

Glossary of Terms

TERM	DEFINITION
Academic Activity	An academic activity is an informal class or online activity which may be used to determine student progress and provide early progress or support feedback.
Academic Board	As the peak body of Higher Education academic governance at Stanley College, the Academic Board provides independent oversight of all academic matters for Higher Education activities of the College. It informs the College’s executive and management staff in their attendance to these matters and provides advice on how the College can direct resources to support the student experience.
Academic Freedom	The principle that staff and students are free to conduct research, undertake learning and teaching on issues in their area of academic expertise without unreasonable interference or restriction.
Academic Integrity	<p>Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of Coursework or research.</p> <p>Academic Integrity stands for maintaining ethical standards of academic work included in learning, teaching and research, in line with fundamental values and principles of honesty, trust, fairness, respect and responsibility. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception.</p>
Academic Misconduct	<p>Undertaking academic activity, either deliberately or imprudently, that can result in unmerited advantage or conduct that otherwise contravenes the provisions of policies and related documents. It may take several forms including, but not limited to:</p> <ul style="list-style-type: none"> • academic fraud • cheating in tests/examinations • collusion • contract cheating and impersonation • falsification of data or information • incorrectly ascribing authorship in group projects • plagiarism • unauthorised use of artificial intelligence sources
Academic Standards	An agreed benchmark that is used as a definition of a level of performance or achievement, rule or guideline. Standards may apply to academic outcomes, such as student or graduate achievement of core discipline knowledge and core discipline skills (known as learning outcomes), or to academic processes such as student selection, teaching, research supervision, and assessment.
Academic Transcript	A record of all learning leading to an AQF Qualification or an accredited Course in which student is enrolled, and on completion an Award is issued by an authorised issuing organisation.

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Acknowledgement	The acceptable practice of respecting and proper referencing of others' work including words, ideas, designs, interpretations and influence of others.
ACS PYP	Australian Computer Society Professional Year Programme
Age of Consent	In Australia, the minimum age of consent is 16 years old (17 years old in South Australia and Tasmania). Where there is a relationship of authority (for example between staff/student or employer/employee) the minimum age of consent is 18 years old.
AHN	<i>Australian Homestay Network</i> is the company Stanley College uses to organise Homestay Accommodation for students under the age of 18.
Alternate Entry	Process for suitable candidates to gain entry into a SC Higher Education Course, where that student is unable to meet or provide formal documentation required by standard entry.
Apparent (or perceived) Conflict of Interest	An <i>apparent</i> (or perceived) Conflict of Interest exists where it appears that the Director's private interests could improperly influence the performance of their duties and responsibilities whether or not this is, in fact, the case. Directors must be conscious that perceptions of Conflict of Interest may be as important as an actual conflict.
Appeal	Request for decision to be reviewed by an independent area/third party. An application made by a student to have a decision reviewed where that decision relates to a matter affecting his or her studies or life as a student. Appeals can be lodged over academic and non-academic decisions including: <ul style="list-style-type: none"> • academic Assessments (final marks or grade) • cancellation of student enrolment (due to failure to pay fees, failure to meet Course progression rules, student misconduct, etc.) • Credit or RPL • Student misconduct • Refused transfer requests • Course progress
Appointment	The process of employing staff to a vacant position.
Approved Value	The total value of expenditure approved by a delegate with sufficient financial authority.
APYP	Accounting Professional Year Programme
AQF or AQF Qualification	See: <i>Australian Qualifications Framework</i> (AQF)

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Area	For the purpose of Critical Incident Policy, Area refers to the specific location on campus that requires closure after an incident.
Articulation	A defined pathway that enables a student to progress from a completed Course of study to another Course of study with admission and/or credit.
Articulation Agreement	An agreement between Stanley College and another educational institution to document and publicise an approved pathway for progression. It describes the Credit arrangements a student will receive when they complete an Award at Stanley College and transfer to that other institution.
Assessment	Process of collecting evidence and making judgements to determine if a student has achieved specific learning outcomes. It may include a range of oral and written methods, as well as practical demonstration of Competency.
Assessment Criteria	Assessment criteria specify how assessors evaluate a student's knowledge, understanding and capabilities, and are based on the person's demonstration of the intended learning outcomes.
Assessment Moderation	The process for ensuring fairness and consistency of Assessment marking across and within Courses and includes activities that occur throughout the entire Assessment process including the design, marking and analysis of results.
Assessor	A person who meets ASQA requirements and is qualified to assess a learner's competence in accordance with the Standards for RTOs 2015 .
ATSI	People with an Aboriginal or Torres Strait Islander background.
Attendance	A student's actual physical attendance at classes and excludes all absences from classes, regardless of the reason for such absences.
Audit & Risk Committee (ARC)	The Audit and Risk Committee oversees the audit and risk management functions of SC and provides advice to the Board of Directors. It assists the Board in the effective discharge of its responsibilities in the areas of: statutory reporting, external and internal audit, risk management, fraud and internal control, and compliance and ethics.
Australian Consumer Law	Competition and Consumer Act 2010 – national law to guarantee consumer rights when buying goods/services, that businesses deal ethically with customers, suppliers and competitors and avoid false or misleading information. Education Services provided by Stanley College are covered by Australian Consumer Law.
Australian Qualifications Framework (AQF)	The AQF is the national policy for regulated Qualifications in Australian education and training. The AQF defines the essential characteristics, including levels of learning outcomes at 10 different levels of Qualifications.

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Australian Skills Quality Authority (ASQA)	ASQA is the Australian regulator for the Vocational Education and Training (VET) sector.
Australian Tertiary Admission Rank (ATAR)	A ranking from 0 to 99.95 (highest) that represents a student's position amongst all Year 12 students in the year they graduated high school. The ATAR is derived from scaled scores achieved in WACE subjects. Whilst the calculation differs in each State, it is designed to be nationally equivalent.
Authorised User	Anyone who is authorised to access Stanley College ICT Systems – staff, students, contractors or visitors.
Authoritative Resources	An authoritative resource is one that has been created by an expert, recognised in their field of expertise. The information is verifiable and usually supported by other sources. Credentials and authority of the author are also verifiable.
Award	Qualification presented to a student when requirements of the relevant training package or Course has been met. (For example, Certificate IV in XYZ or Bachelor of Business).
Benchmarking	A structured, collaborative, learning process for comparing practices, processes or performance outcomes. Its purpose is to identify comparative strengths and weaknesses, as a basis for developing improvements in academic quality. Benchmarking can also be defined as a quality process used to evaluate performance by comparing institutional practices to good practices across the entire sector.
Board Approved Budget / Forecast	The most recently Board approved: <ul style="list-style-type: none"> • Budget set out in the Board-approved Annual Budget/Financial Plan; or • Forecast.
Board of Directors (BoD)	The Stanley College (SC) Board of Directors has oversight of the funding, strategic direction and management of SC in addition to ensuring that SC continues to meet its legal, regulatory, financial and social obligations and responsibilities. It provides leadership and direction to establish and manage strategic priorities and policies for Stanley College, including its educational pursuits.
Board of Examiners (BoE)	The Board of Examiners (BoE) is delegated by the Academic Board (AB) to oversee the approval of Unit results at the end of each Study Period. The BoE monitors the results for each Unit and advises the Academic Board of any issues that require attention
Bribery	Offering a person who has official duties in an Australian or other jurisdiction a reward or inducement in order to influence another's behaviour or influence the exercise of official duties.
Business Judgment	In accordance with the <i>Corporations Act 2001</i> , means any decision to take or not take action in respect of a matter relevant to the business operations of the corporation.

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BYOD	Bring Your Own Device
CAAW	The <i>Confirmation of Appropriate Accommodation and Welfare</i> (CAAW) letter is the signed document Stanley College issues when it accepts responsibility for the accommodation and welfare of international students studying with the College who are under the age of 18.
Cambridge English (CAE)	Cambridge English: Advanced (CAE), also known as the <i>Certificate in Advanced English</i> (CAE), is an international English language examination developed by Cambridge English Language Assessment (previously known as University of Cambridge ESOL Examinations).
Campus	The buildings, general facilities and grounds that form the physical environment of Stanley College.
Cancellation	The Cancellation of any Course or Unit by Stanley College, or the removal of a Student from a Course or Unit by Stanley College based on breaches to conditions accepted in the Student Agreement (refer to <i>Letter of Offer</i> and <i>Student Agreement</i>). Cancellation will automatically invoke applicable Stanley College Refund policies and procedures.
Capstone Unit	A core unit taken toward the end of a program which is designed to draw together the various education strands. It is an opportunity for students to demonstrate that they have achieved the specified learning goals. Typically, capstone activities will incorporate a research project or examination which encourages students to consider the broader context of their discipline.
Census Date	The date by which enrolment and fees must be finalised for the Study Period. <ul style="list-style-type: none"> • If student withdraws prior to census date, it will have an impact on the fees owing as well as the commission payable to agents. • If student withdraws after Census Date, they are still liable for any financial costs associated with Course/unit. • Any financial credit will be transferred to the next Study Period • Census Date is listed in the <i>Letter of Offer</i>, <i>Student Agreement</i>, College website and in the <i>Admission Information Set</i>.
Certificate of Capacity	In Workers Compensation, the worker's treating doctor will issue a ' <i>Certificate of Capacity</i> ' that sets out what the worker can do at work. The information on the ' <i>Certificate of Capacity</i> ' assists the employer and the worker to coordinate their return to the workplace.
Cheating	Occurs before, during or after an assessment or examination when a student seeks to obtain an unfair advantage or assist another student to do so, including but not limited to:

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	<ul style="list-style-type: none"> • Bringing items into an examination that are not permitted such as a textbook, notebook, dictionary, calculator, laptop, notes, manuscript, bag, mobile phone or other materials or device or means of special assistance, except those items specifically authorized by the lecturer who set the examination • Colluding with others either in the examination venue or outside the venue including by electronic means • Deliberately viewing other students' work either in an examination, or in other circumstances without their permission • Fabricating or falsifying data or inventing references • Submitting the same work or recycling work without prior permission of the unit lecturer • Presenting work, which is the outcome of directly working with others, as their own (collusion), without knowledge • Allowing another person to complete an assessment or examination on behalf of a student • Accessing/obtaining an advance copy of an examination paper unless otherwise authorised • Knowingly helping others to cheat
Closed Merit	A process by which a vacant position is only advertised to selected staff of Stanley College for which succession plans are established for position replacement.
Closing Officers	Complaints and Appeals will be closed by an appropriate Closing Officer. A list of Closing Officers is provided in 'Guideline 1 – Delegated Officers and Closing Officers' within the relevant Policy. The Closing Officer can also be the Delegated Officer.
Code of Conduct	<p>A Code of Conduct describing the standards for ethical, respectful and safe conduct at Stanley College.</p> <ul style="list-style-type: none"> • The terms of the Code of Conduct seek to protect the integrity and rights of all staff, students and affiliates of Stanley College. • Separate Codes of Conduct exist for the Board, Staff and Students.
CoE/eCoE	A CoE (Confirmation of Enrolment), an electronic document issued by Stanley College via PRISMS to an International Student. It provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before the Department of Home Affairs (Immigration) will issue a student visa. The CoE contains information about the Provider, agent (if involved), Course and duration of study in which the student has enrolled.
Co-Examiner	The process whereby another lecturer or other academic personnel marks the same piece of assessment, without knowing the student or the mark given by the first

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	lecturer/assessor. This is part of Assessment Moderation and is a method of determining equivalence of Assessment outcomes.
Collection Development	A process of selecting, deselecting and curating learning resource collections according to defined purposes.
College	Stanley International College Pty Ltd, trading as Stanley College. Referred to in the Constitution of Stanley College as “the company”.
Collusion	Refers to a situation when two or more students, or a student and any other person(s), work together on individual assessment work to cheat, plagiarise or engage in academic misconduct. This includes a student giving or sharing an assessment written by someone else and writing an assessment together. Collusion comprises any way of submitting assessment work as if it reflects individual effort while in reality it includes the work of another person, as determined by Stanley College. It is not academic misconduct if the assessment instructions specifically identify the work as a collaborative or group assessment; however, collusion occurs if two or more students fail to abide by directions from the examiner regarding the permitted level of collaboration on an assessment.
Company	A company registered under the <i>Corporations Act 2001</i> . See also Corporation below.
Company Director	In relation to a Company, a person appointed to the position of a Company Director or appointed to the position of an alternate Director and acting in that capacity.
Company Secretary	The key contact person who typically is responsible, for example, for supporting a Board on governance matters and lodging documents and advising changes to officeholders, the Constitution etc. with the relevant regulatory body. The responsibilities of a Company Secretary may be undertaken by another key organisation position, such as by the President or equivalent. In addition, a Director or a Committee Member may also consent to taking on the role of a Company Secretary.
Compassionate or Compelling Circumstances	Circumstances generally out of the student’s control which will have an impact upon the student's wellbeing or Course progress. See Overseas Student Ombudsman Factsheet .
Competency	The consistent application of knowledge and skills to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situation and environments.
Complainant	The person/student who lodges a complaint, grievance or an appeal.
Complaint	A complaint can be Informal (feedback) or Formal (in writing), which require a process of review by Stanley College and a response to the Complainant within a required timeframe.

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Compliance	Conforming to a rule, such as a specification, policy, standard or law.
Concurrent Course Enrolment	Concurrent Course Enrolment means that you are enrolling simultaneously in more than one Award Course.
Conditional Offer	Where an Offer into a Course is subject to the applicant submitting additional requirements pending the outcome of the offer.
Confirmation Emails for WBT	List of students, their details and insurance certificate sent to a host employer as part of the Work-Based Training (WBT) arrangement.
Conflict of Interest	<p>A Conflict of Interest is a transaction or relationship which presents or may present a conflict between a director's obligations to Stanley College and the Director's personal, business or other interests.</p> <p>A Conflict of Interest may be actual, potential or perceived.</p> <ul style="list-style-type: none"> • Actual Conflict of Interest is where there is a real or material conflict between the Directors and the performance of their duties in the best interests of the Company. For example, where a Director is likely to gain a personal advantage for themselves or a relative or a friend, because of their position as a Director • Potential Conflict of Interest is an actual Conflict of Interest which may occur at some time in the future either based on current circumstances or a change in circumstances. For example, where a process has been set in train that, in the future, may create a Conflict of Interest. • Perceived Conflict of Interest is where a third party may form the view, based on available information, that they may be a Conflict of Interest. A situation that looks like a Conflict of Interest may be enough to undermine stakeholder confidence, even if in fact there is no conflict, or it has already been resolved.
Consent	Consent to sexual activities is an agreement between people to engage in a sexual activity. The consent must be mutual, freely given, informed, certain and clear. Consent can be reversible – sexual activity must cease if consent is withdrawn.
Constitution	The Constitution or Rules which sets out the directives governing the principal activities, powers, roles and responsibilities, and key protocols for the College, the Board, Directors and shareholders. The Constitution provides the terms of a contract between shareholders, between the shareholders and Stanley College, and between the Directors and Stanley College.
Consultation	A time for students to seek face-to-face contact with academic staff in order to raise any issues that they may have in the unit they are studying. This time is to be used to consult on issues related specifically to the unit the lecturer or tutor is teaching. Any student who seeks academic skills support or language support should go to the set 'drop in' times and not at the 'consultation' time.

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Continuous Improvement	Process by which SC seeks to continuously improve performance, services and educational experience.
Contract Cheating	Contract cheating is when a student outsources their assessment(s) to a third party. This may be a commercial provider, current or former student, family member or acquaintance. It includes the unauthorised use of file sharing sites as well as organising another person to take an examination on their behalf.
Core Unit	A compulsory unit within a Course that must be satisfactorily completed to meet the requirements of the program.
Corporation	Generally, a legal entity distinct from its members and having the legal capacity and powers of an individual. Consistent with common business language, the term “Company” may be used interchangeably with the terms “corporation,” “entity” or “organisation.”
Course	A series of units or formal programme of study and/or training made up of units or modules recognised under the Australian Qualifications Framework (AQF) and approved by the regulator as an Award or degree offered at Stanley College.
Course Advisory Committee (CAC)	The <i>Course Advisory Committee</i> is primarily responsible for Course curriculum development and review. The Committee may also contribute to quality improvement processes undertaken by the Academic Board or academic staff, seeking expert advice where necessary to address specific issues.
Course Commencement Date	The date the student commenced the Course for the first time, as stated within the student’s offer letter.
Course Completion Date	The date the student completed the Course requirements, which may conclude at the end of classes, work-based training and/or examinations.
Course Progress	The academic progression of students enrolled to study in Stanley College Courses. Students are expected to maintain satisfactory results.
Course Structure	The specific program which consists of a sequence of units that a student undertakes to meet the specified requirements of a Course listed in the Course handbook for the year of the Course the student is enrolled.
CPW	Communications and Professionalism in the Workplace
Creator	A staff member, student or external consultant of Stanley College who is the inventor, author, composer, sculptor, designer, compiler, film-maker, programmer, photographer or other originator of intellectual property.

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Credit	The granting of credit is an evaluation process that assesses the individual's prior formal, non-formal, and informal learning to determine the extent to which the individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification. Credit reduces the amount of learning required to achieve a Qualification and may arise through Credit transfer, articulation, Recognition of Prior Learning (RPL) or advanced standing.
Credit Outcomes	The result of a process to determine an application for Credit or Credit Transfer.
Credit Transfer	A process that provides students with agreed and consistent Credit outcomes for components of a Qualification based on identified equivalence in content and learning outcomes between matched Courses of study.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students which relates to education providers and the list of approved Courses they can offer to international students studying in Australia.
CRICOS Course Code	Individual code allocated to any Course available for International Students to study, as listed on Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
Criterion Referenced Assessment	Is where marking rubrics, guides and schemas are used to mark students work against predetermined written criteria based on the desired learning outcomes.
Critical Incident	<p>Any traumatic event or threat of an event within or outside Australia, which causes physical or psychological harm to staff or students, including extreme stress, fear or injury but not necessarily causing death. Critical incidents may include events such as:</p> <ul style="list-style-type: none"> • Violent behaviour, assaults, bomb scares; • Serious accidents, explosions, fire; or • Deaths. <p>Critical Incidents also include threats to Stanley College. For example:</p> <ul style="list-style-type: none"> • cyber-attacks and/or data loss; • failure of essential services/utilities; • reputation damage; • third party negligence; • sabotage of building; or • theft, fraud or malice. <p>Note: <i>Non-life-threatening events could still qualify as critical incidents.</i></p>
CSFW	Core Skills for Work
Cultural Safety	In the context of educational services, this refers to policies and practices that ensure a safe environment based on respect for cultural and social differences and based in part on awareness of the constructs of one's own culture and recognition of unique and similar qualities of other cultural groups.
Current Industry Skills	The knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training

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	and assessment is based on current industry practices and meets the needs of the industry.
Current Knowledge and Skills in Vocational Training and Learning	The knowledge and skills required by VET trainers to deliver in the adult vocational education environment.
Cyber Bullying	The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature or posting references to them in social media.
Cybersecurity	The body of technologies, processes and practices designed to protect networks, computers, programs and data from attack, damage or unauthorized access. In a computing context, security includes both cyber security and physical security. Steps measures and processes to protect and defend the confidentiality, integrity and availability of technological systems and the data on them.
Cybersecurity Breach or Risk	A security incident or risk that results in unauthorised access to an organisation’s protected systems and data. It includes loss of control, compromise, unauthorised disclosure, unauthorised acquisition, or similar occurrences where someone accesses personal information for improper/unauthorised use.
Data Breach	Arises from a Cybersecurity Breach when an unauthorised party steals confidential information, discloses it, loses it and/or compromises it. Where that breach has potential to cause serious harm, it must be reported to the Office of the Australian Information Commissioner (OAIC).
Debt Collection Agency	A debt collection agency is a company that assists in the recovery of money owed on unpaid accounts or fees.
Deferment	A Student-initiated postponement of studies after an Offer of Admissions has been made by Stanley College.
Deferment / Deferral	Period of approved leave, with specific start and end dates, where a student enrolled in a Course is permitted to postpone their studies.
Degree	A formal Award or Qualification awarded on completion of a Bachelor, Masters or Doctoral program of study (e.g. Bachelor of Business, Master of Arts, or PhD).
Delegate	Any person or entity delegated authority under a Standard, Policy, Procedures or any other resolution or instrument (including via sub-delegation).
Delegated Officer(s)	Complaints and Appeals will be investigated by an appropriate Delegated Officer(s). This officer is also responsible for making the final decision on the student case outcome. Delegated officers are dictated by the nature and location of the complaint/appeal within the organisation (Faculty or department). A list of Delegated Officers is provided in ‘Guideline 1 – Delegated Officers and Closing Officers’ within the Complaints and Appeals policy.

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Detriment	Detriment may include injury, damage, loss, intimidation, harassment, discrimination, disadvantage, adverse treatment regarding employment or threats of reprisal to another on the ground, or substantially on grounds, that the other person or a third person has made or intends to make appropriate disclosure of actual or suspected serious Misconduct
Device	Any electronic equipment controlled by a CPU, including computers, servers, routers, switches, smartphones and tablets, irrespective of whether they are owned by Stanley College or an Authorised User.
Digital Security	The protection of an individual’s digital identity – the network or Internet equivalent of physical identity. Digital security includes the tools used to secure identity, assets and technology in the online and mobile domains
Discloser	In the Whistleblower Policy, any individual who, in good faith, discloses a wrongdoing (Qualifying Disclosure).
DoHA – Department of Home Affairs	Department of Home Affairs (or its successor) has responsibility for Immigration matters including visa approvals.
Domestic Student	Under the Higher Education Support Act 2003 Support Guidelines the Higher Education Support Act 2003 and Guidelines only Australian citizens, certain New Zealand Special Category Visa (SCV) holders, permanent humanitarian visa holders and Pacific Engagement Visa (PEV) Holders who are resident in Australia are treated as Domestic Students. Australian Permanent Residents may also be eligible for approved bridging studies. In the event the Commonwealth changes the eligibility requirements, a student will become a full-fee paying Student.
DTWD	Department of Training and Workforce Development , a WA Government Department.
Dual Provider	An education institution registered to provide both Higher Education and Vocational Education and Training (VET).
Due Date	The deadline for payment of fees is shown on the invoice and listed in the <i>Letter of Offer</i> and <i>Student Agreement</i> . It is also published on the Stanley College website and in the <i>Student Prospectus</i> .
Duty Holder	In relation to Work, Health and Safety legislation, Duty Holders having a role in ensuring work environments and facilities are without Risk to health and safety include: <ul style="list-style-type: none"> • Persons conducting a Business or Undertaking (PCBU); • Persons with management or control of a Workplace; and • Officers
EAW	Entry and Advancement in the Australian Workplace
eCAFO	<i>Electronic Complaints and Appeals Form</i> (eCAFO), accessible via the Stanley College website for the submission of all Complaints and Appeals.

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Education Agent	A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers. Note: Education agent does not refer to an education institution with whom an Australian provider has an agreement for the provision of education (that is teaching activities).
Education Agent Agreement	A legal agreement between Stanley College and the Education Agent outlining the obligations and responsibilities of all parties.
Elective	An elective is a Course unit selected from a specified list of optional units. The Course of study (e.g. Bachelor of Business) comprises core units and selected major units and electives.
ELICOS	English Language Intensive Courses for Overseas Students.
ELICOS Standards 2018	The English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018 , established pursuant to subsection 176B(1) of the ESOS Act.
Eligible Recipients	In the Whistleblower Policy, it refers to anyone who receives information about a disclosure, including directors, senior managers, auditors and actuaries. Disclosures can also be made to the Australian Securities and Investment Commission (ASIC), the Australian Prudential Regulation Authority (APRA), or a lawyer appointed to act on behalf of a Whistleblower.
Eligible Whistleblowers	In the Whistleblower Policy, it refers to anyone who is, or has been, in a relationship with Stanley College. It includes Employees, Directors, Academic Board Members, VET Council Members, Contractors, Consultants, Agents, Associates, Trustees, Custodians and Investment Managers or relatives of such individuals.
Emergency	An incident that becomes more serious and requires coordination to address the wider implications. An emergency usually involves intervention by Emergency Services.
Employee	A person who is currently employed by, or under contract with Stanley College.
Employer	Includes any body of persons and the legal personal representative of a deceased employer, and, where the services of a worker are temporarily lent or let on hire to another person by the person with whom the worker has entered into a contract of employment, the latter shall be deemed to continue to be the employer of the worker whilst they are working for that other person. In relation to liability to pay compensation for or in respect of an injury to a worker it means the employer in the relevant employment.
Employment Liaison Officer	Stanley College employees who are responsible for placing students into practical training with approved Work-Based Training and Internship Host Employers.

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English Language Proficiency	Ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their Course of study. English language proficiency is assessed by Stanley College during the Admissions process.
Ergonomic Equipment	Workplace equipment and furniture such as chairs, desks and monitors to assist employees with performance of work.
ESOS – Education Services for Overseas Students Act	<u>Education Services for Overseas Students Act 2000</u> is an Australian law to protect the rights of International Students by ensuring education providers meet set standards for education delivery, facilities and services, as well as contribute to tuition fee protection.
ESOS Framework	The legislative framework that regulates the responsibilities of education institutions towards overseas students on student visas and includes the <u>ESOS National Code</u> .
Evidence	In relation to staff, Evidence of Business Use refers to any evidence that substantiates off-campus meetings and responsibilities. This evidence can be in the form of emails confirming appointments, internal Google calendar entries, Student timetables etc.
Executive Director or Equivalent	A Director who is also employed by Stanley College.
Executive Management Team (EMT)	Senior management who assist the President and is responsible for executive decision making and implementing policies and procedures for Stanley College. It comprises the President; Vice-President of Business Development; Vice-President of Corporate Services & Operations; Chief Financial Officer; Dean of HE; Dean of VET; Campus Manager – Adelaide; Manager of Marketing & Partnerships; ICT Manager and the Human Resources Manager.
External Peer Review	The process of reviewing materials used against those of a commensurate institution to determine the equivalence and relevancy of academic standards between institutions.
Externship	The industry-based experience that is external to the College and may or may not be a paid placement.
Fabrication	Refers to results or data that do not exist and have been made up.
Fair Work Act	<u>Fair Work Act 2009</u> and regulations are national legislation to safeguard workers by providing a minimum standard of work entitlements, minimum wage and protection from unfair dismissal.

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Falsification	Refers to results or data that have been manipulated to reach a specific conclusion. It refers to content of assessment items and also to other documentation (e.g. medical certificates used in an attempt to obtain extensions or approval for special circumstances).
Fiduciary Duties	The common law imposes fiduciary duties on Directors which prevent directors using their position to personal advantage. These fiduciary duties overlap with the statutory duties imposed on Directors under the Act. The courts have classified these fiduciary duties as the obligation to <i>act bona fide</i> in the best interests of the company; exercise powers for a proper purpose; retain discretion; and avoid Conflicts of Interest.
Fiduciary Duty of Care	Defined by the High Court of Australia as the "duty to act with fidelity and trust to another," that is, the Directors must act honestly, in good faith, and to the best of their ability in the interests of Stanley College.
First Year Experience (FYE)	The FYE refers to the period of time from point of offer until commencement of Second Year. It is a generic term used to describe students' experiences of and with their first year at Higher Education, and considers how commencing students are supported, engaged, educated and retained. A good FYE is critical for student engagement and is relevant to all students irrespective of their discipline, Course, level of study or mode of engagement. This includes the orientation and transition period (Weeks 1 – 4) and orientation events. FYE includes all commencing students that fall under this definition and recognizes that students have varying and diverse needs.
Formative Assessment	Information collected (generally via a range of formal and informal methods) during a Course of Study to determine student progress towards Course outcomes or learning goals. Its purpose is to provide feedback in order to adapt or change teaching content or approaches, or to adapt or change student learning and study strategies.
Fraud	Dishonestly obtaining or attempting to obtain a benefit or advantage for any person or dishonestly causing or attempting to cause a financial or reputational detriment to Stanley College. Examples of fraud are outlined in Appendix 1 of the Fraud and Mismanagement Policy.
Free Intellectual Property	The freedom to conduct research, teach, speak, and publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead.
Fringe Benefit	A benefit provided to an Employee (or their associate such as a family member) in respect of employment. Personal use of a company vehicle is considered a Fringe Benefit.
Full Time	Enrolled for 75% or more of a standard full-time workload for that Study Period (Semester/Term) of the program.

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Full-Fee Paying Students	Students who do not have tuition fees subsidised by the Australian or State Government.
Functional Suitability	A subjective measure of how suitable space is for the purposes intended.
Funded Course	A Course that has been allocated funds by the State Government for Domestic Students to access.
Funded Students	Students enrolled in Courses that are Government-funded. Funding is determined by the State government to meet skill shortages in a range of priority occupations.
General Meeting of the Board	A meeting of the shareholders and Directors, as provided for under the Constitution.
Governance	The rules, relationships, policies, systems and processes whereby authority within Stanley College is exercised and maintained to ensure organisational standards and excellence – see Stanley College Governance .
Grade	Students receive a final assessment grade for each Course in their program e.g. High Distinction (HD), Pass (PS), Fail (FL) and result not finalised (WD). Some Courses are graded on a satisfactory/ unsatisfactory basis only.
Graduand	A student who has completed all of the requirements for a Course but has not yet been formally awarded the degree.
Graduate	A student who has completed all of the requirements for a Course and who has been formally awarded the degree.
GRFQ	Grade Record Form – Qualification Final document generated when student completes their entire PYP program and is used to issue their award.
Grievance	A problem or concern raised by a student about something affecting his or her studies or life as a student, for which the student is seeking resolution. The term complaint is often used interchangeably with grievance.
Grievance Process	Mechanisms by which anyone may challenge a decision, or any type of problem, concern or complaint encountered at Stanley College.
Harassment	The act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. It includes any form of physical harassment or intimidation or sexual assault. It includes emotional or verbal harassment including inappropriate sexual, cultural or personal references.

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Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, moving forklift, chemicals, electricity, working at heights, a repetitive job or task, bullying and violence at the Workplace.
HE	Higher Education
HEAF	Host Employer Application Form Forms completed for all new host employers
Health and Safety (WHS) Representative	A Worker who has been elected by their work group under the WHS Act to represent them on health and safety matters.
Helpdesk	The central point of contact between ICT service providers and users. It provides a means to record, assign, prioritise and report on ICT incidents.
HESF – Higher Education Standards Framework	Refers to the Higher Education Standards Framework 2021
Higher Education (HE)	Education at universities or similar registered educational establishments, especially to degree level.
Home	Home is inclusive of an employee’s place of residence, and any personal locations visited such as shopping centres, friends/relatives’ residences etc.
Home Office	Refers to a space designated in an employee’s home for official business purposes.
Homestay	An approved homestay provider who enters into an agreement to provide accommodation services to under 18 international students.
Host Employer	In relation to work-based training, a Host Employer (also referred to as a “WBT Facility/Venue” or an “Internship Facility/Venue”), is a company that engages in business and that provides students with training and supervision as part of Work-Based Training or Internship placement.
Hot-Desking	The principle of making a Work Station available to any member of a mobile team. The Workstation is no longer individually allocated.
ICT Critical incident	An ICT incident that is deemed to be critical i.e. representing a high or extreme level of risk.
ICT Systems	<i>Information and Communications Technology</i> refers to all technological tools/resources used to transmit, store, create, share or exchange information. It includes computers, Internet (websites, blogs, emails), live broadcasting technologies

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TERM	DEFINITION
	(radio, television, webcasting), recorded broadcasting technologies (podcast, audio, video players), storage devices and telephony (fixed/mobile, satellite, visio/video-conferencing) etc. ¹
IELTS	International English Language Testing System (IELTS) is an international standardised test of English language proficiency. It is jointly managed by University of Cambridge ESOL Examinations, the British Council and IDP Education Pty Ltd.
Immigration	Refers to the Department of Home Affairs
Independent or Independence	In relation to Corporate matters, an independent Director means a Non-Executive Director or Committee Member who "...is free of any business or other relationship that could materially interfere with—or could reasonably be perceived to materially interfere with—the independent exercise of judgment." It also refers to the term 'Non-Executive Director' within a Policy.
Industry	The bodies that have a stake in the services provided by Registered Training Organisations (RTOs) which can include, but are not limited to: <ul style="list-style-type: none"> • enterprise/industry clients (i.e. employers) • group training organisations • industry organisations • industry regulators • industry skills councils or similar bodies • industry training advisory bodies • unions.
Industry Advisory Panel	The Industry Advisory Panel advises the College on its teaching and research programs, particularly with regard to their relevance to local and international industry needs.
Industry Engagement	Strategies that may include, but is not limited to: <ul style="list-style-type: none"> • partnering with local employers, regional/national business, relevant industry bodies and/or enterprise RTOs • involving employer nominees in industry advisory committees and/or reference group • networking in an ongoing way with industry networks, peak bodies and/or employers • developing networks of relevant employers and industry representatives to participate in assessment validation • Exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.
Industry Placement	For the purposes of a policy, this definition includes internships, externships, work experience, and Work Integrated Learning.

¹ <https://learningportal.iiep.unesco.org/en/glossary/information-and-communication-technologies-ict>

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TERM	DEFINITION
Information & Communications Technology (ICT)	Hardware, software and staff facilitating the provision of computer, communications and online services.
Injury	<p>Under <i>Work Health and Safety</i> legislation, an Injury can refer to:</p> <ul style="list-style-type: none"> • A personal injury by accident arising out of or in the course of employment, or whilst the worker is acting under the employer’s instructions; or • A disease because of which an injury occurs; or • A disease contracted by a worker in the course of their employment at or away from the place of employment and to which the employment was a contributing factor and contributed to a significant degree; or • The recurrence, aggravation or acceleration of any pre-existing disease where the employment was a contributing factor to that recurrence, aggravation or acceleration and contributed to a significant degree.
Injury Management	The management of a worker’s injuries in a manner that is directed at enabling the injured worker to return to work.
Intellectual Property	<p>All property protected by statutory and other property rights (including rights to require information to be kept confidential) protected by Australian law and international agreements applying to Australia. Specifically, it includes:</p> <ul style="list-style-type: none"> • Copyright for original material in literary, artistic, dramatic or musical works, films, broadcasts, multimedia and computer programs • Patents for new or improved products or processes • Trademarks comprising the signs and trading identities of businesses • Designs for the shape or appearance of manufactured goods <p>Confidential information and any modifications and enhancements to confidential information, consisting of know-how, trade secrets or other proprietary information and background knowledge</p>
International Baccalaureate (IB)	A senior secondary education program offered by some schools as an alternative to the Australian National Curriculum. Australian tertiary admission centres convert IB scores to a notional ATAR, so IB students can be ranked for tertiary entrance.
International Student	A student studying in Australia on a Student Visa issued by the Australian government entity that is responsible for administering the Migration Act 1958 , including student visas.
Internship	<p>Internships are industry-based learning experiences that are unpaid and may or may not, be used for academic credit (depending on the student’s circumstances). The Internship or work experience placement is required as part of the Accounting Professional Year Program (PYP) and the Australian Computer Society Professional Year Programme (ACS PYP). Its purpose is to provide an integrated and practical application of the skills already taught in the classroom modules. It is important to note that where the work experience component is an employment arrangement, it must meet all relevant workplace relations law.</p>

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Internship Portfolio	In order to track and assess the students' progress during their placement at the host employer, the student is required to keep an internship portfolio. Within the Internship portfolio the student is required to document the hours of the 'shifts' attended and their work, focusing on the skills and knowledge acquired for the successful completion of the placement unit of their course.
Intervention Strategy	Action taken by Stanley College to assist a student who is making unsatisfactory progress in their program.
Investigation	A search of evidence connecting or tending to connect a person (either a natural person or a body corporate) with serious Misconduct and the associated development of an appropriate action plan aimed at rectification and future prevention of Misconduct
Investigative Panel	An Investigative Panel is used where a <i>Conflict of Interest</i> has been identified. The Panel will consider all evidence to determine whether there are grounds for appeal or complaint. The panel will consist of available members of the Executive Management Team.
Language, Literacy and Numeracy (LLN)	LLN refers to the foundation skills required for learning and communication. While the term LLN is referenced frequently, the full complement of foundation skills includes Learning and Communication, in addition to Language, Literacy and Numeracy.
Learning and Teaching Committee	The <i>Learning and Teaching Committee</i> reports to the Academic Board and is responsible for ensuring high quality of learning and teaching, and the student experience in Higher Education at the College.
Learning Management System (LMS)	A virtual learning environment containing content, information and tools used in the delivery of a Course and supporting the development of skills
Learning Outcomes	Learning Outcomes express the set of knowledge, skills and their application a person has acquired and is able to demonstrate as a result of learning. It is what students are expected to know and do in order to be successful in a Unit or Course. Learning Outcomes must be assessed in order to ascertain that the student has mastered the skill(s).
Learning Resource Management (LRM)	Management, development and promotion of the learning resources to ensure staff and students have timely access to necessary educational materials.
Learning Resources	Learning Resources are educational materials, applications or activities that are used in teaching a Course and supporting students' achievement of the Learning Outcomes.
Lecturer	Staff delivering academic content to students and assessing student learning.

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TERM	DEFINITION
Letter of Offer (LOO) and Student Agreement	An offer for admission into a Stanley College Course for those who have met entry requirements into a specific Course. The documents represent the contractual arrangement between the successful applicant and Stanley College.
Local Placement	Any placement that is situated within 200km of a student's home.
Major	A specified stream of specialisation in a Course. Majors require students to take an approved set of units at different levels. More than one major may be completed in a program.
Mark	Each unit is assessed using a variety of methods, usually leading to the award of a single final mark, or score, out of 100. The mark determines the associated final Grade.
Material Personal Interest	<p>In relation to Conflict of Interest, 'Material Personal Interest' is not defined in Corporations Act. Materiality of an interest will depend on the circumstances of each case, and will be a matter of judgment for the Director, to be determined having regard to both what is material to the company and what is material to the Director.</p> <p>Where a Conflict of Interest exists, 'material' can be interpreted to mean the matter has 'a capacity to influence the vote of a particular Director on the decision to be made'.</p> <p>Material Personal Interest need not be the subject of a Conflict of Interest at the time it is disclosed. Furthermore, interest need not necessarily be of a financial or pecuniary nature.</p> <p>Materiality is to be tested by reference to both the company and the director. Interests may include:</p> <ul style="list-style-type: none"> • Pecuniary Interests: These are interests that involve an actual or potential financial gain or loss. They may result from the director or a related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not need to actually change hands for an interest to be pecuniary. • Non-pecuniary Interests: These interests do not have a financial component but may arise from Personal or Family Relationships or involvement in sporting, social or cultural activities. They include any factor which would predispose the Director towards favour or prejudice resulting from friendship, animosity or other personal involvement that could bias the Director's judgment or decisions.
Mediator	A skilled individual who mediates complaints in an academic environment who is considered impartial and objective by the student(s) and staff member (or complainant and respondent).
Minor	Student aged under 18 years of age

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Misconduct	A contravention of any applicable code of conduct while acting as a member of Stanley College’s community that constitutes a ground for disciplinary action.
Misconduct – Board of Directors	Under the Corporations Act, Misconduct includes fraud, negligence, default, breach of trust and breach of duty. 'Improper state of affairs or circumstances' is not defined in the Corporations Act and is intentionally broad. It may not involve unlawful conduct but may indicate a systemic issue that a relevant regulator should know about to properly perform its functions. It may also relate to unethical business behaviour and practices that may cause consumer harm.
Mismanagement	<p>The misuse of office or conferred power for personal or private advantage which may include bribery, fraud, nepotism, extortion or dishonesty.</p> <ul style="list-style-type: none"> • Mismanagement includes conspiring to aid, induce or conceal these offences. • Mismanagement can include improper action taken to further the purported interests of an organisation. • Mismanagement can include any act of negligence, incompetence or misconduct that results in the misuse of resources, compromise of education quality, violation of academic or professional standards, or failure to adhere to established policies and procedures. • Examples are outlined in Appendix 1 of the Fraud and Mismanagement Policy.
Missing Student	A student who cannot be contacted and has been absent from class and/or where there are substantial concerns for their welfare and safety.
Mode of Study	Mode of Study refers to the method of delivery such as on-campus, online, via external study or a combination of these.
Moderation	A process for ensuring that consistency of marking occurs within Courses, both within a Unit of Study and across the Course to ensure that the same level of achievement is similarly rewarded. Moderation should demonstrate that markers make the same judgement at different points in time in relation to the same level of student performance.
Moral Rights	The rights conferred on creators by the Copyright Act 1968 (Cth) in relation to their literary, dramatic, musical or artistic works and films.
National Code 2018	Relates to the National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act. Refer to the Factsheets for more information about each of the Standards.
National Register	<p>Refers to the Register of Higher Education Providers, VET training providers and accredited Courses as maintained by the Australian Government.</p> <ul style="list-style-type: none"> • TEQSA Higher Education Register: https://www.teqsa.gov.au/national-register • ASQA VET Register: https://training.gov.au/

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Natural Justice Principles	<p>The principles and procedures that decision makers and investigators must follow in order to make a decision that is fair and morally correct. These are broadly summarised as:</p> <ul style="list-style-type: none"> • All parties to the matter(s) in dispute, including respondent(s) shall have a right to be heard before a decision is made, including the right to respond to any statements or evidence that may prejudice their case. • All relevant submissions, information and evidence to be considered by the decision-maker should be disclosed, where requested, to all parties to the complaint prior to a hearing. Matters that are not relevant shall not be considered by the decision-maker. • The decision maker(s) shall not be biased or appear to be biased (by a reasonable and informed bystander) nor have any vested interest or personal involvement in the matter being considered. <p>In addition to these principles, there should be no undue delay in responding to complaints or appeals and all parties to such matters shall have the right to a representative of their choice, other than a currently practicing solicitor or barrister (except in extraordinary circumstances at a hearing with the prior leave of the Chair).</p>
Non-AQF Course	<p>The AQF is the national policy for regulated qualifications in Australian education and training in Australia. It comprises different qualification levels. Non-AQF Courses do not lead to a Qualification, or an Award covered by the AQF.</p>
Non-Executive Director or Equivalent	<p>A Director who is appointed from outside of Stanley College.</p>
Non-Executive Director or Equivalent	<p>An independent Director who is appointed from outside of the College.</p>
NRT Logo	<p><u>Nationally Recognised Training</u> logo</p>
OET	<p>The <u>Occupational English Test</u> (OET) is a test developed specifically for healthcare professionals.</p>
Offer	<p>Refers to an Offer to study a course at Stanley College – the offer is based on the applicant’s prior education (Qualifications), work experience and English language proficiency. In some Courses, there may be Special Conditions (e.g. passing a medical fitness requirement).</p>
Officer	<p>An Officer under the Work, Health and Safety Act includes an:</p> <ul style="list-style-type: none"> • Officer under s. 9 of the Corporations Act 2009 (Cth); • Officer of the Crown within the meaning of s.247 of the WHS Act • Officer of a public authority within the meaning of s.252 of WHS Act. <p>Broadly speaking, an Officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation’s activities. Each partner within a partnership is not an officer but a PCBU in their own right.</p>

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Official Travel	Travel approved by Stanley College for work purposes.
Ombudsman	Refers to the free and impartial complaints body that deals with: <ul style="list-style-type: none"> • Complaints about Australian Government agencies • Complaints about private Education Providers • International Students Complaints • Public Interest Disclosures (Whistleblower) • VET Student Loans (VSL)
Open Access	For scholarly work open access means making peer reviewed scholarly manuscripts freely available to support educational and academic objectives.
Open Merit	A process by which a vacant position is advertised internally and through external job boards.
Orientation	A program run at the beginning of each Study Period to provide students who are new to Stanley College with relevant information and support to become familiar with, and confident about, College life.
Originator	Any person who creates, whether or not in conjunction with another person, any intellectual property.
Overseas Qualifications Unit (OQU)	Assesses eligible qualifications gained overseas to determine their comparability to Australian standards including: <ul style="list-style-type: none"> • Formal technical and vocational (VET) qualifications (Certificate IV and above); and • Formal Higher Education Qualifications (Bachelor degree and above) • See: https://migration.wa.gov.au/services/overseas-qualification-unit
Overseas Student Health Cover (OSHC)	Australian Government requirement that all International Students studying in Australia on a Student Visa are covered by Overseas Student Health Cover (OSHC) for the duration of their visa. Students who are accompanied by family and children, must have the compulsory family policy for OSHC.
Owners	See Shareholders below.
PAC	Placement Approval Checklist – a document provided to students confirming the final placement arrangements.
Packaged Offers	A combination of Offers to study, which include a Stanley College Course and a Course at a Packaged Partner.
Packaged Partner	A Third Party who has an agreement with Stanley College to issue Packaged Offers to students.

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Participation	Student engagement and especially attendance in compulsory classes within a Course of study.
Part-Time	Enrolled for less than 75% or 0.75 EFTSL [equivalent Full-Time student load]) of a standard Full-Time workload for that Study Period (Semester, Term) of a Course. Under visa regulations, International Students are not eligible to study on a Part-Time basis unless it is to complete the last Unit(s) in their final Study Period.
Pathways	Pathways allow students to enroll for the next level of a Qualification with full or partial recognition of prior learning.
Payment Plan	A plan for paying any outstanding debts.
PCBU	<p>Under Work Health and Safety laws, a <i>Person Conducting a Business or Undertaking</i> (PCBU) is an umbrella concept which intends to capture all types of working arrangements or relationships.</p> <ul style="list-style-type: none"> • A PCBU includes a company, an unincorporated body or association, sole trader or self-employed person. • Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.
PE Online	Professional Environments online course.
Pearson Test of English Academic	PTE Academic is a computer-based academic English language test aimed at non-native English speakers wanting to study abroad. It tests Reading, Writing, Listening & Speaking.
Peer Review	Evaluation of scientific, academic or professional work by others working in the same field.
Personal Information	<p>Refers to Personal Information held on Stanley College staff and students, which may include, but is not limited to:</p> <ul style="list-style-type: none"> • assignments • examinations • student results • identity documentation • financial information.
Personal or Family Relationship-	Personal or Family Relationship means a relationship between an employee and a relative, a financially dependent person, a person where there is a financially connected relationship, a close friend, a de facto partner or any person with whom there is currently, or has been, an intimate or an agonistic relationship. This does not include a working relationship which exists due to ordinary collegiate collaboration, where colleagues are not relatives, financially dependent, de facto or intimate partners.

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Personal Protective Equipment (PPE)	Under Work Health and Safety laws, PPE is clothing or equipment designed to be worn by someone to protect them from the risk of injury or illness. PPE can include protective clothing (lab coats), hearing protection devices, respiratory protective equipment, eye and face protection.
Personal Use	In relation to Employees, Personal Use refers to: <ul style="list-style-type: none"> • Using ICT equipment, electronic devices, tools/equipment or motor vehicles for personal or private matters • Travel from home to the first place of business is considered to be Personal Use. Travel from the last place of business to home is also Personal Use.
Personnel	People actively associated with Stanley College, including: <ul style="list-style-type: none"> • Stanley College staff members; • External members of the Board of Directors, Academic Board, VET Council or Course Advisory Committees of Stanley College; • Academic and professional staff; • Contractors and consultants; and • Volunteers.
Place of Business	Includes Student premises, other training venues (including work-based training venues) as well as Stanley College campuses.
Plagiarism	The use of someone else's ideas, designs, works or words as if they were your own and without appropriate acknowledgement. This means that unacknowledged use of quotations, ideas, sentences, paragraphs or other extracts from materials including, but not limited to, books, articles, the internet or another student's work. Plagiarism is a form of Academic Misconduct.
Potential Conflict of Interest	A <i>potential</i> Conflict of Interest arises where a Director has a private interest which is such that an actual Conflict of Interest would arise if the Director were to become involved in relevant (that is conflicting) official duties and responsibilities in the future.
Pre-Pay	To pay or arrange to pay fees before a due date.
Prerequisite	A requirement (English language proficiency, numeracy skills) or Unit which must be completed before enrolling in a Unit at the next stage within a Course. For example, completing a first year Accounting unit before progressing to a second year Accounting unit as it relies on learned outcomes from the first year Unit.
President	The most senior person in Stanley College (i.e. Chief Executive Officer) who, through the Executive Management Team of Stanley College, has overall responsibility for ensuring the implementation of the decisions of the Board and the diligent conduct of day-to-day operations of Stanley College with ongoing accountability to the Board.

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Principal Course	Principal Course refers to the main Course of Study to be undertaken by an International Student where a Student Visa has been issued. If an International Student is granted a Student Visa to study multiple Courses, the Principal Course is typically the final Course.
PRISMS	<u>Provider Registration and International Students Management System</u> – the Australian Government database that provides Australian education providers with <i>Confirmation of Enrolment</i> (CoE) facilities required for compliance with the <u>ESOS</u> legislation.
Professional Accounting Bodies	Is a collective noun that refers to <u>CPA Australia</u> , Chartered Accountants Australia and New Zealand (<u>CAANZ</u>) and the Institute of Public Accountants (<u>IPA</u>) .
Professional Accreditation	Professional Accreditation is a certification that allows a person to perform a job. <ul style="list-style-type: none"> • It relies on a formal process to identify and acknowledge individuals who meet a recognised standard. • During the process of Professional Accreditation, a programme is assessed against pre-determined criteria within certain specific categories to meet minimum standards set by the relevant accrediting body. For example – see Professional Accounting Bodies
Professional Development	Activities that develop and/or maintain an individual’s skills, knowledge, expertise and other characteristics as a Trainer, Assessor or Lecturer. It includes both formal/informal activities that encompass vocational competencies, professional competency, current industry skills, knowledge and practice of vocational training, learning and assessment (including competency-based training/assessments) and/or research. Examples include: <ul style="list-style-type: none"> • participation in courses, workshops, seminars, conferences, or formal learning programs • participation in mentoring, professional associations or other learning networks • personal development through individual research or reading of publications or other relevant information • participation in moderation or validation activities • participation in industry release schemes, or • studying for professional qualifications and/or research.
Professional Development (General English)	Activities that develop and/or maintain an individual’s skills, knowledge, expertise and other characteristics as a teacher in ELICOS Courses. ELICOS Professional Development seeks to facilitate the growth of a teacher’s understanding of teaching and themselves as the teacher. Examples include: <ul style="list-style-type: none"> • Read and Discuss Activities; • Mini Professional Development Topics; • Teaching and Delivery Reviews (TDR); • Reflections; • Teacher Toolkit; • Participation in courses, workshops, seminars, webinars, conferences, or formal learning programs; • Participating in internal programs developed and delivered by Stanley College; • Participation in mentoring, professional associations or other learning networks;

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TERM	DEFINITION
	<ul style="list-style-type: none"> • Personal development through individual research or reading of publications or other relevant information and subscriptions both online and in print; • Participation in moderation or validation activities* (through other RTOs or industry bodies); and • Participation in industry specialist visits, industry site visits and study tours.
Professional Year Program (PYP)	A structured professional development program combining formal learning and workplace experience for International Students who have graduated from an Australian Higher Education provider. PYP runs for a year in Australian industries where there is high demand for skilled graduates – these are currently in the fields of Accounting, Computer Science and Engineering.
Project	An expenditure or investment with clearly defined benefits, costs, scope and schedule which is approved and managed as a single entity for the purposes of this Policy. Further approvals for individual transactions within the project approved value are typically not required.
Provider Default	Provider Default occurs if Stanley College fails to provide a Course or ceases to provide a Course it is registered to deliver to International Students.
Public Interest Criterion (PIC) 4020	PIC 4020 is a requirement for granting most visas. Under PIC 4020, a visa might be refused if bogus documents or information that is false or misleading is given to the Department of Home Affairs (DHA) or the Administrative Appeals Tribunal (AAT). Cancellation of the Student Visa under PIC 4020 is considered to be a breach of the Student Agreement and therefore not eligible for any Refund.
Qualification	The Award for which a student has qualified through his or her study. In Australia, Qualifications are linked to the AQF Framework .
Qualifying Disclosure	<p>Disclosure of information from an Eligible Whistleblower who has reasonable grounds to suspect that the information concerns:</p> <ul style="list-style-type: none"> • Misconduct • an improper state of affairs or circumstances • a breach of the law, or • danger to the public or the financial system. <p>Information may be about conduct by Stanley College, an officer or employee, a related company, or officer/employee of a related company.</p>
Quality Assurance Framework (QAF)	The processes at Stanley College (SC) to support an ongoing culture of continuous improvement to assure the quality of its Higher Education Courses and VET Courses, and meet the Standards required by the regulatory bodies – TEQSA and ASQA .

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Reasonable Person	In relation to the interpretation of Section 180 of the Corporations Act 2001, Justice Santow stated the following in ASIC v Adler and Ors (2002) - " <i>in determining whether a Director has exercised reasonable care and diligence one must ask what an ordinary person, with knowledge and experience of the defendant might be expected to have done in the circumstances if he or she was acting on their own behalf...</i> ".
Recognition of Prior Learning (RPL)	<p>Process that assesses an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the Credit Outcomes of an application for Credit.</p> <ul style="list-style-type: none"> • Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (e.g. Certificate, Diploma or university degree); • Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to attainment of an AQF Qualification or Statement of Attainment (e.g. in-house professional development program conducted by a business); and • Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (e.g. interpersonal skills developed over several years as a sales representative).
Regional Placement	Any placement undertaken in another state/region in which the PYP does not deliver but is only obtained through a student's own employment. Providers are not required to source a placement for a student who wishes to relocate to a region in which the PYP does not deliver after program commencement.
Remote Placement	A placement located >200km or two hours travel time away from the student's home.
Representative	Another member of staff, a union representative, or another person providing support, and where the representative is not a currently practicing solicitor or barrister.
Respondent(s)	One or more persons or an organisation that a complaint or appeal is made against.
Responsible Officer/ Injury Management Coordinator	In Work Health and Safety laws, an Injury Management Co-Ordinator is appointed by the Employer to co-ordinate and oversee the entire injury management process, including medical treatment, leave and all aspects of return-to-work plans and injury management plans.
Return to Work	<p>In relation to a worker who has suffered an injury compensable under the Work Health and Safety Act, this refers to:</p> <ul style="list-style-type: none"> • The worker holding or returning to the position held immediately before the injury occurred; or

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	<ul style="list-style-type: none"> If the position is not available, or if the employee does not have the capacity to work in that position, the worker taking a position for which the worker is qualified or is capable of performing.
Risk	Risk can be defined as the <i>...effect of uncertainty on objectives</i> . That effect can be positive or negative. The concept of risk has two elements, the likelihood of something happening and the seriousness of the consequences if it happens.
Risk Management	The systematic application of management policies, procedures and practices to activities of communicating and consulting, identifying, analysing, evaluating, mitigating, treating, monitoring and reviewing risk.
Risk Management Framework	Refers to the policy, responsibilities, approach, and processes for managing risk within Stanley College.
RTO	A Registered Training Organisation as listed on the VET National Register .
RTO Code	The registration identifier given to an RTO on the National Register, as per the Standards for RTOs 2015. The Stanley College ID is 51973.
SASH	Refers to Sexual Assault and Sexual Harassment.
Satisfactory Progress	Refers to the standard of academic performance of a student in a Unit or a Course in which they are enrolled.
Scholarly Activity	Research and activity that ensures a lecturer, academic or academic officer is up to date in a specialist discipline.
Scholarly Resources	Content of a scholarly publication is written by experts in a particular field of study, generally for the purpose of sharing original research or analysing others' findings.
Scholarship of Teaching and Learning	Research and activity conducted by a lecturer, academic or academic support officer that develops knowledge, skills and application of current learning and teaching techniques in Course delivery.
Selection	The process of assessing applicants for vacant positions and deciding which applicants will be made an offer of appointment.
Selection Criteria	A set of criteria developed to assess an applicant's aptitude at performing required duties and responsibilities of a position and used to assist in the selection process.
Semester	The teaching time period for which a student enrolls in a Higher Education Course, and for which students are charged fees or student contributions.

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TERM	DEFINITION
	<ul style="list-style-type: none"> Stanley College has two main semesters per year structured around 12 weeks of classes in 13 weeks. Each semester also includes a one-week mid-semester break. Semester 1 is, approximately from February to June and Semester 2 is, approximately from July to November.
Senior Executives	For purposes of Emergency Delegations, the order of precedence is as follows: <ul style="list-style-type: none"> President Vice President Dean Associate Dean Manager
Senior Management Team	Refer to Executive Management Team (EMT)
Sexual Assault	Sexual Assault includes a range of behaviours, all of which are unacceptable and constitute a crime. Sexual Assault occurs when a person is forced, coerced or tricked into sexual acts against their will or without their consent, including when they have withdrawn their consent
Sexual Harassment	Sexual Harassment generally involves an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature in which a reasonable person would foresee the possibility that someone would feel offended, humiliated, or intimidated. It includes unwanted advances, comments or requests for sexual favours.
Social Media	Refers to any facility for online publication and/or commentary and includes blogs, wikis, Facebook, Twitter, YouTube, virtual worlds, text messaging, communications apps (e.g. WhatsApp) and more.
Space Allocation	Space assigned to staff or students for a specific purpose by the Facilities Management team.
Space Management	The control and supervision of space owned by Stanley College.
Special Consideration	Procedures that allow a student to apply for supplementary assessment or some other form of consideration in situations where it can be demonstrated that Assessment has been affected by some situation or circumstance beyond the student's control. See Compassionate and Compelling Circumstances.
Special Tertiary Admissions Test (STAT)	A test or series of tests designed to assess a range of competencies considered important for success in tertiary study and used by SC to offer an alternate entry pathway.

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TERM	DEFINITION
Stakeholders	A person or entity that has an interest in the operations of Stanley College. Stakeholders include, for example, funding bodies, regulators, employees, creditors, students, parents, partner employers and clients, as well as the community at large. May also be referred to as 'Owners' in this document.
Standard Entry	Entry to SC Higher Education Courses where the candidate is able to provide evidence of capability as described in the Stanley College Admissions Policy and Course-specific information on the Stanley College website.
Standards for RTOs 2015	The Standards for Registered Training Organisations (RTOs) sets out the requirements an RTO must meet when providing Vocational Education Training (VET) Courses.
Stanley College (SC)	Trading name
Stanley College International Pty Ltd	Registered Company name
Statement of Attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency specified in the Statement. ASQA differentiates between a Qualification and a Statement of Attainment.
Strategic Functional Planning	Plans for various functional areas of SC's organisational structure (e.g., Academic Learning and Teaching Plan; Marketing Strategy; Financial Plan; ICT Strategy, Human Resources Strategy) as it relates to the overall Stanley College Strategic Plan.
Strategic Plan	Plan with outlines the Purpose, Vision, Strategic Objectives and Strategies for the development of Stanley College, its products, services, staff and performance.
Student	Any person enrolled in a Course or Unit at Stanley College including (for the purposes of a policy) any student who has deferred their studies, withdrawn or been excluded from their Course of Study.
Student Default	<p>A Student Default occurs when a student:</p> <ul style="list-style-type: none"> • did not start on the agreed start date • withdraws from study • did not pay the amount required • misbehaves • breaches visa conditions.

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TERM	DEFINITION
Student Representative Committee (SRC)	<p>The SRC represents the interests of all students of Higher Education at Stanley College aimed at ensuring a quality student experience. Responsibilities include consulting with students on the student experience:</p> <ul style="list-style-type: none"> • Student services • Policies and procedures pertaining to the student life cycle • Learning environment (facilities, cultural diversity and learning resources) • Providing an avenue for other students to give feedback/recommendations relating to the student experience. • Facilitating interactions and collaboration between current and future students at Stanley College, academics, professional staff and graduates. <p>A member of the SRC attends the Academic Board meeting to provide a voice for the student body with respect to issues arising and new initiatives. They may also be invited to attend events (e.g. graduate dinner, mini-internal conferences, Harmony Day; student recruitment; social functions, etc.)</p>
Student Support	<p>Support staff and practices aimed at students enrolled at Stanley College to enhance the student experience, their learning and personal growth.</p>
Study Load	<p>Refers to whether a student is studying Full-Time or Part-Time</p>
Study Period	<ul style="list-style-type: none"> • A period of study within a Course – namely a term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by Stanley College. • The Study Period for an ELICOS Course is stated in each student's offer of admission.
Subject of Disclosure	<p>In relation to the Whistleblower Policy, this relates to reasonable grounds to suspect that information disclosed concerns Misconduct or an improper state of affairs or circumstances. This information can be about Stanley College, or an officer or employee of the company or organisation, engaging in conduct that:</p> <ul style="list-style-type: none"> • breaches the Corporations Act • breaches other financial sector laws enforced by ASIC or APRA • breaches an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months, or • represents a danger to the public or the financial system.
Suitability Assessment for WBT/Internship	<p>A visit in an official capacity to examine a site to determine its suitability for work-based training or Internship. This visit can be via an on-site meeting or a phone call.</p>
Summative Assessment	<p>Assessment carried out during, or at the end of a Course of study (as appropriate) to determine and specify student achievement of Course learning outcomes or learning goals.</p>
Teach Out/Teaching -Out	<p>A situation where no new students can be enrolled in a Course of Study, and arrangements are in place to ensure that all existing enrolled students can either complete the Course of study or transition to a mutually agreed Course at no disadvantage to the student.</p>

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TERM	DEFINITION
Teacher Matrix – General English	A document providing an overview of a Teacher’s verified qualifications. It is a signed declaration from the teacher confirming they have provided true and accurate information of their qualifications and experience to meet the teacher requirements prescribed in Standard P6 of the ELICOS Standards 2018. A similar matrix will be held by Higher Education and VET sectors of Stanley College.
Tertiary Education and Quality Standards Association (TEQSA)	Australia's independent national regulator of the Higher Education sector.
TESOL	Teaching English to Speakers of Other Languages – the term relates to the specialised training related to teaching English as a professional activity. It also refers to the teacher exams developed by Trinity College London.
Testamur	The Certificate issued upon completion of a Course of Study that indicates the student has fulfilled all the requirements prescribed for that Course of Study. The Certificate bears the official seal of Stanley College and contains the name of the graduate, Award title, Date of award conferral and relevant SC signatures.
Third Party	Any party that provides services on behalf of Stanley College but does not include a contract of employment between Stanley College and its employee.
TOEFL	Test of English as a Foreign Language (TOEFL) is a standardised test to measure the English language ability of non-native speakers wishing to enrol in English-speaking education institutions.
Tolerance	Tolerance is allowing others to freely hold different beliefs, ideas, opinions or behaviours and to accept freedom of speech expressed within the terms of respectful communication and behaviours as specified in the Stanley College Code of Conduct.
Topic	An individual component within a Unit of Study. A Topic is usually delivered in a week within a Unit of Study. (EG: Accounting Systems is a topic within the Accounting Unit.)
TPS Director	The TPS Director is appointed by the Minister to oversee the operation of the Tuition Protection Service .
Trainer and Assessor Matrix (TAM)	A document providing an overview of a Trainer and Assessor’s verified Qualifications. It is a signed declaration from the trainer confirming they have provided true and accurate information of their vocational competency and industry currency against each of the Units they deliver and assess and information regarding their vocational training and learning currency.
Trainer Skills Matrix (TSM)	Document prepared for each department listing all Qualifications within the department, all the Units of Competency being delivered and assessed as part of a Qualification and a list of every Trainer and the Units they are approved to deliver and Assess.

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TERM	DEFINITION
Trainers and Assessors	A qualified and experienced person who provides vocational training on behalf of Stanley College. All Trainers and Assessors must meet ASQA requirements .
Training	The process used by Stanley College to facilitate learning and the acquisition of competencies in relation to a VET Training Package .
Training Package	Components of a Training Package as endorsed by the Industry and Skills Council (or delegate) which include: <ul style="list-style-type: none"> • Units of Competency; • Assessment requirements (associated with each unit of Competency); • Qualifications; and • Credit arrangements.
Training Product	The AQF Qualification, Skill Set, or Unit of Competency linked to a Training Package .
Tuition Protection Service (TPS)	The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist International Students whose education providers are unable to fully deliver their Course of Study. In the event that an Education Provider closes, the Tuition Protection Service (TPS) assists students to either continue their studies through another course or different provider, or by being provided a refund or loan re-credit for any education and training they paid for but did not receive.
Undergraduate	A post-secondary school Course leading to an award of Bachelor degree, or a student undertaking such a Course.
Unit	A collection of topics/discreet entity of study within a specific discipline. For example Accounting, Economics, Marketing and Statistics. Units are taken to qualify for a degree.
Unsatisfactory Course Progress	A student who is: <ul style="list-style-type: none"> • at risk of failing a Grade Point Average (pass grade); • failing more than 50% of Units attempted within a Study Period; or • failing the same unit for a second time.
USI	Unique Student Identifier is a national number given to an individual when they enrol in a Course of Study in Australia.
Utilisation	A measure of how often space is used for the purposes intended.
Validation	The quality review of the Assessment process, which involves checking that the Assessment tool/s produced are valid, reliable, sufficient, current and authentic, as per the Standards for RTOs . Validation includes reviewing a statistically valid sample of the Assessments and making recommendations for future improvements to the

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	Assessment tool/s, process and/or outcomes and acting upon those recommendations.
VET	Vocational Education and Training.
VET Council	The VET Council has delegated authority from the Board of Directors to monitor and assure the quality, profitability, and efficiency of Stanley College’s VET, ELICOS (English Language Intensive Courses for Overseas Students) and PYP (Professional Year Programme) courses. It provides a forum for the identification, analysis, and resolution of problems related to the development and delivery of VET courses in the College.
VEVO	Visa Entitlement Verification Online system – allows someone to check their visa details and conditions.
Vocational Competency	Vocational competency is broad industry knowledge and experience, usually combined with a relevant industry related qualification. Vocational competency requirements vary depending on the industry and are considered with reference to the Assessment Guidelines and Companion Volume for the relevant Training Package.
WBT Placement Portfolio	To assess the progress of student learning during their Work-Based Placement, each student is asked to keep a Placement Portfolio within which the student must document the hours of ‘shifts’ attended and their work, focusing on the skills and knowledge acquired for the successful completion of the placement unit of their Course.
Wellbeing	A state of health or sufficiency in all aspects of life (ABS 2001)
Whistleblower	A person who has made a disclosure that qualifies for protection under the Corporation Act in accordance with this Policy.
Whistleblower Investigating Officer (WIO)	Designated Stanley College representative tasked with investigating a disclosure received from a Whistleblower. Appointment will be based on a case-by-case determination – COO, Executive Management Team member, President or external appointment.
Whistleblower Protection Officer (WPO)	Designated Stanley College representative(s) tasked with protecting and safeguarding the interests of Whistleblowers and ensuring the integrity of reporting within the meaning of this policy. (Vice President Services and Operations) or delegate
Whistleblower Reporting Officer (WRO)	Designated Stanley College representative, responsible for receiving Whistleblower disclosures under this policy and for ensuring that the matter is followed through until resolution. (HR Manager). A Whistleblower may also approach a member of Executive Management Team who will consult with the HR Manager (as appropriate).
Withdrawal	Cessation of enrolment in a Course or Unit, initiated by a Student after acceptance of the <i>Letter of Offer and Student Agreement</i> .

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TERM	DEFINITION
Work Experience	Refers to an industry-based experience similar in structure to an internship, however, it is not paid and will not contribute to academic credit for the student undertaking it.
Work from Home (WFH)	In relation to Work Health and Safety laws, <i>Working from Home</i> arrangements are usually agreed between an employer and an Employee to meet both their needs.
Work Group	A group of Workers established to facilitate representation of Workers by one or more Work Health and Safety Representatives. A Work Group may be all the Workers at a Workplace, but it may also be appropriate to split a Workplace into multiple Work Groups where Workers share similar work conditions or are exposed to similar Risks and Hazards.
Work Integrated Learning (WIL)	Any activity designed for students to apply their personal and academic skills to work-related scenarios and environments. It includes, but is not limited to, Industry Placement and Internships, work in community associations and groups, all teaching that relates to professional practices and some types of advanced work simulations and role-plays.
Work Placement Provider	A workplace providing a Work Integrated Learning environment to a Stanley College Student.
Work Placement Supervisor	A staff member of Stanley College who monitors a student's work placement and work experience to assess whether their progress is satisfactory and meets Unit and Course requirements.
Work Placement/Experience	An arrangement where a student is placed in an industry or workplace environment to gain and develop practical skills that encourage scaffolded and applied learning from discipline specific concepts learned in the classroom.
Work-Based Training (WBT)	Work-based Training is an assessable component of a Qualification, designed to provide students with the opportunity, and the means, to apply skills and knowledge obtained through the study of their Qualification in a supervised and authentic environment.
Worker	<p>Any person who carries out work for a <i>Person Conducting a Business or Undertaking</i> (PCBU) including work as an Employee, contractor or subcontractor (or their Employee), a self-employed person, outworker, apprentice or trainee, work experience student, Employee of a labour hire company placed with a 'host employer' or a volunteer. It includes:</p> <ul style="list-style-type: none"> • Full time workers on a wage or salary; • Part time, casual and seasonal workers; • Workers on commission; • Piece workers. <p>And in some circumstances:</p> <ul style="list-style-type: none"> • Contractors and sub-contractors; • Working directors. <p>Any reference to a worker who has suffered an injury shall, where the worker is deceased, include a reference to their legal personal representative or dependents or other person to whom, or for whose, benefit compensation is payable.</p>

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TERM	DEFINITION
Workers Compensation	Financial compensation provided to workers who become injured or ill as a result of their work and may include compensation to cover loss of earnings, permanent impairment, medical expenses and workplace rehabilitation to assist them to return to work. Any worker who suffers a work-related injury or disease requiring medical treatment or time off work is entitled to claim workers compensation regardless of who was at fault.
Working Director	A Director of a Company who executes work for, or on behalf of, the Company and whose earnings as a Director are in substance for personal manual labour or services.
Workplace	Any place where work is carried out for a business or undertaking and includes any place where a Worker goes or is likely to be, while at work. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land and water such as offshore units and platforms.
Workplace Health & Safety	A multidisciplinary field concerned with the safety, health and welfare of people at work or study or participating in services or activities of that work/study environment. Refer to the Work Health and Safety Act (WA)
Workplace Incident Report Form	A document (within <i>Employment Hero</i>) that must be completed by Employees involved in, or witnesses to, a Workplace health and safety incident or Hazard. Non-employees will be issued with an Incident Form to complete as a record of the event.
WorkSafe	WorkSafe is a division of the Department of Mines, Industry Regulation and Safety (DMIRS) and its role is the regulation of workplace safety and health in accordance with the Work Safety and Health Act 2020 (WA).
Workstation	Desk and workspace to be used for work purposes.