

STUDENT HANDBOOK



Welcome

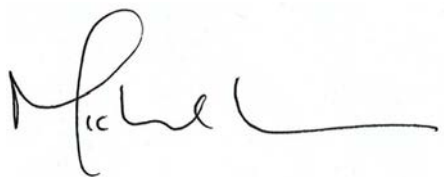
On behalf of the Board of the Country Universities Centre Far West it is my great pleasure to welcome you to the Centre.

At CUC Far West we believe the future of an aspiring student should not be determined by where he or she lives and the establishment of the Far West Centre, in partnership with the Country Universities Centre will provide opportunities for local students to participate in tertiary education and achieve their educational aspirations from their home town.

As a local student you will have access to a high tech supervised facility, tutorial and mentoring support and a network of like-minded students in a campus like environment.

The Centre has been established through a partnership with Regional Development Australia Far West, the Broken Hill Community Credit Union and the Far West community with financial support from the Commonwealth Government and NSW State Government.

I wish you well as you progress through your education and hope the CUC Far West attributes to your overall success.



Michael Williams

Chair, CUC Far West Board of Directors

Student Services

Our Centre is a secure space where students can focus entirely on their studies. Students can connect with like-minded people and experience a campus-like environment while they study locally in the Far West. We are focused on assisting our students settle into study, improve their academic skills and to make sure they feel like they have the tools to succeed in their studies.

Access Hours

We recognise that our students often want the flexibility to help ensure that they can balance their study/life/work needs and commitments. Our Centre is staffed from 9:00am to 5:00 pm each business day, and is open to registered students with swipe card access from 6:00am to 12:00 midnight, seven days a week.

Quiet Study Spaces

Students come to our Centre because they want a quiet study space where they can focus solely on their studies without the interruptions they face at home. We have tailored our environment with students at the forefront of our thinking.

Our Centre has three key study areas:

- a dedicated quiet study room with computers and space to bring personal devices to work on;
- tutorial rooms, which can be used for seminars, tutorials, workshops, exams and group work; and
- space for student collaboration and break out, including kitchens and outdoor spaces.

Technology

Our Centre offers students access to high-speed internet (100 Mbps connection), printing & copying facilities, video conferencing facilities, desktop computers & BYO spaces. We run workshops to help settle students into their study, with a particular focus on navigating their university's learning portal, and enhancing academic skills.



Student Supports

Academic Skills

Any registered student can receive support to improve their general academic skills. Student support may include workshops in referencing or essay writing and one-on-one support from our dedicated Learning Skills Advisors. If you are a student studying with our university partners, we have engaged local tutors to run face-to-face tutorials for specific courses. For students who are new to study, or returning from a long break, we offer additional support through our Learning Skills Advisors to settle into study and become familiar with academic literacy and university processes.

Wraparound Support

We believe that by providing our students with wraparound supports, they have a better chance at succeeding in their studies. We assist both current and future students with the administrative tasks associated with study. For future students, this can include finding which course or university may be the right fit for student aptitudes or career goals, understanding enabling pathway options, and assisting with enrolment processes. Our team also assists with understanding university processes such as HECS information and census dates. The language of university systems can be daunting for new students, or those returning after a long break, and we seek to break down these barriers to study by working with students to understand the processes and language of their university or course provider.

For current students, we assist with navigating university learning portals, connecting students with university support teams, including assistance in applying for extensions or special considerations when unforeseen circumstances arise, connections with progression teams, library services and other student support options. Our team also assists students in finding and applying for scholarships.

Exams

Our Centre offers professional exam invigilation services with qualified supervision and exam rooms. We also offer remote proctoring for the increasing number of online university exams.



Student Success

Learning Skills Advisors

We have created a dedicated learning skills program to give you the resources and tools that you need to thrive in your studies. Sophie Weathersbee and Lisa Turner are passionate about supporting students to flourish in their studies, and are looking forward to making a difference in the Far West community. Our LSA's offers a range of academic supports including essay writing, time management and referencing in both one on one and group sessions.

Mental Health

Our Centre staff are all mental health first aid trained, and offers wellbeing support for students from sitting down and having a coffee, through to referral to university or other support services. We can help you to manage your study workloads with other demands, and encourage open conversations about your health and wellbeing.

Wellbeing Programs

Wellbeing sessions are provided for academic and personal support, in areas such as stress management, resilience, managing expectations, dealing with anxiety, loss of control and effective study skills such as motivation and time management.

Wellbeing sessions are facilitated by Master of Counselling student as part of a supervised professional counselling practice placement.



Our People



Danielle Keenan - Centre Manager

Danielle joined Country Universities Centre Far West in November 2017, prior to the centre opening to the community. Danielle has extensive experience in the higher education sector, having worked for the University of Sydney for almost nine years in education programs and student support. A born and bred local to the Far West region, Danielle is focused on the establishment of relevant teaching and support environments, the promotion of opportunities for students in the region and the delivery of successful training programs for students investing in their education.



Lisa Turner - Learning Skills Advisor

Lisa has been providing academic support to student's at CUC Far West since joining the team in 2018. Lisa also provides academic support to local students through Charles Sturt University's Indigenous Academic Success Program. Born and raised in the Far West, Lisa is proud to bring home her teaching experience developed through work as a tutor and subject specialist at Studiosity and scuba diving instructor and first aid trainer with PADI Egypt. Lisa holds a Bachelor of Business and Bachelor of International Relations from UniSA and last year completed a Bachelor of Laws through Southern Cross University.



Sophie Weathersbee - Learning Skills Advisor

Sophie joined Country Universities Centre Far West in October 2019 as Learning Skills Advisor and Casual Academic for Central Queensland University, Bachelor of Education. Sophie was born and raised in Broken Hill, now living here with her husband and two children after relocating for pursue University study. Sophie has previously studied at the University of Wollongong and University of Newcastle completing a Bachelor of Arts and Master of Teaching (Secondary) and is currently studying a Master of Counseling through Monash University. Sophie is experienced with supporting students with five years teaching experience in both secondary and primary schools and three years in student well being programs, as well as experience in program development and training for youth and adults.



Administration Assistant

Sarah started working at Country Universities Centre Far West in June of 2020. Born in Broken Hill, Sarah joins us after working within the Community Services and Fitness Industries. Sarah is currently undertaking her Bachelor of Education Primary with Charles Darwin University and is passionate about the educational opportunities now available in the local community. Since becoming a mother of three Sarah is even more eager to see the continued support and progression of higher education in the Far West.

Zoom Video Communication

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.

- Open the Zoom desktop client.
- Join a meeting using one of these methods:
- Click Join a Meeting if you want to join without signing in.
- Sign in to Zoom then click Join.
- Enter the meeting ID number and your display name.
- If you're signed in, change your name if you don't want your default name to appear. If you're not signed in, enter a display name.
- Select if you would like to connect audio and/or video and click Join.



Important Information

Under no circumstances is the following permitted with in the Centre:

- Consumption of drugs, alcohol or smoking
- Anti-social behaviour
- Unregistered users
- Children or Pets (regrettably the CUCFW is not set up to accommodate children and/or pets.)

Covid Safe

The health and safety of our students and staff is our main priority. Based on recommendations and guidelines from Federal and State Governments, the Board of Directors have implemented strategies to keep the centre Covid safe.

Social distancing and restricted capacity measures are in place limiting the number of available computers and workspaces. Booking will not be needed, with exception to virtual intensives and exams.

The kitchen will be accessible, however no provisions for tea, coffee etc. are available.

Students will:

Adhere to social distancing restrictions around student numbers in CUC Far West

Stay away from the Centre if you are feeling unwell, may have become infected or have come into contact with someone who could be infected with COVID-19.

Practice good hygiene in the Centre to prevent the spread of infection, including using the hand sanitiser upon entry and using the sanitising wipes on all areas used.

CUC Far West will:

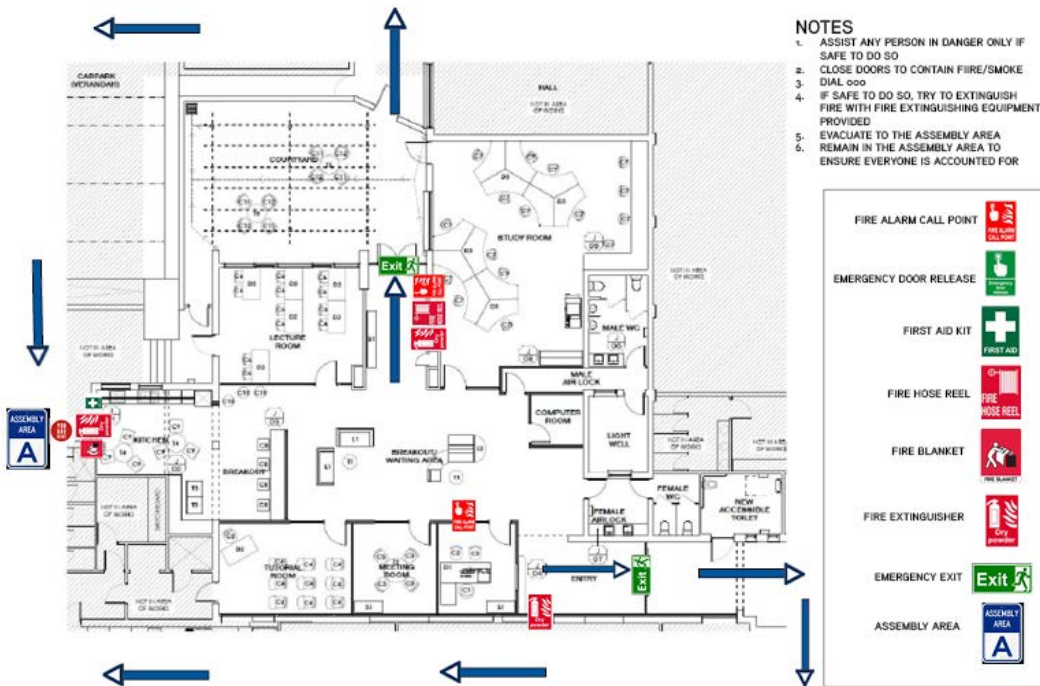
Sanitise /disinfect the Centre daily.

Provide access to hand sanitiser as well as sanitising wipes

Provide signage to indicate appropriate hygiene and social distancing requirements

Remove access to communal foods.

Evacuation Plan



Contact Us



318-324 Crystal Street
Broken Hill, NSW 2880



0457 327 937
(08) 8084 2700



www.cucfarwest.edu.au



degrees@cucfarwest.edu.au



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