

Avondale College



*107 years of excellence in
Christian Education*

**Vocational Education
Handbook**

Prospective Student Enquiries

For Australia, New Zealand and all international locations:

The Avondale Enquiry Centre
582 Freemans Drive
COORANBONG NSW 2265
Australia

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COORANBONG NSW 2265
Australia

Phone +61 2 4980 2277
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E-mail enquiries@avondale.edu.au
Website www.avondale.edu.au

How to apply

Apply directly to Avondale. Application forms are available from

Avondale Enquiry Centre
PO Box 19
COORANBONG NSW 2265
Australia

Phone +61 2 4980 2277
1800 804 324 (Freecall within Australia)
Fax +61 2 4980 2151

Email enquiries@avondale.edu.au

It is recommended that applications from Australian and New Zealand residents should be received by November 30. Late applications are subject to availability of places.

International students from country levels 3–4 should apply by September 1.

CRICOS Provider number 00618K

The *Avondale Handbook* 2005/6 is published in three volumes:

- 1 Undergraduate courses
- 2 Postgraduate courses
- 3 Vocational Education courses

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Cover design Cathy Duffy

Published by Avondale College
PO Box 19
COORANBONG NSW 2265
Australia

Printed in Australia by Signs Publishing Company

Avondale College attempts to ensure that the information contained in this publication is up-to-date at the time of printing but the College may amend any section without notice in response to changing circumstances. Students should check the College website and/or phone 1800 804 324 to obtain the most recent information. In addition classes in any unit of competency may be cancelled if enrolments do not reach the levels approved for the effective presentation of the topic area. The College also reserves the right to withdraw any unit of competency which it offers, or impose limitations on enrolment in any unit as a result of resource limitations.

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A Message from the President

Avondale offers quality vocational education in a Christian context.

Students who choose to stay in a residential complex will find that it provides a caring environment where academic, social and spiritual interaction occur. The campus ethos provides the stimulus, support and challenge for personal and professional growth. At Avondale you will have ready access to staff committed to furthering your individual development in the intellectual, physical, social, emotional, aesthetic and spiritual areas.

Avondale College has consistently been ranked highly for the quality of its vocational educational programs and many of our graduates have achieved outstanding success in their careers.

The high take-up of Avondale graduates across a broad range of employment sectors demonstrates the value the community places on people with high ethical standards, a healthy, well balanced lifestyle, and a commitment to values such as integrity, equity, justice, and service to humanity. At Avondale these values are developed in the context of Seventh-day Adventist faith and lifestyle.

I would like to welcome applications from students of all backgrounds who desire excellence in Christian education.

John F Cox
President

A handwritten signature in black ink that reads "John F. Cox". The signature is written in a cursive style.

Academic Calendar 2005

Summer

Wk 1	Science Summer Camp	Jan 9–16
Wk 2		Jan 17
Wk 3		Jan 24
Wk 4		Jan 31
Wk 5	School of Aviation registration	Tues Feb 1
Wk 6		Feb 7
Wk 7		Feb 14
Wk 8	Bronze Medallion/First Aid Outdoor Recreation	Feb 23–25

First Semester

Wk 1	New Students—registration/orientation	Mon Feb 28
	Aviation classes commence	Jan 31
	Returning Students—registration	Tues Mar 1
	Classes commence	Wed Mar 2
Wk 2		Mar 7
Wk 3	Last day to enter/drop a class	Mar 14
Wk 4	Good Friday holiday	Mar 25
Wk 5	Easter Monday holiday	Mar 28
Wk 6		Apr 4
Wk 7		Apr 11

Mid-semester break

Aviation ground school break

Wk 8	Anzac Day—no classes	April 25
Wk 9		May 2
Wk 10		May 9
Wk 11		May 16
Wk 12	Graduation class nominations	May 23
Wk 13		May 30
Wk 14		Jun 6
Wk 15		Jun 13
Wk 16		Jun 20
	Certificate classes close 5 pm	Jun 23
	End Semester 1—Vacation begins	Jun 24

Apr 15–25

Apr 18–22

Winter

Wk 1	Industry Placement	
	Business	Jun 27–Jul 15
	Outdoor Recreation	Jun 27–Aug 8
Wk 2		Jul 4
Wk 3		Jul 11
	Aviation ground school break	Jul 11–15
Wk 4		Jul 18
Wk 5	Business Studies Residence Check-in	Jul 24
	Certificate III/IV in Business classes commence 9 am	Jul 25–Aug 5

Second Semester

Wk 1	New Students—registration/orientation	Mon Aug 8
	Classes commence	Tues Aug 9
Wk 2	Last day to enter/drop a class	Aug 19
Wk 3	Homecoming	Aug 26–Aug 27
Wk 4		Aug 29
Wk 5		Sept 5
Wk 6		Sept 12
	Aviation multi crew trip	Sept 12–16
Wk 7		Sept 19
Wk 8		Sept 26

Mid-semester break

Aviation ground school break

Wk 9	Business Certificate “mock” interviews	Oct 13–17
	Outdoor Recreation Industry Placement	Oct 10–14
Wk 10		Oct 17
	Business Certificate employment interviews	Oct 20
Wk 11		Oct 24
Wk 12		Oct 31
Wk 13		Nov 7
Wk 14		Nov 14
Wk 15	Final submissions for assessments 5 pm	
	Business Certificate	Nov 23
	Outdoor Recreation	Nov 24
Wk 16	Course Assessment Boards	
	Business Certificate 3.30 pm	Nov 28
	Outdoor Recreation 4.00 pm	Nov 28
	Graduation	Dec 2–4

End Semester 2—Vacation begins

General Information

History and development

Avondale College began in 1892 when its predecessor institution was established in Melbourne, Victoria, to educate young people for employment in the developing work of the Seventh-day Adventist Church in Australia, New Zealand and the South Pacific. In 1897 the College was relocated to its present site in Cooranbong, New South Wales. It initially offered courses in teaching, business, and biblical and mission studies.

Avondale is now a private educational institution of higher education offering a broad range of undergraduate, postgraduate and vocational courses. Its educational program is based on a Christian philosophy that aims to develop the whole person. Two campuses in New South Wales, at Cooranbong and Sydney, provide safe and pleasant environments where students may enjoy Christian friendship while receiving a quality education.

Avondale offers vocational education courses in Aviation, Business and Outdoor Recreation.

Avondale, as the premier educational institution of the Seventh-day Adventist Church in Australia and New Zealand, provides a quality education to its constituency as well as a growing number of students of other faith traditions who desire higher education in a Christian context (around 20 per cent in 2004). Students come from all states of Australia and from overseas.

Legal name

Legal Identity	Avondale College Limited
Trading Name	Avondale College
ABN	53 108 186 401
ACN	108 186 401
RTO	7066
Registered address	582 Freemans Drive, Cooranbong NSW 2265
Other Trading Names	Avondale College School of Aviation Avondale College Bookshop Avondale Computer Technologies

Governing body

The governing body of the institution is the Avondale College Council, the membership of which represents a wide spectrum of expertise and experience in academic and other fields. The Council maintains responsibility for financial and major policy matters, but delegates the routine aspects of the operation of the institution to the President, advised by the Administrative Committee, Academic Board, and other committees.

Members of the Avondale College Council 2005

Mr Laurie J Evans
Chairperson

Dr Barry D Oliver
Pro-Chairperson

Rodney G Brady
Deputy Pro-Chairperson

Dr John F Cox (Secretary)
President of the College (ex officio)

Dr Gavin S Donald
Appointed by the Council

Mr Gary Faull
Elected by and from the graduates of the College

Dr Diane L Fletcher-Way
Elected by the members

Professor Warren B Grubb
Appointed by the Council

Mrs Joy A Guy
Nominated by the members

Dr John G Hammond
Elected by the members

Dr Barry A Hill
Elected by the members

Ms Angela Jackson
Elected by and from postgraduate students, Avondale College

Dr Peter J Morey
Elected by and from academic staff, Avondale College

Dr Paul B Petersen
Elected by the members

Dr Ray C W Roennfeldt
Elected by and from academic staff, Avondale College

Mr Todd V Saunders
Appointed by the Council

Mr Corey Siebel
Elected by undergraduate students, Avondale College

Pr Allan Walshe
Elected by the members

Philosophy

Avondale's philosophy of education is based on a Christian view of life, which affirms that true education has to do with the development of the whole person. This occurs best as people come to know God, understand themselves, empathise with others and interact harmoniously with their environment. Believing that nothing is of greater significance than a person's relationship to God as Creator, Redeemer and Sustainer, the College invites

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its staff and students to respond positively to God's invitation to commune with Him in prayer, worship, meditation, fellowship and study of the Bible. Through this communion and worship, staff and students seek God's will and purpose, so as to appreciate and pursue a life-style influenced by Christian values and characterised by spontaneous, selfless service. The College motto *For a Greater of World Needs* challenges this community to a more informed understanding and a greater commitment to fulfilling these needs.

Education involves the harmonious development of those human characteristics that are a reflection of the "Image of God". God's image is seen in the unity of body, mind and spirit; in human intelligence and creativity; in the capacity to choose; in the expression of human love and in the capacity to worship.

Avondale accepts the challenge of discovering and sharing truth, of striving for excellence, and of fostering a creativity that blends individuality, wisdom and healthy self-evaluation. Small class sizes allow individuals to be recognised and ensure all students have opportunity to participate and be actively involved. Avondale believes that the quality of learning experienced depends on the professionalism of lecturers and the quality of their interaction with students in collaborative learning.

Avondale sees as rewards of this common pursuit of truth: greater self-awareness and poise; an understanding of the past and present; a developed sense of value; a love of learning where eagerness is tempered by humility; respect for other points of view; and the ability to communicate effectively. The challenge to unite knowledge and understanding with appropriate and responsible action is constantly upheld.

Further, Avondale seeks to encourage members of its community to realise the full potential of their talents and to live full and joyful lives. Avondale enhances social skills, values friendship and supports family relationships. It seeks to provide the guidance and nurture that will enable its students to respond intelligently to their own needs and the needs of others. Further, it attempts to provide an environment that encourages emotional and social maturity.

Avondale desires that all members of its community enjoy the best in art, literature, drama, film, music and recreation and respond positively to the richness of contemporary, multi-cultural Australian society.

Learning to live successfully is based on living temperately. Avondale encourages this by providing a balanced program of spiritual growth, intellectual development, cultural enrichment, physical activity, relaxation and recreation.

Mission

The mission of Avondale College is:

- 1 *To deliver quality education* characterised by

- excellence in scholarship, teaching and research;
- commitment to free inquiry and academic and professional integrity;
- integration of intellectual, professional, spiritual and personal values;
- development of the whole person

in the context of Seventh-day Adventist world view, values, faith and lifestyle.

Avondale caters for people of varied backgrounds who desire a Christian education. No test of religion, politics, race or sex is administered to determine admission as a student, graduation, or the enjoyment of any benefit, advantage or privilege of the institution.

- 2 *To equip students for service* to society and church.
- 3 *To produce competent graduates* with high ethical standards; enquiring, disciplined minds; a sense of individual worth; respect for others; an appreciation of diversity; and a commitment to faith, integrity, and justice.

Values

Avondale College is committed to the following values:

Excellence in learning and teaching

Avondale College is committed to scholarly and sound learning. College administration and College Council affirm the contribution made by the staff of Avondale to student support, teaching, research, and the modelling of the Seventh-day Adventist faith and lifestyle. In valuing excellence in learning and teaching the personal and professional growth of staff is also highly valued.

Spiritual development in students and staff

Avondale College places a priority on educating skilled professionals who will make a significant contribution as denominational leaders, leaders in society and/or as Christian role models in the world. Therefore, the spiritual development and nurture of both students and staff is a priority of the College in order to assist graduates and staff to develop and maintain a personal Christian experience and to be able to share this experience with others.

Maintaining a supportive environment

Avondale College aims to establish and maintain a supportive learning environment that encourages challenge and risk-taking as dynamic elements that contribute to a quality education.

Integrity

Avondale College values integrity in its own operations and it seeks to develop skilled graduates who will act with integrity and ethical principles in their future personal and professional lives.

Equity and fairness

Avondale College values equity and fairness in its dealings

with both staff and students, and the College expects staff and students to treat each other with equity and fairness.

Leadership and collaboration

Avondale College believes in challenging students to reach their highest potential in their academic pursuits, their practical experiences, and in their community service. As future community leaders it is expected that graduates will contribute to the well-being of society, work collaboratively with other professionals, and actively lead the Church and society into the future.

Structure

The President is the chief executive officer of the institution, assisted by the Vice-President (Academic Administration), the Vice-President (Finance), the Assistant to the President (Advancement), the Director of Student Services and the Director of Marketing Services. The administration is responsible for the management and operation of the institution in accordance with Council policies and directives.

John F Cox

BA Avondale (PUC), BA (Hons) Syd, MA Ncle, PhD Lond
President

Vivienne J Watts

BSc Andrews (USA), MA Andrews, GradDipTeach BCAE, PhD QUT, AMusA, ATCL, LTCL, RN (QLD), RM (TAS)
*Vice-President (Academic Administration),
Manager of Vocational Education*

Robert E Ellison

Dip Bus Avondale, BBus Avondale, CPA
Vice-President (Finance)

Harwood A Lockton

TeachDip London, BSc (Spec)(Hons) London, MA Newcastle, MDevSt Deakin
Associate Vice-President (Academic)

Allen R Steele

BA Tennessee, MA Andrews, EdD Andrews (USA)
Assistant to the President (Advancement)

Paul A de Ville

BA (Tas), BEd(CCET) (TSIT), GradDipLib (TCAE Mt Nelson), GradDip(SocSci Public Sector Management) Tas, MEdStud (Tas), MA (Leadership and Management—Health Services) Avondale, TTC
Academic Registrar

Glenn I L Roberts

BA Avondale (PUC), MA Andrews, GradDip (Couple and Family Therapy) UNSW
Director of Marketing Services

Craig S Vogel

BEd Avondale, MA Loma Linda (USA)
Director of Student Services

The Avondale College Council has ultimate responsibility for the academic program. The Vocational Education Board is responsible for vocational education courses.

Avondale College is a Registered Training Organisation and vocational education courses are offered by the Vocational Education Department.

Accrediting bodies

Avondale's courses are offered within the terms of the Australian Qualifications Framework.

Vocational education courses and training packages are accredited by the NSW Vocational Education and Training Accreditation Board (VETAB). Avondale is a Registered Training Organisation (RTO).

The institution is also listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), with courses approved for international students. Avondale's CRICOS Provider number is 00618K.

Avondale is accredited as an Adventist Institution of Higher Education by the Adventist Accreditation Association based in Washington DC.

The Cooranbong campus

Avondale College is built on the Avondale Estate, a country property of some 325 ha on the coastal plain about 120 km north of Sydney in New South Wales, Australia. The Watagan Range, about 8 km to the west, is covered with wet sclerophyll eucalypt forest, with pockets of sub-tropical rainforest, and is excellent for hiking, camping, and rock climbing. A few kilometres to the east is located the magnificent salt-water Lake Macquarie with its entrance from the Pacific Ocean. The rainfall is about 1250 mm (50 in) per annum, distributed uniformly throughout the year. Midday summer temperatures are usually near 27.5°C, though they may exceed 40°C on occasions. In winter, frosts may occur overnight, particularly in July and August.

The Cooranbong campus includes all the property that extends from Freemans Drive (northern boundary) to Dora Creek (southern boundary), and from Dora Creek (western boundary) to Sandy Creek and the fence-line between Sandy Creek and Avondale Road (eastern boundary). It does not include the Avondale Memorial Church property, the Retirement Village, or the Cooranbong Community Services Centre. Because the dairy is operated by a private contractor, student access requires permission from the Director of Land Management.

The Cooranbong campus has the following teaching areas:

- 2 lecture theatres seating 104 and 140 students
- 31 classrooms (plus another two at the School of Aviation).
- 11 computer laboratories
- 26 other laboratories and special purpose teaching areas.

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The teaching spaces on the Cooranbong campus can accommodate over 1900 students at any one time.

In addition, the Cooranbong campus has six halls seating between 200 and 1900 people. These are used for large gatherings, concerts and recitals.

The IT Services Department provides computing support for students as well as the academic and administrative departments of the College. IT Services manages a network infrastructure which includes Windows servers, an HP Open VMS Cluster, and Unix-based servers. These servers provide file, print, email, and web services. All academic areas and student residences are connected to the network, and every student is provided with an account to access the network. A permanent broadband Internet connection is maintained for use by staff and students. Six modems provide dial-up access for staff from locations external to the campus.

Computers are available for student use in many areas on campus. All the computers have Internet access and the use of the *Microsoft Office* suite. Networked laser printers are provided for student use in each laboratory. Students have access to the laboratories on average 10–12 hours per day, 5½ days per week.

- The Library has forty PCs for general use, as well as eight catalogue-only computers connected to the UNILINC system.
- The Business and Information Technology Building has forty PCs in three laboratories. Some of the additional applications installed on these machines include desktop publishing, charting, project management and software development.

In addition to the laboratories 24-hour access is provided through nineteen computers located in the residence halls.

In aggregate the computer:student ratio for Avondale students is about 1:5.

The library is central to the academic life of Avondale. The addition of the Jeremic Wing has provided an imposing presence for the library. The three levels have a combined usable floor area of 2,730 m².

The collections housed in the library include the monograph, serials, newspaper, reference and open reserve collections. Facilities include study rooms and a video viewing room. Photocopying facilities (black and white and colour), word processing facilities, Internet access, on-line catalogue access and access to databases and indexes are available in the library.

The Harker Teaching Materials Centre provides resources for use in the instructional, professional and curriculum program of the Faculty of Education. The collection includes K–12 textbooks, activity books, games, cassettes, standardised tests, syllabi and curriculum development materials. A classroom and preparation room provide venues for lectures, demonstrations and workshops adjacent to the collection.

Library holdings (September 2003) include 624 serial titles, 109,826 books (including theses and monograph series,) 6,903 non-book materials, and 3,110 items in the E G Whitehite/Adventist Research Centre.

The Library is open 70½ hours per week during each semester, 64 hours per week during winter and summer schools, and 32 hours per week during times when no classes are scheduled.

Internet, On-line and CD-ROM access are available to Library users, who are able to access the Internet via twenty-six PCs that are also used to access the various CD-ROM, on-line databases (full text and indexes) and floppy disk based applications available in the library. A number of additional computers can be used to access *Microsoft Office* software.

The library has reciprocal borrowing agreements with the University of Newcastle and with libraries belonging to the UNILINC reciprocal borrowing scheme.

Student accommodation

- *Watson Hall* was completed in 1964 and accommodates 153 men in rooms for one or two
- *André Hall* (extensions were completed in 1965) and accommodates 81 women in rooms for one or two
- *Ella Boyd Hall* was completed in 1990 and accommodates 165 women in single rooms
- *Collegeview Married Student Village* comprises 36 non-furnished two-bedroom units, with carport and storage area. The Student Services Office liaises with a local real estate agent in matters relating to the allocation and rental of these units.