

# Master 24M Student Information Handbook



## INTRODUCTION

This student information handbook is designed to provide prospective students with information about the study options and services provided by ECA Maritime College. We have been servicing the maritime sector for over the past 30 years both working and training in it, so we understand that a flexible approach to a student's study needs is what is required.

As detailed further in the student handbook, we can offer this in a number of ways, with online or remote learning, in class or a combination of both.

**The first section** of the handbook will give information on the specific courses and provide details on course pre-requisites and requirements to receive your certificate. This section will include information from AMSA including qualifying sea service, eyesight test, medical fitness and the template for a Commonwealth Statutory Declaration.

**The second section** of the handbook will give information about being a student, your rights, and responsibilities as well as information on RPL, payment expectations and refunds etc.

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## STUDENT INDUCTION

During the enrolment process, it is important you are provided with all relevant information regarding your commitments to securing a positive outcome.

**MARINE STUDIES – you MUST have PRACTICAL EXPERIENCE PLEASE READ THIS HANDBOOK**

By Acknowledging on your enrolment form you have read and understood the student handbook confirms you have received and understood this induction information.

Induction Information	Located
Learning Needs interview	Enrolment Pack
Language, Literacy & Numeracy Indicator	Enrolment Pack
Enrolment Form	Enrolment Pack
Resources Required	Student Hand book/Enrolment Form
Course Information / Career Pathways	Student Hand book/Website
Licensing/Regulatory Information	Student Hand book/Website
Enrolments & Enquiries	Student Hand book/Website
Competency Based Training	Student Hand book
Recognition of Prior Learning	Student Hand book
Mutual Recognition Obligations	Student Hand book
Entry Requirements	Student Hand book/Website
Course Fees/ Refunds/ Transfer Rules	Student Hand book
Welfare & Guidance Services	Student Hand book
Appeals, Complaints & Conflicts	Student Hand book
Disciplinary Procedures	Student Hand book
Access & Equity	Student Hand book
AMSA Documentation	See Attachments



# Section 1

## Deck Qualification

### Master 24M



## PRE-REQUISITE COURSES

Listed below are the **additional short courses** that you will need to have successfully completed prior to the issue of your full Certificate and are AMSA requirements (see page 8). These can be completed before or after your core course. If you have already completed these pre-requisite courses or need assistance with enrolling in them, please contact student services at our Brisbane Campus.

**Elements of Shipboard Safety** – We offer this **2-day** short course. The 1<sup>st</sup> day being theory – the 2<sup>nd</sup> day being practical.

**Senior First Aid** – We do not currently offer this course; however, we highly recommend St Johns Ambulance. You will not only learn from the professionals within the industry but be supporting one of the best not for profit First Aid providers we have in the country.

**Marine Radio Licence**

### PRICES for pre-requisites

**Elements of Shipboard Safety** -Classroom - \$650.00 – (one day theory, one day practical)

### HOW TO APPLY

To guarantee your successful enrolment in the correct course, it is important we understand your preferences of where and how you want to work. Please phone (07) 3390 4443 or email [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au) to arrange a pre-enrolment interview.

\*Please also ensure you have read and understand the 'Student Handbook' prior to submitting your enrolment application.



## RESOURCES REQUIRED

### Compulsory resources available to purchase upon request

Resources are available for purchase from ECA Maritime College upon request. Postage and handling fee applies.

*All prices are correct as of December 2020 but are subject to change without notice.*

Australian Boating Manual - \$89.95

Chart 5011 Symbols and Abbreviations – \$65.00

Chart AUS 252 - \$35.00 - use for all Navigation Exams

Charts for all Master assignments\*

*\*You can use any Charts for your assignment passage plan so long as they are 2 adjoining Charts and have a Scale of 1:150 000. e.g., 800 series AUS Charts*

Parallel Rulers

Dividers

Calculator – Scientific

Compass

Pen Paper

2B pencils

Eraser

*Individual pricing may vary – Approximate value \$300.00*

### Non-compulsory resources available to purchase upon request:

Flip Cards - \$19.95each:

Lights and Shapes

Flags

Sound/Light/Distress

Marine Radio

Rules of the road

Buoy Systems

Meteorology

**PLEASE ENSURE YOU HAVE THE REQUIRED RESOURCES FOR YOUR COURSE – You will be unable to participate in your classroom activities if you are not prepared.**



# Master <24m Near Coastal (NC) MAR30921 Certificate III in Maritime Operations

## QUALIFICATION DESCRIPTION

This qualification is suitable for people working in the maritime industry as a Master on commercial vessels up to 24 metres in length within the exclusive economic zone (EEZ).

## LICENCING/REGULATORY INFORMATION

This level of qualification is currently cited as meeting some of the requirements for certification as a Master up to 24 metres Near Coastal as defined by the National Standard for Commercial Vessels (NSCV) Part D.

Certification will require achievement of the MAR30921 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal), qualifying sea service and completed Australian Maritime Safety Authority (AMSA) approved task book or qualifying sea service, an appropriate radio certificate of proficiency, AMSA final assessment and an AMSA approved first aid certificate.

## DELIVERY METHOD / COURSE FEE

**Classroom Delivery** – these classes are completed via Zoom. You will need to have Zoom uploaded to your computer, have internet connection, webcam and a microphone prior to commencing.

Virtual classes are run 5 days a week, with classes starting at 0800 and finishing at 1600.

While we have allocated session time frames for all courses, depending on the group, it may be completed sooner.

It is your responsibility to complete your assignments during the course or once the course has finished should you not have time during the course.

If you cannot attend a scheduled session, you are required to advise us as soon as possible and arrange to catch up in your own time.

As part of the maritime training package curriculum, each course holds a ***Practical Assessment component and students must attend our Brisbane Campus to complete this.***

**ALL students MUST complete the Practical assessment.**



### Zoom Classroom Course fee - \$4550.00

This includes a ***non-refundable deposit of \$1000.00\* (upon receiving training material (electronic or hard copy))*** + any resources required to be paid upon enrolment. The remainder of outstanding fees payable must be finalised 7 days prior to the course start date.

If you do not have time to attend all the classes, you can continue your study remotely and will have 12 months from your start date to complete.

Once you have completed your assignments, you will need to contact ECA Maritime College to organise time to complete your written assessment (exams). All written assessments (exams) must be completed before the Practical Assessment.

We are unable to issue a certificate without ***ALL components of the curriculum being satisfied, this includes the Practical Assessment.***

***ECA Maritime College offers the Practical Assessment and AMPA completion as a collaborative, however students who are choosing to not complete their AMPA with us will still need to satisfy the Practical Assessment component.***

### Correspondent Course Fee - \$4700.00

This includes a ***non-refundable deposit of \$1000.00\* (upon receiving training material (electronic or hard copy))*** + any resources to be paid upon enrolment. The remainder of fees are payable via 5 monthly instalments of \$740.00 each month and on time.

Once your deposit has been received you will be given access to the student portal which holds all the course content and assignments.

Your assignments need to be uploaded through the portal. Your designated assessor will offer feedback through the same system. Correspondent students have direct access to an assessor via the student portal for feedback and questions as you go. You are also welcome to attend any of the online classes at no extra charge if you feel you need additional assistance or download one of the most recent training sessions.

Once Correspondence students have completed all their assignments, they will need to contact ECA Maritime College to organise time to complete their written assessments (exams). All written assessments (exams) must be completed before the Practical Assessment.

As part of the maritime training package curriculum, each course holds a Practical Assessment component and students must attend our Brisbane Campus to complete this.



We are unable to issue a certificate without ***ALL components of the curriculum being satisfied, this includes the Practical Assessment.***

***ECA Maritime College offers the Practical Assessment and AMPA completion as a collaborative, however students who are choosing to not complete their AMPA with us will still need to satisfy the Practical Assessment components.***

### **ONLINE Assessments (Exams)**

Our assessments (exams) are completed online via Zoom. You will need to have uploaded Zoom to your computer, have internet connection, webcam and a microphone prior to exam commencing.

Exams are held three mornings a week Tuesday, Wednesday, and Thursday from 8.30am - 12.30pm.  
Please email with a minimum of 24 hours' notice the date, time, and Unit of Competency exam you wish to sit. We will endeavour to accommodate but there may also be times where we will offer you an alternative booking.

### **AMPA FEES**

**As there are no longer Maritime Authority Orals for this licence, we are required to complete an AMSA AMPA for all candidates.**

Students attending classes will incur an added fee of \$285.00 plus GST.

Students studying remotely require an additional 2-day Assessment, fee of \$485.00 plus GST



## UNITS OF COMPETENCY

### Core Units:

<b>BSBLDR301</b>	Contribute to effective workplace relationships
<b>MARB029</b>	Perform routine maintenance on a vessel up to 24 metres
<b>MARB030</b>	Slip or dock a vessel and maintain hull on a vessel up to 80 metres
<b>MARH015</b>	Manage and maintain a navigational watch on board vessels up to 80 metres
<b>MARH016</b>	Plan and navigate a passage for a vessel up to 80 metres
<b>MARH017</b>	Use wheelhouse equipment for safe navigation
<b>MARI004</b>	Observe regulations to ensure safe operation of a vessel up to 80 metres
<b>MARJ007</b>	Monitor environmental management on a vessel
<b>MARK008</b>	Manoeuvre a vessel up to 24 metres within near coastal waters
<b>MARN009</b>	Perform seamanship operations on board a vessel up to 24 metres

**There are Assignments and Written Assessments (Exams) for core units.**

### Pre-Requisite Units:

<b>MARF027</b>	Apply basic survival skills in the event of vessel abandonment
<b>MARF028</b>	Follow procedures to minimise and fight fires on board a vessel
<b>MARF029</b>	Meet work health and safety requirements
<b>MARF030</b>	Survive at sea using survival craft

## AMSA CHECKLIST TO SUBMIT YOUR APPLICATION

The National Standard for Commercial Vessels (NSCV) Part D – Crew Competencies requires that students must pass a final Practical Assessment (AMPA) to receive the necessary licence from the Australian Maritime Safety Authority (AMSA).

The AMPA assessment is conducted to ensure students have gained the correct and appropriate operational skills and knowledge, and knowledge of Australian Maritime Legislation; in correspondence with the course completed.

The initial practical assessment is assessed by ECA Maritime College staff, and if satisfactory an application must be submitted to AMSA within 12 months from the date the AMPA practical assessment was completed.



## SEA TIME

A part of our Delivery and Assessment Strategy requires you to provide your sea time application before certification.

Your Sea Time accumulation provides ECA Maritime College evidence of practical experience onboard a commercial vessel and is a substantial practical component of the D & A Strategy.

Without this information, you are required to complete a much larger practical component. You will need to provide 50% of the minimum amount as per ASMA Sea Time Requirement for the licence you are applying for and pay the necessary practical day training fee for each day required. Sea time will also need to be provided for students to receive the final AMPA examination documentation.

The following sea time as per the AMSA information provided below will be required as a part of our Delivery and Assessment Strategy as explained above.

If all certificate pre-requisites are not received within 6 months of course completion, we may request that certain parts of the AMPA be repeated in order to assess current competency.

**Disclaimer:** Sea time requirements are subject to change. Students will need to check the [AMSA](#) sea time requirements prior to enrolment to ensure correct sea time is acquired.

**For more information see Form 426 on the AMSA website or the attached documents.**





# Master less than 24 metres near coastal

**This is a domestic qualification for operating in Australian waters.**

**With this certificate you can command a commercial vessel less than 24 metres long.**

This certificate will allow you to work as:

- Master on commercial vessels up to 24 metres long within the exclusive economic zone (EEZ)
- Chief mate or deck watchkeeper on vessels up to 35 metres long within the EEZ
- Chief mate or deck watchkeeper on vessels up to 80 metres long in inshore waters.

## Provide Evidence of Sea Service

You need to show you have experience working at sea in a deck, or deck and engineering capacity. You must have completed either:

- 120 days on commercial vessels greater than or equal to 7.5 metres long with a completed approved task book.
- 600 days of which at least half must be on vessels greater than or equal to 7.5 metres long, at least half on commercial vessels, and up to half on recreational vessels greater than or equal to 5 metres long, without a task book.

You must complete at least half of the qualifying sea service required for the certificate in the five years before the application.

If you have completed a task book you must attach a copy of the seafarer details page to your application.

If at least half of your sea service is not seaward of sheltered waters, your certificate will be restricted to sheltered waters.

You need to submit at least one of the following as proof of qualifying sea service:

- Record of sea service form 771
- An approved sea service Logbook
- The on-board sea service record from your Task Book
- A letter from the vessel Operator, Owner, Master or Chief Engineer detailing your sea service.

**If you need a Task Book:** Contact ECA Maritime College: 07 3390 4443 or email [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au)

**PLEASE NOTE:** Before you post your Task Book in for assessing, please ensure you have an electronic copy. Please post with Tracking and include a **reply-paid envelope** so it can be returned to you. If you choose, you can send your completed Task Book electronically to the above email address.

## Eligibility

To be eligible for a Master less than 24 metres near coastal certificate you must:

- Be at least 16 years old on the certificate issue date.
- Meet medical, eyesight, sea service and course requirements.

For more information, select what you need to apply for below.

## Important disclaimer

These instructions are summary information only. We make decisions about seafarer certificates under [Marine Order 505 \(Certificates of competency — national law\) 2013](#) and [National Standard for Commercial Vessels \(NSCV\) Part D—Crew Competencies](#). These documents have full details of the eligibility and other requirements for certificate applications.

Please refer to the AMSA website for information on additional requirements.



# Section 2

## General Information



## IMPORTANT NOTICE: COVID-19 AND PRACTICAL ASSESSMENTS

Certificates in the Maritime Training Package require practical assessments to be completed as part of the curriculum.

As a part of our Registered Training Organisation registration, we are required to meet all the standards as per the Department of Education and Australian Maritime Safety Authority.

We are therefore unable to complete any curriculum and issue any Certificates without these standards being met as per our registration, if we fail to conduct these assessments we are operating outside of our registration and risk losing our accreditation. If we lose our accreditation, we will no longer be able to issue any Certification.

While we understand the frustration COVID is causing, please be assured we are just as frustrated and work hard every day to accommodate our students. **ALL students** need to attend our Brisbane campus to complete the practical assessments relating to their course(s) to meet the requirements posed to all RTO's.

***Should the borders be closed when we have the practical assessment booked a new time will be allocated. Currently there is no exception for ANY student/s to bypass attending Brisbane to complete the practical assessment.***

We can offer Students an extension to their Course should these closures cause delays on completion. However, this will be on a case-by-case basis and will not apply across the board.



## **COURSE OPTIONS – 2021**

Online / Virtual Classrooms - Anywhere

Remote / Flexible – Anywhere / Anytime

Practical Assessments – Brisbane need to book

### **WHEN CAN I ENROL?**

Students MUST enrol online through our website

[www.ecamaritimecollege.edu.au](http://www.ecamaritimecollege.edu.au).

### **PRE-REQUISITES TO RECEIVING YOUR CERTIFICATE**

The following documentation will need to be provided by the student prior to being issued their certification.

As the Elements of Shipboard of Safety course is not included in our curriculum, the student must provide a copy of their ESS or STCW CoST Certificate to satisfy the course requirements

A copy of their current first aid certificate

A copy of their Marine Radio license (Coxswain and Master courses only)

A completed task book or a copy of their approved sea time document

These pre-requisites do not have to be completed before the student commences study, however, they must be produced before a Certificate can be issued.

**Please Note: We do not issue interim Certificates.**

Email: [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au) for further information.



## ENROLMENT COMMITMENTS

**All Enrolments:** - Prior to enrolment it is essential to contact ECA to assess your current level of knowledge and to ensure your chosen course is best suited to your needs. If you are unable to attend the college personally; an interview can be conducted with student services on our Brisbane number – (07) 3390 4443.

### Enrolment Duration

Your enrolment is valid for one year beginning from your course enrolment date. Students who do not complete the course within the one year allocated will be entitled to purchase a six-month extension for \$400. Students who opt to purchase a 6-month extension must complete the remainder of the course within this time frame.

## PAYMENT COMMITMENTS

**Virtual Classroom** – Both Course deposit & Course resource fees must be paid to secure your position in class. The remainder of the course fee payable must be cleared prior to the course commencement date.

**Remote / Online Study** – Both Course deposit & Course resource fees must be paid to ensure you receive your online/remote access. The remainder of the course fee is payable on a monthly basis over a 5-month period or as per enrolment agreement.

**Please Note:** Late payments could cause your enrollment to be cancelled and any outstanding accounts sent to a debt collection agency.

## CLASS COMMENCEMENT TIMES

### Deck and Engineering Qualifications

Student will need to be present at the college for a meet and greet at 0745 for class to commence at 0800.

### Sea Safety Courses

Students completing a Sea Safety qualification will need to present to the college for a meet and greet at 0745 for class to commence at 0800.



## PARTICIPATING IN PRACTICAL ASSESSMENTS

ALL students must have all assignments and exams completed prior to attending the Brisbane Campus for practical examinations.

This is to ensure all training and assessment is completed prior to practical assessment.

ALL practical examinations are completed within the students allocated one-year enrolment.

On successful completion your paperwork is finalised to process your certification.

## UNIQUE STUDENT IDENTIFIER

From 1 January 2015, RTOs are required to meet standard 3.6 of the Standards for Registered Training Organisations (RTOs) 2015, which relates to implementation of the USI for all new and continuing students.

## IDENTITY CONFIRMATION

- ☐ We are required to confirm your identification by the following:
- ☐ Driver's License
- ☐ Medicare Card
- ☐ Australian Passport
- ☐ Visa (with Non-Australian Passport) for international students
- ☐ Birth Certificate (Australian)
- ☐ Certificate of Registration by Descent
- ☐ Citizenship Certificate
- ☐ Immi Card

Please see the attached FACT Sheet at the end of your Student Handbook.

## ECA MARITIME ENROLMENT POLICY

Students must complete the ECA Maritime College online enrolment process and provide all relevant information (e.g., date of birth, proof of completed pre-requisite studies) prior to commencing a course or program.

In addition, a deposit of \$1000.00 must be paid in full with your first instalment as per the enrolment policy. Once your enrolment is processed, you will be provided with a student pack (training material), Enrolment Confirmation and your student login details if applicable. Once you have received your student pack (training material) or access to your student portal, there is NO Refund.

Students have 12 months, from date of enrolment, to complete all course work.

*\*Please note if an extension of time is requested, additional costs may be incurred.*



- Individual and special needs:
  - ECA Maritime College (ECA) ensures that students with individual & special needs will receive modified training and assessment strategies following their successful enrolment evaluation.
- Language, Literacy & Numeracy support:
  - ECA Maritime College ensures provision of literacy and numeracy support services to candidates who require individual and personal assistance.
  - As a registered training organisation, we must make allowances and offer assistance where possible throughout your course and assessments. However, we are also governed by the Australian Maritime Authority, and understanding, reading, and writing basic English is a requirement under Maritime Law.  
NB, extract from *International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978*

#### 16. English language

*Adequate knowledge of the English language enabling the officer to use charts and other nautical publications, to understand meteorological information and messages concerning ship's safety and operation and to express himself clearly in his communications with other ships or coast stations. Ability to understand and use the IMCO Standard Marine Navigational Vocabulary.*

- If you have indicated during your initial interview, you have LLN issues we will provide you with an LLN test, this will determine if you have the required skill and knowledge level of the English language to participate in your desired program. We will outsource this to LLN specialists who will assist with this component.
  - This provides the basis for candidates to gain the necessary skills to achieve competency in their chosen qualification.

## FLEXIBLE LEARNING AND ASSESSMENT

Formal Teaching/Instruction/Delivery and Assessment, within a unit of competency, must be provided via a combination of the following flexible delivery modes:

- Distance
- Correspondence/ Workbooks
- Virtual Classrooms
- Face-to-face instruction

The program is organised so that the candidate is provided with resources relating to each unit of competency and given the opportunity to apply this information to their workplace and assigned projects or scenario-based activities.

Candidates are encouraged to do a self-assessment valuation prior to their actual assessment to ensure readiness for all competencies.



Assessments may include third party verification, observation / demonstration, evaluation of portfolio and workplace project or simulated work based.

It is only when the candidate successfully completes all evidence gathering requirements of the qualification that he or she is deemed competent.

## **DELIVERY AND ASSESSMENT – COMPETENCY BASED**

### **Training:**

Each delivery mode is designed to support the development of the practical skills and theoretical knowledge required to achieve competency in each course.

All training delivery materials are mapped to the unit of competency. This ensures that all training requirements of the performance criteria, range of variables, underpinning skills and knowledge are addressed.

If the student does not have access to a suitable workplace to complete the on-the-job training component, they will need to discuss with the Registered Training Organisation strategies to address this requirement - such as arranging a suitable industry placement or a realistically simulated worksite.

Industry placement, under the relevant state/territory legislation, covers the unpaid placement of the student within a suitable business that has the facilities, range of work, supervision and training required under the training plan for the Industry Placement. In Queensland, 'Industry Placement' is covered under the Vocational Education, Training and Employment Act 2000, Chapter 4 (Vocational Placement)

### **Assessment:**

All assessment materials are mapped to the performance criteria in the unit of competency. This will ensure that all assessment requirements of the performance criteria, range of variables, underpinning skills and knowledge and the critical aspects of evidence are addressed.

If a student does not have access to a suitable workplace to complete the on-the-job assess component, they will need to discuss with the RTO strategies to address this requirement such as arranging a suitable industry placement or a realistically simulated worksite.

### **RPL**

(RPL is Recognition of Prior Learning or Skills obtained from previous study or work/life experience). If you have previously studied relevant courses and / or you have plenty of experience at sea (and can provide us with the relevant evidence), you may be eligible for Recognition of Prior



Learning.

The RPL application is extensive and must address all the required evidence in order to determine you meet the requirements. *\*It is the responsibility of the candidate to complete the documentation and supply all evidence accordingly.*

A non-refundable application fee of \$1000.00 will be required for the RPL process and will be deducted from your overall fee once determined.

## **DELIVERY METHOD**

**Online / Virtual Classrooms** – Live interactive Virtual Classrooms sessions are run similarly to the classroom sessions via Zoom Meeting.

These are run 5 days a week, with sessions starting at 0800 and finishing at 1600 for the duration of the course.

While we have allocated course durations for all in-class courses, depending on the group, it may be completed sooner.

Assignments are completed in your own time, however, most of our students benefit from finalising and submitting their assignments during the course timeframe, thus speeding up the completion time. It is your responsibility to complete your assignments once the course has finished should you not have time during the course to complete them all.

If you cannot attend a scheduled session, you are required to advise us as soon as possible and arrange to catch up in your own time.

As part of the maritime training package curriculum, each course holds a practical assessment component and students must attend our Brisbane Campus to complete this.

We are unable to issue a certificate without ALL components of the curriculum being satisfied, this includes the practical assessment.

Practical assessment and AMPA completion as a collaborative, however students who are choosing to not complete their AMPA with us will still need to satisfy the practical assessment component.

## **Remote Study – Start any time.**

Remote / Online study allows you the freedom to work as usual and study in your own time.

Ideally you will already be working within the Maritime Industry and as such, you will benefit immensely from being surrounded by mentors and people in the know who will be able to offer you valuable assistance.

You will have 12 months to complete your studies from the date of enrolment, if you need an extension, please contact us.



## **ASSESSMENT MODES – COMPETENCY BASED**

Throughout your studies, you will be assessed via several methods; these will include but are not limited to:

1. Assignments
2. Written Assessments (Exams)
3. AMPA (AMSA Practical Assessment)
4. Observations
5. Simulated Activities
6. Workshop activities
7. AMSA Workplace Task books where applicable
8. Workplace experience – sea time

### **Evidence-gathering techniques:**

We will use a range of techniques to ascertain and support a decision that a student has achieved competency in each subject and therefore passed the qualification standard.

## **RECOGNITION OF QUALIFICATION ISSUED BY ANOTHER RTO**

ECA Maritime College acknowledges and accepts the decisions and mutual recognition throughout Australia of the qualifications and Statements of Attainment awarded by RTO's.

## **FEES PAID IN ADVANCE**

All fees paid in advance are held in a separate account and only released immediately prior to commencement date of the course. All monies are readily available for immediate refund should the student meet all the necessary requirements under the refund policy.

### **Can my RTO collect fees in advance if it is not part of a Tuition Assurance Scheme? (Clause 7.3)**

Your RTO may collect up to \$1500 in prepaid fees from a learner without needing to take any action to protect those fees.

In addition, RTOs are only required to protect prepaid fees from individual learners. These requirements do not apply, for example, where an employer or organisation engages an RTO to provide training and/or assessment to its staff or members.



## WELFARE AND GUIDANCE

ABSTUDY: May be available to all full-time or part-time students of Aboriginal or Torres Strait Islander descent. Information and application forms are available from the Aboriginal and Torres Strait Islander Support Office or your local Centrelink Office.

Youth Allowance / AUSTUDY provides financial assistance to eligible students over 16 years of age. Forms are available from your local Centrelink Office. \*It is strongly advised to apply early to avoid disappointment or delay.

## AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK (AASN)

Australian apprenticeships and traineeships combine practical experience with industry designed training to help Australians achieve nationally recognised qualifications in their chosen industries.

The Australian Government Contracts Australian Apprenticeship Support Network Providers as the first point of contact to provide information and advice to support employers, apprentices, and trainees across Australia to better navigate the apprenticeship and traineeship system. Please refer to the Department of Education and Training for a list of AASN's.

## ACCESS TO STUDENT INFORMATION

ECA policy allows student access to their individual student files as requested. Notice must be given in writing 21 days in advance and a staff member is required to be present whilst the individual is perusing their individual file. Under no circumstances are files to be removed from the ECA Office. The Administration Manager will provide all applications copies of student information, Certifications, or statements upon processing request.

- Student files and results are all scanned and kept electronically on site and backed up off site on our secure Google Drive facility.
- We are able to re-issue a Qualification or Statement of Attainment should a student request a replacement copy. This will incur an administrative fee of \$27.50 + Postage & Handling.
- Qualifications/Statements of Attainment issued are retained for 30 years
- Completed assessment items including RPL evidence are retained for 30 years
- Should ECA Maritime College cease, all files are returned to Dept. of Education for ease of retrieval by the student.



## ENTRY REQUIREMENTS

To meet licensing regulations within their jurisdiction, regulatory authorities have a **minimum age requirement of 16 years prior to assessment, however training may commence before this.**

**To ensure you have up to date information please visit the AMSA website for your requirements.**

<http://www.amsa.gov.au/domestic/domestic-quals/>

## COURSE DEPOSITS – AS AT 1<sup>st</sup> MARCH 2021

**ALL COURSES** will require a non-refundable deposit of \$1,000.00 plus any resources as required. This **MUST** be paid prior to securing your placement and receiving your resource pack.

**VIRTUAL CLASSROOM STUDENTS** - A non-refundable deposit of \$1000.00 plus any resources as required to be paid on enrolment; with the remainder of the fees to be paid in full prior to course commencement.

**REMOTE STUDENTS** – A non-refundable deposit of \$1000.00 plus any resources as required to be paid on enrolment; with the remaining fees payable in 5 monthly instalments or as agreed upon enrolment.

**RPL** – requires a \$1000.00 application fee which will be deducted from your overall course fees once your training plan has been determined.

For full course fees, please refer to the individual course section.

**Remote / Online Students – Please note:** We are able to assess anywhere in Australia, however, any assessments that are required to be undertaken offsite from our Brisbane campus will be provided with an ASSESSMENT QUOTE. This is to cover travel and accommodation costs of Assessors when necessary.

***Please note: If your course fees are overdue, any course work submitted will remain unprocessed until your account is up to date. Late payments could cause your enrollment to be cancelled and any outstanding accounts sent to a debt collection agency.***

**ALL FEES MUST BE COMPLETELY FINALISED PRIOR TO CERTIFICATION BEING ISSUED.**



## REFUND RULES, TRANSFER RULES

If the Campus cancels a program / subject before its commencement date, any fees paid by the student will be refunded in full.

If a student cancels their enrolment 15 days or more prior to the commencement of their course; they are entitled to a refund of fees paid - less a 15% administration fee of the full course fees.

If a student cancels their enrolment within 6 to 14 days prior to the commencement of their course; they are entitled to a refund of fees paid - less a 25% administration fee of the full course fees.

If a student cancels their enrolment within 5 days or less prior to the commencement of their course; no refund of fees paid will be given and payment of the full course fee will still be required.

If a student withdraws from of an active course, they forfeit all fees paid and are still liable to pay the full course fee.

If a student is unable to attend the course, an approved suitable delegate is welcome at no extra charge.

### Application Procedure

Applications must be made through ECA Maritime College administration via:

Email: [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au),

Phone: **(61) 07 3390 4443** or online [www.ecamaritimecollege.edu.au](http://www.ecamaritimecollege.edu.au)

### CONTACT DETAILS:

#### **Brisbane Office**

Building 1 - 747 Lytton Road  
Murarrie QLD 4172

#### **Postal**

Building 1 - 747 Lytton Road  
Murarrie QLD 4172

**07 3390 4443**

Email: [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au)

**\*\* Dependent on Student Number and access to the required resources for training/assessing, ECA Maritime College are prepared to deliver their**



## ATTACHMENT 1

### LEGISLATION AND REGULATIONS As at 1 July 2020

The RTO and staff will ensure compliance with Commonwealth and **State legislation** and regulatory requirements relevant to its operations.

The RTO has developed policies and procedures to assist & maintain compliance the **legislation** and **regulations**, in particular, those mentioned below:

#### **Standards for Registered Training Organisations (RTOs) 2015 – Incorporating Amendments up to 2019 (No.1)**

On 26 September 2014, the Council of Australian Governments (COAG) Industry and Skills Council agreed to new regulatory standards for training providers and regulators—the [Standards for Registered Training Organisations \(RTOs\) 2015](#). These replace the [Standards for NVR RTOs 2012](#).

ASQA uses the Standards to ensure nationally consistent, high-quality training and assessment across Australia's vocational education and training (VET) system. Compliance with the Standards is a requirement for:

- all ASQA registered training organisations; and
- for applicants seeking registration.

ASQA uses the Standards to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system.

#### **Work Health and Safety Act 2011**

An Act to promote and protect freedom from disease or injury to persons caused, and risk of disease or injury to persons created, by workplaces, workplace activities and certain plant, and for related purposes.

The Work Health & Safety Act sets a standard of conduct and clearly describes the health and safety rights and responsibilities of all parties in the workplace. Through management of health and safety all parties take responsibility to ensure safe work practices are adhered to by all involved.

#### **Australian Maritime Safety Authority - Domestic qualifications**

##### *Certificate of Competency*

Under the new Part D of the [National Standards for Commercial Vessels](#), people seeking or renewing a *Certificate of Competency* will be



able to apply for a five year National System certificate by meeting some simple requirements.

Once issued, a *Certificate of Competency* will allow the holder to operate anywhere in Australian waters subject to the operational and distance limitations of the certificate. This means a person will no longer be required to seek recognition of their certificate before crossing state or territorial borders.

## **ATTACHMENT 2 AS AT 1 JANUARY 2021**

### **CONFLICT RESOLUTION POLICY FOR STUDENTS**

#### **1. Preamble**

##### **1.1 Purpose**

The purpose of the policy is to provide a framework for the resolution of Conflicts from ECA students regarding academic and administrative matters. Although many Conflicts can be resolved in an informal way there will be instances where a more formal process should be followed.

##### **1.2 Background**

The Conflict resolution procedures for students incorporates a role for an Independent Conflict Officer (a manager who is not involved in the conflict) who will be responsible for the coordination and oversight of Conflict and Conflict handling processes for the Campus, with an emphasis on determining the proper jurisdiction of matters.

#### **2. Scope of Policy**

The policy applies to all enrolled students of ECA (both individual students and/or groups of students), as well as former students who were enrolled at ECA at the time of the event providing that the Conflict is made within six (6) months of ceasing to be a student of the program in which the Conflict occurred.

##### **Academic Matters:**

- Conflicts or appeals against academic decisions including
  - academic assessment or appeals against assessment decisions
  - provision of academic services

##### **Administrative Matters:**

- Conflicts or appeals relating to administrative matters including
  - administrative decisions affecting students
  - administrative services provided to students



**NOTE: The policy does not apply to decisions concerning admission or non-admission of a prospective student.**

### **3. Definitions**

#### **Conflict**

A Conflict is any complaint or concern from a student about an academic or administrative matter where the student wishes to obtain an action or response. The Conflict may be able to be resolved informally or may require a formal resolution.

#### **Conciliation and Mediation**

Conciliation refers to the process where the complainant and respondent are assisted to reach a solution to the issue or Conflict that will allow the parties to continue to work or study in a manner satisfactory to both. The purpose of conciliation is to find a resolution, to ensure that the situation that caused distress does not reoccur and to remedy, where possible, any disadvantage suffered. The focus of this process is settlement of the Conflict rather than fact-finding or allocation of blame. Conciliation may be undertaken in accordance with this procedure by the relevant supervisor, senior manager, or specialist group.

Conciliation may take place

- as a series of separate meetings between the conciliator and each party, where the conciliator acts as a go-between; or
- through mediation where the complainant and respondent meet face-to-face with a neutral third party (the conciliator or mediator) in a joint session; or
- in a mix of the two.

Mediation may form part of the process of conciliation that may be undertaken between the parties (complainant and respondent) and should only be undertaken by an appropriately skilled and trained person.

#### **Confidentiality**

The Campus requires that all Conflicts be dealt with in a confidential manner. This means that students with a Conflict, any person acting as a support person and all staff involved in dealing with the issue only disclose information about the Conflict or the Conflict process to those who have a legitimate role in resolving the matter, i.e. those who have a direct interest and role in dealing with the particular case in accordance with the relevant



procedures. It also extends to keeping any information and records secure and safe.

### **Conflict of Interest**

A staff member who is involved in the Conflict should not participate in the management of the Conflict process once Step 1 is concluded. For example, where a Conflict is about an academic staff member who is also the principal, then the matter should be referred to the Training Manager at Step 2 of the procedure.

### **Procedural Fairness**

The Campus believes that all Conflicts should be dealt with in accordance with the principles of procedural fairness. Procedural fairness refers to a process that provides fairness to all parties. It includes the right to be heard, the right to be treated without bias, the right to be informed of allegations being made and to be provided with an opportunity to respond to them and the right to information regarding the status of the Conflict.

### **Victimisation**

Victimisation includes any unfavorable treatment of a person as a consequence of their involvement in a Conflict under these procedures. Unfavorable treatment includes ostracism, adverse changes to the work environment, and the denial of access to resources, work opportunities or training.

## **4. Policy statement**

The Campus is committed to providing a safe, harmonious, and productive work and study environment where Conflicts are dealt with sensitively and promptly. The resolution procedures ensure that students are able to discuss legitimate Conflicts, knowing that ad hoc, vindictive or arbitrary action will not be taken against them, or the staff complained about. By providing a clear set of procedures, it is hoped that Conflicts can be dealt with satisfactorily and as quickly as possible and will prevent a minor Conflict from becoming a major problem.

### **4.1 General Principles**

A number of general principles guide the Campus's policy and procedures on resolving a Conflict. All Conflicts will be treated seriously and sensitively, having due regard to procedural fairness, maintaining confidentiality and privacy. Conflicts should be handled quickly and as close as possible to their source, although this may be modified by the nature of the Conflict and/or the complainant's wishes. Concerns should be raised as soon as possible after the incident(s) occurs.



Wherever possible, Conflicts should be addressed by a process of discussion, cooperation, and conciliation. The complainant (the person raising the Conflict) and the respondent (the person against whom the Conflict is made) are expected to participate in the Conflict resolution process in good faith. The aim is to reach an acceptable outcome that minimises any potential detriment to ongoing relationships.

Conflicts should not be frivolous or malicious. This may constitute misconduct. No person should be victimised because they raise a Conflict in good faith or are associated with a Conflict.

The Campus recognizes that all decisions which affect a student's standing or progress in a program or course must be made fairly and must be based on appropriate academic criteria.

A Conflict may concern a decision that has affected a student's standing or progress in a course or program or may be in relation to an administrative decision. Many of these decisions concern assessment, but they may relate to other matters which could adversely affect a student's standing such as the granting of advanced standing or discontinuation.

#### 4.2 Legal and Policy Framework

As members of the Campus community, staff and students are expected to adhere to Campus rules governing conduct, such as the

- ECA Code of Conduct (for staff members)
- ECA Code of Conduct for the Responsible Practice of Research (for staff and students)
- Statement on Behavior Required of Students

The policy does not apply to conduct such as unlawful discrimination and harassment. For examples of which Campus policies cover a range of Conflict areas, please see **Appendix A**.

- for Conflicts relating to discrimination or harassment refer to the Student Discrimination and Harassment Conflict Policy and Procedures
- Conflicts covering specific matters such as student misconduct or student academic misconduct will be dealt with under the Student Misconduct Procedures. For information about the Student Misconduct Rules or to obtain information on these procedures from the Campus Handbooks or request from ECA Administration on 07 3390 4443
- Conflict against another student for inappropriate behavior which affects the complainant's ability to progress in a program/subject/course may be dealt with under the Student Misconduct Rules.



### 4.3 Privacy Statement

All records and information gathered during the course of a Conflict will be managed in accordance with relevant Commonwealth and State privacy legislation.

## 5. Implementation

### 5.1 Responsibilities

All students and staff at ECA have a responsibility to identify, prevent and address problems in the work and study environment. This includes the communication and implementation of this policy and the associated procedures.

### 5.2 Procedures

Please refer to the Student Discrimination and Harassment Conflict Policy and Procedures and the Student Misconduct Rules Policies and Guidelines

## 6. Evaluation

*Policy content, communication and implementation will be reviewed one year following the date of approval. Follow-up review will take place no later than two years following the initial review.*

### ATTACHMENT 3

<b>Name:</b>	Student Misconduct Rules Policies and Guidelines	<b>Contact Officer:</b>	Student Administration
<b>Date of Approval :</b>	Wednesday 1 <sup>st</sup> June 2005	<b>Original date for Review:</b>	Wednesday 1 <sup>st</sup> June 2006
<b>Date Reviewed</b>	Wednesday 1 <sup>st</sup> June 2006 Wednesday 1 <sup>st</sup> June 2007 Thursday, 28 August 2008 Wednesday 1 <sup>st</sup> June 2009 Tuesday 1 <sup>st</sup> June 2010 Wednesday 1 <sup>st</sup> June 2011 Friday 1 <sup>st</sup> June 2012 Monday 3 <sup>rd</sup> June 2013 Monday 2 <sup>nd</sup> June 2014 Monday 9 <sup>th</sup> July 2018 Monday 3 July 2019 Tuesday 15 September 2020	<b>Due for Review:</b>	September 2021



## Policies, procedures and guidelines: student misconduct rules

### STUDENT MISCONDUCT RULES

- 1. Scope
- 2. Definitions
- 3. Delegation
- 4. Suspension in Urgent Circumstances
- 5. De-Centralised Formal Procedures
- 6. Summary Hearing
- 7. Panel for Committees on Student Discipline
- 8. Committees on Student Discipline
- 9. General

#### 1. Scope

**1.1** The Rules in this Resolution govern student misconduct, including the procedures for determining and dealing with alleged student misconduct and for the short-term suspension of students on grounds of misconduct.

**1.2** The powers vested by or by virtue of this Resolution apply in respect of misconduct by a person who was a student at the time of the misconduct whether or not that person is currently enrolled.

**1.3** Nothing in this Resolution precludes the Campus from instituting or seeking the institution of civil or criminal proceedings against a student in respect of misconduct.

#### 2. Definitions

**2.1 "Exclusion"** means the cancellation of enrolment of a student and the withdrawal for a specified time of all rights and privileges as a student of the Campus, including the right to re-enrol as a student and the right to enter or to be on Campus grounds.

**2.2 "Expulsion"** means the cancellation of enrolment of a student and termination of all rights and privileges as a student of the Campus including the right to re-enrol as a student and the right to enter or to be on Campus grounds.

**2.3 "Member of the academic staff"** means a person employed (whether full time or part time) by the Campus with the status of trainer and includes any person so employed on an adjunct, conjoint or visiting basis.

**2.4 "Property"** includes real, personal, intellectual, and shared property in any (including electronic) form.

**2.5 "School"** includes Departments not within Schools.



**2.6 "Student Academic Misconduct" means:**

(a) Breach of such rules or guidelines relating to student academic conduct as may be prescribed by Human Resources, Administration, or the Principal.

(b) Misconduct relating to assessment or examinations; and

(c) Any other conduct (the general nature of which has been made known to students) regarded as student academic misconduct according to current academic usage.

**2.7 "Student misconduct" includes student academic misconduct and also encompasses conduct which impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the Campus, including:**

(a) Breach of any rule relating to student conduct in the Campus.

(b) Conduct which unduly disrupts or interferes with a class, a meeting, or any other official activity within the Campus.

(c) Conduct detrimental to Campus property, such as stealing, destroying or deliberately damaging equipment.

(d) Stealing, destroying, impairing the accessibility of, or defacing any part of the Campus online Library collection.

(e) Using Campus computing or communications facilities in a manner which is illegal, or which will be detrimental to the rights and properties of others.

(f) Acting so as to cause students or staff or other persons within, the Campus to fear for their personal safety.

(g) Refusing or failing to identify oneself truthfully when so required by a member of the academic staff or other officer of the Campus.

**2.8 "Suspension" means a prohibition from entering a defined area or using a defined facility.**

**2.9 "Campus grounds" includes all land, buildings, premises, and other property owned, leased or otherwise used by the Campus and other buildings located on Campus land.**

### **3. Delegation**

**3.1** The Principal, Human Resource Manager may each appoint in writing delegates to have some or all of the powers concurrent with their own for the purposes of this Resolution, but no delegate shall have the power to re-delegate.



#### 4. Suspension in Urgent Circumstances

**4.1** The powers conferred by this Rule are to be used only to prevent or terminate a clear and present threat by the student concerned Campus property, academic instruction, assessment, an examination, the physical safety, or integrity of any person within the Campus or the proper functioning of any Campus activity.

**4.2** Under this Rule, a student may be:

- (a) Suspended from the Campus
- (b) Suspended from one or more classes by a member of the academic staff or by any member of the Campus staff in charge of a class;
- (c) Suspended from the use of one or more Campus computing or communications facilities by a member of the academic staff or by the Principal;
- (d) Suspended from an examination by the Principal, by a member of the academic staff or by any person for the time being in charge of the examination;
- (e) Suspended from part or all of the Campus grounds by the Principal;

**4.4** A suspension imposed on a student under this Rule:

- (a) Does not preclude the laying of a charge of student misconduct under Rule 5 or Rule 6;
- (b) Shall not in the first instance exceed one working day, but this limit shall not preclude further suspension by the Principal under paragraph 6.2 pending the determination of any such charge.

**4.5** Any exercise of a power conferred by this paragraph shall be reported in writing immediately to the Principal or to his/her nominee.

#### 5. De-Centralised Formal Procedures

**5.1** Unless the student concerned does not agree (in which case the matter shall be referred to the Principal by written complaint under paragraph 6.1), shall have authority to hear and determine charges of student academic misconduct (as defined in paragraph 2.6) pertaining to assessment or examinations conducted by the relevant Faculty, in accordance with such procedures as may be established by the relevant Faculty. The maximum penalty which may be imposed upon a student found guilty under this procedure is a "fail" grade for the relevant subject.

**5.2** (a) The Trainer of information Services shall have authority to hear and determine charges of misuse of Campus online Library facilities by students, and on finding a charge proved may impose a fine not exceeding



\$1,000 and may withdraw or restrict borrowing privileges in accordance with rules recommended by the Trainer of information Services.

(b) The Trainer of information Services may restrict borrowing privileges for an initial period of up to 14 days, pending the determination of a charge of misconduct, provided that the student is given the opportunity to make representations to avert this suspension. This period may be extended by the Principal under paragraph 6.2.

**5.3** (a) The Trainer of information Services shall have authority to hear and determine charges of misuse of Campus computing and communications facilities by a student, and on finding a charge proved may impose a fine not exceeding \$1,000 and may withdraw or restrict computer access privileges in accordance with rules recommended by the Trainer of information Services approved by the Principal.

(b) The Trainer of information Services may restrict online access for an initial period of up to 14 days, pending the determination of charges of misconduct, provided that the student is given the opportunity to make representations to avert this suspension. This period may be extended by the Principal under paragraph 6.2.

**5.4** (a) in order to ensure uniformity of penalties, an officer of the Campus acting under this Rule must before imposing any penalty consult an officer designated for this purpose by the Principal.

(b) An officer acting under this Rule must make a written report to the Principal of any action taken.

(c) The notification of an adverse determination to a student shall include notice of the student's right of appeal under the next sub-paragraph.

(d) A student who has received such notification may within 14 days lodge a written appeal with the Principal. The Principal shall thereupon refer the matter to a Committee on Student Discipline constituted under Rule 7.

(e) in all other respects, action taken under this Rule is final.

## **6. Summary Hearing**

**6.1** Any student, employee or other member of the Campus may make a written complaint of student misconduct to the Principal.

**6.2** (a) Where a complaint is so made, or where extension is sought of a suspension already imposed under Rule 4, the Principal may suspend a student for such period, not exceeding 14 days, as is necessary for one or more of the purposes set out in paragraph 4.1, pending determination of the relevant charge or charges. The suspension may be renewed by the Principal for a further period, not exceeding 14 days, if continuing grounds are shown.



(b) If the student has not had an opportunity in advance to show cause to the Principal why such a suspension or further suspension should not be made, he or she may apply to the Principal to quash the suspension.

**6.3** (a) Upon receiving a complaint under paragraph 6.1, the Principal shall appoint an appropriate officer of the Campus with no prior involvement in the matter to initiate preliminary inquiries from all parties concerned, and from such other people as he or she may think advisable.

**6.4** (a) Following these preliminary inquiries, the officer shall prepare a report for the Principal, which shall contain recommendations as to how the matter should be determined.

(b) Where the officer is of the opinion that one or more charges have been proved and that one or more of the penalties set out in paragraph 6.6 are appropriate to the occasion, the report of the officer may contain a recommendation as to the appropriate findings and accompanying penalties.

(c) Where the officer is of the opinion that one or more charges have been proved and that the appropriate penalty in respect of any of them exceeds or may exceed the limits set out in paragraph 6.6, the officer may recommend that the matter be referred to a Committee on Student Discipline.

**6.5** On receipt of the report the officer, shall:

(a) Exercise his or her own discretion, summarily dismissing any one or more of the charges;

(b) In respect of any charge or charges not so dismissed, determine that the finding(s) and accompanying penalty or penalties recommended by the officer under paragraph 6.4(b) should apply, provided that the conditions set out in paragraphs 6.6 and 6.7 are satisfied;

(c) Direct that any charge or charges not resolved under subparagraph (a) or (b) of this paragraph should be referred to a Committee on Student Discipline for formal hearing and determination.

**6.6** (a) A penalty which the officer may recommend under paragraph 6.4(b) and which the Principal may impose by means of a determination under paragraph 6.5(b) shall take one or more of the following forms: exclusion from the Campus for up to four whole sessions, caution, reprimand, severe reprimand, reduction in marks, and failure in one or more subjects.

(b) No such determination shall however be made by the Principal if through accumulation of penalties the total period of exclusion of the student from the Campus would exceed four whole sessions.

**6.7** A determination by the Principal under paragraph 6.5(b) shall not take effect unless and until the report of the officer, together with notification of any summary dismissal of charges under paragraph 6.5(a) and of the determination under paragraph 6.5(b), has been given to the student and



the student has within 14 days accepted the determination by notice in writing to the Principal. Where no such acceptance is forthcoming, the charge or charges in question shall be referred to a Committee on Student Discipline under paragraph 6.5(c).

**6.8** There shall be no right of appeal against a finding or penalty determined under paragraph 6.5(b).

## **7. Panel for Committees on Student Discipline**

**7.1** Members of a Committee on Student Discipline shall be drawn from a panel constituted in accordance with this Rule.

**7.2** The panel shall consist of 6 members, 3 of whom are students and 3 of whom are academic staff.

**7.3** The student members shall have attended the Campus for the equivalent of at least two years full time or part thereof, shall be student members of a Faculty, and shall be elected by students qualified to be on the panel. Any vacancy or vacancies from an insufficiency of qualified students shall be filled by appointment by the Principal.

**7.4** The academic staff members shall be members of the Academic Board elected by the Board.

**7.5** Panel members shall serve for a term of the Academic Board or until replaced by election.

**7.6** The presiding member of the panel shall be nominated by the Principal.

## **8. Committees on Student Discipline**

**8.1** A Committee on Student Discipline is an independent body subject to no instructions or directions on individual cases.

**8.2** More than one Committee on Student Discipline may be constituted and may sit at the same time if the circumstances so require.

**8.3** Where possible, at least one member of a Committee shall be of the same sex as the student charged.

**8.4** A Committee shall consist of 3 members of the panel constituted under Rule 7 of this Resolution. Its members and its presiding member shall be chosen by the presiding member of the panel. One of the members shall be a student.

**8.5** A Committee:

(a) May appoint one or more appropriately qualified persons to assist it on any maker or makers of law, procedure or technical expertise;



- (b) Shall record the evidence given before it;
- (c) Shall record the reasons for its determination and for any penalty that it imposes, including its findings upon any material issue of fact.

**8.6** Where a Committee finds that a charge is substantiated, it may decide to impose no penalty or it may impose any one or more of the following penalties:

- (a) A fine, not exceeding \$1,000.00;
- (b) Suspension, exclusion or expulsion;
- (c) Any other lesser penalty which may be appropriate.

**8.7** (a) Notification of the Committee's final decision to the student shall include notice of his or her right of appeal under this paragraph.

(b) An appeal by the student may be lodged in writing with the Principal within 14 days of such notification. The notice of appeal shall indicate whether the appeal is against the determination or the penalty or both and shall specify the grounds of appeal.

(c) Within 14 days of the Committee's decision, an appropriate officer of the Campus may lodge with the Principal a written appeal against the penalty, stating the grounds of appeal.

(d) Appeals under this paragraph shall be heard by the Appeals Committee. Unless the Committee determines in its discretion that the appeal should be by way of full rehearing, it shall base its decision on a transcript of the evidence taken by the Committee on Student Discipline, the Committee's record of its reasons and the arguments presented to it in writing or at the appeal hearing.

**8.8** Twice each year (providing there is anything to report), a written report on the matters brought to a conclusion under paragraph 6.5(a) or (b) or heard by Committees on Student Discipline shall be submitted to the Academic Board. The report shall outline the nature of the charges brought and the determinations reached but shall not identify any student charged or any student who was involved as a witness.

## **9. General**

**9.1** As far as possible, and except as provided by Rule 4, no person with a direct personal interest or involvement in an allegation shall exercise any of the powers conferred by this Resolution to determine an allegation of student misconduct or to impose a penalty or a period of suspension.

**9.2** All proceedings shall be conducted fairly and in accordance with natural justice, but shall not be subject to the rules of evidence. A student charged shall be presumed innocent unless and until guilt is freely



admitted or is proved by clear and convincing evidence or to the Committee's comfortable satisfaction.

**9.3** (a) Students must appear personally at the hearings of a Committee on Student Discipline. They may, if they so wish, be represented at their own expense by an advocate (whether legally qualified or not), provided that they have given notice to this effect to the presiding member of the Committee at least 8 days before the hearing. Alternatively, they may be accompanied by a friend or adviser with whom they may consult.

(b) Students may conduct appeals to the Appeals Committee of Council in person, by an advocate (with the student present) or in writing without appearing personally.

(c) The Campus's case against a student may be presented in a hearing of a Committee on Student Discipline or the Appeals Committee of Council by a senior officer or by a legally qualified advocate.

**9.4** Students are entitled to due notice of any charges of student misconduct made against them. Complaints and charges may be amended at any time before their determination, provided the student charged has adequate notice.

**9.5** (a) A record or report of proceedings under this Resolution shall form no part of the student's official academic transcript.

(b) Subject to paragraphs 8.8 and 9.6, no information relating to such proceedings or to the circumstances giving rise to them shall be divulged by the Campus to persons (other than senior officers of the Campus) not immediately involved in the proceedings.

**9.6** At the conclusion of all relevant proceedings and after any time allowed for appeal has elapsed, the Principal may publish within the Campus, in such manner as he or she considers appropriate, a statement describing the nature of any offence for which a penalty was imposed (without being later annulled on appeal or remitted) and the extent of the penalty, but not the name of the person upon whom it was imposed or of any student who was a witness in relevant proceedings.

**9.7** (a) During the currency of an appeal, a suspension imposed under Rule 4 or under paragraph 5.3(b), 5.4(b) or 6.2(a) may continue in operation, but no penalty (including a suspension imposed by way of penalty) shall be operative.

(b) If in the course of proceedings under these Rules (including appeal proceedings and applications under paragraph 6.2(b)), it appears that a suspension of a student under Rule 4 or under paragraph 5.3(b), 5.4(b) or 6.2(a) was not warranted, the suspension may constitute a ground on which the student may apply for special consideration in the assessment of any subject or subjects then being taken.



## ATTACHMENT 4

<b>Name:</b>	Equity & Diversity Policy Statement	<b>Contact Officer:</b>	Human Resource Manager	
<b>Date of Adoption:</b>	Wednesday, June 01, 2005	<b>Dates Reviewed:</b>	June 2006	March 2013
			June 2007	June 2014
			June 2008	February 2015
			June 2009	February 2016
			June 2010	March 2017
			May 2011	July 2018
<b>Due for review:</b>	September 2021		July 2019 September 2020	

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**Policy Statement**

ECA Maritime College is committed to the goals of equal opportunity and affirmative action in education and employment. It aims to provide a study and work environment for staff and students that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and vilification as determined by legislation.

In fulfilling this commitment, the Campus will:

- foster a Campus culture which values and responds to the rich diversity of its staff and students
- provide equal opportunity by removing barriers to participation and progression in employment and education so that all staff and students have the opportunity to fully contribute to Campus life
- offer programs which aim to overcome past disadvantage for members of staff and student equity groups
- promote clear and accountable educational and management policies and practices to engender trust between managers, staff and students;
- enhance the quality of students' learning through the provision of culturally, socially and gender inclusive education in areas such as curricula, teaching methods, assessment and review provisions, written and audio-visual material and support services;
- ensure that its staff and students are aware of their rights and their responsibilities as Campus members.

To achieve these goals, the Campus depends on the continued co-operation of all members of the Campus community.



## EXPLANATORY NOTES

1. Currently the grounds of unlawful discrimination and harassment are:

- age;
- compulsory retirement from employment;
- disability (physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, the presence in the body of an organism capable of causing disease, and current, past, future or imputed disability).
- homosexuality (male or female, actual or presumed);
- marital status (single; or, with reference to a person of the opposite sex, married, separated, divorced, widowed or in a de facto relationship);
- political affiliation, views or beliefs;
- pregnancy or potential pregnancy;
- race (including colour; descent; ethnic, ethno-religious or national origin, nationality; and immigration);
- religious affiliation, views or beliefs;
- responsibilities as a carer;
- sex; sexual harassment;
- transgender or trans-sexuality (anyone who lives, has lived, or wants to live as a member of the opposite gender to their birth gender including people who are assumed to be transgender);
- actual or imputed characteristics of any of the attributes listed above; and
- association with a person identified by reference to any of the attributes listed above.

It is also unlawful to terminate employment on any of the grounds listed above, and also on the grounds of temporary absence from work because of injury or illness, membership or non-membership of a union, participation in union activities, and absence from work during maternity or other parental leave.

The grounds of unlawful vilification are:

- HIV/AIDS;
- homosexuality;
- race; and
- transgender (trans sexuality).

ECA is complying with the following statutory requirements with regard to unlawful discrimination and vilification: the QLD Anti-Discrimination Act; and the Federal Disability Discrimination Act, Racial Discrimination Act, Sex Discrimination Act, Age Discrimination Act, and Workplace Relations Act.

**NOTE:** Under the Federal Human Rights and Equal Opportunity Act there are a number of further grounds of discrimination in the area of employment or occupation:



- criminal record;
- medical record;
- national extraction or social origin; and
- trade union activity.

However, discrimination on these grounds is not made unlawful by the Act, and the grounds do not apply where the discrimination is necessary because of the inherent requirements of a particular job. The only avenue of redress for a complaint under this Act is conciliation.

2. In compliance with The Queensland Government's Multicultural Queensland Policy launched on 31 August 1998 and reviewed in 2004
3. The equity groups currently identified are: Aboriginal and Torres Strait Islander people; people with disabilities; people of non-English speaking background; and women. For students, in compliance with Federal Government policy as outlined in A Fair Chance for All, AGPS, 1990 and subsequent amendments as outlined by DETYA. The identified equity groups are: Aboriginal and Torres Strait Islander people; people with disabilities, from socio-economically disadvantaged backgrounds, from rural and isolated areas, from non-English speaking backgrounds; and women in non-traditional areas of study.

The Campus is complying with the following statutory requirements with regard to unlawful discrimination and vilification: the *QLD Anti-Discrimination Act*, and the *Federal Disability Discrimination Act*, *Racial Discrimination Act*, *Sex Discrimination Act*, and *Workplace Relations Act*. For people with print handicap (vision impairment, learning disability, etc.), this document is available on request in large print, (phone 07 3390 4443).

Adopted by ECA  
Monday July 3 2019

