

Support for Students Policy

Colleges of Business and Technology (WA) Pty Ltd
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Document

Document Name	Support for Students Policy
Brief Description	This Support for Students Policy outlines Curtin College's various student support policies in accordance with Higher Education Provider Guidelines and regulations
Responsibility	College Director and Principal
Initial Issue Date	1/1/2024
Authorising Body	College Leadership Team

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
18.12.2023	1.0	Initial Release	Manager, Quality & Compliance
7 May 2024	1.1	Minor updates to Section 3 and 5. Tuition Fees and Charges Policy added.	Manager, Quality & Compliance

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1 Purpose and Scope

1.1 Purpose

The purpose of this policy is to outline Curtin College's various policies and processes that cover the range of support available to students, in accordance with section 238-10 of the *Higher Education Support Act 2003*, and *Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023*.

1.2 Scope

This policy applies to all Curtin College staff and students.

2 Policy Statement

Curtin College is committed to ensuring its students are provided with the support and resources required to assist them to be successful in their studies.

This policy encompasses and is underpinned by a range of academic and non-academic support mechanisms. Together, these ensure the College complies with relevant regulations and reporting requirements. This policy should be read in conjunction with the guidelines and relevant policies available on the College [website](#).

3 Academic Support

Curtin College systematically monitors student engagement and progression in order to identify students who are at risk of not successfully completing their units of study. The following policies outline the various academic related support strategies and mechanisms that are in place and available to students.

- Access, Diversity, Equity and Inclusion Policy
- Academic Integrity Policy
- Admissions and Student Selection Policy
- Appeals Policy
- Assessment and Moderation Policy
- Deferral, Suspension and Cancellation Policy
- English Language Proficiency Development Policy
- First Peoples Education Policy
- Progress and Intervention Policy

The [Study and Academic Support](#) page on the College website provides examples of support available to students. Further Unit Outlines contain information about support available to students and the College offers Learning Access Plans. Where it is identified that academic support is required, students may be referred to Student Learning Advisor.

4 Non-Academic Support.

Curtin College provides non-academic support to students, including mental health support. Students are made aware of the various support mechanisms and options which are available to students to assist them with successfully completing their units, such as:

- Access, Diversity, Equity and Inclusion Policy
- Complaint Policy
- Critical Incident Management Procedure
- Deferral, Suspension and Cancellation Policy
- Sexual Assault Prevention and Response Policy
- Sexual Harassment Prevention and Response Policy

- Student Code of Conduct Policy
- Student Wellbeing and Counselling Policy
- Tuition Fees and Charges Policy

The [Wellbeing](#) page on the College's website, also provides information on support available to students. This includes counselling services, skills for good health, healthy body & mind, safety and emergency support, sexual assault and harassment, respect at Curtin. Where it is identified that non-academic support is required, including but not limited to, mental health and well-being support, students may be referred to Student Counsellor.

In addition to the support services available, students are advised of how to seek assistance and advice for a variety of circumstances at Orientation, which includes emergency services on and off campus and incident reporting.

5 Reporting

In accordance with section 238-10 of the Higher Education Support Act 2003, Curtin College will provide the Tertiary Education Quality and Standards Agency with a deidentified report on an annual basis.

Curtin College adheres to the Privacy Principles as set out in Schedule 1 of the Privacy Act 1988, in respect of student personal information to be obtained for the purposes of section 19-43 of the Act.

6 Relevant Legislation & Reference Material

Curtin College maintains compliance with legislation relating to student support:

Legislation/ Reference Material	Reference
Higher Education Support Act 2003	Section 19-65 and 238-10
Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023	Support for students' policy requirements: Section 49A (1.a – n) and (2.a – b) Requirements in relation to report given on support for students: Section 49B (1.a - j)

7 Review

This Policy is reviewed annually and at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

8 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	College Director and Principal	College website Policy Hub	Permanently with control in place for revisions	Policy Hub archive