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	Academic integrity is integral to maintaining high ethical standards in learning, teaching, research and scholarship, and it is expected that all staff and students will act in accordance with Stanley College's fundamental values and the principles of honesty, trust, fairness, respect and responsibility. Academic integrity also includes a commitment not to engage in or tolerate acts of academic misconduct.
Academic Misconduct	Academic misconduct is any behaviour or action by a student that does not demonstrate the principles academic integrity. It is usually intentional and includes an attempt to gain an unfair academic advantage. Academic misconduct can include (but is not limited to): cheating in examinations, collusion, contract cheating, fabrication, falsification, impersonation, plagiarism, recycling/self-plagiarism, and/or unauthorised use of generative AI or digital tools. Academic misconduct is serious and often results in penalties.
Academic staff	All staff employed on a full-time, part-time or sessional academic contract.
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 a student is enrolled, and on completion an Award is issued by an authorised issuing organisation.
Accountability	The obligation of a Registered Training Organisation (RTO), such as Stanley College, to be transparen responsible, and answerable for its actions, particularly in ensuring compliance with the Standards f RTOs 2025, the National Vocational Education and Training Regulator Act 2011 (NVR Act), and other applicable legislation. This includes ethical management of operations, reporting obligations, and commitment to continuous improvement.
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	*Australian Homestay Network* is the company Stanley College uses to organise Homestay Accommodation for students under the age of 18.
AHPRA	The Australian Health Practitioner Regulation Agency.

Glossary of Terms

TERM	DEFINITION
Allegation	A claim that a breach of academic integrity by the student has occurred. An allegation is not a final finding of academic misconduct but is part of the investigation procedure. Students will have an opportunity to respond to any allegation.
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.
ANMAC	The Australian Nursing and Midwifery Accreditation Council.
Annual Declaration on Compliance	A formal, yearly requirement under Standard 8.4 of the Standards for RTOs 2015 and Clause 15 of the Compliance Requirements Policy Document. It requires an RTO to declare that it complies—or outlines where it does not comply—with all obligations under the NVR Act. This declaration ensures transparency and confirms the RTO's commitment to continuous improvement and compliance.
***Apparent (or perceived)* Conflict of Interest**	An *apparent* (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	A request for a decision to be reviewed by an independent area. Appeals can be lodged about academic and non-academic decisions made including: ● student misconduct ● refused transfer requests ● course progress ● student enrolment cancellation.
Appellant	The person who lodges an appeal.
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	National policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
AQF Qualification	An AQF qualification type endorsed in a training package.
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.
Artificial Intelligence (AI)	Refers to deep-learning models that can generate high-quality text, images, and other content based on the data they were trained on.

Glossary of Terms

TERM	DEFINITION
Assessment	A process used to make judgements about the quality of students work against a standard and awarding a grade or mark to represent the level of achievement of specified learning outcomes. Assessment categories include written assessment tasks, performance assessment tasks, and examinations and tests.
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.
ATSI	People with an Aboriginal or Torres Strait Islander background.
At-Risk	A student who is not meeting academic progress requirements, has low attendance, or shows signs of disengagement and/or likely to not complete their course within the enrolment timeframes
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.
Audit Plan	Description or outline of the purpose, scope, objectives and activities of an audit.
Audit Schedule	Annual schedule of audits to be accomplished, summarising areas to be audited and listing auditors and required departments.
Audit Tool	A list of questions/criteria designed to provide guidance and ensure consistency of audits.
Australian Consumer Law	A national law guaranteeing consumer rights when buying goods and services to ensure consumers (including students) are not given false or misleading information. Education Services provided by Stanley College is covered by Australian Consumer Law.
AQF	The national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
AQF Qualification	An AQF qualification type endorsed in a training package.
ASQA	The national regulator for Australia's vocational education and training (VET) sector. ASQA is responsible for monitoring and assessing RTOs to ensure compliance with the Standards for RTOs, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and relevant provisions under the NVR Act and the Education Services for Overseas Students Act 2000 (ESOS Act).

Glossary of Terms

TERM	DEFINITION
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.
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data.
Award	The qualification presented to a student when the requirements of the relevant training package or course has been met.
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: ● 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
Breach of Academic Integrity	A breach of academic integrity is any behaviour or action by a student (either intentional or unintentional/accidental) that does not demonstrate the principles of academic integrity. It may include an attempt to gain an unfair academic advantage.
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 *Corporations Act 2001*, means any decision to take or not take action in respect of a matter relevant to the business operations of the corporation.
BYOD	Bring Your Own Device
CAAW	The *Confirmation of Appropriate Accommodation and Welfare* (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 Certificate in Advanced English (CAE), is an international English language examination developed by Cambridge English Language Assessment (previously known as University of Cambridge ESOL Examinations).

Glossary of Terms

TERM	DEFINITION
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 *Letter of Offer* and *Student Agreement*). 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. ● 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 *Letter of Offer, Student Agreement,* College website and in the *Admission Information Set*.
Certificate of Capacity	In Workers Compensation, the worker's treating doctor will issue a '*Certificate of Capacity'* that sets out what the worker can do at work. The information on the '*Certificate of Capacity'* 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: ● 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
Cheating in Assessments, including Examinations	Any action that seeks to gain an unfair advantage in an assessment including using unauthorised materials, communicating with others when not permitted, and/or breaching examination conditions. This can also include behaviour that disrupts or affects the assessment.

Glossary of Terms

TERM	DEFINITION
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. The Closing Officer can also be the Delegated Officer (see Delegated Officers).
Code of Conduct	A Code of Conduct describing the standards for ethical, respectful and safe conduct at Stanley College. ● 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	A CoE (confirmation of enrolment), issued via PRISMS 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 Home Affairs 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 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	Unauthorised collaboration on work that is meant to be completed individually. Presenting work, which is the outcome of directly working with others, as the student's own. This includes helping another student commit academic misconduct.
Common European Framework of Reference for Languages (CEFR)	The Common European Framework of Reference for Languages (CEFR) is an international standard for describing language ability.
Company	A company registered under the *Corporations Act 2001*. 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.

Glossary of Terms

TERM	DEFINITION
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 situations and environments.
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.
Complainant	The person who lodges a complaint or a grievance.
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	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. A Conflict of Interest may be actual, potential or perceived. • **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.

Glossary of Terms

TERM	DEFINITION
CIR	Continuous Improvement Register where all the continuous improvement submission are collected.
Contract Cheating	Having someone else complete academic work on the student's behalf or completing work for another person. This includes using commercial academic cheating services, private tutors, friends, family, or AI tools in ways that breach assessment requirements. **Under Australian legislation, it is an offence for any person to provide or advertise academic cheating services relating to the delivery of higher education in Australia.**
Control or Influence	Any ability to affect the governance, direction, or operations of the organisation or participates in making decisions that affect the whole, or a substantial part, of the provider's affairs.
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 *Course Advisory Committee* 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.
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 Outcomes	The result of a process to determine an application for Credit or Credit Transfer.

Glossary of Terms

TERM	DEFINITION
Credit Transfer	Credit transfer is the process for awarding credit for a unit or units of competency previously attained , which are the same (or deemed equivalent on the National Training Register) as the unit/s of competency in a course of study.
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students.
CRICOS Code	An individual code that is allocated to all courses available to international students to study, which is listed on the 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	A critical incident is a traumatic event, or the threat of such (within or outside of Australia), which causes extreme stress, fear, or injury.
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 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.

Glossary of Terms

TERM	DEFINITION
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 Officers	Complaints and Appeals will be investigated by an appropriate Delegated Officer(s) who is independent of the complaint. 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 (i.e. Faculty or department).
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 Literacy	Digital literacy is an individual's ability to find, evaluate, and communicate information using typing or digital media platforms. Digital literacy combines technical and cognitive abilities; it consists of using information and communication technologies to create, evaluate, and share information, or critically examining the social and political impacts of information and communication technologies.
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	The Department of Home Affairs.
Domestic Students	A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa. A domestic student can include temporary visa holders, who do not hold a Student Visa issued by DoHA, including 485, 457, student dependents, working holiday and visitor visa holders.
DTWD	The Department of Training and Workforce Development is a department of the Government of Western Australia. The department is responsible for the growth of the Western Australian workforce through attraction and retention strategies, career development services and vocational and education training.
Dual Provider	An education institution registered to provide both Higher Education and Vocational Education and Training (VET).

Glossary of Terms

TERM	DEFINITION
Due Date	The deadline for payment of fees is shown on the invoice and listed in the *Letter of Offer* and *Student Agreement*. It is also published on the Stanley College website and in the *Student Prospectus*.
Duolingo English Test	The Duolingo English Test is an English proficiency assessment used to evaluate a person's ability to read, write, speak, and listen to English.
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: ● Persons conducting a Business or Undertaking (PCBU); ● Persons with management or control of a Workplace; and ● Officers
EAP	Employee Assistance Program
EAW	Entry and Advancement in the Australian Workplace
eCAFO	*Electronic Complaints and Appeals Form* (eCAFO), accessible via the Stanley College website for the submission of all Complaints and Appeals.
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. 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.

Glossary of Terms

TERM	DEFINITION
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.
English Language Proficiency	The ability of students to use the English language to make and communicate meaning appropriately in spoken and written forms in the context of their studies. English language proficiency is assessed by Stanley College before a student is enrolled in a course.
English Language Registration Standard	The Nursing and Midwifery Board of Australia (NMBA) English Language Registration Standard applies to all nurses and midwives applying for initial registration, regardless of whether they qualified in Australia or overseas.
Ergonomic Equipment	Workplace equipment and furniture such as chairs, desks and monitors to assist employees with performance of work.
ESOS Act	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia.
ESOS Framework	The legislative framework that regulates the responsibilities of education institutions towards overseas students on student visas and includes the ESOS National Code.
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 Leadership Team (ELT)	A person who works in a capacity of a senior leaders responsible for strategic decision-making. Not all managers are part of the ELT; only those holding executive authority and contributing directly to institutional governance and long-term planning are included. At Stanley College, the ELT consists of the following positions: • The position of Executive Officer • The position of Vice President • The position of Secretary • The position of Dean

Glossary of Terms

TERM	DEFINITION
Executive Management Team	The Executive Management Team (EMT) comprises senior leaders responsible for strategic direction, operational oversight, and academic leadership across Stanley College. Membership may include roles such as the President, Vice Presidents, Deans, and other key departmental heads. • The full list of EMT members is detailed in the Stanley College Glossary of Terms. The ***Executive Management Team*** refers to: • President • Vice President Business Development • Vice President, Wellbeing & Engagement • Dean VET • Dean Higher Education • Chief Financial Officer • ICT Manager • Quality and Compliance Manager • Operations Manager • Marketing Manager • People and Culture Manager
Executive Officer	A person who takes part in the management of the organisation, such as a CEO, Director, or Secretary.
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	Creating data, results, quotes, references, or other forms of information that have not been collected or observed.
Fair Work Act	Fair Work Act 2009 and regulations are national legislation to safeguard workers by providing a minimum standard of work entitlements, minimum wage and protection from unfair dismissal.
Faculty Manager	The person in-charge of the Faculty i.e. Faculty Manager, Vice President of Corporate Services
Falsification	Manipulating or altering data, results, documents or processes in a way that misrepresents the truth.
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 *act bona fide* 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.

Glossary of Terms

TERM	DEFINITION
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.
Fit and Proper Person	Someone who is considered to have good character, competent, law abiding and free of conflict of interest. (Source: DoE)
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.
Full-Fee Paying Students	Students enrolled in a Stanley College course who do not have their tuition fees subsidised by the Australian Government or WA 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 who are studying a Funded Course.
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

Glossary of Terms

TERM	DEFINITION
	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.
Group List	General English Group List is a list of each class and students in the class. This is a Class Diary that is updated and monitored by Teachers and the Academic Manager.
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.
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
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
High Managerial Agent	According to the National Vocational Education and Training Regulator Act 2011, a high managerial agent means an employee or agent of the organisation with duties of such responsibility that his or her conduct may fairly be assumed to represent the organisation in relation to the business of providing courses.
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	A business or organisation that is approved to provide a student with a supervised work-based training placement as part of their course.
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.

Glossary of Terms

TERM	DEFINITION
ICT Systems	*Information and Communications Technology* 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 (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	Refer to the Department of Home Affairs
Impersonation	A student pretending to be another person, or allowing someone else to impersonate them, in any academic activity.
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: ● 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: ● 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.

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

Glossary of Terms

TERM	DEFINITION
Industry Expert	ASQA defines an Industry Expert as: "An individual who has relevant specialised industry or subject matter expertise who is engaged by the RTO on the basis of that expertise"
Industry Placement	For the purposes of a policy, this definition includes internships, externships, work experience, and Work Integrated Learning.
Information & Communications Technology (ICT)	Hardware, software and staff facilitating the provision of computer, communications and online services.
Injury	Under *Work Health and Safety* legislation, an Injury can refer to: ● 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	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: ● 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 Confidential information and any modifications and enhancements to confidential information, consisting of know-how, trade secrets or other proprietary information and background knowledge
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 DoHA. Also referred to as Overseas Students.
Internship	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).

Glossary of Terms

TERM	DEFINITION
	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.
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	A plan of action designed to support at-risk students.
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 *Conflict of Interest* 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, Numeracy, and Digital Literacy (LLND)	Language, Literacy, Numeracy, and Digital Literacy. These are the core skills that individuals need to participate effectively in education, employment and social life (reference DEWR). They are often referred to as 'foundations skills'.
Learning and Teaching Committee	The *Learning and Teaching Committee* 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.
Legal Compliance	The duty of the RTO to adhere to all relevant Commonwealth, State, and Territory laws, such as, but not limited to, the Student Identifiers Act 2014, Privacy Act 1988, Work Health and Safety Acts, and the Fair Work Act 2009. Legal compliance also includes observing regulatory instruments and directions issued by ASQA to ensure ethical, fair, and lawful delivery of training and education services.
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.

Glossary of Terms

TERM	DEFINITION
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	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. 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'. 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. Materiality is to be tested by reference to both the company and the director. Interests may include: ● **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.
Material Change	Any change in the RTO's operations that could significantly affect its ability to comply with legislative and regulatory requirements. Examples include changes to ownership, key management personnel (ELT and EMT Members), financial viability, or delivery locations. As per the Standards for RTOs and Compliance Requirements, RTOs must notify ASQA within 10 business days of such events.
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
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	The misuse of office or conferred power for personal or private advantage which may include bribery, fraud, nepotism, extortion or dishonesty. ● Mismanagement includes conspiring to aid, induce or conceal these offences. ● Mismanagement can include improper action taken to further the purported interests of an organisation.

Glossary of Terms

TERM	DEFINITION
	● 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 and across the program, such 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 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.
My eQuals	My eQuals is a secure, digital platform for Australian and New Zealand universities and Registered Training Organisations to issue and manage tertiary credentials (academic records, transcripts, etc.) for students and graduates.
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
National Register	Refers to the Register of Higher Education Providers, VET training providers and accredited Courses as maintained by the Australian Government. ● TEQSA Higher Education Register: https://www.teqsa.gov.au/national-register ● ASQA VET Register: https://training.gov.au/
Natural Justice Principles	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: ● 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. 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).
Non-AQF Course	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.

Glossary of Terms

TERM	DEFINITION
Non-AQF Degree	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 award that is covered by the AQF.
Non-Executive Director or Equivalent	A Director who is appointed from outside of Stanley College.
Non-Executive Director or Equivalent	An independent Director who is appointed from outside of the College.
NRT Logo	*Nationally Recognised Training* logo
Nursing and Midwifery Board of Australia (NMBA)	The NMBA operates as an independent authority and its functions include: overseeing practitioner registration, developing professional standards, codes and guidelines, handling notifications and complaints in relation to the profession, assessing overseas-trained practitioners who wish to practice in Australia and approving accreditation standards and courses of study.
OET	The Occupational English Test (OET), developed specifically for healthcare professionals.
Offer	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).
Offer Letter	An offer for admission into a Stanley College course. Some offers may include conditions placed on the admission, which may include pre-requisites.
Officer	An Officer under the Work, Health and Safety Act includes an: ● 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. 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.
Official Travel	Travel approved by Stanley College for work purposes.
Ombudsman	Refers to the free and impartial complaints body that deals with: ● 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.

Glossary of Terms

TERM	DEFINITION
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)	The OQU is based within the Department of Training and Workforce Development within the WA Government and assesses eligible qualifications gained overseas to determine their comparability with Australian standards. The OQU can assess post-secondary qualifications including: • Formal technical and vocational qualifications (Certificate IV and above); and • Formal higher education qualifications (Bachelor degree and above).
Overseas Student	A student studying in Australia on a student visa issued by DoHA.
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.
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	Under Work Health and Safety laws, a *Person Conducting a Business or Undertaking* (PCBU) is an umbrella concept which intends to capture all types of working arrangements or relationships. • 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 and Speaking.

Glossary of Terms

TERM	DEFINITION
Peer Review	Evaluation of scientific, academic or professional work by others working in the same field.
Personal Information	Personal information on Stanley College staff and students, which may include, but is not limited to: • 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.
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: • 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: • 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	Using another person's ideas, designs, words or works without appropriate acknowledgement. This includes copying, close paraphrasing, using generative AI without disclosure (where it is not permitted), and/or presenting any material as original when it is not.
Poor Academic Practice	A breach of academic integrity that is minor and unintentional and does not result in a significant advantage over others. It may be due to: • inexperience; • poor study or writing skills; and/or • insufficient referencing and citation skills.

Glossary of Terms

TERM	DEFINITION
Potential Conflict of Interest	A *potential* 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.
Prepaid Fee	Prepaid fee means any fee relating to the delivery of services paid to an NVR registered training organisation by, or on behalf of an individual prior to the services to which the fee relates being delivered by the organisation.
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.
Pre-Validation	The review of assessment tools prior to use to ensure assessment can be conducted in a way that is consistent with the principles of assessment and rules of evidence and the outcomes of any such reviews inform any necessary changes to assessment tools. Enables the provider to confirm that the requirements of the training package (or VET accredited course) have been met.
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	*Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.*
Professional Accounting Bodies	Is a collective noun that refers to CPA Australia, Chartered Accountants Australia and New Zealand (CAANZ) and the Institute of Public Accountants (IPA) .
Professional Accreditation	Professional Accreditation is a certification that allows a person to perform a job. ● 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	Learning activities for the purpose of developing, maintaining and enhancing the value and relevance of professional credentials. At Stanley College these include learning and teaching credentials, research training, and discipline-specific credentials.

Glossary of Terms

TERM	DEFINITION
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: ● 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; ● 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.
Qualifying Disclosure	Disclosure of information from an Eligible Whistleblower who has reasonable grounds to suspect that the information concerns: ● Misconduct ● an improper state of affairs or circumstances ● a breach of the law, or ● danger to the public or the financial system.

Glossary of Terms

TERM	DEFINITION
	Information may be about conduct by Stanley College, an officer or employee, a related company, or officer/employee of a related company.
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.
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) - "*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...".*
Recognition of Prior Learning (RPL)	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal and non-formal and informal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency.
Recycling/Self-Plagiarism	A student submitting their own previously assessed work, in whole or in part, without permission or acknowledgement.
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.
Remote Work	In relation to Work Health and Safety laws, Remote Work arrangements are usually agreed between an employer and an Employee to meet both their needs.
Remote Work Arrangements	Approved agreements that allow employees to work outside of Stanley College premises, either temporarily or on an ongoing basis
Representative	Another member of staff, a union representative, or another person providing support (family member, friend, advocate, counsellor or other professional support person) and where the representative is not a currently practicing solicitor or barrister.
Research	The creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. This definition is in line with the one used by the Australian Research Council (ARC) to frame the Excellence in Research for Australia (ERA) evaluation.
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	In relation to a worker who has suffered an injury compensable under the Work Health and Safety Act, this refers to: • The worker holding or returning to the position held immediately before the injury occurred; or

Glossary of Terms

TERM	DEFINITION
	• 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 *...effect of uncertainty on objectives*. 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.
Registered Training Organisation (RTO)	An organisation registered with ASQA to deliver nationally recognised training and assessment. RTOs must comply with all regulatory requirements, including submitting annual declarations on compliance, notifying ASQA of material changes, maintaining financial and legal accountability, and implementing quality assurance measures.
RTO Code	The registration identifier given to an RTO on the National Register, as per the Standards for RTOs 2025.
Satisfactory Progress	Refers to the standard of academic performance of a student in a Unit or a Course in which they are enrolled.
Scholarship	Those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field.
Scholarly Activities	Aspects of scholarly activity include, those listed in the TEQSA Guidance Note Scholarship and include such things as: • Scholarly publication/communication such as literature reviews and conference presentations; • Scholarly reviews of the current state of knowledge or teaching in a field that contribute to course development; • Original research in a discipline or on teaching and learning practices; • Leadership of advanced professional development activities (through, for example, presentations on the current state of knowledge, practice, or teaching and learning in a field, contributions to professional journals); • Contributions to professional bodies or communities of practice in advancing knowledge and practice (such as development of new standards, knowledge resources or codes of practice); • Involvement in relevant activities of scholarly academic societies, editorial roles or peer review (i.e., those concerned with advances in practice or knowledge); • Individual or collaborative activities, e.g., 'journal clubs', to remain abreast of developments in a field, combined with reflective practice.

Glossary of Terms

TERM	DEFINITION
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 (SoTL)	The Scholarship of Teaching and Learning (SoTL) for Stanley College refers to the systematic inquiry, critique, research and development in teaching, learning and the broader educational context which advances and publicly provides educational benefit to students, staff and the higher education sector.
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 enrols in a Higher Education Course, and for which students are charged fees or student contributions. 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: ● 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	A request for special consideration is used when a student attempted an examination but their performance was negatively impacted by unforeseen or unavoidable circumstances. Outcomes from special consideration requests are decided on a case-by-case basis and could include an opportunity for another examination or assessment.

Glossary of Terms

TERM	DEFINITION
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.
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.
Standards for RTOs 2025	The Standards for Registered Training Organisations (RTOs) 2025, which 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.
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	A Student Default occurs when a student: ● did not start on the agreed start date ● withdraws from study ● did not pay the amount required ● misbehaves ● breaches visa conditions.
Student Representative Committee (SRC)	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: ● Student services ● Policies and procedures pertaining to the student life cycle ● Learning environment (facilities, cultural diversity and learning resources)

Glossary of Terms

TERM	DEFINITION
	• 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. 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.)
Student Support	Support staff and practices aimed at students enrolled at Stanley College to enhance the student experience, their learning and personal growth.
Study Load	Refers to whether a student is studying Full-Time or Part-Time
Study Period	A period of study within a course, namely 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	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: • 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	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.
Summative Assessment	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.
Teach Out/Teaching - Out	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.
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.
TEQSA	Tertiary Education Quality and Standards Agency
TEQSA Provider Number	Also known as the PRV number, is a unique identifier assigned by the Tertiary Education Quality and Standards Agency (TEQSA) to all higher education providers in Australia

Glossary of Terms

TERM	DEFINITION
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 at the completion of a course of study that indicates the student has fulfilled all the requirements prescribed for that course of study.
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 Mapping Matrix (TMM)	This form is to be used by the Faculty Manager and the Trainer to demonstrate equivalence and currency for a unit of competency or Module that the Trainer does not hold.
Training and Assessment Strategy	The training and assessment strategy comprises critical information, as it describes how an RTO will deliver and assess the training product for their learner cohort.
Trainer Skills Matrix (TSM)	A document prepared for each department listing all the qualifications within the department, all the units of competency being delivered and assessed as part of each qualification and a list of every trainer and the units they are approved to deliver and assess.
Trainers and Assessors	Trainers and assessors are individuals with the necessary vocational competence and industry currency to deliver training and assessment within a Registered Training Organisation.
Training	The process used by Stanley College to facilitate learning and the acquisition of competencies in relation to the training product.
Training Package	The components of a training package endorsed by the Industry and Skills Council, or its delegate. The endorsed components of a Training Package are: ● units of competency; ● assessment requirements (associated with each unit of competency); ● qualifications; and ● credit arrangements.
Training Product	An item on the Stanley College 'explicit scope of registration' as published on the national register www.training.gov.au. This also includes single units of competency as explicit scope items which are also considered to be a 'training product'.

Glossary of Terms

TERM	DEFINITION
Transition Period	Transition period means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the student's training, assessment, and AQF certification documentation issuance needs to be completed or, in the case of a superseded training product, within which the student is transitioned into the replacement training product.
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.
Unauthorised use of Generative AI or Digital Tools	Using AI systems, translation tools, or other digital technologies in ways not permitted by assessment instructions. Unauthorised use of generative AI may also be classified as a form of plagiarism, cheating, or contract cheating depending on intent and context.
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: ● 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 assessment practices and judgements to ensure the assessment system produces assessment judgements that are consistent with the training product and comply with the requirements set out in the Standards for RTOs 2025. Validation includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool/s, process and/or outcomes and acting upon those recommendations.
Venue	Location of the work-based training placement (business or organisation address).
VET	Vocational Education and Training (VET) is education that focuses on developing practical skills, knowledge, and competencies required for specific occupations or industries. It is designed to prepare learners for work, enhance employability, or support career progression through nationally recognised qualifications, delivered in line with industry standards.
VET Council (VETC)	The VET Council (VETC) has the responsibility of overseeing and ensuring the excellence, financial viability, and effectiveness of Stanley College's Vocational Education and Training (VET) courses.
VET Student Loan	A VET Student Loan (VSL) helps students to cover tuition fees for vocational education and training (VET) courses. VSLs are only available for approved courses at the diploma level and above.
VEVO	Visa Entitlement Verification Online system

Glossary of Terms

TERM	DEFINITION
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 *Letter of Offer and Student Agreement.*
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, *Working from Home* 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.

Glossary of Terms

TERM	DEFINITION
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.
WBT	Work Based Training is training that occurs in a real work environment through participation in authentic work activities and interactions.
Worker	Any person who carries out work for a *Person Conducting a Business or Undertaking* (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: ● Full time workers on a wage or salary; ● Part time, casual and seasonal workers; ● Workers on commission; ● Piece workers. And in some circumstances: ● Contractors and sub-contractors; ● Working directors. 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.
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.
Working Under Direction	Refers to individuals who are engaged in training delivery under the supervision of qualified personnel, without the authority to make assessment decisions, and who are either appropriately credentialed or actively pursuing the necessary qualifications.
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 *Employment Hero*) 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.

Glossary of Terms

TERM	DEFINITION
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.