



2011 HANDBOOK

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UNITY COLLEGE AUSTRALIA

2011 HANDBOOK

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1. VISION, MISSION AND VALUES

OUR VISION

Unity College Australia is an accredited tertiary college that trains and equips people whether for interest or lifework, from a Christian perspective.

OUR MISSION

Our mission is to help students develop:

- Increased knowledge and abilities to assist them to achieve excellence in the workplace
- An awareness of others' needs and skills to respond appropriately
- An appreciation of the contribution of Christian faith to self and society
- Personal maturity that leads to an ability to contribute effectively to society as a whole.

OUR VALUES

The initial values are applicable to all of our courses while the later values have a particular focus on students undertaking Christian ministry courses.

Welcoming: We seek to provide an environment which is welcoming to all students.

Relationship: Effectiveness in employment and ministry comes from strong relationships. We aim to develop strong relationships and lasting friendships among students, between students and staff and with the community around us.

Relevance: The College seeks to be relevant and prophetic to our society. It has a contemporary focus and seeks to include a range of cultural expressions.

Excellence: The College aims for excellence, not for its own sake, but in our devotion to for the sake of the glory of God being upheld in the church and in the wider community.

Marketplace: The College is committed to providing training in society's workplaces and marketplaces with a Christian worldview.

Whole person: We believe that, along with training in specific areas, students should have the opportunity to grow in the understanding and application of Christian faith.

Unity: The College is trans-denominational and open to all members of the body of Christ. We seek to serve the church and complement rather than duplicate activities undertaken by others.

The Kingdom: We desire for people to be

committed to serving God's kingdom whether through church, the workplace or marketplace.

The Church: We encourage participation in local congregations of believers and the church as a whole.

Creativity: The College aims to reflect and nurture the creativity that God has given to us. We seek to explore the boundaries of Christian creative experience.

Ministry Skills: The College is committed to the development of effective ministry skills in student's lives.

God focused: We believe in the need for people to develop an ongoing intimate relationship with the Living God. This includes the development of a passion to better understand and apply God's Word.

The Gospel: The College doctrinal basis is the established Christian creeds (Nicene, Apostles). On matters of faith we seek unity in essentials and tolerance in the non-essentials.

Holy Spirit: We believe all ministry needs to be done under the empowering work of the Holy Spirit. We desire to see God's supernatural presence at work within and through the lives of all who come in contact with the college.

UNTIL NOW...

Unity College Australia was established in Canberra, Australia in 1995 as the Canberra Ministry Training College, and has its foundations in grass roots ministry training for local churches.

In 1996 the name was changed to Unity College Australia to better reflect the unity between the churches in Canberra to pool their resources and provide training previously only afforded by larger churches in the capital cities.

In 1998 UCA obtained its Registered Training Organisation (RTO) status and began delivering government accredited training with a particular emphasis on Christian ministry and creative arts training.

More recently UCA has also taken up a national focus to provide training in other major centres around the country through partnerships. 'Australia' has been added to the name to reflect this emphasis. From 2004 onwards, locations in New South Wales, Victoria, Queensland, South Australia and Tasmania have been added for teaching and an expanded range of courses are now available.

The college has also recognized the need to train in the marketplace with a Christian worldview and has added a substantial number of courses with more general vocational outcomes to its scope of registration in recent years.

COLLEGE ETHOS

Unity College Australia is committed to designing and delivering quality vocational education and training programs from a Christian perspective aimed at equipping men and women for effective contributions to contemporary society.

Because it is trans-denominational and independent the College is also in the position of being able to appeal to students from a wide cross-section of Christian streams.

Unity College Australia's programs strive for:

- academic excellence (developing intellectual discipline and expertise for attaining and developing knowledge and skills, as well as providing a basis for further education),
- vocational competency (practical skills and methods that relate to Christian ministry and/or workplace related skills) and
- character development - personal growth based on Christian character foundations.

Students, particularly those in Christian studies streams, are encouraged to develop a strong grasp of the Bible, a growing relationship with God and a range of skills for Christian ministry.

Vocational outcomes range from qualified full-time leadership in the church to competent, professional service in the community at large (e.g. youth work information technology, community care, and creative arts).

Unity College Australia does not attempt to compete with secular colleges. It pursues a distinctly Christian philosophy of education including disciplines that enable students to apply the Christian life practically in serving others.

STATEMENT OF BELIEFS

Doctrinally, Unity College Australia is in the mainstream of Christendom, with its commitment to the inspiration and authority of the Scriptures, the proclamation of the gospel and the sufficiency of Jesus Christ for all human needs. Our core beliefs are drawn from the traditional creeds of the church (Nicene and Apostles).

GIFTS AND DONATIONS

Unity College Australia is a not-for-profit organisation with a mandate to develop Christians who can take their place in the key sectors that influence contemporary society. The college receives no government funding and relies solely on student fees to operate. The shortfall is made up through fundraising and donations.

We invite you to share in our mission. You may do this by supporting the college financially or in any other practical way. From January 2011 gifts and donations over \$2 made to the college are fully tax deductible. Please contact the Director for further information on how you can be involved in this ministry.

2. ORGANISATIONAL ARRANGEMENTS

Unity College Australia functions with:

- a Board (which meets 6 - 8 times a year, but is available for out-of-session consultations). "Extraordinary" meetings of the Board are also held from time to time, e.g. to deal with constitutional issues.
- A Director
- Campus Principals
- Voluntary/Paid administrative Staff and
- Voluntary/Paid Trainers/Tutors.

Annual General Meetings, which are open to the public, are held each year in March/April.

Local Campuses

Teaching staff in local campuses of Unity College Australia are drawn from suitably skilled and qualified individuals from the Christian community in their region. Visiting speakers from interstate and overseas are also invited to provide input into training programs if available.

Faculty details, which vary from one campus to another and semester to another, are available from local campus offices.

Students enrol with the confidence that the studies they undertake will:

- be nationally recognised;
- provide the basis for articulation to higher level studies, if they so desire, e.g. post graduate programs;
- deliver long-term vocational outcomes.

Liaison takes place with other Tertiary Christian Colleges in Australia, regarding opportunities for

improvement and expansion of what Unity College Australia offers.

Unity College Australia is a member of the Australian Council of Private Education and Training (ACPET). The college is also a participant in the Pentecostal/ Charismatic Bible College Association, an active national network of ministry training institutions.

General

Unity College Australia believes a strong client service ethos provides a basis for making informed decisions about technological, people and property investments and the organisational structures it should pursue, that ensure decisions are aligned to a people-responsive focus. Research can give clarity about the needs of clients and show how and where they are changing. These processes contribute to a culture of continuous improvement in the College.

Course Evaluations are used for all subjects and courses to obtain feedback from students and aid in delivery of subsequent training. This feedback is incorporated by trainer/tutors, following analysis of issues raised.

Surveys of students and industry/Christian ministry leaders help to determine appropriateness, relevance, level and style of training offered to clients, and ensures the competencies developed in the College are recognizable and meet the needs and standards of the industry. The College believes this approach will ensure quality training outcomes and meet current and emerging vocational skills needs in Christian ministry.

3. CLIENT RELATIONS

CLIENT SERVICES CHARTER

Unity College Client Service Charter commits us to:

- being friendly, helpful, respectful
- identifying ourselves when we talk to clients
- listening carefully to what the clients say to us
- providing efficient and prompt service
- providing accurate and consistent information in a way that is easy for clients to understand
- explaining the things clients need to know and do
- providing or referring clients to other services appropriate to their needs
- making it easier for clients to access services
- maintaining appropriate confidentiality
- and fixing mistakes.

CODE OF PRACTICE

(Adapted from Standard Code of Practice of the ACT Accreditation and Registration Council)

1. Introduction

1.1 This Code of Practice provides the basis for good practice in the marketing, operation and administration of education and training services by Unity College Australia, a Registered Training Organisation registered in the ACT by the Accreditation and Registration Council.

1.2 For the purposes of this Code "student" refers to any person, participating in education or training delivered by Unity College Australia. A "client" is a person or organisation who may enter into a contract with Unity College Australia for the delivery of education and training services.

2. Provision of Training and Assessment Services

2.1 Our organisation has policies and management practices which maintain high professional standards in the delivery of training and assessment services and which safeguard the interests and welfare of students and/or clients.

2.2 Our organisation maintains a learning environment that is conducive to the success of its students.

2.3 Our organisation has the capacity to deliver and assess the vocational qualifications for which it has been registered, provide adequate facilities and use methods and materials appropriate to the learning and assessment needs of students.

2.4 Our organisation monitors and assesses the performance and progress of its students.

2.5 Our organisation ensures that teaching staff are not only suitably qualified but are also sensitive to the cultural and learning needs of students.

2.6 Our organisation ensures that assessments are conducted in a manner which meets the learning outcomes of the accredited courses and/or relevant Training Package(s).

2.7 Our organisation is committed to access and equity principles and processes in the delivery of its services.

2.8 Our organisation will conduct an internal audit of its policies and procedures, at least annually in order to comply with the Australian Quality Training Framework (AQTF) standards.

2.9 Our organisation undertakes to implement procedures to identify and manage risks concerned with compliance with the AQTF standards and to correct and prevent any failure to comply with our quality system, policies and procedures.

3. Issuance of Qualifications

Our organisation issues qualifications and statements of attainment to students who meet the required outcomes of a qualification or unit of competency, in accordance with all appropriate National Guidelines and our organisation acknowledges that qualifications are nationally recognised.

4. Marketing of Training and Assessment Services

4.1 Our organisation markets and advertises its products and services in an ethical manner.

4.2 Our organisation gains written permission from a student or client before using information about that individual or organisation in any marketing materials.

4.3 Our organisation accurately represents recognised training products and services to prospective students and clients.

4.4 Our organisation ensures students and clients are provided with full details of any contract arrangements with the organisation.

4.5 No false or misleading comparisons are drawn with any other training organisation or qualification.

5. Financial Standards

5.1 Our organisation has measures in place to ensure that students and clients receive a refund of fees for services not provided including instances where the college defaults.

5.2 Our organisation ensures that the contractual and financial relationship between the student/client and the organisation is fully and properly documented and that copies of the documentation are made available to the student/client.

Documentation may include: the rights and responsibilities of students, costs of training and assessment services and issuance of qualifications, payment arrangements, refund conditions and any other matters that place obligations on students or clients.

6. Provision of Information

6.1 Our organisation supplies accurate, relevant and up-to-date information to prospective students and clients covering, but not limited to:

- Code of Practice of the Organisation
- accreditation status of the course
- entry requirements
- arrangements for recognition of prior learning
- commencement dates and duration of courses
- certification to be issued on completion or partial completion of the course of study
- requirements to achieve the qualification/certification
- articulation of the course with other training
- policies on assessment, grading, re-assessment
- costs of training
- arrangements for refund and protection of students' fees
- complaint/appeal processes
- rights and responsibilities of student and provider
- conditions under which tuition may be

terminated

- student support services

7. Recruitment

Our organisation conducts recruitment of students at all times in an ethical and responsible manner including assessing the education background of students.

8. Support Services

Our organisation provides adequate protection for the health, safety and welfare of students and, without limiting the ordinary meaning of such expression, this includes adequate and appropriate support services in terms of academic and personal counselling.

9. Complaints Mechanism

9.1 Our organisation ensures that students and clients have access to a fair and equitable process for dealing with complaints and provides an avenue for students to appeal against decisions which affect the students' progress

9.2 For this purpose, our organisation has a complaints policy and appropriate operational mechanisms which are made known to students at the time of enrolment.

9.3 Where a complaint cannot be resolved internally, our organisation advises students and clients of the appropriate body where they can seek further assistance.

10. Record Keeping

10.1 Our organisation keeps complete and accurate records of the attendance and progress of students, as well as financial records that reflect all payments and the balance due, and provides copies of these records to students on request.

10.2 Students have access to their personal records when no other confidentiality agreement would be breached.

11. Quality Control

Our organisation seeks students' and clients' satisfaction feedback and seeks to improve its services in accordance with this feedback. This is done through the collection and analysis of client feedback in the form of Subject Feedback Questionnaires, Course Evaluations and Trainer Evaluations. This is undertaken by trainer/tutors on the final week of the subject and collected after the subject/course has been completed. These are then collated and analysed by Unity College Australia's quality control delegate

and a summary report is provided to the campus Principal on at least an annual basis for evaluation. The Principal is responsible for the development of options to address any concerns raised.

INTERNATIONAL STUDENTS

Unity College Australia subscribes to the National Code of Practice for providers of Education and training for International Students. This code of practice has a key objective in delivering education of integrity and quality.

Under Australian law students from overseas are generally required to hold student visas to enter Australia for education and/or training. Students are required to comply with the conditions of this visa.

The National Code of practice also provides consumer protection for students who usually cannot see what they are getting before they arrive in Australia and once here they may not be able to remain in Australia to pursue the consumer protection remedies provided by our law.

Particular areas relevant to your studies at Unity College in regard to the National Code of Practice are as follows.

Language

Notwithstanding whether or not students have been assessed through the IELTS international students will be required to undertake bridging courses where their level of English proficiency is not adequate for the course enrolled in. Unity College Australia offers stand alone ESL courses that are available to meet this requirement.

Attendance

Student visas are only available for full-time study. Unity College is required to keep a regular record of your attendance and monitor it on a fortnightly basis. We are required to notify the relevant government department (currently Immigration and Citizenship) where international students have significant absences or stop studying as you would be in breach of your student visa and may be required to leave Australia.

You are also required to keep us up to date with your current contact details (ie Australian residential address and contact phone number) and advise up within 7 days of any change of circumstances.

Recognition of Prior Learning (RPL)

It is a visa requirement that you are studying full time. If you receive recognition of prior learning for any subjects we will either be required to

reduce your course length on your electronic confirmation of enrolment (eCOE) or if that isn't possible we will request you to choose additional elective subjects to make up your course load to a full time load. The course load in the final term of study can be reduced to 75% load provided the student meets course completion requirements.

Refund Agreement

Refund arrangements are covered in this student handbook. The government requires us to advise you that "this agreement does not remove the right to take further action under Australia's consumer protection laws". Additionally our dispute resolution procedures as defined in the handbook do not circumscribe the students' right to pursue other legal remedies. In addition students will receive a full refund of fees for services not provided including instances where the college defaults.

Student Support Services

We have an obligation to provide support for you with regards to:

- orientation
- academic progress
- further study and
- accommodation
- dispute resolution

You should have read the information pack for international students prior to arrival which provides information concerning matters such as banking, obtaining and working visa and tax file number, drivers licences, health cover and schooling of dependents. We trust that these matters have been dealt with to your satisfaction during your initial period here with Unity College.

Dispute resolution procedures are outlined in Section 10 below under the heading procedures for Dealing with Complaints.

Please contact the international student liaison representative or Principal of your local campus if you need further assistance.

Use of Personal Information

You need to be aware that student information may be made available to governmental agencies and the Fund Manager of the ESOS (Education services for Overseas Students) Assurance Fund in accord with the ESOS legislation and the National Code of Practice.

In particular we are required to provide advice regarding certain changes to your enrolment and any breach of the student visa conditions relating to attendance or satisfactory academic performance.

4. VOCATIONAL OUTCOMES & CURRICULUM PHILOSOPHY

VOCATIONAL OUTCOMES

Courses offered by Unity College Australia have been designed to train & equip students in the following situations:

- Those wishing to develop the required skills for leadership positions in church, community or workplace
- Those wishing to develop skills as a basis of employment in a Community Service Organisation or a Christian Ministry (eg Youth Work)
- Those wishing to be gainfully employed in workplace or marketplace (eg in information technology)
- Those preparing for a cross-cultural missions context whether in Australia or overseas
- Those wishing to work in Chaplaincy positions
- Those wishing to work as Christian musicians/artists/worship leaders
- Those wanting to enhance their understanding of Christian beliefs so as to have more skill in practice

For a Christian ministry context it is generally accepted that applicants seeking credentials to work as Youth Workers, Worship pastors or School Chaplaincy positions must have at least completed a course of study at Certificate IV level. Applicants seeking credentials to work as Ministers of churches are encouraged to do studies at Diploma level or higher.

It should be noted that applicants for Christian Ministries are evaluated not on academic achievement alone but also upon factors such as experience, level of Christian maturity, Christian character, ethics and morals, ability to relate, effectiveness in ministry and the definite evidence in the applicant's life of a call of God to the work.

Courses in English as a Second Language, Information Technology, Training and Assessment and Music have vocational outcomes relevant to the industry that they are located in.

CURRICULUM PHILOSOPHY

Background

Unity College Australia is committed to providing training that is academically tenable and intensely practical. The College's programs are designed to draw on the skills of trained and experienced

educators and meet the needs of the Christian community at large, the aspirations of clients and the expectations of the accreditation authorities.

Agreed curriculum values underpin the College's education and training offerings. All new and existing programs are evaluated in terms of the framework outlined.

Curriculum Values

Curriculum development and maintenance are driven by, and are consistent with, the College's Mission, Vision, core values and Statement of Beliefs. The underlying Christian ethos of the College's programs reflects its market distinctiveness, ie Pentecostal/Charismatic/ Evangelical.

We recognise vocational outcomes in the workforce that are not necessarily Christian are also valid ministry outcomes. Where appropriate, curriculum for more general vocational courses will include syllabus with a Christian worldview.

Christian Ministry Outcomes

The curriculum is geared to vocational education and training outcomes for clients of the College, eg Christian ministry in the Australian community, dynamic church planting and world missions. Subjects are concurrently academic and practical in nature, with a strong ministry application.

The College curriculum is designed to address a wide variety of Christian ministry scenarios. Under the guidance of the Holy Spirit the College seeks to fulfil the following goals:

- To increase students' understanding of Christian ministry and the importance of working together under God to fulfil His purposes.
- To discover ministry gifts of students and to increase their ministry skills through training, providing opportunities, experience, mentoring opportunities for spiritual and character development.
- To increase students' understanding of how all facets of various ministries function together.
- To increase interpersonal skills and culturally sensitive communication needs to function as team members with fellow workers.

Industry Outcomes

The curriculum is geared to vocational education and training outcomes for students of the College that will help them gain suitable skills in order to gain employment in the workforce.

English as a second language (ESL) courses will focus on giving students improved communication skills as

an aid to either employment outcomes or more general social outcomes in Australian society.

Subjects

The selection of subjects taught at Unity emphasises accredited training the College is authorised to deliver (ensuring students have the capacity to exit their chosen program of studies with qualification/s that are nationally recognised and portable) and subjects/streams designed to prepare students for their vocational outcomes.

- A small number of short courses (weekend intensives) are not accredited (in terms of a formal qualification), but are taught because of the known needs of the target audience. Teaching of non accredited subjects will, nevertheless, match the high standards of accredited subjects.

The menu of subjects on offer reflects the totality of accredited and non-accredited programs. For practical purposes:

- Timetabling is undertaken with a view to ensuring reasonable/balanced workloads available to students meet the standards required to complete programs within indicated time frames. Subject mixes (i.e. number of hours) are designed to meet Government standards for "full-time" students and ensure a "regular" flow from one term/semester to another during the life of the program.

- Not every subject will be delivered every year. The published program for an academic year (generally) indicates the range of subjects on offer during that year. Elective classes will only be run with adequate class sizes.

Flexibility

Curriculum content is geared to the needs of internal and external clients. Decisions on content take into account feedback from students, levels of recognition of prior learning, expected class sizes, special needs of students, input from member churches and the results of industry surveys.

The principles of "flexible delivery" apply to the way material is structured and delivered within individual subjects, providing:

- Learning Outcomes are achieved.
- Teaching materials are reviewed on an ongoing basis
- Teaching programs, styles and assessment methodologies are overseen by College representatives possessing a Certificate IV in Training and Assessment or equivalent.
- Trainers are chosen on the basis of their subject knowledge and recognition as "practitioners" using their ministry gifts and/or skills in the given field of study.

Subjects are offered in either day or evening classes, according to the needs of clients and availability of staff.

5. COURSE REQUIREMENTS

Entry Requirements

Common entry requirements

While there are no formal education requirements for enrolment in the lower level Certificate programs, it is anticipated that students will have satisfactorily completed Year 12 for the Certificate IV level. However, students who have not attained this level of formal education may be considered for enrolment. In particular this requirement would be waived for mature age students.

Unity College Australia has differing entry age requirements for study of the various courses. See the course outlines for more detail.

Applicants seeking enrolment in the Diploma and Advanced Diploma programs are expected to have completed the qualifications at the lower level or can demonstrate competency at this level.

Specific elements of competency in language, literacy and numeracy are required on entry to the College depending on the course being studied. In general all participants should be able to read and understand text so as to:

- write simple statements (demonstrating an understanding of the writing process, use of basic sentence structure/ punctuation etc)
- identify data and information
- understand the meaning of the text (explaining it in their own words using key terms to support explanation)

Students who have undergone testing showing that they don't have these skills are able to enrol in Unity College's ESL programs.

General Requirements

General requirements for entry are:

- A completed application form
- A successful interview with the Principal or representative (where physically possible)

Specific Requirements

For entry into Christian Ministry or Theology and Creative Ministries courses the following requirements apply:

- The student is a committed Christian and actively involved in a Christian community
- Reference from a church pastor or Christian leader
- Students undertaking Christian Ministry courses should in good conscience be able to subscribe

to the Unity College statement of beliefs which are found in the tenets of mainstream Christianity

An audition/portfolio and/or short structured test will be required for students enrolling in selected Creative Ministries or Music courses.

International Students

In addition to the requirements noted above international students who wish to study in Australia for more than three consecutive months also have to satisfy visa and English language requirements. International students can only study on a full time residential basis.

Visa requirements involve holding a passport valid for the duration of study, meeting health requirements including the purchase of health insurance, demonstrating financial viability to study in Australia and meeting English language requirements.

Students coming from non-recognised English speaking countries are required to sit an IELTS English language test (for some countries the alternative TOEFL test is required). In order to proceed to a general course being offered by Unity College Australia, students are required to achieve an IELTS score of 5.5 or 6.0 for Ministry & Theology.

Students seeking to study the English Proficiency (ESL) course, are required to undertake English language testing however a lower score will apply. Testing requirements vary from country to country. For more information visit the Department of Immigration and Citizenship (DIAC) website: www.immi.gov.au.

International students must be 18 years or older at the time of commencing study with Unity College Australia.

International Enrolment Process

Enrolments for international students can take a considerable amount of time and money.

The process is as follows:

1. Obtain application and personal/pastoral reference forms from the Unity College Australia website.
2. Apply to Unity College Australia and pay the application fee.
3. Ensure that personal/pastoral reference/s have been completed and forwarded to the College

Once steps 1 to 3 are finalised, completed applications will be assessed by the Registrar/Dean

of Students. Successful applicants will receive a Letter Of Offer (LoO) to study with the college.

[Students from Assessment level 3 & 4 countries will be required to lodge their Letter Of Offer (LoO) with the appropriate Australian Embassy/High Commission (Assessment level categories are viewable on the immigration website at the following address: <http://www.immi.gov.au/allforms/pdf/assessment-levels.pdf>) The department undertakes an initial assessment of the application. If the application is deemed as meeting requirements, the applicant is advised by the department to proceed with medicals (if not already undertaken), pay fees and obtain an electronic Confirmation of Enrolment (eCoE)]

4. Return the 'Acceptance of Place' letter that is provided with the offer of place.
5. Address health insurance requirements: Overseas Student Health Cover (OSHC) is required for the duration of the course of study. In most cases it is not possible to transfer health cover from other countries. The purchase of OSHC can be done through Unity College Australia as part of the application process. A quote is provided as part of the Letter of Offer and rates are very reasonable. This payment is required in advance of an electronic Confirmation of Enrolment (eCOE) being issued.

Payments for health insurance are held in trust until visa approval. In the case of unsuccessful visa applications, OSHC premiums will be refunded (less bank charges) according to the College Refund Policy.

6. Address English language requirements: Where English is not an applicant's native language and they have not lived in an English speaking country for a reasonable period of time, a current IELTS score will be required. This English language test is administered through the Australian consulate/embassy as part of applications for student visas.

Unity College accepts students with an IELTS score of at least 5.5 (or 6.0 for Ministry & Theology). Students wishing to study English as a Second Language will also need to complete IELTS but lower scores will apply. Applicants from some countries are able to use the TOEFL test instead.

7. Obtain a passport valid for the duration of intended study period.

Once steps 4 to 7 are completed an electronic Confirmation of Enrolment (eCOE) will be

issued and the Australian government notified.

8. Apply for a student visa with the Australian consulate/embassy in your country of residence. A valid eCoE is required as part of the student visa application

The Australian consulate/embassy will assess applicants against many criteria. Requirements vary according to the applicant's country of birth/residency. These could include having a medical including a chest X-ray and providing proof of financial viability to study in Australia.

Recognition of Prior Learning (RPL)

Background

Unity College Australia (UCA) assumes that previous subjects/courses undertaken by students have been in a field/s unrelated to their proposed studies. However, if a student's educational background includes some relevant studies, it may be possible to transfer all or some of these credits towards a subject/course/training package offered by UCA. Additionally recognition of relevant vocational experience can also be considered.

Where students have undertaken studies at any vocational training organisation recognised by the Australian Government (often referred to as a Registered Training Organisation or RTO), the college has a policy of recognition of any studies undertaken. This would include individual recognised competencies as well as full courses. National recognition is at no cost to the student.

Students seeking Recognition of Prior Learning (RPL) for a subject/course leading to a UCA qualification may be granted a maximum of 100% of individual subjects using direct evidence. RPL is normally considered where there is an obvious relationship between external and UCA units of study, and their respective learning outcomes.

Within the College, applications and submissions for RPL are considered by an RPL Committee. As part of the RPL process the college will:

- advise potential RPL applicants about the process;
- provide applicants with Initial RPL Application forms and RPL Submission & Assessment Kits that include the Learning Outcomes for subjects/units in which advanced standing is being sought;
- receive applications and RPL submissions from students;
- compare academic content (including course loads and prescribed learning outcomes) using transcripts, course information, syllabus documentation and interview;

- assess the relationship between previous studies and experience and the subject/s for which students intend to enrol;
- make decisions regarding the levels of RPL to apply. (Where necessary, this is done in conjunction with the institution/s through which previous qualifications were granted. Grants of 100% RPL will only be awarded where a subject/competency is as closely as possible identifiable as identical to a subject/competency on offer from Unity College Australia);
- advise applicants of the outcomes of their applications.

What Students Need To Do

As part of the College's quality assurance measures, the subjects students have previously undertaken will need to be assessed. New or existing students who are seeking recognition of studies they have previously undertaken in another educational institution towards a course of study they intend undertaking at Unity College Australia, are required to:

- complete an 'RPL Initial Application' form available from the college reception.
- pay the RPL Initial Application fee
- participate in a preliminary interview to determine course and unit options and receive an RPL processing quote and appropriate RPL Submission Kit that includes the learning outcomes for the required course/units
- accept and pay the quoted RPL processing fee
- provide adequate supporting documentation (academic transcripts, certificates/ diplomas,

certified copies of achieved learning outcomes, course components and assignments)

It is the student's responsibility to outline the individual learning outcomes or skills they have acquired against the prescribed assessment criteria of the relevant subject(s).

The RPL Committee will assess applications and advise students in writing of the outcome as quickly as possible (subject to the availability of all relevant documentation).

Charges

Applicants are required to pay \$75 with their RPL Initial Application. Further charges will be determined in consultation with the student at an initial interview but will vary between 15% of course fees up to the full cost depending on the course selected.

Appeals

Applicants may appeal the result of the RPL assessment by applying in writing to the Principal.

Change to Course Enrolment

Students wishing to change the course in which they have enrolled must formally advise the college in writing prior to changing course. A withdrawal/transfer fee may apply.

For international students there will be a further re-enrolment charge as per below. The college will provide a new electronic Confirmation of Enrolment (eCoE) which the student must present to the Department of Immigration & Citizenship in order to update their visa.

6. FEES AND REFUNDS

Application Fee

For students wishing to study at credit or assessed level there is a one off non-refundable student application fee.

Australian students	\$75
International students	\$200
Australian students enrolling in a new course stream and International students re-enrolment	\$75

Academic Fees

Course Fees

Fees for individual courses can be found in Course Outlines. These are available on the college website or on request from the college office.

The college doesn't offer concession rates with the exception of the following courses:

- Certificate IV in Training and Assessment
- Certificate II in Information Technology

International Student Course Fees

Course fees include an international student levy to cover additional expenses such as government insurance requirements.

Financial Assistance

Government Funding: Selected courses may attract government funding for all or part of the course fee. Contact the college for information and eligibility.

Scholarships: A limited number of scholarships are available at times to assist continuing students with fees.

Additional Fees that may apply*

- Textbooks: Students will be notified of textbooks required by the trainer of each subject. Some texts may be purchased through the college
- Recognition of Prior Learning: See pg 14
- Late enrolment fee: A fee of \$50 will be charged where course enrolments are received after the cut off enrolment date
- Late payment fee: \$50 where a course related payment is not made by the due date
- Student card replacement: \$15 for replacement of a lost or damaged ID card
- Replacement Award fee: \$50 for replacement of a lost or damaged award
- Late Assignment fees: Fees apply to the late submission of assignments. See pg 22

- Resit/resubmission fees: A fee may be charged where a student is given the option to resubmit an assessment item. This fee will be more than 50% of the original subject cost
- Deferral fee: No fee is charged for deferrals however an additional \$50 fee is charged on resumption of study
- All above fees are subject to change at the beginning of each academic year

Financial Policies

Student Payments

Payments are to be made directly to the Unity College Australia office in Canberra (or authorised representative for courses held in other locations). Initial payments may be made in person (cash, cheque, credit card or eftpos), by phone (credit card), by mail (cheque/money order or credit card) or by internet (direct deposit to the college bank account).

Full time students:

- Students will be required to pay the first term of study in advance by the specified due date
- The balance will be charged by regular direct debit from the student's nominated bank account
- If a payment is missed the college has the right to:
 - charge full time students on a subject by subject basis from the period where the payment was not made
 - charge additional late fees
 - require students to stop attending classes until their fees are in order

Part time and Casual Students:

- All fees should be paid in full prior to commencing study (ie both term and semester long subjects enrolled in must be paid in full).

Fees - Holds

Overdue fees and outstanding library books or equipment loans will result in a hold being placed on:

- Further enrolments
- Issue of academic results/awards

Withdrawals

If a student wishes to withdraw from a subject of study or a course, a 'Notification of Withdrawal from

Subject/Course' form must be completed and forwarded to the Unity College Australia office.

Full time students who withdraw from study during their course will forfeit the right to pay on the basis of the course fee. Charges incurred will be based on the addition of the various subjects studied taking into account the date of withdrawal in relation to the current term/semester.

Refund Policy

Full time course enrolments

Student application fees are not refundable.

Once initial payment has been made an amount of 50% of the first semester's course fees is non refundable. This is to take account of the commitment the college has to make in deciding if courses have sufficient numbers of students enrolled to proceed.

Withdrawal after a course commences: Ongoing direct debits will be waived from the date of notification of withdrawal with the proviso that all fees for subjects currently enrolled in are paid in full (including Fieldwork eg retreat and mission trips).

Part time & casual students

Individual subject withdrawal penalty:

- Prior to the cut off enrolment date for each subject (one week before the first class of a subject) - 10% of subject fees
- Up to the end of the first teaching week of term - 25% of the subject fee except where you have already been notified that a class for an optional subject will be running. In this case the full term fee is payable
- After the first teaching week - the full subject fee is payable
- There is no refund within a given term for individual or group music tuition withdrawals due to commitments made to our tutors
- Student application fees are also not refundable
- Refunds will be made in Australian dollars even if the initial payment was made in another currency. The student is responsible for any currency conversion costs
- Full refunds of all relevant fees will be paid where a course doesn't run
- The Principal retains the right to waive the above refund policy in exceptional circumstances

International Students

Refunds are prescribed in ESOS Regulations 2001, and any refunds to International Students will be made in accordance with those regulations.

If an International Student visa application is rejected all fees are refundable in full except for (a) administration expenses totalling no more than the lesser of (i) \$250 and (ii) 5% of the total amount of course fees received.

Documentary evidence from the embassy of the visa rejection must be provided with a refund request.

Refunds will be paid within 2 weeks after written advice is received.

Deferment of Enrolment

Students wishing to defer their enrolment in a course or individual subject must apply in writing to the college Principal or Dean.

Individual Subjects:

Where a student withdraws from a subject after week 1, with the intention of re-enrolling at a later time no refund can be given. However the re-enrolment fee for that subject will be 50% of the relevant subject fee current at the time of re-enrolment.

Enrolment fees are not transferable from subject to subject if the student withdraws after week 1.

Courses:

Where a student seeks to defer their course of study a one off re-enrolment fee of \$50 will be payable upon recommencement.

The refund policy for course deferment is as for course withdrawal.

Re-enrolment fees will be based on the course and subject fees current at time of course resumption, taking into account any subject to which a 50% discount may apply.

In all cases of withdrawal or deferral International Students must comply with the rules of their Visa.

Deferment policy applies for a period of up to 2 years from the beginning of the term/semester in which course deferral is requested and granted.

Appeals

Any disputes to the proposed level of refund are to be taken up in writing with the Principal who will review the circumstances and advise the student of the outcome. Refunds are to be made promptly once agreement has been reached. This is not to exceed 4 weeks duration.

7. COURSE LISTING

COURSES LEADING TO FORMAL QUALIFICATIONS

The following is a list of courses currently available through Unity College Australia (Canberra region). Not all courses run at any given time.

Ministry & Theology

Certificate III in Christian Ministry & Theology (30771QLD)

Certificate IV in Christian Ministry & Theology (30772QLD)

Diploma of Christian Ministry & Theology (30773QLD)

Advanced Diploma of Christian Ministry & Theology (30774QLD)

Pastoral Care

Certificate IV in Pastoral Care (CHC41108)

Celebrancy

Certificate IV in Celebrancy (CHC42608)

Creative Arts

Certificate IV in Creative Ministries

Course streams available:

- Music (80802ACT)
- Technical Production (80810ACT)
- Drama (80813ACT)
- Dance (80812ACT)
- Visual Arts (80811ACT)
- General Arts (Any two of the above streams) (80822ACT)

Diploma of Creative Ministries

Course streams available:

- Arts Leadership (Church or Community) (80801ACT)
- Music Performance (80820ACT)
- Composition & Arrangement (80815ACT)
- Drama (80818ACT)
- Dance (80817ACT)
- Visual Arts (80816ACT)
- General Arts (Any two of the above streams) (80819ACT)

Advanced Diploma of Creative Ministries

Course streams available:

- Arts Leadership (Church or Community) (80800ACT)
- Music Performance (80821ACT)

Music

Certificate IV in Music (CUS40109)

Diploma of Music (CUS50109)

Full time students would anticipate completion of Certificate IV courses in one year, Diploma courses in two years and Advanced Diploma courses in three years.

Adult Training

Certificate IV in Training and Assessment (TAA40104)

Business

Certificate II in Business (BSB20107)

Certificate III in Business (BSB30107)

Certificate IV in Business (BSB40207)

Certificate III in Business Administration (BSB30407)

Certificate IV in Business Administration (BSB40507)

Certificate III in Frontline Management (BSB31207)

Certificate IV in Frontline Management (BSB40807)

Diploma of Management (BSB51107)

Information Technology (IT)

Certificate I in IT (ICA10105)

Certificate II in IT (ICA20105)

Certificate III in IT (ICA30105)

Certificate IV in IT (Networking) (ICA40405)

English as a Second Language (ESL)

Certificate I in English Proficiency (40620SA)

Certificate II in English Proficiency (40621SA)

Certificate III in English Proficiency (40622SA)

Certificate IV in English Proficiency (40623SA)

These courses of study can be undertaken in full or part time mode. Casual students are always welcome to attend individual subjects that make up part of a course.

All these courses are fully accredited under the Australian Qualifications and Training Framework, leading to nationally recognised qualifications.

Australian students studying a full-time load may be eligible for AUSTUDY or ABSTUDY.

The above courses are all offered by Unity College in Canberra. Some of these and various other courses

are offered in Unity College campuses nationally, by Unity College partners and online. For more information please see the Unity College web site www.unity.edu.au which has full course outlines for each of these courses

MUSIC SCHOOL

Our high quality music school offers individual & group tuition across a wide range of instruments for adults, youth and children.

SEMINAR PROGRAM

The seminar program runs to provide opportunities for Christians and other interested people to gain insights on particular issues facing our society and supplements our formal course program by allowing casual students to experience training in areas for which Unity College Australia has developed a strong reputation.

Full descriptions of the seminars will be available from Unity College Australia's Canberra campus as they are programmed.

8. GRADUATION & ASSESSMENT

Graduation Requirements

To graduate from a course of study the student must complete the set course requirements including:

- Attendance at classes as outlined in the Attendance & Absences policy (later in this section of the handbook)
- Completion of - assessments and be graded as competent in all course competencies.
- Fulfilment of any prescribed practical assignments (eg chapels, student service, local church ministry, field trips, work placements)
- Fulfilment of any specified co-curricular requirements (eg community service).
- Full payment of fees
 - Return of all library books and other college resources
 - Maintained a satisfactory level of conduct during his/her time at College
 - Completion of any co-curricular requirements

Students who satisfy these criteria will be awarded the appropriate Certificate together with a Transcript detailing the results achieved in each unit of competency. It is expected that students will receive this at the graduation ceremony where their achievements will be honoured.

Students who fail to achieve the full list of criteria above to qualify for the award will receive a Statement of Attainment.

Graduation

Graduation ceremonies are usually held annually and provide an opportunity for Unity College Australia to acknowledge graduating students.

Reissue of Qualifications

Students wishing to request a reissue of a qualification (testamur) whether it be a certificate, transcript or statement of attainment are required to make this request to the college in writing providing information about when they undertook their study with the college and what testamur they are requesting. There will be a small charge for this service.

Assessment Strategies

Assessment for the Certificate and Diploma courses have been developed to conform to the recommendations contained in the Australian

Quality Training Framework (AQTF) in line with the principles of competency based training.

Attempts will be made (where appropriate) to incorporate more than one assessment criterion or learning outcome in a single assessment activity. Assessment results will indicate either achievement or non-achievement of competence.

Results will be expressed as

Competent (C)

Not Yet Competent (NYC)

Participants are able to negotiate the assessment methodology relating to subject competencies where they have specific training requirements.

An outline of subject content, learning outcomes and associated assessment tasks will be distributed by individual trainer/tutors (during the first 2 weeks of term/semester).

Courses include a variety of **assessment methods**, instruments and events which include but are not limited to:

- Written tests/assignments/presentations
- Oral questioning/presentations
- Group activities including role play
- Practical application of skills/performance under supervision
- Research tasks/projects
- Attendance and participation;
- Practical performance, rehearsal & fieldwork as applicable;
- Written assignments, exercises, tutorial/ seminar presentations, tests as applicable;
- Journal/notebook completion as applicable.
- Peer/collaborative/self assessment
- Recognition of Prior Learning
- Recognition of national qualifications and competencies gained at other Recognised Training Organisations (RTOs).

Fieldwork or on-the-job training refers to training conducted under working conditions; that is, completed and assessed within the workplace. These can be carried out in a wide range of environments where the student will be under the supervision of an experienced worker.

On-the-job assessment results will be recorded by a variety of methods that may include but are not limited to:

- on-the-job log books
- training record books
- skills passports

Attendance and Absences

Unity College has a government obligation to see that class rolls are kept and regularly filled out. Students are required to attend at least 75% of classes (80% for international students) in order to gain competence in the particular subject. This means that students cannot miss more than 2 classes each term for subjects scheduled once per week. Late attendances will be marked as a half attendance at the trainer's discretion.

Students absent for more than 2 consecutive days due to illness must submit evidence such as a medical certificate.

If students do not satisfy the attendance requirement they need to demonstrate in some way that they have covered the material presented prior to gaining competence. For example, students could read the teaching notes and provide a short summary or do an activity which demonstrates that they have considered the material. If pre-existing assessment items require an understanding of the teaching notes this may be adequate. This must be done in consultation with the relevant trainer/tutor.

In certain exceptional circumstances beyond the students control (extended sickness, personal trauma and the like), students may apply to the campus principal for special consideration. Upon approval of the Principal, alternate pathways for the fulfilment of course requirements may be granted. Students should apply in writing as soon as possible detailing the circumstances and reasons why special consideration would be granted.

Decisions will be made by the Principal and students will be notified of the outcome in writing.

Students are required to advise the college in advance of any foreseen class absences.

International Students

International students enrolled in subjects that run over a semester are required to meet the attendance requirements for each term separately. The Australian government requires the college to formally counsel students who are absent for more than five successive days without approval or who are not consistently attending their course.

Further to this, the college has a requirement to advise the Department of Immigration & Citizenship (DIAC) if any international student misses more than two successive weeks of classes across multiple subjects. If it becomes necessary to report lack of attendance to DIAC a student's visa status may be reviewed.

This requirement may be waived in exceptional circumstances as noted previously where the appropriate procedures are adhered to. Medical reasons must be supported by a doctor's certificate.

Exit Points

All multi-year courses have exit points at the completion of each year of study. For example students enrolled in a Diploma course can exit at the Certificate IV level after one year. Similarly there are also exit points at six month intervals for most lower level courses.

A Statement of Attainment can be issued upon successful completion of a subject, even if a student exits prior to completion of the graduation requirements for the qualification being studied.

9. ACADEMIC POLICIES

Grading

Formal assessment in Unity College courses is described as Competent or Not Yet Competent. Individual trainers/tutors may choose to allocate marks and/or grades for subjects and individual assessment tasks but this is not a formal requirement. A student is assessed as 'Competent' when he/she is able to demonstrate achievement of each Learning Outcome for the relevant subject.

For example a student who does very well in four of five learning outcomes but doesn't achieve the fifth learning outcome because they didn't hand work in will still be graded 'Not Yet Competent'.

Assignment Submission

All written assignments should be submitted with an 'Assignment Cover Sheet' by the due date to the relevant Unity College Australia campus office, unless alternative arrangements have been negotiated with the trainer/tutor or state coordinator.

Assignments should follow the specified assignment presentation guidelines. The office will stamp assignments with the date received and pass them on to the appropriate trainer/tutor for marking.

Students are required to retain a copy of every assignment. While every care is taken to ensure students' work is not mislaid if a replacement copy can be submitted. It will also help resolve any question concerning whether or not an assignment has been submitted.

Extensions

If you are not able to complete an assessment task by the due date you will need to negotiate an extension with the trainer/tutor. This must be done before the due date. If you are not able to contact the trainer/tutor in person you should notify the college office. Extensions will normally be granted for a maximum of one week (longer in extenuating circumstances). It will be up to the individual trainer/tutor to decide whether or not to grant an extension and whether any evidence (e.g. medical certificate) is required.

An 'Assignment Extension Request' form is to be completed and signed by the trainer/tutor and submitted with the assignment.

Late Submission of Assignments

A 'late submission' fee will be charged for assignments submitted after the due date or negotiated extension date. The fee is determined by the number of weeks the assignment is late and

is payable at the time of submission. Current fee rates are available upon request from the college office.

Acceptance of an assignment submitted 4 weeks after the due date or after the finish date of a subject is only at the discretion of the Trainer/Principal. If not accepted the student will be awarded an NYC grade for the subject. To complete the subject the student may be given the option to re-enrol, pay 50% of the subject fee and submit any outstanding work.

This policy will be waived only at discretion of the Principal in exceptional circumstances (eg extended sickness accompanied by a medical certificate).

Resubmission and Re-marking

If an assessment task is graded as 'Not Yet Competent' you have the opportunity, as negotiated with the trainer/tutor, to be re-assessed by:

- resubmitting an amended assignment or re-sitting a test;
- completing an additional assessment task (at the trainer/tutor's discretion); or
- applying for a re-mark (this is to be arranged through the College Principal)

Applications for re-assessment should be received by the College office within one week of return of the relevant assignment/test.

Re-assessment may involve payment of an additional fee.

Written Assignment Presentation Guidelines

Presentation

All assignments should include:

- Cover Sheet (available from the Unity College Office or Common Room).
- Assignment content - response to the assessment task.
- Bibliography (list of references/resources used in the preparation of the assignment) - see separate guidelines for setting out citation footnotes and bibliographies.

To facilitate marking, please do not place individual pages in separate plastic sleeves of a folder.

Layout

All assignments should:

Be typed or word processed

Be double spaced

Be written on one side of the page only

Have left and right hand margins of approximately 3 cm

Word Count

Where a word count is specified, assignments should be within 10% of that amount. Where a range is specified (e.g. 1000 - 1500 words) assignments should fall within that range.

The word count includes small quotes within the body of the assignment which should not total more than 10% of the assignment. The Bibliography, footnotes and any large quotes should be excluded from the word count.

Assignment Format

The exact format of the assignment may vary depending on the type of assignment (e.g. essay, book review, fieldwork report etc.) and individual trainer/tutor's guide-lines.

Essays: the format should involve the following sections -

- Introduction - a paragraph introducing the topic and giving a brief outline of how you are going to approach it, what you will cover in your essay.
- Body/development - this section is the major part of your essay. Here you need to state your main points and develop your ideas. Thoughts need to be presented logically and clearly and should always relate to the topic of the essay.
- Conclusion - a closing paragraph or two which summarises your main points and conclusions about the topic.

Reports: the format for a report will depend on the nature of the material being reported on -

- Subheadings for different sections will probably be appropriate.
- Content may include lists of information gathered (facts, figures etc.). These may be included in an appendix but must be referred to in the content of the report. Information should still be presented logically and in a way the reader can understand its relevance to the topic.
- An introduction and conclusion/summary are still required. Both must be related to the assignment topic.

Academic Performance

All students are required to maintain an acceptable standard of academic performance throughout the semester in order to pass their course.

International Students

The Department of Immigration and Citizenship (DIAC) requires international students to be performing at an acceptable level in their studies.

Students are deemed to be performing at an unsatisfactory level where they:

- Have unsatisfactory achievement in more than 50% of their subjects/units in any one term/semester.
- Receive an NYC result for a compulsory unit twice.

Such students will be notified in writing as soon as practicable. The reasons for this letter, which will constitute an official warning, will be outlined as well as actions required to redress the situation and potential consequences if not followed. The student will be invited to discuss the issues with the Campus Principal who may choose to review any official warning where extenuating circumstances outside of the students control occur.

Otherwise if the student does not comply with the outlined requirements at the end of the semester, termination of study may result. This may include reporting to DIAC via the International Student Registrar. Students will be notified in writing prior to this happening.

Academic Support

Students having difficulty completing assessment requirements for any individual subject are welcome to discuss their difficulties with their relevant trainer. The trainer may suggest additional work that may assist you. These could include one-on-one sessions, alternative assignments, resubmissions and/or academic counselling.

Students having difficulty meeting requirements of their course of study are encouraged to seek advice and support from campus staff who can suggest appropriate strategies for dealing with issues raised.

Academic Misconduct

Unity College regards any academic misconduct as a serious matter and will take appropriate action. Examples would be:

- Taking unauthorised materials into an examination
- Having a substitute person sit an examination in place of the candidate
- Submitting work for assessment knowing it is the work of another person
- Submitting a falsified medical certificate

- Plagiarism
- Collusion

Plagiarism

When using other writer's words or thoughts, it is ethical to give credit to them. To present someone else's work as your own is plagiarism. In effect it is stealing, breaching God's commandment, "You shall not steal." (Ex.20:15). This is unacceptable behaviour in secular institutions, and so much more in a Christian College context. Copyright laws protect the intellectual property of the creator of written work, so only limited copying is permitted, if at all, and acknowledgment must be given to the author. You should identify others' work in your assignments by listing the sources in footnotes and Bibliographies.

Collusion

Unless a team project or assignment is indicated, any obvious copying of another student's work will mean disqualification of both students' entire work.

Academic Appeals

The purpose of this policy is to assist clients wishing to appeal academic decisions made by staff of Unity College Australia.

Procedure

All appeals should be made in writing to the Principal within two weeks of return of the assessment.

Appeals should include:

- particulars of the assessment that is appealed against
- details of who made the assessment and the date it was returned to the client
- a copy of the Resubmission and Re-Marking application and the outcome/s (where relevant)

The Principal will allocate a suitable person, previously not involved, to review the assessment. Their decision will be final.

The appeals process should not exceed 4 weeks from receipt of the written appeal.

Access to Results

Students are to have timely access to current and accurate records of their participation and progress.

The college commits to the return of marked assignments and tests within 4 weeks of the due date. This does not apply if final assessments are not received by the due date.

Where students are undertaking courses at least a year long an unofficial subject results record will be provided to students after the end of each semester. Students are able to request statements of attainment at any time at a small charge. These will typically cover up to the last completed semester of study.

10. GENERAL POLICIES

Occupational Health and Safety (OH&S)

Unity College Australia is committed to safeguarding the health and safety of staff and students. Students should acquaint themselves with their responsibilities and the avenues available for them to safeguard their health and safety.

Overview

Unity College Australia will take all reasonable steps to ensure that students are not exposed to any risk while at or near its premises or while utilising its services. The College will strive to improve the standards and practices of occupational health and safety in all premises it uses. It will regard all existing community standards as the minimum standards.

To achieve its OH&S objectives the College's policy will:

- provide appropriate information and training, including during induction training or orientation, on OH&S to all staff and students, to enable them to perform their work and/or studies in a manner that is safe and without risk to their health or to the health of others;
- hold all levels of management responsible and accountable for health, safety and rehabilitation matters in the areas under their control
- staff will be provided with information on their responsibilities for OH&S;
- ensure that expert advice is available on OH&S matters affecting staff, students, members of the public and contractors;
- conduct regular occupational health and safety audits;
- place the safety and health of employees ahead of the protection of equipment and services;
- enable the provision and maintenance of safe plant, equipment and systems of work including safe storage and handling of substances;
- immediately notify staff, students, visitors and the relevant authorities of all accidents, hazardous situations, dangerous occurrences or immediate risks to health and safety; and
- where work/study environment is such that for staff or students to continue to perform their usual duties would be a danger to their health, instruct them to use suitable alternative premises until any hazard has been eliminated or controlled.

Student Responsibilities

Students are expected to take all reasonably practicable steps to:

- ensure proper use of appropriate safeguards, safety devices and safety equipment provided by the College and follow agreed safe work practices;
- ensure that they do not take any action, or make any omission, that creates a risk, or increases an existing risk, to their health and safety, or of other persons on the College premises;
- use equipment, in accordance with any instruction given by management consistent with its safe and proper use; and
- cooperate with the College, to the extent necessary to enable it to fulfil its duties and obligations, especially in emergencies.
- Inform College administration of any potentially hazardous situations.

Duty of Care

Unity College Australia (UCA) will ensure that all written or oral information or advice given is accurate, timely and complete and that they are duly authorised to give out such information.

UCA recognises a student's right to know how and why decisions were made. In order to help understand the reason for those decisions, UCA will endeavour to ensure that students:

- receive clear information about the policies and instructions affecting their case (care will be taken to ensure all relevant facts are known and understood);
- have an opportunity to provide all the information about their case (even after the making of a decision, as it may be that the new information results in a different decision being made);
- are given an explanation of why, if it is not possible to give a favourable decision; and
- are aware of any rights of review.

Mentoring

"Mentoring is a relational experience through which one person empowers another by sharing God-given resources." (# Stanley and Clinton). The resources may be wisdom, information, experience, modelling, confidence, insights, direction, relationship status, etc.). Empowering means

imparting strength, persistence and encouragement in times of weakness or uncertainty, so that the person will have competence in applying knowledge gained. Hence mentoring results in realising the mentoree's full potential. It establishes accountability, and encourages consistency in moral and character development.

Mature successful leaders testify to several significant individuals whose timely help enabled them to grow and finish well. Mentoring of each student is a key mechanism of their rapid and sustained growth. It needs to be deliberate (by spoken agreements) and intensive (ideally weekly contact), rather than occasional or non-structured.

Where students are Christians, Unity College Australia works on the principle that the basic mentoring provider for non academic matters (and provider of primary pastoral care) is their local church or the Christian community to which they belong. For students not currently based in a local church (e.g. students who have moved from overseas or interstate) the College will provide the mentoring framework until the student finds a local church/group to do so.

The College has a Policy on Mentoring and maintains resources to assist Mentors with advice on the various available programs as required by students and the mentor.

For students in courses such as IT and ESL, the college provides general support to students as the need arises.

Stanley, Paul. D. & Clinton, J. Robert "Connecting" Navpress 1992

Confidentiality of Personal Information

Introduction

Unity College Australia (UCA) has certain obligations in relation to the personal information which it holds about its students.

Students are entitled to protection of their privacy, as are staff and others who might have dealings with UCA. Privacy considerations apply to all information UCA may hold about students, including factual data (address, phone numbers, age, enrolment status, etc.), academic progress (examination results, evaluation and assessment and academic standing) and personal welfare (family matters, medical matters, financial matters, etc).

UCA will seek to minimise the information it needs to hold in respect of individual students.

Commitment

Staff of UCA may require access at times to personal information about you, in your interests. To the extent that the information is private, UCA will restrict access to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests as a student.

UCA will not disclose personal information about you to other students, to people outside the college (other than in accordance with any legal or academic obligation, e.g. to Centrelink, if you are a recipient of a benefit such as Youth Allowance, and at their request) or staff who have no need of access to the information, unless you tell us, in writing, that you have given permission.

This means that we do not release any information we hold about you, including your address, phone numbers or your results, even to close relatives without your permission. As a general rule, details of friends, family members and others who contact Unity College Australia seeking information about students (including their personal contact details) will be passed on to the students, for action as they see fit.

If you apply to transfer to another tertiary institution, we may release to that institution or a tertiary admissions centre, information about your academic progress at this college, although normally you will have consented to this in your application to the new institution.

Unity College Australia likewise commits itself to ensuring that all information about students is stored securely.

Unity College Australia reserves the right to use any photographs, recordings and/or film or video taken of staff and students as part of college activities in its marketing materials.

Access and Equity

Purpose

Unity College Australia (UCA) is firmly committed to achieving best practice in the provision of Christian ministry vocational education and training.

UCA acknowledges that this is dependent on non-discriminatory access to services and comparable educational outcomes by all groups in society. By providing accessible and equitable vocational education and training all clients will be able to develop knowledge and skills to enhance life and work opportunities.

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

women, Aboriginal and Torres Strait Islanders, people of non-English speaking backgrounds, people with physical or intellectual disabilities, older people, and the rurally isolated. This policy aims, therefore, to assist the College community to achieve best practice by promoting the establishment of strategies and processes which effectively redress past disadvantage and improve the position of all groups in society.

Commitment

UCA's commitment to the principle of access and equity in vocational education and training for target groups gives practical expression to the Australian National Training Authority goal of improving the knowledge, skills, and quality of life for Australians, having regard to the particular needs of target groups.

In keeping with this commitment UCA will strive to ensure that programs and services are relevant, accessible, fair and inclusive by:

- promoting programs and services to the community in a manner that includes and reflects the diverse client population, to ensure that all prospective students are well informed on the options available to meet their individual training needs;
- increasing the skills base of clients to improve their employability in line with the skills requirements of the Christian community (UCA's "industry");
- providing an effective range of vocational preparation programs to the community;
- ensuring that those groups traditionally under-represented in vocational education and training have the opportunity to participate and achieve the same outcomes as other members of the community;
- implementing fair educational program and resource allocation practices, to maximise the participation of target groups;
- facilitating access to culturally inclusive literacy and numeracy training that meets individual, community and industry needs;
- undertaking to eliminate policies, practices, structures, assumptions and behaviours which may contribute to the disadvantages suffered by under-represented groups both in employment and in education.

Legislative Obligations

UCA's Access and Equity Policy acknowledges its legal obligations under the relevant State and Territory equal opportunity laws, to ensure that our working and teaching practices are fair and

equitable, and our learning environment non-discriminatory.

Roles and Responsibilities

UCA's Board and staff are change agents and foster the implementation of access and equity best practice by ensuring that:

- UCA's corporate goals clearly define its role in meeting the educational needs of all clients, including equity target groups;
- equal opportunity policies are in place and understood;
- barriers to participation are identified and strategies developed to overcome them;
- key staff have identified responsibility and expertise in equal opportunity matters;
- UCA's policies and procedures are non-discriminatory and inclusive;
- staff are provided with information about access and equity issues;
- students are provided with information about access and equity issues;
- levels of participation and attainment by equity target groups are recorded;
- staff members are aware of progress in the participation and outcomes for equity target groups and action plans are developed and put in place to meet any deficiencies.

Staff are responsible for ensuring that they understand and implement the policy and behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff, students and other clients.

Students are responsible for behaving in a courteous, sensitive and non-discriminatory manner when dealing with other staff, students and clients.

Christian Ministry Training Context

It is expected that students undertaking Christian and Creative Ministries courses be committed Christians. Admission documentation must therefore be endorsed by applicants' Pastors. Students are expected to behave consistently with Biblical standards and Christian character.

As part of college life, students are also expected to attend and be actively involved in the life of a local church or Christian community of their choice.

Access to Personal Records

Students have a general right to access their student files held by Unity College.

Unity College can however refuse to give students access for particular reasons, for example, where

there is a threat to the student's health and safety or the health and safety of someone else or where another law prevents access. Even then Unity College will consider giving the student limited access to the information such as giving access to the information or a summary of the information whilst blocking or excluding the information covered by the exemption.

Unity College's procedure is:

- Students are required to apply in writing
- The Principal or delegate will arrange a mutually satisfactory meeting time within the next one to five teaching days.
- Files may only be viewed on site, and in the presence of the delegated staff member
- Students are able to make changes to their personal information for accuracy, completeness, relevancy or currency

Procedures for Dealing with Complaints

Unity College Australia (UCA) ensures that students have access to a fair and equitable process for dealing with complaints and provides an avenue for appeal against decisions which affect their progress.

This policy, which is given to students at the time of enrolment, outlines the College's procedures for the resolution of complaints in relation to enrolment, assessment methods in a subject, course content, teaching practices, support for students and any other matters that arise.

If you have concerns about aspects of study at the College or a subject which you are undertaking, and which you are unable to resolve with the trainer/tutor, you may raise them with the Principal (preferably verbally in the first instance) who will endeavour to resolve them informally. If you are not satisfied with the outcome and wish to take the matter further, you must lodge the complaint, in writing, with the trainer/tutor concerned, with copies to the Principal or Dean.

If you are still not satisfied with the trainer/tutor's consideration of the complaint, you may require the complaint to be considered by the Principal formally. A copy of the original complaint, together with any other material which you consider relevant, is to be provided to the Principal.

Finally, if the matter is not resolved to your satisfaction, you may refer it in writing to the Director for consideration. The Director will

observe the following process in considering the matter:

- review the circumstances of the dispute or question, including the material you submit;
- give you an opportunity to present your case in person to an independent committee of not less than two members (eg local church pastor, ACPET representative, former graduate of the college). You will be notified in writing not less than five working days before the date of the meeting; and
- make a speedy determination in the matter.

The Chairperson at any meeting will ensure a record is kept of the proceedings, containing a fair summary of the evidence submitted to or obtained by the committee and such other minutes of its proceedings as will show the manner in which it conducted the inquiry.

Immediately after reaching its decision, the Principal will communicate that decision to you, as well as staff who have been involved.

If there is any charge in putting together the board appointed committee it will be minimal.

Harassment

Unity College Australia (UCA) is committed to the prevention of harassment of any kind and recognises the right of all students and staff to study and work in an environment which is free from harassment and which is not hostile.

The College is also committed to creating an environment where all staff and students are treated with dignity and respect and in an environment where diversity is valued.

Definition

Harassment is any unwanted, unwelcome or uninvited behaviour of a verbal, non-verbal, physical or sexual nature, which makes a person feel humiliated, intimidated or offended.

Any behaviour fitting the above definition will not be tolerated by the college and may result in suspension or dismissal from duties or from a course currently being undertaken at Unity College Australia.

Please note that sexual harassment is prohibited by the Equal Opportunities Act 1995 and the Federal Sex Discrimination Act 1984.

Role and responsibility of Unity College Australia

The College undertakes to:

- Inform both the staff and student body of the policy and definition of harassment and the

possible consequences of such proven behaviour.

- Appoint both male and female mentors to whom complaints may be made
- Carefully investigate all alleged incidents of harassment taking into account the statements and opinions of all involved and of witnesses, if appropriate
- Deal with complaints in a sensitive, equitable, fair, timely and confidential manner which assures that respondents are accorded natural justice through the use of procedures which are impartial, open, and fair to all parties
- Counsel all parties involved with a view to deeper understanding of the issues leading to forgiveness and reconciliation if possible
- Ensure that complainants are protected from victimisation or reprisals
- Should a complaint be upheld consequences for the respondent will depend on the seriousness of the case. Consequences for staff could include: making an apology, undertaking counselling, and a change in job responsibility up to and including dismissal. Consequences for students could include: making an apology, a reprimand, suspension or dismissal.

- Suspend or dismiss parties in the event of an action which is in breach of the criminal code or for whom no other resolution is appropriate.
- Keep all records in a secure environment

Note: Managers are accountable for the conduct of staff and students under their management. It is their responsibility to identify, prevent and redress potential problems in the College. Therefore, any manager, or staff member who observes inappropriate behaviour has a duty to raise it with the person so behaving and to take further action if the behaviour does not cease. This duty exists even in the absence of a complaint.

Information

Information and advice is available from your local campus delegates. For the Canberra campus the following people have been appointed.

Male: Rev Mick Brown

Female: Pastor Roma Hosking

Information and confidential advice is also available from a 3rd party if needed.

A full outline of the college's Harassment Policy is available from the college office upon request.

11. STUDENT INFORMATION

EXPECTATIONS STATEMENT FOR STUDENTS

Introduction

Unity College Australia places strong emphasis on providing a high quality education and training program that is both academically sound and geared to the development of Christian character. The following outlines the College's commitments to you and our expectations of all participating students.

What You Can Expect from Us

- A college that is committed to its Christian mandate.
- An educational provider committed to and observing the principles outlined in its Code of Practice and Client Service Charter.
- Students will be treated with respect, as adult men and women who have established their purpose and goals for studying at the College.
- A high standard of vocational education and training by trainers who are academically and experientially qualified.
- Education and training that is duly accredited (in terms of Syllabus and Registered Training Organisation status) for the qualification for which students enrol.
- Students will receive clear information about policies and instructions affecting their studies.
- The College will respond to the training needs of students and will employ the principles of flexible delivery in ensuring such needs are met, within approved curricula.
- A high standard of personal care will be provided, including student/academic counselling (subject always to the principle that staff will not provide information beyond their level of professional expertise and competence).
- Trainers will be available for assistance with coursework.
- Trainers will provide feedback to students in terms of their progress (and any related issues).
- The College will provide access to suitable resources to enable students to complete their coursework (including text books, library resources).
- Personal information required from students will be kept to a minimum; any information

students provide to the College will be protected and will not be disclosed to other parties without the student's prior written consent.

- The College will ensure Occupational Health and Safety (OH&S) standards are observed.
- The College will provide documentation required in connection with applications for Government benefits to which students believe they may be entitled.
- The College will ensure that client documents and personal information will remain confidential.
- As soon as practicable following successful completion of an approved program of studies, the College will confer the qualification earned by the student, in the approved format.

What We Expect from You

It is expected that students will:

For Creative Ministries, Christian Ministry and Theology, Pastoral Care and Celebrancy Courses

- before enrolment, pray about their future and enrol only when they have taken time to find out about courses on offer and believe involvement with, and studies in, the College will further those aims;
- seek pastoral endorsement prior to enrolment;
- take seriously the fact that they are attending the College for Christian ministry training;
- attend Chapel (full-time students);
- act in a Christian way while on campus and while representing the College elsewhere and otherwise abide by rules of conduct contained in this Handbook;
- read and commit to the College's Statement of Faith;

For All Courses

- enrol only when they have taken time to find out about courses on offer and believe involvement with, and studies in, the College will further their vocational aims;
- act in an ethical way in one's involvement with the college that is consistent with Christian values
- attend classes on time, participating in them as appropriate;
- pay all fees promptly;

- undertake agreed course work, including assignments, tutorial preparations, rehearsals, recitals, etc;
- hold in trust any College property (e.g. books, instruments, equipment) lent to them and return such property when required or, at the latest, when they conclude their studies at the College;
- advise the local Principal of any issues that are likely to affect their studies;
- commit to the College's OH&S policy;
- advise the College of any medical issues and medication required;
- commit to the College's access and equity policy;
- provide all personal information relevant to studies, when asked to do so;
- dress in an appropriate manner, eg cleanliness, neatness, moderate forms of dress - speak to the local Principal if in doubt;
- participate in College functions relating to their course of study, eg concerts, graduation ceremonies;
- find out about their possible entitlements to Government benefits, eg Youth Allowance, Austudy, Abstudy;
- be considerate of trainers and other staff as well as one another, striving for unity and mutual support and encouragement;
- work within agreed protocols for complaints, complaints and suggestions.

If you have any questions about this statement please talk to your campus Principal.

STUDENT LIFE

Orientation: Orientation will be held for all full-time students prior to the commencement of first and second semester. Attendance at Orientation is compulsory. Orientation will cover campus familiarisation, study and research techniques and other essential information.

Accommodation: Unity College's Canberra campus currently operates as a non residential campus. For students moving to Canberra from interstate or overseas, the college can assist with suggestions and accommodation options such as boarding with a church family etc. If you wish Unity College Australia to assist in arranging short-term accommodation, this can be done for a non-refundable fee of \$150.

Chapel: Participation in weekly chapel/college meetings is a prescribed part of selected courses for credit students.

All students, staff and friends of the college are welcome to participate.

Library and Facilities: Student library facilities are available and students also have access to other theological libraries in Canberra. The Canberra campus has computers with internet access available for student use. Students are able to use college musical equipment on campus by arrangement.

Conduct and Dress: It is expected that students will conduct themselves according to the highest standards to bring honour to Christ and by their lifestyle express the whole ethos of Unity College Australia. There is no prescribed form of dress for the College. However students are asked to bear in mind modesty, cleanliness, neatness and moderate forms of dress appropriate to Christian dignity and to respect the various cultures represented in the college.

Photography, Audio and Video rights: By attending Unity College Australia students give Unity College Australia the right to include any reproduction of a student undertaking college activities for college purposes such as promotion.

Alcohol, smoking and drugs: No student may consume alcohol or non-medicinal drugs on campus nor be allowed to attend lectures while under the influence. ACT Government regulations do not permit smoking in any enclosed public places. The Canberra campus is a non-smoking environment and we request students also refrain from smoking in the immediate college environs.

Teaching Venues

Unity College Australia has a number of campuses delivering various courses and training. Students should be aware at which campus their course of study is being offered. In some cases (eg where specialist facilities are required), subjects are taught in venues which are off-site from the central campus. Class locations will be confirmed on receipt of students' enrolments and during Orientation.

Student Counselling

An academic counselling process ensures the needs of students are identified and responses developed. It aims to ensure reliability, trust, expert knowledge, responsiveness, individual service and empathy. Such support of individual students in turn enriches the College community.

Unity College Australia has procedures to address student welfare and guidance. The well-being and personal development of students is as important to the College as is the quality of our courses. Members of the Faculty and staff provide a support structure for students and are available to discuss their needs.

Information for Students with Special Needs or Who Experience Barriers to Education

Introduction

Unity College Australia is committed to achieving best practice in the provision of vocational education and training services for students who wish to use its services.

The College's Access and Equity Policy recognises that particular individuals and groups in society experience disadvantage and unequal educational outcomes; we believe we have a role to play in overcoming these barriers. Our Code of Practice and Client Service Charter require that teaching staff be sensitive to the special, cultural and learning needs of trainees. Copies of these documents are available from your campus administration, if you do not already have them.

Practical Assistance To Students

The Principal and Staff of each college campus will provide practical help to new or existing students who experience barriers to education and training.

Language, Literacy and Numeracy

In particular the college will assist students where their language, literacy and numeracy skills are below the level required to undertake training successfully. This will specifically help students with low levels of schooling and/or students with diverse cultural and linguistic backgrounds.

Additionally international students whose first language is not English can also be assisted in this way government visa regulations permitting.

Such assistance will include either access to external services to improve these skills or advice regarding enrolment in the Certificate level English proficiency courses offered by Unity College at selected campuses. Either option can occur concurrently with participation in other subjects offered by the College, provided the student is still able to undertake their study requirements.

International students may be required to take an English language proficiency test (IELTS or TOEFL depending on their country of origin) as part of their application process. Other students may also be required to undertake English testing in order to provide the appropriate level of assistance needed.

Other matters

Students with physical disabilities will be assisted on a case-by-case basis. Special arrangements can be made for some situations.

Students who experience hearing or visual impairments will, after consultation with the campus Principal, be offered options to assist their learning experience, including enhanced positioning in the learning environment, tapes, lecture outlines and extra tuition (if needed).

The College has, in the past, assisted students with identified intellectual disabilities, and will continue to do so. The appropriate response will be determined according to the need.

What you need to do

The Principal is responsible for assisting students to break through the barriers mentioned above. Please make contact if you need assistance.

And God bless you as you devote yourself to learning!