



Country
Universities
Centre
FAR WEST

STUDENT HANDBOOK



Important Information

Under no circumstances is the following permitted within 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 has implemented strategies to keep the Centre Covid safe.

Students will:

- Adhere to social distancing guidelines and maintain 1.5m from staff and fellow students.
- Not access the Centre if you are feeling unwell or displaying cold/flu-like symptoms or if you may have been in contact with somebody with Covid-19. This also applies to anyone that has visited a declared Covid-19 hotspot.
- Practice good hygiene in the Centre to prevent the spread of infection, including using hand sanitiser upon entry and wiping down surfaces with supplied sanitising wipes.

CUC Far West will:

- Sanitise/disinfect the Centre daily.
- Provide access to hand sanitiser, sanitising wipes and hand washing facilities
- Provide signage to indicate appropriate hygiene and social distancing requirements
- Provide portion packages tea and coffee facilities.



Welcome to CUC Far West

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

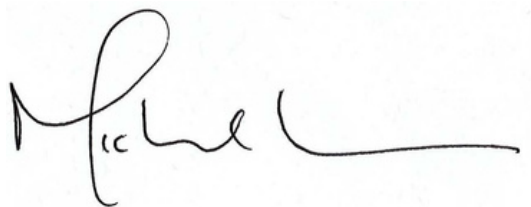
At CUC Far West we believe the future of an aspiring student should not be determined by where he or she lives and the establishment of the Far West Centre, in partnership with the Country Universities Centre will provide opportunities for local students to participate in tertiary education and achieve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



Proudly funded by



Australian Government
Department of Education,
Skills and Employment



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.

Wifi login

CUC Far West Staff: @CUCfarwest1

Room Booking

Our Centre has two rooms available for bookings, our lecture room and the tutorial room can be used for workshops, group work, virtual intensives and exams. Registered students can book directly through our booking portal <https://cucfw.skedda.com/booking> or by contacting our Centre staff.



CUC Far West is a fantastic resource that can help you transition to study and navigate online learning.



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. Our LSA's 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 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 qualified professionals.

How We Support You

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 Advisor. 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 Advisor to settle in to study and become familiar with academic literacy and university processes.

Wraparound Support

We assist both current and future students with the administrative tasks associated with the 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.

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.

Wellbeing

Helpful Wellbeing Resources to Use



thedesk is developed by The University of Queensland to support Australian tertiary students to achieve mental and physical health and wellbeing. thedesk has free online modules, tools, quizzes, and advice that can help people improve their wellbeing and study more effectively. There are four modules that aim to assist students stay calm, be more productive, and improve their wellbeing and relationships.

<https://www.thedesk.org.au>



Mood Gym is a free online program designed to help people learn and practise skills to prevent and manage symptoms of depression and anxiety. It is like an interactive, online self-help book which teaches skills based on cognitive behaviour therapy.

<https://moodgym.com.au/>



myCompass is a free personalised self-help program developed by the Black Dog Institute for people with mild-to-moderate depression, anxiety, and stress. The program aims to help you recognise unhelpful thoughts, feelings, and behaviours, and develop skills to manage them based predominantly on cognitive behaviour therapy.

<https://www.mycompass.org.au/>



MindSpot is a free telephone and online service developed by Macquarie University for Australian adults experiencing symptoms of anxiety or depression. They offer free online or phone screening assessments to help you learn about your symptoms. You will then receive recommendations from a MindSpot therapist on free online MindSpot Clinic Treatment Courses to help you recover, or local services that can help. Note. You must be eligible for Medicare-funded services in Australia to access Mindspot.

<https://mindspot.org.au/>



I have received such valuable support from all staff, the LSA's have always been available, and their inclusive workshops built my confidence. My skills have improved immensely.



Our Team



Dan Keenan - Centre Manager

Dan joined Country Universities Centre Far West in November 2017, prior to the centre opening to the community. Dan is available to assist with admissions, enrolments, pathways, scholarships, and placements. Dan offers wraparound support to students with a focus on student success and wellbeing.



Lisa Turner - Learning Skills Advisor

Lisa has been providing academic support to students 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. 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.



Dani Minnis - Learning Skills Advisor

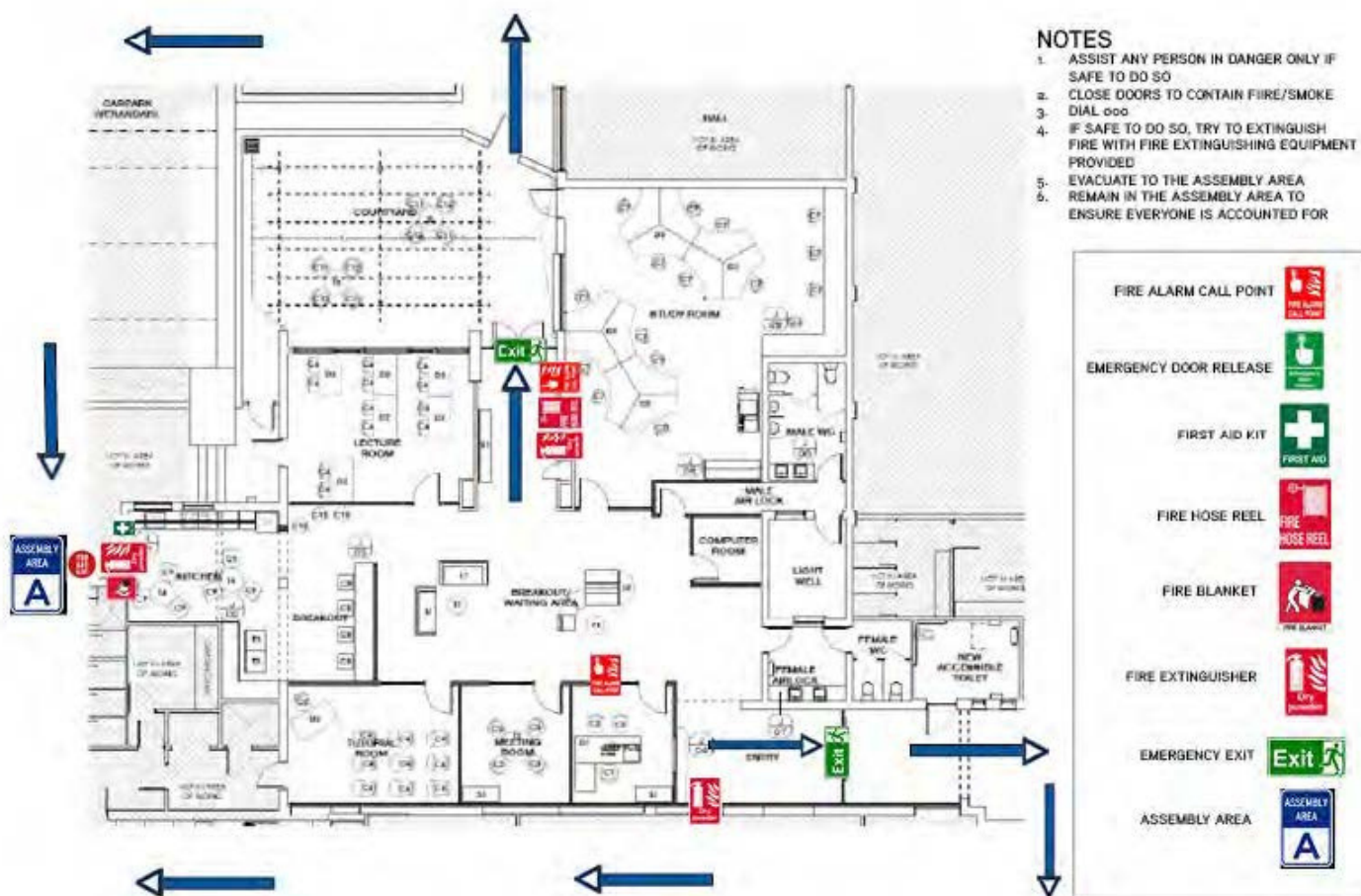
Danielle is an experienced registered nurse with a passion for peri-operative nursing. Danielle has extensive experience in higher education, combining both a student perspective and exposure to both on-campus and online study. Danielle is an advocate for education and believes everyone should be afforded the opportunity to explore and discover their professional potential, no matter where they live.



Sarah Rolton - Education Programs Coordinator

Sarah provides support and assistance for the development and delivery of our education programs with a student satisfaction-driven approach. Combining her experience in education and student support, Sarah is passionate about supporting young people in our region to build aspirations and promote exposure to multiple pathways to careers.

Evacuation



- NOTES**
1. ASSIST ANY PERSON IN DANGER ONLY IF SAFE TO DO SO
 2. CLOSE DOORS TO CONTAIN FIRE/SMOKE
 3. DIAL 000
 4. IF SAFE TO DO SO, TRY TO EXTINGUISH FIRE WITH FIRE EXTINGUISHING EQUIPMENT PROVIDED
 5. EVACUATE TO THE ASSEMBLY AREA
 6. REMAIN IN THE ASSEMBLY AREA TO ENSURE EVERYONE IS ACCOUNTED FOR

EMERGENCY CONTACTS

Emergency Calls	000
Ambulance	13 12 33
Hospital	08 8080 1333
Police	08 8087 0299
Headspace Broken Hill	02 9393 9699
Centre Manager	0457 327 937
Wade Stephens Security	0401 382 906

CONTACT US



318-324 Crystal Street
Broken Hill, NSW 2880



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(08) 8084 2700



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www.instagram.com/cucfarwest



Bringing degrees
closer to regional,
rural and remote
Australia

