Opening hours and contact details

Casuarina campus: Student Central
Mon, Tue, Thurs: 8.30am – 4.00pm
Wed: 8.30am – 6.00pm
Fri: 8.30am – 3.00pm
Location: Building Orangerie 1, Casuarina campus
Freecall: 1800 041 743
Email: student.central@cdu.edu.au

Alice Springs campus: Student Central
Mon to Fri: 8.30am – 4.00pm
Location: Building 1, Alice Springs campus
Freecall: 1800 654 865
Email: student.central@cdu.edu.au

Palmerston campus: General enquiries
Mon to Fri: 8.00am – 4.00pm
Location: Building A, Palmerston campus
Phone: 08 8946 7899
Email: palmerston@cdu.edu.au

CDU Darwin Waterfront: Student Central
Mon, Tue, Thurs: 8.30am – 4.00pm
Wed: 8.30am – 6.00pm
Fri: 8.30am – 3.00pm
Location: 21 Kitcheener Drive, Darwin
Freecall: 1800 041 743
Email: student.central@cdu.edu.au

Katherine Rural campus: General enquiries
Mon to Fri: 8.30am – 4.00pm
Location: Building 2, Katherine Rural campus
Freecall: 1800 779 577
Email: NTRural@cdu.edu.au

FOR MORE INFORMATION
1800 238 838 | E: vet-enquiries@cdu.edu.au | W: cdu.edu.au/vet
We know some people see the world in a unique way, often seeing solutions that others don’t.

What do you see?

Is it your first job on the horizon, a change of occupation, a promotion, or a way to channel your interests into a lifetime career?

At Charles Darwin University VET, we’re focused on helping you achieve more in your chosen territory.
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Introduction

Welcome
Welcome to Charles Darwin University!

As the largest Vocational Education and Training (VET) provider in the Northern Territory, we invite you to explore the range of courses we have on offer. These courses offer relevant and practical training that will help you to enter or progress within the workforce with confidence and also equip you with the skills you need to respond to the shifting demands of work.

CDU has over 22,000 students enrolled in VET, Higher Education and Research, spread across eight campuses and centres in the Northern Territory, as well as in Melbourne and Sydney. As one of a handful of universities in the country that provides both Higher Education and VET courses, CDU believes that every learner should be offered alternative ways to access education and to acquire universal skills, qualities and understandings.

This guide provides the information you need to become a CDU student, including information on enrolment processes. It will help you access the services that we provide for students. We look forward to receiving your application and hope you will take the opportunity to stay connected to CDU over the long term.

Who needs this guide?
The 2018 VET Student Guide is for anyone who is interested in completing a VET qualification or unit at CDU. Student outcomes and student experience motivates our planning and our practice. We adapt educational design, learning and teaching practices and student support, working in partnership with students to help them achieve their goals and aspirations. We do this because we recognise that our skilled and knowledgeable graduates will shape the future.

Under the Northern Territory Education Act, to study a VET course, you must be 17 years of age at the time of enrolment unless:

1. You have completed year 10 of high school and have NT Department of Education (DoE) approval to undertake full-time work or an approved full-time training program. For more information visit the Northern Territory Government Learn or Earn site.


2. You are enrolled as a school student. If you are enrolled as a school student, you may undertake VET training under the conditions relating to VET for Secondary Students below.
Engineering - Fabrication Trade student
Introduction

VET for Secondary Students (VSS)
CDU provides VET training for enrolled school students on the following conditions:

1. **Age:** To study as a VSS student you must be at least 15 years of age at the time of enrolment unless:
   - You are attending an urban school and have provided written permission from the school principal to participate in VSS as a 14-year-old student.
   - You are attending a remote school and have provided written permission from the school principal to participate in VSS as a 13 or 14-year-old student.
   - In the case of ‘on-campus’ programs for under 15 year-old students, your school is prepared to provide a responsible adult to accompany you during your VET training.

2. **Parental and/or school permission:** All VSS students must complete a DoE VSS ‘Expression of Interest Form’. This form provides the parent/guardian and school approval for the school student to participate in an adult training environment.

Children on CDU campuses
As a compulsory education provider, CDU’s policy regarding children on CDU campuses or centres requires any child under the age of 15 years to be accompanied by a responsible adult such as a parent/guardian or a staff member from the child’s school.

Courses available at CDU in 2018
CDU is the largest training provider in the Northern Territory. We deliver courses across eight campuses and centres and more than 150 urban, regional and remote locations.

We provide accredited training in job-related and technical skills. We are constantly reviewing and improving our courses, and we consult with industry and businesses regularly to match out training with their needs.

Our delivery of VET courses is flexible and varies according to demand, location and circumstances. There are full-time, part-time, mixed mode and online study options available depending on the course. VET for Secondary Students (VSS) programs and some courses are available only under apprenticeship conditions. For the most up-to-date list of courses visit our website.

W: cdu.edu.au/courses

International students who are student visa holders must undertake CRICOS approved courses. For the most up-to-date list of courses visit our website.

W: cdu.edu.au/international/future-students/courses
Introduction

Information on legislation, regulations and standards applicable to CDU students
During your studies at CDU, various Government legislation, regulations and standards may apply to your studies. You can review the full list on the CDU website.


NT Training Entitlement provider
CDU is an approved provider to deliver government subsidised training places under the NT Training Entitlement to eligible students at the Certificate III level or higher.

View the NT Training Entitlement guidelines to find out about eligibility criteria, qualifications offered under the entitlement, and how to select and access a course or qualification.


Enrolling in Diploma or higher level courses
If you are enrolling in a Diploma or higher level course, you will have to meet the entry-level academic requirements for the course. For more information, contact your industry team Customer Service Officer. Contact details are listed at the end of the guide.
Enrolment process

Enrolling in a VET course using the VET enrolment form
To commence or continue studying in 2018, you will need to enrol. Once you have selected the course(s) in which you would like to enrol, you should complete the details on the VET101 – VET Enrolment Form, then arrange a time with the relevant team leader or their delegate to discuss and complete your enrolment.

Online application and enrolment
Some courses are available for online application and enrolment. This is a two-step process – the application stage followed by the enrolment stage once the application has been approved. These courses can be applied for online.

W: cdu.edu.au/courses

Potential VET for Secondary Students should seek enrolment advice from their school VET coordinator.

Other enrolment information
Accepted enrolments formalise arrangements between students and CDU. It indicates your commitment to complete one or more units, a full course or qualification. It also implies CDU’s commitment to provide the best quality services, including: course delivery, the administrative processes associated with your student experience from enrolment to graduation, and the facilities and equipment we provide to support the delivery of programs.

If you would like additional information about enrolment, to clarify any issues or have any questions, we encourage you to contact the industry team relevant to your course by phone or email. Their phone and email contact details are listed at the end of this guide.

Unique Student Identifier (USI)
Every student undertaking a nationally recognised VET course will require a USI. This initiative allows you to receive a complete record of all the accredited VET courses you’ve undertaken from 1 January 2015. A USI gives you access to your online USI account which will help to keep all your training records together.

You can apply for your USI online or authorise CDU to apply on your behalf.
W: usi.gov.au

The USI must be provided to CDU before you can receive your Statements of Attainment or Qualification. For more information, visit the CDU website.
W: cdu.edu.au/cdu-vet/usI

Recognition of Prior Learning (RPL)
What is RPL?
RPL is the process by which your existing skills, knowledge and experience gained throughout your life – regardless of how they have been acquired – can be recognised towards the achievement of a nationally recognised qualification or competency.
Enrolment process

These existing skills may have been obtained through:

- work experience
- voluntary work
- school
- life experience
- sporting experience.

**What are the benefits of RPL for me?**

RPL can result in the award of nationally recognised qualifications or a group of competencies (ie for part of a qualification, rather than a whole qualification).

Benefits of RPL:

- You will have your skills recognised.
- It saves you time in achieving a qualification as you do not have to repeat learning or undertake training for skills and knowledge you already have.
- It enables you to identify gaps in your knowledge and skills and, therefore, any learning that needs to occur to meet the requirements of a particular job role or qualification.

RPL is not a difficult process. It is a flexible assessment process, which can vary from one applicant to another – even when addressing the same qualification. Typically, the process involves some kind of assessment of your existing skills and knowledge to determine the competencies you have. The assessment is aligned with relevant types of supporting evidence, but it is not necessarily dependent upon any one type of evidence, instead all evidence is viewed holistically. RPL application fees apply, please see page 20.

Examples of possible RPL evidence:

- practical demonstrations – in the workplace or simulated environment via video/DVD, or web tools
- portfolio
- CV/resumé, job descriptions
- competency conversations
- third party evidence such as references and support from supervisors
- training certificates
- performance reviews.

**I would like to find out more**

For further information, relating to RPL, refer to the ‘Applicant’s guide to RPL’ online.


**VET RPL Enquiries**

T: 1800 085 209
E: vet.rpl.enquiries@cdu.edu.au
Enrolment process

Credit transfer or recognition of previous study
As a Registered Training Organisation (RTO), CDU recognises qualifications and Statements of Attainment issued by other Australian RTOs for VET accredited courses recognised under the Australian Qualifications Framework. You are encouraged to submit requests for credit from previous studies when enrolling to ensure that you are not enrolling in units you may not need to undertake. To apply for credit transfer from units previously completed at CDU or another training organisation, complete a VET110 – Application for Credit Transfer (Recognition of Previous Studies) Form available from any campus, centre, team or online.

W: cdu.edu.au/current-students/adminforms

To support your request for credit transfer, submit your completed VET110 – Application for Credit Transfer (Recognition of Previous Studies) Form, together with attached documentary evidence (certified copy of Qualification/Statement of Attainment) directly to your relevant industry team. Requests without documentary evidence will not be processed and will be returned to students. There are no fees attached to credit transfers.

When do I need to enrol?
You must enrol before the start of the course. Prior to enrolling, contact the relevant team to discuss the course and study options that are suited to your needs, the minimum entry and eligibility requirements, and any prior skill recognition and learning you have that can be accredited towards your course.

Courses that are available for online application and enrolment can be applied through the online application form. For all other courses, complete the VET101 – VET Enrolment Form.

I have applied for a course online/completed my enrolment form, what happens next?

Enrolment form: If you have completed the VET101 – VET Enrolment Form, your information will be entered into the University’s Student Management System by a Customer Service Officer in the industry team responsible for the delivery of your course. Customer Service Officers are your first point of contact if you have any queries about the status or details of your enrolment.

Online application: If you applied for the course online, a staff member will contact you to discuss course requirements and enrolment. Once your application is approved, you will receive an offer email with instructions for you to enrol in the course. Follow the instructions to activate your computer account and enrol online. Team contact details, including campus, phone numbers and email addresses, are listed at the end of this guide.
Enrolment process

Student Number
Students who have studied previously at CDU (or NTU or Centralian College) already have a Student Number. Your Student Number is unique and will remain the same while you are a student at the University. New students will be issued with a Student Number when the University processes your enrolment. Your Student Number will be printed on all communications from CDU. Please include your Student Number on all correspondence with the University.

Student computer account
To activate your student computer account, visit the ‘Current Students’ section of the CDU website, select ‘My CDU’, ‘My computer account’, then ‘Activate my computer account via Identity Manager’. Follow the steps to activate your account. Your username is ‘s’ followed by your Student Number (eg s123456).
W: cdu.edu.au/current-students

Activation must be done before you can enrol in units online, use the University computer labs, internet or email. You can activate your computer account using the general access computers at Student Central, the Library, or the IT Kiosk. If you are not on campus, you can activate your account from any computer that has internet access. For more information about activation visit the CDU website.
W: cdu.edu.au/itms/student-accounts
Enrolment process

How do I enrol in units online?
After activating your computer account, go to the MyStudentInfo website to enrol in your units. Your User ID is ‘s’ followed by your student number (eg s123456) and password that you set up. Follow the instructions sent by your industry team Customer Service Officer to complete all the steps and enrol in the units as per your study plan. Contact your industry team’s Customer Service Officer if you haven’t received your study plan. Contact details are listed at the end of the guide.

W: mystudentinfo.cdu.edu.au/connect/webconnect

Enrolment and Fees Advice – Invoice
The Enrolment and Fees Advice–Invoice serves several purposes. It lists your personal details, your Student Number, the course and units you have enrolled in, as well as the fees you need to pay and when.

I have received my Enrolment and Fees Advice – Invoice, what should I do?
Check your Advice–Invoice to ensure all details have been recorded accurately. Contact the Customer Service Officer relevant to your course immediately if you have any queries. Their details will be shown at the top of the Advice–Invoice.

Can I view my enrolment details online?
Yes, but you must have activated your computer account to view your enrolment details. To view your details log into the MyStudentInfo website using your User ID (‘s’ followed by student number and password). Once logged in, you can view your enrolment details, fees, results and personal details.

W: mystudentinfo.cdu.edu.au/connect/webconnect

How will I know when to attend classes for internal/mixed mode units?
Once you have enrolled you may start attending classes. You do not have to wait to receive your Advice–Invoice, or any other form of written confirmation of enrolment, before you attend classes. If you are an apprentice, you will receive a letter advising you of class attendance dates.

Timetables
If your course is timetabled, the published timetables can be found on the CDU website. Published timetables are subject to change, but CDU will try to minimise changes. Changes will be updated automatically to the web. It is your responsibility to check this information periodically. If you have any questions about your timetable or class, contact your industry team Customer Service Officer.

W: cdu.edu.au/student-central/timetables
Enrolment process

External students
If you have elected to study units in external mode, you will either:
→ be sent printed unit materials so you can complete the unit or
→ receive access to CDU Learnline.

It is important to check your study requirements carefully, as external units vary. For example, some units are self-paced, while others have set deadlines for completion of work. When enrolling in external units, you must indicate the mode as ‘E’ for each external unit on your VET101 – VET Enrolment Form or select the unit with the mode as ‘E’ if enrolling online. This will ensure study materials are sent in a timely manner.

When enrolling in units that are supported or delivered fully online using Learnline, you should indicate the mode as ‘M’ for each unit on your VET101 – VET Enrolment Form or select the unit with the mode as ‘M’ if enrolling online.

If you enrol in units supported by print-based student materials, you will receive an email that contains important information about the material sent to you. If you have not received your material within 10 working days from the date of the email, please either check at your local post office or contact CDU immediately using the contact details in the email.

If you have any concerns relating to any of these issues, contact:
Your industry team’s Customer Service Officer, contact details are listed at the end of the guide. Alternatively, you can contact:

Learnline Student Support
T: 1800 559 347
E: learnlinesupport@cdu.edu.au

Student ID cards
Where can I obtain a Student ID card?
When your enrolment has been processed and confirmed, you are entitled to a Student ID card. You will be required to show photo identification (Australian driver’s licence or passport) before your card will be issued. Your card can be obtained at:

Casuarina campus: Student Central, located on the ground floor in Building Orange 1
Palmerston campus: Building A
Alice Springs campus: Student Central, Building 1
Darwin Waterfront: Student Central, 21 Kitchener Drive, Darwin

External students can apply to obtain a Student ID card by completing an online Student Card eForm.
W: cdu.edu.au/current-students/adminforms
Enrolment process

What is my Student ID card used for?
Your Student ID card provides access to University facilities such as the Library, after-hours computer labs, some discounts at the University Bookshop and other discounts where notified by the business concerned. You will be required to show your Student ID card when you sit for your exams. If you are studying on campus and using the facilities after normal hours, you may be asked for your Student ID card by Security.

Head coverings and my Student ID card photo
Head coverings are not permitted to be worn, except for religious reasons – in which case, facial features from the bottom of the chin to the top of the forehead and both edges of your face must be clearly shown. The University will take every measure possible to ensure privacy for students wearing head coverings for religious reasons.

Is there a cost for my Student ID card?
Student ID cards are issued to you free of charge. A $15 administration fee will apply when a lost card is replaced. Stolen cards can be replaced free of charge when the application is accompanied by a police incident number.
Changing my enrolment

What constitutes a change of enrolment?
A change of enrolment can include one or more of the following actions:
→ add and/or substitute a unit
→ withdrawal from a unit
→ withdrawal from a course
→ change of course.

How do I change my enrolment?
Make all changes to your enrolment in writing. The change should be submitted on a VET102 – Change of Enrolment/Withdrawal from Course Form available from Student Central, a CDU centre or your team. A copy also can be obtained on the CDU website.

W: cdu.edu.au/current-students/adminforms

If you are enrolled in a Diploma course, you can withdraw online through MyStudentInfo on or before the census date. Please refer to page 21 for VET census dates. Where it is not convenient to obtain the relevant form, you may submit your change in writing either by letter, fax or email to the relevant industry team. If you choose to write to the team, you need to provide at least three identifiers that show you as the person sending the written request. Identifiers could include: Student Number, date of birth and postal address. Please direct your written change to the relevant CDU centre or industry team.

To expedite the process, please state:
→ Student Number
→ full name
→ course code and name
→ any other details about the change, such as unit code and unit name.

Ensure you provide your most current postal address, phone number and email address, so we can contact you if necessary. Also ensure that you date all correspondence and keep a copy for your own records. An Enrolment and Fees Advice–Invoice confirming your amended enrolment will be sent to you once a change to your enrolment has been processed.

How do I add and/or withdraw from a unit?
To amend your enrolment by adding and/or withdrawing a unit, you need to complete VET102 – Change of Enrolment/Withdrawal from Course Form. Printed forms are available from Student Central or the CDU website. Have the form authorised by the relevant team leader or delegate and submit it to the relevant team immediately. Ensure you have ticked the box on your form to indicate that you are changing your enrolment.

You cannot withdraw from units once you have been assessed and found to be competent or not competent in the unit. Students cannot add units to a completed award.
Changing my enrolment

To avoid financial penalty, ensure that you submit your VET102 – Change of Enrolment/Withdrawal from Course Form within 14 days from the commencement date of the units you are withdrawing from, or before the census date for the teaching period for Diploma students. Fees will apply if you choose to withdraw more than 14 days after the unit commencement date or after the census date.

W: cdu.edu.au/current-students/adminforms

Withdrawal from a course

If you want to withdraw from your course of study, you may benefit from discussing your situation with your team leader or delegate. Often an alternative solution other than withdrawal can be found. International students on student visas must contact the Office of International Services if they wish to withdraw from their course of study.

To withdraw from your course, complete the VET102 – Change of Enrolment/Withdrawal from Course Form and submit it to the relevant team before the final assessment. Ensure you have ticked the box on your form to indicate that you are withdrawing from your course. Printed forms are available from Student Central or the CDU website.

W: cdu.edu.au/current-students/adminforms

All changes to your enrolment are effective from the date your written notification is received by CDU. It is not sufficient just to tell your lecturer that you are withdrawing from a course.

NON-ATTENDANCE AT CLASSES DOES NOT AUTOMATICALLY CANCEL YOUR ENROLMENT, NOR DOES IT CANCEL YOUR STUDENT DEBT.

Note: To avoid financial penalty, you should submit your VET102 – Change of Enrolment/Withdrawal from a Course Form (ensuring you have ticked the ‘Withdrawal from Course’ box) within 14 days of the commencement date of the course. An updated Enrolment and Fee Advice–Invoice will be forwarded to notify you when your request has been processed (check your CDU email account if you have activated your CDU computer account).

Change of course

If you wish to change to another course, you should contact the relevant team leader or delegate of the new course to which you are transferring. You will be required to complete the following:

→ VET101 – VET Enrolment Form for the new course, and
→ VET102 – Change of Enrolment/Withdrawal from Course Form (with the ‘Withdrawal from Course’ box ticked) to cancel your current course (unless you wish to study both courses at the same time).
Changing my enrolment

International students wishing to change to another course must submit an online application for the new course and upload a Statement of Purpose for Change of Course with the online application. For more information, please contact the Office of International Services.

W: cdu.edu.au/international

If you have completed any units that may be relevant to your new course, you may need to apply formally for credit for these units towards your new course by completing the VET110 – Application for Credit Transfer Form.
What fees do I need to pay?

Students undertaking VET courses at CDU are usually charged a fee. The amount depends on the student’s details, and what is being studied. Domestic and international students pay different fees. A person enrolling for study is considered a domestic student if they are:

→ an Australian citizen, or
→ a permanent Australian resident, or
→ a New Zealand citizen who has lived in Australia permanently for a minimum of six months immediately before undertaking a VET course.

Domestic students living in the Northern Territory (NT) are eligible to apply for enrolment in NT Government (NTG) subsidised places. Students enrolling in NTG subsidised places may be charged tuition fees. Domestic students who are not NT residents and are starting a course in 2018 are not eligible for NTG subsidised places and are charged full fees.

Some courses and places for VET study are not subsidised by the NT Government. Domestic students enrolling for study in these will be charged full fees regardless of residency.

VET Student Loans

CDU is an approved VET Student Loans provider for VET Diploma and higher level courses.

VET Student Loans is part of the Higher Education Loan Program (HELP) that aims to remove financial barriers to study. VET Student Loans is available to eligible students who will be entitled for loans up to a capped amount, regardless of age or financial position and can be used to pay all or part of tuition fees. To access VET Student Loans a student must be enrolled in an approved Diploma and higher level course and meet citizenship and residency eligibility criteria.

To find out more and check if you qualify for the VET Student Loans visit the CDU website.

W: cdu.edu.au/cdu-vet/vet-student-loans

How are fees handled at CDU?

Fees are levied against the student and not a particular course, hence you need to be aware that any fees owing for any reason will affect your ability to access any records, receive a Statement of Attainment and participate in the graduation ceremony. If this is an issue for you, please contact your industry team’s Customer Service Officer. Contact details are listed at the end of this guide.
What fees do I need to pay?

Tuition fees for NT residents for courses subsidised by the NT Government
Each unit of competency in a VET course has assigned to it a value of Annual Hours Curriculum (AHC, sometimes referred to as ‘nominal hours’). It represents the nationally determined average length of time that a student new to the content would need to become competent, either through formal contact or through self-paced learning. Students in an NTG subsidised course are charged a tuition fee at a rate of $3.00 per AHC for their choice of units. Since the majority of courses include a range of electives, the total course costs depend on the individual choice of electives. Detailed information on the AHC hours associated with a competency (usually referred to as a ‘unit’) choice is accessible online.

W: cdu.edu.au/units

<table>
<thead>
<tr>
<th>Student categories exempt from VET tuition fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled secondary school students (this includes secondary school students who are not Australian citizens or permanent residents)</td>
</tr>
<tr>
<td>Indigenous Responsive Program</td>
</tr>
<tr>
<td>Students who at the time of enrolment receive a Centrelink or Veteran’s Affairs Benefit</td>
</tr>
<tr>
<td>Remote Area 2 students</td>
</tr>
<tr>
<td>Students who at the time of enrolment are prisoners</td>
</tr>
<tr>
<td>Permanent residents with refugee or humanitarian status</td>
</tr>
</tbody>
</table>

*Exemption applies to NTG subsidised courses and VET tuition fees only.

Tuition fee exemptions

Centrelink or Veteran’s Affairs Benefit
At the time of enrolment, students who receive a Centrelink or Veteran’s Affairs Benefit will be tuition fee exempt.

Secondary school students
At the time of enrolment, secondary school students will receive tuition fee exemption by providing details of their secondary school on the VET101 – VET Enrolment Form.

Humanitarian or Refugee Visa Holders
Individuals holding a Permanent Resident Visa (Humanitarian) or a Permanent Resident Visa (Refugee) are tuition fee exempt.

Remote Area 2
If you are living in the NT and your course is conducted in the NT more than 50 km away from all the towns listed below, you may be eligible for an exemption from tuition fees as a Remote Area 2 student:

→ Alice Springs
→ Batchelor
→ Darwin
→ Jabiru
→ Katherine
→ Nhulunbuy
→ Palmerston
→ Tennant Creek.

Applying for a tuition fee exemption
A certified copy of your current Centrelink or Veteran’s Affairs Card must be attached to your VET101 – VET Enrolment Form or online application. Permanent residents with refugee or humanitarian status...
**What fees do I need to pay?**

Status must attach a certified copy of their visa or current passport with their application.

W: cdu.edu.au/current-students/adminforms

**Note:** If your documents for fee exemption are not submitted at the same time as your VET101 – VET Enrolment Form or online application, the exemption will apply from the start of the teaching period in which the VET103 – Exemption from VET Tuition Fees Form is submitted.

**Fees for domestic students for courses not subsidised by the NT Government (full fees)**

Domestic students may enrol in VET courses that are not subsidised by the NT Government. Enrolment in these courses will attract full fees, and no fee exemption applies. This occurs typically in the following instances:

→ student demand has exceeded the number of subsidised places, so only non-subsidised places may be available; or

→ the student is not an NT resident.

All courses are charged a set rate per AHC, depending on the industry group that the course belongs to. Since the majority of courses include a range of electives, the total course cost depends on the individual choice of electives. Detailed information on the AHC hours associated with competency (usually referred to as a ‘unit’) choice is accessible on the CDU website.

W: cdu.edu.au/units

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<table>
<thead>
<tr>
<th>Industry group</th>
<th>2018 full fee rate</th>
<th>2018 RPL full fee rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 Finance, Banking and Insurance</td>
<td>$15.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>13 Tourism and Hospitality</td>
<td>$15.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>16 Business and Clerical</td>
<td>$15.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>17 Computing</td>
<td>$15.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>18 Science, Technical and Other</td>
<td>$15.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>01 Arts, Entertainment, Sports and Recreation</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>04 Community Services, Health and Education</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>07 TCF and Furnishings</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>10 Primary Industry</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>11 Process Manufacturing</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>12 Sales and Personal Service</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>14 Transport and Storage</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>15 Utilities</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>19 General Education and Training</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>21 Exceptions – Cookery</td>
<td>$17.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>02 Automotive</td>
<td>$19.50</td>
<td>$4.00</td>
</tr>
<tr>
<td>03 Building and Construction</td>
<td>$19.50</td>
<td>$4.00</td>
</tr>
<tr>
<td>06 Food Processing</td>
<td>$19.50</td>
<td>$4.00</td>
</tr>
<tr>
<td>09 Engineering and Mining</td>
<td>$19.50</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

*The information contained on the above schedule provides indicative tuition fees for domestic full fee students. Fees can vary according to which industry category and elective a student enrolls. Some full fee courses may be subject to a different fee rate structure.*
What fees do I need to pay?

**International students**
International students enrolling in VET courses are charged course-dependent fees and are not normally eligible for NT Government subsidised places. Course fees are listed on the CDU Office of International Services website.

W: cdu.edu.au/international/future-students/courses

Office of International Services enquiries
T: 08 8946 7215
E: international@cdu.edu.au

**VET contract delivery**
For courses where training is for a specific client, prices and availability will be given on application to the University.

**Recognition of Prior Learning (RPL) fees**
For domestic students, an $80 administration fee applies for each RPL application submitted. The fee does not guarantee RPL will be granted and is generally non-refundable. If a potential RPL candidate wishes to apply for RPL for more than one qualification, a separate VET121 – RPL Application Form must be submitted, and a further application fee will apply.

Once an RPL candidate is approved, they will be enrolled for RPL assessment. Fees associated with the actual RPL assessment for 2018 are as follows:

For NT residents applying for a NTG subsidised qualification – zero fee for 2018

For non-NTG subsidised qualification or non-NT residents, a flat-rate fee of $4.00 per nominal hour for each unit applies.

**Note** – The RPL application fee also applies to students in the exempt from VET tuition fees categories. Refer to page 18.

For more information on RPL refer to page 8.

**Credit transfer – no charge**
As a Registered Training Organisation, CDU recognises the Australian Quality Framework Qualification and Statements of Attainment issued by other Australian Registered Training Organisations.

**Teaching and invoicing period**

<table>
<thead>
<tr>
<th></th>
<th>January–March</th>
<th></th>
<th>July–September</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>April–June</td>
<td>4</td>
<td>October–December</td>
</tr>
</tbody>
</table>

**When do I pay my fees?**
All fees are payable 14 days from the date on your Enrolment and Fees Advice–Invoice. The Advice–Invoice serves as an invoice for the purpose of fees owing. For example, on enrolment you will have 14 days to pay from the date on the invoice. If you change your enrolment, you will have 14 days to pay from the date on the invoice, reflecting the change.
What fees do I need to pay?

If you fail to pay, a final notice will be issued. If your computer account has been activated, the Advice–Invoice will be sent via email to your CDU email account.

If you are enrolled in a Diploma or higher level course, all fees owing for a teaching period are payable on or before the census date.

Census date
Students who are eligible for VET Student Loans (VSL) must either pay their fees upfront or defer it to tax on or before the census date. The census date is the last day for a student to submit their Request for VET Student Loan Assistance Form to defer their fees to tax. It is also the last day for students to withdraw from their units without incurring fees or a VET Student Loan debt. Census dates for each teaching period are below:

<table>
<thead>
<tr>
<th>Teaching period</th>
<th>Census date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VSL-T1</td>
<td>11 March</td>
</tr>
<tr>
<td>VSL-T2</td>
<td>11 May</td>
</tr>
<tr>
<td>VSL-T3</td>
<td>11 August</td>
</tr>
<tr>
<td>VSL-T4</td>
<td>11 November</td>
</tr>
</tbody>
</table>

Students who do not pay their fees upfront or defer their fees to tax on or before the census date will be cancelled from their units for that teaching period.


How do I pay my fees?
Your Enrolment and Fees Advice–Invoice is notification of fees owing, together with confirmation of your enrolment. Normally, the University does not issue any other invoice unless specifically requested by a third party sponsor. The Advice–Invoice serves as an invoice for the purpose of notification of fees owing. An Advice–Invoice will be sent to you after your enrolment has been processed, unless otherwise specified.

The Advice–Invoice should be checked thoroughly for accuracy. If you posted your completed VET101 – VET Enrolment Form to the University and have not received your Advice–Invoice within four weeks of posting, or if you have any queries regarding your Advice–Invoice, contact your team’s Customer Service Officer for assistance. It is the student’s responsibility to advise the University in writing of any change of address. Non-receipt of an invoice due to relocation does not reduce a student’s responsibility for fees owing.

Methods of payment
Fees can be paid in various ways, depending on the type of enrolment undertaken.

Payments in person
Cash, cheque, money order and credit card are accepted at the Cashier’s Office.

EFTPOS facilities are available at all cashiers’ offices.
What fees do I need to pay?

**Pay online**
W: webpay.cdu.edu.au/payments/menu

Select ‘Study’, then choose the relevant ‘Student Fee Payment’ option.

**BPay**

Contact your participating financial institution to make a payment. Please quote Biller Code and your Reference Number, which is printed at the bottom of your Enrolment and Fees Advice–Invoice.

**Credit card via telephone**

Visa Card, MasterCard, Diners and American Express are accepted. Credit card details can be directed to the Cashier:

T: 08 8946 7191
T: 08 8946 7192
F: 08 8946 6544

You will need to provide your Student Number, cardholder’s name, credit card number, expiry date of the card and CCV number on the back of the card.

**Cheque and money order payments by mail**

Include your name, address and Student Number on the back of the cheque together with a contact number for business hours. These should be made payable to Charles Darwin University and mailed to:

Cashier
Charles Darwin University
Darwin NT 0909

**Instalment payments**

These can be made where financial difficulty is encountered and an Instalment Agreement Plan has been arranged. Restrictions and/or conditions apply.

Fees must be more than $100 to enter into an Instalment Agreement Plan.

For more information contact the Cashier.

T: 08 8946 7191

**Note:** Instalment payment plans are not available to students who are eligible for VET Student Loans.
What fees do I need to pay?

CentrePay deductions
CentrePay deductions are an option for those students who receive Centrelink benefits and whose fees are $100 or more and are utilising the CDU Instalment Agreement Plan.

Cashier details
University Cashiers are located at any Student Central or CDU Centre. This is where you pay your fees and any other money you owe the University.

Casuarina campus
Building Orange 1
Monday, Tuesday, Thursday 8:30am – 4:00pm
Wednesday 8:30am – 6:00pm
Friday 8:30am – 3:00pm

Darwin Waterfront (no cash accepted)
21 Kitchener Drive, Darwin
Monday, Tuesday, Thursday 8:30am - 4.00pm
Wednesday 8:30am - 6.00pm
Friday 8:30am - 3.00pm

Alice Springs campus
Building 1
Monday to Friday 8.30am – 4:00pm

Palmerston campus
Building A
Monday to Friday 8.30am – 3.30pm

Regional locations
Payments can be made at the following CDU campuses and centres: Jabiru, Katherine Town, Katherine Rural, and Tennant Creek. All, with the exception of Jabiru, have credit card facilities available.

What happens if I do not pay my fees?
The consequences of non-payment of fees are covered by Charles Darwin University Fees and Charges By-Laws 5(1). These can be read on the CDU website.

W: cdu.edu.au/governance/doclibrary/byl-005.pdf

Refunds
For further information, refer to the VET Domestic Students – Refund of Fees Procedures which can be found in the Governance Document Library.

W: cdu.edu.au/governance/doclibrary/pro-104.pdf

Do you have a question?
If you require any further information in regards to enrolments and fees, please contact your industry team’s Customer Service Officer. Contact details are listed at the end of this guide.
Student support services

Whether you are studying on-campus or online, CDU offers a range of services and support networks to assist you while you are studying with us. These services are further outlined below.

Accommodation services

On-campus accommodation

International House Darwin (IHD) provides on-campus living for CDU students in higher education, work placement and trades. The IHD community is a vibrant mix of Territory, interstate and international students. Its communal activities range across academic and pastoral programs as well as cultural and social activities. Our office can work with you to accommodate long or short term stays and can assist with multiple trade-block stays.

The Alice Springs Student Accommodation (ASSA) accommodates students, staff and visitors on the Alice Springs campus. For details about the application process, fees and costs visit the ASSA website.

Katherine Student Accommodation (KSA) provides short term accommodation for students and groups on CDU’s Katherine Rural campus. For details about fees and costs contact KSA.

For more information about application and costs contact:

International House Darwin
Casuarina campus
T: 08 8946 6591
W: cdu.edu.au/ihd
Student support services

Alice Springs Student Accommodation (ASSA)
Alice Springs campus
T: 08 8959 5295
W: cdu.edu.au/assa

Katherine Student Accommodation (KSA)
Katherine Rural campus
T: 08 8973 8324
W: cdu.edu.au/ksa

Off-campus accommodation
The Off-campus Accommodation Officer provides advice and information regarding off-campus accommodation available in Darwin. The service is available to new and continuing students, is free and confidential, and can provide advice on housing options, tenancy issues and support with general accommodation queries no matter where you live.

For further information, or to make an appointment:
T: 08 8946 6288
E: accommodation.assistance@cdu.edu.au
W: cdu.edu.au/equity-services/accommodation
W: cdu.studystays.com.au

Careers and employment
The Careers and Employment team is available to assist you with career related queries and help you prepare for employment. Improve your chances of securing the career you want by talking with expert staff and accessing resources in CareerHub that will build your skills and knowledge to give you a competitive edge in the job market.

The Careers and Employment team offers career development services including resume, cover letter and selection criteria reviews and advice about interview skills, job search strategies and career pathways.

Log in to CareerHub (using your CDU ID and password) to view online resources and the job noticeboard. You are also welcome to make a personal appointment with a CDU Career Counsellor.

For further information or to make an appointment:
T: 08 8946 6288
E: caeers@cdu.edu.au
W: cdu.edu.au/equity-services/careers-employment

Complaints
A complaint is any type of problem, concern or grievance about your studies, student life, the University or the University environment. The Complaints Management Unit provides
confidential advice to assist students in resolving their concerns or complaints in accordance with the University’s procedures.

For further information contact:

Complaints Management Unit
Casuarina campus
T: 08 8946 7738
E: complaints@cdu.edu.au
W: cdu.edu.au/strategicservices-governance/complaints

Counselling
At times, we all experience personal difficulties that may cause disruptions and confusion in our lives. Study usually involves a significant commitment of time and effort, and requires a disciplined routine to achieve academic success. Unfortunately, sometimes other matters may intrude and, in these circumstances, it can be helpful to talk with a counsellor.

The CDU Counselling Service is free and confidential, and can assist students who may be experiencing personal difficulties that are distressing and having an impact on studies.

There is one full-time counsellor located on the Casuarina campus, and one part-time counsellor located in Sydney, and both counsellors are available for contact by telephone.

You can make an appointment online or call the office directly:

T: 08 8946 6288
W: cdu.edu.au/equity-services/counselling

Disability Service
CDU provides an accessible, supportive, safe and inclusive learning environment for all students. The Disability Services team provide free, confidential assistance if you study is impacted by:

→ disability
→ a mental health condition
→ a medical condition
→ carer responsibilities.

For further information or to make an appointment contact:

T: 08 8946 6288
E: disability@cdu.edu.au
W: cdu.edu.au/equity-services/disability-services

Equal opportunity, discrimination and harassment
It is the objective of CDU to ensure the absence of all forms of discrimination and harassment based on gender, marital status, race and age, disability or sexual preference in relation to all facets of student participation at the University.
Student support services

The Complaints Management Unit assists students who believe discrimination may be occurring, by discussing and clarifying the situation and exploring with students their rights, responsibilities and options to resolve the matter.

For further information contact:
Complaints Management Unit
Casuarina campus
T: 08 8946 7738
E: complaints@cdu.edu.au
W: cdu.edu.au/strategicservices-governance/complaints

Office of Indigenous Student Services (OISS)

The Office of Indigenous Student Services (OISS) comprises a team of highly skilled and qualified CDU staff who provide academic, pastoral and ambassadorial support across the Higher Education and VET range of disciplines to Aboriginal and Torres Strait Islander students studying at Charles Darwin University.

Whether you are looking to upgrade, re-skill, return to the workforce or start the next phase in your life, OISS can help with a diverse choice of courses and academic support for Aboriginal and Torres Strait Islander students studying internally or externally, full time or part time. OISS provides a culturally supportive physical and intellectual environment that recognises and values individual learning styles and student needs.

With Indigenous Student Support Centres located at Casuarina (Gurinbey), Katherine (Yangan.garr) and Alice Springs (Akaltye), the OISS team encourage students to reach their full potential while providing ongoing support and advice throughout their learning journey. Support is available to all prospective, enrolled and ongoing students nationally, locally and/or remotely via a range of student engagement tools and approaches.

How can OISS help me?
OISS provides high-level support and assistance to Aboriginal and Torres Strait Islander students studying at CDU through:
Student support services

→ Assistance with course information and advice on pathways into further education and training.
→ Assistance with student admissions, enrolments and applications including the development of Individual Learning Plans.
→ Arranging orientation programs for new and continuing students, including intensive advice and support on academic study skills, effective time management, essay writing and referencing skills.
→ Provision of academic support and referrals for tutoring through Tutorial Support (formally ITAS) where individual or group tutorial assistance can be arranged.
→ Provision of information about scholarships and other opportunities that become available for Indigenous students from time to time.
→ Excellent student facilities with culturally safe study spaces and computer labs.
→ Provision of advocacy support including assistance with study issues and liaison with lecturers.
→ Referral to CDU support services such as counselling, careers, employment and accommodation.

For further information or general enquiries contact OISS.

**Gurinbey at Casuarina campus**

OISS is located in Building Blue 2 at Casuarina campus and includes a range of facilities for students as well as a dedicated computer lab and quiet study space for Indigenous students.

**OISS Reception**

T: 08 8946 6479
F: 08 8946 6064
E: OISSReception@cdu.edu.au
W: cdu.edu.au/indigenous-leadership/oiss

**Akaltye at Alice Springs campus**

Indigenous Student Services at the Alice Springs campus is located in Building 6, at the rear of Student Central.

Contact:

Lorraine St Clair
T: 08 8959 5411
Sharon Donnellan
T: 08 8959 5390

**Yangan.garr at Katherine Rural campus**

Indigenous Student Services is located at the Katherine Rural campus in the library building.

Contact:

Isiah Omamogho
T: 08 8973 8348 (Katherine Rural campus)
Student support services

T: 08 8973 9922 (Katherine Town Centre)
M: 0436 659 258

Regional and external students
Support is available to all prospective, enrolled and ongoing indigenous students. Students not residing within reach of a support centre or studying externally are encouraged to contact OISS Reception.

T: 08 8946 6479
E: OISSReception@cdu.edu.au

Indigenous grants
Indigenous grants consists of the OISS – Tutorial Support Program (formally ITAS), Away From Base (AFB) and scholarships.

OISS – Tutorial Support Program provides supplementary funding for tuition to support eligible Indigenous students studying both VET and HE courses at CDU.

The Away From Base (AFB) funding program assists with the costs of travel, meals and accommodation for eligible Aboriginal and Torres Strait Islander (Indigenous) students studying ‘mixed-mode’/external VET and HE courses.

For more information on either program or assistance with scholarships, bursaries, grants etc, please contact:

Tutorial Support
T: 08 8946 6563
E: TS@cdu.edu.au

Away From Base/Scholarships
T: 08 8946 7429
E: afb@cdu.edu.au

Information technology services
Information Technology Management Support (ITMS) manage and provide a wide range of services for students and staff at CDU. Of particular interest to students are the following:

→ Office 365 – CDU in conjunction with Microsoft provides you with access to Office 365 for the duration of your study at CDU. Office 365 provides a number of services across Windows PC, Apple computers and mobile devices. These services include Microsoft Office products both online and installed and email services. You can access Office 365 and all its services using your student email address (eg s123456@student.cdu.edu.au) via the O365 login page.
W: login.microsoftonline.com

→ Onedrive for Business – Part of Office 365 allows you to store up to one terabyte of data in your own cloud storage area on the web. This will give you access to your data from both on and off campus using any device you wish via a web browser.
Student support services

Note: Students should be aware that these services will only be available while you are enrolled at CDU. Alternate arrangements need to be made for after course completion.

Email
Students are provided with an email address hosted by the University. This email address is your official CDU email address and all correspondence will be sent to this address. This service is web-based (such as Hotmail or similar), making it available wherever you can access the internet. It has a 200 GB quota limit.

Students may choose to set up a preferred email address, where a copy of any email sent to their official email address is forwarded. This can be done on the CDU MyStudentInfo website, then clicking the My Email Address section. If a student chooses to do this, they will need to occasionally remove emails from the official email inbox to stay under the quota.

W: cdu.edu.au/mystudentinfo

Internet access
What you access on the internet through the CDU connection to the internet is governed by the University Internet Access Policy. All internet web traffic is monitored by our systems against your username/password and in the event that an excessive amount of data or illegal content is detected, students will be contacted and asked to explain. Students under the age of 18 are required to fill out a Permission for Internet Access for a Person Under the Age of 18 Years Form, which must be signed by a parent or guardian. The form can be obtained from the IT Kiosk at Casuarina campus or online.

W: cdu.edu.au/itms/it-forms

IT Kiosk
The IT Kiosk at the Casuarina campus is your first point of contact for help with computers, the Internet, telephones, printers, and associated information technology equipment and services.

Operating hours: Monday to Friday 8.00am – 4.00pm excluding public holidays
Location: Building Red 1.1.20, Casuarina campus
T: 08 8946 6600
W: cdu.edu.au/itms/it-kiosk

ITMS Service Desk
The ITMS Service Desk services all CDU campuses and centres. It serves as a first point of contact to obtain IT support and for any technical support problems.

T: 08 8946 6600

Operating hours:
Normal hours:
Monday to Thursday 7.30am – 6.00pm, Fri 7:30am – 5:30pm
Urgent call-out support: Monday to Friday 6.00pm – 9.00pm
Student support services

Weekend and public holidays (urgent call-out support):
8.00am – 4.00pm

Urgent phone support will deal with problems such as network outages, server outages, major information system errors, and operational problems affecting many users. Problems with user accounts, passwords or individual machine problems will be dealt with during normal operating hours except in exceptional circumstances.

Wireless access
Wireless access is available in most CDU locations. This includes Casuarina, Darwin Waterfront, Palmerston, Alice Springs and Katherine campuses and some access in other campuses and centres. Setup of wireless is a fairly simple process, and if you require help, the IT Kiosk is able to assist. You can also connect to the open ‘cdu-wifi-setup’ wireless network, which will allow you to go to a web page that has a wizard for connecting your device to the CDU student wireless network. Documentation is also available from the IT Kiosk and the ITMS website.

W: wifi.cdu.edu.au

International student support
The Senior International Student Adviser is located in the Office of International Services, Building Orange 2.1. The Senior International Adviser provides advice and support to international students on a range of matters, such as orientation, student visa conditions, intermission (leave of absence/study leave), student load and referrals to other support services.

To make an appointment with the Senior International Student Adviser, please make an appointment online.

W: cdu.edu.au/international/current-students/support-services-contacts

To enquire about other services that Office of International Services offers:

T: 08 8946 7215
E: international@cdu.edu.au

Learner Support Services
If you are studying a VET course and you want to improve your skills, find out how to make learning easier, or get some help with assignments and assessments, then you can contact Learner Support Services (LSS).

LSS provides one-to-one tutoring, group study sessions as well as classroom assistance. The support provided is based on your course material so that it is relevant and useful to you. The aim of LSS is to ensure students build their skills and strategies as a learner and receive the appropriate support to successfully complete their VET course. There are no fees for LSS for students enrolled in most NTG subsidised courses. LSS is not available for VET for Secondary School students.
Student support services

For more information, contact:
T: 08 8946 7051
E: learner.support@cdu.edu.au
W: cdu.edu.au/cdu-vet/lss

Library and learning precinct
The CDU Library has services to support students studying on campus or externally. The CDU Library operates at Casuarina, Palmerston and Alice Springs campuses. Library opening hours may vary between campuses and during semester breaks.

Library support services: libguides.cdu.edu.au/studentwelcome
Library opening hours: cdu.edu.au/library/about/hours

Each discipline area has a Liaison and Academic Support Librarian who can assist students to develop their library research skills.

W: cdu.edu.au/library/how/librarians.html#LILLteam

Each campus library has a learning precinct where staff can assist you with finding information, printing, scanning etc. Computers are available for study and research purposes. All campus libraries are wireless-enabled and you can connect your laptop to the wireless network. Study areas are also available with power for your devices.

Students who are located more than 80km from a campus are eligible to register with the Distance Library Service.

W: libguides.cdu.edu.au/DistanceServices

The library also offers an ‘Ask Us’ service, which is available to all CDU students and staff via the library homepage.

W: cdu.edu.au/library

Alice Springs campus library
Building 4
T: 08 8959 5233
F: 08 8959 5282
E: alice.library@cdu.edu.au

Casuarina campus library
Building Red 8
T: 08 8946 7016
E: referencedesk@cdu.edu.au

Palmerston campus library
Building C
T: 08 8946 7870
E: referencedesk@cdu.edu.au
W: cdu.edu.au/campuses-centres

Copyright
All students are required to adhere to Australian Copyright Law requirements. Find out how you can use third-party copyright material in your studies on the CDU website.

W: cdu.edu.au/library/copyright
A-Z other information

Academic Record/Certificate of Completion/Testamur
Student Central at the Casuarina campus initially provides an Academic Record, a Certificate of Completion and a Testamur free of charge at the time of graduation from a specified course.

Academic Records, Certificates of Completion and Testamurs will not be issued where fees remain outstanding, or you have not provided CDU with your Unique Student Identifier (USI). You can apply for your USI online.
W: usi.gov.au

A replacement charge of $30 a copy applies for any further requests for an Academic Record. The replacement charge for a Testamur is $100. You may apply for replacement documents at other campuses or centres, but they are issued only by the graduation team located at the Casuarina campus.

The EGT103 – Request for Memorandum of Grades/Academic Record/Testamur Form is available on the CDU website. You can also access your academic records on the CDU website by selecting ‘Current Students’, ‘My CDU’, then ‘My Student Info’.
W: cdu.edu.au/current-students/adminforms

For further information, contact Student Central.
T: 1800 061 963
E: student.central@cdu.edu.au
W: cdu.edu.au/student-central

Bookshop
The CDU Bookshop is located on the ground floor of Building Red 1, Casuarina campus.

It stocks textbooks, general and reference books, stationery, technical equipment and a fast mail-order service for external students.

For further information contact the Bookshop.
T: 08 8946 6497
E: bookshop@cdu.edu.au
W: cdu.edu.au/bookshop

Campus traffic and parking
Free parking, parking permits and pay-and-display parking are available at the Casuarina, Darwin Waterfront and Palmerston campuses. Parking at other CDU campuses and centres is free.

Parking on all campuses is regulated by the Charles Darwin University Site and Traffic By-Laws.
W: cdu.edu.au/university-operations/facilities-management

Centrelink
Centrelink offers a range of services to students.
Centrelink contacts:
Abstudy: 1800 132 317
Youth Allowance/Austudy: 13 24 90
W: humanservices.gov.au/individuals/centrelink
A-Z other information

CDU Child Care Centre
The CDU Child Care Centre is located on the Casuarina campus at Building Green 3. It operates from Monday to Friday 7.30am – 6.00pm.

For information about places and fees contact:
T: 08 8946 6913
W: cdu.edu.au/university-operations/child-care

The CDU Child Care Centre has a waiting list. Please contact the centre in advance to have your name on the list and to be notified of availability.

Computer facilities
The use of CDU computer facilities, internet and email are governed by the CDU Information and Communication Technologies Acceptable Use Policy.


Students should be aware that they can be charged under the Student Conduct By-Laws if found to be misusing computers and, in particular:

→ accessing pornographic material
→ sending emails that contain racist, sexist or other comments that contravene Federal or Territory equal opportunity legislation
→ downloading copyrighted material such as movies or music where they do not have an explicit right to

→ other activities as defined in the Information and Communication Technologies Acceptable Use Policy.

Casuarina campus
The Casuarina campus has eight general PC labs. Computer laboratories in Building Orange 1, Level 3 are available for students every day from 6.00am–1.00am. Access to all other computer labs should be arranged through your lecturer. Also refer to information provided under ‘Library and Learning Precinct’ on page 32 in this guide. Opening hours are listed on the CDU website.

W: cdu.edu.au/library/about/hours

Alice Springs campus
The Alice Springs campus library has a number of computers available for student use during operating hours. The library also has a number of quiet study desks available with computer outlets for student laptops. The library is wireless enabled.

Opening hours are listed on the CDU website.
W: cdu.edu.au/library/about/hours

Darwin Waterfront
The Darwin Waterfront centre has limited dedicated computer space on Level 3 available to students on weekdays only from 7.45am to 8.30pm. Access to the computer lab is through swipe card. No after-hours access available. The campus is wireless enabled.
A-Z other information

Palmerston campus
The library and learning precinct is located in Building C. There are computers available for student use inside the library and in the learning precinct (foyer area).

Opening hours are listed on the CDU website. Your Student ID card is required for after-hours access.
W: cdu.edu.au/library/about(hours

Katherine Rural campus
After-hours computer laboratory plus four library computers are available from 8.00am – 9.00pm.

Katherine Town centre and Tennant Creek centre
Computer facilities are available during regular business hours: 8.00am – 4.00pm.

Jabiru
There are currently no student facilities available in Jabiru.

Nhulunbuy
There are currently no student facilities available in Nhulunbuy.

Drugs and alcohol
The University is committed to a healthy, safe and productive work and study environment that strongly discourages the irresponsible and inappropriate consumption of alcohol and/or the use, distribution or purchase of illicit drugs and other substances.

Unlawful, excessive and/or irresponsible use of alcohol, drugs and other substances can have a negative impact on judgement, academic or work performance, health, personal relationships, safety and overall wellbeing of the individual. It can also impact on the operating capability of the University, the safety of the members of the University community, and can result in damage to person, property and/or equipment. Students who are adversely affected by alcohol, drugs and/or other substances should not attend an academic activity, for example, lectures, tutorials, laboratories, workshops on University premises, facilities or University approved external excursions. The University has zero tolerance towards alcohol, drug and substance abuse. Students who are impaired by alcohol, drugs and other substances will be refused entry to class and asked to leave the campus.

Failure to abide by the University’s Alcohol, Drugs and other Substances Policy may lead to disciplinary action, and if necessary the relevant law enforcement authorities may be involved. Disruptive and antisocial behaviours will be dealt with under the Charles Darwin University [Student Conduct] By-laws. For more information go to Governance Document Library on the CDU website.
A-Z other information

Graduation
The University holds two graduation rounds each year. In Darwin the first round is in May and the second in October. A graduation ceremony is also held in Alice Springs and Adelaide in June.

Students who believe they have completed all requirements of their course can complete the EGT104 – Nominate to Graduate Form available from Student Central or online.

W: cdu.edu.au/current-students/adminforms

VET students who owe fees to the University, or have not provided their Unique Student Identifier (USI), are not able to graduate until the debt has been cleared or their USI has been verified by the University. Students owing fees or with no verified USI will automatically be deferred to the following graduation ceremony.

W: usi.gov.au

For further information, contact Student Central.
T: 1800 061 963
E: graduation@cdu.edu.au
W: cdu.edu.au/graduation

Gymnasium
The Gym@CDU operates a modern, air conditioned gymnasium located at Building Green 4 on Casuarina campus. Membership fees are well priced and suitable for a student budget.

For more information:
T: 08 8946 6971
W: cdu.edu.au/thegym

International students
International students are students who are not domestic students.

New and re-enrolling international students are required to enrol in the standard full-time load for the relevant course being undertaken. International students are required to enrol in a minimum of 360 hours per semester (two teaching periods).

You may enrol in less than the full-time load only if it is your last semester of the course, and the number of units required to complete your course does not constitute a fulltime load. Other temporary or provisional visa holders may study less than a fulltime load.

For more information, visit our website.
W: cdu.edu.au/international

Memorandum of Grades
The Memorandum of Grades is a printed record of units and results within a course, and is provided by the Office of VET
A-Z other information

Business Improvement at the end of each teaching period for the duration of the course.

A Memorandum of Grades is not provided where fees remain outstanding. A replacement charge of $15 a copy for a Memorandum of Grades applies.

Students are encouraged to view their results online by selecting ‘My CDU’, then ‘MyStudentInfo’.

W: cdu.edu.au/current-students

Photocopying/printing

Photocopying and printing services are available at the campus library in Palmerston, Casuarina and Alice Springs and the learning precincts in the Darwin Waterfront, Sydney and Melbourne campuses.

Each student has a printing account which is linked to their student ID card. This account incorporates Printstart. Printstart is a free University-funded entitlement given to each enrolled student twice yearly in February and July. The current CDU policy provides all full-time and part-time students with $10 of printing credit per period. Period A is from 1 February to 30 June and Period B is from 1 July to 31 January. Any unused credit remaining at the end of either period will automatically be erased.

Every student may purchase additional credit online.

W: print.cdu.edu.au/WebManClient/

For more information on printing services visit the library website.
W: libguides.cdu.edu.au/librarydesk

Alice Springs campus

The Alice Springs campus library provides a student photocopying facility.

Darwin Waterfront

Printing and photocopying facility is available on level 3.

Katherine Town Centre

The Open Learning Centre is operated by Employment and Training NT Katherine Regional Centre, which offers limited after-hours computing services.

Palmerston campus

The Palmerston campus library provides a student photocopy/printing facility.

CDU Printery (Uniprint NT)

Uniprint is located in Building Purple 4. It provides academic and general printing for CDU. For students and anyone else, it provides general printing, including thesis binding, banners, graphic design etc.

W: cdu.edu.au/uniprint
A-Z other information

Plagiarism

Plagiarism is the presentation of the work of another person without acknowledgement. Students may use information and ideas expressed by others, but this use must be identified by appropriate referencing. CDU Library Referencing Guide provides information on referencing styles. The University’s overarching policy on plagiarism (Academic and Scientific Misconduct) can be viewed on the CDU Governance website and selecting ‘Document Library’ then the ‘Academic and Scientific Misconduct Policy’ link.


CDU Governance: cdu.edu.au/governance

Scholarships at CDU

CDU Scholarships are open to everyone and students should apply for every scholarship that they are eligible for.

Scholarships at CDU are based on many different criteria. There are scholarships for students who show talent, passion and initiative in their chosen areas of study. There are also scholarships based on other criteria, such as regional scholarships, which are awarded to students who show commitment and vision for the area in which they live. In addition, there are scholarships to help those who are struggling with the financial or practical elements of study.

Scholarships vary greatly in what they provide. Most of our scholarships range between $1,000 and $10,000 and are paid directly into the student’s bank account, which allows the students to use the funds in a way that they think will best enhance their studies.

Our scholarships each have selection criteria which you will need to address, this may include showing a commitment and passion for study, demonstrating financial need or showing that you have undertaken volunteer work or extracurricular studies. In all cases students are encouraged to show how they stand out from the crowd and this means that you don’t have to be top of the class to receive a scholarship.

To find the list of scholarships currently on offer please visit the Scholarships website.

W: cdu.edu.au/student-central/scholarships
Or contact the Scholarships Officer
T: 08 8946 6442
E: scholarships@cdu.edu.au

The Scholarships Office has produced a Scholarships Guide for 2018 with hints and tips on how to apply. You can download the guide from the website above or request a printed copy from Student Central.
A-Z other information

Security on campus

Casuarina campus
CDU adopts the UNI-SAFE program, which aims to alert students, staff and visitors of personal safety issues.

Students should be careful walking around campus at night. Keep to well-lit areas and try not to walk alone. If you are concerned about your personal safety, talk to a Student Facilitator at Equity Services or to staff at the Security Office.

Be sure to report any incidents or suspicious activity to Security.

You can phone Security to arrange to be accompanied to your vehicle on campus after dark. Phone ahead, (10 – 15 minutes) to make arrangements before you are ready to leave.

Phone: 08 8946 7777
Freecall: 1800 646 501 for all campuses
Location: Building Orange 2, casuarina campus

Carry your Student ID card with you at all times as you may be asked to provide identification while on campus. This is particularly relevant when using the computer laboratories as you may be asked to provide identification to a security guard. Do not let other students or friends use your Student ID card to access University facilities. Students using such facilities without their card will be asked to leave and could be charged under the Student Conduct By-Laws for misuse of the Student ID card.

Alice Springs campus
Talice Security and internal security staff provides a security and student escort service on Alice Springs campus. Security is on site Monday to Friday 8.00am–10.00pm and is available to escort students to their vehicles.

Security Guard phone: 0428 816 741

Darwin Waterfront
During business hours, security is provided by CDU security staff. Wilson security provides after-hours security.

Darwin Waterfront security phone: 08 8946 8888

Palmerston campus
Arrangements as per Casuarina campus.
Phone: 08 8946 7888

Katherine Rural campus
A Duty Officer is on campus Monday to Friday 4.30pm – 9.00pm each day to provide security and is on call for emergencies from 9.00pm – 8.00am. A Duty Officer is on call on weekends.

Phone: Ext 8314 from campus phone

Tennant Creek
The facilities at Tennant Creek are owned and operated by the Department of Business and have their own security system. Access is available during normal business hours.

W: cdu.edu.au/university-operations/facilities-management
A-Z other information

Sexual harassment
The University is committed to providing a safe and respectful working and learning environment that supports the rights of all persons within the University community to work and study in a safe environment, free from sexual harassment.

Sexual harassment means any unwanted, unwelcome or uninvited behaviour or conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where the reaction is reasonable in the circumstances. Unwelcome sexual advance or requests for sexual favours or other unwelcome conduct of a sexual nature, which may include but is not limited to, suggestive comments, insults, taunts or dirty jokes, the display of offensive pictures, sexually explicit emails or text messages, staring, leering or inappropriate physical contact such as patting, pinching or groping.

If you believe you are a victim of sexual harassment, contact:
Complaints Management Unit
Building Blue1.1.36
Casuarina campus
T: 08 8946 7738
E: complaints@cdu.edu.au

For further information regarding sexual harassment, visit:
W: cdu.edu.au/strategicservices-governance/complaints
W: cdu.edu.au/current-students/respect-now-always

Smoking on campus
Smoking and passive smoking are recognised health risks and the University is committed to providing a healthy and safe learning and work environment for members of the University community. Government Acts and Regulations prohibit smoking in buildings, enclosed spaces, outdoor public areas including bus stops, within 2 metres of a building entrance, within 3 metres from an air-conditioning intake, and other areas where a no smoking sign is displayed. The University has clearly marked designated smoking areas on each campus where smoking is permitted. No food or drink can be consumed in smoking areas.

For further information refer to the Smoke-free-Workplace Policy available from the Governance Library.

Student conduct
The University is committed to providing an environment conducive to the pursuit of academic and scholarly activities by promoting high standards of personal conduct and behaviour by its students.

The University’s Code of Conduct applies to all staff, students and the University’s many stakeholders. It is built on the principles of fairness, respect, integrity, professionalism, accountability, equality
A-Z other information

of opportunity and values-based leadership. The Code of Conduct provides guidance for staff, students and all those with whom we engage to recognise and practise these values and to shape our culture. For more information refer to the Code of Conduct available from the Governance Library.


The University has the responsibility to maintain order and manage the conduct of students, who may be on University premises, using University facilities and services, or participating in learning and teaching or University related activities. It is expected that all students will participate in the learning program, be respectful of others, and show consideration for all regardless of race, colour, religion, gender, sexual preference or physical disability. In accordance with the Charles Darwin University [Student Conduct] By-laws the University has the authority to fine, impose a penalty, suspend or expel those students who are disruptive of the educational process.

For more information refer to the Charles Darwin University [Student Conduct] By-laws available from the Governance Document Library.


Work Health and Safety (WHS)

All members of the University community, including students must comply with Work Health and Safety Policy and related procedures, and should take reasonable care to prevent personal injury, injury to others and prevent or minimise damage to plant and equipment.

Your first point of contact for WHS issues should be your lecturers. You are required to comply with all WHS instructions given by your lecturer, in your course materials and/or safety signage. You must also report any injuries or incidents. It is the lecturer’s responsibility to report these matters to the appropriate area.

In an emergency situation, follow the instructions given by your lecturer, a Warden or Campus Security.

Simple first-aid requests should be referred to your lecturers. In case of a serious, potentially life-threatening injury or illness, call the emergency number 000.

For more information refer to the Work Health and Safety Policy available from the Governance Library.


Note: The most up to date version of the VET Student Guide is available online.

Feedback
CDU welcomes your comments on the information contained in this guide. Please forward your comments via email to vetfeedback@cdu.edu.au and ensure you place VET in the subject line of your email, so your comments are directed to the appropriate area.

If you do not have access to email, forward your comments by post to:

VET Feedback
Office of VET Business Improvements
Building Red 4
Charles Darwin University
Darwin NT 0909

Early Childhood Education and Care student working at the CDU Child Care Centre
### A-Z other information

#### Team contact details

<table>
<thead>
<tr>
<th>Team</th>
<th>Campus</th>
<th>Telephone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Rural Operations (Top End)</td>
<td>Katherine</td>
<td>08 8946 7512</td>
<td><a href="mailto:agriculture@cdu.edu.au">agriculture@cdu.edu.au</a></td>
</tr>
<tr>
<td>Automotive and Civil</td>
<td>Casuarina</td>
<td>08 8946 7506</td>
<td><a href="mailto:automotiveandcivil@cdu.edu.au">automotiveandcivil@cdu.edu.au</a></td>
</tr>
<tr>
<td>Building Technology</td>
<td>Casuarina</td>
<td>08 8946 7508</td>
<td><a href="mailto:bdc@cdu.edu.au">bdc@cdu.edu.au</a></td>
</tr>
<tr>
<td>Business (Top End)</td>
<td>Waterfront</td>
<td>08 8946 8877</td>
<td><a href="mailto:businesstopend@cdu.edu.au">businesstopend@cdu.edu.au</a></td>
</tr>
<tr>
<td>Business (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5467</td>
<td><a href="mailto:Business_Central@cdu.edu.au">Business_Central@cdu.edu.au</a></td>
</tr>
<tr>
<td>Children’s Services and Education Support</td>
<td>Casuarina</td>
<td>08 8946 7519</td>
<td><a href="mailto:cses@cdu.edu.au">cses@cdu.edu.au</a></td>
</tr>
<tr>
<td>Community Services</td>
<td>Casuarina</td>
<td>08 8946 7517</td>
<td><a href="mailto:csh-enquiries@cdu.edu.au">csh-enquiries@cdu.edu.au</a></td>
</tr>
<tr>
<td>Conservation and Land Management (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5466</td>
<td><a href="mailto:Clm.Central@cdu.edu.au">Clm.Central@cdu.edu.au</a></td>
</tr>
<tr>
<td>Conservation and Land Management (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7511</td>
<td><a href="mailto:CLMi@cdu.edu.au">CLMi@cdu.edu.au</a></td>
</tr>
<tr>
<td>Creative Arts</td>
<td>Casuarina</td>
<td>08 8946 7404</td>
<td><a href="mailto:cah@cdu.edu.au">cah@cdu.edu.au</a></td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Palmerston</td>
<td>08 8946 7526</td>
<td><a href="mailto:culinaryarts@cdu.edu.au">culinaryarts@cdu.edu.au</a></td>
</tr>
<tr>
<td>Electrotechnology (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7505</td>
<td><a href="mailto:electrotechnology@cdu.edu.au">electrotechnology@cdu.edu.au</a></td>
</tr>
<tr>
<td>English Language, Literacy and Numeracy</td>
<td>Casuarina</td>
<td>08 8946 6578</td>
<td><a href="mailto:ellan@cdu.edu.au">ellan@cdu.edu.au</a></td>
</tr>
<tr>
<td>Hair, Beauty and Retail</td>
<td>Palmerston</td>
<td>08 8946 7520</td>
<td><a href="mailto:VET.hair_beauty_retail@cdu.edu.au">VET.hair_beauty_retail@cdu.edu.au</a></td>
</tr>
<tr>
<td>Health</td>
<td>Casuarina</td>
<td>08 8946 7356</td>
<td><a href="mailto:vethealth@cdu.edu.au">vethealth@cdu.edu.au</a></td>
</tr>
<tr>
<td>Horticulture (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7513</td>
<td><a href="mailto:horticulture@cdu.edu.au">horticulture@cdu.edu.au</a></td>
</tr>
<tr>
<td>Information and Communication Technology</td>
<td>Casuarina</td>
<td>08 8946 7522</td>
<td><a href="mailto:VET.ICT@cdu.edu.au">VET.ICT@cdu.edu.au</a></td>
</tr>
<tr>
<td>Maritime and Seafood</td>
<td>Casuarina</td>
<td>08 8946 7513</td>
<td><a href="mailto:mast@cdu.edu.au">mast@cdu.edu.au</a></td>
</tr>
</tbody>
</table>
## A-Z other information

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<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metal Trades and Engineering</td>
<td>Casuarina</td>
<td>08 8946 7507</td>
<td><a href="mailto:mte@cdu.edu.au">mte@cdu.edu.au</a></td>
</tr>
<tr>
<td>Tourism, Hospitality and Recreation (Top End)</td>
<td>Palmerston</td>
<td>08 8946 7525</td>
<td><a href="mailto:tour_hosp_recreation-topend@cdu.edu.au">tour_hosp_recreation-topend@cdu.edu.au</a></td>
</tr>
<tr>
<td>Tourism and Hospitality Central</td>
<td>Alice Springs</td>
<td>08 8959 5468</td>
<td><a href="mailto:Tourism_hospitality-central@cdu.edu.au">Tourism_hospitality-central@cdu.edu.au</a></td>
</tr>
<tr>
<td>Trades (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5465</td>
<td><a href="mailto:tradescentral@cdu.edu.au">tradescentral@cdu.edu.au</a></td>
</tr>
</tbody>
</table>

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Campus maps

Alice Springs campus
Campus maps

Darwin Waterfront

Kitchener Drive
Campus maps

Palmerston campus

Buildings

A General Studies & Administration Building
Level 1 (ground Floor):
- Lakeside Café
- Computer classrooms
- Hackettting
Level 2 (First Floor):
- Student Administration (Reception desk)
- Student Services
- Downer Office (Indigenous Academic Support Unit)
- Campus Administrator (PVC VET, & Administration Team)
- Staff Offices - VET Areas:
  - Tourism & Hospitality
  - Sport, Business & Recreation
  - Cookery & Bakery
  - Retail
- Classrooms
- Lecture Theatres
- Staff Offices - VET Areas

B Tourism & Hospitality and Food Studies Building
Level 1 (ground Floor):
- Training Facilities: Tourism, Business, Hospitality
- Cookery (training kitchens)
- Beauty Therapy
- Karawa (training restaurant)
- Bakery (training kitchen)

C The Learning Precinct
Level 1 (ground Floor):
- Library
- Learning Precinct (PC Labs - after hours access for GDU students)
- Lecture rooms
- Adult Migrant English Program (AMEP)
- Centre for Youth and Community Music (CYCM)
Level 2 (First Floor):
- Tutor/Rooms
- Computer Labs
- Staff Offices - VET Areas:
  - English as a Second Language (ESL)
  - Adult Migrant English Program (AMEP)
  - Information Technology & Library Studies
Campus maps

Katherine Rural campus

FACILITIES
1 Visitors Car Park
2 Administration Building
3 Macfarlane Building
4 Kitchen / Dining Room
5 Library
6 Car Parks
6A Car Parks
7 Gregory Dormitory
8 Giles Dormitory
9 Stuart Dormitory
10 Gaines Dormitory
11 Forrest Dormitory
12 Buchanan Dormitory
13 Stokes Dormitory
14 Mitchell Dormitory
15 Duack Dormitory
16 Laundry
17 Student Recreation Room
18 Swimming Pool Area
19 Tennis Courts
20 Lansdowne Lecture Rooms
21 Auto Workshop & Classrooms
22 Welding Shed
23 Light Auto & Classroom
24 Forklift Training
25 Male & Female Toilets
26 Health Building & Lecture Room
27 Male & Female Toilets
28 Bus Stop
29 Emergency Assembly Area
We know some people see the world in a unique way, often seeing solutions that others don’t.

What do you see?

Is it your first job on the horizon, a change of occupation, a promotion, or a way to channel your interests into a lifetime career?

At Charles Darwin University VET, we’re focused on helping you achieve more in your chosen territory.
Opening hours and contact details

Casuarina campus: Student Central
Mon, Tue, Thurs: 8.30am – 4.00pm
Wed: 8.30am – 6.00pm
Fri: 8.30am – 3.00pm
Location: Building Orange 1, Casuarina campus
Freecall: 1800 061 963
Email: student.central@cdu.edu.au

Alice Springs campus: Student Central
Mon to Fri: 8.30am – 4.00pm
Location: Building 1, Alice Springs campus
Freecall: 1800 654 865
Email: student.central@cdu.edu.au

Palmerston campus: General enquiries
Mon to Fri: 8.00am – 4.00pm
Location: Building A, Palmerston campus
Phone: 08 8946 7800
Email: palmerston@cdu.edu.au

CDU Darwin Waterfront: Student Central
Mon, Tue, Thurs: 8.30am – 4.00pm
Wed: 8.30am – 6.00pm
Fri: 8.30am – 3.00pm
Location: 21 Kitchener Drive, Darwin
Freecall: 1800 061 963
Email: student.central@cdu.edu.au

Katherine Rural campus: General enquiries
Mon to Fri: 8.30am – 4.00pm
Location: Building 2, Katherine Rural campus
Freecall: 1800 779 577
Email: NTRural@cdu.edu.au

FOR MORE INFORMATION
1800 238 838 | E: vet-enquiries@cdu.edu.au | W: cdu.edu.au/vet

Vocational Education and Training
Student Guide 2018