

WHITEHOUSE
INSTITUTE OF DESIGN,
AUSTRALIA © EST. 1988

2027 VET for Secondary Schools
Students – Handbook
MELBOURNE campus

***Certificate III in
Design Fundamentals
CUA30720***

1300 551 433

www.whitehouse-design.edu.au

.....	1
MISSION STATEMENT	4
THE WHITEHOUSE PHILOSOPHY	4
THE CERTIFICATE III IN DESIGN FUNDAMENTALS CUA30720	5
QUALIFICATION OVERVIEW.....	5
COURSE STRUCTURE.....	5
ATTENDANCE PATTERNS.....	6
ENTRY REQUIREMENTS.....	6
COURSE COMPLETION.....	6
PREREQUISITES.....	6
WORK PLACEMENT.....	6
DELIVERY AND ASSESSMENT.....	7
2027 ACADEMIC DATES – VET FOR SECONDARY SCHOOLS STUDENTS PROGRAM.....	7
BUSINESS NOTICES	8
2027 FEE SCHEDULES.....	8
ENROLMENT AND UNIQUE STUDENT IDENTIFIER (USI).....	9
PRIVACY.....	9
CHANGE OF ENROLMENT.....	9
GENERAL INFORMATION - COURSE ORIENTATION.....	10
COMMUNICATION.....	10
MATERIALS, RESOURCES AND EQUIPMENT.....	11
MAINTENANCE OF CLASSROOMS.....	11
STUDENT ACCESS TO SUPPORT SERVICES.....	11
ISSUING OF QUALIFICATIONS.....	11
STUDENT FEEDBACK.....	12
ISSUING OF QUALIFICATIONS.....	12
CONDUCT.....	12
CHILD PROTECTION.....	13
ACCESS AND EQUITY AND ANTI-DISCRIMINATION.....	13
ACADEMIC INTEGRITY.....	13
GRIEVANCE / APPEALS PROCEDURES.....	13
USING MOBILE PHONES AND/OR PERSONAL DIGITAL DEVICES.....	13
WORK HEALTH & SAFETY.....	14
ATTENDANCE.....	16
COURSE WITHDRAWAL.....	16
RECOGNITION OF PRIOR LEARNING (RPL).....	16
ASSESSMENT.....	16
UNSUCCESSFUL COMPLETION OF UNITS OF COMPETENCY.....	16
ASSESSMENT RECORDS AND REPORTS.....	17
STUDENT ACCESS TO PERSONAL RECORDS.....	17
DISCLAIMER	17
FURTHER STUDY AT WHITEHOUSE.....	17

FOREWORD

It gives me great pleasure to welcome you to the Whitehouse Institute of Design, Australia. This handbook has been prepared as a reference directory for students studying with Whitehouse under the VET for Senior Secondary School Students provisions in Victoria, Melbourne Campus.

I hope it will serve to guide you in your decision to study a Design qualification for a positive learning experience.

The Whitehouse staff look forward to working closely with you this year and we wish you well in your studies.



LEANNE WHITEHOUSE
Founder & Executive Director

MISSION STATEMENT

Whitehouse Institute of Design, Australia is a leader in higher education for the design and creative industries. Whitehouse fosters a learning and teaching culture that values scholarship, critical reflection, diversity, and equity. Whitehouse nurtures creativity and advances innovation, sustainability, leadership, and entrepreneurship, enabling students to develop design skills for continuous learning throughout their lives.

Whitehouse prepares graduates as designers of the future for careers in fashion, creative direction and styling, and interior design and as creative practitioners. Whitehouse graduates employ cutting-edge technologies to further industry engagement, foster equitable business practices and grow the economy of the design industry.

Whitehouse Mission Statement: approved by the Academic Board 2012.

THE WHITEHOUSE PHILOSOPHY

Whitehouse Institute of Design, Australia sees design as positioned at the forefront of rapid and ongoing change in industry, commerce, and all aspects of social and community life. In a world of constant change, education provides a valuable key to innovation, adaptability, personal growth, and professional sustainability.

Whitehouse creates and sustains a unique learning environment, designed to immerse students into studio practice, working individually and in groups and teams to prepare motivated and reflective practitioners for careers in design and related industries. Courses focus on creative development through drawing, design, and fabrication, together with an appreciation of the importance of design history and aesthetics, in addition to enhanced visual, verbal, written and interpersonal communication. Underpinning this is a commitment to collaboration and shared diligence from staff and students in progressively acquiring the essential conceptual insights, design skills and specialist knowledge and technical expertise required to work as a professional designer in a range of creative and technical roles in industry.

Whitehouse directs student energies and talents so that they may explore and respond to their environment. This brings a richness of experience to student work, linked to critical judgement, problem solving and decision making, while concurrently developing visual and practical skills. In a consumer-oriented society, design and style are inseparable; each growing from and shaping the other, often across different design disciplines. Students are encouraged to discover themselves through visual and spatial surroundings. By building an awareness of their personal style and approach to creativity, they soon discover their own unique means of personal expression.

Students are guided to explore and realise their potential by the highly professional and creative teachers engaged by Whitehouse who inspire and motivate students, stimulate their aesthetic self-awareness and develop their professional design talents, whilst enacting and upholding the philosophy of Whitehouse Institute of Design, Australia.

THE CERTIFICATE III IN DESIGN FUNDAMENTALS CUA30720

QUALIFICATION OVERVIEW

Total number of units = 12. Seven core units plus, and five elective units. The elective units must be chosen from the training package elective list and two may be from the remaining electives list or any currently endorsed training package qualification or accredited course.

COURSE STRUCTURE

The Units of Competency in the Certificate III in Design Fundamentals CUA30720 have been selected and sequenced to ensure sound pedagogical development of skills over the duration of the course. Some units have been clustered for delivery and assessment. Students can select one of three specialist focus areas – *Fashion Visualisation*, *Interior Visualisation*, or *Creative Direction Visualisation*.

The course structure is outlined in the table below.

CORE UNITS	
CUADES201	Follow a design process
CUADES301	Explore the use of colour
CUADES302	Explore and apply the creative design process to 2D forms
CUADES305	Source and apply information on the history and theory of design
CUADES304	Source and apply design industry knowledge
CUAWHS312	Apply work health and safety practices
CUAACD311	Produce drawings to communicate ideas
ELECTIVE UNITS (Common)	
CUAPPR311	Produce creative work
CUADIG304	Create visual design components.
SELECT ONE ELECTIVE OPTION	
ELECTIVE UNITS (Fashion Visualisation)	
CUADES303	Explore and apply the creative design process to 3D forms
CUAPPR314	Participate in collaborative creative projects
MSTAT2006	Assemble simple textile products
ELECTIVE UNITS (Interior Visualisation)	
CUAANM313	Create 3D digital models
CUAACD313	Produce technical drawings
CUAPPR417	Select and prepare creative work for exhibition
ELECTIVE UNITS (Creative Direction Visualisation)	
CUADES202	Evaluate the nature of design in specific industry context
CUAACD312	Produce computer-aided drawings
CUAPHI312	Capture photographic images

ATTENDANCE PATTERNS

The course is delivered face-to-face. Attendance dates, times and days for 2027 are listed below.

ENTRY REQUIREMENTS

Applicants must be enrolled in a school studying Year 10 in 2026 and intending to undertake their VCE (Years 11 and 12) senior secondary school certificate, commencing 2027.

In some cases, students commencing Year 10 in 2027 may also be considered but will be required to demonstrate to their school and Whitehouse their readiness, such as an understanding of the industry and the aptitude and commitment to successfully complete the course. This may take the form of a short 250 words motivational statement and / or a portfolio of creative work (4-6 pieces in any medium).

If the number of eligible applicants exceeds the number of available places a selection procedure based on evidence of design aptitude will be implemented. This may take the form of a short 250 words motivational statement and / or a portfolio of creative work (4-6 pieces in any medium). Students can also be placed on a waiting list, should a vacancy eventuate.

Recognition of prior learning (RPL) policies and procedures apply, as outlined under the heading “*Recognition of Prior Learning (RPL) and Credit Transfer*”.

COURSE COMPLETION

Completion of the Certificate III in Design Fundamentals CUA30720 requires students to successfully complete 12 units of competency, as described in the course structure above. A Statement of Attainment will be issued in the event of partial completion of the course.

Students are expected to:

- Attend all classes on campus (face-to-face) ¹
- Submit all assessment tasks for marking at the required time and as specified in the assessment briefs
- Participate in class activities and engage with their work
- Fulfil the required amount of independent study between blocks as specified in the assessment briefs
- Always abide by the Whitehouse [Code of Conduct for students](#).

PREREQUISITES

There are no unit pre-requisites.

WORK PLACEMENT

There is NO mandatory work placement requirement.

¹ Exceptions notwithstanding, for example due to exceptional and/or unforeseen circumstances (natural disasters; pandemics; critical incidents; illness). In such cases, an Individual Learning Plan will be put in place to support student learning and progression.

DELIVERY AND ASSESSMENT

A range of teaching and learning strategies will be used to deliver the units of competency, including:

- Presentations
- Practical demonstrations
- Practical tasks
- Group work
- Activities in a studio environment (simulated work environment)
- Independent study and research.

Assessments are varied and require evidence of visual research and submission of practical tasks, written assignments, a research and process journal and presentation of portfolios. Assessment tasks are designed to simulate activities that students might expect to undertake while working in the fashion, interior decoration, and creative direction industries.

2027 ACADEMIC DATES – VET FOR SECONDARY SCHOOLS STUDENTS PROGRAM

2027 Stage 1 - Prelim - Core	Hours of Delivery
❖ Block 1 – Monday 11 to Friday 22 January (10 days excluding weekend) ❖ Term 1 – Wednesday 3 February – 24 March (8 x Wednesdays) ❖ Block 2 – Tuesday 30 March to Friday 2 April (4 days) ❖ Term 2 – Wednesday 14 April – 16 June (10 x Wednesdays) <i>This will complete Stage 1 – accredited for at the Preliminary and/or prelim VCE level and a Statement of Attainment towards Certificate III in Design Fundamentals CUA30720</i>	All classes during Term 9.00 – 4.00 on campus unless advised other.
2027 Stage 2 – Elective / Specialisations	
❖ Block 3 – Monday 28 June to Friday 2 July (5 days) ❖ Term 3 – Wednesday 14 July – 15 September (10 x Wednesday) ❖ Block 4 – Monday 20 to Friday 24 September (5 days) <i>This will meet the 360-hour delivery requirement of the course. Provided all units of competency (UoC) are successfully completed, this will finalise the VCE VASS requirements and the Certificate III qualification.</i>	All classes during Block times are 9.00 – 4.30 unless advised other

BUSINESS NOTICES

2027 FEE SCHEDULES

Allocation of a place in the Whitehouse Institute's VET for Secondary Students program constitutes an agreement that the student will study for the duration of the course. This means that there is an obligation on the part of the student/parent/guardian/school authority to pay the published tuition fees throughout the period of enrolment. All fees are in Australian Dollars and inclusive of GST where GST is applicable. Tuition fees are not transferable to another student or another institution.

Certificate III in Design Fundamentals CUA30720	Stage 1 (due 25 November 2024)	Stage 2 (due 4 March 2025)	Tuition fees
Stage 1 and Stage 2	\$1,950.00	\$1,950.00	\$3,900.00
Deposit to be paid with application (cost of Art Kit and materials)		\$400.00	\$400.00
		Total	\$4,300.00

SCHEDULE OF MISCELLANEOUS FEES

Item	\$
Change of Enrolment	\$100.00
Application for Recognition of Prior Learning	\$250.00 per unit
Late payment penalty	\$20.00 per week
Late Marking Fees per assessment task	\$ 50.00
Re-issue of a Qualification / Testamur	\$ 50.00
Re-issue of a Statement of Attainment	\$ 30.00
Re-issue of an Academic Transcript	\$ 30.00
Re-issue of a receipt	\$ 15.00

Note: Miscellaneous fees are payable at the time they become applicable.

FEE PAYMENT

Students will be invoiced for course tuition fees payment.

Stage 1 must be paid in full by 23 November 2026

Stage 2 paid in full by 1 March 2027.

A late fee penalty of \$20.00 per week will apply for all overdue fees, dated from the due date.

If a student is being subsidised by their school or school authority, there will be no deposit and / or advance tuition payment required unless stated otherwise. Should the school or school authority cancel subsidy, fees will remain payable by the student/parent/guardian.

Once a student's application is accepted and an enrolment is processed and a place allocated, the student/school authority commits to completing the course of study and undertakes the financial liabilities for the full year.

Once fees are paid, the Whitehouse's [Exceptional Circumstances \(Re-credit FEE-HELP or Tuition fee refund\) Procedure](#) applies.

While Government subsidies for the VET for Secondary Students program may be available through some participating high schools, it should be noted that no subsidies are available through Whitehouse. Enquiries regarding the availability of an individual student eligibility for a VET for Secondary Students program subsidy should be directed to the Principal, Vocational Coordinator, Careers Adviser or Year Patron at the high school the student is attending.

Please note: the VET for Secondary Students course is not CRICOS registered, thus International Students on a temporary student visa are not eligible to enrol in the program.

ENROLMENT AND UNIQUE STUDENT IDENTIFIER (USI)

Students should complete and submit the Whitehouse application for enrolment form after they have read and understood the content of this handbook and discussed the program with their Careers Advisor/VET Coordinator and Parent/Guardian, The Careers Advisor/VET Coordinator and Parent/Guardian all need to sign the enrolment form.

Students undertaking nationally recognised training are required to have a Unique Student Identifier (USI) to receive a qualification or statement of attainment. The USI is a reference number that allows all students undertaking vocational education and training in Australia to access their training results from all providers including all completed units of competency and qualifications. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/>

PRIVACY

The Whitehouse [Privacy Policy](#) outlines how the Institute handles and protects personal information of students.

CHANGE OF ENROLMENT

A request for a student to change their specialist option (for example from Fashion Visualisation to Creative Direction Visualisation) in the VET for Secondary Students program is subject to availability of a student place and will only be considered prior to commencement of the program unless there is a compelling reason for the change. A change of focus requires that the participating High School and student agree on the benefits of the change and that such a change does not disrupt other students. A student wishing to change focus in the program should submit a Change of Enrolment Form. Should an enrolment change be approved; an administration fee of \$100.00 may be payable.

GENERAL INFORMATION - COURSE ORIENTATION

On the day of course commencement, students attend an induction, which includes:

- Orientation to the course, attendance, and study requirements
- A tour of training facilities
- Introduction to relevant instructors and other students
- Issuance and explanation of the VET for Secondary Students Handbook
- Issuance of course outline and assessments
- Information about applying for recognition of prior learning.
- Supply of equipment
- Outline of Work Health & Safety requirements
- Instructions on accessing and using the Google Classroom.

COMMUNICATION

Student contact details

Students must ensure that Whitehouse has their parent(s) or guardian's current contact details, including phone number/s, email address, address, and emergency contact details.

To issue students with their unique Whitehouse student email address and access to the Whitehouse Learning Management System (Google Classroom), Whitehouse will ask students to provide on the enrolment form, a personal email address, for this purpose only. If a student does not provide or does not have a personal email address, Whitehouse will communicate with their parent / guardian instead.

n.b. Students must NOT provide their school student email address in the personal email address field in the enrolment application form, as they are minors (children <18), and the school IT system automatically blocks Whitehouse from sending them emails.

Whitehouse uses the student's Whitehouse student email address as the primary means of communication during their enrolment period. It is important that students regularly check their email inbox for updates.

Student access to their Learning Management System (Google Classroom) and email will be via their Whitehouse student user log in account and email address. This access is active only while students are confirmed enrolled and ceases on course completion or cancellation of enrolment (may include leave of unauthorised absence), at which times the student's Whitehouse email account is de-activated, and access denied.

Google Education Suite of apps (Google Classroom; Google Chats/Hangouts/Meets)

Google Classroom is used by Whitehouse to communicate all course & timetable information to VET Students. Prior to course commencement of studies at Whitehouse students will be provided with a Whitehouse student email and instructions on how to activate their Google Classroom access and user account.

Communicating with teachers

Teachers can only be contacted by students via their Whitehouse staff email address, by posting messages on Google Classroom or calling or emailing Reception on (02) 9267 8799. Please note that you are expected to avoid inappropriate communications and relationships with staff members, including relationships on social media.

MATERIALS, RESOURCES AND EQUIPMENT

All students receive an Art Kit at the commencement of the course. With thoughtful use the items in this kit should be sufficient for the entire period of study. Students will be responsible for any replacement stock required for their Art Kit and any additional materials they choose to use in their major projects.

VET for Secondary School Students have free access to black and white and colour printing, scanning, and copying up to A3 size on campus, if the materials being scanned/copied/printed relate directly to the Certificate III in Design Fundamentals program.

Any breakages or losses of tools or equipment belonging to Whitehouse caused by a student are their financial responsibility.

MAINTENANCE OF CLASSROOMS

At the conclusion of each lesson, students are to ensure that:

- Desks are left clean and orderly for the next class and chairs are positioned on top of desks.
- All rubbish is to be removed from desks and the floor and placed in the bins provided.

STUDENT ACCESS TO SUPPORT SERVICES

Counselling and other professional support services

Whitehouse provides students with access to range of professional support services, including assistance with career and course decisions, counselling, academic advice and assistance and complaint and grievance resolution. Refer our [Student Wellbeing and Support Services policy](#).

Students can also access free counselling services offered by the Australian Counselling Service, with whom Whitehouse is registered. Learn more at: <https://www.acscounselling.com.au/>

Students requiring counselling assistance should discuss their needs with their school career advisor.

ISSUING OF QUALIFICATIONS

Whitehouse issues qualifications for this course in accordance with the national requirements of the Australian Qualification Framework (AQF) and the Australian Skills Quality Authority (ASQA). AQF Qualifications are only issued after all required components of a qualification have been successfully completed. When a qualification has not been completed, a Statement of Attainment for units of competency successfully completed will be issued.

Whitehouse can only issue a qualification if it has the student's USI on file.

LIBRARY

The Librarian oversees the library facilities and activities.

Opening Hours:

The Whitehouse Library is open to students 9.00am - 4:00pm Tuesday to Friday. Students are free to use the library before and after class and during their break times without restriction if the Librarian or a

supervising member of staff is present. Occasionally Library access times alter with short notice; all such changes will be posted on the library news and events board or on the library door.

As previously stated, library resources are available for loan on Whitehouse Institute premises only. In addition to books and magazines the library also has some cameras, light boxes, and projectors for loan to use on the premises.

Library rules:

As a mark of respect for and courtesy to all staff and students at Whitehouse students are expected to:

- Refrain from cutting, painting, pasting, patternmaking or other studio design work in the library.
- Keep their valuables with them, always.
- Switch off/silence mobile phones when in the library.
- Ask Library staff for assistance with photocopying and printing.

PC use:

PCs in the library are for research/ library use only.

Documents can be printed from the PCs to the photocopier in the library; ask the library staff for assistance.

STUDENT FEEDBACK

Students are asked to complete at least one course evaluation questionnaire each year. Student are contacted by the Social Research Centre on behalf of the Australian Government and asked to respond to a survey about their learning experience. Whitehouse strongly encourages students to respond to the questionnaire which provides valuable feedback in maintaining course quality and relevance.

ISSUING OF QUALIFICATIONS

Whitehouse issues qualifications for this course in accordance with the national requirements of the Australian Qualification Framework (AQF) and the Australian Quality Skills Authority (ASQA). AQF Qualifications are only issued after all required components of a qualification have been successfully completed. When a qualification has not been completed, a Statement of Attainment for units of competency successfully completed will be issued.

Whitehouse can only issue a qualification or a Statement of Attainment if it has the student's USI on file.

CONDUCT

While travelling to and from Whitehouse VET for Secondary Students are considered ambassadors for their high schools and representatives of Whitehouse. Students at Whitehouse are expected to behave as responsible young adults and independent learners.

Whitehouse expects students to adhere to its [Code of Conduct for students](#) by demonstrating professional, courteous, and respectful behaviour at all times. It is important to note that Whitehouse takes a zero-tolerance approach to bullying, sexual assault, sexual harassment, and other forms of harmful discrimination and misconduct.

Should a student fail to conduct themselves in an appropriate manner and breach the code of conduct, an Incident Report Form will be completed by the teacher & issued to the student. Copies will be placed on the student's file and sent to his/her school and appropriate action taken.

Breaches of the Code of Conduct may result in penalties, as outlined in the policy.

CHILD PROTECTION

Whitehouse, as an approved VET and higher education provider, is committed to the safety of persons (children) under the age of 18, as enrolled students, students on work experience or as visitors at its campuses, in accordance with its Child Protection [policy](#) and [procedure](#)

ACCESS AND EQUITY AND ANTI-DISCRIMINATION

Whitehouse upholds the principles of access and equity with respect to students and staff as outlined in its [Access and Equity Policy](#).

ACADEMIC INTEGRITY

Students must always conduct themselves honestly and ethically and are expected to carefully acknowledge the work of others in their creative endeavours through authentic learning and avoid breaches of academic integrity related to plagiarism, self-plagiarism, cheating, collusion, fraud or unauthorised use of GenAI technologies.

Breaches of the [Academic Integrity Policy](#) will attract penalties which vary and may include counselling and /or a warning, re-submission, suspension or enrolment termination. The penalty will depend upon the severity of the breach, whether it is a first or repeated offence, whether there is evidence of deliberate deceit and whether advantage has been taken of another student.

GRIEVANCE / APPEALS PROCEDURES

Whitehouse acknowledges the right of students to raise and have addressed grievances and appeals fairly, impartially, transparently and in a timely manner, as outlined in the [Policy](#) and [Procedure](#). They can lodge informal and/or formal grievances and appeals.

USING MOBILE PHONES AND/OR PERSONAL DIGITAL DEVICES

In accordance with the Policy *G029_Using mobile phones and personal digital devices*, the use of mobile phones and personal digital devices (on or off campus) by students while studying **that is related** to their learning is permitted.

The use of mobile phones and personal devices by students while studying that is **not related** to their learning must be always avoided.

The use of mobile phones and personal devices, (on or off campus) such as calling / talking, texting, using social media, emailing, taking photos, etc...) **while walking** is dangerous and poses unacceptable risks of physical harm and **should be always avoided**.

WORK HEALTH & SAFETY

Whitehouse provides a safe learning environment in accordance with state and commonwealth legislative and regulatory requirements. Students should familiarise themselves with information regarding hazards, risks, risk minimisation and emergency procedures. They are also required to observe safe work practices when participating in training and assessment activities, including operating machinery, working with hand tools, and working with hazardous materials and chemicals.

Students should observe standard workplace principles for safety when moving or lifting any equipment. If in doubt, students should seek advice from lecturers or other senior members of staff. Students must report any damage to equipment or personal injury immediately to a teacher, the VET Coordinator or any other Whitehouse staff member.

General Studio Safety and housekeeping:

Students are required to:

- Wear enclosed footwear, always
- Wear appropriate clothing
- Use equipment only after they have been trained and deemed competent
- Refrain from eating or drinking in studio spaces
- Refrain from smoking /vaping in the building at any time
- Minimise risk to themselves and others by applying relevant WHS instructions.

Good housekeeping practices that are important to minimise risk in studio/workplace areas. Students need to:

- Clean up any spills immediately
- Keeping studio spaces clean and organised, always
- Wipe down work surfaces after session is finished
- Ensure access to emergency items, such as fire blankets and or extinguishers, is clear
- Keep emergency exits or pathways clear, always
- Ensure they have sufficient clear space to work safely
- Keep all electrical cables and cords out of the way of their workspace
- Report any hazards immediately to a Whitehouse staff member.

Hazardous substances and chemicals

The main hazardous substances that students may handle in workshops and studio areas include:

- Some paints and inks
- Spray paints and fixatives
- Glues and adhesives.

To minimise risk from the use of these substances it is important that students:

- Reseal containers immediately after use
- Only keep substances in correctly labelled containers. When storing ensure label can be read
- Never keep substances in food or drink containers
- Refrain from eating or drinking while working
- Wash hands and nails thoroughly after working
- Always clean up after themselves.

Working with scissors and knives/blades

When using scissors/knives or blades it is important that students:

- Appropriately dispose of and not use damaged or defective scissors, blades, or knives

- Do not carry sharp tools in their pockets
- Ensure they have a safe and good grip of the tool before using it
- Keep their hands and fingers away from sharp edges
- Ensure scissors, blades and knives are stored in a manner that does not pose a risk to themselves or others.

Working with glue and adhesives

When working with glues and adhesives it is important that students:

- Always read and follow manufacturer's use and safety instructions
- Work in a well-ventilated area and avoid inhaling hazardous vapours
- Cover glues and adhesives when not in use
- Clean up any spills immediately
- Never eat, drink, or smoke when using these substances
- Wash hands and nails thoroughly after working
- Always clean up after themselves.

Trips and Falls

Students can reduce the risk of trips and falls by:

- Wearing appropriate and safe footwear
- Cleaning up spills
- Ensuring electrical cords do not run across traffic areas
- Ensuring bags, portfolios and other objects do not pose trip hazards in aisles, stairwells, or other areas in which there is foot traffic
- Reporting trips and falls to Whitehouse staff.

Injuries and Other Incidents

Students must report injuries and other incidents to a Whitehouse staff member as soon as practical after the event.

First Aid

If a student is injured on campus, they must:

- Seek immediate first aid or medical attention and
- Report the injury to a Whitehouse staff member as soon as practicable after the event.

Officers with First Aid / emergency care training are on hand in the building during the day. In case of an accident or injury students will be treated by a first aid officer. Unless otherwise notified in advance Whitehouse staff will only contact parents/guardians should the injury warrant further medical attention, or if the student is too ill to continue class or if they express a wish to go home.

Fire

- In case of fire personal safety is a student's priority
- Never let a fire get between you and the exit
- If you discover a fire, alert people nearby and enlist their help
- Raise an alarm and evacuate the building. Use the stairs, not the lift.

Contacting Emergency Services

In case of an emergency, call:

Ambulance, Police, Fire Brigade - 000
Poisons Information Centre – 13 11 26

ATTENDANCE

Students are expected to attend all lessons face to face on campus and/or online, to arrive on time and to remain in class for the duration. They are expected to come prepared for each lesson and to have all materials and equipment ready prior to the scheduled lesson time. They may be given short breaks during class time.

In the event they are absent due to approved reason (e.g. illness) or unforeseen event, (e.g. natural disaster), notification must be made by the parent/guardian or school to Whitehouse, and approval granted using the appropriate *'absence from class form'*. It is a requirement for Whitehouse to report to schools, student absences / attendance / participation.

COURSE WITHDRAWAL

Whitehouse makes provision for students wishing to withdraw from the course. Student wishing to withdraw will need to submit a completed *Notification to Cancel Enrolment Form – VET for Schools Program*.

RECOGNITION OF PRIOR LEARNING (RPL)

The Whitehouse [VET Recognition of Prior Learning Policy](#) provides for individuals to have their prior study and informal learning recognised formally through assessment. Students should submit applications for RPL before they commence their course.

ASSESSMENT

The Certificate III in Design Fundamentals CUA30720 requires successful completion of 12 units of competency, as detailed in the course structure above. The units of competency have a practical component that requires demonstration of hands-on skills and techniques. The Whitehouse [VET Assessment Policy](#) outlines the principles of assessment relating to this course.

UNSUCCESSFUL COMPLETION OF UNITS OF COMPETENCY

If it appears that a student is at risk of not successfully completing a unit of competency, Whitehouse will immediately notify the student and their school and will provide them with written advice of the tasks or action to be undertaken to achieve competency. If the student is under 18 their parent/guardian will also be advised and asked for acknowledgement of receipt of the advice. If the tasks or actions are not satisfactorily completed a follow-up warning letter with a warning will be issued.

If a student does not complete or achieve competency in all 12 units to qualify for course completion, the student will be issued with a Statement of Attainment for units of competency successfully completed.

At the discretion of Whitehouse and providing another delivery option is available within the enrolment timeframe, a student who has not achieved competence in their first attempt can attempt to achieve competency at another scheduled time. However, the qualification will only be recorded on a student's HSC if all requirements are fulfilled within the prescribed reporting timeframe set by the school authority.

If the qualification requirements have been fulfilled but the results not reported on a student's HSC, the student can apply to Whitehouse in writing for a stand-alone qualification outside the conditions governing the HSC.

ASSESSMENT RECORDS AND REPORTS

Whitehouse maintains accurate academic records and progress reports. Regular attendance and progress reports are issued to students and to their schools.

After completion the results for each unit of competency are forwarded to the nominated High School for HSC reporting purposes. At the end of the VET for Secondary Students program a copy of either the qualification or statement of attainment issued to the student will be forwarded to the nominated High School.

STUDENT ACCESS TO PERSONAL RECORDS

Each student has a right of access to his or her academic record. All requests from individual students to view their student file should be referred to Student Administration who will make appropriate arrangements for supervised access.

DISCLAIMER

Should Whitehouse Institute of Design, Australia make any changes to the agreed services, including any third-party arrangements or change in ownership, the students will be advised as soon as practicable. Whitehouse will make every effort to ensure that each student can continue their training. If you have completed your qualification, you will be issued with a Testamur and record of results. If you have not yet completed your qualification, you will be issued with a Statement of Attainment for completed units of competency.

In accordance with the *Standards for Registered Training Organisations (RTOs) 2015*, students have a right to obtain a refund for services not provided by Whitehouse Institute of Design, Australia if the arrangement is terminated early, or Whitehouse fails to provide the agreed services.

FURTHER STUDY AT WHITEHOUSE

Whitehouse Institute of Design, Australia connects with many areas of the creative industries. Our students and graduates have access to national, international, and exclusive industry opportunities, through the Whitehouse connected community.

Learn more at: <https://whitehouse-design.edu.au/>

WHITEHOUSE INSTITUTE OF DESIGN, AUSTRALIA

Whitehouse Institute Pty Ltd trading as Whitehouse Institute of Design, Australia

RTO Provider Code 91319 | CRICOS Provider Code 02863C

ABN 49 122 953 557 | CAN 122 953 557

www.whitehouse-design.edu.au

enquiry@whitehouse-design.edu.au

1300 551 433 (toll free from Australia)

Brisbane Campus

[Level 4, 672 Bourke Street](#)

[Melbourne VIC](#)

[03 9600 3625](#)

Front Cover

Fashion Design by Bachelor of Design Student Kelvin Kong