

# STUDENT INFORMATION

## 2011



Holden Street Neighbourhood House Inc  
128 Holden Street  
North Fitzroy 3068

Phone: 9489 9929

Fax: 9489 9544

Email: [holdensnh@internode.on.net](mailto:holdensnh@internode.on.net)

Web: [www.users.on.net/~holdensnh](http://www.users.on.net/~holdensnh)

House Manager: Jacinta McManamon

Program Co-ordinator: Samara Hodson

Name \_\_\_\_\_

You are enrolled in \_\_\_\_\_

Classes are held on \_\_\_\_\_

Your teacher's name is \_\_\_\_\_



# STUDENT INFORMATION

## **Attendance**

We hope that you will come to all the classes and excursions arranged by your teacher. There may be times when you are unable to come to class. If you cannot come to class please ring the House and leave a message for your teacher.

## **Classroom Resources**

Your teacher will use a variety of classroom resources: photocopied material, books, television, videos, CDs and computers. These resources may be used by individuals or by the class as a group.

## **Personal Details and Privacy Legislation**

The personal details you completed on the enrolment form are required by the funding body. Please let us know if you change your address or telephone number, in case we need to contact you. This organisation respects your right to information privacy. Information which we collect and hold on students is kept in accordance with information privacy laws. Please contact us if you would like any further information on privacy.

## **A frame**

All ACFE classes delivered at Holden Street use what is called the A frame to structure their classes. All students are required to fill in or provide some basic information about their learning goals at the beginning of the course, to review them mid course and to evaluate their progress at the end of the course.

## **Assessment**

Although there is no formal assessment required in our ACFE classes, throughout the year, your teacher will assess the level at which you are working. This information will be used by your teacher to plan the course and help you plan your future in study and work.

The teacher may use the work you produce to show to other teachers to ensure they are teaching at a suitable level.

## **Certificates**

All ACFE courses offered by the House are pre-accredited and are Foundation level. As such, any certificates produced by the House are internal document only and are not nationally recognised.

**Interpreter**

If you would like the help of an interpreter call 13 14 50 for the Telephone Interpreting Service.

**Student Satisfaction Survey**

Towards the end of each semester or course, you will be asked for your opinions about the classes you attend. Your opinions will help the teachers and Co-ordinators plan and improve the program.

**Student Contributions\***

Student contributions help us provide all the things that are necessary for high quality classes. Concessions\* are available, and if necessary, payment arrangements more suitable to your circumstances can be made. In certain circumstances, a full or partial refund is available to students. Applications are made through the Program Coordinator. Refunds are made in the event of cancelled classes. Unless you inform and discuss arrangement with the Office Staff, each student will be expected to pay the full cost of the course in which they have enrolled.

**Rights and Responsibilities\***

As students, workers and participants of the House, we all have rights and responsibilities. There are posters on display in the House to explain these.

**Code of Conduct\***

The House believes that every participant and staff member has the right to be treated and respected as an individual and to feel safe. There is a Code of Conduct on display in the House which all persons using and working in the House follow.

**Grievance Procedure\***

If you have any problems with the work, the teacher, another student or the House please speak to your teacher or one of the office staff as soon as possible.

**Access and Equity Policy\***

The House welcomes all people to participate in the programs offered and to become members of the House. It does not matter how old you are, how much money you have or what health or learning problems you have, there are ways you can be involved. Some classes require that a pre-assessment be conducted to ensure the class is suited to your needs and abilities. (See Student Selection, Assessment and Placement for ACFE funded classes)

**Membership of the House**

As a member you have the right to vote at our Annual General Meeting and to stand for election to the Committee of Management. If you would like to become a member, please ask at the Office. Membership of the House as an incorporated association is different to enrolment in a class.

### **Disability Action Plan**

The House has a disability action plan which is regularly reviewed. If you have any difficulties please bring them to the attention of the House Manager or Program Coordinator.

### **Funding**

The majority of funding to run the House is received from the Adult, Community and Further Education (ACFE), Department of Planning and Community Development, City of Yarra and Department of Education and Early Childhood Development (DEECD). We also receive a small amount of funding for programs through grants, sponsorship or donations

### **Management of the House**

The House is managed by a community-based Committee of Management (COM). The COM is made up of volunteers and meetings are held monthly. If you would like to attend the meeting please contact the Chairperson via the office staff.

### **Health and Safety\***

The House has a legal and moral obligation to ensure that the working and learning environment is healthy and safe for all people. Evacuation procedures are displayed throughout the House and students should familiarise themselves with the procedures and assembly points. A fire drill will be held periodically. In the event of a fire, other emergency or fire drill please follow the direction of the teachers or office staff.

### **Anaphylaxis\***

Due to the severe and potentially fatal allergic reaction to certain substances, the House now prohibits all nuts on the premises. Please ensure you do not bring any nuts on to the premises.

<p>* An asterisk means that the House has a policy on this issue. Please ask at office if you would like a copy of any House policies</p>
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# Student Selection, Assessment and Placement for ACFE funded classes

(Computers, ESL, Certificates in General Education For Adults)

## **Selection**

Available classes are advertised in the local paper, through leaflets displayed at key local venues, on the website and other on line data bases, a letterbox drop and through other services.

Students select the class(es) of interest to them either on their own or with the assistance of an agency/support worker.

## **Assessment – Initial Assessment**

Initial Contact by Phone, a Visit to the House or Enrolment Day

The person and/or their agency/support worker, is interviewed to ascertain whether the selected class is appropriate for their needs and abilities.

The person may be invited to 'come and try' a session in the class of choice.

## **Completion of a Placement Questionnaire**

For ACFE funded classes the person is requested to complete a specific course placement questionnaire.

The questionnaire provides the teacher with general information about the person as a student and specifically about the person's knowledge of the subject area. The information enables teachers to appropriately modify their teaching methods and course content, and so cater for the individual needs of the new student.

## **Placement**

A person is placed in the class of choice provided the class has a vacancy, and the person has the appropriate interest and ability. If not placed, the person will be referred to other venues and/or added to a waiting list for future classes at the House.



## Fees and Charges for ACFE funded classes 2011

### Tuition Fees

The student contribution towards tuition fees are set by the Government and for students who enrol in 2011 these are calculated on the basis of \$1.08 for each nominal enrolled hour of the course, with all figures to be rounded up to the nearest dollar eg if you are enrolled for a course of 76 hours, the tuition fee is \$83. However, a minimum tuition contribution of \$50 applies with the minimum length of any class being 20 hours.

#### Who is eligible for the Minimum Tuition Contribution of \$50?

- Students who hold a Health Care Card, Pensioner Card or Veteran Gold Card
- Students who are the dependent spouse of a person who is the holder of a Health Care Card, Pensioner Card or Veteran Gold Card

If students think they are eligible for the Minimum Tuition Contribution, they should see one of the office staff. The appropriate concession card will need to be provided.

- In exceptional circumstances where the minimum fee would cause hardship, a separate form needs to be completed.

### Student Amenities Fee

An additional charge of 35cents per student contact hour is levied for tea, coffee, use of printer, paper, heating, cooling etc

eg

76 hour course = \$26.60 = \$27

114 hour course = \$39.90 = \$40

Arrangements can be made to pay all fees in instalments. A time limit or deposit may be necessary.



# Holden Street Neighbourhood House Inc

128 Holden Street Fitzroy North 3068

## 2011 SEMESTER DATES

### Semester 1

Tuesday 1<sup>st</sup> February – Friday 8<sup>th</sup> April (11 weeks)

(Mondays - 10 Weeks)

Wednesday 27<sup>th</sup> April – Friday 1<sup>st</sup> July (10 weeks)

(Monday - 8 Weeks)

(Tuesday - 9 Weeks)

### Semester 2

Monday 18<sup>th</sup> July – Friday 23<sup>rd</sup> September (10 weeks)

Monday 10<sup>th</sup> October – Friday 9<sup>th</sup> December (9 weeks)

## PUBLIC HOLIDAYS

Those in italics do not affect classes

Australia Day      Wednesday 26<sup>th</sup> January

Labour Day      Monday 14<sup>th</sup> March

*Good Friday*      *Friday 22<sup>nd</sup> April*

Easter Monday      Monday 25<sup>th</sup> April

ANZAC Day      Monday 26<sup>th</sup> April

Queen's Birthday      Monday 13<sup>th</sup> June

Melbourne Cup Day      Tuesday 1<sup>st</sup> November

We gratefully acknowledge ongoing funding from:  
The Adult, Community and Further Education Board  
The City of Yarra and  
The Department of Education and Early Childhood Development  
The Department of Planning and Community Development  
and sponsorship from Clifton Hill/North Fitzroy Community Branch of Bendigo Bank