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Welcome to Hunter Design School and our creative community.

Like many other creative people, I 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.

I look forward to walking the journey with you. Have a great year!

Donna Burrell
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.
01 STUDYING AT HDS

NATIONALLY RECOGNISED TRAINING
Certificate IV in Design CUA40715
(Specialising in Colour and Design)
Certificate IV in Design CUA40715
(Specialising in Graphic Design)
Certificate IV in Interior Decoration MSF40113

STUDY OPTIONS
12 months - 3 hours per week for 30 weeks,
mix mode delivery of 90 hours face to face and additional self-directed study (15 - 20 hours per week recommended)

6 months - 6 hours per week for 30 weeks,
self directed study (20 - 25 hours per week recommended)

3 months - (Intensive Graphic Design) 37.5 hours per week for 12 weeks

HDS INDUSTRY RECOGNISED DIPLOMA PROGRAMS
Industry recognised, highly specialised and contemporary, with a strong practical focus.

The courses are 3 hours per week for 30 weeks, taught over 12 months. It is mixed mode delivery of 90 hours of face-to-face and additional self-directed study.

Dip. Colour Planning and Consulting
Dip. Interior Design and Styling
Dip. Graphic Design

TERMS DATES 2016
Term 1: 13th February - 31st March
Term 2: 1st May - 23rd June
Term 3: 24th July - 15th September
Term 4: 16th October - 1st 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

PLACES TO GRAB A BITE

Marketown
Variety of restaurants, cafés and takeaway services available

Sherwood Coffee Bar

The Edwards

Parry Street Garage

Darby Street
Variety of restaurants, cafés and takeaway services available

Hunter Street
Variety of restaurants, cafés and takeaway services available
02 EDUCATIONAL DELIVERY

- 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
- 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 commit to quality assurance and continuous improvement principles into all aspects of the School
- HDS regularly collect feedback and continuously use 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
03 EDUCATIONAL STANDARDS

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.

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 educator 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 trainers 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.
04 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 the School 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 the School on any matter relating to the School’s 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 the School, any articles or items that may threaten your safety or the safety of others
• Notifying the School is any of your personal or contact details change
• Conducting your studies with upmost personal commitment and integrity
• Completing all assessment tasks, learning activities and assignments honestly and without plagiarism
• Giving us at least twenty-four (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
• 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 the School in a negative, slanderous or abusive manner
Upon application for a HDS course (and to confirm enrolment) you are required to pay the $150 application fee. Upon acceptance into the course you must pay a holding fee within 10 days to reserve your place in your selected class.

Students re-enrolling for the Diploma or Dual Diploma will need to finalise all prior tuition fees before lodgement of the new application.

Once a student’s enrolment/re-enrolment is confirmed, the student makes a commitment to complete that year’s study and undertakes the financial liabilities for the full year; this applies for all students. Tuitions fees (or the payment of) are subject to conditions of the refund/exit policy.

Please note: If a student wishes to exit the Dual Diploma within the first 12mths from enrolment, fees and penalties will be adjusted to the rate of a Single Diploma.

**FEE SCHEDULE 2017**

These fees are offered exclusively for 2017 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.

**FEE ASSISTANCE**

FEE ASSISTANCE IS NOT AVAILABLE. PLEASE CALL OUR OFFICE FOR MORE INFORMATION.

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### COURSE NAME

<p>| Certificate IV in Graphic Design (Intensive) | CUA40715 |
| Certificate IV in Graphic Design (Part time) | CUA40715 |
| Diploma of Graphic Design (Full time) | CUA50715 |
| Certificate IV in Colour and Design (Part time) | CUA40715 |
| Diploma in Colour Consulting (Part time) | HDSCC |
| Cert IV in Interior Decoration (Part time) | MSF40113 |
| Diploma of Interior Design and Decoration (Full time) | MSF50213 |
| Diploma of Animation (Full time) | HDSDA |
| Cert IV in Creative Styling for Events (Part time) | CUV40311 |</p>
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CERT IV IN DESIGN - SPECIALISING IN GRAPHIC DESIGN
(INTENSIVE) CUA40715

ALLOWS FOR FURTHER STUDY IN:
Diploma of Graphic Design CUA50715

Nationally Recognised Qualification
For those wanting to start a career in graphic design

Total cost: $11,400 (Course + Application fee)
Delivery: Face to face and additional self-directed study

Duration: 3 months
5 days/week 9.30am - 3.30pm

Starting March 2017
Graduate June 2017

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
2017 SCHEDULE OF FEES

Certificate IV in Graphic Design (Intensive)  $11,250 + $150 application fee

PAYMENT PLAN

INTENSIVE

Holding Fee* - $1500
March 31 - $3250
April 30 - $3250
May 31 - $3250

* The Holding Fee is paid within 10 days of interview
CERT IV IN DESIGN - SPECIALISING IN GRAPHIC DESIGN
(PART TIME) CUA40715

ALLOWS FOR FURTHER STUDY IN:
Diploma of Graphic Design CUA50715

Nationally Recognised Qualification
For those wanting to start a career in graphic design

Total cost: $7590 (Course + Application fee)
Delivery: Face to face and additional self-directed study

Duration: 12 months
3 Hours/week, Tuesday or Wednesday 6-9pm

Starting February 13th 2017
Graduate December 8th 2017

THROUGH THIS COURSE YOU WILL GAIN SKILLS IN THE FOLLOWING:

UNITS OF COMPETENCY:
BSBCRT301: Develop and extend critical and creative thinking skills
BSBDDES305: Source and apply information on the history and theory of design
BSBDDES401: Generate design solutions
BSBDDES402: Interpret and respond to a design brief
BSBDDES403: 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
CUAARD301: Prepare files for publication
CUAARD302: Use typography techniques
CUAARD401: Research and apply Graphic Design techniques
CUAARD502: Produce graphic designs for 2D and 3D applications
CUAPPR401: Realise a creative project
ICPPRP325: Create graphics using graphics application
# 2017 SCHEDULE OF FEES

**Certificate IV in Graphic Design (Part time)**

$7440 + $150 application fee

## PAYMENT PLAN

**12 MONTHS**

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* The Holding Fee is paid within 10 days of interview
DIPLOMA OF GRAPHIC DESIGN
(FULL TIME) CUA50715

PREREQUISITE:
Cert IV in Graphic Design CUA40715

Nationally Recognised Qualification
For those wanting to start a career in graphic design
Total cost: $9574 (Course + Application fee)
Delivery: Face to face and additional self-directed study
Duration: 38 weeks/12 months
2 days/week, Wednesday and Friday 8.30am-5pm
Starting February 6th 2017
Graduate December 8th 2017

UNITS OF COMPETENCY:
BSBDES403: Develop and extend design skills and practice
CUVACD501: Refine drawing and other visual representation tools
CUVGRD502: Produce graphic designs for 2-D and 3-D applications
CUVGRD501: Research visual communication history and theory
CUVGRD503: Produce typographic design solutions
CUVGRD504: Create and manipulate graphics
CUVGRD505: Design and manipulate complex layouts
CUVGRD506: Develop graphic design practice to meet industry needs
CUVPRP503: Present a body of own creative work
BSBDES402: Interpret and respond to a design brief
CUAPHI513: Employ colour management in a digital imaging workplace
CUAACD512: Work with photo media in creative practice
CUADIG506: Design Integration
CUADIG509: Investigate technologies for the creation of digital art
CUADIG304: Create visual design components
CUAILL501: Develop professional illustrations
CUVPHI501: Apply visual communication theory to photo imaging practice
CUAPHI514: Prepare digital images for pre-press processing
CUAGRD607: Develop graphic designs for branding and identity
2017 SCHEDULE OF FEES

Diploma in Graphic Design $9424 + $150 application fee
(Full Time)

PAYMENT PLAN

12 MONTHS

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* The Holding Fee is paid within 10 days of interview
CERT IV IN DESIGN - SPECIALISING IN COLOUR AND DESIGN (PART TIME) CUA40715

ALLOWS FOR FURTHER STUDY IN:
Diploma courses on application

Nationally Recognised Qualification

For those wanting to start a career in design

Total cost: $5340 (Course + Application fee)

Delivery: Face to face and additional self-directed study

Duration: 12 months

3 hours/week, Tuesday 10am-1pm

Starting February 13th 2017

Graduate December 8th 2017

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
CUAPP401: Realise a creative project
2017 SCHEDULE OF FEES

Certificate IV in Colour Design  $5190 + $150 application fee
(Part time)

PAYMENT PLAN

12 MONTHS

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* The Holding Fee is paid within 10 days of interview
DIPLOMA IN COLOUR CONSULTING
(PART TIME) HDSCC

PREREQUISITE:
No prerequisite needed to undertake this course

Industry Endorsed Qualification
Total cost: $7590 (Course + Application fee)
Duration: 30 weeks/12 months
Starting February 13th 2017

For those wanting to start a career in interior design
Delivery: Face to face and additional self-directed study
3 hours/week, Wednesday 10am-1pm
Graduate December 8th 2017

UNITs:
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
## 2017 SCHEDULE OF FEES

**Diploma in Colour Consulting**
(Par t time)

$7440 + $150 application fee

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### PAYMENT PLAN

12 MONTHS

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* The Holding Fee is paid within 10 days of interview
CERT IV IN INTERIOR DECORATION
(PART TIME) MSF40113

ALLOWS FOR FURTHER STUDY IN:
Diploma of Interior Design and Decoration MSF50213

Nationally Recognised Qualification
Total cost: $9574 (Course + Application fee)
Duration: 38 weeks/12 months
Starting February 13th 2017
For those wanting to start a career in interior design
Delivery: Face to face and additional self-directed study
3 hours/week, Wednesday 6-9pm
Graduate December 8th 2017

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
CUAACC301: Produce drawings to communicate ideas
CUAACC303: 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

2017 SCHEDULE OF FEES

Certificate IV in Interior Design and Decorating (Part time) $9424 + $150 application fee

PAYMENT PLAN

12 MONTHS

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* The Holding Fee is paid within 10 days of interview
DIPLOMA OF INTERIOR DESIGN AND DECORATION
(FULL TIME) MSF50213

PREREQUISITE:
Cert IV in Interior Decoration MSF40113

Nationally Recognised Qualification
For those wanting to start a career in interior design

Total cost: $14,533
(Course + Application fee)
Delivery: Face to face and additional self-directed study

Duration: 38 weeks/12 months
3 days/week, Monday, Tuesday Thursday 9.30am-3.30pm

Starting February 6th 2017
Graduate December 8th 2017

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
SIRRMR512: Produce perspectives, drawings, plans and elevations
MSFID4005: Research and recommend soft furnishings for interiors
CUVACD302: 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

2017 SCHEDULE OF FEES

Diploma in Interior Design and Decorating (Full Time) $14,383 + $150 application fee

PAYMENT PLAN

12 MONTHS

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holding Fee*</td>
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<tr>
<td>September 30</td>
<td>$1487</td>
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</tbody>
</table>

* The Holding Fee is paid within 10 days of interview
DIPLOMA OF ANIMATION  
(FULL TIME) HDSDA

PREREQUISITE:  
No prerequisite needed to undertake this course

Industry Endorsed Qualification  
For those wanting to start a creative career

Total cost: $12,950  
(Course + Application fee)

Delivery: Face to face and additional self-directed study

Duration: 30 weeks/12 months

3 days/week, Tuesday, Thursday 9.30am-4.30pm

Starting February 13th 2017  
Graduate December 8th 2017

UNITS:
ANIM100 - Introduction
ANIM101 - Introduction to 3D Design Theory
ANIM102 - Getting Started in Animation
ANIM103 - Introduction to Cameras
ANIM200 - Project Workflow Process (Expanded Processes – Project Based Learning
ANIM201 - Concepting
ANIM202 - 3D Modelling
ANIM203 - Texturing & Shading
ANIM204 - Rigging
ANIM205 - Rendering
ANIM300 - Client Project & Mentors
ANIM301 - Work Experience
ANIM302 - Client Engagement
ANIM303 - Mentorship
ANIM304 - Project Management, Workflow & Development
ANIM305 - Portfolio Development
## 2017 SCHEDULE OF FEES

Diploma of Animation (Full time) $12,800 + $150 application fee

## PAYMENT PLAN

### 12 MONTHS

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Holding Fee*</td>
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<td>August 31</td>
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<tr>
<td>September 30</td>
<td>$1300</td>
</tr>
</tbody>
</table>

* The Holding Fee is paid within 10 days of interview
CERT IV IN DESIGN - SPECIALISING IN CREATIVE STYLING FOR EVENTS (PART TIME) CUV40311

PREREQUISITE:
No prerequisite needed to undertake this course

Nationally Recognised Qualification
For those wanting to start a creative career
Total cost: $5610 (Course + Application fee)
Delivery: Face to face and additional self-directed study
Duration: 30 weeks/12 months
3 hours/week, Tuesday 6-9pm
Starting February 13th 2017
Graduate December 8th 2017

UNITS:
BSBCRT301A - Develop and extend critical and creative thinking skills
BSBDES305A - Source and apply information on the history and theory of design
BSBDES401A - Generate design solutions
BSBDES402A - Interpret and respond to a design brief
BSBWHS201A - Contribute to health and safety of self and others
CUVACD401A - Integrate colour theory and design processes
CUVPRP401A - Realise a creative project
BSBDES301A - Explore the use of colour
BSBDES403A - Develop and extend design skills and practice
CUADES501 - Design events
SITXEVT401 - Plan in house events or functions
SFLDEC511A - Style and manage an event
CUVDES405A - Research and apply techniques in spatial design
CUVPHI40BA - Apply photo imaging lighting techniques
CUAIND401A - Extend expertise in a specific field

Total cost: $5610 (Course + Application fee)
2017 SCHEDULE OF FEES

Certificate IV in Creative Styling for Events (Part time) $5460 + $150 application fee

PAYMENT PLAN

12 MONTHS

<table>
<thead>
<tr>
<th>Holding Fee*</th>
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* The Holding Fee is paid within 10 days of interview
### WITHDRAWAL FEES

<table>
<thead>
<tr>
<th>FEE 1</th>
<th>Withdrawal up to 28 days prior to term commencement</th>
<th>$720</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEE 2</td>
<td>Withdrawal within 28 days of term commencement or throughout duration of course</td>
<td>$720 + current and proceeding term in advance</td>
</tr>
<tr>
<td>FEE 3</td>
<td>Withdrawal after term one, full fee must be paid</td>
<td>$720 + Full payment (remainder of fees owing)</td>
</tr>
</tbody>
</table>

### DEFERRAL FEES

<table>
<thead>
<tr>
<th>FEE 1</th>
<th>Deferral after enrolment and 28 days or more before course commencement</th>
<th>$720</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEE 2</td>
<td>Deferment after enrolment within 28 days of term commencement or throughout duration of course</td>
<td>$720 + current term in advance</td>
</tr>
<tr>
<td>FEE 3</td>
<td>Deferment after term one, full fee must be paid</td>
<td>$720 + Full payment (remainder of fees owing)</td>
</tr>
</tbody>
</table>

### UPON RETURN OF DEFERRAL

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

### HDS ART SUPPLY PRICES - Online optional additional resources

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>A4 Canson Drawing Pad 25 Sheets</td>
<td>$8.80</td>
</tr>
<tr>
<td>A3 Canson Drawing Pad 25 Sheets</td>
<td>$17.60</td>
</tr>
<tr>
<td>Rowney Gouache 15ml</td>
<td>$6.60</td>
</tr>
<tr>
<td>Rowney Gouache Zinc White 38ml</td>
<td>$8.80</td>
</tr>
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</table>
PAYMENT OF FEES

Course fees can be paid either by cheque, direct debit and be made payable to Hunter Design School. Payment should NOT be sent through the mail. Reminder notices will be sent when fee instalments are due. Your fee instalment notices will be emailed to the address you have supplied to HDS, so please be sure to check your emails and keep HDS updated with your latest details.

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 unless prior arrangements have been made with the Director.

COSTS OF COLLECTION

The student shall pay the Hunter Design School (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.

INCIDENTAL FEES

<table>
<thead>
<tr>
<th>Incidental Fee Description</th>
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</tr>
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<tr>
<td>Electronic transactions surcharge</td>
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<tr>
<td>Late payment penalty (tuition fees)</td>
<td>$50.00 per month</td>
</tr>
<tr>
<td>Dishonoured Payment</td>
<td>$50.00</td>
</tr>
<tr>
<td>Re-issue Student Card</td>
<td>$30.00</td>
</tr>
<tr>
<td>Re-issue of certificate, statement of attainment and/or transcript</td>
<td>$30.00 per item</td>
</tr>
<tr>
<td>Private tuition/make up classes</td>
<td>$105 per hour</td>
</tr>
<tr>
<td>Late assessments (special circumstances will be taken into consideration)</td>
<td>$120</td>
</tr>
</tbody>
</table>
06 STUDENT ASSESSMENT POLICY

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 assessor 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 anytime during their course. All students will receive a Transcript of Results, which will outline all the units of competency contained in the course and those successfully completed. All lessons must be completed and passed before your final portfolio submission will be accepted for assessment.

Issuance of all certificates, transcripts of results and any awards will be given to students at anytime during their course. All students will receive a Transcript of Results, which will outline all the units of competency contained in the course and those successfully completed.

Issuance of all certificates, Transcripts of Results and any awards will be given to students on the night of their graduation and student exhibition at the end of the year. If a student has not yet completed any assessment, has been deemed not yet competent, or there are any outstanding fees, their work will not be shown.

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 educator 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.
Quality is assured in all aspects of what we do, including training and assessment services, client services and the management of the School’s 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.

The School 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 our school.

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 the school, concerning the schools conduct, shall have access to the complaints and appeals procedure.

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. If the participant is not satisfied that the issue has been resolved, he/she may wish to write a formal letter to the schools director.

Any substantiated complaints or appeals will be reviewed by the Director 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.

• If the complaint/appeal cannot be resolved in an informal way, we 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 manner in the first instance with their trainer or the Manager of Education and Training.

• 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 his/her case and may be accompanied by one other person as support or as representation.

• The relevant staff member shall be given an opportunity to present his/her case independent person 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. 1 copy is to go to the complainant and the original is kept by Hunter Design School.

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.
08 AROUND HDS STUDIO

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 the School 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

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 phoned 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.
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.

TELEPHONE CALLS
Mobile telephones 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 educator 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
It is everybody’s responsibility to adhere to all WHS requirements and implement Work Health and Safety 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
Hunter Design School has a designated facebook page for students and trainers to liaise. The moderator will approve current enrolled students upon their request.
ART MATERIALS AND TEXTS

Certificate IV Students
During the first lesson, students will receive their Materials Kit. This kit will contain equipment needed to begin their creative journey. Some texts and references may be recommended by training staff for students to purchase as additional material. Items in the kits are materials that are used throughout the course and are needed to design, render and prepare artwork from the first lesson. It is expected that students provide additional materials and replace consumables as required.

_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 educator has given permission.

_HDS will store graduates/departed students’ art materials for no more than one month._

GRADUATION

We hold a Graduation Ceremony once a year. For our Certificate and Diploma courses your enrolment fees cover the awards dinner ceremony for yourself and one guest.

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: **Certificate IV in Design CUV40311**
- Outstanding Achievement in Colour and Design
- Excellence in Artistic Strength
- Student of the Year
- Industry Design Award
- People’s Choice Design Award

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

**Dip. Colour Planning and Consulting**
- 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 Hunter Design School.
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 mean, 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 Director the school. Further help can be obtained from:

The Anti-discrimination Board of NSW
Level 17, 201 Elizabeth St, Sydney 2000
Ph: 02 9268 5555

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

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

The Reading Writing Hotline
Ph: 1300 655 506
www.readingwritinghotline.edu.au
09 COURSE ENTRY/EXIT

COURSE ENTRY POINTS
If a RPL 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 Certificate IV in Design CUV40311, they are automatically transferred to a diploma course.

COURSE EXIT POINT
Students wishing to cease studies earlier than the expected completion date of their course (December) maybe considered for a Statement of Attainment provided they meet the following criteria:

• Have received a competent award against unit of competency outcomes.
• Have paid all outstanding monies to HDS.

Students, however, are recommended that they finish their course on the prescribed date. Refer to fees which may occur when ceasing studies.

CREDIT TRANSFER
Credit will be awarded to any students who in their RPL applications have successfully completed outcomes from other institutions. This would allow students to miss particular assessments or classes whereby these outcomes would have normally been assessed. Student, however, must complete a RPL Application to receive credit transfers.

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 to the Director for consideration.

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 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.
10 RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning is a process where the competencies gained throughout any previous work and life experiences, courses and education can be recognised. HDS recognises most institutions of tertiary study and learning, however, it is mandatory you contact the school prior to receive an RPL Pack.

This process ensures that the student can present any certificates, awards or merits from prior learning and education. Also, students with work or life experience can present a portfolio (or equivalent) to the Director to show the depth of skill in which the student presents. It is at the Directors discretion if a candidate meets the requirements of Recognised Prior Learning.

Candidates may apply for exemptions from a course, lesson, module, or one or more learning outcomes within a unit. The applicant must have sufficient evidence to demonstrate their performance and ability against the outcomes assessed.

A student, however, cannot produce this material at the time of an assignment or assessment. Recognition of Prior Learning is only assessed in the Application Process for future 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 PRIOR LEARNING RECOGNITION

To apply for Prior Learning Recognition, the candidate must:

- Contact the school to receive RPL Pack;
- Gather all documentation and evidence relating to previous work experience or education previously completed;
- Complete the RPL application form from the school;
- Submit these to the office for assessment;
- You may be required to attend an interview to support your application.
11  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.
  • The person in charge should also contact either the fire dept on 000 and the Director 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.
12 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 or online
• 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

13 REFUND POLICY

• Students funds are withdrawn one term in advance;
• Enrolment cancellation or requests for refunds must be made in writing directly to the Director;
• Application fees are not refundable – except if an application has been unsuccessful;
• 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 reservation fee will be retained by the School and any tuition fees will be refunded in full; (see page 28 for more detail)
• Students withdrawing from a course during term one must give one full term’s notice of their intention to withdraw in writing. In this event the Application and reservation fee and two term tuition fees will be retained by the School and any remaining tuition fees will be refunded in full; (see page 13 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.
14  CODE OF PRACTICE

Our commitment to educational standards:

• The policies and practices of the school 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.

• 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.

• 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.
15 ACCESS AND EQUITY POLICY

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

Hunter Design School’s 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) Hunter Design School training and assessment services are delivered in a non-discriminatory, open and respectful manner

b) Hunter Design School 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) Hunter Design School actively encourages the participation of clients from groups traditionally disadvantaged.

e) Hunter Design School 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 Hunter Design School it means that people are provided with an opportunity to access, participate in and successfully achieve outcomes. Hunter Design School 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; and
• There remain many common barriers for equity groups.

ACCESS: Hunter Design School 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 Hunter Design School's commitment to equity and diversity;
- Guide the development of equity implementation plans and strategies; and
- 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 Managing Director immediately.

STAFF AND ACCESS, EQUITY, CLIENT SERVICE

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

Hunter Design School ensures that staff adheres to this policy and the code of practice by:

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

DISSEMINATION OF INFORMATION TO CLIENTS

Hunter Design School 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 Hunter Design School’s 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.
16 RISK MANAGEMENT POLICY

The implementation of the Risk Management Policy is to ensure the school's 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.

Hunter Design School 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.

17 PRIVACY POLICY

HDS is committed to adopting the highest standards to safeguard student's personal and sensitive information. HDS is bound by the National Privacy Principles as set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

HDS’s 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 1 year after a student completes study and, depending on individual circumstances, may be archived in HDS’s secure storage facility for 30 years.

Hunter Design School 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.

Hunter Design School 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; or
- An individual provides consent to the transfer of information; or
- 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 school’s Privacy Statement, they may write to the Director regarding their concerns.
18  INDUCTION
CONFIRMATION FORM

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

Student

I, ...................................................... (Student) have read Hunter Design School’s 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. Hunter Design School’s 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 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 providing financial support of any costs associated with your Hunter Design School 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 the school Administration one working day prior to the payment date.

........................................................................................................

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


HUNTER DESIGN SCHOOL

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