



Country
Universities
Centre

FAR WEST

20
23

**STUDENT
HANDBOOK**

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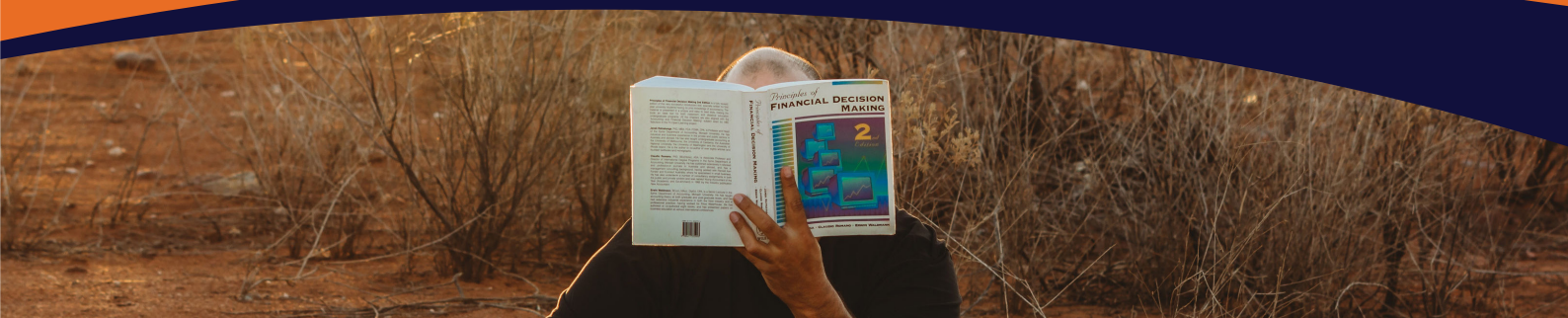
07.

WE ARE HERE FOR YOU

We wish to acknowledge that our
Centre is located on Wilyakali Country.
We pay our respects to the Traditional
Custodians, the Wiliyakali and Barkindji
people, and to their Elders past,
present, and future.



A SNAPSHOT OF OUR CENTRE



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 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.

* Student swipecards are required to be returned upon completion of studies or are no longer registered. The swipe card is part of the Centre's security asset and you may incur a fee for replacement.

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.

ACCESS, SAFETY AND ACCEPTABLE USE AT THE CENTRE

ACCESS AND SAFETY

Use of the Centre is for registered students only. We are open every day via swipe access.

The Centre is staffed from 9:00am – 5:00pm weekdays. The Centre offers extended, flexible access to help students balance their current commitments with study. Swipe-card access is from 6 am to 12 am, 7 days a week.

Our Centre is continually monitored with internal and external CCTV, and records of swipe card usage. The Centre is regularly patrolled by security outside of business hours. You must be out of the Centre by 11.59, as the Centre is alarmed at midnight. Anyone triggering the alarm after midnight can be charged the security call-out fee.

RESPONSIBLE USE OF YOUR SWIPE CARD

- For continued access, students must re-register with the Centre at the start of each semester. A personal link will be emailed to you.
- Swipe card access is for you, and you only. Do not let anyone else in the Centre with your swipe card.
- If you have lost your swipe card, notify the Centre immediately. You will be responsible for replacement costs.

A QUIET PLACE TO STUDY

We take pride in offering a safe, inclusive, comfortable space that is conducive to study. As such, we do not tolerate loud or anti-social behaviour or the use of alcohol or other drugs at the Centre. We expect our students to help keep our Centre's facilities clean, safe and welcoming for everybody.

Regrettably, we are unable to accommodate children in the Centre at this time. Please speak to our Centre Manager to discuss arrangements for studying with children.

OUR TECHNOLOGY

Our Centre offers students access to a high-speed internet (200 mbps) connection and wifi, printing, scanning and photocopying facilities, dual-screen computers and space for BYO devices. Access to our internet and printing facilities is subject to a fair use policy. We also recommend students bring earphones and regularly save their work. Speak to our Learning Skills Advisor if you are new to online study and would like help using the computers.



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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 been improved immensely.

OUR STAFF

SARAH ROLTON, CENTRE MANAGER



Sarah is the Centre Manager at CUC Far West. She combines her experience in education and student support to increase opportunities for people of the Far West to access and succeed in Higher Education. Sarah leads the CUC Far West team to provide high-quality student services within our Centre. Further, Sarah is passionate about working with universities, schools, industry, and the community to develop outreach programs to build aspirations of young people and widen participation in Higher Education.

JULIAN LIM, EDUCATION PROGRAMS COORDINATOR



Julian is the new Education Programs Coordinator at CUC Far West with experience in the disability and community sectors. Julian is a passionate community advocate, he is dedicated to supporting people from diverse backgrounds to reach their educational goals by delivering high-quality outreach programs. In collaboration with the community, Julian is committed to developing a holistic approach to enable people of the Far West to access and engage in higher education opportunities.

LISA TURNER, LEARNING SKILLS ADVISOR



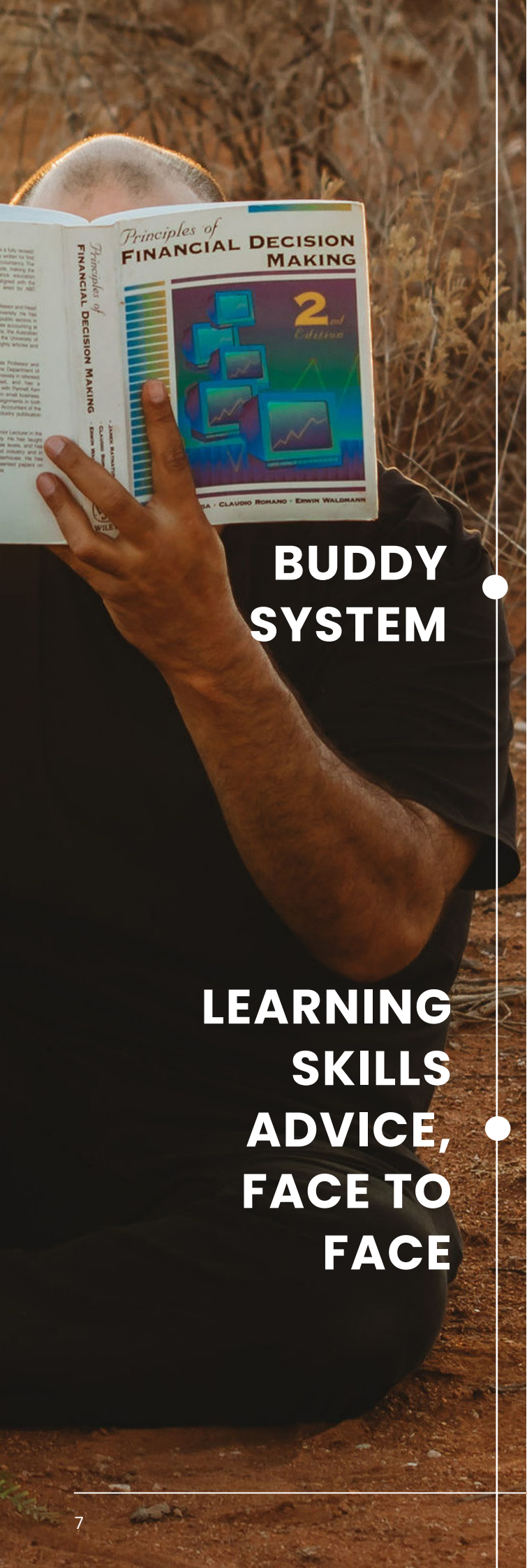
Lisa Turner is the lead Learning Skills Advisor at CUC Far West. Lisa is a key contributor to the development of the Learning Skills Advisor program and utilises her extensive academic support experience and her own experiences as an online student. Lisa understands the first-hand the challenges many CUC students face and provides personalised support shaped by her inclusive approach to higher education.

ELLE PEARSON, CENTRE SUPPORT OFFICER FAR WEST



Elle joins the CUC Far West team as the Centre Support Officer and brings extensive experience in business administration, finance and leadership. Elle is driven by student satisfaction and provides the Far West team with operational support while assisting with implementing youth outreach programs.





WE ARE HERE FOR YOU

The team facilitates opportunities to connect with fellow students across disciplines and interest areas. You can offer and seek support through our buddy program. You will have the chance to engage in student-led discussions throughout the semester, our Learning Skills Advisors support students in coming together to engage in relevant and meaningful topics aimed at building your study skills and connecting with like-minded students.

We recognise that a wide range of academic and study-related skills are needed to survive and thrive at a university level. All our registered students have free access to our Learning Skills Advisor for face-to-face support with areas such as study and assessment planning, academic writing, referencing, research and library skills, exam preparation, the list goes on! We can tailor these services to your particular needs, and invite you along to our regular workshops.



**BUDDY
SYSTEM**

**LEARNING
SKILLS
ADVICE,
FACE TO
FACE**

If you are interested in opportunities to represent our Centre, you can apply for our Student Ambassador program. Our ambassadors have opportunities to attend community events, network with local organisations and give talks to future students. We value all our students' contributions to our community and encourage you to attend the events held at the Centre. We're always looking to improve the ways in which we can support students, and your feedback is important to us. We ask that all our students complete our Semester Student Survey, to help shape and strengthen our services.

We offer support at each of the steps students take to pursue a university education and to succeed in their studies. For future students, this can include guidance on which course or university may be the right fit, and the different pathways to get you there. For those brand new to study, we can help you better understand how universities operate and communicate.

For current students, we equip you with the skills and information you need to successfully enrol with a manageable study load, navigate your learning portal, connect with university services, and work with your university's policies. We can also help you find and apply for scholarships, placements and internships.



STUDENT-LED INITIATIVES

WRAPAROUND SUPPORT

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



www.cucfarwest.edu.au



degrees@cucfarwest.edu.au



0457 327 937
(08) 8084 2700



facebook.com/CUCFarWest



[@cucfarwest](https://www.instagram.com/cucfarwest)



USEFUL WEBSITES

www.coursesseeker.edu.au

www.gooduniversitiesguide.com.au/scholarships

www.qtac.edu.au (RRES scholarship program)

www.uac.edu.au

www.studyassist.gov.au

www.csu.edu.au/studylink/home

FINANCIAL SUPPORT

CEF <https://cef.org.au/student-support/search-forscholarships/>

UNIs <https://linktr.ee/cucstudentfinancialassistance>

UAC <https://www.uac.edu.au/futureapplicants/scholarships-and-schemes/equityscholarships>

CENTRELINK <https://www.servicesaustralia.gov.au/centrelink?context=1>

WELLBEING



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.

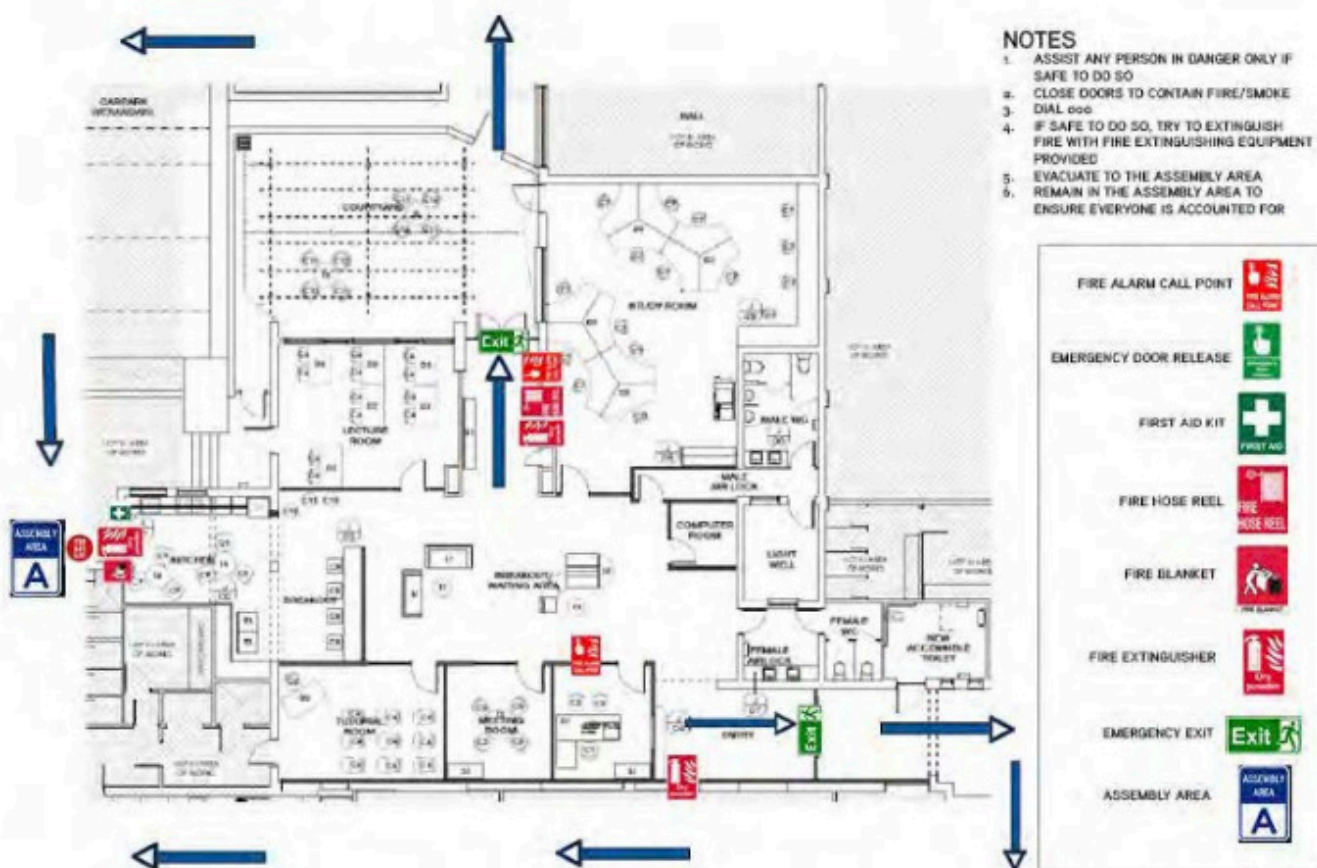
<https://www.mycompass.org.au/>



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/>

EVACUATION PLAN



**Bringing degrees
closer to regional, rural
and remote Australia.**

**COUNTRY UNIVERSITIES CENTRE
FAR WEST**

1800 OUR CUC