce computer aided drawings
- MSFID3001 Source and specify decoration products
- BSBCRT402 Collaborate in a creative process
- MSFID4004 Research and recommend furniture and accessories
- MSFID4009 Research architectural styles and movements
- MSFID4003 Prepare materials board for client presentation
- MSFID4006 Research and recommend hard materials and finishes for an interior
- MSFID4008 Assess interior light and recommend light fittings
- MSFID5001 Design residential Interiors

2019/20 SCHEDULE OF FEES

MSF50213 Diploma of Interior Design and Decorating	\$14,383 + \$150 application fee
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PAYMENT PLAN

Holding Fee*	\$1000		
		2019	2020
January	\$670	January	\$670
February	\$670	February	\$670
March	\$670	March	\$670
April	\$670	April	\$670
May	\$670	May	\$670
June	\$670	June	\$670
July	\$670	July	\$670
August	\$670	August	\$670
September	\$670	September	\$670
October	\$670		
November	\$670		

* The Holding Fee is paid within 10 days of interview

CUA40715 CERTIFICATE IV IN DESIGN
[SPECIALISING IN CREATIVE STYLING FOR EVENTS] [PART-TIME]



PREREQUISITE:

No prerequisite needed to undertake this course



ACCREDITATION Nationally
Recognised Qualification



STARTING February 12th 2019



PATHWAYS For those wanting
to start a creative career



DURATION 11 months / 34 weeks



TOTAL COST \$5610
[Course + Application fee]



CLASS Tuesday 6 - 9pm



NOMINAL HOURS 735hours
3hrs face-to-face p/week
20hrs self-directed study p/week



GRADUATE 13th December 2019

UNITS OF COMPETENCY

- BSBCRT301 Develop and extend critical and creative thinking skills
- BSBDES305 Source and apply information on the history and theory of design
- BSBDES401 Generate design solutions
- BSBDES402 Interpret and respond to a design brief
- BSBWHS201 Contribute to health and safety of self and others
- CUAACD401 Integrate colour theory and the design process
- CUAPPR401 Realise a creative project
- BSBDES301 Explore the use of colour
- CUAACD301 Produce drawings to communicate ideas
- CUADES501 Design events
- SITEEVT005 Plan in house events or functions
- BSBDES303 Explore and apply the creative design process to 3D form
- CUADES403 Research and apply techniques in spacial design
- CUAPHI402 Apply photo imaging lighting techniques
- BSBDES304 Source and apply design industry knowledge

2019 SCHEDULE OF FEES

CUA40517 Certificate IV in Design
[Specialising in Creative Styling for Events] \$5610 + \$150 application fee

PAYMENT PLAN

Holding Fee*	\$1000
January	\$546
February	\$546
March	\$546
April	\$546
May	\$546
June	\$546
July	\$546
August	\$546
September	\$546

* The Holding Fee is paid within 10 days of interview

HDSCC COLOUR CONSULTING DIPLOMA [INTENSIVE]



PREREQUISITE:

No prerequisite needed to undertake this course



ACCREDITATION Industry
Endorsed Qualification



STARTING TBC



PATHWAYS For those
wanting to start a career
in Interior Design



DURATION 3 months / 12 weeks



TOTAL COST \$7590
[Course + Application fee]



CLASS Thursday 6 - 9pm



NOMINAL HOURS TBC



GRADUATE 13th December 2019

UNITS OF COMPETENCY

Introduction to colour and the role of the Colour Consultant
 Create a colour wheel specific to residential and commercial spaces
 Colour complexity and the effects of colour
 The relationship between tone and colour
 Build colour palettes
 Elements and Principals of Design
 Colour scheme development
 Psychology of colour
 Master the powerful effects of colour on the human psyche
 Research, analyse and apply colour for interior spaces
 Working with the client and taking the brief
 Paint types, application and techniques
 Specification design
 Historical colour palettes
 Render a colour scheme for client presentation
 Consulting on commercial projects
 Effective communication and presentation design

2019 SCHEDULE OF FEES

HDSCC Colour Consulting Diploma

\$7440 + \$150 application fee

PAYMENT PLAN

Holding Fee*	\$1000
January	\$720
February	\$715
March	\$715
April	\$715
May	\$715
June	\$715
July	\$715
August	\$715
September	\$715

* The Holding Fee is paid within 10 days of interview

HDSRVT REVIT FOR INTERIOR DESIGN

[PART-TIME]



PREREQUISITE:

No prerequisite needed to undertake this course



ACCREDITATION Nationally
Recognised Qualification



STARTING January 31st 2019



PATHWAYS For those
working in Interior Design
or Architecture



DURATION 6 months / 23 weeks



TOTAL COST \$4350
[Course + Application fee]



CLASS Thursday 6pm - 9pm



NOMINAL HOURS 300hours
3hrs face-to-face p/week
10hrs self-directed study p/week



GRADUATE 13th December 2019

UNITS OF COMPETENCY

CUAACD301 Produce drawings to communicate ideas

CUAACD303 Produce technical drawings

CUAACD302 Produce computer-aided drawings

MSFID5005 Explore and apply creative methodology to interior space

MSFID5014 Use CAD applications to complete models
and documentation for interior design projects

2019 SCHEDULE OF FEES

HDSRVT Revit for Interior Design

\$4200 + \$150 application fee

PAYMENT PLAN

Holding Fee*	\$1000
January	\$356
February	\$356
March	\$356
April	\$356
May	\$356
June	\$356
June	\$356
July	\$356
August	\$356

* The Holding Fee is paid within 10 days of interview

WITHDRAWAL FEES

FEE 1	Withdrawal prior to term commencement	\$1000
FEE 2	Withdrawal within the first term commencement	Must pay current and following term in advance
FEE 3	Withdrawal after term one, full fee must be paid	Full payment [remainder of fees owing]

DEFERRAL FEES

FEE 1	Deferral after enrolment and within 28 days prior to course commencement	\$500
FEE 2	Deferment within the first 28 days of term one commencement	\$1000
FEE 3	Deferment after 28 days of term one commencement, full fee must be paid via agreed method of payment	\$500 and remainder of fees owing

UPON RETURN OF DEFERRAL

Upon the recommencement of the course, students will be required to pay any difference of fees between the year they deferred and the year they continued. If there is no increase in course fees, the student can commence study without further payment.

INCIDENTAL FEES

Electronic transactions surcharge	2.5%
Late payment penalty [tuition fees]	\$50.00 per month
Dishonoured Payment	\$50.00
Re-issue Student Card	\$30.00

Re-issue of certificate, statement of attainment and/or transcript	\$30.00 per item
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Private tuition/make up classes	\$105 per hour
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Late assessments [special circumstances will be taken into consideration]	\$120
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PAYMENT OF FEES

Course fees can be paid by direct debit and be made payable to HDS. Payment should NOT be sent through the mail.

FINANCIAL COMMITMENT

Students are liable for the financial commitment to HDS for the duration of their course. Students whose fees are in arrears may have their enrolment suspended or cancelled and will not be able to graduate unless prior arrangements have been made with the Director of HDS. All fees outstanding will remain the liability of the student under the terms and conditions of this agreement.

COSTS OF COLLECTION

The student shall pay HDS for all costs incurred by HDS [including costs for which HDS may be contingently liable] in any attempt to collect any monies owed by the student to HDS under this Agreement, including debt collection agent costs, repossession costs, location search costs, process server costs and solicitor costs on a solicitor/client basis.

HDS ART SUPPLY PRICES [Online optional additional resources]

A4 Canson Visual Diary	\$12.00
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A4 Canson Drawing Pad 25 Sheets	\$8.80
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A3 Canson Drawing Pad 25 Sheets	\$17.60
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Rowney Gouache 15ml	\$6.60
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Rowney Gouache Zinc White 38ml	\$8.80
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WHAT IF THE IMAGINATION COULD BE CAPTURED

07 UNIQUE STUDENT IDENTIFIER

Unique Student Identifier [USI] is a reference number linked to an online account that allows you to see all your training results from all providers. The USI account will be linked to the National VET Data Collection making it easier for you to find and collate your VET achievements into a single authenticated transcript.

You will be required to provide your USI to HDS when you enrol to study. Please note that your enrolment may be delayed if you do not have a USI number. Certificates, transcripts or statements of attainment will not be issued without this number being provided.

Individuals can create their USI for free, and the process is quick and easy. For further information on the USI scheme or how to create your USI, please visit the Department of Industry website:

www.usi.gov.au/students/create-your-usi

Providing this information is part of your enrolment.

If you require assistance creating a USI, please speak to your Trainer or Education Manager.

08 STUDENT ASSESSMENT POLICY

All assessments are competency based assessments.

Students meet industry expectations by demonstrating their skills and knowledge through training and assessment. A strategy of rigorous assessment is undertaken to ensure students:

- Absorbed the knowledge.
- Developed the skills.
- Are able to combine skills and knowledge to perform in the workplace to expected industry standards [as expressed in the training package qualification].

Throughout the course, students are assessed regularly where appropriate and given verbal or written feedback and appraisal of their work. A student's competency level for each assignment is recorded and a summary can be provided to the student upon request.

For each assignment or assessment given students are provided with a 'Design Brief' which encompasses all information required such as, assessment conditions, criteria, potential methods of completion, outcomes assessed are all outlined.

Students are expected to complete and submit all assignments and assessments. If a student has been assessed as competent in all units of competency required for their qualification, HDS will award that student with a certificate for their qualification. If a student partially completes a qualification, that student will be awarded a Statement of Attainment.

RE-SUBMIT WORK POLICY

Students whose assignments are deemed not yet competent may resubmit the assignment. The following course of action is taken:

1. The student and Trainer will privately discuss any problems

and issues which occurred during the time of assessment and assist the student in the area of study.

2. The Trainer will give the student a new date for re-submission of this assessment or assignment.
3. If the student has still not completed the assessment or assignment, the Trainer and student are to discuss what assistance the student requires to complete the assessment. The student can be offered different support services, such as counselling, if required.
4. At the discretion of HDS, a fee will be charged to resubmit work.
5. If a student does not complete the full qualification, a statement of attainment is awarded, provided all outstanding fees are paid.

PROGRESS REPORTS

Progress Reports are available upon request by students at any time during their course. A nominal fee of \$10 may be applied for repeated requests. At the completion of a course, or when a student formally withdraws from a course, all students will receive an Academic Transcript, which will outline all the units of competency contained in the course and those successfully completed. On successful completion of a course, each student will also receive a formal Testamur [Certificate] along with their transcript.

Issuing of all certificates, Transcripts of Results and any awards will occur on the night of the Graduation and Student Exhibition at the end of the year [normally December]. If a student has not yet completed any assessment, has been deemed not yet competent, or has outstanding fees, their work will not be shown in the Exhibition.

Students are provided with the original of their Transcript of Results and Certificates or Statements of Attainments at no charge. Any replacements or copies a student wishes to obtain will incur a processing fee of \$30.

DEADLINES

In order for the school to simulate real working situations and time restraints, student deadlines for the completion of assignments will be strictly enforced. Students will submit all assignments on the agreed deadline. If assignments are not completed by the deadline, the student must speak to their Trainer and submit a Request for Extension form to the Education Manager to be granted an extension. HDS will work with the student to discuss any difficulty they are experiencing, which is preventing completion of an assessment.

If the student cannot be at school at the time the assignment is due, then the responsibility will be on the student to have the work delivered to the school by the deadline. It is the responsibility of the student to also collect briefs when they are away from the school for any valid reason and to make-up any lessons missed.

If students are required to re-enrol, extra fees and administration costs will be incurred and will be agreed to by the student and school. Once all lessons are made-up, students are issued their Certificate and Transcript.

However, they cannot exhibit their work at the Graduate Exhibition at the end of year, nor can they submit their final portfolio for assessment until the completion of all units of competency.

ACCESS TO RECORDS

It is the right of any current or past student of HDS to have access to their student results at any time. A student, current or past, does not have access to any confidential Trainer notes that have been made during their time at HDS. Student's may also access their enrolment details, attendance records, learning support needs, record of complaints and appeals, their assessment, qualifications, and transcripts.

At the completion of their course, students are provided a copy of their transcript of results and Certificates or Statements of Attainments at no charge. Any replacements or copies a student wishes to obtain will incur a fee. If a student, however, continues onto another program at the school they are provided an up-to-date transcript at the end of the new course undertaken.

DEADLINES AND EXTENSIONS

Consistent with HDS commitment to the real world learning environment, managing priorities, competing commitments and time are essential skills for effective learning and professional life. Assessment tasks are designed to support and facilitate a process of learning over a period of time and generally cannot be adequately undertaken or completed within the final few days of a due date.

In other words if you leave it till the last minute you will struggle to get it done to the best of your ability and you may not even complete it, because it always seems that if you leave stuff to go wrong and inhibits you from finishing.

HDS requires students to submit assessment work on the due date so it may be marked against the criteria and feedback provided in a timely manner to support future learning.

HDS recognises that where special circumstances exist, an extension of time may be given without penalty, however if a student fails to meet the criteria or simply ignore the procedure for late submission of an assessment a \$120 penalty will be applied. If in the circumstances of a penalty being issued and not paid, a certificate of completion will not be issued until all outstanding debts are settled.

HDS recognises that where special circumstances exist, an extension of time may be granted for submission of an assessment item without penalty.

CONDITIONS FOR EXTENSIONS

Extensions are normally granted where:

1. Eligible circumstances

1.1. Extensions may be granted in circumstances including, but not limited to, the following:

- Illness or a medical condition, supported by a medical certificate.
- Injury or physical or psychological trauma, impairment or incapacity arising from an event [e.g. as a result of a car accident], supported by a medical certificate and related documentation [e.g. police report].
- The death or diagnosis of a serious illness of a close family member or friend, supported by documentary evidence, and an explanation of the nature of the relationship.
- Illness of a child, parent/guardian, or spouse, for whom the student is the primary care giver, supported by documentary evidence.
- An unforeseen event that substantially impacts on the preparation of an assessment, such as family breakdown or substantial change to economic circumstances [e.g. bankruptcy], supported by documentary evidence.
- Legal commitments, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, supported by documentary evidence.

1.2. In addition to the above, circumstances that substantially affect the completion of a short turnaround assessment [e.g. assessments to be completed overnight or over a weekend] include, but are not limited to:

- Obligatory involvement in a religious ceremony or cultural event of a unique nature, supported by documentation from a relevant official or leader.
- An intense, short-term illness, such as a migraine, that occurred during the time set for the task, supported by a statement from a medical practitioner.

Procedure

Obtain a Request for Extension form from the HDS website and/or your Dropbox Enrolment Package folder and submit to your Trainer and HDS. In this form you must detail the reasons that you need an extension and attach the required supporting documents. This will be given consideration according to the reasons and you will be notified within 3 working days of your application being received.

2. Ineligible circumstances

2.1. Extensions will not be granted for the following circumstances:

- Computer failure Software crashes, disk failures and printing difficulties are an unavoidable aspect of computer use and should be anticipated and planned for. The subject coordinator may, at their own discretion, grant an exception where computer failure affects submission of an assessment which had preparation time of less than a week, in which case an extension of up to 24 hours may be granted.
- Assessment tasks in other subjects due. Students are given fair notice of assessment due dates and are expected to manage their time in order to meet the set deadlines. This specifically includes assessment resulting from an approved overload.

- Employment responsibilities and routine financial support needs.
- Stress or 'normal' anxiety. The stress or anxiety normally associated with the completion of required assessment tasks or any aspect of course work is not considered grounds for an extension. A medically diagnosed anxiety disorder may be grounds for an extension or other accommodation under the Student Equitable Adjustment Procedure.
- Language difficulties. Students are expected to possess a specified competency in English. Students experiencing English language difficulties should consult with a student advisor about LLN support options, such as those offered by Academic Skills.
- Minor inconvenience.
- Regular, normal life events, such as family life, work, sporting activities, social and other commitments.
- Minor interruptions and disruption to routine that might result from minor illness, mishap or other minor adversity.



CAN YOU COMMUNICATE?

Oral presentation and communication skills are an essential attribute, and your future client or employer will be looking for these skills.

Many of your assessments will require you to give a formal presentation, so practice and prepare to give your best.

Oral presentations

- Prepare you for the workplace.
- Help you build confidence.
- Open doors of opportunity for you to present your ideas.

It's important to realise that undertaking an oral presentation is much more than just gaining a few assessment ticks. As a student you need to use the tasks as a valuable opportunity to develop vital skills. A designer who can articulate intelligent and thoughtful ideas will be more likely to succeed than if you are unable to communicate your ideas succinctly and persuasively.

Once you are in the workplace, you will often be put in a situation where you are required to speak to a client, and being able to present your ideas well will quite often open or close a door.

WHY IS WORK EXPERIENCE IMPORTANT?

You might think that the only point of doing work experience is for your CV. You probably think you'll just sit there twiddling your thumbs, or be given a stack of 2,000 envelopes to stuff, stamp and send. Although some work experience does involve doing menial tasks, it can still be very important.

Some work experience placements might even give you the opportunity to take on some really interesting and challenging responsibilities.

However, if you still need convincing, we present to you our top ten reasons why you should do work experience:

1. In at number one: young people are more likely to be successful in their job hunt if they have done some good work experience. Fact. Want some evidence? Well, over half of the graduate recruiters that took part in a recent research study said that, "graduates who have had no previous work experience at all are unlikely to be successful during the selection process and have little or no chance of receiving a job offer for their organisations' graduate programmes."
2. If you haven't got a clue what career you want to do, work experience is a perfect way to sample all the career options out there. It's a way of exploring different jobs without actually committing to anything. You can dip your toe in the water without taking the full plunge.
3. It's the best way to get a real sense of your chosen industry. You'll get to speak to employees and ask them questions. You won't know what it's like until you get closer to the action.
4. Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you've done your homework.
5. If you're floundering about and frankly aren't that bothered about your career, work experience might just be the kick up the backside you need. If you do a variety of different work placements, you might find something you are passionate about and get motivated.
6. Work experience gently introduces you to the world of work. You get to learn the do's and don'ts, get work place savvy and learn to navigate your way through the jungle of office politics. Vitally, it'll give you an idea of the skills you might need to thrive in the workplace.
7. It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on. Okay, so we're not going to go all 'Gap Year' on you and tell you how it'll totally "change your world view, man", but it'll definitely give you a good understanding of your strengths and weakness.
8. You might wow them so much that you'll manage to wrangle yourself a job!
9. It's all about networking, darling. It'll help you build up contacts and, you never know, they might even give you a heads up about a future job or recommend you to another company.
10. And yes, work experience does give you something to put on your CV!

Quality is assured in all aspects of what HDS does, including training and assessment services, client services and the management of the HDS internal operations. Feedback from internal and external stakeholders is systematically and regularly collected, collated and analysed and the outcomes are used to monitor and improve business operations. HDS uses the following to collect valuable feedback from our students, staff and/or stakeholders:

- Course, clients and class evaluation surveys/questionnaires.
- Student engagement and employer satisfaction surveys.
- Interviews, focus groups and consultations with students, employers, industry organisations and licensing bodies.
- Face to face contact between trainers/assessors and students.
- Complaints and appeals.
- Internal audit reports and organisational self-assessments.
- Staff performance appraisals and self-assessment reports.
- Internal staff meetings.
- Teaching/classroom moderation validation.

CLIENT FEEDBACK FORMS

Students are required to complete student feedback forms at various times throughout the course; the forms can be completed anonymously or completed with the student's details on them. This feedback is used by HDS to review and improve facilities, courses and overall student experiences within HDS.

COMPLAINTS/APPEALS

Complaints and appeals are managed fairly, efficiently and effectively. HDS creates an environment where clients' views are valued and feedback is welcomed.

Any person wishing to make a complaint against HDS, concerning the schools conduct, shall have access to the complaints and appeals procedure available at reception.

Complaints arise when a client is dissatisfied with an aspect of the school services, and requires action to be taken to resolve the matter.

Appeals arise when a client is not satisfied with a decision that the school has made. Appeals can relate to assessment decisions, but they can also relate to other decisions.

POLICY

If students have a complaint, appeal or other matter, they are encouraged to immediately speak with a member of staff to resolve the issue.

The HDS policy in resolving complaints and appeals ensures that the principles of natural justice and professional fairness are adopted at every level.

HDS strives to deal with issues as soon as they emerge, in order to avoid further disruptions or the need for formal complaint. They may wish to submit an Appeal Form or a Formal Complaint Form to the Education Manager which can be obtained from the HDS website and/or your Dropbox Enrolment Package. If the participant is not satisfied that the issue has been resolved, they may wish to write a formal letter to the Director of HDS.

Any substantiated complaints or appeals will be reviewed by the Board as part of the continuous improvement procedure.

PROCEDURE

Informal complaint [or feedback]

- The initial stage of any complaint [or feedback] shall be for the client to communicate directly with the operational representative of the school, e.g. the Trainer.
- Person[s] dissatisfied with the outcome or feels it is appropriate to talk to them, make an appointment to discuss your concerns with the Director of HDS.
- If the complaint/appeal cannot be resolved in an informal way, HDS may ask you to put it in writing. It is important that specific details of the situation are included and what the complainant would like to happen as a result.

Formal complaint or appeal

- The informal complaint procedure should be used first. Students should be encouraged to resolve the matter in the first instance with their Trainer or Education Manager.
- All formal complaints or appeals will be addressed within 21 days to the satisfaction of the complainant.
- The complainant shall be given an opportunity to present their case and may be accompanied by one other person as support or as representation. When you complete the form, it is important that you state the grounds for the complaint and document your case fully. Applications that are not completed under the policy are likely to be dismissed. You must provide copies of all relevant evidence, [normally certified copies of original documents should be submitted].

- The relevant staff member shall be given an opportunity to present their case independently and may be accompanied by one other person as support or as representation.
- Complaints/appeals must be recorded in writing. Upon resolution of the complaint/appeal, a written statement of the outcome and justification of how it was achieved must be completed. One copy is to go to the complainant and the original is kept by HDS.

If the matter is still not resolved, participants are offered the opportunity for an independent third party review. Any costs incurred would be the responsibility of the complainant.

Participants have a maximum period of four weeks [from the date when an assignment or test was returned to them] in which they can appeal against their results.

The following regulations have been set down to ensure and maintain a professional working environment in which both students and Trainers can be assured of attaining maximum results in a pleasant and harmonious atmosphere.

DRESS CODE

Because we are a design school, we don't have a formal dress code. However it's important to recognise and respect that some people have different ideas about what may or may not be acceptable, especially those whose cultures dictate particular standards or protocols.

PUNCTUALITY

Students must be ready to commence classes on time. Anyone seeking time off should consult his or her Trainer.

CONDUCT

Students are requested to conduct themselves in an orderly manner at all times. Whilst classes are in progress students should be considerate of trainer, teaching staff and fellow students. The Director of HDS reserves the right to withdraw from a course, any student whose attitude or conduct is deemed to be unacceptable.

Unacceptable conduct may include:

- Plagiarism
- Swearing
- Smoking in designated non-smoking areas.
- Harassment of fellow students, staff or the general public, either face to face, over the phone or through social media.

- Damaging, stealing, modifying or misusing HDS property.
- Being under the influence of alcohol or illegal drugs.
- Behaviour in the manner that tarnishes HDS reputation and name.
- Engage in unlawful activities on HDS premises, including any premises used by HDS for events.
- Falsify medical certificate.
- Provide false documents e.g. qualifications, statements of attainment, evidence references etc.
- Non-payment of fees by the due date.

ABSENTEEISM

Students are required to attend all lessons, with a minimum 90% attendance. More than 10% absenteeism is not permissible and could result in a student failing their course. This percentage of attendance, allows a small flexibility to students who, for valid reasons [which are pre-discussed with their trainer], need to leave class early or arrive late.

If in the event a student is unable to attend a class or is expected late for a lesson then the school should be emailed prior to the class commencing.

If a student is aware of any illness that will require a protracted absence from the school they must notify the school and indicate the duration of absence. Students are required to sign-in at each lesson on their arrival. The sign-in book is used to ensure all students present are accounted for in the event of a building evacuation.

MAKE-UP LESSON

It is the student's responsibility to organise the required make-up lesson with their trainer. The cost of the make-up lesson is \$105 per hour. These make-up lessons can be with one or more students, at the Trainer's discretion. To organise a make up lesson please fill out appropriate form from the HDS website and submit to the Education Manager.

PERSONAL PROPERTY

HDS cannot be held responsible for student's' personal property. It is up to each student to look after their personal property and students should not leave valuables unattended.

PLAGIARISM

Is defined as the taking and using of ideas and/or expressions and/or wording of another person or organisation and passing them off as one's own by failing to give the appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

DOWNLOADING AND COPYRIGHT

Please note that internet access is free of charge to all students at our school. All students should be courteous in regards to downloading materials. Students must not download large files, including music and videos. The internet speed becomes slow when large files are downloaded. All websites accessed on HDS network are recorded for security and policy purposes.

Students must not download illegal, or pornographic materials at any time. Students who do so will face academic suspension and possible expulsion from HDS.

HDS Information Technology [IT] Department monitors file downloads across the HDS network and will notify management of any abuse.

TELEPHONE CALLS

Mobile devices must be switched off during class times - it is not permissible to receive calls during class times. If an URGENT call is expected, notify your Trainer at the beginning of the class, the Trainer will then deem fit if you can leave your phone on and give you further instruction to ensure minimum disturbance is caused. Social media will not be tolerated in class hours. Misuse of social media in relation to HDS will not be tolerated.

TEA AND COFFEE

The school provides tea, coffee, milk and sugar, including making facilities. Students are encouraged to bring along morning tea/supper to share with the class.

Note that the facilities the school uses are shared facilities with other occupants and respect and courtesy should be given.

FOOD AND DRINKS

Food and drinks [except water] are not to be consumed during classes. Food and other drinks can be consumed before or after class or during class breaks. Alcohol and drugs are not permitted on the premises and students are not to partake of either prior to class or during lunch breaks. Failure to comply with this regulation will result in suspension or expulsion.

FACILITIES

Any vandalism or disrespect in any part of the school or building will result in immediate expulsion. Students are responsible for the facilities they use. Desks, work areas, and studios must be kept tidy at all times. Students are not to cut directly onto desks or work tables. A cutting mat must be used. Damage to school equipment due to irresponsible use shall be paid for by the student.

HEALTH AND SAFETY

First Aid kits are supplied at HDS Institute branches and their locations are identified during student orientation.

It is everybody's responsibility to adhere to all Work, Health and Safety [WHS] requirements and implement WHS around them. Students are required to fill in a General Feedback Form reporting all potential problems. Please return completed forms to your Trainer.

Students are not to smoke in the classrooms or building. Students are not to use the building foyer or corridors as areas to have lunch breaks and they must be kept free of carry bags and equipment. Students are required to rinse their own cups and leave the kitchen tidy. Students are never permitted to use spray adhesive/or fixatives on the premises.

Students must inform the staff of any medical condition that may affect their work or of any medication they are required to take.

HDS FACEBOOK POLICY

HDS has a designated Facebook page for students and Trainers to liaise.

The moderator will approve current enrolled students upon their request.

PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

It is every student's responsibility to look after the environment and use work practices that help sustain the environment. We can do this by:

- Turning off light switches whenever possible.
- Minimising water usage.
- Not putting chemicals or dangerous liquids down drains.
- Minimising paper usage - using electronic methods where possible.
- Minimising wastage of products.

We ask every student to be aware of our environmentally sustainable work practices and help keep our environment green.

ART MATERIALS AND TEXTS

HDS accepts no responsibility for the loss or breakage of a student's personal equipment or belongings.

Students are to ensure that they have the necessary equipment for each lesson. Students are not to leave the school during class times to source or purchase materials, equipment or reference material unless their Trainer has given permission.

HDS will store graduates/departed students' art materials for no more than one month.

GRADUATION

HDS currently holds one graduation ceremony per year for all students and any costs associated with the ceremony including certificates, food, prizes and/or gifts are covered by HDS and industry sponsors.

Attending a Graduation Ceremony is a wonderful way to celebrate your academic achievement with your peers, your family and friends.

During Graduation, each graduate will receive a Graduate Pack. The pack will include Certificate or Statement of Attainment and Transcript of Results.

Special awards will also be made in each course undertaken which acknowledges outstanding performances by individual students.

NOTE: All or none of these awards may be presented in any one year.

Some of the awards may include:

CUA40715 Certificate IV in Design

- Outstanding Achievement in Colour and Design
- Excellence in Artistic Strength
- Student of the Year
- Industry Design Award
- People's Choice Design Award

MSF50213 Diploma of Interior Design and Decoration

- Outstanding Achievement in Interior Design and Styling
- Excellence in Artistic Strength
- Student of the Year
- Kitchen Design Award

Colour Consulting Diploma

- Outstanding Achievement in Colour Planning and Consulting
- Excellence in Artistic Strength
- Student of the Year

GENERAL

HDS reserves the right to cancel courses, change the schedule of courses or alter the fee structure. Although HDS takes great care and responsibility in the delivery of their courses and student's health and safety whilst at HDS, neither HDS nor its staff will be held responsible for any loss or injury sustained by any participant outside of HDS premises when practicing methods learnt at HDS.

COLLECTING YOUR WORK

Due to limited storage space at HDS all submitted work needs to be collected within **two weeks** of it being marked. If uncollected, it may be disposed of by HDS staff. From time to time your trainer may ask if HDS can keep or copy your work for display at HDS.

SOCIAL JUSTICE

Principles of social justice will be appropriately addressed in all aspects of each lesson and study pattern undertaken by students and training staff. In rare cases workplace health and safety legislation may impinge on social justice considerations.

HARASSMENT, VICTIMISATION AND BULLYING

Harassment, victimisation or bullying makes the workplace uncomfortable and unpleasant. All students and staff at HDS have a right to be free from harassment. HDS recognises that learning, teaching and administration duties cannot be carried out if any person feels that anyone they have to work with is harassing them in any way. A student or staff member cannot be discriminated by any means, which can include but not limited to:

- Gender
- Economic Status
- Religious Views
- Sexuality
- Gender Identity
- Disabilities
- Learning Impairments
- Political Beliefs
- Nationality

If students have a problem and suspect it may be harassment, victimisation or bullying of some type, please contact the Education Manager. Further help can be obtained from:

The Anti-discrimination Board of NSW
Level 17, 201 Elizabeth St, Sydney 2000
Ph: 02 9268 5555
www.antidiscrimination.justice.nsw.gov.au

The Human Rights and Equal Opportunity Commission
Piccadilly Towers, 8/133 Castlereagh St, Sydney 2000
Ph: 02 9284 9600
www.humanrights.gov.au

ASQA

GPO Box 9928,
Melbourne Vic 3001
Ph: 1300 701 801
www.asqa.gov.au

People with Disabilities NSW Inc
52 Pitt St, Redfern, Sydney 2016
Ph: 1800 422 015
www.pwd.org.au

SUPPORT CONTACT DETAILS

If you need any other support please find a short list below with some details that may be of use for Reading, Writing and Maths

Beyond Blue
PO Box 6100 Hawthorn West
Victoria, Australia 3122
Ph: 1300 224 636
www.beyondblue.org.au

The Reading Writing Hotline
Ph: 1300 655 506
www.readingwritinghotline.edu.au

Black Dog Institute
www.blackdoginstitute.org.au

Interpreters service
[www.localsearch.com.au/
find/interpreters-translators/
nsw/newcastle-region](http://www.localsearch.com.au/find/interpreters-translators/nsw/newcastle-region)

The biggest obstacle of creativity is
breaking through the barrier of disbelief



COURSE ENTRY POINTS

If a Credit Transfer [CT] is awarded to a candidate, they are given an Entry Point that enables them to begin the course at their awarded time. If candidates are exempt from the entire CUA40715 Certificate IV in Design, they will be automatically transferred to a diploma course.

CREDIT TRANSFER

CT will be awarded to any students who in their application can prove they have successfully completed outcomes from other RTOs. HDS recognises most Registered institutions of tertiary study and learning.

This process ensures that the student can present any certificates, awards or merits from prior learning and education to the Director to show the depth of skill in which the student presents.

If CT is approved, this would allow the student to miss particular assessments or classes whereby these outcomes would have normally been assessed.

Students, however, cannot produce this material at the time of an assignment or assessment. CT Application is only assessed in the Application Process for future students, which generally happens in January for that year.

If the student has studied some time ago, one or more of the units may have been superseded. This means that they have been updated, and the unit outcomes need to be reviewed and where deemed necessary, completed again.

It is at the discretion of the Director which modules, lessons, course or outcomes for which the candidate receives Credit Transfers.

COURSE EXIT POINT

Students wishing to cease studies earlier than the expected completion date of their course may be considered for a Statement of Attainment provided they meet the following criteria:

- Have received a competent award against one or more units of competency outcomes.
- Have paid all outstanding monies due to HDS.

However, it is recommended that students finish their course on the prescribed date. Refer to fees which may occur when ceasing studies early.

DEFERMENT

In the event of personal tragedy, illness or unforeseen circumstances which prevent a student from completing their course, application for deferment of studies may be made in writing by submitting a deferral form found on the HDS website and submitting it with required documents to the Education Manager.

If awarded a deferment, a student is given a total of ONE year from the date of the deferment. Students are only given one deferment award throughout their time at HDS. A deferment award is given if all fees and payments have been made for the course year. If not, payments are to continue as agreed to.

Students who take leave during the course will pick it back up from the time they ceased their studies. Upon recommencement students will be required to pay the difference of fees between the year they deferred and the year they continued.

Unapproved non-attendance of classes does not constitute deferment or cancellation of the course.

Note: HDS reserves the rights to make change to any course outline or cancel a course from year to year and will not guarantee deferment will be awarded. If in the event this may occur, the holding fee will be refunded.

RPL is a process where the competencies gained throughout any previous work and life experiences, courses and education can be converted to nationally recognised qualifications.

Candidates may apply for exemptions from a course, lesson, module, or one or more learning outcomes within a unit [fees apply]. However, it is mandatory you contact the school prior enrolment to make an application.

Examples of eligible candidates include, but not limited to:

- The student has studied some time ago and one or more of the units have been superseded, but the student can prove sufficient experience in that particular area to be deemed competent
- Student's have gained knowledge, skills and experience from work or life experience in the nominated unit to be deemed competent

The applicant must have sufficient evidence to demonstrate their performance and ability against the outcomes assessed.

This process ensures that students can present any certificates, awards or merits from prior learning and education. Also, a portfolio [or equivalent] to the Director to show the depth of skill in which the student presents

It is at the Director's discretion if a candidate meets the requirements of RPL.

A student cannot produce this material at the time of an assignment or assessment. RPL is only assessed prior to the Application Process for new or re-enrolling students, which generally happens in January for that year.

Again it is up to the Director which modules, lessons, course or outcomes the candidate meets.

PROCESS TO APPLY FOR RPL

To apply for RPL, the candidate must:

- Contact the school via email with specific case details [eg, units, industry relevance] and/or easily accessible documents to begin your application [free of charge]
- HDS will supply a quote based on the complexity of the unit/units
- Once payment is received HDS will supply an RPL Application Form
- Submit the completed form and provide documentation and evidence relating to previous work experience or education previously complete
- An interview to support the application may be required

RPL FEES

A fee of approximately \$500 per unit will be charged [you will be advised prior to the process commencing] and as this fee is for the evaluation work undertaken by the School there is no refund regardless of the outcome.

14 EMERGENCY EVACUATION PROCEDURE

Introduction

These guidelines are intended to establish the procedure to be adopted in the event of any emergency which may include; fire, explosion, chemical leak, structural fault, equipment failure or bomb threat.

Purpose

The purpose of the Emergency Evacuation Procedure is to provide for fire and hazard prevention, safe and orderly evacuation, early control of the fire or emergency and speedy resumption of duties once the emergency is brought under control.

Emergency Evacuation Priorities

1. Protection of Life
2. Prevent Spread of Hazard
3. Save Assets in the Affected Area
4. Eliminate the Hazard

Evacuation of Students and Visitors

Upon alarm activation, any person in charge of a class or any other meeting should instruct students and visitors to:

- Stand fast and push chairs, large bags, etc. under desks.
- Turn off electrical devices that are not safe to be left unattended.
- Proceed calmly and quickly to the nearest exit.
- The person in charge should collect the class roll, leave and close the door to prevent spread of fire and smoke. All will then assemble at the designated meeting point. The person in charge will call out student's names from the roll and students are to answer present. This is to ensure all students have left the building and can be accounted for. Please do not leave the site until your name has been marked off.

15 LEGISLATION

- The person in charge should also contact either the Fire Department on 000 and the Director of HDS on 0408 185 788.
- Students are to wait at the meeting point until further notice from staff or the Fire Department.
- Trainers are to ensure that at the induction night all students are informed of the possible exit doors.
- Ensure that the necessary assistance is given to disabled and other persons in need of special care.

We are subject to a range of legislation related to training and assessment as well as general business practice including matters such as safety, privacy, and your rights to name a few. There are also a number of legislation requirements that you will be made aware of throughout your course.

This Legislation is continually being updated and all staff are made aware of any changes through our internal improvement processes. If you want to view current legislation please visit the Australasian Legal Information Institute website - www.austlii.edu.au

16 ACADEMIC POLICY

We are committed to ensuring that all our training services are of the highest quality possible and are reflective of industry trends and employer expectations. This is achieved by ensuring that:

- HDS courses are developed in consultation with industry experts and reflect industry expectations of skills and knowledge.
- Training is delivered by appropriately qualified trainers who have extensive industry experience and currency.
- All our training products meet the requirements of the appropriate Training Package or course curriculum guidelines.
- Feedback is collected about our training products and services and the feedback is systematically collated, analysed and used to improve the quality of training and education services we provide.
- Training is delivered flexibly with options available to study in class.
- The individual learning and support needs of all students are identified upon entry into a course.
- HDS Trainers regularly participate in moderation and validation of the units and courses which they deliver.
- HDS units and courses are moderated and validated at least annually and outcomes of these exercises are used to improve our training services and products.
- HDS classes are delivered according to approved and documented session plans and supporting materials.

IMAGINE INSPIRE CREATE BE THE CHANGE

- Students funds are withdrawn monthly via Direct Debit
- Enrolment cancellation or requests for refunds must be lodged by completing the appropriate form from the HDS website and/or your HDS Enrolment Package on Dropbox, and submitted to the Education Manager.
- Application fees are not refundable - except if an application has been determined unsuccessful by HDS.
- Students withdrawing from a course prior to its commencement must give one month's notice of their intention in writing. In this event the Application and Holding Fee will be retained by the School and any tuition fees will be refunded in full; [see chapter 6 for more detail].
- Students withdrawing from a course during term one must give one month's notice of their intention to withdraw in writing. In this event the Application fee, current term, and following term tuition fees will be retained by HDS and any remaining tuition fees will be refunded in full; [see chapter 6 for more detail].
- Courses that do not meet the maximum number of students will be cancelled and all fees paid in accordance with that course, will be fully refunded.

Our commitment to educational standards:

- The policies and practices of HDS are adopted to maintain high professional standards in the management, marketing and delivery of training which safeguards the interest and welfare of the students.
- By marketing the courses with integrity, accuracy and professionalism consistent with the educational, cultural and regulatory systems.
- By ensuring that students have access to adequate orientation, counselling and remedial education, including an effective complaint mechanism. These arrangements will be sensitive to the cultural and special needs of students from different backgrounds.

- Maintain student confidentiality.
- Represent HDS ethically at all times.
- HDS strives to provide you with a compelling education that broadens your horizons, challenges your perceptions, and gives you the ability to expect nothing less than excellence.
- HDS Trainers committed to nurturing the individual potential of each student.
- HDS recognises the equal rights of all students, staff and stakeholders, and abides by all anti-discrimination and equal opportunity regulations and ensures all personnel also abide by these laws.
- HDS treats all students fairly, providing external advice and support where needed.
- HDS provided a grievance handling procedure to ensure all issues are resolved fairly and impartially
- HDS encourages student's feedback at every stage of their course which is acted on as part of the internal continuous improvement.
- HDS undertakes to work as a team, and understands and respects the contribution of each member.
- HDS strives for total student satisfaction with all aspects of their engagement, and takes every opportunity to ensure this occurs.
- By acting with integrity in dealing with students, past and present, and with the general public.
- By ensuring that the facilities are conducive to the success of each student and that the learning environment is maintained to the highest possible standard.
- By ensuring that the training staff have the necessary qualifications, industry experience and instructional skills to effectively tutor students within specific courses.
- The school will ensure that the content of the course syllabus is relevant to the needs of individuals in the design industry and that the theoretical and practical elements of the course directly relate to current industry trends.
- HDS maintains an ethical and responsible approach in the provision of education, training and assessment of all students, with its major concerns centred on safeguarding the educational interest and welfare of students and staff. With this in mind, it is imperative that you obtain, read, understand and agree to abide by the contents of each of the policies in this Student Handbook.
- Students enrolling in a course at HDS **must** read the contents of this Student Handbook.
- Once you have read the Student Handbook please **sign and date** the Induction Confirmation Form [on the last page] and return it to HDS.
- We ask that all students please notify HDS in writing of any change of address or telephone number. Students living away from home whilst undertaking a course **must** advise the HDS of their home address and telephone number.

Note: A full copy of the code of practice can be found on the HDS website.

HDS maintains a highly ethical and responsible approach in the provision of education, training services and assessment of students, our major objective is safeguarding the educational interest and welfare of students and staff.

HDS recognises that particular groups of people in society have experienced and continue to experience institutional disadvantage and unequal educational outcomes.

HDS unreserved commitment to the principle of access and equity in vocational education and training gives practical expression to improving the knowledge and skills, and the quality of life for all Australians, having regard to the particular needs of target groups.

- a] HDS training and assessment services are delivered in a non-discriminatory, open and respectful manner.
- b] HDS staff are appropriately skilled in access and equity issues, including cultural awareness and sensitivity to the requirements of the clients with special needs.
- c] Client selection for training and employment opportunities is conducted in a manner that includes and reflects the diverse client population.
- d] HDS actively encourages the participation of clients from groups traditionally disadvantaged.
- e] HDS is accountable for its performance in adhering to the principles in this policy, and welcomes feedback as part of its quality system.
- f] Student records will only be issued as outlines in the Management of Student Records.

EQUITY

Essentially equity means fairness. At HDS it means that people are provided with an opportunity to access, participate in and successfully achieve outcomes.

HDS also has an understanding that:

- It is common for people to identify with more than one equity group.
- There are differences within and between equity groups.
- Each equity group does not experience the same type of disadvantage.
- There remain many common barriers for equity groups.

ACCESS

HDS recognises that there are many factors that influence the ability of people to access, participate in and succeed in a vocational education and training environment including:

- Prior educational experiences
- Language
- Goals and expectations
- Work and social experiences
- Values and beliefs
- Income
- Geographic location
- Cultural identity
- Learning styles
- Motivation
- Gender
- Religion
- Family
- Age

This policy will be used to:

- Inform students and the wider community of HDS commitment to equity and diversity.
- Guide the development of equity implementation plans and strategies.
- Facilitate the design of products and services that are attractive to clients.

If staff members, partnering organisations or students become aware of any policy that they regard to be indirectly discriminatory, or if they become aware of instances of direct discrimination, they are requested to draw it to the attention of the Director of HDS immediately.

STAFF AND ACCESS, EQUITY, CLIENT SERVICE

HDS staff is to be provided with all information relevant to access, equity and client service.

HDS ensures that staff adheres to this policy and the code of practice by/through:

- Staff induction processes.
- Performance appraisals.
- Feedback from staff and clients.

DISSEMINATION OF INFORMATION TO CLIENTS

HDS disseminates clear information to each client, prior to enrolment, about each of the following:

- Client selection, enrolment and induction/orientation procedures.
- Course information, including content and vocational outcomes.
- Fees and charges, including refund policy and exemptions [where applicable].
- Flexible learning and assessment.

- Appeals and complaints procedures.
- Staff responsibilities for access and equity as provided for in HDS Code Of Practice.
- Recognition of prior learning [RPL] arrangements and Credit Transfer.

Students will be directed to the HDS website to download a copy of the Student Handbook and Course Information Sheet, prior to enrolment.

This information is re-discussed with the client during their induction; from which they are required to sign the Induction Confirmation Form as verification that they have been given appropriate information regarding the above mentioned topics.

The implementation of the Risk Management Policy is to ensure the schools compliance with Australian Quality Training Framework [AQTF] standards for Registered Training Organisations. It further ensures the safety of students and staff members of the school, with implementation of such policies.

HDS defines Risk Management as the process for the application of management policies, procedures, practices to the task of establishing, identifying, analysing, assessing, evaluating, treating, monitoring and communicating risk which will direct the organisation towards an effective management of potential risks.

HDS is committed to adopting the highest standards to safeguard student's personal and sensitive information. HDS is bound by the Australian Privacy Principles as set out in the Privacy Act 1988 and subsequent amendments.

HDS' main function is to provide education to students and therefore is required to collect and hold personal information relating to enrolment and education. Student information held at HDS for current and, where required, for past students, is as follows:

- Personal details such as: date of birth, contact details, previous education, medical conditions, emergency contacts.
- Course progress and attendance records.
- Student anecdotal notes.
- Details relations to fee payment and payment plans.
- Graduation records, Transcript of Results and Certificates.

All HDS staff members will ensure that no students have access to class rolls, programs of study or any personal details of other students. No information regarding another student will be given or discussed with a third party without the express permission of the person concerned or as permitted by legislation.

Current student records are kept electronically via a student database, which is only accessible via a confidential password. Current student's paper based files and assessment records are kept in locked filing cabinets at HDS. Applicable student information is kept electronically for 30 years as per the

Australian Skills Quality Authority [ASQA]. Full student files [paper based] are kept in locked archives at HDS for one year after a student completes study and, depending on individual circumstances, may be archived in HDS' secure storage facility for 30 years.

HDS will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information was provided. Personal information will only be removed/destroyed by secure means.

HDS will only transfer personal information to external parties on the following conditions:

- The external party has in place similar procedures in relation to the collection, storage, use and disclosure of personal information or sensitive information.
- An individual provides consent to the transfer of information.
- The transfer of information is for the benefit of the individual.

If a student believes that HDS has not dealt with their personal information in accordance with the HDS Privacy Statement, they may write to the Director of HDS regarding their concerns.

TERMS AND CONDITIONS

HDS reserves the right to make changes to our terms and conditions and will inform learners 14 days before the changes take effect.

This must be signed and dated at the Hunter Design School Pty Ltd Induction.

Student

I,
 . [Student] have read HDS' Student Handbook and have agreed to all of the Handbook's chapters and sub-sections. I, the student, also agree to all terms and conditions of my enrolment that has been given either in writing or verbal agreements.

I agree to:

1. HDS Policies.
2. Any policies which are created throughout the year of my course, by signing an agreement similar to this if and when a new policy is made.
3. Give permission for my trainer, staff and any internal or external auditing bodies to view the contents of my file.
4. Pay all fees on time as per the arranged payment plan. If I cannot pay on time, I agree I will contact the school Administration one working day prior to the payment date.
5. Understand that HDS can suspend my enrolment if any policies are breached by myself.

.....
 Signature of Student:
 Date:/...../.....

Provider of Financial Support [If required]

If you are under 18 and someone else is providing financial support of any costs associated with your HDS course please fill out the following, with the Financier's signature.

Name of Financier:

Relationship to Student:

Address:

I would like the accounts to be sent via post/email to:

I,.....[the Financier] agree to make all payments on time or to pre-arranged plans. If I cannot make a payment, I agree to contact HDS Administration one working day prior to the payment date.

.....
 Signature of Financier:
 Date:/...../.....



02 4915 7007

Look for the big yellow door at
67 Parry Street,
Newcastle West
NSW 2300

hds.nsw.edu.au

hello@hds.nsw.edu.au

Registered Training Organisation
No. 91703
abn 68 138 965 303