

Vocational Education and Training Student Handbook



endeavour.edu.au

HANDBOOK DISCLAIMER

This Student Handbook contains information that is current at the date of publication. Changes in legislation, regulations or College circumstances after this date may impact on the accuracy or currency of the information included.

The College takes all care to ensure that the information contained in this handbook is accurate, but reserves the right to vary any information described in this publication without notice.

The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, College of Natural Beauty, FIAFitnation and Wellnation. For the purposes of this handbook any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names. These education providers work together to create unique opportunities for students and alumni throughout the natural health and wellness industry.

The Student Handbook has been prepared as a resource for anyone studying at the College's various campuses or online. It is not designed to be definitive or complete on all topics, and should be used (as appropriate) in conjunction with the following resources:

- International Student Handbook
- Student Clinic Handbook
- Access and Equity Handbook
- Guidelines for Infection Control
- Policies and Procedures page on the College website

This Handbook is for all enrolled students who have joined the College community in their journey of education in Vocational Education and Training (VET) registered courses across the three pillars of Natural Health, Fitness or Beauty.

Information on courses offered by the College is provided within this Handbook and should be read prior to enrolling in a course.

All students need to read, understand and follow the policies and procedures the College available publicly at: <http://www.endeavour.edu.au/policies-and-procedures/>

This handbook provides an overview of the College for students old and new. Covering the entire lifecycle of the VET Student, from admission to Graduation and beyond, you will find this Handbook a necessary tool for approaching your study and joining the College community.

ENDEAVOUR LEARNING GROUP



Endeavour College of Natural Health is Australia's largest dual sector provider of natural health education. With a truly national footprint Endeavour campuses are located in six capital cities.

Endeavour's VET qualifications are offered at certificate, diploma and advanced diploma levels using both on campus and flexible online delivery.

All around the globe, Endeavour College graduates are helping their clients prevent ill health and achieve wellbeing.

Two of Australia's most respected fitness education and training providers - Fitnation and Fitness Institute Australia (FIA) joined forces as FIAFitnation in January 2012 under the umbrella of the Endeavour Learning Group (ELG).

FIAFitnation offers certificate and diploma qualifications for those seeking a career in the health and fitness industry.

The very best personal fitness trainers and specialist industry professionals work hands on with students to deliver a gold standard education.

Established in 1992, the College of Natural Beauty has become Australia's leading beauty therapy training institution, internationally recognised for its comprehensive beauty training, teaching staff, well equipped facilities and highly employable graduates.

With unique emphasis on sustainable and environmentally-friendly beauty practices, the College is known for its practical training and high teacher to student ratio. Spacious theory rooms and professional clinic environments provide a rich learning experience.

www.endeavour.edu.au

www.fiafitnation.com.au

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WELCOME FROM THE DIRECTOR



Welcome to Vocational Education and Training (VET) with the Endeavour Learning Group. Our group includes three VET colleges and we are thrilled that you have chosen to study at one or more of them.

Endeavour College of Natural Health is Australia's pre-eminent provider of education to the Natural Health sector. Natural Health embraces the philosophy of holism, where mind, body and spirit need to be in balance and harmony if health and wellbeing are to be maintained. Within our Vocational Education and Training courses we provide in-depth Certificate, Diploma and Advanced Diploma qualifications.

At FIAFitnation we pride ourselves on being the Gold Standard in Fitness education offering fully accredited education across Australia. The aim of FIAFitnation is to provide you with gold standard knowledge, experience and hands-on applications to enter the fitness industry as a confident and competent fitness professional.

College of Natural Beauty is Australia's leading beauty therapy training institution and is known for graduating Australia's finest practitioners. The College's philosophy is to educate and train aspiring beauty and spa therapists to exceed industry standards. College of Natural Beauty promotes natural connections between personal wellness, economic sustainability and the health of our environment. Our unique holistic approach to beauty education puts the body in harmony with nature, allowing us to feel healthier, stronger and more attractive.

At Endeavour Learning Group, we are committed to providing you with a learning environment that helps you achieve your educational goals.

We look forward to welcoming you to your studies at Endeavour College of Natural Health, FIAFitnation and College of Natural Beauty.

Yours in wellness,

Natalie Daniel – Director - VET Operations

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THE COLLEGE

Introduction: The Endeavour Learning Group

The Endeavour Learning Group includes the Endeavour College of Natural Health, FIAFitnation and the College of Natural Beauty in Australia, as well as Bay of Plenty College of Homeopathy in New Zealand. The complementary education providers work together to create unique opportunities for students and alumni throughout the natural health and wellness industry.

College Vision

The College's vision is to promote and advance the philosophy and practice of natural medicine and allied health by producing high-quality graduates who will go on to be leaders in their fields of practice. We will do so by being the pre-eminent provider of education to the Australasian natural health and wellbeing sector. In doing so, we will be known for the quality of our teaching and the competence of our graduates.

Endeavour College of Natural Health

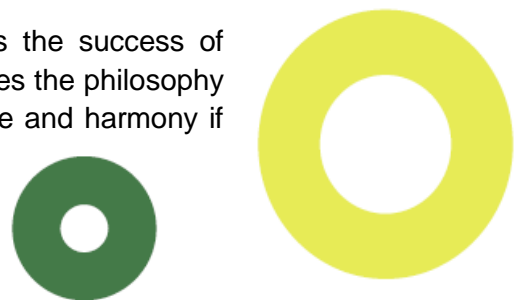
Endeavour College of Natural Health, formerly the Australian College of Natural Medicine was established in 1975. From our humble beginnings with just 16 students, today we are the largest Natural Health College in the Southern Hemisphere with six vibrant campuses in Brisbane, Gold Coast, Melbourne, Perth, Sydney and Adelaide.



By providing the highest standard of education and the most contemporary curriculum Endeavour College of Natural Health is now Australia's preeminent provider of education to the Natural Health sector.

Our Certificate, Diploma and Advanced Diploma courses exceed industry requirements and have been further expanded and developed to ensure graduates are job ready. Our Diploma and Certificate courses are accredited as nationally recognised training programs through the Australian Skills Quality Authority (ASQA). They incorporate competencies from the Health Training Package (HLT07), which may be used to gain credit toward additional qualifications both inside and outside Endeavour College.

The philosophy of the Natural Medicine industry underpins the success of Endeavour College of Natural Health; Natural Health embraces the philosophy of holism, where mind, body and spirit need to be in balance and harmony if health and wellbeing are to be maintained.



FIAFitnation

Since January 2012, Fitness Institute Australia (FIA) and Fitnation, joined forces



to form FIAFitnation to offer the new gold standard in fitness and personal training education.

45 years of combined experience have created world-renowned courses that qualify students as highly desirable professionals. Our team of instructors includes Dietitians, Exercise Physiologists and Scientists, Physiotherapists and Nutritionists. These experts have both the technical knowledge and applied experience to lead in their respective fields. For our students this means inspired and passionate teaching to help achieve fitness goals.

Together FIA and Fitnation have graduated tens of thousands of fitness leaders working in Australia and internationally - many running their own personal training business, working with sporting teams, making a name for themselves in the media or carving out an entrepreneurial niche in corporate services.



College of Natural Beauty

College of Natural Beauty promotes natural connections between personal wellness, economic sustainability and the health of our environment.

Our unique holistic approach to beauty education puts the body in harmony with nature, allowing us to feel healthier, stronger and more attractive.

The College attends the annual Sustainable Cosmetics Summit, Hong Kong. The summit brings together cosmetic manufacturers, ingredient & raw material suppliers, retailers, certification agencies, academics and encourages sustainability in the beauty industry. This forum allows us to identify and develop the most useful programs that will support greening, as well as advancing sustainability in the industry.



Core Values

Our values guide each and every interaction we have with our stakeholders. All members of the College community are expected to value:

Authenticity: We do not pretend. We do not have false friends or colleagues. We are warm and genuine and understand that robust discussions aim to support openness and growth.

Clarity: We speak to the facts. We do not create mythology based on incorrect information. We verify the data and we act in the interests of clarity.

Embodiment: We teach, support, live and breathe natural medicine and wellbeing. Be the contributions large or small, we consciously find ways to contribute to an holistic approach in everything we do.

Happiness: We value positivity, joy, encouragement and strive to be in the moment. We affirm our own actions, those of others and the organisation.

Responsibility: We take personal ownership of our actions. We do not blame others. When we commit – we follow through.

Student Centric: All students are central to our existence. We work to engage and satisfy our prospective, current and past students like no other tertiary institution.

Student Code of Conduct – VET and Student Charter – All Students

The Student Code of Conduct - VET (the Code) and the Student Charter – All Students have been developed to engender good communication, collegiality and a helpful learning environment amongst the VET community at the College.

Student life at the College should be a rich and positive experience centred on engagement within academic and vocational areas of development. The Code and Charter aim to foster the core values and encourage active engagement between the College and the VET student body within the contexts of professional practice, teaching and learning, and the life of the College community.

The Code and Charter underpin the College VET student experience and is designed to define the partnership that exists between students, the staff who teach them, and the broader College community. The Code clearly outlines student responsibilities and expectations.

The full [Student Code of Conduct – VET](#) and [Student Charter - All Students](#) must be read by every VET student and considered as part of all interactions with the College, fellow students and staff, and when representing the College in any way.



Legislation

As an RTO, the College is required to adhere to the [Standards for Registered Training Organisations \(RTOs\) 2015](#) which are a comprehensive set of standards that guide nationally consistent, high quality training and assessment services in the vocational education and training system.

All students must be aware of the legislative requirements that affect their participation in vocational education and training. There are two key avenues for students to be aware of these requirements:

1. Read and be aware of all [College Policies](#) - policies reference legislative requirements where necessary; and
2. Actively engage in course-specific units of study that cover legislative content over the duration of your studies – relevant units of study will cover specific legislative requirements that impact upon a students' future profession.

If you would like further information on a specific piece of legislation mentioned in a policy or in class, visit the Australian Government website for Commonwealth Law (<http://www.comlaw.gov.au/>). This website is the most complete and up-to-date collection of all Commonwealth legislation and includes links to all other sources of Australian Law (ie. State-based legislation).

Alteration to Regulations and Policies

The College develops all content for its VET qualifications in alignment with the nationally recognised training packages in health, beauty and fitness. The College reserves the right to make changes to the course assessment, delivery, teaching staff, policies and procedures at any time for the purpose of providing improved courses and services to its students.

This Student Handbook – VET is updated regularly (at least annually). However, changes to policies and procedures may occur at other times and students are advised to always refer to the College website for the most up-to-date policies and procedures. It is the student's responsibility to check regularly for any changes and to be informed of changes as they occur.



ADMISSION AND ENTRY

Every new student wishing to gain entry into the College is required to liaise with an Admissions Adviser throughout their enrolment process or online application. Prior to enrolment, the College provides all course information (including the content and vocational outcomes) on our websites along with all marketing material. We are an open access College allowing students to enrol online or with staff to gain entry rather than using state-based tertiary entry systems.

To support a successful study experience, students are required to meet the following entry requirements:

- Ability to attain a First Aid Qualification with CPR as necessary for their qualification or clinic requirements;
- Ability to attain a Working With Children Check as necessary dependent on State legislation (for courses including Clinical Practicum only);
- A minimum age of 17 years (on the condition the student will turn 18 within their first trimester of study). For school-age Certificate II or III students, the minimum age is 16;
- A minimum English Language Proficiency level of IELTS 5.0 (for Cert II or Cert III) or 6.0 (for Cert IV, Diploma or Advanced Diploma) or equivalent;
- Minimum computer literacy standards as determined by the College as well as unrestricted access to the internet and a personal email account;
- Ability to supply the College with their Unique Student Identifier (USI) prior to any formal documentation being supplied;
- Ability to acquire the required training tools and resources required to fully participate on campus and/or online units of study.

Unique Student Identifier (USI)

A USI is a reference number from the Federal Government which allows students' to link to their Australia wide VET records from a single, secure and accurate online source. The USI reference number can be used throughout your life and be used when applying for a job or enrolling into further study. Being a new government initiative implemented in 2015 your records will show your VET achievements from 1 January 2015 onwards.

All VET students; that is students with the Endeavour College of Natural Health, FIAFitnation or the College of Natural Beauty; need a USI and must supply this USI to the College. The College as a Registered Training Organisation (RTO) can no longer issue any formal documentation about your completion of any studies until you have provided us with a USI. A free and easy service is provided by the government to attain a USI (see the Federal Government's website to learn more). Further details on how to obtain a USI will also be provided on enrolment if you do not have one.

If you have any further difficulties please contact Student Services Staff.

Term of Enrolments

In order to undertake a course, a student must correctly enrol in that course. The student's progression through to graduation will then be dependent upon them re-enrolling in the correct sequence of units (allowing for pre-requisite knowledge), and successful completion of all relevant units of study.

In order to qualify for graduation and receipt of the qualification, a student must successfully complete **all** units of study as listed in the relevant Course Structure.

Student Services Staff are available to assist you with any re-enrolment queries you may have.

Refusal and Exclusion

The College reserves the right to refuse admission of a prospective student based on the following criteria:

1. The applicant demonstrates behaviours that do not meet the standards set out in the [Student Code of Conduct – VET](#) or Student Charter – All Students or have committed an act of serious student misconduct.
2. The applicant does not meet the minimum entry requirements, conditional course requirements (i.e. does not pass a Working with Children Check), or ongoing course requirements, and is not prepared to pursue the advice provided by the College to gain additional knowledge prior to commencing study.
3. Serious financial, personal or health issues that will affect the student's ability to meet study requirements or to continue in the relevant award and thereby achieve the outcomes of the course despite assistance such as the [Access and Equity Program](#) or [Special Circumstances Policy](#).
4. Applicants deemed unequipped to enrol may be referred to other educational institutions to seek additional learning prior to reapplying to the College.

This is further outlined in the [Admissions Policy - VET](#) and the [Student Misconduct Policy - VET](#).

Language, Literacy and Numeracy (LLN) Requirements

All courses at the College are delivered in the English language. It is essential that a student has language, literacy and numeracy (LLN) skills sufficient to successfully complete assessments at the tertiary education level.

All applicants for whom English is not the primary language must have an academic IELTS score of 6.0 for Certificate IV, Diploma and Advanced Diploma qualifications and 5.0 for enrolment into a Certificate II and Certificate III qualification. This level has been set to ensure the student will have the ability to successfully engage with course materials and teaching staff. Refer to the [English Proficiency Policy - VET](#) for details. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and achieve a result at least equivalent to:

Certificate IV, Diploma & Advanced Diploma qualification:

- IELTS 6.0 (overall score)
- Cambridge English: First (FCE 169-175)
- Pearson (PTE) Academic Score of 52 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 537
- Internet based (iBT) TOEFL score of 79.

Certificate II and Certificate III qualification:

- IELTS 5.0 (overall score)
- Cambridge English: First (FCE 154-161)

- Pearson (PTE) Academic Score of 40 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 500
- Internet based (iBT) TOEFL score of 61.

English test results must be no more than 2 years old. After provision of scores above, if it is identified that a student's English language skills are not proficient, the student may be required to undertake a further test at the student's cost. For further information on the minimum standards required, please refer to the [Admissions Policy - VET](#) and the [English Proficiency Policy - VET](#).

English Language Support

Assistance with English language is available to all students including those for which English is the first language. Support options for students MAY include the following:

- Pairing the student with a study mentor or buddy that demonstrates well developed English language skills
- Additional self-study review
- One-on-one tutoring
- Additional examination time.

Students may also be referred to local language support services as necessary. Students are expected to cover any costs involved in order to access external English language support.

Further information on the College's support for students requiring English language assistance can be found in the [English Proficiency Policy - VET](#).

Minimum Computer Literacy Standards

The minimum computer literacy standards are the computer skills required to engage in study and student life at the College. The minimum standards include being able to:

- Organise work files in directories or computer files;
- Make, save, and find files;
- Use the internet to find information and send emails;
- Use simple text skills such as typing, formatting and printing;
- Resolve minor application problems.

First Aid

All applicants who will be enrolling in a course at Endeavour College of Natural Health or FIAFitnation which include practicum requirements must be aware of the requirement to hold a current recognised First Aid Certificate prior to commencing their first client contact session, and maintain its currency throughout the remainder of their course of study.

This First Aid qualification is to be at the level of the units of competency:

- HLTAID003 (Provide First Aid) for Endeavour College of Natural Health courses and FIAFitnation Certificate courses; or
- HLTAID006 (Provide Advanced First Aid) for FIAFitnation Diploma courses.

Other qualifications may be considered equivalent to the required competency (e.g. Senior First Aid, Level II First Aid, and Australian Red Cross Intermediate First Aid) and any applicant should discuss this with their Admissions Adviser.

If a student is unable to produce a current recognised First Aid Certificate or equivalent prior to commencing their first client contact session, the student will be unable to complete that unit of study. No students will be permitted to enter the practicum environment without having produced this documentation. As such, students will be unable to complete their course.

Working with Children

As outlined in the [Working with Children Checks Policy](#), a successful Working with Children Check (WWC) or its equivalent is a condition of enrolment for all courses including a practicum component and must be submitted to the College and maintained for the period of a student's enrolment (each State / Territory differs slightly in its legislative requirements; see [Working with Children Checks Policy](#) for requirements by jurisdiction).

VET students must supply their WWC Check prior to commencement of Week 6 of their first teaching period with the College (ie. prior to Week 6 of their first trimester). To allow appropriate time for processing (up to 6 weeks), students should submit their application for a WWC Check immediately on notification of enrolment at the College being successful. In some instances, WWC Checks may take longer to receive than the timeframes stated above. In these instances, students will be required to provide evidence that their WWC Check application has been submitted well in advance of the due date, and will not be permitted to practice on children until the successful WWC Check is received by the College.

Students who are not able to produce or maintain a successful WWC Check will not be able to complete any qualification at the College that has a practicum component. In these instances, the student is unable to meet the requirements for course completion and the College will immediately cancel their enrolment in the course. The provisions of the relevant Fees Policy ([Fees Policy – VET](#) or the [Fees Policy - International](#)) will apply.

If a student is found to have misled the College regarding their WWC Check status (i.e. using falsified documents to claim legal ability to work with children when this is not the case), they may be excluded from the College on a permanent basis.

FEES

Payment Options

All students are expected to pay for their course or unit/s of study on enrolment, or enter into one of the arrangements available. The cost for each course is on the Tuition Fee Schedule available to each prospective student via the College website.

Self-Funding Students

Self-funding students must pay **all enrolled** course fees in full prior to census date unless on an approved payment plan. A \$100 deposit per enrolled unit of study must be paid upon enrolment. Failure to meet the payment deadline will result in one or more of the restrictions outlined in the [Fees Policy - VET](#) until all fees are paid. Failure to make payment may result in withdrawal from the enrolled program.

VET FEE-HELP

VET FEE-HELP is an Australian Government **loan** scheme which assists eligible fee paying students to pay their tuition fees charged by the College for their units of study.

VET FEE-HELP is available to assist eligible students studying higher level VET qualifications to pay their tuition fees. Higher level VET qualifications are the:

- Diploma; and
- Advanced Diploma.

VET FEE-HELP is not available for certificate level courses.

VET FEE-HELP can be used to pay all or part of an eligible student's tuition fees, but cannot be used for additional study costs such as accommodation or text books.

A student is entitled to VET FEE-HELP for a unit of study being undertaken as part of an eligible course, if the student:

- meets the citizenship or residency requirements;
- is enrolled in the unit of study more than 2 days prior to the census date for the unit of study;
- has completed a valid *Request for VET FEE-HELP Assistance* form;
- has not exceeded their FEE-HELP limit. For further information please refer to the [Fees Policy – VET](#).

Students can only apply for VET FEE-HELP 2 days after their enrolment and no less than 2 days prior to the census date.

Students choosing this loan option are fully responsible for reading the most current information provided upon enrolment to understand the terms and conditions. The [2015 VET FEE HELP booklet](#) must be read and understood by each student signing up for the scheme.

Please contact your campus Admissions Adviser to find out more or by viewing this [link](#).

Payment Plans

Students on a payment plan approved by the College must meet all agreed payment deadlines. Missed payment may result in a restriction to a student's access or account outlined in the [Fees Policy - VET](#). Please speak to your Admissions Adviser for information.

What is a Census date?

A Census date is essentially a deadline for various requirements for the College. It is the last date to formally withdraw from a unit of study to avoid incurring fees. It is also the last day to pay upfront fees to the College. **Withdrawing after a census period carries heavy penalties.**

When do Census Dates occur?

The College lists their Census dates for both on Campus and Online teaching periods on all of their formal calendars. These calendars can be accessed online or by request at Student Services on your local campus.

These dates are formal published College dates and cannot be changed or altered for an individual student's request.

Additional Costs

Cancellation Fees

A fee charged for withdrawing from a unit of study is referred to as a *Cancellation Fee*. The Cancellation Fee is applicable to all students enrolled in a unit of study in a Certificate level course or through non-award study including short courses. The Cancellation Fee is applicable regardless of the payment method, either upfront or by payment plan.

There are no cancellation fees for courses which are covered under VET FEE-HELP, whether the student paid their tuition fees upfront or sought VET FEE-HELP assistance. However there will be no refunds provided after the census date has passed.

Cancellation fee schedules are outlined [here](#) and must be understood upon enrolment and further re-enrolments for the duration of each course.

Miscellaneous Fees and Expenses

There are other charges that may be applicable to student fees including the following:

- Re-issue of Certificate, Qualification or Statement of Attainment
- Re-assessment or re-sit of assessment
- RPL/RCC fee per unit of study
- Challenge Test fee
- Uniform fees (if applicable)
- Working with Children Check (dependant on State legislation)
- First Aid Certificates.

Students may find additional costs including uniforms, equipment, excursions, textbooks or workbooks will be required for practical and theory units of study.

Re-credit of VET FEE-HELP or Refunding Unit Fees

A student may apply to have the VET FEE-HELP debt removed or fees refunded through an application for special circumstances. The College's Student Review Requirements & Re-Crediting a VET FEE-HELP Balance [Policy](#) applies to cases of these special circumstances, whereby a student for reasons beyond their control is seeking to withdraw without VET FEE-HELP penalty due to an inability to continue with their studies after a Census date. This is assessed on a case-by-case basis by the Director, Student Retention and Systems based on the student's evidence provided.

Please contact Student Services to discuss the application process or view the application [here](#).

COURSES AND STUDY

The College delivers specialised vocational training for people considering a career in the Health and Wellness industries. Our Trainer & Assessors are all experienced in their field and are well-qualified to pass on their wealth of knowledge to the next generation of wellness professionals.

Each pillar of the College offers an extensive range of courses from the latest nationally recognised training packages. This form of competency-based training places the emphasis on what a student can do in the workplace as a result of either completing a program of training or based on workplace and life experience.

The College is committed to achieving maximum flexibility in learning and teaching to enhance each student's experience, and offers a wide range of courses designed around the most current trends in industry. Below are lists of courses currently delivered at the College.



Designed for encouraging passion to help and knowledge to heal, Endeavour College prides itself on nurturing our students throughout their educational journey as they discover the future of wellbeing.

Graduates from the VET qualifications from Endeavour College of Natural Health have extensive opportunities to work in private practice, clinical environments, research or work with other healthcare professionals in multiple specialised fields.

Please note from 2016, Endeavour will not be accepting new enrolments into its VET courses.

Code	Course Name	Campus
HLT60612	Advanced Diploma of Homeopathy	Adelaide Brisbane Melbourne Sydney
HLT50307	Diploma of Remedial Massage	Adelaide Brisbane Gold Coast Melbourne Perth Sydney
HLT50112	Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na)	Brisbane Gold Coast Melbourne Perth Sydney



Study what you love, live your passion, and learn from the best at FIAFitnation. Our charismatic lecturers are industry experts who bring theoretical and practical learning to life, ensuring you graduate with a first class qualification, job ready skills, and a big smile on your face.

Code	Course Name	Campus
SIS30313	Certificate III in Fitness	Adelaide Brisbane Melbourne Perth Sydney
SIS40210	Certificate IV in Fitness	Adelaide Brisbane Melbourne Perth Sydney
SIS50213	Diploma of Fitness	Brisbane Melbourne Sydney
HLT40312	Certificate IV in Massage Therapy	Brisbane Melbourne Sydney
HLT50307	Diploma of Remedial Massage	Brisbane Melbourne Sydney
10454NAT	Diploma of Nutrition and Dietetics for Personal Trainers	Online

Further courses and combination packages are offered to FIAFitnation students. This allows for students to combine qualifications with a range of Continuing Education Courses (CEC) for further education. More information is available [here](#).

College of Natural Beauty offers a wide variety of accredited courses and [Short Courses](#) in Beauty. The public clinic allows students to work in a real life salon environment, perfecting skills, gaining confidence and learning about the realistic aspects of the industry. The unique courses have an emphasis on practical training, personal attention and industry led techniques.

Code	Course Name	Campus
SIB50110	Diploma of Beauty Therapy	Brisbane
SIB50210	Diploma of Salon Management	Online
SIB40110	Certificate IV in Beauty Therapy	Brisbane

Tools of Trade

Every student has some required 'tools of trade' that will help them succeed in their course and which are required to be used as part of their studies. These items are available for purchase at the College (either in the Endeavour Bookstore or at the College of Natural Beauty retail counter). The cost is to be borne by the student as it is expected these 'tools' will become key items used in their ongoing career after graduation.

Endeavour College of Natural Health required tools of trade are outlined on the relevant unit of study outlines and include (dependent on course):

- Massage oils
- White towels (at least 2 must be brought to each clinic session for students in any Massage course)
- White coat or black polo shirt with Endeavour College logo
- Physical examination equipment (pen torch, thermometer, stethoscope, sphygmomanometer, otoscope, tongue depressors (disposable), disposable gloves)

College of Natural Beauty required tools of trade are required prior to the first class:

- Professional make up brush set (15 pieces)
- Facial Starter kit
- Manicure and pedicure kit
- Eyelash and brow tinting kit
- Uniform starter pack (including the required tunic, lipstick, lip gloss, tinted moisturizer and bun-sponge)
- Black trousers, socks/stockings and fully enclosed flat shoes (as per the [Professional Appearance Policy – VET CNB](#))

Skills of a College VET Graduate

The term 'Skills of a College VET Graduate' refer to the non-technical skills and knowledge necessary for effective participation in adult education and training, the workforce, and the community. They are skills which help people effectively communicate and interact with others, contribute to an organisations success, and enable a person to adapt and manage the constantly changing work environment.

At the completion of a qualification at the College it is intended that students will possess certain skills. The skills may include employability skills or foundation skills depending on the qualifications requirements.

Employability skills include:

1. Learning:

- Attain knowledge and skills in the area of study
- Manage and invest time in own learning
- Review, extend and apply the knowledge and skills learnt.
- Contribute to the learning community
- Being open to new ideas and technologies as part of lifelong learning.

2. Problem solving:

- Contributing to productive outcomes
- Develop creative, innovate and practical solutions by applying a range of strategies to problem solving
- Showing initiative either as an individual or within a team in identifying and solving problems.

3. Planning and organising:

- Managing time and priorities
- Being resourceful
- Planning the use of resources including time

4. Effective communication:

- Contributing to productive effective relations with peers, employees and customers
- The ability to listen
- Empathy and the ability to negotiate responsively
- The ability to express verbally and through writing accurate information and opinion.

5. Teamwork:

- Contributes to productive working relationships and common outcomes.
- Identifying the strengths of team members and defining individual roles within a team
- Working across age, gender, race, religion or political differences.

6. Self-management:

- Having a personal vision and goal
- Be self-directed and engage in life-long learning
- The ability to evaluate and monitor your own performance.

7. Technology:

- Being aware of WHS requirements



- The ability to use and apply common information and communication technologies.

8. Initiative and Enterprise:

- The ability to adapt innovatively to changing situations
- Being strategic for long-term goals
- Identifying new opportunities.

Foundation skills encompass Employability skills and Core skills. Core Skills include:

1. Reading
2. Writing
3. Oral communication
4. Numeracy
5. Learning.

Staff Consultation

The College will provide all students with access to trainer consultation to assist in gaining maximum results academically, personally and professionally. As per the [Student Code of Conduct - VET](#), it is the responsibility of the student to seek academic assistance.

Students may consult all trainers, including contract trainers, regarding, but not limited to:

- advice on strategies to complete assessment tasks
- clarification of assessment task requirements
- clarification of unit of study requirements
- extension of assessment due dates
- professional information/advice
- feedback on performance
- progression rules, completion requirements and enrolment
- study choices and career direction.



For further information, please refer to the [Educational Support Policy - VET](#).

Online Learning

Our mission with online learning is to provide an alternative, flexible learning option to students who cannot, or choose not, to learn on campus due to distance, work commitments or other life situations that prevent them from studying on campus. Many students are also choosing to complement their current on campus studies with online learning. Studying online provides a new way to engage in education in more flexible and innovative ways.

The available online units of study are listed in the marketing materials for each course, and a schedule of subjects can be accessed on ePortal (for Health & Beauty students) or through Student Services staff. The number of online unit offerings varies across the 3 pillars of health, fitness and beauty but students

will generally be able to enroll on a monthly, bi-monthly or quarterly schedule. For more information on online offerings, contact Student Services.

The Learning Management System (LMS)

The LMS is the online learning platform for students studying with all three pillars of the College. **The LMS is not simply for Online Learning Students.** Students can choose from a variety of units of study offered online, as well as accessing learning materials and assessments for on campus units of study through the LMS.

The LMS also hosts a library of information and extensive Study Skills modules for students at any point in their studies, whether they be just starting out or well into their course.

How to Access your LMS

Each pillar has their own LMS site designed for exclusive and easy access to unit of study coursework, forums, external links and a wealth of informative online webinars and recordings. It is recommended that each student logon to their LMS site prior to commencing on campus or online units of study to familiarise themselves with the system and read through each unit of study outline and assessment requirements.



Endeavour students can access their LMS site [here](#) and use the prompts to log in. All College calendars, enabling courses, library information, study skills sessions and course information are easily accessible via the LMS. Students can also contact tutors directly through the site.

When Endeavour students login to the LMS they will see a screen similar to the one below:

A screenshot of the Endeavour Learning Management System (LMS) dashboard. The page has a green header with the Endeavour logo and the text "ENDEAVOUR Learning Management System". Below the header is a navigation bar with links: "My Courses", "Calendars", "Campus Life", "Study Skills", "Library", and "Help". The main content area is divided into several sections. On the left, there is a "My home" section with a "SETTINGS" sidebar containing links for "My profile settings", "Edit profile", "Security keys", "Messaging", and "Blogs". Below this is an "UPCOMING EVENTS" section stating "There are no upcoming events" and a "NAVIGATION" section with links for "My home", "Site home", "Site pages", "My profile", and "My courses". At the bottom left is a "CALENDAR" for July 2013. The main content area on the right features a "LATEST NEWS" section with several news items, a "COURSE OVERVIEW" section listing courses like "SOCF111 Foundations of Communication and Counselling" and "Clinic Orientation S1 2013", and a "BIOE221 Clinical Examination S1 2013" section. The top right of the dashboard shows a user login status: "[Rebecca Head (EdTech)] You are logged in as Aaron Delaney (Logout)".

For students of FIAFitnation, access to the LMS site can be found [here](#) and students must use the prompts to log in. All College calendars and course information are easily accessible on this site, as well as all current enrolment information.

To directly contact tutors, students can email to tutor@fiafitnation.com.au for course questions or during business hours via telephone: 1300 136 632

When FIAFitnation students login to the LMS they will see a screen similar to the one below:

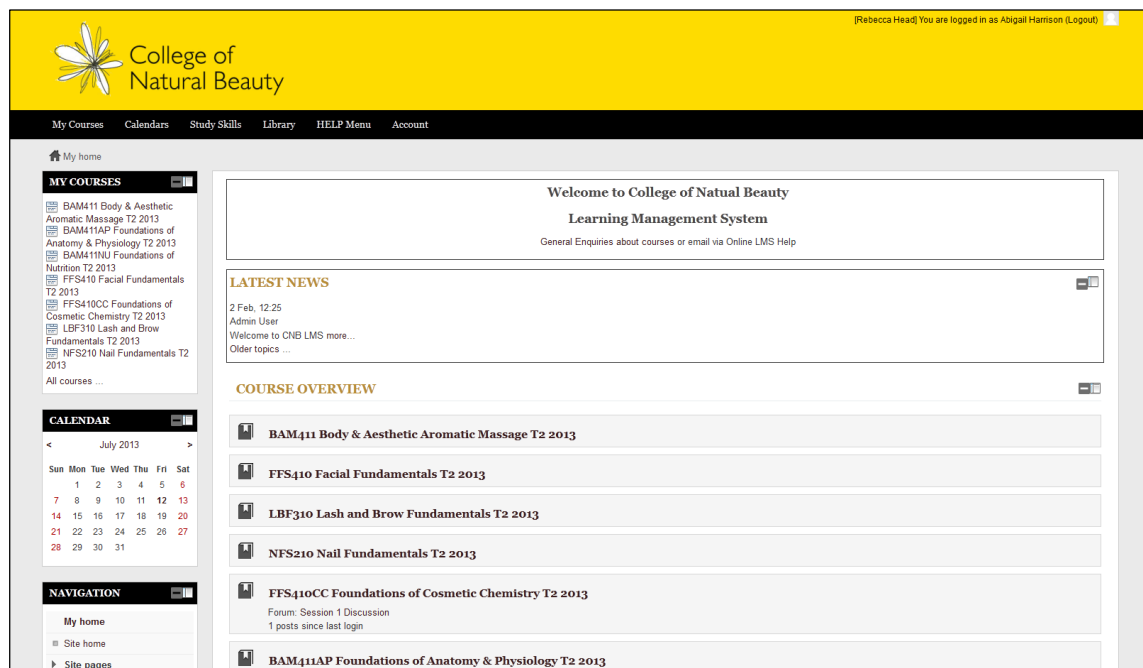
The screenshot displays the FIAFitnation LMS homepage. At the top, the header includes the FIAFitnation logo and the tagline 'The Gold Standard in Fitness Education'. A user login bar indicates the user is logged in as 'Shane Ebert' with a 'Logout' option. Below the header is a navigation bar with links to 'My Home', 'Calendars', 'HELP Menu', and 'Account'.

The main content area is divided into several sections:

- My home:** A section with a 'Customise this page' button.
- NAVIGATION:** A sidebar menu with links to 'My home', 'Site home', 'Site pages', 'My profile', 'My courses', and 'Courses'.
- UPCOMING EVENTS:** A section stating 'There are no upcoming events' with links to 'Go to calendar...' and 'New event...'.
- SETTINGS:** A section with a link to 'My profile settings'.
- LATEST NEWS:** A section listing recent news items, including '15 May, 12:17 Phillip McKay - Video Updates more...', '11 Dec, 14:28 admin Online - test of latest news more...', and 'Older topics ...'.
- SITE NEWS:** A section titled 'Videos Not Loading (Timed Out)' by Phillip McKay, addressing technical difficulties with video loading and providing a 'Video Updates' link.
- COURSE OVERVIEW:** A section listing courses, including 'Diploma in Fitness - Home Page' and 'MEP510 - Musculoskeletal Exercise Prescription'.

For students of the College of Natural Beauty, access to the LMS site can be found [here](#) and students can use the prompts to log in. All College calendars, library information, study skill sessions and course information are easily accessible on this site, as well as all current enrolment information.

When College of Natural Beauty students login to the LMS they will see a screen similar to the one below:



How to contact the Online Helpdesk for LMS questions

The LMS is managed by the Educational Technology department - the “EdTech team.” If you have any LMS questions, you can ‘submit a request’ at their Helpdesk [here](#).

Alternatively, they can be contacted on 1300 051 429.

Any course content questions must be directed to your tutors and trainers, **not** the EdTech team.

Hours of Operation

Monday- Friday 9.00am-- 5.00pm AEST

Calls outside of these hours and on Public Holidays will be directed to the answering service and will be responded to on the next working day where possible. Students are encouraged to submit a request on the Helpdesk as a preference to calling, as more detailed requests can be sent.



Educational Pathways

The College encourages lifelong learning and provides the opportunity for students to have previous learning recognised for advanced standing in their courses (including formal, informal and non-formal learning). The provision of advanced standing for these activities both enables and encourages individuals to enter into, and/or continue with, formal education or training by giving recognition to and avoiding duplication of, relevant previous learning.

Previous learning must be assessed as equivalent to the College's units of study and/or units of competency for advanced standing to be granted. Assessment of prior learning will take into account the units of study, units of competency, volume of learning, program of study, including content, and the learning and assessment approaches of the previous learning and/or work and life experience.

The maximum amount of RPL or advanced standing for any VET qualification is 100%.

(Credit) Pathways Defined

<i>Type of learning undertaken</i>	<i>VET Pathway Application</i>
All Forms of Learning	RPL
Formal Learning – VET <i>(within the last three years)</i>	Credit Transfer VET to VET
Formal Learning – HE <i>(within the last three years)</i>	Credit Transfer HE to VET

For further information on Educational Pathways, please refer to the [policy](#).

Recognition of Prior Learning - VET

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of an individual's skills and/or knowledge gained through prior learning (including formal, informal and non-formal learning) towards a formal qualification. RPL will be available only where it is suitable and appropriate to a specific award course and only where a student's previous non-formal or informal learning has taken place within the last three years, and is assessed as having met the skills and knowledge required for satisfactory completion of a unit/s of study, and or unit of competency within the relevant course.

This process as outlined in the [Recognition of Prior Learning Procedure – VET](#) is individualised to reflect specific student needs/experiences. The student must supply appropriate documentation as outlined in the [VET Student Recognition of Prior Learning \(RPL\) Kit – Part A](#) and the [VET Student Recognition of Prior Learning \(RPL\) Kit – Part B](#).

Recognition of Current Competency - VET

Recognition of Current Competency (RCC) is the assessment of an individual's current capacity to perform. It applies if the individual has successfully completed the requirements for a unit of competency or a unit of study and is now required to be assessed to ensure that competence has been maintained.

As per the [Educational Pathways Policy - VET](#) the College defines currency of skills and knowledge within a unit of competency to those having been obtained within the last three years. Recognition of a unit of competency within the three year timeframe would be granted via the Credit Transfer process, if outside this timeframe, recognition would be assessed via the RPL process.

Credit Transfer

Applications for advanced standing based solely on formal education must be within a timeframe such that the content of the credit is current. Therefore, only units of competency studied within the past three years may be considered for credit transfer, those outside the three year time frame may be assessed via the RPL process.

Applications in those disciplines where the body of knowledge and practice has changed significantly and the applicant has not maintained sustained practice within the field of study may be rejected by the Pathway Assessor.

Credit Transfer - VET to VET or HE to VET

Credit transfer in the VET sector refers to the granting of status or advanced standing by an RTO to students for units of study or units of competency completed at the same or another RTO. Credit transfer may be available in conjunction with RPL.

This process is initiated by the student and credit transfer evaluation is conducted by a Pathway Assessor on an individual basis. The student must supply appropriate documentation as outlined in the [Credit Transfer Application – VET to VET](#) or [Credit Transfer Application - HE to VET](#).

Education pathways from HE to VET are designed to address the need for the student to develop new skills. The College has set guidelines for this process based on the ability to align matching higher education subjects to VET units of study and units of competency in the same or related field.

Application

Applications for advanced standing must be made at least 20 days prior to census date of the relevant subject or unit of study to permit processing, decision making and communication of the result to the student. In general students are advised to make advanced standing application immediately after enrolling. Please refer to this [page](#) for further information on Educational Pathways.



Clinic Practicums

Dependent on the course a student enrolls in, they will likely complete a clinical practice unit of study in a college-based professional clinic. Many courses at the College incorporate both theoretical and practical aspects of wellness education to ensure the highest calibre of graduates.

Working as student practitioners, students gain practical experience in communication, case taking, clinic and client management and workplace health and safety.



College clinics also build the students' understanding of State legislation in relation to infection control, risk and hazard identification, risk management and first aid techniques. Students are also trained in the business side of running a practice, gaining experience in reception, record keeping and following up with clients.

The clinics are open to the public and are staffed by students who treat clients under the supervision of qualified practitioners and educators, many of whom have their own practices or salons. This valuable, on-site clinical experience gives students the chance to develop their clinical skills whilst having the support of their experienced supervisors.

Before any student enters the Clinics they are required to familiarise themselves with the Clinic Handbook for [Health](#) or [Beauty](#) which outlines the conduct and responsibilities of Students in the Clinic, and the requirements and operations of a Clinic Practice.

Student Integrity

The College is committed to upholding standards of academic integrity and honesty. Therefore, plagiarism or cheating in any form is unacceptable and will be treated seriously by the College. Students are required to be familiar with the [Student Code of Conduct – VET](#) when undertaking any unit of study with the College and are responsible for gaining a necessary understanding of what constitutes plagiarism and academic dishonesty.

For written assessments that require appropriate referencing, the [Reference, Citation and Bibliography Guide \(2014\)](#) is a requirement to read.

For further information on a student's responsibility relating to honesty in their studies, please refer to the [Plagiarism, Cheating & Collusion Policy - VET](#).

STUDENT SERVICES

Student life at the College is a rich and positive experience centred on engagement within academic and vocational areas of development. The [Student Code of Conduct - VET](#) aims to foster the Core Values and encourages active engagement between the College and the student body within the contexts of professional practice, teaching and learning, and the life of the College community. This code of conduct underpins the vision and operations of the Student Services Department.

Student Advisers

Across each campus and each pillar a team of Student Advisers and other Student Services Staff operate to enhance each student's experience with the College.

The Role of your Student Advisers

- Assisting students from their commencement of study until graduation
- Providing proactive student support and case-by-case management to ensure student satisfaction and course progression including attendance, study plans, pre-requisite requirements, workload, deferment and cancellation
- Ensuring students are fully informed in accordance with their needs, legal requirements and College policies and procedures
- Liaising with Academic Staff on issues regarding Academic Standing and other matters including student misconduct, claims of plagiarism or academic dishonesty. Approving applications for special consideration and deferred exams and liaison with Trainers and other Academic staff when necessary
- Discussing and organising payment options
- Equity support to assist with all issues surrounding access and equity in the College through the [Access and Equity Program](#).

Student Assistance Program (SAP)

The College recognises its obligations to support students, and therefore strives to create a learning environment that promotes best practice, enabling students to excel in and achieve their study goals.

The College has **pioneered** the SAP which provides current students with support in dealing with life issues which may impact upon their wellbeing and subsequent ability to study, through access to a confidential counselling service available 24hrs / 7 day a week. Included in the program are up to 3 sessions per year (normally 1 hour in duration) at no cost to the student, which can be accessed via a special hotline which has been set up exclusively for College Students (both domestic and International).

The SAP provided by AccessSAP, advocates an early intervention model through self-referral or referral by a College representative to assist students in resolving a broad range of issues before they cause deterioration in study performance, safety or personal well-being. Confidentiality is assured when accessing the program. You can be confident that your identity and details will not be shared with the College unless you provide written consent, or in circumstances where counsellors are legally bound to share details of the session, such as when a student poses a risk to self or others.

Accessing the Program

Students can access the SAP by contacting AccessSAP directly using the College-specific Hotline number - 1800 33 62 07 - which is available 24 hours / 7 days a week. In addition to self-referral, College representatives may choose to refer a student who they feel may benefit from counselling to the service, by providing details of the program to the student. Whilst the College representative will record that they have recommended this service to the student on their student record, it is up to the student to make contact with the program. For non-urgent matters, a counselling appointment will be set up at a mutually convenient time within 2 days of the student contacting the service. AccessSAP provides counselling services both over the phone and face to face.

A wallet card which you can keep on you at all times is available from College Staff and is provided to each student during Orientation, in the event you need to access the service. Additionally you can obtain more information about the service from your College representative or general information on the SAP provider, access programs by accessing their [website](#).

1800 33 62 07

Access and Equity Program

The College is committed to creating a flexible and caring learning environment for all students to participate fairly in their study. The College aims to provide a holistic and innovative approach to support students in identifying with specific needs to equally participate in their journey with us.

Access and Equity Program



The Access and Equity Program exists to enable the equal participation of every student, focusing on increasing social inclusion and advocating for individual student's rights. The three branches of the Program incorporating students with disabilities and medical conditions; students identifying as English as a Second Language learners; and students requesting any Special Adjustments, enable all students to participate fully and equally in College life. For further information, please refer to the [Access and Equity Handbook](#).

A Student Adviser from the College of Natural Health operates as an Access and Equity Officer on each campus across all three pillars, and becomes the advocate and point of liaison between a student and the College. They are available for a meeting to discuss the program and your individual needs. Further details and contact information is located in the Handbook.

Quality Feedback Monitor

In the interests of continuous improvement, the College encourages students to provide feedback on any aspects of a course, staff, resources, facilities or any other aspect of College life through the Quality Feedback Monitor (QFM). Easy access to this feedback mechanism can be found through the 'Provide Feedback' button within the ePortal.

Feedback through this mechanism can be positive or negative and a first-level response will be received within 3 working days of the feedback being provided.

It is important to note that providing feedback through the QFM is not part of the formal grievance process; rather it is considered Stage 1 of a grievance, as part of the informal resolution process (see [Grievance Policy – VET](#)).

Special Circumstances

Application for Special Circumstances applies to cases of special circumstances where a student for reasons beyond their control is seeking to withdraw without penalty due to an inability to continue with their studies. Applications fall into one of two categories:

- circumstances under which a student may seek **remission of debt or refund of fees** under special circumstances; or
- other circumstances where the application of an Endeavour Policy requires consideration of special circumstances.

The guidelines for applying for Special Circumstances are as follows: Medical reasons, Family/Personal reasons, Employment-related reasons, and Course-related reasons. Sufficient documentation must accompany each application as stipulated in the policy. These processes and further information for these guidelines are clearly stated in the [Special Circumstances Policy](#).

Students can access the application form [here](#). This application goes directly to the Director of Student Services for consideration.

Timetabling at the College

The College timetable will incorporate the collaborative efforts of the academic and administrative elements in developing an equitable timetable that supports positive student learning outcomes, encourages innovative teaching and maximises the efficient allocation of space and resources.

All class timetables will be developed nationally on an annual basis. Where possible all subjects will be offered on campus in person, if this is untenable alternate methods of delivery will be offered.

Please refer to the [Timetabling Policy](#) for further information.

International Students

International students are entitled to the same services and support as local students. In addition, they have access to additional international policies and forms. For all information pertaining to International Students, please refer to the [International Student Handbook](#).



Office of Student Records

Student Privacy

The College recognises students' right to privacy. As an organisation, the College is committed to complying with the Information Privacy Principles as defined in the Commonwealth of Australia Privacy Act 1988. In complying with the Commonwealth Privacy Act 1988 the College shall meet the minimum standards for the collection, use and disclosure of personal information by the following methods. Academic records of students are ultimately the property of the College.

The Privacy Amendment (Private Sector) Act 2000 prevents the College from providing any student details to any person other than the student. All matters in relation to enrolment, results, fees or any other issue *can only be discussed with the student*.

All information collected by the College is for the purpose of providing a high quality service for all the College staff, students and clients. Only personal information necessary to provide services or activities is collected.

For more information, please refer to the [Student Records Policy - VET](#) and the [Privacy Policy](#).

Access to Personal records

Under the Commonwealth Privacy Act 1988 an individual has the right to access their personal information unless prohibited by law. If requested, the College will provide to individuals access to and correction of their personal information held by the College at no charge.

There are certain circumstances where the College is not required to provide access. These circumstances are outlined in the [Student Records Policy - VET](#).

Requesting a copy of your file

You may request to access and if necessary correct your personal information held by the College at no charge. If you wish to *receive a copy* of your personal information held by the College you need to lodge a written request to the Director Student Services. The procedure for this can be located within the [Student Records Policy - VET](#).



Student Misconduct

The College's policy on [student misconduct](#) relates to cases of both academic and non-academic misconduct on behalf of students. This policy should be read in conjunction with the [Student Code of Conduct - VET](#) which describes the College's expectations of a VET student's behaviour. A breach of the Code may result in an allegation of student misconduct. All allegations of student misconduct will be investigated in a manner that is fair, consistent and transparent providing all parties with an opportunity to be heard.

When dealing with possible student misconduct, it should be noted, however, the College is committed to the principles of procedural fairness and natural justice. This includes:

- the presumption of innocence unless guilt is freely admitted or proved by clear and convincing evidence;
- 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 these; and
- the right to be given reasons for any decision.

No member of staff can make a determination on a misconduct matter if he or she has had prior involvement in any aspect of the allegation. Students are entitled to due notice of any allegations of student misconduct made against them. Allegations may be amended at any time before their determination, provided the student has received notice.

The College takes multiple breaches of the [Student Code of Conduct - VET](#) seriously. Knowledge that a student has been found guilty of a past misconduct offence will be taken into account when determining the penalty/ies to be imposed.

Please refer to the [Student Misconduct Policy - VET](#) for further information.

Formal Grievance Policy

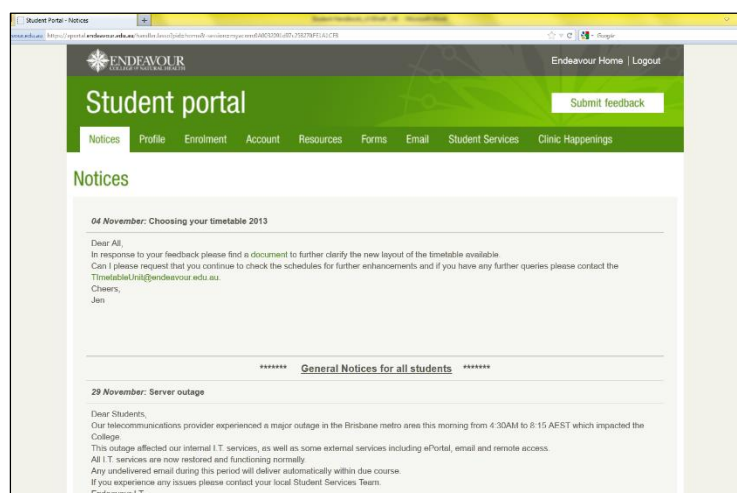
The College both supports and is committed to, continuous quality improvement. The Grievance Policy is designed to facilitate confidential resolution of complaints with a minimum of delay and formality for any student or member of the public, including persons seeking to enrol with the College, who believe that they have been unfairly treated and have a complaint against the College. Such complaints may include, but are not limited to, academic matters, discrimination, access and conditions, teaching or support services, provision of College facilities and clinic services.

The College recognises the importance of effective communication as being essential to resolving any concerns and therefore the Grievance Policy is fundamental in the resolution of grievances and in the reconciliation of Claimants with the College. Please refer to the [Grievance Policy – VET](#) and the [Formal Grievance Form](#).

ePortal: A “Virtual Front Desk”

For Health and Beauty students, the ePortal is essentially a “Virtual Front Desk” for the College, where students can access important information including:

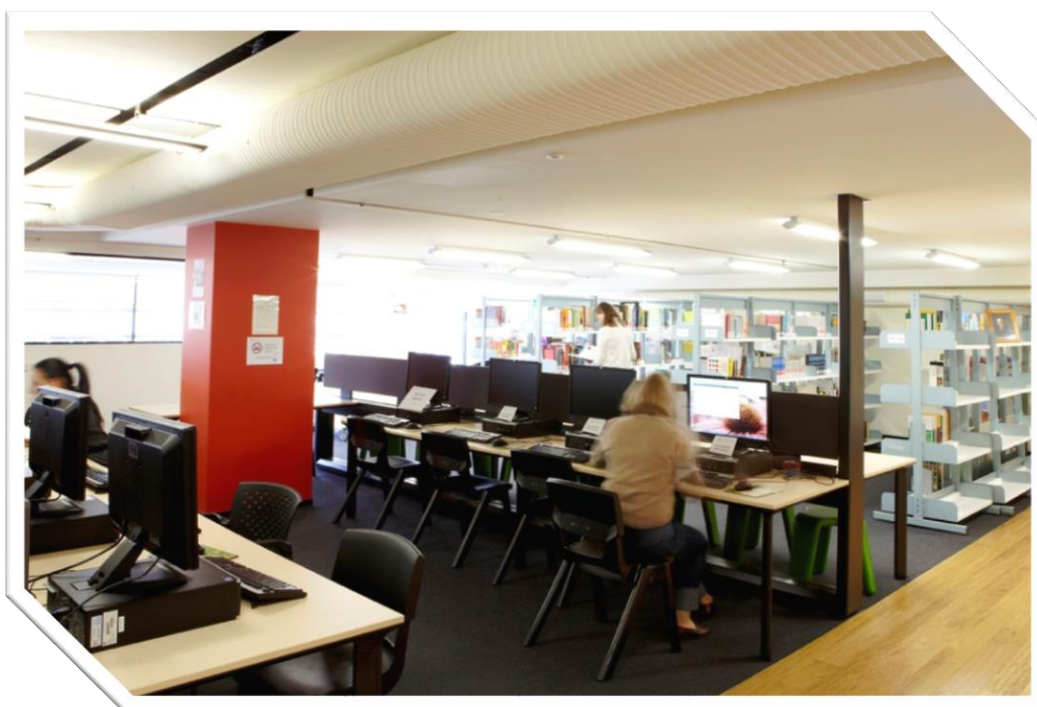
- Campus notices and updates from the College
- Enrolment history
- Final grades
- Calendars and timetables
- Forms
- Financial Accounts



Students can also use the ePortal as a way to enrol into further subjects for both on campus and online studies (under the Enrolment tab).

ePortal can be accessed directly at <http://www.endeavour.edu.au/eportal/> or via the link on the College website.

For help with any ePortal issues, students can email studenthelp@endeavour.edu.au



CAMPUS LIFE: ALL YOU NEED TO KNOW

The Place to meet: Student Breakout Areas

The six national campuses are the heart of our College. Located across the country, each one has a different vibe reflecting the culture of each city. Fostering a social environment is important in the upholding of the College's Core Values, particularly creating spaces for innovation, respect and caring for our students.

Each campus boasts a Student Breakout Area; a place to socialise with other students and to form life-long friendships. Enjoy these spaces as a place to relax, study, meet with friends and eat and learn together. Breakout areas are equipped with kitchen facilities and plenty of space to relax.

Access to Student Services and Support

Located on each campus is a Reception desk to the College staffed by Student Advisers and Student Services staff members. During hours of operation, students are invited to come to the desk with questions regarding:

- enrolments
- timetables
- forms and procedures
- booking a meeting with a Student Adviser
- any general enquiries



Library Services

The College library houses the largest and most comprehensive collection of natural medicine and wellbeing resources in the Southern Hemisphere, providing an information centre for students, staff and researchers at all College campuses.

A wide range of resources and services is available to students including books, periodicals, models, charts, video and audiocassettes, slides, CD-ROM and internet access. The library collection is divided into areas by subject and includes a reference and lending collection for easy student access. It offers students a variety of services including circulation and reference services, photocopying, research, audio-visual and computer assistance.

Contact your local campus or [email](#) for information and assistance. Contact the local campus library for opening hours.

Identification Cards

From Orientation week in the first week of each Trimester (or a week before an Online Study Period begins), students can request to be issued with a Student Identification Card at their local campus Library or via Student Services. Student ID cards must be issued to all enrolled students and indicate whether enrolment status is full or part time.

The student must provide:

- Proof of their enrolment in the current trimester
- A valid photo ID

Student ID cards provide proof of enrolment and are used as identification for purposes such as library borrowings, access to sensitive areas such as student clinics and transport concessions.

Student ID cards are issued free of charge to all fully-enrolled students at the commencement of their units of study/course of study. The student has the responsibility at the initial enrolment to provide full and complete information that will be utilised when issuing the ID card.

It is compulsory for all students to gain a student ID card by census date. ID cards **must** be produced on request and remain the property of the College.

Loan Periods, Limits and Renewals

All users must produce a current valid College photographic ID card to borrow from the library collection.

For Students:

- A total of 6 items can be borrowed at any one time
- Standard loan period is 14 days
- Books can be renewed once for a period of 7 days

Further information on terms and conditions of loan periods can be found in the [Library Loans Policy](#).

Public Holidays

The College will be closed on Good Friday, Easter Monday and ANZAC Day. Classes may be held on other Public Holidays unless arrangements are made between the trainer and students in class for an agreed alternative date. Please refer to the published College Calendars on ePortal and LMS for further information.

Drugs, Alcohol and Smoke-Free Workplace

In recognition that the consumption of alcohol, drugs, or other substance abuse by workers and students may impair their ability to perform tasks correctly and/or in a safe manner, the College has adopted a zero tolerance approach towards performing certain duties whilst under the influence of such substances.

No students are to attend the College campuses whilst under the influence of alcohol or other drugs, and all enrolled students are strictly prohibited from any involvement in student public clinics when under the influence of alcohol or other drugs.

The College maintains a smoke free workplace. Regardless of the state legislative restrictions on required distance from a building entry, the College has adopted a policy that smoking is not permitted within 4 metres of any entrance to the premises. Please refer to the [Alcohol and Other Drugs Policy - Students - VET](#).

Workplace Health and Safety Procedures

The College has an enduring commitment to the health and safety of our staff, students, contractors, clinic clients and visitors to the campuses.

The College's health and safety management system has been developed in line with legislative requirements, previous audit reports, recommendations made by independent consultants and through internal consultation processes. The policies and procedures that form part of this system, provide general and, in some cases, specific guidelines to assist all stakeholders to meet their workplace health and safety obligations under the applicable Workplace Health and Safety legislation.

In accordance with all state health and safety legislation, all staff and students at the College have health and safety responsibilities.

The 'health and safety responsibilities' of natural therapists, fitness professionals and beauty professionals are taught in detail in their respective subjects but when attending Student Clinic practicum students need to be aware of the specific responsibilities and risks involved. For more detail please refer to the Clinic Handbook for [Health](#) or [Beauty](#). The College strongly believes that all workplace injuries and industry related diseases are preventable and that striving continuously to improve our health and safety performance is fundamental to our business success. All further information can be found in the [Health, Safety and Environment Policy](#).

GRADUATION AND BEYOND

SO YOU HAVE COMPLETED YOUR COURSE... WHAT'S NEXT?

At the completion of each student's journey comes the culmination of their time at the College: graduating from their course. It is a time for celebrating success, personal triumphs and honouring the hard work during the course completion. The College provides excellent graduate outcomes and opportunities across all three pillars to help each graduate to get the most out of their career.



Endeavour College of Natural Health graduates enjoy more than just great career prospects and good memories. As an Endeavour alumnus, you are part of a network of approximately 25,000 alumni living and working across the world.

As an Endeavour Alumni you will receive industry news and updates, invitations to industry events, information about career opportunities and stories of other graduate successes, alumni newsletters, and information about professional development and further study.

When you finish studying at Endeavour College, you automatically become a valued member of the alumni community.

Endeavour's alumni community is diverse and inspiring. Not only is our community filled with successful practitioners and lifelong learners, Endeavour alumni are leaders in Natural Medicine research, education, and product innovation. Endeavour College is proud of its alumni community and encourages you to remain in touch and share your achievements with us in the coming years.

Objectives of the Alumni Program

The objectives are:

- Encourage students to reconnect and socialise in ways that use networking to further their career and professional goals
- Present topical speakers and experts to keep alumni up to date with industry trends and current thinking
- Provide a general support mechanism to those graduates who choose to go into their own clinics or business who may be feeling isolated or need peer support

- Work with professional associations to create programs that attract Continuing Professional Education points to support recognition of annual technical training.

Alumni Webinar Series

Our Alumni are an important part of the Endeavour family and we are committed to offering continued support to our graduated students. We want to keep our Alumni updated and informed once they begin their careers in natural health and have organised a variety of events to help our Alumni on their journeys. Please consult the Endeavour webpage for further information on registration and dates.



FIAFitnation graduates are industry-ready with the most up-to-date and relevant training packages available. Both nationally and internationally recognised for their high caliber of graduating students, FIAFitnation students are offered a large number of career opportunities.

FIAFitnation Membership

FIAFitnation offer a Membership package for their graduates based on what the industry tells us they want. It is one of the most carefully designed, comprehensive offers to be found.

The FIAFitnation Professional Membership Association forms an important part in professional development. You will be given access to a range of tools and resources to assist in keeping abreast of industry changes and connecting you with like-minded professionals. Benefits include:

- **Continual Education Credits (CECs)**
Membership earns you 1 CEC point per year just through registration. Earn up to 6 more CEC points per year, 1 each time you complete a quiz on the journal reviews in our member's area.
- **Monthly Journal Reviews**
As a FIAFitnation member, you have access to 12 monthly journal article reviews of the latest research to keep you abreast of the latest industry developments.
- **A Year's Subscription to Ultrafit Magazine**
Quarterly issues. You will receive a minimum of 4 magazines, plus an extra 1 or 2 bonus magazines.
- **Fitness Industry Employment Assistance**
Log in to the Members Only section to find fitness jobs available only to our members.
- **Discounts on the products you want**
Check out our Members Only section for the latest discounts available to members, including discounts through 2XU, Polar, Gla Gla Shoes, Calibre Fitness Equipment, Oxygen Magazine and much more!
- **Member's Pack**
FIAFitnation members receive a membership pack with their initial subscription. The pack includes FIAFitnation backpack, sweat towel, drink bottle and membership tag.

The College of Natural Beauty has a highly respected reputation within the beauty industry. Successful graduates have many attractive career options in an expanding industry. Possibilities include owning, operating or managing a beauty salon, day spa, or health retreat; working as a makeup artist; using your skills as a passport to travel the world on-board a cruise ship, work in luxury resorts, tropical islands or working for skin care companies in a training and/or promotions role or as an account manager.

93% of our graduates secure employment within the industry during their studies or on completion of the studies. Our students become part of a growing alumni network of highly motivated and successful industry professionals. Offering an extensive suite of continuing professional development programs, the College is instrumental in shaping the future of this dynamic industry.

Professional Recognition

As a student studying within the health, fitness and beauty industries, upon completion of your course you will receive many advantages by joining a professional body. Some industries and health scheme rebates will have membership of a recognised Professional Association as a requirement.

The College maintains a good relationship with all relevant professional bodies and works with a variety of professional bodies and industry specialists throughout course development. The College makes every effort to ensure its courses are accredited or approved by all relevant Professional Associations.



Endeavour College's VET level courses are designed to meet the requirements of the following Professional Associations:

Advanced Diploma of Homeopathy

- Australian Register of Homoeopaths (AROH)
- Australian Homoeopathic Association (AHA)

Diploma of Remedial Massage

- Australian Association of Massage Therapists (AAMT)
- Australian Natural Therapists Association (ANTA)
- Australian Traditional Medicine Society (ATMS)

Diploma of TCM Remedial Massage (An Mo Tui Na)

- Australian Natural Therapists Association (ANTA)

The requirement of Professional Registration has been in place in Australia since the mid 1980's and in 2001 was linked to federal government controlled education standards. The process of Professional Registration protects the best interests of the industry and gives both consumers and prospective employers knowledge that the Instructor/Trainer they engage has not only acquired the necessary qualifications but also commits to ongoing professional development.

Graduates of FIAFitnation courses are able to register with Professional Associations including Fitness Australia.

Additional Registration Requirements:

- Current first aid certificate
- Collect Continuing Education Credits (CECs)

For international recognition, Graduates of FIAFitnation courses are in high demand across the globe. Our rigorous accreditation process ensures high standards in education and ongoing professional development. It is important for students to be aware that different countries have differing requirements when it comes to working in the Fitness industry. Further information can be obtained by contacting Fitness Australia or speaking directly with a prospective employer.



Diploma Graduates may apply for membership with the following professional associations:

- Association of Professional Aestheticians of Australia (APAA)
- Aesthetics Practitioners Advisory Network (APAN)
- Australian Spa Association Ltd. (ASPA)

For membership information, please contact the associations directly.

WellSpring Magazine and Blog

WellSpring Magazine and its blog are a new initiative for Alumni and the Community in Health, Fitness and Beauty.

Published quarterly by the College, readers can meet the women and men who share a passion for pushing the boundaries in their fields of expertise, working in natural health, fitness and beauty industries.

The inspiration behind the name of the magazine stems from the seemingly endless source of ideas, knowledge and experiences alive within the Australian health and wellbeing sector.

WellSpring is an important way to keep Alumni and the community informed about developments from within the College network and from a broader range of stakeholders.

The magazine can be read online, and is emailed to the Alumni community after publishing. Free copies are readily available across the country at each campus.

The *WellSpring* blog is both informative and interactive. As a way to keep on top of an ever-evolving industry, and follow peers on their journeys, it is recommend for each alumni to keep abreast of the blog [here](#).

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