



ONLINE STUDENT HANDBOOK

International School of Colour and Design Pty Ltd

ABN 59 123 040 111 | iscd RTO 91439

www.iscd.edu.au

designhub@iscd.edu.au

Sydney Campus

Level 2, 7 Kelly Street, Ultimo, NSW 2007 | +61 (02) 9211 8399

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Welcome to the International School of Colour and Design



Congratulations and thank you for choosing to study with the International School of Colour and Design (**iscd**).

iscd (RTO code 91439) is a Registered Training Organisation (RTO) specialising in providing training to individuals seeking nationally recognised qualifications and industry recognised courses. You will find us listed on training.gov.au. The quality of our training is thoroughly monitored and audited, internally and externally, to ensure we provide a consistently high quality standard of service to our students, customers and partners.

iscd is regulated by the Australian Skills Quality Authority (ASQA). ASQA is the national regulator for Australia's vocational education and training (VET) sector, ensuring nationally approved quality standards are met.

iscd also has an obligation to comply with relevant Commonwealth, State or Territory legislation and regulatory requirements.

The purpose of this handbook is to introduce you to **iscd's** key policies and procedures and to outline your responsibilities as a student. This handbook will provide you with information that is important for you to read and know about being a student at **iscd**.

It is essential that you have read and understood this handbook and that you resolve any questions before you submit your application for enrolment or commence your studies.

iscd reserves the right to make such changes in regulations, curricula and charges as it deems necessary without previous notice. Published information on the website will be regularly updated.

Each student is responsible for knowing and complying with the information and rules of **iscd**.

We wish you success and enjoyment with your studies and look forward to helping you realise your study or career aspirations and creative goals.

About iscd

iscd continues to be recognised as a leader in colour and design education. We want to help make your creative journey both fulfilling and inspiring so you can achieve your goals.

Our Mission

iscd is committed, through exceptional educational programs, to deliver personal and transformative colour and design experiences to students, Educators and creative professionals throughout the world.

Our Values

- We are passionate about colour and design.
- We believe in nurturing creativity.
- We deliver quality education and authentic experiences.

Our values are articulated in our Guiding Principles:

- We are passionate in delivering quality education content in a collaborative, creative environment.
- We are committed to acting responsibly and with integrity, always putting the needs of our customer first.
- We are agile in adapting our education offering to an evolving creative world.
- We are confident and proactive in seeking out innovative opportunities.
- We are inspired to always work together.

General Information

Best Practice Standards

iscd will ensure it is up to date with best practice standards by encouraging staff to attend industry network meetings and to seek and accept feedback via these networks. Through regular staff meetings, **iscd** will ensure it is constantly reviewing literature, technology and methods in order to keep abreast of developments relevant to both the services provided by **iscd** and the industries of its clients and students.

External Review of iscd Operations

iscd is subject to external auditing of its operations by the Australian Skills Quality Agency (ASQA). **iscd** will provide a service that complies with quality requirements pertaining to the status of a Registered Training Organisation.

Operational Policies and Procedures

iscd has documented policies and procedures covering all aspects of the work it conducts and the administration of its operations. Many of these policies are available on our website and a summary of some of the general policies are included below or elsewhere in this Student Handbook. Copies of all policies are freely available to students upon request from **iscd** Student Services.

Recruitment Policy

iscd's recruitment policy details our commitment to the concept of Equal Employment Opportunity (EEO) and selection of staff based on merit. All **iscd** staff and subcontract employees will be fully qualified as trainers and assessors and highly experienced in their field of training.

Access, Equity and Support Policy

iscd has a policy of equal access to training for all people seeking to enhance their knowledge and skills. Our policy details our commitment to providing a workplace and study environment which does not discriminate against people based on ethnicity, gender, sexual preferences, disability or age.

iscd does not condone nor will it tolerate any unlawful discrimination or harassment by **iscd** staff of any job applicant, employee or student. Harassment includes any form of behaviour that a person does not want, finds offensive, humiliating or intimidating and is either sexual, or targets them because of the factors mentioned above.

iscd has many strategies in place to ensure that we provide an accessible and equitable service to our clients. It is important to note that **iscd**'s Access equity and support policy applies to all forums, chatrooms and correspondences within the online student platform. Acts of bullying and harassment, criminal activity, and offensive and graphic content will not be tolerated. For further information, please refer to the [Access, Equity and Support Policy & Procedure](#).

Access for Remote Areas

iscd specialises in flexible delivery, enabling us to reach those in remote regions. This allows for participation of students or clients living in areas where training might otherwise be unavailable.

Flexible Delivery and Assessment Methods

iscd provides a range of flexible training delivery and assessment methods. This includes self-directed and distance learning. **iscd** will endeavour to ensure the training and assessment methods suit the requirements of the student.



Course Overviews

iscd offers a range of accredited courses and non-accredited industry courses, all of which are online.

ACCREDITED COURSES

Certificate IV in Interior Decoration together with the Diploma of Interior Design and Decoration* are governed by the Australian Skills and Qualification Authority and identified as Nationally Recognised Training (NRT) courses. It means your qualification is recognised anywhere in Australia or overseas.

Certificate IV in Interior Decoration (MSF40118)

Teaches you everything you need from design process and colour foundation to design history, drawing and rendering, soft furnishings, styling and how to present a complete interior design project. Provides the practical skills to work as a qualified Decorator.

Diploma of Interior Design (MSF50218)

This Diploma of Interior Design (MSF50218) is a course aimed to equip students with the knowledge and resources to begin a career in the broader interior design, styling and decoration industry. It provides thorough training in both residential and commercial interior design. From developing design concepts, architectural history, AutoCad training, hard materials and construction to styling and colour application. Students graduate with an industry relevant portfolio having executed a range of interior design briefs throughout the course.

*The Diploma of Interior Design and Decoration is delivered and students are enrolled on behalf of the Academy of Information Technology ABN 35 094 133 641; RTO 90511; CRICOS 02155J

NON ACCREDITED COURSES

Our Colour Design, Styling and Surface Design courses focus on the skill set required by industry. Working on real life briefs to gain practical experience from our industry partners. Whilst not a requirement, **iscd** recommend students complete the Certificate IV in Design CUA40715 qualification or equivalent prior to studying any of the Industry Diplomas. As a minimum pre-qualification students need to have studied Colour Foundation and Design Processes subject or equivalent prior to enrolling in the Industry Diplomas.

Colour Design Diploma

Provides you with the skills and knowledge in colour consultancy for the interiors industry plus colour consulting in marketing and branding applicable to any industry.

Styling Diploma

Teaches you the ins-and-outs of the design industry ensuring you have the practical skills to work as an expert stylist. Explore how to create concepts, communicate and present your ideas and execute well resolved styling solutions for your clients.

Surface Design Diploma

Teaches you how to create designs that are suitable for a wide variety of applications including homewares, textiles, paper products and fabrics.

Short Courses

iscd offers a range of short courses and workshops throughout the year that are designed to be creative, informative, industry relevant and fun.

COURSE DELIVERY

Online

Your online learning experience combines the flexibility to study the way you want to suit your lifestyle. Based on briefs on real projects, utilising the latest technology and methodologies to ensure you have a great learning experience that is engaging and fun.

Your learning experience will use Canvas, one of the top 5 student learning systems in the world. It's a learning management platform that delivers an intuitive cloud-based user experience which can be customised to suit your individual preferences.

Course Entry Criteria

Please note the following entry requirements for our courses:

- An Australian Year 10 schooling or Vocational Certificate III (delivered in English) is required to commence the Certificate IV in Design (CUA40715) or and **iscd** Industry Specialised Program in Colour Design Surface Design or Styling.
- A High School Certificate or Vocational Certificate IV or higher (delivered in English) is required to commence the Certificate IV in Interior Decoration (MSF40118).
- A Higher School Certificate or Vocational Certificate IV or higher (delivered in English) is required to commence a Diploma of Interior Design (MSF50218).
- English level IELTS 5.5 is required for all the **iscd** courses.

Admission and Enrolment

iscd offer multiple intakes per course each year. Applications for enrolment are reviewed prior to each intake. Successful applications are offered places around January, April, June and September (depending on the course intakes) of each year. Note: intake months are subject to change depending on the Academic calendar and school terms per State or Territory. **iscd** offers monthly online intakes throughout the year.

For further information on **iscd** timetables and intakes offered, please contact a Course Advisor on (02) 8355 3838 or email: creativity@iscd.edu.au.

iscd admission and enrolment applications will be accepted at any time during the year subject to availability. From commencement, students will have the set duration of the course to complete. Confirmation of enrolment will be sent out within ten (10) working days of receipt of application.

How to Enrol

Follow these simple steps to enrol at **iscd**:

1. Click on the **How to Enrol** tab in the top bar of the iscd website, www.iscd.edu.au.
2. Click on the Enrol Now button for the course you wish to enrol in.
3. Complete all the required fields on the Application for Enrolment.
Make sure you have your Unique Student Identifier (USI) handy. If you don't have a USI you can create one in just a few minutes by clicking on the following link and filling in a few details:
<http://www.usi.gov.au/students/createyour-usi> You will not be issued a qualification or Statement of Attainment without a USI unless you fall into an exemption category.
4. As part of your Application for Enrolment you will need to provide evidence that you meet the course entry requirements. To read more about course entry requirements please click on the online course tabs as relevant on the iscd website. You can upload evidence of your supporting documentation during the application process. Please note your enrolment will remain provisional until all the course entry requirements have been met.
5. The next step is to select your payment method; either upfront or via a payment plan.
At time of enrolment a non-refundable down payment must be made. (This payment is credited towards your course fee).
6. Please download the Enrolment Payment Form, complete it, save it to your desktop with your name and reattach it to the Application form to secure your application.
7. Please check that all fields are correct.
8. Read the Terms and Conditions and tick the box.
9. Click Enrol Now button.
10. Please note if you are under 18 you will need a parent or guardian to sign the enrolment form as well
11. If you are under 18 and live independently you will need to provide a letter from Centrelink verifying that you receive a Youth Allowance because you live independently and upload this with the enrolment form in place of a parent or guardian's signature.
12. You will then be contacted by the **iscd** sales team to check your enrolment and process your down payment.

Enrolment Checklist

Prior to enrolment please ensure you have read the detailed course guide available on the **iscd** website to ensure you:

- have determined the learning outcomes meet your needs.
- can meet the average number of study hours required per week in order to complete the program within the nominated duration.
- have met the course entry requirements.
- have noted any additional resources required for this course.
- have advised **iscd** of any special needs/assistance you may require.
- meet the literacy and numeracy requirement for the course you are enrolling in i.e. non-residents of Australia may be required to verify their English language proficiency.
- are aware of the withdrawal and refund policy & procedure and RPL process available to you.

Enrolment Policy

Students are able to access the Enrolment Policy and Procedure on the **iscd** website [here](#).

Provisional enrolment period

Each student will have a 10-day provisional enrolment period from the agreed course commencement date in which to provide all necessary documentation, access their course and ensure that the course meets their requirements.

Withdrawal and Refund policy

Students who are considering withdrawing from the course after having commenced their studies, should refer to the Withdrawals and Refunds policy available on the website [here](#).

This policy applies to all students as well as all staff involved directly or indirectly with administering requests for course withdrawals, refunds, course extensions and/or deferral requests.

Our refund policy provides clients with a written guarantee concerning refunds of fees under certain circumstances.

Complaints, grievance and appeals process

iscd has procedures in place for students and clients with a grievance or who wish to lodge a complaint in regard to any of the services or operations of iscd. We provide numerous feedback and appeal mechanisms for students. For more information, students should refer to the Complaints, Grievances and Appeals Policy on the website [here](#).

Marketing and advertising policy

Our marketing and advertising policy is a guide to ensure that **iscd** only markets and advertises its services in an honest and ethical manner. Management of **iscd** guarantees these policies and procedures will be adhered to ensuring the quality of standard is maintained.

Privacy policy

iscd may collect information from students or persons seeking to enrol with **iscd** and other individuals who interact with **iscd** in the course of its business, either electronically or in hard copy format, including information that personally identifies individual users. **iscd** may also record various communications between individuals and **iscd**.

In collecting personal information **iscd** will comply with the requirements of the Australian Privacy Principles (APPs) set out in the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Act). From time to time, **iscd** may be related to other entities (related entities) and this Privacy Policy applies if your personal information is dealt with by those related entities. A reference in this Privacy Policy to **iscd** is also a reference to our related entities.

iscd's detailed Privacy Policy is available on the **iscd** website [here](#).

COURSE FEES AND PAYMENT

Course tuition fees are payable in accordance with the course requirements, and the payment plan relevant to your enrolment. The payment options available to you can be discussed with you at the time of enrolment.

For more information regarding enrolment refer to the Enrolment Policy & Procedure available on the **iscd** website at www.iscd.edu.au.

Students have the option of paying for the full course fee upfront prior to course commencement or setting up an interest free instalment plan via an automated direct debit system.

- **For online students studying Certificate IV in Interior Decoration (MSF40118) and the Diploma of Design (MSF50218) - iscd** uses a 3rd party, [Ezidebit](#) for students preferring to pay via an instalment plan. A student who

enrols at **iscd** and selects the Instalment Plan payment option is agreeing to the Ezidebit fees and Terms and Conditions - for further information visit [Ezidebit](#).

Each subject/term/block must be paid in full prior to subject/term/block commencement and a down payment is required to cover the cost of the equipment provided. A tax invoice will be sent once the students enrolment is confirmed. It is the responsibility of the student to ensure tuition fees are paid in full. Certificates, Diplomas and course documentation will not be awarded if fees are outstanding.

iscd may offer special discount rates during the year. For further information, please contact the Sales & Marketing team at the school on (02) 8355 3838.

Recognition of Prior Learning (RPL) and Credit Transfer

Recognition of Prior **Informal** Learning acknowledges skills, knowledge and understanding gained as a result of work and/or life experience. **iscd** will make this process available to you for any unit in which you feel you are competent already.

Recognition of Prior **Formal** Learning applies when you have recently completed formal studies with another education provider and already been found competent in a unit/subject that is relevant/equivalent to your course. This may include higher education qualifications and recognised industry courses.

Credit Transfer is where you have successfully completed the same Unit of Competency with another education provider within the past 5 years.

Qualifications and VET Statements of Attainments issued by another Registered Training Organisation will be recognised by **iscd**. The objective of **iscd**'s Recognition of Prior Learning (RPL) and Credit Transfer process is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experience is appropriately recognised.

If you wish to apply for RPL and/or Credit Transfer, you should tick this option on the Application of Enrolment. Please refer to **iscd**'s website for full details on RPL and Credit Transfer at www.iscd.edu.au.

RPL Assessment process

Students are encouraged to access and read the full RPL policy and procedure, which includes a summary flowchart of the RPL Assessment Process - available on **iscd**'s website [here](#).

Credit Transfer process

iscd will recognise AQF qualifications and statements of attainment issued by other Registered Training Organisations (RTOs). Students are encouraged to access and read the full Credit Transfer policy and procedure on **iscd**'s website at www.iscd.edu.au.



Starter Kit

Students enrolled in the following courses receive an introductory starter art kit in their first class, which is paid for prior to the commencement of the course. Cost of the kit is \$500.

The starter kit is included in the course price for the following courses:

- Industry Specialised Programs (Colour Design, Surface Design and Styling).

The starter kit cost is additional to the course price for the following courses:

- Certificate IV in Interior Decoration.
- Diploma of Interior Decoration and Design.

The starter kit includes the following materials:

CARD 300GSM A4 SHT 01 WHITE - 10	DESIGNER GOUACHE LAMP BLACK - 1
JASART 577 BRUSH HOG FLAT #4 - 3	DESIGNER GOUACHE LARGE ZINC WHITE - 1
ART PORTFOLIO A2 - 1	JASART ROUND TAKLON #0 - 1
CUTTING MAT A3 -1	JASART ROUND TAKLON #2 - 1
PRESENTATION FOLIO A4 & 10 SLEEVES - 1	JASART FLAT TAKLON #1/2 - 4
VISUAL DIARY A4 60 SHT - 1	EC PALETTE PLASTIC #9 10 WELL LARGE - 1
TRACE PAD A4 90/95GSM 40 SHT - 1	APPLICATOR BOTTLE - 1
DESIGNER GOUACHE PRIMARY YELLOW - 1	DOUBLE SIDED TAPE ACID FREE 12MMX50M - 1
DESIGNER GOUACHE BRILLIANT YELLOW - 1	REMOVABLE INVISIBLE TAPE 19X33M - 1
DESIGNER GOUACHE PRIMARY BLUE - 1	ARTLINE 200 FINE PEN 0.4MM BLACK - 1
DESIGNER GOUACHE ULTRAMARINE - 1	CANSON CARD DESIGN CHIPS - 1
DESIGNER GOUACHE QUINACRIDONE MAGENTA - 1	CHIP SLEEVES - 5
DESIGNER GOUACHE WINSOR RED - 1	

Note: items and brand names within the starter kit contents are subject to change.

Some additional art materials for restocking kits are available for purchase from **iscd** Student Services. Alternatively, most local art stores supply the stock that we require for our courses.

In addition to the kit supplied, students will be expected to purchase and bring their own equipment as required to complete the assigned work. Where applicable, an equipment list, will be supplied as an attachment with the confirmation of enrolment letter.

Attendance Requirements

Online Students

Students are expected to communicate regularly with their Educators and actively engage in the learning process via the LMS throughout the course.

Assessments

Assessment is the process of collecting evidence and making judgements as to whether competency has been achieved by each student. Assessment for each unit involves the use of a range of assessment methods, enabling the collection of evidence on which to judge if a student can perform competently and/or demonstrate the application of required knowledge after the given period of training.

For a student to be awarded an accredited Certificate or Diploma, they must satisfactorily complete all units that are a mandatory part of that course. Students who fail to satisfy the minimum course requirements will be given a Statement of Attainment or transcript of results as applicable, listing the student's achievement up to the last day of participation.

Formal Assessment

iscd implements a fair, valid, flexible and reliable assessment policy. Competency based training is delivered by showing students samples of expectations. Assignment outlines and assignment sheets provide clear descriptions of assessment requirements.

Students are advised at the beginning of each term as to when formal assessments will take place. Criteria and guidelines are provided for each assessment. Students must pass all formal assessment activities to complete the subject and course. All assessment activities are marked on a Competent or Not Yet Competent basis.

Students who are deemed Not Yet Competent are able to re-submit once, prior to a final result being recorded. Resubmissions and any changes to initial submission dates are to be arranged with the Educator in advance of the submission date set on the syllabus.

All assignments are due by the set due date. Any late submissions are subject to a late fee per assignment. The fee is \$100 per assessment and must be paid at time of submission. Late assessments will not be reviewed, marked or given feedback until confirmation of the late fee has been paid and received.

Informal Assessment

This takes place in the form of review sessions in the classroom or online discussion boards. They are immediate assessments, conducted in a positive, informed and stimulating manner while the work remains fresh in the student's memory. Informal assessments do not count towards the marking of formal assessments, but are compulsory to complete.

Review sessions take place usually at the beginning of the subsequent lesson. These are of greatest value if every student is able to present finished work and contribute to class discussion.

Assessment Plan

Every assessment is officially issued by an Educator, and the assessment submission requirements are outlined both verbally and through written brief sheets, which also outline the marking criteria.

The Educator is available to discuss and clarify the brief requirements.

Assessment and feedback will be conducted on a one-to-one Educator to student basis throughout the course.

Educators will record outcomes of the projects – competent or not yet competent – in individual assessment books, and provide written and verbal feedback and critique to each student upon completion of each assessment.

Each student will be issued a final report at the completion of their studies with a summary of their competencies in each assessment and outlining future recommendations.

Evidence Gathering Techniques

Assessment instruments include:

- Oral/digital presentations and written submissions.
- Visual tools created by the student.

- Visual diaries to support design development processes.
- A portfolio of work including designs.
- Group discussions.
- Peer reviews.

This information is recorded in the student's assessment sheets by the Educator and is able to be accessed by the student online or upon request.

Each assessment will be returned to the student upon completion of the grading, and will provide feedback comments and guidance for improvement by the Educator for the student's development.

Submission of assessments

All assessment tasks required for completion of a unit are to be completed and submitted by the scheduled due date and following the instructions contained in the Learning Management System (LMS).

To safeguard against accidental loss of assignments, it is expected that students will keep a copy of each assignment either soft copy (on computer) or a hard copy. Students are reminded to save their work on an ongoing basis when logged in to the LMS. In the event of loss occurring, the student will be required to submit a new copy of the assignment concerned.

Satisfactory academic progress

iscd expects each student to progress through his/her course at a rate that will enable the student to complete the course in the nominated duration. **iscd** will regularly report on, and monitor, students' academic progress. Where a student is identified to be 'at risk' of not completing their course on time Student Services may intervene and provide counselling, together with plan for course progression. It is the student's responsibility to follow this plan and complete their studies within the nominated duration.

Participation monitoring and intervention

In order to assist with academic progress, Educators monitor each student's attendance and performance in the units and subjects they deliver. If a student appears to be experiencing difficulty within a particular unit, the educators alert the Student Services team. The student will be notified and asked to make an appointment with the Student Services team, who will assist in establishing a programme of support for the student. Please note that it is the student's responsibility to follow through on that programme, and to maintain contact with the educator, Student Services or other nominated staff.

Private Lessons

Private lessons are available to all students and can be arranged for one, two or three students at a time. If a student has missed greater than 20% of a course or diploma subject, they may use a private lesson to achieve their course qualification. A student may request a private lesson in order to catch up on work missed or revise / clarify what has not been understood in class.

Bookings need to be made with Reception Staff once a time has been arranged with the appropriate Educator. Fees are \$100 (inc GST) per hour for one student or \$50 (inc GST) per hour per person for two or more (maximum of 4 students per private lesson). Fees are to be paid at time of booking the class/session. Students must give a minimum of 48 hours' notice if wishing to cancel without incurring the full cost of the private lesson.

Timelines for issue of qualifications and results

Provided no re-assessment is required, **iscd** endeavours to finalise results, then prepare, and post certificates no later than 28 days after course completion. If re-assessments are required, they must be completed within 10 working days of course completion. Once the re-assessment has been marked as competent, Certificates will then be available 28 days following final marking and assessment.

If a student leaves before they have successfully completed the mandatory units within their course, the course is considered incomplete and a Diploma or Certificate will NOT be issued. Instead a Statement of Attainment will be given listing the student's competency outcomes achieved.

Replacement qualifications and results schedules

Replacement AQF documentation and results schedules can be issued to students upon payment of a fee of \$50.00 per document.

Academic appeals

A student has the right to appeal against a decision made in regards to their final assessment result if:

- The student has been assessed as Not Yet Competent in an assessment against specific competency standards.
- The student feels they have sufficient grounds and evidence entitling them to be assessed as competent or granted RPL (if appealing a RPL decision).
- The student is able to adequately demonstrate they have the skills and experience to be able to meet the learning outcomes of units they are appealing against.

A student must appeal a final result of assessment within 10 working days of the Date of Publication of the relevant assessment outcome. To commence that process, the student needs to complete an Application for Assessment Appeal Form, which is available from the Education Manager. If the Education Manager decides that a review is justified, the review process will start within 10 working days of the receipt of the application.

In the event that the student is dissatisfied with the outcome of the Assessment Appeal or the way in which it was conducted, he/she has 21 calendar days from the date on the written notification by **iscd** in which to lodge an Internal Appeal to have the case reviewed.

All subsequent steps will be in accordance with the Complaints, Grievance and Appeals Process. All formal appeal documentation will be sent to students on request by contacting **iscd**.

Withdrawal

Students risk withdrawal from a program of study if they are found to be partaking in unfair actions such as:

- Completing work on behalf of other students.
- Copying other students' work.
- Misconduct and repeated disruption, aggression or negativity in the classroom.
- Non-payment of fees.
- Plagiarism.

Cheating

Cheating is the taking of any unauthorised material or electronic device into an assessment activity, irrespective of whether or not this is used by the student to assist them in completing that assessment.

After investigation, any student found to be cheating will have their assessment activity cancelled, and no re-submission of assessment will be accepted. The assessment outcome of 'Not Yet Competent' will be recorded for that unit, and they will be placed on probation. The student will be scheduled to re-commence that full unit, and additional fees will be applied.

Any further incidence of proven cheating or other unacceptable behaviour will result in cancellation of the student's enrolment. In the event that this occurs, no refund of fees will be possible, and **iscd** will not assist with work placement.

The written notice of **iscd**'s decision will inform the student that he or she is able to access **iscd**'s Complaints, Grievances and Appeals Process (available [here](#)) and has 21 calendar days from the nominated date in which to do so.

Plagiarism

Plagiarism occurs when someone presents the thoughts or writings of another person as his/her own. You are, therefore, required to acknowledge all direct quotations, ideas, paraphrased writings and statistical information.

Plagiarism is a form of cheating, and is one of the most serious offences any writer can make. Any student found to be plagiarising will be regarded as having cheated, and the same conditions will be applied as recorded in the Cheating section above.

Award Winning Student Work

iscd supports students' creative abilities while studying by encouraging them to submit designs for industry awards and recognising outstanding work with the **iscd** Highly Commended and Award of Excellence Awards. When a student submits work for these purposes it may be selected for use by the school for internal and external promotional and marketing purposes. By signing the enrolment form and agreeing to the terms and conditions, Students agree to have their work used for these purposes. If they would like to discuss this further they are welcome to contact a member of the Student Services team. This is a great avenue for exposure in the creative work.



Exhibitions

iscd displays and promotes student works through Student Exhibitions – such as at an Orientation Day, Open Day or Graduation.

Where possible our students across all courses will have the opportunity to display their work through a consistent format, to be exhibited in a gallery at our Exhibition.

Students must collect their work after Graduation or the exhibition within the advised time frame. Work will be kept for 6 months after the date of course completion and it must be collected in person from the school. After this period uncollected work will be discarded.

All student exhibition works entered come with the student's consent for **iscd** to use these works as examples for future and prospective students.

Learning Materials

All students are enrolled into our online Learning Management System (LMS) called Canvas in conjunction with our Blended Learning delivery method. Blended Learning enables students to pre-read subject content prior to class and therefore allows more studio time with the Educator to work on assessments and gain valuable industry knowledge. This also enables students to have constant access to high quality, content rich material including case studies, coloured visuals and webinars.

Course Review

Our courses are carefully planned and researched by the team of specialist Educators and the industry representatives. They are updated annually through industry review, evaluation sessions with graduating students and course advisory team members.

Expectations of Students

For online students, please refer to your personalised study plan which is available from your Educator.

Class Commencement Policy

A non-refundable deposit and confirmation of payment option are required to secure your place in some of our courses. Classes may be cancelled at any time if the minimum class size is not reached and or maintained.

In the event of a class being cancelled, students will be notified a minimum of 5 working days prior to class commencement. If a class is cancelled, **iscd** will advise and discuss alternative options.

Classes close when optimum number of students is reached. Early enrolment is advised.

Educator postponement of a Class

If a class is cancelled due to unforeseen circumstances, it will be rescheduled as soon as possible. In such circumstances the school will endeavour to contact you immediately.

Additional Fees

- Late assessment fees - if your work is required to be assessed or reassessed by your educator after your Assessment Brief due date or class/term/block/course end date, a \$100 late assessment fee will apply.
- Reprint of a document - in the event you require a document reprinted, for example a certificate, this is at a printing and administration cost of \$50 per document.
- Students can transfer between classes, courses or study modes at the end of a subject or term providing space is available. A transfer fee of \$100 will be charged. Transfer requests must be made in writing to **iscd**.
- The **iscd** starter kit is available for purchase of \$500. There is an AU \$150 charge for international postage and packaging.
- **iscd** reserves the right to charge a \$50 administration fee for any late course payments.

Copyright

All student works must be original. Where another artist's work is involved, acknowledgement must be given to the artist.

Using photographs, as a reference is considered acceptable if the students' work is developed further in an individual and creative manner. All written texts, notes and documentation provided by the School are covered by copyright and must not be reproduced in any way outside the School.

Upon signing your student release form at the commencement of your studies, your work may be used as an example for students in subsequent years, or for marketing/promotional use.

Throughout the development of our course materials, **iscd** has obtained copyright agreements to include specific content.

iscd will under no circumstances release digital or poster visuals in printed or photographed format.

Student Services

The school has a Student Services team to assist you with any difficulties with your course or payment. The Education team is available to discuss academic progress.

Please note that not all courses offered at **iscd** are listed with the State Government's Ministry of Transport selection criteria for student travel. It is illegal to travel on state transport without a valid ticket or showing valid concession cards. Please refer to your State Government's Ministry of Transport website for full details of eligibility of student discounts.

The Program

iscd is committed to excellence. Our program is continually evaluated and updated through industry liaison, student evaluation and course advisory meetings. This ensures that our courses remain relevant and that vocational requirements of the industry are met.

iscd reserves the right to alter the curriculum. Changes will be communicated to students through the course Educator Coordinator or Student Services.

Compliance and Legislation

iscd is required to comply with the *Standards for NVR Registered Training Organisations 2012* and all national guidelines approved by the National Skills Standards Council (previously National Quality Council) and its successors.

In addition, **iscd** will ensure:

- It conducts regular self-assessment audits.
- Provides notification of changes to its registering body (ASQA).
- Measures its performance.
- Maintains records consistent with the registering body's requirements.

iscd will comply with all Commonwealth and State legislation and regulatory requirements that relate to the operation of the business. This includes regulations in the area of:

- Anti-discrimination, including equal opportunity, racial vilification and disability discrimination.
- Copyright.
- Workplace health and safety.
- Privacy.
- VET.
- Workplace harassment, victimisation and bullying.

The relevant legislation is detailed below and can be accessed on the Australasian Legal Information Institute website (<http://www.austlii.edu.au/>)

NSW Anti-Discrimination Act (1977)

Affirmative Action (Equal Employment Opportunity for Women) Act (1986)

Copyright Act 1968

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Privacy Act and National Privacy Principles (2001)

National Vocational Education and Training Regulator Act 2011

WorkCover Legislation Amendment Act (1996 No. 120)

Workplace Injury Management and Workers' Compensation Act (1988)

Access to the appropriate legislation is available upon request.

English Language, Literacy and Numeracy Services

If you require advice and support for English language, literacy and numeracy our partner school, Greenwich English College have courses available at most campuses. For more information, visit their website - <https://www.greenwichcollege.edu.au/>

Centrelink Career Information 13 2850

For assistance and advice in job seeking.

Workplace Health and Safety

The International School of Colour and Design teaches safe working practices as an integral part of its programs and complies with the Work Health and Safety Act 2011.

Our studios are large and well ventilated with ample working space and facilities for cleaning equipment.

If you have any questions regarding safety and the prevention of accidents, including the use of equipment or hazardous materials, please do not hesitate to speak to your Educator.

Your Rights and Obligations

iscd aims to provide students with the opportunity to study, learn and develop skills in a safe and supportive educational and social environment. As a student you have rights and responsibilities.

Students have a responsibility to not discriminate, insult or offend any member of their class, including their Educator, or any member of the **iscd** staff. Students should also not distract or negatively impact others in the classroom.

Under the Anti-Discrimination Act 1977, amended in 2002, it is against the law in NSW to discriminate against people on the grounds of:

- sex (including sexual harassment or pregnancy).
- age.
- disability (includes past, present or possible future disability).
- race, colour, ethnic or ethno-religious background, descent or nationality.
- marital status.
- sexuality.
- gender identification.
- drug addiction.

If you feel you have been discriminated against, fill out an Incident Report immediately, which is available from reception. An arrangement will be made for an interview with the Education Department or our General Manager.

If your complaint is not resolved, you can seek advice from the Anti-Discrimination Board on (02) 9268 5555

Student Health and Wellbeing

iscd is committed to creating a safe and inclusive environment for its students and staff.

HIV/AIDS, Alcohol and Related Issues

If you need information about HIV/ AIDS, hepatitis, sexual health you can ask for advice and referral from the following organisations.

ACON (AIDS Council of NSW)	(02) 9206 2000
Victorian AIDS Council (VAC)	1800 134 840
ADIS (Alcohol and Drug Information Service)	(02) 9361 8080
Smoking Quitline Telephone Counselling	131 848
Sydney Sexual Health Centre	(02) 9382 7440
Melbourne Sexual Health Centre	(03) 9341 6200

Other Useful Numbers

Mental Health Access Line	1800 011 511
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National 24/7 Helplines

If your life is in immediate danger call 000

Lifeline 13 11 14

For anyone thinking of suicide or in crisis.
lifeline.org.au/get-help

Welfare Check 13 44 44

Be ready to give the police as much information as possible.

Suicide Call Back Service 1300 659 467

Six free phone counselling sessions.
suicidecallbackservice.org.au

beyondblue 1300 22 4636

For depression and anxiety.
beyondblue.org.au

Kids Helpline 1800 55 1800

Anonymous support for 5-25 year olds.
kidshelpline.com.au

MensLine 1300 78 99 78

Support for men with family and relationship concerns.
mensline.org.au

1800 Respect 1800 737 732

Support and advice following sexual assault and domestic/family violence.
1800respect.org.au

Veterans & Veterans Families Counselling Service 1800 011 046

vvcs.gov.au

Health Direct 1800 022 222

health advice for professionals.

healthdirect.gov.au

Poisons Hotline 13 11 26

poisonsinfo.nsw.gov.au

Translating Service 13 14 50

tisonational.gov.au

Mental Health Crisis Lines

ACT 1800 629 354

NSW 1800 011 511

NT 08 8999 4988

QLD 13 43 25 84

SA 13 14 65

TAS 1800 332 388

VIC 1300 651 251

WA 1800 676 822

Other useful websites

Practical resources to support discussions about suicide

conversationsmatter.com.au

Suicide prevention for small towns and local communities

communitiesmatter.suicidepreventionaust.org

National Relay Service, for people who are deaf or have a hearing or speech impediment:

www.relayservice.gov.au

Specialist Support**Drugs & Alcohol 1800 250 015**

Free drug/alcohol counselling

counsellingonline.org.au

Use this to find local support:

adf.org.au/support-services-directory

Eating Disorders 1800 33 4673

The Butterfly Foundation 8am-9pm

thebutterflyfoundation.org.au

Fathers

Dads in Distress offers help and hope for separated dads.

dadsindistress.asn.au

1300 853 437 (9am - 5pm)

Gambling 1800 858 858 (24/7)

gamblinghelponline.org.au

Homelessness

Some state/local services listed here:

homelessnessaustralia.org.au/are-you-experiencing-homelessness

LGBTQI 1800 184 527

QLife supports lesbian, gay, bisexual, trans and intersex people and their families and friends.

qlife.org.au

Find more local services here:

au.reachout.com/articles/lgbtqi-support-services

Mental Health

MindHealthConnect contains info, support and services from Australia's leading mental health providers, all together in one place.

Complete the Guided Search starting "how are you feeling?" at

mindhealthconnect.org.au

SANE Australia

Specialises in complex mental health illness such as bipolar, schizophrenia, and severe anxiety or depression.

sane.org 1800 18 7263 (10am - 10pm)

Parents

State help lines for parents:

kidshelpline.com/parents/parentline-services

Postnatal Support

PANDA supports families recover from post/antenatal depression and anxiety.

panda.org.au 1300 726 306 (9am - 7:30pm)

Relationships

Relationships Australia helps families develop positive respectful relationships.

Find local services: relationships.org.au/contact-us 1300 364 277

Sexual / Domestic Violence

A directory of local support services:

sass.org.au/directory

Young People 12 - 25 yrs old

Headspace offers phone/online support and local centres.

headspace.org.au / 1800 650 890

ReachOut is an informative website.

au.reachout.com

Lifeline Services Finder

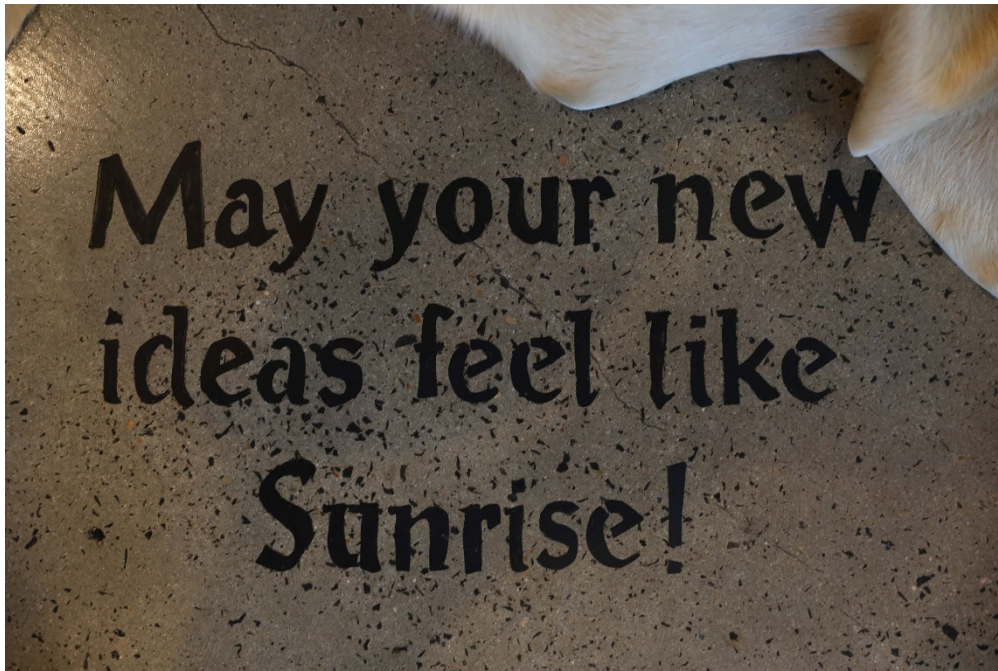
A directory of free or low cost health and community services nationwide:

lifeline.servicesseeker.com.au

Download Apps

Check out the apps BeyondNow, Check-In, MindShift and Headspace or browse recommended apps at:

au.reachout.com/sites/thetoolbox



Adult Learning

As an adult learner you have a responsibility to contribute to the classroom dynamics. Educational experiences are enriched and broadened by the involvement of all members of the class.

Students are encouraged to write their own notes during class even though the Student Manual covers most of the course content. This is particularly important during review sessions and when new work is being explained or assignments are being set.

Students are expected to complete some personal research during their course. They are also encouraged to further their own knowledge, on any area of colour and design through experimentation, exploration, reading and research.

Course and Educator Evaluation

To enable us to continually improve the course content and delivery we request all students complete an evaluation form at the end of each term and a course evaluation form at the end of your course.

Storing your Artwork

Students must store their work safely in order to preserve the high quality of presentation and finish.

Portfolios are used for this purpose, but these should not be left in cars, especially in summer, as the hot plastic is not healthy for artwork.

Student Records

Please ensure your records on file are kept updated, details such as name, address and telephone numbers need to be current and correct in case we need to contact you urgently.

Please inform the Student Services team of any changes during the duration of your course and after you leave the school so that we can continue to keep in touch.

iscd ensures that its record keeping procedures comply with the quality standards set for Registered Training Organisations. All client and student records are confidential. **iscd** systems are permanently backed up to ensure the

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security of client and student records. Clients and students will have access to their records at any stage by emailing designhub@iscd.edu.au. Please see **iscd's** [Privacy Policy](#) on the **iscd** website for further details

Messages for Educators

Students are also able to contact Educators and their peers through discussion boards on Canvas. This is an efficient and easy way to attain answers. Do not forget to look back at previous discussions on the board as your question may have already been answered.



Portfolio and Visual Diaries

The Portfolio is a tangible outcome of the course and may be used by the student when seeking employment and/or enrolment in further study.

The creative journey of the student is recorded in the Visual Diary. The Visual Diary is a collection and record of colour and design experiments and experiences as well as any reference materials collected.

- All students must have a Portfolio and a Visual Diary
- All assignment work must be completed and well presented in the Portfolio
- All course work is to be presented to a professional standard

Mobile phones

We recommend all mobile phones are to be switched off during online tutorials and classes.

Quick Study Tips for Online students

- Set aside dedicated times each day or week to focus purely on a subject, exercise or assessment.
- Organise your time in pre-read lesson content and set times for exercises and assessment development.
- Set yourself assessment deadlines and complete all assessments on time according to your deadlines.
- Presentation should be professionally presented. All Portfolio pieces are to be on white or black A4. No coloured mounts are to be used, unless otherwise specified.
- Read the brief carefully and produce works that fulfil the brief as explained.
- Actively contribute to review sessions, online discussion boards.
- Have a dedicated area/studio set up and be prepared to paint, cut and paste. This is a practical course.
- Mention any concerns or problems to the Educator, if and when they arise.
- Keep all steps of the creative journey documented, as they occur, in your Visual Diary, dated.
- The Visual Diary is a personal record and shows design development which is immensely valuable and important.

We wish you all the best success with your creative studies and hope you enjoy exploring the world of colour and design.

Thank you for choosing **iscd**.

DOCUMENT CHANGE HISTORY			
Version	Approval Date	Approved by	Change
Version 1.1	01/03/2017	GM, iscd	New Student Handbook
	06/04/2018	Compliance Manager	Review/approval by new Compliance Manager
Version 1.2	14/02/2020	Quality, Accreditation & Compliance Manager	Update to reflect current status