



Central
Regional



Central Regional TAFE
Residential Student Handbook



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Welcome to our student accommodation village located in Geraldton.

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Welcome!

The Pepperell Village is our purpose-built on-campus accommodation for students studying at Central Regional TAFE, located at the Fitzgerald Street Campus.

Our responsibility extends beyond just providing beds for students. We support the transition to independence with a dedicated Residential Staff and Support team. Living amongst fellow students with different backgrounds and interests can be an exciting and important part of the education and training experience. Offering the best of both worlds, Pepperell Village can offer an independent lifestyle for students complemented by a secure and supportive environment.

For more information about our on campus accommodation please contact:

1 Residential Officer & Residential Administration Officers **Julia Graham**

M: 0408 941 878
E: residential@crtafe.wa.edu.au

2 Coordinator Student Amenities & Sustainability **Anne-Marie Wilson**

M: 0407 974 718
E: anne-marie.wilson@crtafe.wa.edu.au

Thank you



Getting Started

Enrolments, Attendance and Leave

The resident is to be an enrolled student of Central Regional TAFE on a full-time basis in face-to-face classes at the Batavia Coast Maritime Institute, Technology Park or Fitzgerald Street Campus. Applications from students at other educational institutions will be considered on an individual basis after discussions with the Coordinator Student Amenities and Sustainability.

The Resident/Apprentice must maintain full class attendance. If attendance does not meet this requirement without a valid reason, Central Regional TAFE may terminate the occupancy. It is the Resident's responsibility to notify their lecturer and the Residential Staff if they are going to miss a class. Apprentices should also notify the lecturer and their Employer.

For security reasons, residents who know they will be off campus overnight or longer are asked to inform the Residential Staff that they will be absent. Sending a text message to the Residential Mobile is adequate notification.

Keys must be returned to the Residential Staff if leaving the campus overnight. We have a safe key drop box that keys can both be dropped and collected from.

Under 18 Residential Students

Central Regional TAFE has a Duty of Care for your safety and well-being. If you are under 18, key points to remember are:

- Your parent/guardian may be contacted regarding the following:
 - To advise of sickness
 - To advise of medical treatment if required
 - To advise of absences from class
 - If student is wanting to stay away overnight
- Students under 18 are expected to be in their unit by 9.30pm each night unless alternative arrangements have been made with Residential Staff and their parent/guardian permission has been provided.
- If you are absent from a scheduled class, Central Regional TAFE will report this to your parent/guardian. If you are an Apprentice, Central Regional TAFE must also report your absence to your employer. Regular absences may result in a review of the accommodation arrangements.
- If your Lecturer has planned an off-campus activity (camp or excursion), Central Regional TAFE must obtain your parents/guardian's permission for you to attend.



Getting Started

Units & Recreational Room

Central Regional TAFE has 12 self-contained fully furnished, air-conditioned units each consisting of 4 bedrooms, 1 bathroom, 1 toilet, kitchen and dining/living area. There is a fully equipped laundry between two units. Each unit caters for same sex accommodation and all units are grouped around a communal Residential Recreation room. Pepperell Village also has an accessible unit to support students with disability.



The Recreational Room is for residents and their visitors (accompanied by the resident) containing a pool table, large Screen TV, Table tennis, computer and a basketball half court located outside. It is open from 5pm until 9pm, Monday to Friday.

Check-in

We have a Safe Key Drop Box, which students will be sent the access code and instructions to, prior to check in.

It is the student's responsibility to ensure a booking has been made for their accommodation, and to confirm their booking prior to arriving.

Residential Staff Office at map location V8 (see attached map)

Check-Out

Check out is Saturdays 12pm unless prior arrangement has been made, keyus and swipe card can be left in Safe Key Drop Box.





Guidelines & Expectations

National Police Certificate

All Residents must provide a current National Police Certificate prior to commencing their tenancy at Pepperell Village. Students may be excluded from the village if they hold particular criminal convictions. Any criminal convictions will be assessed upon production of the Certificate, and a decision will be made within seven days.

Health

Residents are asked to note any Medical Conditions on the application form including any prescribed medications, this information is confidential to Residential Staff and will allow staff to assist you in case of an emergency. Students are asked to notify the Residential Staff should any changes be required on their medical form.

The Resident must report all accidents and injuries, to the Residential Staff and will be required to complete an Accident/Incident Report Form. Please note that in case of illness, Central Regional TAFE reserves the right to obtain medical assistance or to send students home or to hospital at the student's own expense.

Term Breaks

Students are required to vacate the village during term breaks unless the resident has scheduled classes or prior permission has been sought from the Residential Staff.

NB: Security and supervision is limited during term breaks.



Visitors must leave the Residential premises by:

**9.30pm Sun -
Thur 11.00pm
Fri - Sat**

Visitors

Visitors are welcome to Pepperell Village including family members and children. All visitors must comply with rules relating to the premises. It is the responsibility of the resident to explain the code of conduct to their visitor/s. Visitors must only enter/or remain on the premises with the express permission of the Resident and remain in the Resident's presence at all times while on Central Regional TAFE grounds.

Any visitor can be asked to leave by a Central Regional TAFE staff member or Security if not complying with Residential guidelines. Residents must not loan or give their unit swipe card or key to their visitor under any circumstances. Residents will be held accountable for any damages or actions of their visitor. This includes any financial costs incurred.



Guidelines & Expectations

House Keeping

Units are on rostered cleaning days. The following duties are to be completed prior to the cleaners' arrival and on checkout of the unit. Please make sure:

- ✓ All dishes are washed, dried and put away
- ✓ Kitchen benches are tidy
- ✓ The lounge is tidy and everything is off the floor
- ✓ All bins are emptied, and rubbish placed in the skip bin
- ✓ All personal items are kept in your room, and all items in the bathroom and toilet are put away.



Students will be invoiced a cleaning charge if the above duties are not carried out prior to vacating.

Bedding & Linen

All rooms have a king single mattress. Mattress protectors are supplied for all beds within the village. The mattress protector is the property of Central Regional TAFE and is to remain in the unit at checkout. The bed is to be stripped prior to vacating the unit, and the mattress protector is to be removed and left in the room. Linen boxes are available for use for Short Term Residents/ Apprentices at a fee of \$40.00. Students will be invoiced the \$40.00 linen charge if any items are used from this box during their stay.

Laundry

Each 2 units have a shared Washing Machine and Dryer between them. Laundries are accessible 24 hours a day. Please bring your own laundry supplies.



Smoking/Vaping

Central Regional TAFE is a smoke free Campus. Residents at Pepperell Village (and their visitors) are permitted to smoke outside of their unit on the veranda only. Please be considerate of others and ensure ashtrays are used and doors and windows are closed within the smoking area. Also, please ensure all cigarette butts are disposed of in the bin. For more information please refer to the online Policy and Procedure for Smoking Restrictions (OS004P).

Facilities

Reporting Faults or Breakdown in Equipment

Should you experience any faults, breakdown of equipment or maintenance issues Monday - Friday, please report it to the Residential Staff. In case of emergencies on weekends, please report all issues to Facilities staff. See contact details on page 9.

Unit Access

Residents are responsible for the care and safe return of their room key and swipe card. If a residential key is lost or misplaced, Residential Staff should be notified immediately so de-activation and a replacement of the key can be arranged. Students must not loan their room key or swipe card to another person under any circumstance. Students are required to sign keys and swipe card back in on departure during term break and/or at the completion of their course/block.

If Residential keys and swipe cards are lost, the resident will be responsible for replacement costs.

Network Wi-Fi

Wi-Fi is available throughout the village and Residential computer are located in the Recreation Room and Cibatek Tech using your student ID as your login. Inappropriate use of the internet, e-mail or the loading of games or pornographic material will result in disciplinary action. The Wi-Fi system does not support Netflix or movie download. The Wi-Fi password will be provided to you on your arrival.

Parking

Residential Students have a designated parking area and will be supplied with a parking permit to be displayed at all times on their vehicle. Students are required to return their permit on departure during term break and at the completion of their course/block. Please note, visitors are not to park in the designated parking area.

Bikes

2 x bikes are available to Residents at Pepperell Village. The bikes may be used as a means of transport around Geraldton to work placements and appointments. Please contact the Residential Supervisor at least 1 day prior to complete a 'Residential Bike Loan Form'; if you are under 18 a parent/guardian must sign their approval.

Me-N-U Cafe

Students have the option of receiving meals from the Me-N-U Cafe for a fee, to be confirmed upon request. Meals include lunch and evening meals only (Monday - Friday during term). Breakfast and weekend meals are NOT included. Meals are charged at a weekly rate and cannot be cancelled during a block.

Workplace Health and Safety

Central Regional TAFE is committed to the health and safety of all Staff and students. Residential Staff will endeavour to ensure the Village meets all WHS requirements. Residents are encouraged to participate in identifying and reporting any issues or concerns.



Safety First

Emergencies and Safety

FIRE EMERGENCY PROCEDURE

Residents will be made aware of the emergency evacuation procedure due to a fire alarm and are required to follow these procedures when a fire alarm is activated. Evacuation plans are located in each unit.

ASSEMBLY POINT

**GRASSED AREA
OPPOSITE H BLOCK**
(two-story building)
See map at back.

Security

Pepperell Village surrounds and the Recreation Room are under 24 hour surveillance. Residents are reminded to treat equipment with respect.

Report any suspicious activity to the Residential Supervisor.

PLEASE NOTE:

- ✓ Fire alarm evacuation drills will be practiced throughout the year and Residents are required to follow the evacuation plan procedure.
- ✓ Intentional misuse of a fire alarm will attract a fee and/or fine from the Fire Department.
- ✓ For life threatening emergencies call 000 (Fire, Police or Ambulance), then notify the Residential Supervisor.

Insurance

Personal belongings are not insured by Central Regional TAFE and are the responsibility of the resident. Central Regional TAFE does not provide insurance cover or assume any liability for any personal items or motor vehicles lost, stolen or damaged within Central Regional TAFE grounds. Students are encouraged to insure their belongings against theft or damage. It is recommended that you ALWAYS keep your room and unit locked.



Communication

Administration

Central Regional TAFE Residential staff are responsible for the administration and maintenance of each residence. The college aims to provide a safe and caring environment for all residents. The team includes the following staff members:

1 Residential Officer & Residential Administration Officers

Julia Graham

Monday - Friday - 3.30pm - 8.00pm

M: 0408 941 878

E: residential@crtafe.wa.edu.au

- Support for Residential Students
- Maintenance requests for the village grounds/units
- Enquires/requests relating to Pepperell
- Student Village

3 Student Support Services Coordinator

Monday - Friday 8.30pm - 5.00pm

T: 9956 6140

- General Information and advice
- Support services and referrals
- Supports students with study and career guidance
- Concerns/issues either course related/personal
- Payment Plans/Debt Management
- Study and career guidance for Aboriginal and Torres Strait
- Islander students

2 Coordinator Student Amenities & Sustainability

Anne-Marie Wilson

Monday - Friday - 8.00am - 4.30pm

M: 0407 974 718

E: anne-marie.wilson@crtafe.wa.edu.au

- Residential information and advice
- Account enquiries/payment
- Maintenance requests for the village

4 Facilities

Saturday - Sunday

- Emergency faults only, maintenance can be reported Monday - Friday:

M: 0408 930 670



Communication

Enquiries and Email

Mailing Address

Central Regional TAFE
c/-Pepperell Student Village
Locked Bag 103
Geraldton WA 6531

Village Location

175 Fitzgerald St
Geraldton WA 6530

Contact Details

8.30am - 5.00pm
M: 0448 445 421
residential@crtafe.wa.edu.au

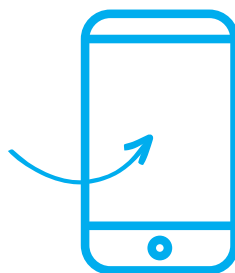
Student Support Services

Residential students are supported by the Student Support Services Team which is located in X and J Block. Student Support Services offer a variety of support services to all students including:

- Course planning and study pathways.
- Aboriginal Student Support
- Learning difficulties support.
- Career advice and direction.
- Induction for new students.
- Job Ready program.
- Mentor support.
- Youth support.
- Case management.
- Course fee and debt payment options advice.
- Referrals to external support agencies.
- Scholarships program.

Campus Contact

If you need to make contact with your Lecturer or the Program Assistant for your course area, please phone 1800 672 700.



This will put you through to Central Regional TAFE's Switchboard Operator who can forward the call at your request.



Fees & Charges

Accommodation costs for residing at the Pepperell Student Village are displayed below as per the Fees and Charges Schedule for the current year.* Residents must be an enrolled student.

The current fees and charges for the application fee, ancillary fee, linen fee and the meal component are GST inclusive. The rental and bond charges are exempt from GST. Ancillary fees are compulsory charges.

Fee/Charge	Method of Charge	Amount (Rounding)
Application Fee	Per stay	\$50.00
Bond - Students & Staff (four weeks long term rent)	Per stay	\$660.00
Rent - Long Term (> 2 weeks)	Weekly	\$165.00
Rent - Short Term (>3 nights - 2 weeks)	Weekly	\$175.00
Rent - stay 3 nights or less (includes visitors)	Per night	\$55.00
Bedding	Upon request	\$40.00
Meals	Weekly	\$118.00
Ancillary Fee	Weekly	\$10.00
Rent - Commercial	Weekly	\$235.00

**correct at time of print*



Payment and Support

Fee Information

Students are required to make payment of the Application Fee and Bond prior to commencement of residency, and two weeks Rent in advance is required at time of check in. Ancillary Fee and Meals will be invoiced upon arrival at the rate mentioned in the Fee and Charges Schedule. Long term residents' rent is invoiced per term and can be paid weekly or fortnightly.

SHORT TERM RESIDENTS

Are required to provide credit card details as a Bond assurance until check out. If any outstanding Residential fees have not been paid, damages or additional cleaning costs have been incurred, these charges will be debited from the supplied Credit Card number.

LONG TERM RESIDENTS & APPRENTICES

Will be refunded their bond at the completion of their tenancy minus any damages, additional cleaning costs and outstanding fees. Apprentices also have an option to process their travel and Accommodation claim forms via Department of Training and Workplace Development to help offset their Residential fees.

All fees must be paid in full prior to the Residents' departure.

If long term residents leave the village prior to the academic term completion, Central Regional TAFE will require two weeks notice.



Account Procedures

FEES

Residential fees must be paid on a weekly/fortnightly basis and be paid in full by the end of each term/course or block.

OVERDUE ACCOUNTS

Residents will be sent a statement and reminder notice of overdue accounts and if not paid will be forwarded to Debt Collection.

DEBT COLLECTION PROCEDURES

Debt collection commences if no payment is received after numerous attempts to collect payment. The student will be liable for this cost.



Payment and Support

Payment Information

Payment methods - EFTPOS, Cash, or Online Banking. Payments can be made at A-Block Reception; however, initial payment of Residential Fees should be made in the company of Residential Staff.

Government Assistance and Centrelink

Depending on your circumstances, you may be eligible for Youth Allowance, Austudy or ABSTUDY, which provides financial support while you are studying at Central Regional TAFE or undertaking an Australian Apprenticeship. You may also be eligible for Rent Assistance and the Disability Support Pension. We encourage you to contact Centrelink for further information or visit: www.humanservices.gov.au

RECEIPTS - ONLINE BANKING

If you choose to pay your account via online banking, please be advised that Central Regional TAFE cannot generate a receipt and you will be required to save a record of the online banking receipt.

DIRECT DEPOSIT

NAME: Central Regional TAFE

BANK: Commonwealth Bank

BSB: 066-040

A/C: 19807768

REFERENCE: Your General Debtor Number or 'RESI', First Initial and Surname (eg. RESI J BLOGGS).

BOND ASSISTANCE SCHEME

You may be eligible for a Bond and 2 weeks Rent interest free loan. This is a scheme through the Department of Communities and is means tested. We encourage you to contact the Department of Communities for further information or go to the website:

www.communities.wa.gov.au/services/housing



Pepperell Village Code of Conduct

Central Regional TAFE respects the right to privacy of all our residents. A Resident's/Student's room is regarded as his or her private space however, guidelines are in place to ensure the welfare and safety of all students. Each student has a responsibility to conduct themselves in a way which does not infringe on the rights and privileges of other residents.

Residents of Pepperell Village agree to comply with the Central Regional TAFE By-Laws 2016.

The Student Code of Conduct (OM018P) and related policies are an expansion of the College By-laws and provide further guidance as to acceptable behaviour within the College's environment. The Student Code of Conduct also applies to visitors to the campuses and students living in College accommodation where provided. Central Regional TAFE Student Code of Conduct and other referenced policies can be found at www.centralregionaltafe.wa.edu.au

All members of the College community are responsible for ensuring students behave in accordance with the standards set out within the Student Code of Conduct. If a student is in breach of the Student Code of Conduct, staff and students have a responsibility to report this. Disciplinary procedures may occur as a result of a breach of the Student Code of Conduct, including sanctions set out within the College By-laws. If an act in breach of the Student Code of Conduct is also considered an illegal act, the relevant authorities will be contacted. Refer to Policy and Procedures for Managing Student Behaviour (CF006P). In line with the Central Regional TAFE Student Code of Conduct the following conditions apply to all Residents and they accept that any breach of these regulations may result in disciplinary action or immediate termination of Central Regional TAFE accommodation.

- The Resident shall not make any alteration or addition to the Premises including any fixtures or fittings,
- The Resident agrees to keep clean and tidy their personal living space as well as those shared facilities associated with their unit,
- Theft, vandalism or damage to Central Regional TAFE property or property belonging to a resident or staff member will not be accepted
- Mattresses are to remain on the bed frame in bedrooms due to WHS precautions

Any queries in relation to the above can be directed to Residential Staff.

Accommodation Agreement

Central Regional TAFE Rental Agreement must be signed prior to occupancy

- The Resident understands that possession and/or use of drugs or drug paraphernalia within Central Regional TAFE grounds are strictly prohibited and Residents are considered responsible for substances or equipment located in their unit. Alcohol may only be permitted or consumed on Central Regional TAFE grounds under certain circumstances. Please refer to the Central Regional TAFE Alcohol & Drugs Policy (CF001P).
- Bar heaters, candles and incense burners are not permitted
- Use of computer and Internet is subject to the Central Regional TAFE Policy and Procedure for Acceptable Computer and Internet Use (IS006P)
- Central Regional TAFE is a Smoke free Campus (including cigarettes) and only Pepperell Village Residents and Staff are permitted to smoke in the designated smoking/vaping areas within Pepperell Village. Refer also Smoking Restriction Policy (OS004P)
- Sexist, racist or discriminatory behaviour will not be tolerated
- Harassment, intimidation, bullying, disruptive, discourteous or dangerous behaviour will not be tolerated
- Damage to, or tampering with, safety or fire equipment is not accepted
- Full attendance in the enrolled study program must be maintained
- Central Regional TAFE prohibits residents from bringing animals of any kind into the accommodation unless the Resident is visually impaired and are accompanied by a guide dog
- The resident agrees to follow guidelines within the handbook relating to Visitors to Pepperell Village and understand that the visitor must remain in the presence of the resident at all times.
- The resident will apply for and provide a current National Police Certificate prior to commencing their tenancy
- If it is likely that a National Police Certificate will not be received prior to the tenancy commencing residents will need to complete a Statutory Declaration, stating that they do not possess any criminal convictions that could exclude them from residing at Pepperell Village.
- National Police Certificates are not required for students under 18 years of age.

The Residential Staff have the right to enter residential units without notice in certain circumstances. Residents will also permit Central Regional TAFE, its agents, authorised officers and employees to enter the premises:

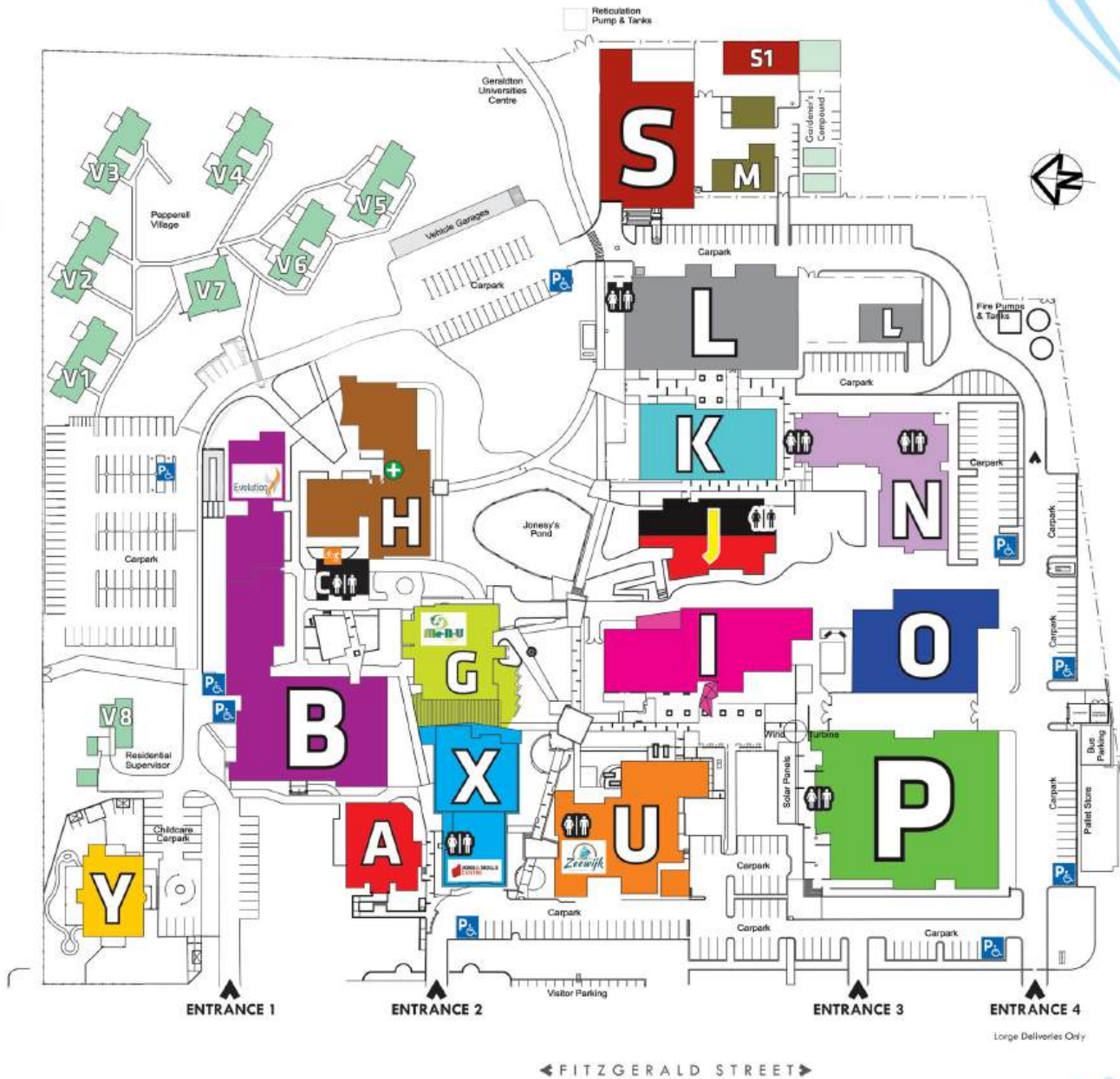
- In cases of emergency or if it is believed the Resident has ill health, or is mentally or physically incapacitated
- To carry out repairs and/or maintenance
- Where Central Regional TAFE has reasonable grounds to believe that there has been a breach of the Code of Conduct.

GERALDTON CAMPUS

173 FITZGERALD STREET
GERALDTON - SITE MAP

- A** Directorate / Training Systems Administration
- B** Corporate Services / Business & Management / Computing / Science / Hairdressing, Beauty & Massage
- C** Main Toilet Facility / Bike & Skateboard Zone
- G** Me-N-U Café
- H** Health, Education & Community Services
- I** Visual Art & Creative Industries Hub / Screen & Media
- J** Aboriginal Learning Centre
- K** Electrical Trades
- L** Construction Industries

- M** Facilities
- N** Vet Nursing / Animal Care / Veterinary Clinic / Resource Sector / Principal Lecturers / Commercial Training
- O** Fitting & Machining / Light Automotive
- P** Metals & Automotive / Work Health & Safety
- S** Plumbing & Gas Fitting
- U** Hospitality, Events & Tourism / Zeewijk Restaurant
- V** Student Residential (Pepperell Village) / Residential Supervisor
- X** Reception / Student Services / Library / Jobs & Skills Centre
- Y** Child Care Centre





**Central
Regional**

RTO: 52789



1800 672 700



enquiries@crtafe.wa.edu.au



centralregionaltafe.wa.edu.au



Disclaimer

*The course information and content provided in this document are accurate at the time of printing. However, all details are subject to change without prior notice.