

Student Handbook

2026

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Welcome to Sydney Design School

At Sydney Design School we specialise exclusively in the education of interior design and decoration. This means that we're dedicated to delivering a personal learning experience that focuses solely on the processes and skills you need to practice as an Interior Designer or Decorator.

We aim to make your study an exciting journey of self-discovery; that's why our courses are delivered holistically, integrating essential course content with elements that inspire personal self-confidence and creative self-expression.

Congratulations on starting your creative journey with Sydney Design School and I wish you all great success with your study.

Amanda Grace
Director

OUR STAFF

Studio Staff		
Amanda Grace	Director	amanda@sydneydesignschool.com.au
Nicole Watts	General Manager	nicole@sydneydesignschool.com.au
Kylie Hickman	Education Manager	kylie@sydneydesignschool.com.au
Wendy Beard	Instructional Designer and Educator, First Aid Officer	wendy@sydneydesignschool.com.au
Jared Jamison	Software Educator	jared@sydneydesignschool.com.au
Elise Cooper	Educator, Certificate IV in Interior Decoration	elise@sydneydesignschool.com.au
Michelle Burke	Careers and Industry Manager	careers@sydneydesignschool.com.au
Bella Taylor	Communications Manager	marketing@sydneydesignschool.com.au
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Carol Zhou	Student Enrolment Administrator	registrar@sydneydesignschool.com.au
Julie Hely	Accountant	accounts@sydneydesignschool.com.au
Stef How	Course Advisor	info@sydneydesignschool.com.au
Ash Bird	Student Support	reception@sydneydesignschool.com.au

Educators	Area of specialisation
Anna Breheny	Educator, Advanced Diploma of Interior Design
Kristina Mitkovski	Educator, Advanced Diploma of Interior Design
Sophie Hay	Educator, Advanced Diploma of Interior Design
Victoria Aleporos	Educator, Advanced Diploma of Interior Design
Ali McShane	Educator, Diploma of Interior Design
Brett Klyszejko	Educator, Diploma of Interior Design
Claire Anderton	Educator, Diploma of Interior Design
Dani Mantovani	Educator, Diploma of Interior Design
Dione Fague	Educator, Diploma of Interior Design
Jane Eskin	Educator, Diploma of Interior Design
Joanne Motee	Educator, Diploma of Interior Design
Jodi Foster	Educator, Diploma of Interior Design
Julia Stockdale	Educator, Diploma of Interior Design
Kelly Foster	Educator, Diploma of Interior Design
Keren Tamir	Educator, Diploma of Interior Design

Maria Georgiou	Educator, Diploma of Interior Design
Rachelle Bundis	Educator, Diploma of Interior Design
Stephanie Ferguson	Educator, Diploma of Interior Design
Claire Anstis	Educator, Certificate IV in Interior Decoration
Daina Jamieson	Educator, Certificate IV in Interior Decoration
Debbie Cohen	Educator, Certificate IV in Interior Decoration
Martha Karas	Educator, Certificate IV in Interior Decoration
Roz Beaver	Educator, Certificate IV in Interior Decoration
Samantha Over	Educator, Certificate IV in Interior Decoration
Sharon Gage	Educator, Certificate IV in Interior Decoration
Sharon Raco	Educator, Certificate IV in Interior Decoration

OUR CONTACT DETAILS

Sydney Design School

Ground Floor, 65 Berry St, North Sydney, NSW 2060

Tel: 02 9437 1902

Email: reception@sydneydesignschool.com.au

Web: www.sydneydesignschool.com.au

OUR PHILOSOPHY

At Sydney Design School we are dedicated to providing students with a unique and personal learning experience that inspires creative expression and the confidence to launch into the business world of interior design and decoration.

We are committed to:

- / creating Designers who will become future leaders in their profession
- / encouraging individuality, resourcefulness and creative thinking by acknowledging each student's personal journey
- / shaping the 'now' for a positive future by encouraging Designers to plan with an environmentally conscious mindset
- / developing positive relationships with the design industry and our partners so we can extend those connections to our students
- / being inspirational and collaborative and acting as a role model for our students by being ethical and transparent with our intentions and business practices

OUR CODE OF PRACTICE

Our aim is to assist students to reach their full potential, both on a personal and professional level.

We are committed to:

- / providing the highest quality training
- / ensuring that all students reach their creative potential
- / valuing the differing contributions made by all students attending the School
- / providing a challenging, flexible and respectful work environment for students and staff
- / continuously improving our courses

SCHOOL OPENING TIMES

The School is open during terms: Monday to Friday 8.30am to 5.00pm.

Please note that the elevators to Level One are only accessible between these times.

The School is open during the school holidays. Times and days will be available upon request in the last week of each term.

STUDENT HANDBOOK

This Student Handbook has been prepared to provide you with information about how the School operates and our policies and procedures.

STUDENT AGREEMENT

At the end of your orientation which occurs on your first day on campus, you are required to complete a Student Agreement. This agreement states that you have read and understood the terms and conditions of this handbook and your study with Sydney Design School.



GRADUATION AND EXHIBITION

We hold a mid-year and end-of-year graduation and exhibition. Details are released in the Student Hub on the eCampus in the lead up to each ceremony.

STUDENT ENTITLEMENTS

You are entitled to:

- / receive confirmation of your enrolment and course information, sent by email within 7 days of your enrolment application being accepted. Please note you may be required to attend an interview first.
- / attend your nominated course(s) provided that you comply with the terms and conditions as agreed at time of enrolment
- / receive a certificate that confirms your qualification and lists your attained competencies on completion of one of our accredited courses; and/or
- / receive a Statement of Attainment that lists the competencies that you have attained on completion of one of our short courses or a Statement of Attendance if there are no assessments and competencies contained in the Short Course / Workshop

Note: You are not entitled to transfer your enrolment to any other person.

STUDENT OBLIGATIONS

As a student of Sydney Design School you agree to:

- / fully inform us in writing of any disability, impairment or long term condition suffered by you either at the date of this agreement or during the period of the course(s)
- / inform us in writing if there is a risk to your health by you participating in the course(s)
- / pay all agreed and additional fees before the due date
- / inform us of any change of residential address, email address, contact numbers or any other information relevant to your enrolment
- / take responsibility for all of your personal items on campus and acknowledge that the School is not accountable for any loss or damage to such items
- / comply with your obligations specified in the Student Handbook; and
- / ensure you have all necessary materials and equipment to enable you to complete your assessment activities
- / accept that your participation in the course(s) is your sole risk and responsibility
- / not attend the course(s) if you are not medically or emotionally fit enough to do so
- / not attend the course(s) accompanied by a child; and
- / indemnify us for any liability, loss or damage that you or any other person suffers as a result of participating in the course(s)

WHAT WE EXPECT OF OUR STUDENTS

As a student of Sydney Design School we ask that you:

- / respect other students and staff at the School and treat them in a courteous, polite manner
- / turn off your mobile phone while you are in the studios
- / clean up after yourself in the kitchen area, especially the microwave and fridge
- / do not bring food or drink into the design studios (the student lounge is available for the consumption of food and beverages)
- / respect others in the design studios, sample studio and general areas when talking to others or using your mobile phone
- / approach the General Manager if you have an issue with the course content, other students or Educators; and
- / do not smoke inside the School, including the balcony or on the stairs at the front door of the building as this affects other residents

OUR FACILITIES

Design studios and CAD room access

Our design studios are equipped with tables, chairs and pin boards for critique sessions. There are bluetooth speakers available for music during studio time. Please confirm with your Educator that the music you wish to play is appropriate and not overly loud.

You are welcome to come and use the studios and CAD rooms on days when no classes are scheduled and during school holidays. Reservations MUST be made at reception at least 24 hours prior to the desired access to confirm availability. No food or drinks are permitted in the studios, except for water bottles with sealed lids.

Design Kit/Art supplies

To commence any career course at Sydney Design School you are required to purchase a Design Kit. The cost is \$660 (inclusive of GST) which is payable prior to the commencement of your course. If you withdraw before the course commences and your Design Kit has not been posted to you (applicable to Virtual Studio students) you will receive a full refund of the Design Kit.

You will be required to purchase incidental art supplies during your course. You can purchase basic art materials at reception.

Our sample library

Our sample library is fully stocked with a variety of materials and magazines, which are available for use in sample and concept boards. Please respect and look after this space carefully. Samples should be returned to their section immediately after use. If you cut samples please ensure that you do it neatly and leave the name, supplier and details on the remaining sample.

Our reference library

There is a comprehensive reference library available to students. The library books and magazines should not be removed from the School under any circumstances and should be returned to their section at the end of each session.

Printing and copying

Students have access to a photocopier/printer at the School. To be able to use the photocopier, you need to put money onto your student account at reception. The cost of photocopying is as follows:

A4 B/W	10 cents
A4 Colour	80 cents
A3 B/W	20 cents
A3 Colour	\$1.50

Magazines

We subscribe to the latest interior design and decoration magazines, which are available in the student lounge.

We ask that these magazines are NOT cut up for concept or sample boards. A box of magazines is available in each studio for this purpose. If you have spare magazines at home which you would like to donate, please bring them in and hand them into reception.

Stanton Library North Sydney

You are encouraged to join Stanton Library in North Sydney and use it as a resource when researching for your projects. There is a wide range of interior and architectural books and magazines available.

Address: 234 Miller Street, North Sydney NSW 2060
Phone: (02) 9936 8400

Bar, kitchen and student breakout areas

The kitchen has a fridge, microwave and sandwich press available for student use and the student breakout area has inside seating. A Nespresso coffee machine is available for student use and pods can be purchased from reception for \$2.00. Please ensure that you take any leftover food and containers with you at the end of the day. The fridge is cleaned out each Friday.

We ask that you put your dirty cups and plates into the dishwasher and clean up if you make a mess in the kitchen.

Outdoor patio

The outdoor patio is for students and Educators. Please bring your plates and cups into the kitchen after use and put them in the dishwasher.

Facebook and Instagram

Our Facebook and Instagram pages feature great insider tips on special events and products that design students shouldn't miss. We encourage students to think about their social media profile from an early stage. Remember to use #sydneydesignschool when posting on your accounts.

SDS Inspire

SDS Inspire is our internal student newsletter that promotes events and launches and keeps you in touch with what is happening at Sydney Design School. We send the newsletter out each month to keep your finger on the pulse of the Sydney design community. Remember to check your emails, including your junk folder, for the SDS Inspire and let us know if you do not receive it.

Student alumni

Graduates of Sydney Design School are added to our student alumni network. The School presents a wide range of professional development activities including Launch your Career and business and design related events which are shared with our alumni by email.



Our Courses

Accreditation & VET programs

Sydney Design School's courses are accredited Vocational Education and Training (VET) programs. VET programs have the following characteristics that distinguish them from any other programs:

- / designed to meet industry training needs
- / supported by industry in curriculum design and program delivery
- / derived from national training packages or designed to address industry needs (accredited programs); and
- / designed to provide clearly defined pathways to further education, training and employment

Sydney Design School is accredited by the Australian Skills Quality Authority (ASQA) who is the national regulator for Australia's vocational education and training sector.

ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

The VET Quality Framework (VQF) is a unified system of national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities). This national system of educational recognition promotes lifelong learning and a seamless and diverse education and training system.

The qualifications and Statements of Attainment offered by Sydney Design School are nationally recognised.

We offer the following qualifications:

- / Certificate III in Design Fundamentals (CUA30720)
- / Certificate IV in Interior Decoration (MSF40122)
- / Diploma of Interior Design (MSF50222)
- / Advanced Diploma of Interior Design (MSF60122)

VOC UNITS OF STUDY

Certificate III in Design Fundamentals (CUA30720)

Unit No	Unit Name	Descriptor	Competencies
DES01	The Design Industry	In this unit you will be introduced to the design industry and the roles and opportunities within it. You'll learn about leading Designers and how to research local and international design trends and influences.	CUADES304 Source and apply design industry knowledge
DES02	Colour and Design Fundamentals	In this unit you will explore the inspiring world of colour, be introduced to colour theory and explore how to build your own colour palette using the natural environment as inspiration. You will also be introduced to the fundamentals of 2D design and will explore 2D drawing techniques to visualise your ideas in 2D. All of these new skills will be applied to your design project.	CUADES301 Explore the use of colour CUADES302 Explore and apply the creative design process to 2D forms CUAACD311 Produce drawings to communicate ideas CUAWHS312 Apply work and safety practices
DES03	Styling and Creative Direction	In this unit you will learn the fundamentals of creative direction, enabling you to visually represent an idea and product. You'll capture photos of your styling work.	CUAPHI312 Capture photographic images CUAPPR311 Produce creative work
DES04	Interior Project	In this unit you will learn about the design process and how it's applied to designing interior space. You'll visualise your ideas in 3D. You'll be introduced to a client who you'll work with throughout the remainder of the course.	CUADES201 Follow a design process CUAANM313 Create 3D models
DES05	Textile and Surface Design	In this unit you will learn how to apply colour and design to a textile and surface design brief for your client. You'll use digital software to create exciting designs and repeats for fabrics, wall coverings and rugs.	MSTAT2001 Prepare and communicate design concepts for simple textile products MSTAT2002 Draw basic sketches of textile products
DES06	Visual Exploration	In this unit you will consolidate and apply your new design skills to create your own personal brand and a digital portfolio of work.	CUADIG304 Create visual design components

VOC UNITS OF STUDY

Certificate IV in Interior Decoration (MSF40122)

Unit No	Unit Name	Descriptor	Competencies
VOC01	Design Origins and Principles	Develop a comprehensive understanding of the interior decoration and design industries while building a strong foundation in essential skills such as colour schemes and freehand sketching.	<p>CUAACD311 Produce drawings to communicate ideas</p> <p>CUADES302 Explore and apply the creative design process to 2D forms</p> <p>CUADES304 Source and apply design industry knowledge</p> <p>MSFID4016 Design colour schemes for interior and exterior spaces</p> <p>MSFID4019 Research interior decoration and design influences</p>
VOC02	Foundations of Space and Scale	Explore key principles of residential planning across a range of interior spaces. Create lighting layouts and bring your design concepts to life through 3D exploration.	<p>CUAACD313 Produce technical drawings</p> <p>MSFID4013 Design residential interior lighting</p>
VOC03	Interior Schemes	Build confidence in selecting and sourcing furniture, textiles, furnishings, upholstery and window treatments to meet diverse client briefs. Learn to present cohesive interior schemes.	<p>CUADES303 Explore and apply the creative design process to 3D forms</p> <p>CUAILL401 Develop and refine illustrative work</p> <p>MSFID4015 Prepare materials and finishes boards for client presentation</p> <p>MSFID4017 Research and recommend furniture and accessories</p> <p>MSFID4021 Design soft furnishing solutions for interior spaces</p> <p>MSFGN4001 Research and meet ethical and compliance requirements</p>
VOC04	Design Studio 1: Residential Design and Decoration	Consolidate your design skills by undertaking a real-world residential project — from initial briefing and space planning to the development of a complete interior furnishings scheme.	<p>CUADES411 Generate design solutions</p> <p>CUADES413 Develop and extend design skills and practice</p> <p>CUADES512 Establish, negotiate, and refine a design brief</p> <p>MSFID4012 Decorate residential interiors</p>

Diploma of Interior Design (MSF50222)

Part 1: VOC units VOC01 to VOC04 as listed for Certificate IV in Interior Decoration (MSF40122)

Unit No	Unit Name	Descriptor	Competencies
VOC05	2D Digital Foundations, Structures, Systems and Standards	Master 2D drawing software to produce a complete documentation package. Learn the fundamental principles and practical applications of building structures, systems, the NCC and standards within the context of residential projects.	MSFID5025 Develop residential interior design project documentation
VOC06	Design Studio 2: Residential Design and Planning	Design, plan and model residential spaces that respond to changing client needs, lifestyles and environments. Learn how to manipulate 3D space through exploring extensions, voids and stairs.	MSFID5020 Design residential interiors MSFID5021 Evaluate site structure and services for interior design briefs
VOC07	3D Digital Foundations	Build dynamic detailed 3D models of interior spaces using the latest industry software. Apply materials, textures, and lighting and create stunning photorealistic renders.	CUAANM512 Create 3D digital environments
VOC08	Design Studio 3: Conceptual Exploration and Translation	Master the art of concept development and creative exploration as you deep dive into the design process—from developing a unique concept to transforming ideas into pop-up spaces.	BSBCRT512 Originate and develop concepts CUAPPR514 Establish and maintain environmentally sustainable creative practice MSFID5027 Research and recommend colour applications and finishes
VOC09	Design Studio 4: Commercial Environments	Discover how thoughtful design can transform the way people shop, work and collaborate. Create inspiring retail environments, innovative office spaces, and dynamic training facilities.	MSFID5024 Design workplace interiors
VOC10	Interior Joinery Detailing and Documentation	Design and produce a detailed, industry-standard joinery documentation package. Refine your drafting skills and effectively communicate your design intent.	MSFID4014 Produce digital models and documentation for interior design projects
VOC11	Design Studio 5: Hospitality Environments	Ignite your creativity and push the boundaries of design as you craft bold, experience-driven hospitality spaces – from buzzing bars to immersive restaurants.	MSFID5022 Explore and apply creative design methodology to interior space

Advanced Diploma of Interior Design (MSF60122)

Part 1: VOC units VOC01 to VOC04 as listed for Certificate IV in Interior Decoration (MSF40122)

Part 2: VOC units VOC05 to VOC11 as listed for Diploma of Interior Design (MSF50222)

Unit No	Unit Name	Descriptor	Competencies
VOC12	Creative Intelligence and Research	Engage in a comprehensive investigation of architectural styles and the key factors influencing global design trends, with an emphasis on critical analysis of the cultural, social, economic, and technological forces that shape the world of design.	CUADES612 Research global design trends CPPBDN4109 Research architectural styles and movements
VOC13	Design Studio 6: Project Procurement and Coordination	Develop advanced skills in procurement and project coordination, empowering you to manage a commercial interior design project from concept to completion – balancing budgets, timelines and client expectations.	CUADES611 Manage design realisation
VOC14	Advanced Digital Fluency	Unlock the power of Revit, the industry – leading building information modelling (BIM) software. Create intricate 3D digital models, generate precise documentation, and produce automated schedules for large-scale design projects.	MSFID6011 Resolve complex spatial design problems through modelling
VOC15	Commerical Interior Structures, Systems and Standards	Examine critical building structures, systems and standards that underpin successful commercial projects. Gain experience producing professional-level construction and service drawings and specifications.	MSFID6020 Develop commercial interior design project documentation
VOC16	Design Studio 7: People, Connections and Destinations	Explore cutting-edge trends and future possibilities in the world of travel. Challenge the status quo by delving into visionary design concepts while balancing the practical, operational and functional aspects for designed destinations.	CUAPPR612 Collaborate in professional creative projects MSFID6013 Design interiors for hospitality environments MSFID6018 Apply 3D visualisation techniques to represent interior designs
VOC17	Design Studio 8: Retail Roll Out	Immerse yourself in cutting-edge retail rollout for a variety of shopping destinations. Learn the art of commercial retail lighting and produce industry-standard documentation.	MSFID6010 Design commercial interior lighting MSFID6014 Design for retail interiors
VOC18	Design Studio 9: Community and Inclusivity	Through the lens of a multi-use project, expand your approach to design and consider accessibility, neurodiversity, and cultural inclusivity. You'll engage in case study analysis and community collaboration to develop design solutions for diverse perspectives and experiences.	MSFID6012 Design for large scale commercial interiors or institutional interiors MSFID6019 Produce digital presentations for commercial projects

ACCREDITED SHORT COURSES

We also offer the following short courses:

- / SketchUp for Interiors
- / Revit for Interiors
- / AutoCAD and Interior Construction

NON ACCREDITED SHORT COURSES

- / Introduction to SketchUp
- / Advanced SketchUp and Rendering
- / Interior Design Business

NON ACCREDITED CREATIVE WORKSHOPS

- / Interior Decoration Workshop
- / Designer for a Day Workshop
- / Design Your Bedroom

ENROLMENT

After you have submitted an enrolment application and made the deposit/full payment for the Certificate IV or short course, your application will be reviewed and upon acceptance, you will receive a confirmation letter and email that will confirm the details of the course including start dates and other important information. Upon submitting an enrolment form for the Diploma or Advanced Diploma course (or Certificate IV if you are under 18) we will contact you to arrange an interview as part of our enrolment process. Please ensure emails from Sydney Design School are not landing in your junk mail.

RE-ENROLMENT

Re-enrolment only applies to students that are about to complete a course and wish to continue their studies in a new course. Re-enrolling students are required to complete and submit a Re-Enrolment Form prior to the new course commencing. This form can be found in the Student Hub of the eCampus during enrolment periods. Students thinking about this option should meet with the Course Advisor to discuss the next steps in this process.

COURSE INDUCTION (PRIOR TO COURSE COMMENCEMENT)

As part of the enrolment process you are required to complete an online course induction via our eCampus which will include:

- / information about the School and its facilities
- / computer and equipment requirements
- / how your course is structured and delivered
- / how your work will be assessed
- / policies and procedures contained in the Student Handbook
- / information about fees, VET Student Loans and instalment plans; and
- / information about SDS Connect, our careers service

COURSE ORIENTATION

On the first day of your course you will complete an orientation which includes:

- / an introduction to the school, staff, the campus facilities and your class members
- / the semester timetable and where to access it
- / a demonstration on the online learning resource called the eCampus
- / collection of your Design Kit (this contains all of the tools and equipment needed to complete the course); and
- / connecting to the student Wi-Fi

FEES AND INSTALMENT PLANS

By enrolling into a course or accepting a place, students are entering into a contractual agreement with Sydney Design School. Students paying by instalments will receive an instalment schedule showing payment amounts and due dates as part of the enrolment process. Students will also receive instructions and a link to complete a direct debit authority for Ezidebit, our third party provider. Payment methods for Ezidebit include credit card or bank account options. If a student becomes more than two months in arrears of their agreed instalment plan and have not contacted the General Manager with regards to their particular circumstance, Sydney Design School reserves the right to suspend their access to online resources and attendance at sessions on campus.

For international students please see the International Fee Schedule on the Sydney Design School website for current instalment schedules.

If fees owing have not been paid by the student in a timely manner despite the best efforts of Sydney Design School, Sydney Design School reserves the right to enlist a debt recovery service and pass on any resulting fees to the student incurred in the collection of agreed tuition and fees.

PAYMENT OPTIONS

Where applicable, deposit/course payments are made through PayPal at the time of submitting the enrolment form. There is a 2% processing fee that will apply to PayPal payments.

The following transaction fees are applied from Ezidebit:

- / a transaction fee of \$2.38 applies to payments from a bank account
- / a transaction fee of 2.95% applies for Mastercard and Visa payments (minimum \$1.96)
- / a transaction fee of 4.4% applies for Diners and American Express payments (minimum \$1.96)
- / a failed payment fee of \$21.90 if your transaction is unsuccessful

VET STUDENT LOANS

VET Student Loans is an Australian Government program that commenced on 1 January 2017. Students undertaking our Diploma and Advanced Diploma courses are eligible to apply for a student loan through the scheme to fund part of their tuition fees to the capped value of \$19,290.

There are specific criteria students must meet to be eligible to apply for a student loan which are as follows:

- / you have not exceeded the lifetime HELP loan limit, for 2026 this limit is \$129,883
- / you have a valid Tax File Number or supply a "Certificate of Application for a TFN"
- / you are an Australian citizen on special category visa (SCV subclass 444) who meets the long term residency requirements
- / you hold a permanent humanitarian visa and usually reside in Australia; or
- / you qualify as a New Zealand citizen

Under the scheme, you will incur liability to pay tuition fees on the census day. If you do not wish to incur a liability for that part of the course you must withdraw before the census day, in writing in line with our withdrawal procedure.

Information on covered fees (fees covered by VET Student Loans) and any additional fees including the 20% loan fee will be provided to you in a VET Student Loan fee notice issued by email 14 days prior to the census day. The loan fee does not count towards your HELP loan limit. We will also provide you notice of the amount of your course tuition fees covered by the loan and the gap in fees you will need to pay. You will receive this before the first census date for your course. More information on census dates are below.

There is no interest charged on HELP debts, however your HELP debt is indexed annually each year on 1 June. Debts are not indexed until they are 11 months old.

If you use a VET Student Loan, you will not have to make any repayments in the 2025–2026 income year unless your income is above \$67,000.

From 1 July 2017, a student engagement and progression requirement applies to your continued access to a VET Student Loan. You will be required to log in periodically to confirm your active and legitimate enrolment in the course otherwise you will not be able to access loan amounts.

Applying for a VET Student Loan

Step 1: Download the information booklet on our website “VET Student Loans Information Booklet for Students”

Step 2: Complete “Request for a VET Student Loan eCAF” at least two days prior to the first census day (when you sign and submit this form you declare that you have read the information booklet and that you are aware of your obligations under VET Student Loans)

Before you can complete the eCAF form you must have enrolled with Sydney Design School and indicated that you wish to access a VET Student Loan. We will then give the department your enrolment information, including the nearest applicable census day, through the eCAF system. You will then receive an email from the department allowing you to sign into the eCAF system. You will need to verify the pre-populated information and complete the mandatory fields. You can then submit the eCAF form – the system will email you a copy of your completed form.

If you are under 18 years of age, a parent or guardian must co-sign the form. However, this is not necessary if you have been assessed by Centrelink as meeting the requirements for receiving the independent rate of Youth Allowance. You will need to provide evidence of this assessment in the form of your Centrelink Income statement.

If you have any questions, concerns or require more information regarding any element of VET Student Loans you can contact the Department of Education, Skills and Employment’s Student Enquiry Line on 1800 020 108 or email VETStudentLoans@education.gov.au

CENSUS DATES

The census date is the last day you can withdraw from a unit of study without incurring financial liability or academic penalty. The census dates are available on our website and are different for each course and timetable option. If you are using VET Student Loans as a payment method we will provide a notice at the start of each term to ensure you have all the information you need to make your study and payment decisions.



REFUND POLICY – DOMESTIC STUDENTS

Withdrawal requests must be submitted to Sydney Design School via the Notification of Withdrawal form available in the Student Hub on the eCampus. If the student has not previously accessed the eCampus, they should request to withdraw by emailing registrar@sydneydesignschool.com.au. Refunds will be processed within one week of receiving notification and will be processed via the original payment method.

Dates

The census date is the last day you can withdraw from a unit of study without incurring financial liability or academic penalty. The census dates are available on our website and are different for each course. We will provide every Diploma and Advanced Diploma student who is eligible for a VET Student Loan with a fee notice at the start of each term to ensure you have all the information you need to make your study and payment decisions. Students enrolled in the Certificate IV will be advised of their census dates by email upon confirmation of their enrolment.

Cancellations

Classes are subject to cancellation if minimum numbers are not met, and a full refund will apply.

Diploma of Interior Design

Advanced Diploma of Interior Design

Our refund policy is:

- / if you cancel after your course has commenced but before the census dates, no further fees will be applicable;
- / if you cancel after the census date of a particular unit the full unit fee is payable; and
- / if you cancel after the census date and are on an Ezidebit instalment plan your payments will continue if there is a balance owing on the current term's unit fees until they are paid in full. Fees paid in excess of the current term's unit fees will be refunded.

Certificate IV in Interior Decoration

Our refund policy is:

- / a full refund of your deposit less an administration fee of \$275 (inclusive of GST) will be paid if you cancel up to and including 7 days prior to your course commencement;
- / your deposit will not be refunded if you cancel 6 days or less prior to your course commencement;
- / if you cancel after your course has commenced but before the census dates, no further fees will be applicable;
- / if you cancel after the census date of a particular unit the full unit fee is payable; and
- / if you cancel after the census date and are on an Ezidebit instalment plan your payments will continue if there is a balance owing on the current term's unit fees until they are paid in full. Fees paid in excess of the current term's unit fees will be refunded.

Design Kit

If you are enrolling in the Certificate IV, Diploma or Advanced Diploma course you will be required to purchase a Design Kit. The cost is \$660 (incl. GST) and is payable prior to your first day. The Design Kit is not VET Student Loan applicable. An invoice will be emailed as part of your enrolment process.

For on campus students – no refund is applicable after the Design Kit is received on your first day of class.

For Virtual Studio students – once the Design Kit is dispatched no refund is applicable.

Certificate III in Design Fundamentals

EVET Program Student

These courses are fully funded by the NSW Government's EVET Program. No fees are payable, therefore no refunds will be made.

EVET Private Student

If you cancel once a unit of study has commenced, the full unit fee is payable. Any fees paid beyond the cost of VOC units commenced will be refunded.

Short Courses

Your short course fee or short course fee deposit will not be refunded if you cancel 5 working days or less prior to commencement. Full fees are payable from this date.

Unsuccessful Application

If your enrolment application is unsuccessful, we will refund your deposit/course fee in full.

WITHDRAWAL POLICY – DOMESTIC STUDENTS

Withdrawal from a course is available to all students who are unable to continue with their studies. Students must submit a Notification of Withdrawal Form from the Student Hub on the eCampus which is submitted directly to the administration team. If the student has not accessed the eCampus, they should withdraw by emailing registrar@sydneydesignschool.com.au. Students will be advised via email of the outcome of their application within 3 business days.

Applications must include the reason the student wishes to withdraw and a statement from the student in support of their application. Reasons may include:

- / A physical or psychological illness;
- / Personal or family circumstances, including a death or illness of a close relative;
- / A change of employment conditions; or
- / The course or unit of study is not what was expected, and the student no longer wishes to obtain the qualification commenced.

Access to the eCampus will cease upon withdrawal. If any competencies have been achieved during the student's studies, a Statement of Attainment will be issued in accordance with the Issuing Certification Policy. Should a student later wish to re-enrol into a previously unfinished unit of study or short course, this will be offered with a 50% discount on the unit/short course fee applicable at that time. Any subsequent new enrolment will incur current course fees applicable at that time.

DEFERMENT POLICY – DOMESTIC STUDENTS

Deferment is made available to assist students who are unable to continue with their studies in the current semester because of special circumstances outside of their control that have seriously disrupted their study program. Deferment after commencement of the course or unit of study is allowed in exceptional circumstances.

Before completing a deferment application, it is recommended that students first meet with the Operations and Learning Advisor. To apply for a deferral, students must submit the Deferment Application Form, located on the Student Hub on the eCampus which is submitted directly to the Student Enrolment Administrator. Reasons for deferment must be included in the application form.

These may include:

- / a physical or psychological illness
- / personal or family circumstances, including a death or illness of a close relative; or
- / a change of employment conditions

If the reason is medical, then students should supply any relevant medical certificates. If the reason is employment related, then students should supply a statement from their employer on their letterhead. All documentation must include the dates of any relevant events or illnesses.

A student may defer from a unit of study on or before the census date as listed on the Schedule of VET Tuition Fees. This date applies to both students on an instalment plan and/or VSL funding. The schedule is available on the Sydney Design School website, and contained within the fee notice sent by email. A student may defer from a unit of study after the census date but will be required to pay for the units commenced if on an instalment plan or VET funding. If a student is on an Ezidebit instalment plan, payments will continue if there is a balance owing on the current term's unit fees until they are paid in full. Fees paid in excess of the current term's unit fees will be refunded or held in credit for future units. Units not commenced will be charged upon recommencement.

Students will be advised of the outcome of their deferment application within 3 business days via email.

Students are required to resume their studies in the next intake, subject to availability. The deferment period is a maximum of 12 months unless a special consideration and extension has been agreed by the General Manager. Students are responsible for contacting Sydney Design School to resume their studies within this period. Only one deferment is permitted during the lifetime of an enrolment.

Should students choose not to, or fail to, reinstate their enrolment at the end of the deferment period, the enrolment will be cancelled, and a "Statement of Attainment" will be issued listing the competencies achieved prior to deferment. Any subsequent new enrolment will incur current course fees applicable at that time.

If a student has outstanding assessments at the time of deferral (assessments marked Not Yet Competent or not submitted from units of study incurred), the student will have 30 days from the date of processing of their deferral to submit the assessments. Any incomplete projects or units of study after this time will need to be repeated upon return to study and may incur an additional fee. It is strongly recommended that students discuss this with the Operations and Learning Advisor prior to deferral and where possible, defer between units of study.

eCampus access is suspended at the time of deferral or after 30 days if assessments are to be submitted within that time.

Upon return from deferral, students will be enrolled into the latest version of the course/unit of study on the eCampus. If there has been an update to the course content or competencies under the training package during the deferment period, a student may be required to complete additional assessments in order to meet the latest course requirements. Students are encouraged to save copies of all assessment submissions and feedback prior to deferral as these are removed from the eCampus periodically and may not be accessible upon return from deferral.

COURSE CANCELLATION AND TIMETABLE CHANGES

All classes are subject to cancellation if minimum numbers are not reached. Course content, Educators and timetables are subject to change at the discretion of Sydney Design School. Students will be contacted via email of any course/schedule changes within a reasonable period of time. Class timetables are available in the Student Hub on the eCampus.

COURSE FORMAT

The practical components of our courses are delivered during studio time and some theoretical components are delivered via our eCampus. Each session is 3 hours.

COURSE RESOURCES

One of our values at Sydney Design School is to respect the environment that we work and live in. In light of this we are, where possible, a paperless office. You will be able to access course resources in class via your laptop computer or iPad.

ECAMPUS

The Sydney Design School eCampus is loaded with resources that you will use in class, a copy of your assessment tasks and additional resources to support your learning. You can also access links to important websites here. You will receive login details as part of the pre-course induction process.

Courses and VOC units of study on the eCampus are regularly updated. It is your responsibility to save copies of your assessment submissions and Educator feedback for your own records and future reference. After successfully graduating from your course, you will be granted access to the eCampus for a further 6 months.

STUDENT STUDY PLANS

You can access a copy of the student study plans in the Student Hub on the eCampus. They will be available from

day one of your course once you have been allocated a class group. Your study plan outlines the session for the day, the resources you are required to bring and dates your assessment activities will be handed out and the dates they are due.

ATTENDANCE

Attendance is an essential part of the course and being late to class disrupts other students and your Educator. You are expected to attend all classes, arrive on time and stay until the end of the class.

Students are expected to maintain an overall attendance rating of over 80%, including international students who are at risk of failing to meet student visa conditions relating to course attendance and progression.

If a student is absent for three or more classes during a semester, they will be required to have a meeting with the Operations and Learning Advisor. It may be required that aspects of the course be repeated. A roll is taken at the beginning of each class and it is noted if a student is late or leaves early. Being on time shows respect for the Educator, peers, and a commitment to the course of study.

Should a student under 18 years of age be required to leave class early, their parent/guardian must email registrar@sydneydesignschool.com.au to advise the details and grant permission. The Student Enrolment Administrator will then advise the student's Educator.

Educators present an overview of the lesson and any theory component at 9.30am (day classes) or 6.15pm (evening classes) and this information will not be repeated for any students who are late. Should a problem arise that may affect a student's arrival time they should advise reception so that their Educator can be notified prior to class starting.

WHAT HAPPENS IF I CAN'T ATTEND A CLASS?

If you are unable to attend class due to illness or unforeseen circumstances, you are required to complete a Leave Form prior to 9.30am (day classes) and 6.15pm (evening classes) on, or prior to, the day you miss. The Leave Form can be found in the Student Hub on the eCampus under "Important Forms". If you are unable to complete the Leave Form prior to the start of class, please contact reception directly before the start of class so that your Educator can be notified, and then complete the Leave Form as soon as possible. The Leave Form will be automatically emailed to the Student Enrolment Administrator.

In the event of missing class, it is the responsibility of the student to access any missed notes or information presented in the session. Class schedules and project timelines are available on the eCampus to refer to for lesson content. Sydney Design School follows NSW school terms. It is strongly recommended that you plan your leave or travel around these dates as large leave periods may affect your ability to continue your course in your planned schedule.

If your leave impacts your ability to submit an assessment on the eCampus on time, you will be required to complete an Assessment Extension Application form from the Student Hub on the eCampus.

PRIVATE LESSONS

Private lessons are available subject to Educator availability for students who would like additional guidance in a particular area of study. The cost of a one-hour private lesson is \$110 (inclusive of GST). Please contact reception to discuss availability.

INDUSTRY/SITE VISITS AND EXCURSIONS

You are expected to participate in a range of industry and site visits as part of your course. Cost and travel associated with excursions or site visits is your responsibility. You will be given adequate notice of visits and car-pooling is recommended to keep costs at a minimum. Site visits provide students with networking and other professional development opportunities.

LUNCH AND LEARN

Throughout the term we have scheduled visits from representatives of the design industry. You will be advised when these occur.

Assessment

Both informal and formal techniques are used to assess your competency. This means assessments are not graded (Pass, Credit, Distinction) but are marked as Competent or Not Yet Competent. As you progress through the course we use informal assessment to prepare you for your final assessment activities.

At your course orientation you will be advised about formal assessments and when they will take place. Each assessment brief will detail the assessment criteria and guidelines for each assessment activity. You must achieve competency in all assessment activities to complete the course.

You are provided with details for each assessment activity with assessment criteria against which the assessment will be marked and presentation requirements. Once assessment activities have been marked you will receive digital feedback via the eCampus. You will receive an email notification once the feedback is available.

eQuizzes will be completed on the eCampus to show your understanding of a topic. To be competent for an eQuiz you are required to achieve 80% or higher. You may attempt eQuizzes multiple times until you achieve 80%.

Submission of assessments

The timely submission of assessments or the appropriate request of an extension is the responsibility of the student.

All students are required to submit a copy of their assessments online to the eCampus in PDF format by the due date and time as specified on their class study plan which is available from the first day of each semester on the Student Hub on the eCampus. Assessments are typically due at the beginning of class (9:30am for day classes, 6:15pm for evening classes) but may be due at the end of class for software units/short courses.

Students are to follow the instructions provided on the eCampus in the Submitting Assessments factsheet to correctly format, name, and upload assessments. Students in a career course will also have a presentation during class prior to their first assessment submission to ensure they understand the submission process and associated policies.

Upon successful submission of an assessment to the eCampus, students will receive an automated email notification confirming the submission. Students are responsible for ensuring the assessment has been submitted correctly and are encouraged to ensure they see this notification to ensure that when feedback notifications are issued, they are received by the student.

Physical Submissions

Any physical work required to be submitted to reception must include an assessment label as available on the Student Hub on the eCampus. When a physical submission is required, students are still also required to upload their full assessment to the eCampus by the due date and time. If a student is unable to attend campus the day a physical submission is due, they can have a third party deliver their submission. If this is not possible, they must email the Operations and Learning Advisor on assessments@sydneydesignschool.com.au to advise the reason they are unable to submit their physical work on time. The student will be required to hand in their physical submission to reception the next time they are on campus.

Critiques

When an assessment includes a Final Critique, students are required to submit their assessment to the eCampus by 9am (day classes) or 5:45pm (evening classes). If students have not submitted their assessment to the eCampus by this time, they forfeit the right to present to the Educator and/or client in class unless an extension application for their eCampus submission has been approved prior.



If a student does not complete their Final Critique during the scheduled class and does not supply a medical certificate for that day, a fee of \$110 (GST inclusive) applies. Efforts will first be made to arrange an alternative time to present directly to the Educator. If this cannot be arranged, the student will be required to supply a video recording of their presentation for their Educator to review. This applies to (but is not limited to) students in the following situations:

- / An extension on the Final Critique presentation has been granted
- / An extension application has been rejected
- / The student is absent on the day and has completed a Leave Form
- / The student is absent on the day and has not completed a Leave Form
- / The student has not submitted their assessment to the eCampus by the required time

Penalty

Students who fail to submit an assessment to the eCampus by the deadline (original or extended deadline), or who miss an in-class critique where an extension has not been granted and a medical certificate has not been provided for the day of the critique, will be issued an Academic Caution. Students will then have 24 hours to submit their assessment. Failure to submit within this time will result in a grade of Not Yet Competent and in accordance with the Assessment Resubmission Policy, the student will then have one additional attempt at submission before further fees are incurred.

Marking

Assessments will be marked and the feedback released within 14 days of the submission due date. Students will receive a grade of Competent or Not Yet Competent and written feedback on the eCampus. Results will be recorded and then released to students, at which time students will receive an email notification from the eCampus. It is the responsibility of the student to then review their feedback on the eCampus.

Should a student be deemed "Not Yet Competent" in their first submission of an assessment, they will be given the opportunity to resubmit the assessment one additional time at no further cost, and if required, a second time at a charge of \$110 as per the Assessment Resubmission Policy.

Students are within their rights to submit an Assessment Appeal as per the Assessment Appeal Policy, should they feel it is warranted.

Requesting an assessment extension

Students are notified of assessment details well in advance of due dates. Due dates are published in the class study plan, available from the first day of each semester on the Student Hub on the eCampus. .

Consequently, extensions are only granted in exceptional circumstances which are judged to be unforeseen and beyond the student's control. An application for an Assessment Extension must be submitted at least 3 business days before the assessment is due by submitting the Assessment Extension Application Form on the Student Hub on the eCampus. Should unforeseen circumstances occur such that the student cannot apply within the required timeframe, students may still submit an application for consideration. Application forms are submitted directly to the Operations and Learning Advisor for review.

Extensions will only be granted on medical, compassionate, or other serious grounds, and independent supporting documentation must be supplied in the application. Students will be advised by email of the outcome of their application within 3 business days.

Extensions may be granted of up to one week.

If the assessment involves a Final Critique which the student does not complete during the scheduled class, a fee of \$110 (GST inclusive) applies. Efforts will first be made to arrange an alternative time to present directly to the Educator. If this cannot be arranged, the student will be required to supply a video recording of their presentation for their Educator to review.

Students may seek an extension to their eCampus upload while still presenting in class as scheduled.

Should a student not meet the eligibility criteria for an assessment extension, they may meet with the Operations and Learning Advisor to discuss their situation. Students must note that submitting the Extension Application Form does not guarantee an extension will be granted and each application will be reviewed against the above eligibility criteria.

Being absent from class the day an assessment is due does not grant the student an extension to their submission and the assessment is still required to be submitted to the eCampus as due. If the student is unable to do so due to illness or misadventure, they must submit an Assessment Extension Application as soon as practical and follow up

by supplying a medical certificate or other documentation in support of the request.

If a student fails to submit their assessment by their original submission deadline where an extension has not been granted, or fails to meet their extended deadline, they will be issued an Academic Caution and will have 24 hours to submit their assessment. Failure to submit within this time will result in a grade of Not Yet Competent and in accordance with the Assessment Resubmission Policy, the student will then have one additional attempt at submission before further fees are incurred.

Resubmission of assessments

Should a student be deemed 'Not Yet Competent' for an assessment, they will be given one opportunity for a resubmission at no further cost.

The resubmission is due within one week of the date of a student's feedback being released on eCampus. If a student has extenuating circumstances, they will be required to discuss their situation with the Operations and Learning Advisor and due dates may be negotiated.

The student will receive written and/or verbal feedback on the original assessment to clearly indicate why the assessment has not achieved competency and what needs to be addressed to then achieve competency. When resubmitting to the eCampus, the student must add a new file of their full assessment and keep their original submission as well. Files must be named with a version control – V1 for the first upload and V2 for the resubmission.

If an assessment resubmission is not submitted by the due date and time, the student will receive an Academic Caution (see Course Progression Policy) and will be required to liaise with the Operations and Learning Advisor.

Should a student's resubmission also be deemed 'Not Yet Competent' (graded 'Not Yet Competent' twice for the one assessment), the student will have failed to meet course progression requirements and will have one final opportunity to continue. One further resubmission will be permitted; however, the student will incur a fee of \$110 for an Educator to assess the second resubmission. The resubmission is due within one week of the student's feedback being released on the eCampus. The student is encouraged to meet with an Educator prior to submitting Version 3 of their assessment to ensure they understand all previous feedback and assessment requirements.

No further resubmissions will be allowed. Failure to achieve competency in an assessment will therefore affect the student's ability to continue into further VOC units of study within their course. A student may be required to repeat the unit of study at an additional cost.

Assessment appeal policy and procedure

Each student has the right to appeal against an assessment decision, based on the valid grounds listed below. The student is the only person who can lodge an appeal which must be submitted by completing an Assessment Appeal Form located in the Student Hub on the eCampus. This form is automatically sent to the administration team. If a student wishes to appeal an assessment outcome, they must lodge their appeal within 5 working days of the assessment feedback and result being released on the eCampus.

Valid grounds for appeal:

- / The grade was not based on marking criteria as specified in the assessment brief
- / The grade may be objectively considered unfair based on stated criteria and quality of work
- / Obvious bias affecting the assessment result, supported by specific instances
- / Other grounds accepted for appeal by the Education Manager coordinating the review

Invalid grounds for appeal:

- / Students' uncertainty about the objectives of the assessment
- / The standard required to receive a competent grade in the assessment
- / Personal, medical, or employment problems
- / Over-enrolment or over-commitment to work on the part of the student Financial implications of not passing the assessment/unit
- / Grades received by other students in the same assessment
- / The amount of work the student has done A penalty imposed for academic misconduct
- / General grievances

Review

Once an Assessment Appeal Form is received, the student will be emailed a written statement listing the outcome

of the appeal and reasons for the decision within 5 business days. The appeal and outcome of the appeal will be recorded in the Assessment Appeal Register.

If an assessment appeal is accepted as valid, the assessment will be remarked by a different Educator. The original mark will be deleted and the new mark will be recorded as the mark received for the assessment.

Appeal

If the student is not satisfied with the outcome of their assessment appeal and wish to make a further complaint, they can do so in accordance with the Grievance and Complaint Policy.

COURSE PROGRESSION

Sydney Design School proactively monitors student progression in order to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt and continue to achieve their academic goals and course outcomes.

Course progression is monitored throughout the semester to ensure students have appropriate time for action prior to census dates. Sydney Design School reviews students' attendance, assessment submissions, and Educator feedback on a continual basis with a Student Support meeting occurring each week to discuss support and actions for any students of concern.

Students are required to make satisfactory progress in their course to maintain their enrolment.

Students who are identified as making unsatisfactory course progress will be required to meet with the Operations and Learning Advisor to discuss options moving forward including additional support, change to course timetable, change to delivery mode, deferment, or withdrawal of studies.

Students are required to observe any additional progression rules relating to their course as specified by the School in the Student Handbook and in other policies.

There are three stages of intervention in the management of unsatisfactory course progression. The General Manager and Education Manager approve the criteria by which students are identified at the three intervention stages.

Stage One: Academic Caution

An Academic Caution will arise when a student does one of the following:

- / Has not submitted an assessment within 24 hours of the due date without receiving an extension
- / Has missed a resubmission due date without negotiating with the Operations and Learning Advisor
- / Has not participated in an in-class critique without receiving an extension in advance or providing a medical certificate for the day of the presentation

Students who meet any of these criteria will be notified by email. The communication will:

- / Inform the student that they are receiving an Academic Caution
- / Inform the student of the reason they are receiving an Academic Caution
- / Inform the student of support available
- / Inform the student of action required
- / Inform the student that should they receive 3 cautions within the semester, they will be escalated to the second stage of the process and receive an At-Risk Warning

Stage Two: At Risk Warning

An At-Risk Warning will arise when a student meets one of the following criteria:

- / Has received 3 Academic Cautions within the semester
- / Has outstanding assessments at the end of the semester
- / Has received a high number of assessment extensions within the semester
- / Has submitted work that failed to meet the Academic Integrity Policy
- / Has not maintained 80% attendance or has missed 3 consecutive classes without prior notification, resulting in the student falling behind in course work and assessments
- / An Educator has expressed concerns regarding their ability to understand course content and continue into the next unit of study

Students who meet any of these criteria will be notified by email. The communication will:

- / Inform the student that they are at risk of either not graduating or not continuing their studies into the following semester

- / Inform the student as to the reason they are receiving the At-Risk Warning
- / Inform the student that they are required to meet with the Operations and Learning Advisor or General Manager prior to attending their next scheduled class

In the meeting with the Operations and Learning Advisor or General Manager, the reasons for the At-Risk Warning will be discussed along with strategies and additional support the School can offer. The student will have the opportunity to discuss their situation and bring any supporting documentation that may need to be reviewed in determining their suitability and ability to continue into the next unit of study. Options of repeating units, transferring study modes, deferring, or withdrawing will be discussed. Students at this stage are encouraged to assess their commitment to their studies and/or consider a course at a more appropriate level of study.

Stage Three: Unsatisfactory Course Progression and Discontinuation of Enrolment

This is defined as a student that does one of the following:

- / Has not attended classes or failed to contact Sydney Design School for 2 months
- / Has outstanding assessments and, despite all above efforts from Sydney Design School, has failed to submit
- / Has twice submitted work that failed to meet the Academic Integrity Policy

Students who meet any of these criteria will be notified by email. The communication will:

- / Inform the student of Sydney Design School's intention to cancel their enrolment within 3 days from date of notification
- / Inform the student as to the reason they are receiving the Notification of Intent to Discontinue Enrolment and advise that a Statement of Attainment will be issued
- / Inform the student that they are required to meet with the General Manager within the 3-day notice period if they wish to show cause as to why their enrolment should not be cancelled

If meeting to show cause, students should provide as much relevant information as possible to help Sydney Design School reach a decision, including:

- / Any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence
- / Any remedial action undertaken since the student was first advised of concerns regarding their course progression (in the form of an Academic Caution, At-Risk Warning, or Notification of Intent to Discontinue Enrolment)
- / How the student intends to improve their academic performance if permitted to continue their studies.

After Course End Date

Students with outstanding assessments at the end of their course will be given 30 days from the date of their final lesson to submit their remaining assessments. If any assessments remain outstanding after this period, the student's enrolment will be cancelled and a Statement of Attainment issued.

Students in this situation will be reminded of this policy by email in the lead-up to the end of their course and/or following their final lesson.

ACADEMIC INTEGRITY

The School is committed to academic integrity as fundamental to its operations. Academic integrity rests upon the establishment, maintenance, and enforcement of ethical standards in teaching, learning, and assessment.

Core Principles

All students are required to:

- / Submit original work created specifically to meet the assessment brief provided.
- / Properly credit sources and references, including visual, written, and digital material.
- / Avoid plagiarism, fabrication, falsification, and unauthorised collaboration.
- / Respect the intellectual property rights of others, including classmates, Educators, and external creators.
- / Follow ethical practices in the use of artificial intelligence (AI), CAD software, and digital design tools.
- / Maintain honesty in all assessments, critiques, presentations, and submissions.

Academic Misconduct

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

Plagiarism

- / Copying or closely imitating the design, drawings, concepts, text, or digital files of another without proper citation
- / Submitting another's work as one's own, including third-party-produced content
- / Reusing previous work without Educator approval

Fabrication and falsification

- / Inventing data, sources, or design processes
- / Misrepresenting attendance, participation, or project completion

Unauthorised collaboration

- / Working with others on individual projects unless expressly permitted
- / Sharing or receiving answers, files, models, or project components

Improper use of digital tools

- / Misuse of AI tools without proper acknowledgement
- / Copying design templates, 3D models, or layouts from online sources without acknowledgement or modification.

Facilitating academic dishonesty

- / Allowing others to copy or use one's work
- / Selling or distributing assessments or projects

Use of Generative AI and Design Technology

The use of AI and generative design tools must follow these guidelines:

- / Students may use AI as a support tool. The core work and ideas must be produced by the student
- / Students must disclose and cite all uses of AI-generated text, images, renderings, or design assistance
- / Students must be able to explain and show any working such as their creative process or their digital production
- / If specified by the Educator or assessment brief, AI must not be used or must only be used in specific instances
- / AI must not be used to circumvent learning a skill required of the course

Declaration

Upon submission of an assessment on the eCampus, students are required to complete a declaration that they are providing all their own work, or where necessary, they have appropriately acknowledged their sources.

Outcome of Academic Misconduct

Suspensions of academic misconduct may come from sources including a student's Educator, peer, or the Education Manager. Upon receiving a report of suspected academic misconduct, an investigation will be conducted by the Education Manager and the student will be required to meet with the Education Manager, General Manager, Director, and/or Operations and Learning Advisor to discuss the situation.

If a student is deemed to have intentionally or unintentionally failed to meet this Academic Integrity Policy in an assessment submission, they will receive an automatic Not Yet Competent grade for that assessment. The student will then need to resubmit their work according to the Resubmission Policy. Students studying timetabled classes on campus or in Virtual Studio will also receive an At-Risk Warning.

If a student is deemed to have failed to meet this Academic Integrity Policy twice, their enrolment will be cancelled.

Appeal

Students have the right to appeal a decision within 10 business days of notification by following the Grievance and Complaint Policy.

PLAGIARISM

What is plagiarism?

'Plagiarism is the "wrongful appropriation" and "purloining and publication" of another author's "language, thoughts, ideas, or expressions," and the representation of them as one's own original work.' (Plagiarism, 2013)

Note: This also applies to the use of images and diagrams.

In Australia the rights of original authors, such as Writers, Photographers, Designers, etc. are protected by laws such as the Federal Copyright Act 1968 and its subsequent amendments.

Examples of plagiarism

- / handing in someone else's work as if it were your own
- / copying someone else's words, ideas or images without giving them credit as the creators
- / copying so many words or ideas from a source that it makes up the majority of your submitted work. It doesn't matter how much you reword in your own style, it still needs to be referenced!

How do I protect myself from plagiarism?

At Sydney Design School, just as with every other vocational and higher education institution, we require all students to accurately cite all their sources of information.

In written reports we require you to reference these sources of information using what is called the 'Harvard System'.

The Harvard System is a simple way of placing shortened in-text references within the body of your report and then writing a full reference for this shortened reference in a Reference List at the end of your written report.

Why do your Educators need to see references?

By accurately referencing all your sources of information you ensure that your Educators can see:

- / where you obtained your information (or images) from and that your sources of information are reliable;
- / that you are aware of your legal responsibility to acknowledge the copyright and intellectual property of the original authors;
- / that you are looking widely enough in your research to adequately understand the subject.

Note: Sydney Design School suggests that a minimum of three to five references (sources of information) should be referred to in order to adequately investigate a subject in a written report.

What is an in-text reference?

An in-text reference is a shortened citation of a specific source for your information placed in brackets directly after you have either:

- / quoted – copied a sentence or series of sentences word for word from a publication or the internet placed between quotation marks; or
- / paraphrased – rewritten in your own words information directly sourced from a publication or the internet.

An example of a quote:

In 2009 the Sydney based Interior Designer, Ruth Levine, designed the interiors for a penthouse apartment in Brisbane. The Norman Reach Penthouse "features seamless connections between the living spaces, with an aesthetic inspired by the simple elegance of 1950s design." (Norman Reach Penthouse, 2013)

An example of paraphrasing:

The Norman Reach Penthouse, designed by Ruth Levine in 2009, has an aesthetic inspired by the 1950s. The smooth integration of living areas is a key feature of the design. (Norman Reach Penthouse, 2013)

What is a reference list?

This is an alphabetical list of all the sources of information you referred to in your report.

An example of a reference list:

REFERENCE LIST

Publications

Francis D. K. Ching, 2004. Interior Design Illustrated 2nd Edition. 2 Edition. Wiley.

David Littlefield, 2008. Metric Handbook: Planning and Design Data, Third Edition. 3 Edition. Routledge.

Internet

Norman Reach Penthouse | Australian Design Review. 2013. Norman Reach Penthouse | Australian Design Review. [ONLINE] Available at: <http://www.australiandesignreview.com/designwall/282-norman-reach-penthouse>. [Accessed 14 November 2013].

People: Tina Engelen | CO-AP | Architects | Sydney | Australia. 2013. People | CO-AP | Architects | Sydney | Australia. [ONLINE] Available at: <http://www.co-ap.com/people/>. [Accessed 14 November 2013].

Plagiarism - Wikipedia, the free encyclopedia. 2013. Plagiarism - Wikipedia, the free encyclopedia. [ONLINE] Available at: <http://en.wikipedia.org/wiki/Plagiarism>. [Accessed 14 November 2013].

Images

Richard Glover, 2013. Bronte House, Sydney – Architect: Virginia Kerridge |Interiors. [DIGITAL IMAGE – ONLINE]
Available at: <http://www.richardglover.com/interiors>. [Accessed 14 November 2013].

What happens if I am caught plagiarising?

If a student is deemed as having intentionally or unintentionally plagiarised an assessment submission, they will receive an automatic Not Yet Competent grade for that assessment. The student will be issued an At Risk Warning and will be required to meet with the General Manager.

RECOGNITION OF PRIOR LEARNING AND RECOGNITION OF CURRENT COMPETENCY

Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) acknowledges skills and knowledge obtained through:

- / formal training, conducted by industry or educational institutions either in Australia or overseas
- / work experience; and
- / life experience

If you wish to apply for RPL you are required to complete an RPL Application Form and gather a portfolio of evidence against the unit learning outcome and assessment criteria. Please contact us for more information prior to enrolment. An administration fee of \$495 (GST Inclusive) applies to all applications and is charged at the time an application is submitted.

CREDIT TRANSFER

Sydney Design School recognises qualifications or Statements of Attainment issued by another Registered Training Organisation. If you wish to apply for Credit Transfer, please contact us for more information prior to enrolment.

ISSUANCE OF QUALIFICATIONS

Sydney Design School issues qualifications and Statements of Attainment to students who meet the required outcomes of a qualification or unit of competency, in accordance with all appropriate national guidelines.

SDS Connect

Careers at Sydney Design School

Our industry-led approach to training ensures our graduates stand above their peers when it comes to gaining employment in the interior design and decoration industry.

Our graduates get jobs because they are highly skilled, work-ready and have an impressive professional portfolio of work when they step out into the workforce.

We connect leading interior design and decoration firms with our best students and graduates to provide the best possible outcomes in career development.

CAREERS ADVICE

SDS Connect is an individual careers coaching service offered to students studying career courses to provide advice on career choices and opportunities for employment.

SDS Connect services include:

- / advice on career mapping and employment opportunities
- / portfolio and resume advice
- / access to our job placement service
- / coaching on career choices and role selection
- / industry networking opportunities through our 'Launch your Career' events and in-house seminars

SDS Connect job placement service

Our unique job placement service is free of charge to students and graduates of Sydney Design School. Employers advertise roles on our careers page and we shortlist appropriate candidates for their review.

LAUNCH YOUR CAREER

Each semester we run 'Launch your Career' for all graduating students. In this informative session we cover:

- / important facts about working in the industry from a specialist recruiter
- / working and progressing in the interior design and decoration industry
- / portfolio and resume tips from an employers' perspective
- / presentation techniques



Our Policies

Please read these policies in conjunction with the full policies available on our website.

OUR COMMITMENT TO YOU

We must provide:

- / the course(s) undertaken by you in a professional and timely manner
- / training and support to help you achieve success in your course(s)
- / assessment and evaluation of your proficiency in your course(s); and
- / a training environment which takes into consideration learner needs

ACCESS AND EQUITY

Sydney Design School is committed to integrating access and equity principles within all services provided to students. We recognise the rights of students and provide information, advice and support that is consistent with our core business values and code of practice.

As a student, you have rights and responsibilities. Under the Anti-Discrimination Act 1977, it is against the law 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
- / sexual orientation; and
- / gender identification

If you feel that you have been discriminated against please contact the General Manager to complete an Incident Form. The incident will be investigated immediately and dealt within the strictest of confidence.

COMPLAINTS/GRIEVANCE POLICY AND PROCEDURE – DOMESTIC STUDENTS

Sydney Design School and Interior Design Online are committed to providing an effective, efficient, timely, fair, and confidential academic and nonacademic complaint handling procedure for all stakeholders including students, staff, and prospective students. Academic matters include those relating to student progress, assessment, attendance, and course content in an approved course of study. Non-academic matters are all those that do not fall under academic matters, such as dealings with personal information, harassment, or discrimination. If a student believes they received an incorrect assessment grade, they can request that the decision be reviewed, by accessing the Assessment Appeal Policy.

Responsibility

The General Manager is responsible for the implementation of this policy and procedure and ensuring that relevant staff members are fully trained in its operations and students are made aware of its availability.

Guidelines

The general principles that apply to all stages of this policy are:

- / All grievances and complaints will be managed fairly and equitably and as efficiently as possible
- / The Complainant and Respondent will have the opportunity to present their case at each stage of the procedure
- / The Complainant and Respondent have the option of being accompanied/assisted by a third person (such as a family member, friend, or counsellor) if they so desire
- / The Complainant and Respondent will not be discriminated against or victimised. All discussions will be recorded in writing
- / Reasons and a full explanation for decisions and actions taken as part of this procedure will be provided in writing to the Complainant and/or the Respondent if requested
- / Records of all grievances and complaints will be kept for a period of at least 5 years. These records will be kept strictly confidential and stored under the control of the General Manager in the Grievance and Complaint Register
- / The Complainant will have access to this grievance and complaint procedure at no cost and access to an external appeals process at minimal or no cost.

Where it is expected that more than 20 business days are required to process and finalise the grievance or complaint, the Complainant will be informed in writing as to the reason why and will receive regular updates on the progress of the matter. Any matter arising from a grievance, complaint, or appeal that reveals a systemic issue requiring improvement action will be reported to the School's Director and managed and implemented as part of the School's continuous improvement process to take corrective action to eliminate or mitigate the likelihood of reoccurrence. An informal grievance or complaint can be discussed directly with the person concerned or with Sydney Design School management. If the complainant is satisfied with the outcome of the discussion, the matter is considered resolved.

Stage One

A formal grievance or complaint should be submitted by completing the Grievance and Complaint Form located on the Student Hub on the eCampus. This will be automatically submitted to the Sydney Design School Student Enrolment Administrator or Interior Design Online Student Registrar who will confirm receipt of and process the complaint or grievance within 2 business days. This form should be submitted within 10 business days of the event resulting in the grievance or complaint to allow for an adequate investigation.

The General Manager will then assess the grievance or complaint, investigate the issue, determine the outcome, and advise the Complainant in writing of their decision within 5 business days. The Complainant will be advised of their right to access Stage Two of this procedure if they are not satisfied with the outcome of Stage One.

Stage Two

If the Complainant is not satisfied with the outcome of Stage One, they may lodge an appeal in writing to nicole@sydneydesignschool.com.au. The Complainant's appeal will be determined by an independent and impartial officer of Sydney Design School or Interior Design Online. The Reviewer will conduct all necessary consultations with the Complainant and other relevant persons and make a determination of the appeal.

The Complainant will be advised in writing of the outcome of their appeal, including the reasons for the decision, within 5 business days. The Complainant will be advised of their right to progress to Stage Three of the grievance procedure if they consider the matter unresolved.

Stage Three

If the Complainant is not satisfied with the outcome of Stage Two, they may request that the matter be referred to an external dispute resolution process by a body appointed for this purpose by the School. The purpose of the external appeals process is, in most cases, to ensure that Sydney Design School/Interior Design Online has followed its policies and procedures. The details for the external body are:

Resolution Institute

Address: Suite 1902, Level 19 Tower A, Zenith Centre, 821–843 Pacific Highway, Chatswood NSW 2067

Phone: (02) 9251 3366

Freecall: 1800 651 650

Email: infoaus@resolution.institute

Website: www.resolution.institute

The School will give due consideration to any recommendations arising from the external review within 10 business days.

Mediation

Sydney Design School/Interior Design Online is a member of the Resolution Institute's Student Mediation Scheme.

TIME TO COMPLETE POLICY

You must successfully complete your accredited course within the following time from the date of your first enrolment.

- / Certificate IV in Interior Decoration: 2 years
- / Diploma of Interior Design: 4 years
- / Advanced Diploma of Interior Design: 5 years

Where students are able to demonstrate extenuating circumstances further extension of enrolment may be granted by the General Manager.

COURSE NON-COMPLETION POLICY

Students who do not complete a full qualification will receive a Statement of Attainment listing the completed competencies.

TERMINATION OF AGREEMENT WITH SYDNEY DESIGN SCHOOL

You may terminate the course agreement with Sydney Design School by submitting a "Notification of Withdrawal" form located on the Student Hub in the eCampus. Sydney Design School may terminate or defer this agreement at our discretion by written notice if:

- / you fail to pay the agreed fees and are more than 2 instalment payments in arrears
- / you behave in an unacceptable manner in our reasonable opinion
- / you fail to comply with a reasonable request from us
- / there is a risk to your health if you participate in the course(s) in the reasonable opinion by us; or
- / you have received notification of "unsatisfactory course progression" as per the Course Progression policy.

If we defer this agreement, your right to attend your course is immediately suspended until we reinstate that right.

If we terminate or defer this agreement, all course fees due by you will be immediately payable despite any previous payment plan.

If fees owing have not been paid in a timely manner despite the best efforts of Sydney Design School, Sydney Design School reserves the right to enlist a debt recovery service and pass on any resulting fees to you incurred in the collection of agreed tuition and fees.

WORKPLACE HEALTH AND SAFETY

Sydney Design School encourages safe working practices as an integral part of its courses. We comply with State and Territory legislation, namely the Work, Health and Safety Act 2011.

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

All areas of Sydney Design School including balconies and the front of the building are designated "No Smoking" areas.

RECORD KEEPING

Sydney Design School keeps complete and accurate records of the admission, progress and graduation of our students, including financial records that reflect payments.

In accordance with the Privacy Amendment Act 2000, all student records are kept in confidential files. You are able to view your file upon making a written request to Sydney Design School.

STUDENT PRIVACY POLICY

Personal information collected as a result of your enrolment will be used by us for general student administration and Vocational Education and Training administration and regulation, as well as planning, reporting, communication, research, evaluation, financial administration (including debt recovery), auditing and marketing. Only our authorised officers and other authorised persons (e.g. service providers) have access to this information.

Your personal information may be disclosed to Australian and State Government Authorities and Agencies to comply with legislation. If you are a school-based student, your personal information, attendance details, progress and results may be disclosed to your school and the relevant government authority. If you are under the age of 18 years, your personal information, attendance details, progress and results may be disclosed to your parents/guardian.

No further access to your personal information will be provided without your written consent unless authorised or required by law.

You acknowledge and give consent unconditionally for your images (or video) to be used for information and promotional purposes in various media including, but not limited to, the School website, newspaper, magazine, television and brochures used or created by us. This consent can be revoked in writing to registrar@sydneydesignschool.com.au

Our full Privacy Policy can be viewed on our website and also at the time of enrolment.

QUALITY ASSURANCE

Sydney Design School has adopted and maintains a quality assurance system for managing and monitoring all education and training operations and for reviewing student and staff satisfaction.

SECURITY OF FEES PAID IN ADVANCE

All fees paid in advance are secured through the Sydney Design School rigorous financial management and control systems.

In the unlikely event that Design Schools Australia Pty Ltd (trading as Sydney Design School) is unable to deliver the program in full, clients will be offered a refund of all money paid to date.

INCIDENTS AT THE SCHOOL

If there is an incident at the campus you must complete an Incident Form at the time of the incident. Incident Forms are available at reception and MUST be completed and signed by your Educator and handed into reception.

A first aid kit is available at reception and the designated first aid officers are:

Taylor Van Veen – Operations and Learning Advisor

Wendy Beard – Instructional Designer and Educator

FIRE SAFETY AT THE SCHOOL

Sydney Design School advises students of the evacuation procedures as part of the course induction and

orientation. A copy of the evacuation procedure can also be obtained from reception.

EMERGENCY EVACUATION PROCEDURE

It is important that you are familiar with the Emergency Evacuation Procedures for Sydney Design School. Emergency Evacuation Plans relevant to the building are displayed throughout the school including next to the lifts on level one and on the ground floor.

Get to know these maps and recognise the exit points and relevant routes so that, if there is an emergency at the School you will know what to do and how to evacuate the building safely.

When alarms go off, await instructions from the chief warden. All other occupants to continue as normal but prepare for an evacuation on the sound of the BEEP BEEP alarm.

If ordered to do so by the wardens, assemble at fire stairs in preparation for evacuation. Do not use the lift!!

If the alarm sound changes to WHOOP WHOOP then under the supervision of your Educator and the fire wardens evacuate the building by moving quickly and calmly into the fire stairs.

Proceed immediately to the assembly area. Report any person not accounted for to your warden.

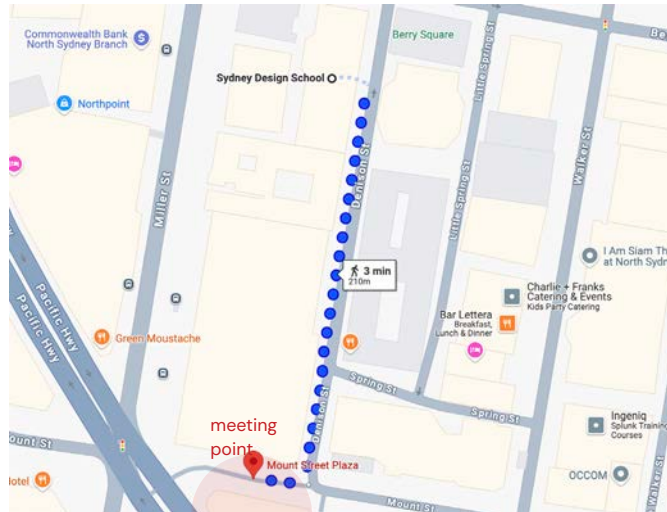
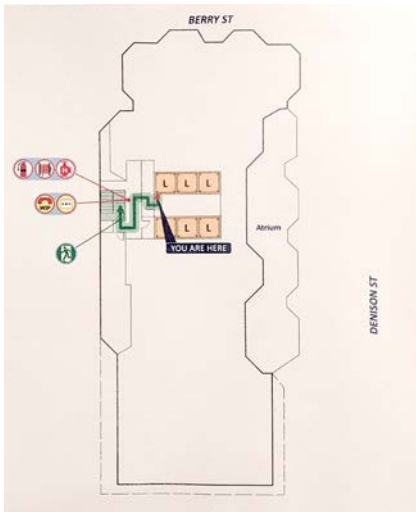
Do not re-enter the building unless advised to do so by the wardens.

FIRE EXITS

There are multiple fire exits located on Level One. A set of stairs is located next to the disabled toilet and in the kitchen area opposite Studio 7. To exit on Ground Level, use the front entry/side door or if this is obscured use the door through the "Staff education room" which leads to the foyer and the elevators.

ASSEMBLY AREA

The assembly area is at Mount Street Plaza, on the corner of Denison Street and Mount Street.



EMERGENCY CONTACTS

Emergency Services	Phone No.
Ambulance/Fire/Police	000
Poisons Information	131 126
State Emergency Service (SES)	132 500

Our Services & Student Support

Special needs

If you have any special needs please let us know during your enrolment process or when you attend the course orientation. We will do our best to provide you with additional support and assist you to source external support if required.

Learning support and study skills

Many of our students have not studied for a number of years and have not completed assessment tasks in the past. Learning support is available to those students who have difficulty achieving their goal.

Missing a lesson means that you may have missed out on important theory or practice. If you miss a lesson, refer to your Study Plan to catch up on the content and stay up to date.

STUDY TIPS

We provide a Study Plan for each semester which outlines the session/topic, tools and equipment required and any assessment associated with that session. Make sure that you check your Study Plan prior to each lesson and bring the required equipment.

Set yourself goals, they will keep you on track and motivated. When you set yourself goals, make them SMART. That is, make your goals Specific, Measurable, Achievable, Realistic and Time-targeted.

If you have clear goals that you can see yourself achieving, it will help you stay on track. If your goals seem impossible to reach or your course feels like a never-ending chore, ask your Educator for help.

STUDENT SERVICES AND LEARNING SUPPORT

If you indicated on your Enrolment Form that you require learning support, our Operations & Learning Advisor will contact you prior to course commencement to discuss your needs or this will be discussed during your interview.

If you require external advice and support for English language, literacy and numeracy, TAFE has courses available at most campuses. For more information contact the Adult Basic Education (ABE) unit or the English for Speakers of Other Languages (ESOL) unit at TAFE.

- / North Sydney TAFE 131 674
- / Reading and Writing Hotline 1300 655 506
- / Centrelink Career Information Sydney www.centrelink.com.au

Further information regarding student support and wellbeing services can be found on the Student Hub on the eCampus.

COURSE COUNSELLING

If you have any issues with any part of our course, finances or personal matters that are affecting your study you can make an appointment with Operations & Learning Advisor who will discuss your situation and determine the appropriate resolution in conjunction with the Education Manager or General Manager.

CHANGE OF CONTACT DETAILS

Please notify the School immediately of any changes to your contact details by sending an email to registrar@sydneydesignschool.com.au

COURSE EVALUATION

Feedback from learners is used routinely in education systems and organisations to obtain information on the quality of education and training. Broadly, depending on the collection approach, such information can be used by RTOs to:

- / support continuous improvement activities
- / provide alternative measures of education and training outcomes
- / attract, engage and retain learners
- / indicate whether learners are engaging in good learning practices
- / manage relationships with clients and stakeholders

To enable us to continually improve the course content and delivery, we request that you complete a course evaluation provided to you in class and/or sent to you by email. Course evaluations are submitted confidentially.

Date: 21/01/2026
Version: STU02A Student Handbook V56
By: NW