



tabortasmania

*Empowering God's people
through Christian tertiary education*

STUDENT HANDBOOK 2010

CY 008

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General Student Information

Application to Study

All first time prospective students should apply to Tabor College Tasmania using the prescribed *Application form* available from the College office or the College website www.tabor.tas.edu.au. Applications should include a colour passport-sized photo (can be sent via email to registrar@tabor.tas.edu.au), proof of citizenship and a statement addressing the criteria as detailed on the prescribed application form, and provision of the nominated number of referees. Applications should be received at least two weeks prior to the commencement of a semester.

As part of the application process, students are required to attend an interview with one of our staff to discuss their aspirations, study-load, enrolment and financial obligations. Students will be informed by letter of the receipt of their application, and of their acceptance or non-acceptance into Tabor College. Appeals regarding non-acceptances can be made using the grievance procedures explained elsewhere in this handbook.

Enrolment

All continuing students must enrol in the subjects of their choice each semester using the *Enrolment form*. Tabor does not automatically enrol students. Students should select from the subjects on offer in a semester, taking care that their selection meets their study needs, and that they have any required prerequisites for each subject. It is recommended that students seek advice from the appropriate Faculty Head before finalising their enrolment. Enrolments should be lodged with the Registrar at least two weeks before the commencement of a semester, or subject.

Enrolment Variation

Any variations to enrolments must be notified using the *Variation of Enrolment form* – available from the mail centre or the College website www.tabor.tas.edu.au

Variations include:

1. Withdrawal from subjects must be notified using a *Variation of Enrolment form*. For full details see 'Refund of Fees' under Financial Practices contained within this handbook.
2. Enrolment in subjects – after a semester has commenced.
3. Changing credit status – Degree level to post graduate level or vice versa, diploma to degree or vice versa, or diploma level to audit or vice versa. This can only occur within the first two weeks of a subject, unless special circumstances apply.
4. Variation forms must be placed in the 'letter-box' in the mail centre or emailed to registrar@tabor.tas.edu.au. Verbal notification will not be accepted or acted upon. Students should advise Academic Teachers personally of changes in their enrolment.

College Community

A College Community lunch time session is held every week at Tabor, as indicated on the timetable for each semester. This is an important time for subjected worship, prayer, reflection, sharing and inspiration, and forms part of the course work for the Spiritual Formation subject. College Community is compulsory for all credit students. When unable to attend, students will submit an *Absentee form* available from the mail centre or the College website www.tabor.tas.edu.au and given or emailed to the Registrar as soon as is practicable.

College Year

Tabor College runs on two 14 week semesters each year, with a semester break between each semester. Public and school holidays are also allowed for. The College Calendar and Timetables are available on the College website at www.tabor.tas.edu.au.

Computers and Internet Access

There are two computers available for student use in the study room adjacent to the library. One is simply for word-processing assignment work. The second is part of a radio-linked LAN network and is Internet-linked. Each is connected to a printer. A manual giving details and conditions of use is available beside the computers. Additional internet access ports are available to students adjacent to the mail centre wall. Students should bring their own internet cables to connect to the ports. Students are requested to only use the internet for matters relating directly to studies at Tabor College, and not for personal use.

Entrance PIN

Both the entrance to the College area at the back of the premises and the library at the front of the premises are kept locked for security reasons. If locks have been 'disarmed' (green light on back door key pad, and 'OPEN' sign on library door) the secret code number will give you access. This number may be obtained by ringing Tabor office or asking your Academic Teacher. The same code opens both doors. Please keep this number confidentially to ensure the safety of the premises.

Food and Beverages

Self-serve tea and coffee is available in the main foyer and in the study room. Students are requested to make a contribution to this service by placing donations in the tin provided. Additionally, there is a selection of snacks available for purchase, for fund raising purposes, located near the lecture rooms. Each student is responsible for maintaining the cleanliness of the kitchens at all times. Students are requested not to heat food in the Study Room to avoid unpleasant odours.

Graduation

A graduation ceremony for Tabor students who have completed their award is held each December. The date is shown on the College Calendar. All student fees must be paid up to date in order for a student to graduate. Graduation attire is available for hire through the College office.

Internal Mail

Each student, staff member and Academic Teacher has a named folder through which internal mail, notices and assignments are distributed. This is located in the study room behind the left roller door. Students are to check their folders regularly. In addition, there is a locked 'letter-box' for delivery of assignments and documents to the Registrar. Notices placed in the internal mail system must not contravene the Solicitation rules explained in the Policy section of this handbook. Students may also be corresponded with by the College via email, including for provision of financial statements of account and transcripts.

Koorong Discount

Tabor students are offered a 15% discount on all items (excluding sale items), at the Koorong Bookshops in Hobart and Launceston. To receive this discount a current student ID card must be shown.

Marketing

Photographs, digital, audio and visual images taken during College activities that may include students will be used by the College for training and promotional purposes. Any student not wishing for this to occur should notify the College in writing.

Mobile Phones

As a courtesy, all mobile phones must be turned off during classes. If you need to have it turned on for something important, please seek permission from the Academic Teacher and turn off the sound.

Orientation Week

Each year, in the week prior to the commencement of semester one, Tabor holds an orientation and spiritual emphasis week. This time will acquaint students with College requirements, physical facilities and access to resources. Attendance at this week is compulsory for full-time students. Part-time students should attend as many sessions as possible. Students will be given opportunity to raise individual issues with the teaching staff.

Parking

There is no parking provided for students on the College premises in Hobart. All car park spaces are commercially rented out by Grace Christian Church. The nearby Council car park is convenient and provides a three hour duration. Worldview College in Launceston offers parking for northern students.

Photocopying

A photocopier is provided within the mail centre area for students wishing to make photocopies. To use this facility students will need to pay upfront a \$10 fee to Tabor, which represents a prepayment of 100 copies @ .10c each. Students will be given a personal PIN to access the copier. If your 100 copy entitlement has been depleted access to the photocopier will be restricted, however you may top up your entitlement through paying an additional \$10 fee to Tabor. All copying for purposes of individual research and study must comply with section 40 of the Copyright Act 1968.

Smoking

Tabor College is a smoke-free environment.

Solicitation

Solicitation of any kind, including selling, marketing or collecting donations; must be first approved by the College Registrar. The lodgement or display of any advertising material without permission is prohibited.

Staff and Academic Teachers Availability

Staff and Academic Teachers are committed to students and the successful completion of their studies. Therefore, they make themselves available to discuss with students any areas of concern related to their subjects or which affect their studies in any way. Contact details for Academic Teachers can be found on the cover sheet of Subject Outlines. The Executive Officer and Faculty Heads are available for personal interviews by prior appointment.

Student Card

Each student is requested to supply a colour passport-sized photo (electronically if possible) of themselves each year to be included on their student ID card. Student cards are only valid for one year and will be distributed in the first week of study. Photos on expired cards may be recycled. A fee of \$5 will be charged for replacement of a lost student card.

Study Room

The study room is adjacent to the library and is open for student usage during library hours. Students are asked to respect each other's needs and maintain this area as a quiet environment. Students are requested to refrain from reheating or eating foods that are strongly odiferous within this area.

Study Techniques

This is compulsory for all students until the tutor indicates that your level of competence is satisfactory. A study skills manual and Harvard referencing guides are also available at www.tabor.tas.edu.au.

Text books

The cost of prescribed text books is not included in Course fees. Purchase of any required text books is the responsibility of the student. Koorong Bookshop pre-order text books for the College.

Course Fees

Prompt and diligent payment of fees is considered to be an important aspect of proper student conduct at Tabor. All students undertake, when signing application and enrolment forms, to pay their fees according to College procedures. This is a serious undertaking and all aspects of financial matters will therefore be dealt with in a business-like manner.

Payment of fees is outlined below. Students cannot attend any College classes until these minimum conditions have been met. No discounts apply.

Table VEA: 2009 Tuition Fees for Audit Subjects

Subject fees	Domestic Student Tuition Fee
Audit fee per standard subject	\$220

Table HE1: Higher Education Tuition Fees for Standard Subjects

Subject of study	Equivalent full time student load (EFTSL) value	Credit point weighting (cp)	Fee per credit point (\$)	Subject fee (\$)
Undergraduate				
Any standard subject in an associate degree or ordinary bachelor degree course*	0.0625	3	166.66	500
	0.125	6	166.66	1000
	0.25	12	166.66	2000
Graduate Entry and Postgraduate				
Any standard subject in a graduate certificate or	0.0625	3	183.33	550
	0.125	6	183.33	1100

graduate diploma	0.25	12	183.33	2200
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* See Table HE2 below for non-standard subjects with special fees

Any subject designated as Advanced Standing will have "AS" appended to the subject code. The subject fee for EFTSL value is calculated at 50% of the standard values for that subject.

Table HE2: Higher Education Tuition Fees for Other Subjects with Special Fees

Subject of study	Equivalent full time student load (EFTSL) value	Credit point weighting (cp)	Subject fee (\$)
CO2224 Counselling Skills 2, incorporating CO1001 Reflective Counselling Experience	0.125	6	1300

Fee-Help Loans

The Fee Help Information booklet and Application Form are available from the Registrar.

Abstudy and Austudy

Tabor students eligible for Centrelink's Austudy allowance must be studying and maintaining at least 75% of a full time load, which equates to 3 subjects each semester. Students are reminded that Abstudy and Austudy are basically a living allowances and do not allow for the cost of student fees. Students are fully responsible for their own application to Centrelink and payment of fees. The College is regularly required to report to Centrelink on students' study status

Students who do not wish to apply for FEE-HELP must pay their fees in full by the first week of semester. The College does not offer the option of paying degree or graduate diploma level fees by instalments throughout the semester.

Continuing students paying part upfront and part FEE-HELP need to lodge their Fee Help forms to the office and make any part payment before the census date.

Students who did not apply for FEE-HELP in a previous semester and who intend to apply for FEE-HELP in a new semester, please ensure that you have collected and read a copy of the *FEE-HELP Information booklet*, and an *Application form*. This form needs to be submitted prior to the census date.

Students changing their award need to fill in a fresh Fee Help Application for your new award.

Advanced Standing - when Advanced Standing is granted, the fee will be 50% of the normal fee for the subject in which they are being accredited.

Method of Fee Payment

Fees can be posted to the College, or payment can be made to the Registrar located on the second floor at the front of the College building. Credit/debit and Eftpos cards can be accepted with minimum \$20 (no cash withdrawals allowed). If you prefer to transfer funds electronically, our banking details are as follows – please ensure that you include your name in the transaction: Commonwealth Bank, BSB: 067 000 A/c No: 10437449 Name: Tabor College Tasmania Inc.

Non-payment of fees

Non-payment of fees will result in:

- Student enrolments being refused or cancelled. Suspension or termination from College may apply in some cases
- Subject results remain 'not-complete' until fees are fully paid
- De-barring from receiving awards for courses
- De-barring from receiving Statements of Attainment

Up-to-date student accounts can be requested from the Business Manager (accounts@tabor.tas.edu.au). In the case of severe financial hardship students are encouraged to contact the Business Manager to discuss their debt.

Refund of fees

Refunds for fees paid by students to Tabor are given as follows:

- If a subject is cancelled by the College a full refund will be given to students for any fees paid for that subject.
- Students (both Fee-Help and self-paying) who withdraw after commencement of a subject and before the relevant census date will incur a penalty fee of \$200 for each subject. Any subject fees already paid by the student will be refunded in full. The penalty fee will then be charged.
- Students (both Fee-Help and self-paying) who withdraw after the census date are liable for full payment of the subject fee.
- Students who believe that their withdrawal after the census date is due to extenuating circumstances may apply to the Registrar to have any fees they have paid refunded, or where applicable, their Fee-Help balance for that subject re-credited. See Fee-Help Information book for full details.

The Registrar must be notified of withdrawals as soon as possible using the Tabor *Variation of Enrolment Form* available from the mail centre and from the website www.tabor.tas.edu.au.

Tuition Assurance

In the event that Tabor College Tasmania Inc. ceases to provide a course of study in which a student is enrolled, the student is entitled to a choice of:

- a) an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement subjects (this is known as the "Course Assurance Option"). A student will receive full credit from the Second Provider for any subjects of study successfully completed at Tabor College Tasmania; OR
- b) a refund of his or her up-front payments for any subject of study that the student commences but does not complete because Tabor College Tasmania Inc. ceases to provide the course of study of which the subject forms part (this is known as the "Student Contribution/Tuition Fee Repayment Option")

Library

The library is available for use by all faculty, staff and currently enrolled students of Tabor College, and by non-Tabor students who have purchased borrowing rights.

Hours of Operation

During semester, the library is open during Mondays to Fridays from 9am – 5pm. Access to the library will only be possible by using the access code during opening hours. Evening and distance students may contact the Librarian by email, by leaving requests in her folder in the mail centre or by telephoning 6231 5889 during opening hours.

Librarian

The current Librarian is Ruth Jones who is available to assist you during Tuesdays to Thursdays from 10am to 4pm.

Borrowing Library Items

Checking out of library loans is done using the circulation terminal near the library exit/entrance. A student library card is necessary for this procedure.

1. Select '1.Loans', then press enter
2. Scan your library card barcode to 'open' your account
3. Scan the barcode of each book (top right hand corner on back cover).
4. Scan 'finish' (barcode on bottom right hand corner of monitor)

Important - once a loan has been registered on the system, write or stamp the due date on the date due slip in the front of the library book.

Charges

Late Returns - fines will be payable on late returns. Seven day loans will incur a fine of 25c per item/per day. Seven day and overnight loans will incur \$1.10 per day. Borrowers holding items for 3 weeks over their loan period will forfeit their borrowing privilege until those items are returned.

Lost Items - replacement costs will be charged for library items which are lost. Any item which is 3 months overdue will be considered lost and the appropriate charge will be applied.

Damaged Items - borrowers will be charged a minimum fine of \$20 if library items are returned in poor or damaged condition. Please do not repair books in any way. Return them to the Librarian. External library user fees are non-refundable.

Loans

Non-reference resources are either seven days or three weeks. Some reference books are available for overnight loan. A maximum of 6 items may be borrowed at any one time.

Library Cards

Your library card will be valid for the length of your enrolment at Tabor College Tasmania. At the end of your studies it is to be returned to the Librarian. A fee of \$5 will be charged for replacement of any lost or damaged library cards.

Searching the Catalogue

The library database can be searched, and items located using the computer terminals in the library, or computer B in the study room. Any queries related to searching may be directed to library personnel.

Returning Library Items

When returning library items, place them in the trolley which is by the entrance door. However, if a reserve message is attached please leave the item with the Library Manager (do not leave it in the basket).

Reserving an Item

Reservations can be made using the public access module on the circulation terminal, or computer B in the study room. Follow instructions given on the screen. Alternative you can reserve items by using a Request Loan form available in the library and the mail centre.

Shelf Arrangement

Tabor library uses the Dewey Decimal Classification system to group its books and other resources. Classification details are available in the library.

Other Libraries and Inter-Library Borrowing Privileges

We recommend students also use the following libraries which are within walking distance :

The State Library of Tasmania	access information below
St John's Presbyterian Church Library	(69 Davey Street)
University of Tasmania Library	access information below

UTas Library Privileges

To apply for UTAS library privileges, students and faculty will need to do the following:

1. Complete the Application for Special Borrowing form online at <http://www.utas.edu.au/library/libserv/borrow/specborrs.html>, print the form out, and sign it.
2. Present to a customer service counter in any of our Libraries in Hobart or Launceston with the following items and ask for reciprocal borrowing membership:
 - Completed and signed Application for Special Borrowing form
 - Current Tabor College student or staff card
 - Proof of address (such as drivers licence or mail sent to them at the current address)

UTAS Library staff will register the applicant and provide them with a special borrower library card and a Library PIN, plus information on the library and how to use the catalogue. Their privileges will be assigned for the current calendar year. Reciprocal borrowing must be applied for at the start of each year of study. In 2010, UTAS are offering these privileges to Tabor Students and Faculty free of charge so please take advantage of this offer.

If you have any questions in regards to this program please do not hesitate to contact Glynis Jones, Client Services Coordinator, Library, University of Tasmania Ph: 6324 3359 email: glynis.jones@utas.edu.au

State Reference Library Privileges

State Reference Library Privileges are also available to Tabor faculty and students free of charge. In order to facilitate this please see our librarian, Ruth Jones on Ph: 6231 5889 email: librarian@tabor.tas.edu.au. Loans via the State Reference library are co-ordinated through intra library permissions.

If you need to access this information in the future, it is also available on our website at <http://www.tabor.tas.edu.au/calendar.html> and on the Moodle site (for students enrolled in Study Techniques during 2010).

Statement of Beliefs

Tabor College is a multi-denominational charismatic Christian Education Centre offering government-accredited courses at tertiary level. The College seeks to equip people for Christian life and ministry by providing teaching which is Christ-centred, biblically based, ministry-oriented, academically sound, positively expressed and spiritually empowered.

Tabor College considers spiritual development to be of primary importance. Students are encouraged and assisted to relate their studies to their personal and vocational lives, and to be open to the transforming power of the Holy Spirit. At Tabor College, teaching and learning take place in an atmosphere of charismatic worship, ordinary Christians study at their own pace and people called to various ministries prepare for their vocations.

The College encourages Christian opportunity and revival, offering courses for people of all Christian churches and any nationality, and seeks to be a witness to the majesty of Christ in the whole of life. Tabor Tasmania is evangelical and charismatic, believing in, teaching and seeking to make known salvation by grace through faith in Jesus Christ as a free gift from God effected by the power of the Holy Spirit, the wonder of a personal relationship with the Lord, and the importance of spiritual gifts for serving and glorifying the Lord Jesus Christ.

In particular, Tabor holds to the following articles of belief:

1. THE GODHEAD—TRINITY IN UNITY

There is one true eternal God, existing eternally in the three Persons of the Father, the Son and the Holy Spirit; the Maker and Preserver of all things, visible and invisible. He is infinite in power, wisdom and goodness.

2. THE HUMAN CONDITION

People were created by God in His image and were intended to enjoy fellowship with God.

Human nature became corrupted by sin. Every human being is a sinner, separated by sin from God. Every sinner deserves God's wrath and damnation and is powerless to save himself/herself from this deplorable state. No human being can be justified before God by works. There is only one means of salvation and that is through Jesus Christ, by grace through faith. By this means only can human fellowship with God be restored.

3. GOD THE FATHER

The First Person of the Godhead is God the Father. He is the Father of the Lord Jesus Christ and of all those who believing in Jesus Christ are born again by the Spirit and become members of His family. He is the true Father from whom all fatherhood derives its name.

He is Spirit and is to be worshipped in spirit and in truth. He is omnipresent, omnipotent and omniscient. He is sovereign. He is unchanging. He is love. He is good, merciful, just and faithful. His love is shown supremely in that he gave his only Son, Jesus Christ, for the redemption of humankind.

4. JESUS CHRIST THE SON

Jesus Christ is the eternal Son of God. He existed before all things. For the salvation of human beings, he became man, the living Word made flesh, the image of the invisible God, a unique person, fully God and fully man.

He lived a sinless life, revealing God and his kingdom to humankind, and was crucified and died, giving his life as an atoning sacrifice for all people. This offering provides full, perfect and sufficient redemption, propitiation and satisfaction for the sins of the whole world, both original and actual. No other sacrifice for sin is necessary or effectual.

He rose again from the dead, and was thus declared with power to be the Son of God. He ascended into heaven to be exalted to the highest place, Lord of all, with a name above all names, supreme over all from which he will one day return visibly in power and great glory to gather his elect for eternal life and to bring judgment on all those who do not obey the gospel.

By his triumphant victory over death, Jesus Christ has destroyed the devil who has power of death, and is able to free all those who are held in bondage through fear of death. Jesus Christ is victorious over, and provides deliverance from, all the powers of darkness.

5. THE HOLY SPIRIT

The Holy Spirit is co-equal and co-eternal with the Father and the Son. He is the Spirit of truth, sent by the Father and the Son to be with believers forever. He reveals the truth about Jesus, convicts of sin and righteousness and judgment, and gives new birth to those who repent of their sins and believe in the Lord Jesus Christ. The Holy Spirit effects on-going spiritual changes in human lives, producing spiritual fruit in those who obey Him, and giving spiritual gifts for effective life and ministry. He is the Spirit of mission who leads and empowers believers to witness to Jesus Christ among people of all nations. His supreme task is to bring glory to Jesus.

6. THE HOLY SCRIPTURES

The Canonical Books of the Old and New Testament, as originally written are the infallible, inerrant and inspired word of God. They explain all that is necessary to salvation and are solely and absolutely authoritative in all matters of Christian faith and praxis. They are to be accepted by faith. They are complete and must not be added to, subtracted from or changed because of tradition or supposed new revelation. Anything that is not in Scripture must not be declared to be believed as an article of faith or be considered to be necessary for salvation.

The Holy Scriptures are to be interpreted with regard to their content and purpose and in reverent obedience to the Holy Spirit as He reveals their true meaning.

7. SALVATION

Jesus Christ is the only Saviour. Salvation is by grace through faith. It is a totally unmerited gift of God. No one can earn it. The gospel of Jesus Christ is the power of God for the salvation of those who believe. This salvation is received by genuine repentance of sin and by faith in the Lord Jesus Christ. It sets a person free from the power, penalty and, ultimately, the presence of sin. It involves being born again by the Holy Spirit, being adopted into the family of God, becoming a new creation, being counted righteous before God by faith, being rescued from the kingdom of darkness and brought into the Kingdom of the Son, being redeemed, regenerated and sanctified, and being blessed with every spiritual blessing in Christ. It sets a person free to obey God and to live a holy and upright life for his purposes.

8. THE DEVIL

The devil is a real and powerful created spiritual being who sought to destroy Jesus and who seeks to destroy all Christians. He is the god of this world. The death and resurrection of Jesus Christ has stripped the devil of his power, but he continues his evil works tempting, accusing and hindering the people of God. At the final judgment, the devil and all evil spirits will be consigned to eternal torment. Christians are entitled to exercise the authority of Jesus Christ over the power of the devil.

9. THE CHURCH

The Church is made up of all true Christians in all denominations throughout the world. It is the Body of which Christ is the Head. The Church exists to worship and serve God. The chief task of the Church is to make disciples of Jesus Christ in every nation by the proclamation of the gospel by word and deed. The Church functions through local congregations of believers who gather for worship, prayer, teaching, fellowship, celebrating the Lord's supper and mutual ministry.

The members of the Church are to relate to one another in the love of the Lord, counting others before themselves. The Lord has given ministry gifts to his Church to prepare its members to serve Him and to build them up in opportunity to maturity.

10. THE SACRAMENTS

Jesus Christ ordained two sacraments, Baptism and the Lord's Supper (Holy Communion).

10.1 Baptism

Baptism symbolises the identification of the believer with Christ in his death, burial and resurrection. It represents the burial of the old nature and the old way of life and the rising to new life in Christ. It indicates separation from the old life and entry into the new life. It symbolises the washing away of sins. While baptism is an integral part of Christian initiation, it is not essential to salvation.

10.2 The Lord's Supper

The Lord's Supper is a sharing by believers of bread and wine in remembrance of Christ's death, presence, victory and promised return in power. It bears witness to the new covenant between God and humanity, established by the shedding of the blood of Jesus Christ, which brings forgiveness of sins and restores relationship with God.

11. CHRISTIAN UNITY

Unity amongst believers is the will of God. Such unity is to be a testimony to the Lord Jesus Christ and is evidence of the love of God. Where believers dwell together in unity, God's blessing is promised. It is a unity that is to transcend differences of culture, background, experience, denomination, gender and social standing. Believers are to have a Kingdom orientation, working together to proclaim the Kingdom of God and building one another up in love.

12. BAPTISM IN THE HOLY SPIRIT

The term 'baptism in the Holy Spirit' may be used to describe the experience of being 'overwhelmed by', 'immersed in' or 'flooded by' the Holy Spirit, which first became reality for believers at Pentecost, when the ascended Jesus poured out the Holy Spirit on his disciples. As then, so today, Jesus is the one who baptises in the Holy Spirit.

Baptism in the Spirit is received by faith and empowers the believer for witness to Jesus Christ. It is a free gift of God available to every believer. It does not depend on spiritual maturity.

13. THE FRUIT OF THE SPIRIT

The Holy Spirit changes human lives, producing the fruit listed in Galatians 5: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control in the life of the believer. These develop increasingly, as the believer obeys the Lord, cooperates with the working of the Holy Spirit within and progresses towards Christian maturity.

14. THE GIFTS OF THE SPIRIT

The grace gifts of the Spirit include, but are not restricted to, the supernatural gifts listed in 1 Corinthians 12: the word of wisdom, the word of knowledge, faith, gifts of healing, miraculous powers, prophecy, distinguishing between spirits, speaking in different kinds of tongues and the interpretation of tongues.

These are gifts, given and distributed by the Spirit as He wills. They are not earned or deserved. They are to be exercised in the church today in the context of Christian love for mutual building up and for the common good.

Principles which Govern All Policies and Practices

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1. We teach, preserve and model the Scriptures in every aspect of college life.
2. We recognise that increase in knowledge and skills alone will not prepare individuals for ministry under Christ, and so we seek to foster the development of each person through the inculcation of that knowledge and those skills.
3. We manage our resources - physical, academic and human - as befits stewards of God's provision.
4. We entrust people with the positions to which they have been appointed, encouraging excellence and recognising that our ultimate accountability is to God.
5. We aim to provide an environment that is safe physically, emotionally and spiritually for all students and staff.
6. We recognise that, in awarding academic qualifications, we must meet the requirements of accrediting bodies.
7. We respect individuality and diversity in the development of godliness within the members of the College community.
8. We recognise the traditions of denominations within the Christian church and seek to foster the development of ministry appropriate to the area within which the individual will work.
9. We recognise that consideration of a variety of opinions strengthens students, and we therefore undertake to provide appropriate resources and references for that study.
10. We honour partnerships and strategic alliances entered into with other universities and accrediting bodies and keep records accordingly.

Educational Objectives

P 017

Objectives and purposes of Tabor College Tasmania which specifically relate to education

- to provide quality Christian education for effective life and work;
- to promote and provide quality Christian education for people from a wide range of denominations;
- to develop and offer appropriate courses in Ministry and Counselling which are educationally and professionally appropriate
- to educate and train people for effective Christian ministry;
- to ensure that the College's Core Values and Statement of Faith are reflected in all the programs and operations of the College;
- to maintain a balance between the spiritual, academic and practical dimensions in all courses;
- to maintain a focus on service, ministry and mission;
- to encourage spiritual renewal and openness to the work of the Holy Spirit in and through the lives of all Christians; and
- to foster the observance of Christian ethical principles.

This translates into the following educational goals:

- Applicants have access to information to enable them to make choices about Tabor College as a place of study. This information includes a statement of overall graduate attributes.
- Individuals receive appropriate advice when planning their course of study
- Appropriate courses are available to prepare students for pastoral, counselling and other forms of Christian Ministry. Need is identified through processes of strategic planning within the College Business and Academic communities.
- Responsiveness to student needs determines patterns of course delivery (time of day; location; mode of delivery)
- Teaching staff are the most qualified and committed that can be found
- Excellence in teaching and learning is fostered through processes of peer review, student feedback and continuous quality improvement
- Educational resources to support critical thought are made available to students in all subject areas
- Subject outlines which appropriately orientate students to the area of study are provided prior to the commencement of each semester
- Subject outlines balance face-to-face and out of class workloads
- Assessment activities contribute to the learning outcomes for the subject
- Assessment activities are validated internally, and where possible, by collegial critique from other educational institutions
- Assessment feedback to students both written and oral contributes to the quality of learning outcomes for the student for that subject
- Activities which strengthen the individual student in their sphere of ministry are incorporated into each subject where appropriate
- Teaching staff undertake professional development in both their area of expertise and in the area of teaching and learning

Monitoring Teaching and Learning

PP 016

Students

There are three opportunities in a semester for the student to evaluate what we do and how well we do it, and to give us feedback which can be used to improve the quality of what we do:

- Week 3 of semester the student will be given opportunity to complete a *Student Self Evaluation* form. This allows them to identify any needs they have in relation to their study and workload.
- Week 8 of semester the student will be given opportunity to complete a *Student Evaluation of Subject* form. This allows them to identify issues they have found in the delivery and their study, which are adversely affecting their capacity to succeed in their studies.
- At the conclusion of the semester the student will be given opportunity to complete a *Student Evaluation of College* form. This allows them to comment on any area of their learning experience and of the College environment and to make recommendations for change.
- Following decisions about action by Course Committees or Faculty, students are advised of actions taken in response to their feedback.

These audit tools are reviewed and revised from time to time to improve their usefulness for quality improvement, staff professional development and subject redevelopment purposes. Matters relating to the content of these evaluations are to be addressed first by the Faculty Head and as necessary, by staff, or Course Committee meetings.

Academic Policy

P 002

Assessment work

All assessment work will be appropriate for the assessment of objectives for the subject under study.

Where the nature of the assessment work disadvantages a student because of some disability to which the student has already alerted the College (literacy, communication deficits etc) the Academic Teacher, after discussion with the Faculty Head, will develop appropriate alternative assessment activities.

Assessment work is designed to allow the student to demonstrate their mastery of the content of the course, their development of skills and their capacity to inculcate these into their life and work. Its marking also provides the student with feedback on their mastery and development and should, therefore, be returned in a timely fashion to allow the student to continue such mastery and development and to correct any mistakes they may have made.

During orientation, students will be told how to submit assignments and collect marked assignments to ensure that assessments are not lost and that students receive prompt feedback on assessment work.

Referencing of sources

Students are required to properly and accurately acknowledge all sources they use in research and assignment work. Using the work of others without referencing the source is 'plagiarism', and is a serious breach of academic ethics. Further information on referencing can be obtained from the *Tabor Study Skills Manual* and will be given to students at the Study Skills sessions held by the College for all commencing students.

Where students are unsure of the nature of in text and end of text referencing for any item from which they have taken ideas or from which they are quoting, they should consult with the Academic Teacher before handing in the assessment work.

Assessment extensions

Students may request an extension (up to a maximum of two weeks) by submitting an *Assessment Extension Request form* directly to the Subject Academic Teacher before the due date of the assignment. Verbal requests will not be accepted. The form details the extension required and the reasons for it. Extensions of this type are granted at the Academic Teacher's discretion. The Academic Teacher will sign the request form which the student will attach to the work when it is presented for marking. Repeated requests for extensions should be reported to the Faculty head as they may indicate a student in difficulties.

Assessment Task failure

If a student does not pass or complete an assessment task, they may be allowed a second attempt within a time frame specified by the Academic Teacher. If the student does not pass or complete the assessment task on the second attempt, the work will be deemed a failure. Failure will be reported to the Faculty head as indicating that the student is having difficulties. If no corrective action is deemed appropriate, the matter will be referred to the Course Committee.

Academic Dishonesty

Work that students submit must be their own, not the expression, or wording, or work of others. Copying of others' work, or the substitution of names on any assessment work, is dishonest and unacceptable.

If a Academic Teacher or assessor detects plagiarism or dishonesty they will inform the student and discuss the situation with them. If plagiarism or dishonesty is proven, the matter will be referred to the Academic Standards Committee who will recommend action.

1. Academic dishonesty is treated very seriously by Tabor College. Penalties are severe.
2. Academic dishonesty includes plagiarism (passing off the work of another as your own), submitting the same work (in whole or substantially) for academic credit in more than one subject, cheating in tests or examinations, and misrepresenting or manufacturing sources cited.
3. The penalty for a specific instance of academic dishonesty depends on the nature of the offence and will be determined by the relevant Faculty head in consultation with the Academic Teacher or Academic Teachers involved.
4. Normally, for plagiarism in an assignment, a fail grade will result for the assignment concerned. The marker's comments on the student's paper will explain the reason for the grade given. The student may, or may not, be granted permission to repeat and resubmit the work, in accordance with resubmission guidelines, but will not be able to score more than a pass for the resubmission.
5. When a student fails an assignment because of plagiarism, the Faculty head should be advised of the details.
6. The Faculty head will then ensure that a letter is sent to the student and ensure that a copy is placed in the student's file.
7. Major instances of plagiarism in a subject may result in the failure of the subject.
8. Serious or repeat offences may result in expulsion after consideration by the Academic Standards Committee on the advice of the Faculty head.
9. The student has the right to appeal against any decisions regarding penalties for academic dishonesty.

Repeating failed subjects

1. If a student fails a core subject in any course, the student will not be able to complete the course without repeating this subject. Repeating a failed subject is treated as completing an incomplete subject.
2. To repeat a subject, a student must re-enrol in that subject.
3. The student will be expected to repeat all elements of the subject, including the assessment tasks, unless the Academic Teacher authorises alternative arrangements. A student who is to repeat a subject may arrange an appointment with the Academic Teacher to discuss possible alternative arrangements.
4. Alternative arrangements may include a reduction in attendance or assessment tasks, depending on what the student has satisfactorily completed previously, and the inter-relatedness of the components of the subject.
5. Any alternative arrangements must be officially documented, a copy of which is to be given to the student and to the Faculty Head and a copy filed in the student's records.
6. A fail notification as advised by the Academic Teacher will be placed on the student's file. When the student re-enrols in the subject, the Academic Teacher will be advised of the student's status.
7. To gain a pass in a subject, a student must meet all the requirements for the subject and must attain the learning objectives of the subject at the required standard. The Faculty Head must ensure that satisfactory completion of the work set for the repeating student will enable the student to meet the learning objectives of the subject.

8. If a student fails a *core subject* for a second time, the student practices for academic support will be applied. The student will be required to complete the failed subject successfully in order to be removed from academic support status.
9. If a student fails an *elective subject* the subject may be repeated. Alternatively, the student may instead choose another elective subject.
10. Undergraduate and postgraduate students will not be permitted to repeat a failed subject more than twice without permission from the Course Committee.

Students at risk academically

1. A student is considered to be 'at risk' academically if:
 - the student fails a subject; or
 - the student expresses distress in their attempts to manage academic workload or tasks, or
 - a Academic Teacher or other member of staff formally expresses concern about the student's academic progress.
2. In week 3 of each semester students will be asked to self evaluate and inform the College of any difficulties they have encountered. Academic Teachers will also be asked to report any difficulties they feel students are experiencing. This does not preclude the Academic Teacher or student speaking with the Faculty head at any time difficulty is identified.
3. As soon as practicable after each semester, the Registrar will provide Faculty heads with a list of any students in their streams who have failed subjects.
4. Each student identified as being 'at risk' will be offered support, guidance and encouragement by the Faculty head or by a supporting Academic Teacher designated by the Faculty head.
5. Faculty heads will be responsible for ensuring that any 'at risk' students in their streams are contacted and invited to avail themselves of this academic assistance.
6. The progress of each 'at risk' student will be monitored by the Faculty head or by a designated supporting Academic Teacher who will be responsible to the Faculty head.

Academic support

1. A student will be given 'academic support' status if:
 - the student has failed two or more subjects in the previous semester;
 - the student has failed a particular subject for a second time; or
 - the student has failed any subject in each of the previous two semesters.
2. As soon as practicable after each semester, the Registrar will provide Faculty heads with the academic details of any students in their streams in the above categories.
3. Faculty heads, as soon possible after receiving notification from the Registrar, will ensure that such students are advised in writing of their academic support status and of what they need to do about this.
4. Students with academic support status will be expected to meet with the Faculty head, or with another faculty member designated by the Faculty head, to discuss the situation realistically and to negotiate an Action Plan to facilitate success in their ongoing studies. Aspects of this plan will normally include: target dates for completion of work components, planning of assignment work and reading, attendance requirements and plans for reporting on progress to the faculty member. A copy of this plan will be placed in the student's file. During the semester, the supporting faculty member will be kept informed of the student's progress, through meetings, communications with other Academic Teachers/staff, check sheet updates, etc. A student with academic support status will be expected to meet with the supporting faculty member at least three times a semester and also at the end of the semester for which academic support applies.
5. Students with academic support status will not be permitted to take more than a full-time study load and may be advised to take a 75% load, or less.
6. At the end of a semester in which a student has had academic support status, the student's progress will be reviewed by at least two faculty members, normally the supporting faculty member and the Faculty head or another relevant faculty member. One of the following will then be decided:
 - the student's progress has improved and the period of academic support will be discontinued;
 - the student is to continue with academic support status for another semester; or
 - the student will be encouraged to move into a less academically demanding program of study.

7. The entire academic support process is the responsibility of the Faculty Head for the award in which the student is enrolled. While any particular aspect of the support and monitoring process may be delegated to other appropriate staff, the Faculty heads remain ultimately responsible for the implementation and oversight of the entire academic support process for students within their respective streams.
8. Where a decision has been made to assign a student to academic support status, the student may appeal against this decision, in accordance with Tabor College's grievance practices. The appeal should be in writing with the student's case being clearly stated.

Assessment grading

Grades used to indicate a student's level of achievement of proficiency range from High Distinction to Fail 2, as described below.

- **High Distinction (HD): 85-100%** - an extremely high level of expertise/ competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Distinction (D): 77-84%** - a high level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Credit (C): 67-76%** - a commendable level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Pass 1 (P1): 60-66%** - an adequate level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Pass 2 (P2): 50-59%** - a barely adequate level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved and practical and/or presentation skills.
- **Fail 1 (F1): 40-49%** - an inadequate level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Fail 2 (F2): 0-39%** - a very inadequate level of expertise/ competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.

Academic Grievance issues

A student, a person seeking to enrol in a study program, or a staff member of the College may make an informal complaint or a formal complaint/appeal. Students of the College or those seeking to enrol in a course of study with the College are entitled to access the grievance practices set out in this handbook, regardless of the location of the campus of the College at which the grievance has arisen, the student's place of residence or the mode in which they study. This procedure is free of charge.

A complaint made by a former student of the College will be considered, according to the College's grievance practices, for up to 24 months from the time when the student ceased enrolment with the College.

Academic Credit

Advanced Standing

Advanced standing may be granted when it is deemed that a student's application for academic credit for a subject is partially satisfied but that further bridging work is required for the student to meet the objectives of a subject, as in upgrading from one level to the next level. The cost is 50% of the enrolled subject.

Credit transfer and Recognition of Prior Learning

Tabor has a formal RPL and credit transfer process which is available to all students. Subject credit may be granted towards a Tabor College Tasmania course for assessable learning outcomes achieved through formal and/or informal learning, work related experience and/or life experience, to an extent that is consistent with maximising student progression while maintaining established academic standards.

Applications for RPL will generally be considered during the first semester of a student's course of study, and not for subjects in which applicants are currently enrolled. Faculty Heads can provide initial advice regarding areas of prior learning for which an application for recognition should be made.

Applicants for RPL should ask the Registrar for a *Application for Academic Credit* form.

Student Policy

P 001

Equity and Opportunity

Education at Tabor College is provided for persons seeking to serve in Christian and community organisations, as Christians. The courses on offer reflect this purpose.

To gain entry into study at Tabor College students must conform to the application and academic entry requirements for the award in which they wish to enrol.

Tabor will strive to ensure that programs and services are relevant, accessible, fair and inclusive by:

- Offering as wide a mix of subjects and learning experiences as resources permit.
- Ensuring that all prospective students are well informed on the options available to meet their individual training needs;
- Ensuring student support services which address specific learner needs – such as literacy, numeracy and study skills support;
- Selecting teaching and support staff with the skills and commitment to ensure students have the best possible chance of success in their chosen studies;
- Soliciting student feedback on the effectiveness of all aspects of College life and addressing issues raised.
- Accepting qualifications and statements of attainment awarded by registered educational authorities in other States and Territories as prior learning.

Class attendance

Students are expected to attend all prescribed sessions for their subject. It is the responsibility of the student to ensure their presence is recorded appropriately. It is the responsibility of the student to inform the College in advance of any absence, if possible, and to complete and submit an *Absentee form* to the Registrar. Persistent unexcused absences may result in compromise of academic outcomes.

Students should be aware that a minimum attendance of 75% of prescribed sessions is required for a student to pass an on-campus subject.

Misconduct

Students are expected at all times to conduct themselves in a manner that is consistent with Biblical principles and standards. Tabor College will always seek to create an environment in which learning is made as easy as possible.

Where the conduct of any student compromises the capacity of others to succeed, disciplinary action may be taken as described in the Grievance Practices of the College. The College will endeavour to guide and counsel a student before disciplinary action is taken, but reserves the right to enforce immediate action when Tabor staff consider it appropriate to protect the safety of individuals or property.

Suspension and Termination

A student may be suspended for any specified length of time deemed appropriate by the Academic Board and the Governance Board. Suspension will mean a partial or total loss of rights and privileges of being a student at the College, including the right to be on College premises. Termination is a total and permanent loss of rights and privileges of being a student at the College, including the right to be on College premises.

Notices of suspension and termination will be given in writing. Appeals against suspension or termination can be made using grievance practices.

Audit (Non-Award) Study Policy

P 009

Tabor College Tasmania is committed to the biblical belief that people are created in the image of God, are unique, and have great dignity and worth.

The College recognises that not all individuals wish to study to gain an award or credential. In addition, there may be some individuals who lack the confidence to undertake award level study and wish to try at a less rigorous level before they enrol in an undergraduate program. The College offers the opportunity for people to enrol as Audit students.

Tabor College Tasmania is aware that its goal of holism in education, (development of knowledge, skills and person) is built into the activities of each subject and awards as a whole. For these developments to occur, students enrolled in these awards read extensively, participate in class discussion and develop understandings which they demonstrate in assessment activities designed to reinforce learning.

Audit students:

- pay a fee which is significantly less than award students.
- may change their enrolment to award status up until the census date in the semester in which they are enrolled. In this case they will incur the difference in fee between that paid for non-award study and the fee set for undergraduate study.
- are given a Subject Outline and Readers or Lesson Notes the same as award students.
- are not entitled to submit work for marking or gain any statement of attainment.
- must remember that the classes are run for award students.
- if wishing to participate in class discussion are obliged to read support materials before class to ensure that they are not wasting class time.
- seeking to develop skills and confidence in their capacity for undergraduate study are encouraged to enrol in Study Techniques by arrangement with the Registrar.

The same standards of behaviour (including respect for the learning needs of others) and rights and responsibilities are expected of the non-award student as any award student.

Responsibilities of Staff & Students

P 011

Responsibilities of staff

- A. Hold to the institution's mission and vision statement; working within stated values and institutional guidelines
- B. Pursue their continued professional and spiritual development
- C. Pursue teaching excellence through peer review, benchmarking and responsiveness to student feedback, in their teaching practices, through their work, notes, papers, etc
- D. Maintain competence in their subject area; ensuring students are exposed to the best and current evidence available
- E. Be led by research and current best practice in both content of material presented and methodology of teaching
- F. Recognise that within their discipline there are specific knowledge and skills which must be inculcated in the learning experiences offered to students
- G. Be learning-centred in the preparation of resources, provision of learning activities and development of the learning environment
- H. Provide a safe, friendly and inclusive environment for all aspects of learning, including providing students with opportunity to encourage and critique one another's work

- I. Integrate the learning experiences they offer to students into the overall activities and learning of the award in which the student is enrolled.
- J. Be thoroughly prepared and have material ready for students in time for them to make best use of it recognising the diversity of backgrounds and experiences of the student body.
- K. Be punctual for all meetings with students and other staff.
- L. Be timely in the provision of feedback to students on assessment activities both formative and summative.
- M. Address students and other staff respectfully and appropriately, without bias/prejudice as far as is possible, recognising the developmental nature of opinion.
- N. Be aware of the underlying principles, regulations, policies and practices operating within the College.
- O. Ensure that students are aware of the regulations, policies and practices operating within the College.
- P. Explain expectations to students in a way that fosters their successful completion of the program into which they are enrolled.
- Q. Be reasonably accessible to students who want help or clarification including individual time with students perceived as having difficulty with learning activities.
- R. Convey enthusiasm and passion about the subject for which they are responsible.
- S. Contribute to an interactive learning environment/community.
- T. Make themselves familiar with a variety of media which might contribute to the quality of the learning experience for students
- U. Advocate for adequate learning resources and facilities
- V. Encourage students to participate in all aspects of life and work at the College, understanding that holistic development is more than the acquisition of knowledge and skills
- W. Through involvement in quality processes, aid in defining, sharpening and consolidating the purpose and work of the College

Recognise that the responsibilities of staff reflect the rights of the students and fellow staff members

Responsibilities of students

- A. Consider their choice of Tabor College Tasmania as a place of study recognising that the College is committed to their professional, personal and spiritual development and plans learning activities accordingly
- B. Read and understand their subject outline, and the course in which they have enrolled as a whole
- C. Take responsibility for their own learning both academically and spiritually
- D. Develop a personal program of study, managing their time and resources effectively and identifying potential learning difficulties to staff in advance or as detected
- E. Act to make any other difficulties known to a member of the teaching or administrative staff who has the capacity to help them
- F. Participate in all learning activities and assessment activities which are part of the course in which they are enrolled
- G. Listen to others and speak respectfully to them during in-class and out-of-class discussion
- H. Act respectfully in relation to other members of the College community by being punctual, making apologies for absences and by allowing others the opportunity to communicate in class
- I. Avoid accusations of plagiarism by adhering to the recommended referencing system
- J. Act in ways which demonstrate their acceptance of the mission, goals and values of the College
- K. Take opportunities to participate in the development and review of College programs and policies in a responsible and ethical manner
- L. Participate in the College as an active member of a worshipping community
- M. Dress neatly and modestly
- N. Meet any financial obligations resulting from their enrolment or learning activities

Recognise that these responsibilities reflect the rights of staff and fellow students

Discrimination & Harassment

P 007

The College seeks to ensure that the dignity of every staff member, volunteer, student and visitor to the College is respected at all times. The College, as a Christian organisation, seeks at all times to teach Biblical precepts by instruction and example. Therefore, staff and students are expected to demonstrate biblical standards of behaviour at all times.

Discrimination on any grounds is contrary to the example of Christ. To consider some people less worthy of consideration and respect than others demeans them and places this Christian institution in the position of lowering itself below the standards of the world. Discrimination on the grounds of race, creed, sexual orientation or ability is unlawful under the Tasmanian Anti-Discrimination Act of 1998.

Harassment of any kind, including sexual harassment, is an affront to the dignity of an individual, contrary to Biblical patterns of behaviour, and totally unacceptable to the College. Furthermore, sexual harassment is unlawful in Tasmania under The Tasmanian Anti-Discrimination Act 1998 and under the Commonwealth Sex Discrimination Act 1984 (as amended).

A full glossary of terms is located at the end of this document.

Discrimination

Discrimination is the unfair treatment of an individual or group on the basis of prejudice. Prejudice occurs when a judgment or opinion is formed before the facts are known, or when opinions are founded on suspicion, intolerance, and the irrational hatred of other races, religions, creeds, genders or nationalities.

Tabor College Tasmania seeks to provide an environment free of discrimination and harassment. It has developed policies and processes designed to ensure that discrimination does not occur, and grievance practices to redress wrongs should they occur.

Examples of discrimination may include:

- Name calling
- Intimidation
- Refusing or compromising enrolment or employment on grounds other than merit
- Making jokes at the expense of others
- Minimising the importance of individuals working to overcome handicaps
- Casting slurs on the racial origins of individuals or groups

Sexual Harassment

Sexual harassment includes any form of unwelcome sexually-orientated behaviour that is offensive, humiliating or intimidating.

Examples of such behaviour include:

- deliberate physical contact such as forcing a hug, embrace, or kiss, patting, pinching or brushing against another person;
- touching or fondling;
- leering or ogling;
- requests for sexual favours, either directly or by implication;
- sexual jokes and comments;
- displays of sexually suggestive material;
- suggestive comments about a person's physical appearance or sexuality;
- persistent requests for a date after having been refused;
- persistent questioning about a person's private life;
- belittling comments based on sex-role stereotypes;
- inappropriate dothing
- a teacher/counsellor causing a student/counselee to become dependent on him/her with the express purpose of commencing a sexual liaison.

Note that only unwelcome behaviour can be classified as sexual harassment. Behaviour that is mutually welcomed is not sexual harassment, neither is making genuine compliments, behaving with common courtesy and expressing friendship.

Protection against sexual harassment

Tabor College will take the following steps to ensure that staff, students, prospective students, voluntary workers and visitors are protected from sexual harassment and have access to appropriate help should it occur:

- Tabor College Staff and students will have annual information sessions to raise awareness of issues of sexual harassment and other areas of discrimination;
- Sexual harassment Contact Officers for the College will be identified for students and staff.
- Any complaint made within the College will be treated seriously and with utmost confidentiality, and dealt with quickly and impartially according to the grievance practices of the College.
- Any individual may make a complaint directly to the office of the Anti-Discrimination Commissioner and this will be made known to students and staff.
- All staff and students will be assured there will be no victimisation or vilification of, or prejudice towards, complainants or persons giving information about a complaint;
- All necessary measures will be taken to prevent the recurrence of the offence; and
- Records of all formal complaints, and of the outcomes and the actions taken will be kept strictly confidential in a locked filing cabinet with access restricted to authorised personnel specified by the Executive Officer or the Registrar. These records will be kept separate from the personal files of students and/or staff members, except where disciplinary action has been taken, in which case documentation will be included in the student and/or staff member's personal file.

Responsibilities of Contact Officers for Discrimination and Harassment

Contact Officers may provide:

- advice on various available options for dealing with an incident of discrimination or sexual harassment;
- information to staff and students on matters relating to discrimination or sexual harassment;
- ongoing support to those who believe they are subject to discrimination or sexual harassment. Contact Officers are not responsible for investigating or resolving discrimination or sexual harassment complaints and are not to function as conciliators, mediators or arbitrators. Contact Officers may take brief notes on the matter, which should be kept totally confidential and destroyed as soon as the matter is resolved. Contact Officers should maintain a register, which does not identify individuals, of the general nature of complaints presented to him/her, the dates and the outcomes in terms of resolution, referral, etc., for review purposes.

Grievance Practices for Discrimination and Sexual Harassment

If a staff member, volunteer, visitor, student or potential student of the College feels that he/she is being discriminated against or sexually harassed, the College recommends that the complainant address the problem as soon as possible in one of the following ways:

- telling the discriminator or harasser that their behaviour is objectionable and that he/she does not want it repeated;
- discussing the situation with a discrimination or sexual harassment Contact Officer, who will advise about possible courses of action and/or avenues of assistance;
- discussing the situation with the Executive Officer or other trusted staff member;
- making contact with the Office of the Anti-Discrimination Commissioner,
- lodging a formal written complaint with the Executive Officer of the College as described in the grievance Practice.

Complainants are advised to keep a detailed written record of incidents involving discrimination or sexual harassment.

Discrimination and Sexual Harassment Contact Officers

Contact will be provided in the College Directory, which is available on the College website or from the office, on request, during office hours.

Grievances

A full glossary of terms is located at the end of this document.

A student, a person seeking to enrol in a study program, or a staff member of the College may make an informal complaint or a formal complaint/appeal. Students of the College or those seeking to enrol in a course of study with the College are entitled to access the grievance practices set out in this handbook, regardless of the location of the campus of the College at which the grievance has arisen, the student's place of residence or the mode in which they study. This Practice is free of charge. A complaint made by a former student of the College will be considered, according to the College's grievance practices, for up to 24 months from the time when the student ceased enrolment with the College.

Academic and Non-academic

1. An informal complaint may be made orally or by email.
2. A formal complaint or an appeal must be made in writing and signed by the complainant.
3. Formal complaints/appeals should be addressed to the relevant senior staff member (see below).
4. Informal complaints may be dealt with informally whereas formal complaints/appeals will receive a written response, indicating the outcome and the reasons for the decision.
5. Complaints/appeals must always be dealt with in a constructive and timely manner.
6. The receipt of a formal complaint/appeal must be acknowledged in writing within 7 days.
7. Every effort must be made to ensure that decisions on formal complaints/appeals are made within 28 days and that the complainant/appellant is notified promptly of the decision in writing and advised of further avenues for appeal, where appropriate.
8. Reasons and a full explanation in writing for decisions and actions taken as part of these grievance practices will be given in writing to the complainant/appellant and/or respondent, if requested by either the complainant/appellant or the respondent.
9. Where action is taken as the result of a complaint/appeal, the College will make every effort to ensure that all students or staff members who may have been affected receive equitable treatment and that no resultant victimisation occurs.
10. Written records of formal complaints/appeals and their outcomes will be kept strictly confidential and filed in a sealed envelope, in a strictly confidential locked filing cabinet with access restricted to authorised personnel specified by the Executive Officer or the College Registrar. These records will be kept separate from the personal files of students and/or staff members, except where disciplinary action has been taken, in which case documentation will be included in the student and/or staff member's personal file. Records will be kept for at least seven years. Parties to the complaint/appeal will be permitted supervised access to these records and may attach comments should they so desire.
11. The College will take great care to ensure that the implementation of this grievance process and the keeping of records related to it are managed in such a manner as to avoid victimisation of either the complainant/appellant or the respondent.
12. In the first instance, complaints should normally be discussed with the person/persons involved. However, if this does not resolve the problem, or is inappropriate or impracticable, complainants should communicate with one of the people listed below.
13. Generally, complaints should be directed to the first person listed in relation to any of the specific areas shown, but if the problem is related to this person, an alternative listed person should be selected.
14. Complaints about academic programs - Academic teacher, Faculty Head or Executive Officer;
15. Complaints relating to faculty decisions – Academic teacher, Faculty Head or Executive Officer;
16. Complaints relating to academic records, academic transcripts, conduct of exams, or entry into a course of study – Registrar, Faculty Head or Executive Officer;
17. Complaints relating to reviewable decisions relating to assistance made under the Higher Education Support Act 2003 – Executive Officer;

18. Complaints relating to assessments for credit transfer, recognition of prior learning or recognition of current competencies – Registrar, Faculty Head or Executive Officer;
19. Complaints relating to discrimination or victimisation – Faculty Head or Principal;
20. Complaints relating to harassment – Registrar, Faculty Head or Executive Officer;
21. Complaints relating to other matters – Registrar, Faculty Head or Executive Officer.
22. Formal complaints will be handled as directed by the Executive Committee, normally through a small subcommittee appointed for this purpose. The Executive Committee will ensure that no decision-maker or decision-making body is biased or has a personal interest in the matter under consideration.
23. In each instance the complainant and/or respondent will be offered the opportunity to seek advice and/or advocacy from, and/or to be represented by, a third party, if desired.
24. In each instance the complainant and/or respondent will also be offered the opportunity to formally present their case and to have an independent person/group/committee appointed by the Executive Committee involved in assessing the situation.
25. Should the complainant consider that their complaint has not been satisfactorily addressed through the above mechanisms, they may seek a review of the situation, according to the practices described in section 7 below.
26. If a complaint is investigated and found to be unsubstantiated, vexatious or frivolous, the respondent is entitled to an apology and to the destruction of all records pertaining to the complaint.

Further grievance provisions

- Should complainants be dissatisfied with the outcome of a formal complaint and desire to appeal against this outcome, an appeal in writing, signed by the appellant, requesting reconsideration of the decision made, may be submitted through the appropriate channel listed in point 14 above.
- An appeal must be submitted within 28 days of the official notice of the outcome of the original decision regarding the complaint.
- An appeal will normally be handled in a similar manner and according to the same timeframes as a formal complaint.
- If, after the matter has been reconsidered the appellant is still dissatisfied, they may appeal in writing to the Board of Management for the matter to be submitted to an external dispute resolution process. The person who will conduct this review is Professor Carey Denholm, University of Tasmania. Complaints will be addressed within 30 days. If Professor Denholm makes recommendations in relation to a grievance he has reviewed, Professor Denholm will forward those recommendations to the Executive Officer at Tabor College Tasmania Inc. within a further 7 days, who will ensure that the recommendations are implemented within 30 days.

Privacy

P 010

Tabor College Tasmania acknowledges its legal obligations in regard to the handling of confidential information and will ensure that all such information is held in a secure environment. Within this environment, Tabor College Tasmania staff will only have access to personal information on a need-to-know basis, and all staff, whether volunteer or paid, will be required to sign a confidentiality agreement prior to commencing work. This information will, furthermore, be held in the strictest confidence at all times, and redundant information will be destroyed. Although this policy has particular application with regard to the volunteer's personal information, Tabor Tasmania Inc will take equal care in ensuring the proper handling of information of a confidential nature, whether it is regarding Tabor College Tasmania business, its staff, its staff, or its clients.

Record keeping including confidentiality and security of student records is to be ensured through all the processes of enrolment, attendance, student behaviour, assessment and the issuing of awards in accordance with the requirements of the Tasmanian Qualifications Authority and other regulatory authorities where appropriate. Verbal or written reference, discussion, copying, or transmission of the following records, in any form, is restricted to the entities identified in the table below.

Type of record	Access restricted to
Student Application and Enrolment forms	Student, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President, External Auditors, Funding Authority
Student assessment results, Subject results and RPL results	Student, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President
Student accounts	Student, Business Manager, Registrar, Executive Officer, Executive Board, External Auditors
Student correspondence	Student, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President, staff to whom it is addressed
Student pastoral care notes	Student, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President, relevant teaching staff
Subject Feedback forms	Subject-academic teacher, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President
College Feedback forms	Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Academic Board Quality Committee, Executive Officer, President
College Feedback analysis	Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Academic Board Quality Committee, Executive Officer, President
Staff files and employment forms	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors
Organisational files	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors
General correspondence files	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors
Financial transaction records	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors
Financial reports	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors and Funding Authorities

Breaches of confidentiality will be personally dealt with by the EO and, if appropriate, include follow-up and/or disciplinary action. Further information about privacy policy and practices is available on request.

Occupational Health & Safety

PP 018

Tabor College Tasmania is committed to providing a safe and healthy work environment for all staff and paid staff. Tabor College Tasmania has a statutory responsibility under the *Workplace Health and Safety Act 1995*, to provide a safe and healthy workplace for their staff. The definition of staff, for the purpose of these statutes, includes staff.

In fulfilling this responsibility, management has a duty to provide and maintain so far as is practicable, a working environment that is safe and where risks to health and safety are managed, including by:

- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storage and transport of equipment and substances;
- maintaining the workplace in a safe and healthy condition;
- providing adequate facilities to protect the welfare of all staff and staff; and
- providing information, training and supervision for all staff and staff enabling them to work in a safe and healthy manner.

It is the responsibility of all students, staff members and workers to take reasonable care for their own safety and to ensure that their work practices do not endanger themselves or their colleagues. It is their obligation to observe all safety regulations and directives, and to report any unsafe conditions, practices or equipment.

The EO is responsible for the implementation and monitoring of this policy.

Hazard identification

The provision of a safe workplace by the employer requires the identifying and assessing of hazardous equipment, conditions or practices within the workplace, and then acting to eliminate or control them. Hazard identification is the first stage in the prevention process.

Safety & Emergency Procedures

Tabor staff should be notified immediately of anyone experiencing health difficulties, or of safety hazards or incidents. First Aid cabinets are located in the kitchen at the back of the complex, and in the photocopy room at the front of the complex.

The Fire Brigade is to be called to all incidents of fire or suspicion of fire, such as visible flame or signs of smoke. There will be no criticism of any person who uses initiative in this respect, nor should such action need another person's permission. Fire extinguishers are located throughout the complex. In the event of an evacuation, all staff and students must leave the building as quickly as possible through the nearest available exit. Follow all instructions given by staff or Wardens.

The Hobart City Council car park, adjacent to the College property (toward Elizabeth Street) is the designated assembly area. If access to the Hobart City Council car park is compromised because of an emergency, then the Red Cross car park across the road from the church property becomes the designated assembly area. This second-option assembly area is not preferred because of the need to cross the road. Remain at the evacuation assembly point and do not re-enter any buildings until permitted to do so.

Any incident should be reported on the appropriate form which is available from the Administration office.

Glossary of terms

Appeal: a written request for the reconsideration of a decision made in response to the outcome of a formal complaint.

Appellant: a person who lodges an appeal.

Confidentiality: limiting disclosure of information relating to a complaint or appeal to as few people as possible, and only to those who are legitimately involved in the process of resolving the matter.

Complainant: a person who makes a complaint in accordance with the practices outlined in this document.

Conciliation: a process of seeking to resolve, to the satisfaction of both parties, a complaint made by one party against another, generally with the assistance of a neutral third party (the Conciliator), who may have an advisory role, but not a determinative role in the outcome of the process. Conciliation involves identifying disputed issues, developing options, considering alternatives and endeavouring to settle a complaint by mutual agreement, as well as calling for other evidence pertinent to the case, and the giving of impartial advice.

Discrimination: any action, direct or indirect, which disadvantages an individual and/or a group. Discrimination may be embedded in or take effect through the operation of a system.

Direct discrimination: where people are treated less favourably because they belong to a particular group or category of people.

Indirect (or systemic) discrimination: when there is a common requirement (a rule, policy, practice or Practice), which has an unequal or a disproportionate effect or result on a particular group or groups.

Formal complaint: a complaint is a grievance submitted to the College in writing (or in some other appropriate format if the complainant is prevented by a disability from making a written submission).

Grievance: a grievance is a concern or complaint, relating to perceived unfair treatment, discrimination, victimisation or vilification connected with work or study at Tabor College Tasmania; a complaint is a grievance expressed either formally or informally in accordance with the practices outlined in this document; an appeal is a request for reconsideration of the outcomes of a grievance process.

Harassment: behaviour, comments or images that are unwelcome, offensive or intimidating, and that in the circumstances, a reasonable person should have expected would be offensive or intimidating.

Informal complaint: a complaint made orally or by email.

Natural justice: justice that operates according to (1) the fair hearing rule and (2) the no bias rule. Hence (1) all parties must be given the opportunity to present their case, to be fully informed about any allegations and decisions made and to have the right to be represented by another person; and (2) a decision-maker must have no personal interest in the matter and must be unbiased.

Respondent: a person against whom a complaint has been laid and who is involved in any process involving mediation, conciliation, or investigation.

Staff: any employee of the College including staff and any staff visitor, such as a visiting fellow or adjunct appointment, whether or not those persons are staff of the College.

Student: any enrolled student of the College.

Victimisation: an act or acts causing someone to suffer for something that is not essentially a fault. It includes imposing unjust penalties or practices on a person as a result of a complaint.

Vilification: the public incitement of hatred, serious contempt or severe ridicule of a person on the basis of the race of that person. Vilification does not include legitimate academic debate.



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