



ICMS CAMPUS HANDBOOK

2009

Foreword

In 1997 the staff and students of the International College of Management, Sydney (ICMS) created this Handbook in order that the following vision as adopted by the organisation, is reached.

“The International College of Management, Sydney is recognised as a world leader in management education; equipping graduates with the professional skills and knowledge to continually surpass international industry expectations”.

We are well on our way to achieving this vision, with our students highly sought after by employers, both in Australia and overseas, due to their superior professionalism and skill level. This achievement is the result of a continuous pursuit of excellence by both staff and students of the College through hard work, commitment and a belief in the power of a positive attitude.

I would like to welcome you to this dynamic environment and to a challenging career in the Service Industry. Please take the time to read this Handbook, which contains general rules and regulations of the College. It has been compiled for your benefit to ensure that your time at ICMS is both satisfying and rewarding.

I wish you all the best as you pursue your educational goals.

Frank Prestipino
Managing Director

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SECTION 1

General Information

1.1 Academic Matters

Students seeking advice on academic matters should approach relevant Faculty staff such as an Academic Liaison Officer, their Unit of Study lecturer or the Head of Program. Advice on all academic matters can also be found in the Academic Handbook, available on the College website.

1.2 Accommodation (during term break)

A student is able to request to live on campus during term breaks. Such requests are to be made in writing to Operations no later than the end of week 10 by completing a request form which will be emailed to you, usually in week 8. The cost of accommodation is \$50 per night for 1 to 5 nights (eg 5 nights accommodation costs \$250). If you wish to stay for 6 or 7 nights, the total cost is \$250 (whether you stay 5, 6 or 7 nights). Meals are not provided during term breaks.

Residential accommodation is allocated on a first in first served basis. Please note ICMS reserves the right to alter accommodation fees at any time without notice and to refuse accommodation to any student.

1.3 Car Parking

Students are permitted to use the student car park located at the rear of Kelly House. When this is full it is permitted to park in front of Moran House (beach side). Parking is not permitted in any other area of College grounds (except on special occasions as directed by Operations staff). The main gate is accessed after hours by use of a swipe card available from the Reception by leaving a \$25 deposit. The deposit must be paid in cash.

Students are asked to park with consideration for other car owners, to observe the maximum of 15 kph speed limit when driving through College grounds, park only where permitted and agree to move their vehicle as directed by any Operations staff member. Speeding and dangerous or reckless driving are acts of misconduct and will be treated accordingly.

At no time may students park in the carspaces designated "Visitors Parking" which are located next to the Courtyard Café. All cars parked on campus must clearly display an ICMS Parking Permit on the dashboard. Application forms are available from Student Services.

Failure to comply may result in future access to the College being denied and a PC infringement being issued.

Please report any lost, stolen or damaged cards immediately to the House Manager. Cards remain the property of ICMS at all times.

All vehicles on College grounds are parked at the owner's risk. The College will not accept any damage or liability whatsoever caused to or by any vehicle while on the premises.

NB: Students are required to leave a deposit of \$25 for each card issued. Once a student ceases studies at ICMS the card must be returned within 7 days for the refund of their deposit to be approved. However, all swipecards will be deactivated immediately.

1.4 Common Area and Residential Area Damage

A student who damages or defaces buildings, grounds or other College property (includes, but is not limited to, bed linen, cutlery, crockery and kitchen utensils) will be held liable. Where damage to a common area has occurred (or College furniture, fittings and equipment have been misplaced), the cost of repairs or replacement will be added to the Student Damage tally. The damage tally will be posted on the Student Services noticeboard. All students contribute to the common area damage tally, but only residential students contribute to residential damage tallies.

1.5 Computer Resources

There are general use computer labs located on Level 2 in Moran House and in the Library study area. There are also computer labs in classroom 13 and 14, which are available for general use outside class times. All computer labs are considered front of house and for this reason College business attire applies.

All computer labs have a monochrome laser printer available for student use. Paper for these printers is available from the Faculty office during its opening hours, and RAs have access to paper.

The computers have the following facilities available:

- Windows XP Operating System
- Internet Access
- Word Processing Application (Microsoft Word 2000)
- Spreadsheet Application (Microsoft Excel 2000)
- Presentation Application (Microsoft PowerPoint 2000)
- Database Application (Microsoft Access 2000)
- Publishing Application (Microsoft Publisher 2000)
- Fidelio Front Office System 6.20
- Web Page Editing Software (Arachnophilia)
- Web Browsing Software (Microsoft Internet Explorer Version 6)
- Access to files server for saving files.

This software is updated periodically.

Students are assigned a home directory on the computer network on which they may keep any work, documents or assignments. An allowance for printing at the start of each term is also provided. In the event that this allowance is used before the end of term, an application must be made to the IT Helpdesk (helpdesk@icms.edu.au) for a further printing allowance.

An allowance for Internet usage is also provided on a monthly basis. In the event that this allowance is exhausted, additional credit can be purchased from Reception during office hours.

The following conditions apply to computer room usage:

- No food or drinks (except bottled water) are permitted in the computer labs
- Bottled water must be stored on the floor
- Under no circumstances are students permitted to tamper with the computer network settings or to load software to the network or to any individual computer

- Under no circumstances are students permitted to tamper with the computer hardware, cabling or peripherals. This includes unplugging a network cable to be used with a laptop
- Students' work is to be saved to their home directory as well on CD or USB drive. Any work found elsewhere on hard disk will be deleted

Students who have mobile phones are asked not to use them in the computer rooms.

1.6 Fire and Emergency Procedures

During the hours of 07:00 and 22:30 Monday to Friday, and 09:00 and 18:00 on weekends and public holidays, the Manager on Duty is responsible for emergency procedures and building evacuation. A senior staff member is responsible for emergency procedures and building evacuation in the absence of the Manager on Duty.

The procedures to follow in an emergency are displayed throughout the College buildings and on the wall in every student room, along with a floor map indicating the location of the room in relation to the nearest fire exits. These procedures will be explained during Orientation Week and regular fire drills will be conducted to ensure students are familiar with what action to take in an emergency.

Students must familiarise themselves with the escape plan for their room and take note of the nearest fire exits, in addition to the following guidelines:

- Do not park motor vehicles in the vicinity of stairways and other building exit paths – use nominated car parking areas only
- Fire doors must never be propped open and access must be kept clear at all times
- Any tampering with extinguishers will be considered as misconduct and can result in dismissal. Repairs/refilling will be regarded as common area or residential area damage with costs deducted from the operating accounts of students
- Do not use or ignore equipment that is suspected to be faulty (eg an iron with a frayed cord). Go to Reception immediately and report it.
- Do not smoke except in designated smoking area at the rear of the Sand Bar.
- Do not throw cigarette butts/matches into waste paper bins. Use ashtrays and ensure that the butt/match is completely extinguished
- No implements with an open flame are permitted in any rooms, eg candles, oil burners etc. Burning of incense is also not permitted
- Students who are appointed as Floor Wardens will in the event of an emergency instruct others on evacuation.

1.7 First Aid

There are first aid kits stored at several locations around the College campus. An list of qualified first aid staff is posted in the Operations office, kitchens, and on College notice boards. If an incident requiring first aid occurs, Reception must be alerted immediately. Near accidents must also be reported so that any hazardous conditions may be rectified to prevent occurrence of injuries.

Any first aid treatment administered must be fully documented. For insurance purposes this is absolutely crucial. The date and time, incident description, and the names of person(s) injured, person administering first aid and any witnesses must be recorded in the first aid register. If an accident occurs which requires treatment externally (student/staff sent to doctor, hospital, or ambulance called), the details must also be recorded. The Manager on Duty, or a senior staff member, is on the premises at all times and residential/mobile telephone numbers are posted at the Student Services desk.

1.8 Non-Academic Grievances

Non-Academic Grievance Handling and Resolution Policy and Procedure

The International College of Management, Sydney is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system which is easily accessible and offered at no charge.

We aim to:

- Develop a culture that views grievances as an opportunity to improve our organisation and how we work;
- Set in place a grievance handling system that is client focussed and helps us to prevent grievances from recurring;
- Ensure that any grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- Ensure that the views of each complainant and respondent are respected and that any party to a grievance is not discriminated against nor victimised;
- Ensure that we are consistent in our response to grievances.

A grievance can be defined as a person's expression of dissatisfaction with an aspect of the Institution's services and activities. A grievance may be an expression of dissatisfaction with:

- The enrolment, induction/orientation process;
- The quality of education provided;
- *Access to their personal records;
- *The way they were treated.

It is our policy to ensure that ICMS responds effectively to individual cases of dissatisfaction.

Procedure

This procedure is available to students and potential students:

Stage One

Formal grievances must be submitted in writing to Student Services. Receipt of the grievance will be acknowledged within five working days. The Registrar will then, if necessary, seek to clarify the outcome that the complainant hopes to achieve. When such clarification occurs in a face-to-face interview with the complainant, they may ask another person to accompany them.

The Registrar will then endeavour to resolve the grievance and provide a written report to the complainant within 15 working days on the steps taken to address the grievance.

A written report of the reasons and a full explanation of decisions and actions taken during stage one of this procedure will be made available to the complainant or respondent, upon request.

Stage Two

If the grievance remains unresolved, the Managing Director will consult with the complainant and other relevant parties. Where possible such consultations should take the form of face-to-face interviews. The complainant or the respondent may ask another person to accompany them to these interviews.

Following the consultation process, the Managing Director will provide a written report to the complainant on the further steps taken to address the grievance within 15 working days. A written report of the reasons and a full explanation of decisions and actions taken during stage two of this procedure will be made available to the complainant or respondent, upon request.

Stage Three

If the complainant remains unsatisfied with the outcome of their grievance, they may request that the matter be dealt with through an external dispute resolution process provided by the Australian Council for Private Education and Training (ACPET). ACPET do not charge a fee for this service.

The contact details for ACPET are as follows:

Australian Council for Private Education and Training (ACPET)

PO Box Q1076, QVB Post Office, Sydney NSW 1230

Ph: 1800 657 644 Fax: 02 9264 4550

Email: acpet@acpet.edu.au

The complainant or the respondent may ask another person to accompany them to meetings with ACPET.

Once ACPET have completed their review of the grievance under the external dispute resolution process, they will provide a written report to the complainant within 15 working days on the recommended actions to resolve the grievance. A written report of the reasons and a full explanation of decisions and actions taken arising from the external dispute resolution process will be made available to the complainant or respondent, upon request. If a grievance still remains unresolved after the external dispute resolution process, the aggrieved person may decide to refer the matter to an external agency such as The Anti-Discrimination Board or the Department of Fair Trading.

Record keeping and confidentiality

Records of all complaints handled under this procedure and their outcomes shall be maintained for a period of at least five years to allow all parties to the complaint appropriate access to these records, upon written request to the Registrar.

All records relating to complaints will be treated as confidential and will be covered by the ICMS Privacy Policy.

Additional information

If, at some stage in the future, ICMS delivers its courses at another campus or in a different mode of study then this procedure will be available to students or potential students regardless of the location of the campus at which the grievance has arisen or the mode in which they study.

Nothing in this *Non-academic Grievance Handling and Resolution Policy and Procedure* limits the rights of students to take action under Australia's Consumer Protection laws. The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law. Also, these dispute resolution procedures do not circumscribe student's rights to pursue other legal remedies.

1.9 Gymnasium

The *New Image Gym*, 29-33 Pittwater Road in Manly, offers all current students free entry (except for certain peak hours) and use of their facilities on presentation of their gym card when signing in. The gym card can be obtained from the Student Services desk at the beginning of each term.

1.10 Hours of Entry

Students can enter the College via the main entrance on Darley Road at any time. After 6:00pm, students can access the pedestrian gate at the main entrance by using their individual room key or for off-campus students, a side entry key. Vehicular access is also available via the main entrance. Between dusk and dawn a swipecard is needed to open the gates (further details from Reception).

1.11 Library Services

The Pollard Resource Centre is located in the Convent, accessible by stairs from Moran House and holds a comprehensive collection of books, newspapers, journals, videotapes and statistics. The library aims to provide equitable access to library resources, particularly those in heavy demand, while ensuring that key and high demand material is available in the Reference collection. Additional information and resources can be found at 'ICMS Library' via Blackboard.

The replacement cost for any unreturned items from the Library will be incurred by the student and automatically deducted from their operating account. Library hours are posted on the library door and any enquiries may be directed to the Librarian. Food and beverages are not permitted in the Library at any time. All students enrolled in the Degree program are eligible to apply for a Macquarie University library card, giving both borrowing rights and access to the valuable electronic resources of Macquarie Library. Please direct all enquiries to the Librarian.

ICMS encourages students to contribute their services to the College community. Students may apply to the Librarian for positions as library assistants

1.12 Lost Property

Lost property should be handed in at the Reception desk stating where it was found and when. All lost property that is not claimed by the end of term is donated to charity.

1.13 Mail

Email is the official and preferred channel of communication used by the College. Staff and students regularly use student email accounts to broadcast important information to the College community, and as such, students must take responsibility for checking their own College emails daily.

All incoming postage mail (including faxes) is distributed daily to student mailboxes located at the Student Services Desk. Students may pick up their incoming mail while the Student Services Desk is staffed. All incoming mail is stamped with arrival date, and kept for 3 weeks. After 2 weeks a student will be sent an email that they have postal mail waiting to be collected. The following week if the mail has not been collected it will be marked return to sender.

Family and friends should contact students as follows:

By post:

Student's full name (ie first and last names in ENGLISH)
Student number
International College of Management, Sydney
151 Darley Road
MANLY NSW 2095
AUSTRALIA

By facsimile:

Within Australia: (02) 9466 1099
From overseas: (612) 9466 1099

By telephone:

Within Australia: (02) 9977 0333
From overseas: (612) 9977 0333

Student direct line: disclosed by student only

Students may deliver their outgoing mail to reception for posting, once fully stamped and addressed. Mail received by the College for former students/graduates and students on industry training will be returned to the sender. To ensure mail is received, all students who are permanently leaving the College or leaving to undertake industry training must arrange for their mail to be diverted to their new address. This can be done by obtaining a Mail Diversion form, either from Student Services or a post office, and arranging mail diversion directly through Australia Post. A fee payable to Australia Post will apply for mail diversion.

1.14 Meals

Meal codes are issued to all on-campus students in the first week of each term, denoting any special dietary requirements, which must be presented on request of meals. Take away meals from the Marketplace, CYC or GDR are not permitted. Appropriate dress must be worn in these areas at all times which is full College business attire between 08:00hrs and 17:00hrs Monday to Friday. Outside of these times students must wear footwear, shorts or long pants and a shirt/singlet as a minimum.

Students who live off-campus may purchase a meal ticket from Reception for dinner in the Market Place but may only do so when the CYC is not serving meals.

The following guidelines apply to Grand Dining Room meals:

- College uniform must be worn to compulsory meals, as these areas are considered 'Front-of-House'.
- Students must behave in an orderly and dignified manner in the Dining Room. As the service students are in a learning environment, it is asked that all diners be considerate, patient, and helpful as they develop their abilities.
- No newspapers, letters or other reading materials should be read in the dining room.
- No equipment, food or beverages may be taken from the Dining Room, storeroom or kitchen. Any infringement of this rule will be considered as theft.

No cutlery, glasses, or plates etc are to be removed from the CYC area.

1.15 Noise

The residential areas of the College are designated as quiet areas between 10.30pm and 7.00am. Loud noise of any kind (eg music, TV, loud conversation) is not tolerated on campus between these hours, and any breach of this policy will result in disciplinary action.

1.16 Noticeboards

It is the responsibility of each student to check noticeboards regularly for important information. There are four main notice boards located in the College:

- The Academic noticeboard is used by staff only to inform students of all issues relating to their courses, duties and other academic matters
- The Student Services noticeboard is used by staff only to advise students about matters relating to student welfare, eg SRC minutes and notices, excursions, sporting events, meal rosters etc
- The Career Services noticeboard is to be used by staff only to inform students of industry related matters
- The Student noticeboard in the Basement may be used by students to post information and notices of general interest. In addition, it is used to display rosters, general information as well as weekly meals.

Additionally, there are noticeboards on each residential floor and in the common room used for student notices and information.

1.17 Prohibited Areas

Students are not permitted in the following areas

- Kitchens, storerooms, the dining room and reception, except to those who are on official duty, practical training, or attending a meal
- Storerooms, faculty offices, staff and management offices outside classroom lecture hours or when no staff member is present
- The staff kitchenette and mail room
- Managing Director's office including the Executive Assistant's office
- All housekeeping closets, maintenance areas, roofs, and any residential rooms
- Offices of Constellation Hotel Group
- **Access via the front of the College green and Montpellier Place is STRICTLY out of bounds after dusk. PC points will be deducted for breaching this rule.**
- The lifts (unless permitted by operations staff)

1.18 Photocopier

A photocopier is located in computer study areas and in the Pollard Resource Centre. Students can use these after purchasing a photocopy card from the machine adjacent to the copier. The card costs \$2.00 initially and additional credit can be obtained thereafter. Photocopying is charged at a cost of 10 cents per page.

1.19 Smoke Free Environment

The College maintains a smoke free environment in all areas, excluding only the paved terrace outside the Sand Bar in Kelly House. As smoking presents a serious fire hazard, smoking outside the designated smoking areas will be regarded as a serious offence and will incur disciplinary action.

1.20 Sporting Equipment

ICMS provides a range of sporting and recreational equipment that can be used by students such as tennis and squash racquets, surf and body boards, mountain bikes, basketballs, soccer balls, cricket equipment, skin diving equipment (face mask, snorkel, and fins), footballs, table tennis table, darts and board. The tennis court adjacent to the Kelly House car park also doubles as a basketball court.

Items are to be signed in and out by a Resident Assistant (RA). The student will incur a cost of repair/ replacement for any damaged or lost equipment held in their possession at the time.

1.21 Student Common Room

The Sand Bar is located in Kelly House on the lower ground floor. The common room is operated by the Student Representative Council (SRC) and will be opened and closed as agreed by the SRC and College management.

The Sand Bar functions on Friday evenings as the student meeting place. The College entrusts this facility to the SRC, which has full responsibility for the proper management of the club, including general cleaning and maintenance. The Head of Housekeeping will provide cleaning products when required and housekeeping staff clean the common room once a week.

The bar serves alcohol and soft drinks, and has an important social role within the College. The management and running of the bar also provides students with the opportunity to use their skills in the operation of an efficient and profitable club enterprise. The Bar Manager undertakes the management of the student bar, and due to the sensitive and important nature of this role, the Student Affairs Manager and volunteer bar staff appoint this position.

Students are required to be respectful of others and of noise levels when visiting the common room. All profits from the Sand bar are returned to the SRC in accordance with its guidelines.

1.22 Student Support

Students needing support in relation to personal (non-academic) matters are encouraged to contact the Student Affairs Manager (Student Services) who will assist the student and, where appropriate, put them in touch with the relevant professional support services.

To ensure requests for assistance are dealt with promptly and appropriately, any student approaching a member of staff will be asked by the staff member to contact the Student Affairs Manager (Student Services).

Students are also encouraged to browse the reference pamphlets relating to various personal problems/situations and the counselling services that are available. These are available from Student Services (Room 408 Kelly House).

1.23 Student Representative Council

The Student Representative Council (SRC) is selected through a nomination and voting process initiated in conjunction with the Student Affairs Manager during weeks 9 and 10 of each term. All students are encouraged to nominate. A student who is interested in an SRC position should speak to their SRC representative or the Student Affairs Manager.

The SRC's main purpose is to represent the study body in relevant matters and to coordinate recreational activities with the aim of enhancing the overall quality of student life. Students may campaign for the President's position during week 11 of each term so that the student body can cast their votes at the end of week 11. If the selected President is unable to fulfil their role, for whatever reason, the elected Vice-President will take on this responsibility.

Meetings are convened by the SRC President each week and minutes of such are available.

1.24 Visitors

A Student may invite Friends and Family on to the campus between 08.00hrs and 22.30hrs (09.00hrs and 22.00hrs on weekends/Public Holidays). Upon arrival the Student must sign in his guest/s at Reception. If the Reception is closed, the Manager on Duty must be contacted (2355 from any House Phone) to facilitate the signing in.

Once signed in the Student's guest must display a Visitors Badge for the duration of their visit.

At all times the Student is responsible for their guest and his/her actions. Any anti-social behaviour or disregard for the colleges Policies and Procedures by the guest shall result in disciplinary action for the Student who signed the visitor in.

Access is only permitted to Front of House areas, Student function areas, the Sandbar and outdoor areas. At no time are students permitted to invite guests on to the Residential floors or to the Computer rooms. (The only exception to this rule is the one day that Residential Students Check-in; Students may invite Family or Friends to their rooms for the purpose of assistance with luggage etc.)

Before the guest's departure they must sign out and return their Visitor's Badge to Reception. Again, the MoD must be contacted if the Reception area is closed.

Sandbar Visitors

Enrolled students may sign in up to two guests per night. This must be done upon the guest's arrival whether inside or outside the Sandbar area. Visitors will be given a wristband to wear for the duration of their stay.

The guest's details will be recorded and the student will also be required to counter sign. At all times the Student is responsible for their guest and his/her actions. Any anti-social behaviour or disregard for the colleges Policies and Procedures by the guest shall result in disciplinary action for the Student who signed the visitor in. Access is only permitted to the Sandbar and toilets designated for the event. No underage guests are permitted to be signed in.

1.25 Website

www.icms.edu.au

The College website provides the following services to students:

- Permanent email address. This is activated during the first week at College and will be in the form of the first letter of the first name + full family name + enrolment year + @students.icms.edu.au (eg Joan Citizen, enrolled in 2009 will be: jcitizen09@students.icms.edu.au). The email server is accessible through any web browser. Email is the official, and preferred, channel of communication used by the College and students are expected to check it daily.
- College related discussion groups and newsgroups, accessible through individual email accounts;
- Student newsletter (*Word on the Street*) and activities calendar including reports on recent activities;
- Campus Handbook, Academic Handbook and Style Guide;
- Access to Professional Conduct progress
- A link to the Department of Immigration, Multicultural and Indigenous Affairs website;
- A 'useful numbers' section including a list of embassies;
- Access to on line material for each course through Blackboard.
- Information on Academic Liaison Officers, Class Representatives, Resident Assistants as well as Graduate Assistants.
- Wireless Laptop Setup instructions

- Students are entitled to 400MB worth of downloads per month. Additional usage can be purchased from Reception at \$10 per 100MB, which is forfeited at the end of the month.

All students will be assigned a login name during the Orientation week of classes and will need to set a password to gain access to the Student Network. This password must be changed periodically. Failure to change the password when prompted will cause the account to be locked. Students who forget their password or fail to change it at the appropriate times will need to fill contact the IT Helpdesk to have their account unlocked (helpdesk@icms.edu.au). Email accounts are disabled if students withdraw or are dismissed.

1.26 Use of Internet

- All access to the Internet shall be for business/study purposes only.
- Internet access relating to sexually explicit material, violent images or graphics, racist material and Internet activity relating to "Computer Hacking" and illegal access into other Company's Sites is prohibited. Access and use of this material will result in severe disciplinary action. No online activity which could bring the ICMS into disrepute is permitted. Such activity may be deemed gross misconduct and as such could result in dismissal.
- The Company retains ownership of all information and data on the network and reserves the right to monitor and review an individuals' usage of the Internet without prior notice.

College management may alter College rules and regulations at any time without prior notification. Students will be advised of such changes as soon as is practicably possible.

SECTION 2

Professional Conduct and Grooming Standards

One of the aims of ICMS is to produce prospective employees who are highly sought after by the business services industry not only for their skills but also their professionalism. Accordingly, the College demands the highest standards of personal and professional conduct from all its students.

The Professional Conduct (PC) system has been developed to encourage students to achieve the level of professionalism expected by the industry.

Full details of the Professional Conduct System and expected professional grooming standards are available in the Handbooks section of the student website.

SECTION 3

Community Contribution Scheme

The Community Contribution Scheme (CCS) has been developed to encourage and acknowledge voluntary participation within the College and local community. The scheme acknowledges voluntary contribution by students on their academic transcript at the end of each term.

3.1 Levels of Acknowledgement

All Academic transcripts will display a rating of student contribution for that term, based on the number of hours contributed.

Rating	Hours
Good	1 to 10 hours
Very Good	11 to 20 hours
Outstanding	Above 20 hours

The rating will appear on the Academic transcript as a footnote beneath the Professional Conduct rating, for example:

Community Contribution February 2009: Outstanding

3.2 Approved Contribution

The following activities are considered approved College/Community Contribution activities:

- Participating as a Student Representative Council member in all weekly meetings
- Participation as a Class Representative member in all scheduled meetings
- Participation in Library Assistant duties
- Participation in voluntary Community activities as approved by the College (see below)
- Participation in voluntary College activities as approved by the College (see below)

3.3 Managing the Community Contribution Scheme

In order for their hours to be recorded, students must have their contribution activity approved by the College prior to the event. The system is as follows:

- Collect CCS form from Student Services Office
- Return completed form to Student Affairs Manager for approval
- Take form to activity, to be signed off by the activity supervisor
- Return to the Student Affairs Manager for recording of hours