

Sturt School for Wood

1-year Fine Furniture Making & Design Course

MSF40222 - Certificate IV in Furniture Design and Manufacturing



PROSPECTUS

Since 1985 the Sturt School for Wood has delivered a specialist one-year full time fine woodworking course that attracts students from across Australia. The intention of the course is to provide students with opportunity, facilities, and teaching to acquire the practical skills, underpinning knowledge and relevant experience necessary to enable highly motivated students to enter the furnishing industry as independent designer/makers of fine furniture. The full-time course incorporates a nationally recognised Australian Qualifications Framework accredited Certificate IV level qualification. A copy of the curriculum is included in this prospectus.

THE CURRICULUM is competency based and comprises a minimum of eighteen units of competency. Each unit contains a number of well-defined elements of competency. These elements of competency are further broken down into discreet individual performance criteria. The units are assessed and recorded as competent or not yet competent. To complete the course and to receive certification each student must be deemed competent in a minimum of eighteen units.

The teaching strategy adopted by the wood school is one that is student centred with the majority of the teaching and learning taking place in the teaching workshop or the adjoining fully equipped machine room. In the initial stages of the course the students undertake projects with well-defined outcomes. The focus of these projects is to build underpinning core skills which form a necessary foundation for the later more advanced projects. As the course progresses the projects become much broader in terms of individual design and expression. They are frequently structured around a process or technique of furniture construction. These projects provide students with the opportunity to develop their design and increase their skills and knowledge as craftspeople. The final projects for the year have been developed to give students the opportunity to define, design, document and construct a significant piece of fine furniture.

By fully utilising the facilities and meeting the challenges presented, students are given the opportunity to gain a sound foundation in a wide range of fine woodworking skills. This approach requires a high degree of motivation and personal commitment from each student. The end results are directly proportional to the individual's application and full utilisation of the resources available.

It is appreciated that one year is insufficient time in which to master any craft. However, during that time a great deal can be achieved towards establishing industry best practice safe workshop practice, learning the necessary theory and design, and practising the skills associated with a range of fine woodworking activities.

The Sturt School for Wood is part of Winifred West Schools which includes Sturt, Frensham and Gib Gate Schools.

AT THE END of the year students should have achieved three major objectives:

- Firstly, they should have gained a sound theoretical and practical groundwork in the practice of fine woodwork.
- Secondly, they should have developed a greater awareness and understanding of design principles and practice.
- Finally, they should have begun to establish an individual philosophy towards their own work.

In offering this year of training our aim is to help students develop their skills and knowledge to the level that will enable them to continue working competently and professionally after leaving the course. Note that Sturt does not guarantee any employment outcomes as a result of completing this course.

LOCATION

The Wood school is housed in a single-story white weatherboard clad building set in the landscaped grounds of Sturt Gallery & Studios. Sturt is a multi-disciplinary crafts centre which is recognised for its commitment to excellence in crafts practice and education. It contains workshops, studios and teaching facilities for woodwork, pottery, and jewellery. There is also a pioneering retail crafts shop and an exhibition gallery.

The school is located in Mittagong, 120 kilometres south of Sydney. (About an hour and a half drive from the centre of Sydney and two hours from Canberra.) There is a train service, and all students qualify for a student rail pass.

WORKSHOP

The building contains separate well-equipped handwork and machine shops, a common room with kitchen facilities and an office. The interior space is well lit, insulated and is provided with efficient central heating for the winter months and air conditioning for the summer.

For the duration of the course the workshop is used for the exclusive use of the students taking the Cert IV course, and is set up to provide a simulated environment that reflects workplace conditions.

As part of the course students are required to maintain both their own workspace and the workshop in general, keeping it in a clean and tidy condition.

FIRST AID

All students will be given first aid training relevant to working with woodworking tools and machinery early in first term.

SMOKING

Sturt has a non-smoking policy and is not allowed anywhere on campus.

DURATION

The training will take one year, requiring attendance for 44 weeks (including 4 weeks holiday), five days each week, minimally from 9.00am to 5.00pm each day. The year is divided into four terms of 10 weeks each. Each normal 5 day week is comprised of 4 full teaching days and one day of research/assessment/maintenance/cleaning. In all cases students are expected to contribute hours in excess of core hours to their projects.

COURSE DELIVERY & TUTORS

The course training is delivered by a number of industry experts who are engaged by the school for a set number of weeks each term. Each year the specific experts may change but all will be respected practitioners in their field, as Sturt attracts the very best craftspeople and creative educators from Australia and around the world. All of this training by industry experts is done under the guidance of the school VET trainer/assessor.

Assessment is done separately by a school employee who is a qualified VET trainer/assessor. This person will be on site for the whole year, and will also act as school co-ordinator and initial contact for student support.

TOOLS

Students will be required to provide their own set of hand tools and below is a list for guidance. The cost of tools will vary depending on the quality, manufacturer, and if they are new or second hand. A more detailed list will be provided before the start of the year, and all can be discussed with your 1st Term tutor.

Each incoming student will be required to have the following hand tools and equipment at the start of term 1:

- Personal Protective Equipment - Ear protectors, Safety glasses, Covered Shoes, Dust Mask – Level 2
- Bench plane #5 (2nd hand Stanley or Record or new Woodriver, HNT Gordon, Veritas or Lie Nielsen)
- Low angle block plane - with adjustable mouth (HNT Gordon, Veritas or Lie Nielsen)
- Set of good quality chisels (3,6,12,20,25mm)
- Try square / Engineering square 150mm
- Steel rulers 150mm, 300mm & 600mm (metric only)
- Tape measure – metric 2m is fine but no longer than 5m
- Knife – Small Stanley-type disposable, or Pfeil violin makers 15mm or Japanese style – no handles
- 5mm clutch pencil, Scientific Calculator, eraser, pencil sharpener, pencils HB, 2B & 6B, pen and exercise book/visual diary
- Waterstones, 800, 1200 and 4000 or 6000 grit plus Nagura stone; or Shapton Professional 1000, 5000, 8000
- Honing guide

Students will be expected to obtain the following additional items as required:

- Vernier calipers – either digital or analogue
- Rip saw – e.g. Veritas carcass saw 12 tpi from Carbatec or similar
- Fret or coping saw
- 150mm-200mm flat file warding or bastard
- Flat faced Spokeshave – Stanley #151 or similar, or HNT Gordon
- Sliding bevel

- Small hammer
- Cabinet scraper – rectangular
- Pattern maker’s rasp No. 49 or 50
- Cutting and marking gauge, or a wheel type gauge
- Two sets of drill bits – one brad point for wood and one regular
- Counter sink
- Desk lamp

Optional

- Pair of compasses, 45-45, 30-60 Set Square
- 1/8”, 1/4”, 3/8” Straight Router Bits 1/4” Shank, 1/2” Flush Trim Router Cutter 1/2” Shank
- Straight and Philips screw drivers
- Apron
- Magnifying glass
- Another back saw sharpened as a cross cut to complement the one above
- Small router plane – Veritas or Lie-Nielsen, or old Stanley
- Large router plane – Veritas of Lie Nielsen, or old Stanley
- Shoulder plane – Veritas medium or HNT Gordon

MATERIALS

During the initial stages of the course, when all students are undertaking prescribed projects such as the bread board, mallet and tool cabinet, the timber will be provided at no additional cost. However, with commencement of furniture construction style projects, which can require variable amounts and timbers, students will be required to source and purchase all their own materials including abrasives, special screws, hardware, special cutters, adhesives and lacquer/oil.

Students are at liberty to undertake commission work in the workshop during the year on the understanding that ALL materials must be paid for.

Materials for major exhibition pieces are to be paid for by the student.

MACHINERY

The machine shop contains the following equipment:

PANEL SAW:	Felder K700S with sliding cross cut table
RIP SAW:	Sawstop professional 36
COMPOUND SAW:	Festool KS120 Capex
SURFACE PLANER:	12” Laguna Parallelogram jointer with helical head – 2210mm bed
THICKNESS PLANER:	Felder D951 with helical head
BANDSAWS:	18” Laguna 18BX & 14” Languna 14BX
DISC SANDER:	Carbetec 300mm
EDGE SANDER:	Woodman ES 689A (Oscillating)
SPINDLE SANDER:	Jet JBOS – 5 (Oscillating)
MORTISER:	Purpose Built Hole Chisel Mortiser
DRILL PRESS:	Hafco PD-26 Pedestal Drill & Waldon Pedestal Drill
ROUTER TABLE:	JessEm
VACUUM PRESS:	VacuPress Professional
LATHES:	Nova 3000 Wood Lathe & Emco Compact Metal Lathe
SHARPENING:	TORMEK SG-250 Wet Grinder, Aluminium Oxide Dry Grinder
DUST EXTRACTION:	External, 3 phase, 3 bag
VACUUM CLEANERS:	4x Festool CT26E
OTHER HAND HELD	
POWER TOOLS:	Festool Domino, Festool random orbital sanders, Makitta biscuit joiner, various routers, air nail gun.

Machines are maintained to a high standard with blades and knives being replaced on a regular basis. This is done to ensure quality results in terms of cut and surface finish but also to ensure the machines are safer and easier to use. As a required part of their training, and as the need arises, students are expected to clean, sharpen and maintain the above equipment.

PHOTOGRAPHY

The campus includes a photographic facility with softbox flash and backdrops. Students may be instructed on the use of this equipment and will be required to complete a portfolio of their work as part of the course. Students are encouraged to bring their own digital cameras.

EXTRA MURAL ACTIVITIES

To broaden students' horizons and provide additional perspectives, visits are organised to other workshops, exhibitions, factories, museums and other places of interest. This is not a set program and is dependent on the availability of venues and exhibitions and their relevance to the training.

EXHIBITION

Students are required to produce a major work for display, and also to take on the responsibility, as a group, for organising all aspects of the display. This includes fundraising to cover some of the costs of the exhibition.

ACCOMMODATION

The tuition fee does not include accommodation costs. Students wishing to organise share accommodation will be provided a list of possible local accommodation and will be put in contact with each other around October the year prior.

APPLICATION AND FEES

Application for admission may be made at any time during the year. **A non refundable registration fee of \$110 is payable prior to the candidate being called for an interview.** This registration fee is separate from any course fees which are set out in the Fees and Refunds policy towards the end of this document. When applying, applicants are asked to provide a comprehensive CV. This should include:

- Date of birth
- Personal interests
- Formal qualifications
- Employment history
- Brief portfolio of any work in a creative field

Particularly relevant are your reasons for seeking this training.

RECOGNITION OF PRIOR LEARNING

The Sturt School for Wood does not offer recognition of prior learning to its students.

CERTIFICATION

Completion of all required modules of the course results in the awarding of a nationally recognised Australian Qualifications Framework accredited MSF40222 Certificate IV in Furniture Design and Manufacturing. Students will also be awarded with a statement of results/academic testamur listing results for all units of competency completed. Where a student does not complete all units of competency within the course, they will be awarded instead with a VET Statement of Attainment for all units successfully deemed competent in.

However, it is our philosophy that the most meaningful proof of one's ability is the presentation of completed works. With this in mind, students are encouraged to keep all completed projects during the year.

GENERAL COURSE OUTLINE

This outline gives a broad guide as to the structure and order in which the course will be delivered, however, the course will actually be delivered holistically. This means that units will be delivered and assessed over several terms and will, to some extent, reflect the nature of the custom pieces of furniture that each student decides to make.

TERM 1 *An introduction to fine woodworking*

Start the way you mean to continue by learning the right way from the beginning. Learn how to look after your hand tools, set up your bench and workshop, make a range of small projects and then construct the perfect hanging tool cabinet. This term will get you started with the principles of using hand tools and the basics of safe use of machinery. Units include:

- MSFFDM4022 Select, use and maintain hand tools for the creation of custom products
- MSFFDM4023 Set up, operate and maintain basic static woodworking machines for furniture designs
- MSFFDM4004 Construct joints for custom furniture
- MSFFDM4016 Produce timber veneered components for custom furniture
- CUAACD313 Produce technical drawings

Students undertake a number of set projects designed to develop skills, with both hand tools and machinery, to a high level. Supporting underpinning knowledge on a variety of topics is delivered in the form of workshop based lectures. The school's expectation is that with all projects undertaken, each student works to achieve the highest standard of accuracy, quality of construction and finish. Design input at this stage is restricted. Technical and free hand drawing in the form of practical lessons is also introduced at this stage.

TERM 2 *Joints, curves, drawers and design*

Make your own dovetail saw and then use it to learn the art of dovetail joints. Develop and build a piece of furniture that incorporates a traditional drawer. Learn a range of curving techniques that may include, steam bending, cooping, laminating or kerfing. Units include:

- MSFFDM4008 Investigate materials and technologies for design projects
- MSFFDM4010 Prepare and present design and manufacturing information
- CUADES411 Generate design solutions
- CUADES412 Interpret and respond to a design brief
- CUAACD311 Produce drawings to communicate ideas
- MSFFDM4014 Produce manual and computer-aided drawings from design concepts
- MSFFDM4001 Assemble custom furniture
- MSFFDM4013 Produce curves and shaped components for custom furniture

Participants are required to design pieces which will require the incorporation of set techniques. A given piece may incorporate one or more processes. Idea creation and design development are a significant component of projects undertaken in these terms. Technical drawing continues both in formal lessons and as part of an individual's design development, as the need arises.

TERM 3 *Batch Products and Making an exhibition piece*

Continue designing your own projects including the prototyping and construction of your own batch project for potential commercial sale.

- MSFFM3029 Select timers for furniture production
- MSFFDM4021 Research furniture styles and movements
- MSFFDM4005 Design, construct and test jigs
- CUAACD314 Make scale models
- MSFFDM4007 Identify and calculate production costs

Start of Term 3 explores the reality of being a Fine Furniture Maker by how to design and produce batch products. The manufacture of a final exhibition piece occupies most of this term. Students are also required to organise all aspects of their graduate exhibition. A complete record of this project must be made including photographic documentation. The work should illustrate the participant's awareness and understanding of design principles.

TERM 4 *Designing, prototyping and completing a chair*

Design, prototype and construct a chair using all of the knowledge from the units covered in the previous terms.

This term starts with what is a chair, the functionality, ergonomics and engineering stresses of a chair. The rest of the term you will prototype different versions of your design and produce a functional chair. Design work, the sourcing of materials and production of full-size technical drawings are required to complete this term.

Also, in this term you are expected to complete the final touches to your exhibition.

MSF40222 Certificate IV in Furniture Design and Manufacturing – Units of Competency

Unit Code	Compulsory Core Units	5 Units
MSFFDM4008	<p>Investigate materials and technologies for design projects</p> <p>Assess aesthetic requirements of materials and identify potential options that meet requirements. Evaluate intended use against the functional features of different materials.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4008)</i></p>	
MSFFDM4010	<p>Prepare and present design and manufacturing information</p> <p>Collate and prepare drawings for presentation that include both concept and construction information. Gather prototypes and samples from design process and prepare for presentation to suit audience needs. Source and prepare supporting written information about design, proposed manufacturing process and potential options.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4010)</i></p>	
MSFFDM4014	<p>Produce manual and computer-aided drawings from design concepts</p> <p>interpret specifications and measurements in two and three-dimensional (2D and 3D) form, and: produce three drawings from design concepts, including: one manual drawing one computer-aided 2D drawing one computer-aided 3D drawing.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4014)</i></p>	
CUADES412	<p>Interpret and respond to a design brief</p> <p>Analyse the specifications of design brief. Establish client for the proposed product/service. Identify and clarify specifications, parameters or constraints of design brief in consultation with required personnel. Source and evaluate information pertinent to design brief.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/CUADES412)</i></p>	
CUADES411	<p>Generate design solutions</p> <p>Evaluate different options and ideas using developed criteria. Select a solution based on agreed criteria and in consultation with required personnel. Adjust and refine proposed design solution based on research, testing and reflection. Present proposed design solution with applicable supporting documentation according to project requirements.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/CUADES411)</i></p>	
	Group A - History of design	1 Unit
MSFFDM4021	<p>Research furniture styles and movements</p> <p>Gather information using a systematic approach. Establish relevance of information against research objectives. Compare and contrast different information sources and extract key information. Identify different influences on furniture styles, movements and features.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4021)</i></p>	
	Group B - Design communication	1 Unit
CUAACD311	<p>Produce drawings to communicate ideas</p> <p>Either digital or hand drawn, for personal use or in response to a project or brief. They allow for visual communication and are used as visual representation tools. Drawings may include design concepts for objects, layout planning, illustrations, processes, sequences or spaces.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/CUAACD311)</i></p>	
	Group C - Design practice	1 Unit
MSFFM3029	<p>Select timbers for furniture production</p> <p>Evaluate and select timbers to meet 3 different design or production briefs. Assess the properties of selected timbers against selection criteria. Consider moisture content of timber being used to ensure compliance with production requirements.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/msffm3029)</i></p>	

	Group D - Workshop practice	8 Units
MSFFDM4001	<p>Assemble custom furniture</p> <p>Lay out components, materials and tools in accordance with assembly plan. Check components against specification prior to assembly and reject components that are out of specification in accordance with workplace procedures. Assemble components and check against job specification for accuracy, fit, twist and distortion.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/msffdm4001)</i></p>	
CUAACD314	<p>Make scale models</p> <p>Make scale models according to at least two different project requirements. Identify appropriate equipment and materials to make three-dimensional (3-D) models. Use selected techniques and processes to make models that meet project requirements. Communicate with others during preparation, construction and presentation of 3-D models.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/CUAACD314)</i></p>	
MSFFDM4023	<p>Set up, operate and maintain basic static woodworking machines for furniture designs</p> <p>Check selected machines for serviceability, precision settings, maintenance compliance and safety in accordance with workplace procedures. Interpret work specifications and instructions and set up machines to perform operations. Operate machines in accordance with manufacturer operating procedures to achieve required work outcome. Monitor work to ensure quality standards are met. Follow safety procedures</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4023)</i></p>	
MSFFDM4022	<p>Select, use and maintain hand tools for the creation of custom products</p> <p>Identify need for manufacture of specialist hand tools from research undertaken of existing hand tool capabilities. Complete and verify design of specialist tool based on tool requirements. Select materials for the specialist tool from required functions and available materials options. Manufacture specialist tool to specifications. Test and modify specialist tool as required to satisfy specified function.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4022)</i></p>	
MSFFDM4005	<p>Design, construct and test jigs</p> <p>Develop ideas for jig design based on knowledge of materials and production processes. Refine jig design through testing and experimentation to meet requirements. Make accurate calculations to support effective jig design. Plan a production process that works effectively with jig design. Produce jig design based on testing and production process investigation undertaken. Specify materials for jig construction from design process.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4005)</i></p>	
MSFFDM4004	<p>Construct joints for custom furniture</p> <p>Produce a minimum of four different joint types that meet industry standards and tolerances, with at least two produced substantially by hand operations, and in doing so:</p> <ul style="list-style-type: none"> ▪ utilise at least three different adhesive types across the different joint types ▪ match requirements of adhesives and fasteners to the timbers/materials used. <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4004)</i></p>	
MSFFDM4013	<p>Produce curved and shaped components for custom furniture</p> <p>Produce six significant timber curved components, five from solid timber and one using ply:</p> <ul style="list-style-type: none"> ▪ one involving shaping from solid timber using hand techniques ▪ one involving shaping from solid timber using machine techniques ▪ one involving laminating ▪ one involving use of heat/steam ▪ one involving other techniques <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4013)</i></p>	

MSFFDM4016	<p>Produce timber veneered components for custom furniture</p> <p>Prepare a minimum of one significant veneer, including:</p> <ul style="list-style-type: none"> ▪ the selection of materials ▪ the preparation of the cutting face ▪ the cutting and dressing of the veneer <p>Apply and finish veneers to at least three different surfaces, including:</p> <ul style="list-style-type: none"> ▪ one flat ▪ one curved ▪ one laminate ▪ at least two requiring veneer edging <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4016)</i></p>
Group E - Design documentation and machine interface	
CUAACD313	<p>Produce technical drawings</p> <p>Produce and review preliminary drawings according to drawing requirements. Apply applicable conventions and standards to technical drawings. Discuss drawings with required personnel and confirm required amendments. Produce technical drawings according to at least three different project requirements.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/CUAACD313)</i></p>
Group F - Project management and professional development	
MSFFDM4007	<p>Identify and calculate production costs</p> <p>Gather and analyse information needed for the costing process and then estimate, calculate and document production costs.</p> <p><i>(For specific details see - https://training.gov.au/Training/Details/MSFFDM4007)</i></p>

Also, more information can be found at <https://training.gov.au/Training/Details/MSF40222>

FFES AND REFUNDS POLICY

This policy reflects the requirements of clause 5.3 of the Standards for Registered Training Organisation (RTOs) 2015.

1. The current full year fee (Fee) will be published on the School website.
2. Upon acceptance of enrolment, a deposit of \$1,500 will secure a place for the coming year. This deposit is held, without interest payable until the last term at which time it is offset against fees owed for that term. Should a student withdraw prior to the commencement of the course the deposit is forfeited.
3. Upon commencement of the course you will be liable for the full years fees.
4. The fees will be invoiced on a term by term basis in four equal instalments, and payment will be due no later than seven (7) days before the start of each term.
5. GST is not applicable.
6. The Fee you pay covers the following:
 - a. training and assessment
 - b. materials and consumables for term one
7. The Fee you pay covers the course delivery and assessment material for the specified academic year only. If you want or need to repeat a unit of competency, then the school will use its best endeavours to support you to try to achieve that within the academic year.
8. If you have not attained the required level of competency within the academic year and wish to resubmit for assessment in the following year the following policy applies:
 - a. Re-assessment for one to three Units of Competency: this re-assessment will be done for no additional fee.
 - b. Re-assessment of four to six Units of Competency: this re-assessment will be done for a non refundable fee of \$300 per unit.
 - c. Re-assessment of more than seven Units of Competency: no re-assessment will be offered.
 - d. Resubmission for re-assessment does not include additional instruction/tuition.

9. Withdrawal from the course:
 - a. If for any reason, except noted in 8b, a student decides or is unable to complete the course and wishes to withdraw, there will be no refund of any fees paid to date and the student will also be liable for any remaining course fees, as per 3 above. These remaining fees for the full amount outstanding will be invoiced within 30 days of withdrawal from the course.
 - b. If the reason for withdrawal is due to death, or serious illness that prevents participation or prevents the student being reasonably able (with reasonable adjustment) to complete the course within the academic year, then there will be no refund of fees paid up to the date of withdrawal, including the deposit, but any future fees will be waived.
10. In the event that services are not provided by the School, the following refund policy applies:
 - a. Where the course is terminated early, but sufficient content has been delivered and assessed to enable the Certificate IV qualification to be awarded, then fees will be refunded on a pro rata basis relative to the number of weeks of early termination.
 - b. Where the course is terminated early, but insufficient content has been delivered and assessed to enable the Certificate IV qualification to be awarded, then fees will be refunded on a pro rata basis relative to the number of Units of Competency that have been delivered and assessed.
11. Any request for a refund must be made in writing to the Head of Sturt (headofsturt@sturt.nsw.edu.au) as soon as practicable. Each application request will be assessed on its own merits and a written outcome will be provided to the student within 30 days.

CODE OF PRACTICE

Legislative Requirements

All relevant Commonwealth and State legislative and regulatory requirements will be followed. These include the *Anti-Discrimination Act 1977*, the *Sex Discrimination Act 1984*, the *Work Health and Safety Act 2011*, the *Federal Privacy Act 1988*, and the *Privacy And Personal Information Protection Act 1998*.

Client recruitment, selection and admission processes

Recruitment of all clients will be undertaken in an ethical and responsible manner. Formal offers of course placement will be based on an assessment of the extent to which the aspirations and proficiencies of the client are matched by the educational opportunity offered. A formal letter of offer will be issued.

Training Delivery Procedures

The Sturt School for Wood will adopt policies and management practices which maintain high professional standards in the delivery of education and training services, and which safeguard the educational interests and welfare of clients. The school will provide adequate facilities to deliver the nominated course and use methods and materials appropriate to the learning needs of clients. A learning environment that is conducive to success will be maintained at all times. The school will ensure that all staff involved will be suitably qualified and will provide training of such staff as required.

Assessment Procedures

Assessment will be conducted in accordance with the National Assessment Principles endorsed at the National Training Framework Committee meeting in May 1998. Qualifications will be based on specified competencies agreed to by the appropriate industries. All assessment will be undertaken by a qualified VET assessor. Assessment processes will be valid, reliable, flexible and fair. A student may appeal in writing to the Head of Sturt against an assessment decision. A suitably qualified independent assessor will then be called to review the disputed decision. Should the matter remain unresolved it will be forwarded to the Head of Winifred West Schools. Where a student is still not satisfied, the student may opt to appeal externally.

Client Fees and Charges

The financial relationship between the client and Winifred West Schools Limited is set out in the Application for enrolment (Form B1), which is signed by both the Head Winifred West Schools, and the client upon application. A copy is held by the client. Also refer to the Fees and Refunds policy above.

Client Welfare and Guidance

Winifred West Schools has 24 hour a day registered nursing care during term time and access to counselling services will be provided as appropriate by suitable qualified persons.

Work Health and Safety

All relevant principles of the *Work Health And Safety Act 2011* will be observed so that clients may study and work in a healthy and safe environment.

Marketing of Training Services

All marketing conducted by the school will be conducted with integrity and accuracy and within the guidelines found in Clause 4.1 of the Standards for Registered Training Organisations (RTOs) 2015.

Grievance Procedure

Grievance procedures incorporate both formal and informal mechanisms for the resolution of grievances. In the first instance clients are encouraged to discuss and resolve grievances with the course instructor or the school co-ordinator. In the event of an unresolved outcome the client shall put the grievance in writing (using Client Complaint/Grievance Form 1), stating clearly the issues, and forward it to the Head of Sturt (headofsturt@sturt.nsw.edu.au) who will arrange a meeting within 72 hours. Should the matter still be unresolved it may be forwarded to the Head of Winifred West Schools (head@frensham.nsw.edu.au).

Any formal complaint of discrimination or harassment must be made to the Head of Sturt (headofsturt@sturt.nsw.edu.au) using Client Complaint/Grievance Form 1. All persons involved in these procedures will adhere to principals of natural justice and procedural fairness respecting confidentiality. A written report stating the outcome of any grievance procedure will be forwarded to the complainant.

Access And Equity

Your Rights and Obligations

The Sturt School for Wood aims to provide students with the opportunity to study, learn and develop skills in a safe and supportive educational and social environment. As a student you have rights and responsibilities. Under the Anti-Discrimination Act 1977, it is against the law in NSW to discriminate against people on the grounds of:

- sex (including sexual harassment or pregnancy)
- age
- disability (includes past, present or possible future disability)
- race, colour, ethnic or ethno-religious background, descent or nationality
- marital status
- homosexuality
- gender identification

Detailed procedures for lodging a complaint may be found in the student handbook.

Reasonable adjustment will be granted on a case by case basis.

ENQUIRIES

Kristie Phelan

Head of Sturt

Phone: 02 4860 2080

Email: headofsturt@sturt.nsw.edu.au

Postal: PO Box 34 Mittagong NSW 2575 AUSTRALIA

Location: Cnr. Range Road and Waverley Parade

Mittagong NSW 2575 AUSTRALIA

www.sturt.nsw.edu.au

S T U R T is a multi-disciplinary crafts education centre established in 1941 by Winifred West, the founder and first headmistress of Frensham School. It is an educational environment with a long commitment to excellence in crafts education and practice. Being completely independent of the State or Federal educational system, it is possible to maintain great flexibility in meeting the complex individual needs of students and practising craftspeople in a range of media.

The Sturt campus incorporates studios, workshops and teaching facilities for fine woodworking, ceramics, weaving and jewellery and metals. There is also a large retail crafts shop, an exhibitions gallery and accommodation for visiting artists. Besides teaching in their specific discipline, students are encouraged to develop skills in photography in the well-appointed photographic studio.

The campus stands on over four hectares of beautiful gardens, originally designed and planted by Winifred West. Sturt is a not-for-profit institution, depending on fees and donations for its maintenance and development.