



A Division of Coffs Harbour Christian Community School Limited  
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# 2012

## STUDENT HANDBOOK



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30771QLD Certificate III in Christian Ministry and Theology  
30772QLD Certificate IV in Christian Ministry and Theology  
30773QLD Diploma of Christian Ministry and Theology  
CHC51708 Diploma of Counselling

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# NCMTC 2012 Student Handbook

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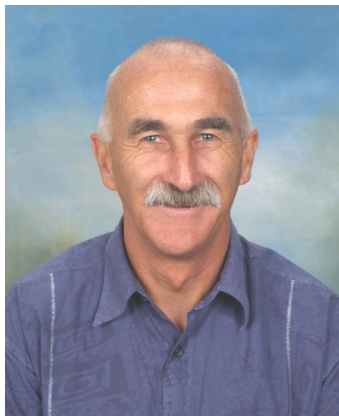
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## OUR MISSION

**“To prepare God’s people for works of service so that the body of Christ may be built up” - Ephesians 4:12.**

## WELCOME



North NCMTC is the tertiary arm of Coffs Harbour Christian Community School.

The college was established in 2004 on the North Coast of New South Wales. We are an interdenominational college who are committed to equipping students to serve locally or internationally. For the last five years we have offered accredited courses for a variety of qualifications.

As a registered training organisation, we are able to offer fully accredited courses in Christian Ministry & Theology and Counselling by our qualified trainers and assessors. We also offer a range of special interest courses.

In 2012 we are offering five fully accredited courses –

- **Certificate III in Christian Ministry and Theology (30771QLD)**
- **Certificate IV in Christian Ministry and Theology (30772QLD)**
- **Diploma of Christian Ministry and Theology (30773QLD)**
- **Diploma of Counselling (CHC51708)**

The Certificate III, IV and Diploma of Christian Ministry and Theology courses are all deemed full time courses and therefore enrolled students will be able to apply for Youth Allowance, Austudy/Abstudy and associated benefits (subject to their eligibility due to Centrelink criteria).

**“It is our vision to engage young people in practical hands-on Courses that will give them a genuine taste for Ministry and Mission”**

Our Courses are targeted at people who are ‘mission minded’. If you are interested in sharing our passion for mission, please read on.

**Dave Hamilton**

Director

North Coast Ministry Training College

## **WHAT WE BELIEVE**

### ***Statement of Faith***

*This is the basic Christian belief of all staff at our college and summarises the faith ideas of our organisation.*

There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons – Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

God created all things of His own sovereign will, and by His Word they are sustained and controlled.

God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. Because of God's faithfulness and His fatherly concern, nothing can separate His children from His love and care.

The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was conceived by the Holy Spirit and born of a virgin, truly God and truly man. He lived a sinless life and died in our place. He was buried, rose from the dead in bodily form and ascended to heaven. Jesus is King of the universe and Head of the Church, His people whom He has redeemed. He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom.

The Holy Spirit proceeds from the Father and the Son. He convicts people of their sin, leads them to repentance and regenerates believers. He is the source of their new sanctified life bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them to serve the Lord.

The Bible which is comprised of the books of the Old and New Testament is the inspired, inerrant and infallible Word of God, and the only absolute guide for all faith and conduct. It is indispensable and determinative for our knowledge of God, of ourselves and of the rest of creation.

***Statement of Faith (continued)***

Adam and Eve, the parents of all humankind were created in the image of God to worship their Creator by loving and serving Him, and by exercising dominion under God's rule by inhabiting, possessing, ruling, caring for and enjoying God's creation. Consequently the purpose of human existence is to glorify God and enjoy Him forever.

Sin entered the world through Adam's disobedience, because of which all people are alienated from God and each other and, as a result, they and all creation are under God's judgement.

All people have sinned and, if outside of Christ, are in a fallen, sinful, lost condition, helpless to save themselves, under God's condemnation and blind to life's true meaning and purpose.

God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.

Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the sinless One, He took upon Himself the just punishment for our sins.

Through His death and resurrection, the Lord Jesus has destroyed the power of Satan, who is destined to be confined forever to hell along with all those who reject Jesus as Lord.

Out of gratitude for God's grace and in dependence on the Holy Spirit, God's people are called to live lives worthy of their calling in love and unity and in obedience to God in all spheres of life. They are responsible to ensure that the gospel is faithfully proclaimed.

## WHO'S WHO AT NORTH COAST MINISTRY TRAINING COLLEGE?

**Dave Hamilton** – Director

**Maureen Hamilton** – Lecturer / Missions / Counselor

**Russell Tasker** – Lecturer / Registrar

**Paul Edwards** – Lecturer / Missions / Counselor

### ACCREDITATION

NCMTC offers the following nationally accredited courses.



**Certificate III in Christian Ministry and Theology .....Course Code: 30771QLD**

**Certificate IV in Christian Ministry and Theology .....Course Code: 30772QLD**

**Diploma of Christian Ministry and Theology.....Course Code: 30773QLD**

**Diploma of Counselling .....Course Code: CHC51708**

### 2012 SEMESTER DATES

#### Semester 1

Term 1 – From Monday 30<sup>th</sup> January till Wednesday 4<sup>th</sup> April

(note: Diploma of Counselling students do not start until Wednesday 8<sup>th</sup> Feb.)

Term 2 – From Monday 23<sup>rd</sup> April till Wednesday 27<sup>th</sup> June

#### Semester 2

Term 3 – From Monday 16<sup>th</sup> July till Wednesday 19<sup>th</sup> September

Term 4 – From Monday 8<sup>th</sup> October till November/December (date to be advised)

### CHRISTIAN MINISTRY AND THEOLOGY PRACTICUMS

For **Certificate III in Christian Ministry and Theology students**, the trip to Bali will start at the beginning of term 3 (dates to be confirmed) and will last for 2 weeks.

For **Certificate IV in Christian Ministry and Theology students**, the trip to Bali will start at the beginning of term 3 (dates to be confirmed) and will last for 4 weeks.

For **Diploma of Christian Ministry and Theology students**, the Mission Placement will start at the beginning of term 3 (dates to be confirmed) and will last for 6 weeks.

### TIMETABLES

Timetables will be provided at the commencement of each Term.

The Christian Ministry and Theology courses are run each Monday, Tuesday and Wednesday (10:45am till 5:00pm) except for Public Holidays and during New South Wales school holidays. The timetable is structured to enable students to undertake part-time or casual employment if required. The Diploma of Counselling course is run on Wednesday nights from 6:00 – 9:00pm.

## **FEES**

### Certificate III in Christian Ministry and Theology Students:

Fees for 2012 are set at \$1,900.00. This includes Course Tuition fees and the costs of a compulsory mission trip to Bali in Term 3.

### Certificate IV in Christian Ministry and Theology Students:

Fees for 2012 are set at \$4,700.00. This includes Course Tuition fees and the costs of a compulsory mission trip to Bali in Term 3.

The Certificate IV in Christian Ministry and Theology students will also have a second compulsory experience at the end of Term 4, details to be advised.

### Diploma of Christian Ministry Theology Students:

Fees for 2012 Tuition are set at \$2,700.00. This does NOT include any allowance for the start of Term 3 six-week Mission placement.

### Diploma of Counselling Students:

Fees for 2012 are set at \$300 per Term. This does NOT include the cost of textbooks.

These courses do not have more than 25% of their content delivered by distance education or online learning.

## **Fee Payment Schedule:**

**Enrolment deposit:** \$500 non-refundable. To be paid upon acceptance of official College offer of an enrolment position and before the commencement of Term 1.

## **Payment options:**

Students will be addressed by NCMTC Finance Officer during Orientation Day regarding the various payment options that will be available to students.

## **FINANCIAL ASSISTANCE**

NCMTC recognizes that students are making a significant commitment in enrolling in this course. Course fees are set at a minimum and appropriate payment plans will be available. If you have any concerns or difficulties in meeting your fee commitments please discuss this as early as possible with the NCMTC Director Dave Hamilton to avoid difficulties.

Australian citizens and permanent residents can apply for Youth Allowance, AUSTUDY or ABSTUDY, if they meet the eligibility criteria. Contact Centrelink for more information at [www.centrelink.gov.au](http://www.centrelink.gov.au).

## **ADMISSION**

Admission to the course is subject to successful application and interview and subsequent acceptance of offer with accompanying Enrolment Deposit (\$500.00)

## **NATIONAL RECOGNITION**

NCMTC recognizes the Australian Qualification Framework (AQF) qualifications and statements of attainment issued by any other RTO.

## **RECOGNITION OF PRIOR LEARNING (RPL)**

NCMTC provides the opportunity for students to apply to have prior learning considered for credit towards a NCMTC course where the prior learning is related to assessable components of the course. Please feel free to contact the college Registrar for an 'RPL Application Form'.

## **ENROLMENT**

Enrolment in North Coast Ministry Training College (NCMTC) is subject to the following terms and conditions:

- The applicant agrees to share fully in the life and program of the College.
- Fees will be paid as they fall due.
- Students will give at least one (1) terms notice of withdrawal or be liable for full fees for the following semester.
- The applicant accepts full responsibility for any outcome that arises from participating in the program of NCMTC.
- The applicant absolves Coffs Harbour Christian Community School Limited and the staff of NCMTC from any liability that may arise from any activities undertaken, or associated with the Ministry Training College Programs.

## **PROBLEMS AND GRIEVANCES**

We recognize that problems and grievances may arise and are anxious to ensure that these are resolved promptly in a fair and equitable manner ensuring procedural fairness. Students should make complaints or appeals responsibly and the College will treat them seriously and with regard to the rights of all parties. NCMTC has an established complaint handling process. Students wishing to lodge 'non-academic' complaints can complete and submit a Complaints Form (see also ACADEMIC GRIEVANCES).

## **REFUND POLICY**

If you withdraw from a NCMTC course after commencement of studies, the following three point Refund Policy will apply –

- The Enrolment Deposit is non-refundable.
- The Course Withdrawal Fee will be equal to the whole of the current terms fees at time of withdrawal and will become payable by the withdrawing student or deducted from any refund.
- Any expenses regarding any Mission Placement/s for the student that have been incurred by NCMTC will become payable by the withdrawing student or deducted from any refund.

## **COURSE CANCELLATION**

North Coast Ministry Training College reserves the right to cancel or reschedule a course due to low enrollment, trainer illness or other reasons beyond our control. In the case that we have to cancel a course, we will notify enrolled students immediately and offer a full refund or to reschedule without penalty.

## **STUDENT WITHDRAWAL FROM COURSE**

Intention to withdraw must be notified to the NCMTC Registrar in writing. Withdrawal will take effect from the date the written notice is received. The

Course Withdrawal Fee will apply (balance of current term's fees), and refunds will be subject to the Refund Policy above.

### **DEFERRAL AND LEAVE OF ABSENCE**

Deferral of study is not normally possible. If you take leave of absence, please discuss the impact of this on your successful continuance of the course.

### **ATTENDANCE**

Attendance at classes and scheduled sessions of your enrolled units is compulsory. The attendance policy stipulates that you may only miss a maximum of two sessions of any unit in any semester without special permission.

In general, excused absences will be granted for serious reasons in the following categories:

A. Medical - a medical certificate is required when you are absent for consecutive days (i.e. more than one day)

B. Compassionate - a maximum of 1 per Semester for a maximum of 3 consecutive days

C. Official - such as mandatory attendance in court, jury duty, immigration

Attendance at NCMTC devotions is Compulsory and all students are expected to be punctual in their attendance and open in their participation. A student may submit a 'Student Application for Leave of Absence' Form to the Registrar if special consideration is required.

### **ASSESSMENT**

To achieve a Certificate or Diploma Qualification the students must demonstrate competence to their Assessors in ALL of the various units of competence that are mapped to each particular Qualification.

Coursework units are assessed on the basis of varied tasks presented at different times during the subject along with participation in class activities. Each assessment task is assessed and feedback given. Final grade is determined by competency in all assessment tasks.

The nature of assessment tasks is varied to allow for different learning styles, to ensure that assessment is appropriate to the subject being studied and to ensure a balance in the assessment between theoretical understanding and effective practice.

For each assessable task the following information is provided to students at the commencement of the study of each subject:

- due date
- length, where appropriate, or alternative specification of expectations
- the weighting of the task in relation to overall unit assessment
- a description of each assessment task with examples as appropriate, ensuring that students have adequate information regarding what is expected of them

Students are encouraged to raise questions, seek clarification or discuss difficulties in regard to any aspect of an assessment task. Where competency is not achieved, the subject lecturer will provide the student with an alternative assessment task to help the student achieve competence. Qualitative feedback will be given to indicate how well a student has done.

Assessment of student performance in any unit is continuous and progressive and is determined at the completion of each subject. Assessment grade is according to NCMTC guidelines. Assignments and Assessments will be marked according to the following Codes –

CA	-	Competency Achieved
CNYA	-	Competency Not Yet Achieved
SI	-	Subject Incomplete
W	-	Withdrawn from course

### **GRADING OF ASSESSMENT TASKS (for Internal use only)**

HD	-	High Distinction (marks between 90 to 100%)
D	-	Distinction (marks between 75 to 89%)
C	-	Credit (marks between 65 to 74%)
P	-	Pass (marks between 50 to 64%)
F	-	Fail (marks below 50%)

### **SUBMITTING ASSESSMENT TASKS**

At the first session of each subject students will receive an overview of all of the assessment tasks. Assessment details will be provided within each module. Unless otherwise stated, assignments are due by the day indicated, and 10% of the final mark is deducted for each day the assignment is late. Assignments must be submitted before 5pm on the due date. Assignments received after this time will be receipted for the next day. Assignments submitted after the due date will only be assessed in cases when approval for extension has been given. Assignments handed in more than two weeks late without an approved extension will not normally be assessed. In this case the student will be required to negotiate continuance. If students wish to apply for an extension, they need to

- complete an Application For Extension Form
- submit to subject lecturer at least two days before the due date
- negotiate an alternate due date with their subject lecturer

*Please note:* Extensions will only be granted for extenuating circumstances

Sometimes students may be permitted to resubmit an assignment in which they have not achieved competence. The following guidelines apply:

-An assignment may be resubmitted once only.

If you believe there has been an error in the assessing of one of your assignments, you may appeal the result. A summary of the procedure for doing this follows.

### **COVER SHEETS**

Complete and attach the Assessment Task Cover Page provided by the subject lecturer. Students are required to make copies of their assessment tasks in case the original is lost or misplaced, although all care and diligence will be shown by NCMTC Staff.

### **REFERENCING**

Written assignments that require you to find and use information from other sources should be referenced in your writing using the Harvard Referencing System.

## **EVALUATION**

At the conclusion of every course unit you are asked to complete an anonymous evaluation form in which you are able to comment upon your experience in that unit, including reflections on lecturer interaction, assessment, the structure and content of the curriculum and the presentation of materials, etc. After the semester's results have been published, the evaluations are analyzed and discussed, so that refinements and adjustments can be made so that we can continue to improve our programs.

## **ACADEMIC GRIEVANCES**

### **1. Course Work Candidates**

(1) In the first instance a student may appeal to the teacher concerned against the result given in any item of assessment when:

(a) the student believes that some error in grading has been made;

(b) there are concerns about the grade awarded.

(2) After this informal dialogue, if the student still believes there are grounds for appeal, the student may apply to the Director.

Appeals regarding academic grievances must be made within 30 days of the date of the relevant assessment.

## **ACADEMIC PROGRESS**

Assessment as 'competent' can only be achieved in a course unit if a student has attended and participated in all unit requirements, and satisfied all assessment requirements of the unit. Continuing enrolment in a subsequent semester may be restricted if academic achievement in the previous semester is unsatisfactory, or if prerequisite units have not been completed.

Students who have not achieved the minimum level of academic progress will receive detailed information and advice from the Director. A student who has not achieved competence will be asked to show cause why he/she should be allowed to continue in the course. Re-enrolment will be at the discretion of the director. Students are able to obtain information regarding their current academic progress by contacting the College Registrar.

## **GRADUATION**

Graduation of student is officially celebrated at the annual NCMTC Presentation night that is held at the conclusion of the academic year. The relevant Certificates, Diplomas and other Awards will be presented on this night. Presentation of awards is subject to the satisfaction of all requirements for achievement of award and the discharge of all financial obligations to NCMTC.

## **EXPECTATIONS**

- Students are expected to dress neatly and modestly, and clothing should be appropriate to class activities and safety regulations.
- Apart from drinking water, no food or drink may be consumed inside classrooms, library, computer room or other designated areas of The Centre at any time.
- Smoking or the consumption of alcohol on campus is not permitted.

## **ACADEMIC MISCONDUCT**

The integrity of the academic processes of NCMTC requires that academic misconduct be identified, discouraged and disciplined when it occurs. Academic misconduct threatens the reputation of the NCMTC. It interferes with the appropriate recognition of legitimate effort. NCMTC regards academic misconduct as a very serious matter and will impose strict penalties if it is found to have occurred.

Academic misconduct includes, but is not limited to, the following:

-**PLAGIARISM:** Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas.

-**CHEATING:** Cheating is the providing or receiving of information during tests and examinations; or providing or using unauthorized assistance at the computer terminal, or on field work. Cheating would not usually include consultation with others or discussion amongst students about the preparation of assignments unless that was specifically forbidden. It includes unauthorized collusion.

- **IMPROPER BEHAVIOUR:** Improper behaviour is behaviour that interferes with students or staff in the pursuit of the goals of NCMTC. It includes disruptive behaviour in class or on ministry or mission activities.

## **DISCRIMINATION OR HARASSMENT**

NCMTC is committed to maintaining a work and study environment which is free of discrimination and harassment for all members of the Institute community. All NCMTC Students and Staff are expected to respect the rights of all other people for freedom from any form of harassment. NCMTC is committed under the principles and requirements of the NSW Anti-Discrimination Act 1977, and the Commonwealth Sex Discrimination Act 1984, to ensuring that any and all matters relating to harassment are dealt with speedily, sensitively, equitably, confidentially and according to proper processes. A student who is being harassed must make it clear to the person/persons concerned that such behaviour is unwelcome. He/she should seek advice immediately from the Director.

## **STUDENT SUPPORT**

NCMTC has a commitment to providing a caring and supportive environment for students to achieve their full potential. If you have issues or concerns (either personal in nature or related to your participation in the NCMTC program) that may be affecting your full participation in NCMTC please talk to the NCMTC staff. We are here to help.

## **PERSONAL LIABILITY**

- **Personal Property.** Students are responsible for their personal property at all times. NCMTC can take no responsibility for any personal property and is not liable for any loss of damage to the personal property of students, including bicycles, motor vehicles, musical instruments, art and craft supplies, personal computers and mobile phones. Lost property is held in the office.

- Criminal Record Checks. As you may be involved in activities that include working with children you may need to give approval for a criminal record check. This check may be required by us and by other agencies with whom we connect.

- Travel Insurance. This will be taken out to cover the compulsory overseas mission trip to Bali.

## **PRIVACY**

### ***Your privacy is important***

This statement outlines the College's policy on how NCMTC uses and manages personal information provided to or collected by it. The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College operations and practices and to make sure it remains appropriate to the changing College environment.

### ***What kind of personal information does the College collect and how does the College collect it?***

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- ◆ students, during and after the course of a student's enrolment at the College;
- ◆ job applicants, staff members, volunteers and contractors; and
- ◆ other people who come into contact with the College.

***Personal Information you provide:*** The College will generally collect personal information held about an individual by way of forms filled out by students, face-to-face meetings and interviews, and telephone calls. On occasions people other than students provide personal information.

***Personal Information provided by other people:*** In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another college or individual.

### ***How will the College use the personal information you provide?***

The College's primary purpose of collection is to enable the College to provide training for the student. This includes satisfying the needs of the student throughout the whole period the student is enrolled at the College.

The purposes for which the College uses personal information of students include:

- ◆ to keep students informed about matters related to their training, through correspondence, newsletters and magazines;
- ◆ day-to-day administration;
- ◆ looking after students' educational, social and medical wellbeing;
- ◆ seeking donations and marketing for the College;
- ◆ to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student.

**Marketing and fundraising:** The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation. Students, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, such as newsletters and magazines, which include personal information, may be used for marketing purposes.

#### **Who might the College disclose personal information to?**

The College may disclose personal information, including sensitive information, held about an individual to;

- ◆ another College;
- ◆ government departments;
- ◆ medical practitioners;
- ◆ people providing services to the College, including specialist visiting teachers
- ◆ and anyone you authorise the College to disclose information to.

#### **How does the College treat sensitive information?**

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

#### **Management and security of personal information**

The College's staff are required to respect the confidentiality of students' personal information and the privacy of individuals. The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

#### **Updating personal information**

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Director of the College at any time. The National Privacy Principles require the College not to store personal information longer than necessary.

#### **You have the right to check what personal information the College holds about you**

Under the Commonwealth Privacy Act 1988, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. To make a request to access any information the

College holds about you, please contact the College Director in writing. The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

### **Consent and rights of access to the personal information of students**

Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student.

Students may seek access to personal information held by the College about by contacting the College Director. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

### **Enquiries**

If you would like further information about the way the College manages the personal information it holds, please contact the College Director.

### **COPYRIGHT**

The following copyright regulations apply to students. In all cases students are allowed to copy materials for research and study purposes as long as they are within the "fair dealings" definition outlined below. This information is taken directly from the Copyright Council Information – used with permission.

- Print Material. "It is a fair dealing to make a copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion."

- Audio and Audiovisual. "If you copy material for your research or study, you may not infringe copyright provided your copying is fair. In deciding whether your use is fair, you should take into account:

- a. The purpose and character of the dealing
- b. The nature of the work or adaptation
- c. The possibility of obtaining the work within a reasonable time at an ordinary commercial price
- d. The effect of the use upon the potential market for, or value of, the work; and
- e. Where only part of the work or adaptation is copied – the amount and substantiality of the part copied taken in relation to the whole work or adaptation."

- Computers/Scanners/Internet. "You should check whether there are any special conditions for the material you are viewing, particularly if the material is on a CD-ROM or an on-line database. If you are viewing material on the Internet, you should check whether there is a statement about copyright on the site where the material is stored." If you copy electronic-based material for your research or study, you may not infringe copyright provided your copying is fair. In deciding whether your use is fair, you should take into account the same issues as described under "Audio" above.

NCMTC does not authorize or allow any infringing reproductions of copyright material on any of its equipment. It is the students' responsibility to make sure that any reproductions they make do not infringe copyright. This includes requests for copies from other people. Infringement of Copyright is a crime that attracts very large fines. For more information about Copyright please see the information sheets published by the Australian Copyright Council at [www.copyright.org.au](http://www.copyright.org.au).

## **FACILITIES**

Students have access to the NCMTC facilities as outlined at the commencement of the course. The kitchen area belongs to the NCMTC staff but students are welcome to use this area with due courtesy. The other facilities of The Centre are only available as negotiated from time to time.

## **COMPUTER BANK**

Students will be allocated a username and password at the commencement of Term 1. Internet activity is monitored and any abuse of the system will result in action being taken against that individual. Only Printing of student assignments is allowed on the College network printers. Students must have staff permission before printing for any other purpose.

## **PHOTOCOPIER USE**

A photocopier is located in the College House. It may be used only for photocopying of student assignments. Students must have staff permission before photocopying for any other purpose.

## **LIBRARY**

A limited library facility is available on campus. Students may borrow from the Library. However, no student has permission to take any book, video, CD/DVD/Video/Equipment from the NCMTC buildings unless they have completed an entry in the NCMTC Library Borrowing Register.

## **PARKING ON-CAMPUS**

Use of The Centre car park is free. Parking in reserved car spaces or allocated staff spaces is not allowed, and only holders of a current disabilities card may park in the spaces marked for disabilities. Only park in marked spaces, and drive carefully, adhering to the car park speed limit of 15 kilometers per hour. Alternate parking is available on Bonville Station Road.

## **KEEPING US INFORMED**

It is your responsibility to notify us of any change of address or contact details (in writing) during the year.

## **A LAST WORD...**

Please talk to us if you have any questions or need further information.

