

### The Purpose of the Glossary

This *Glossary of Policy Terms* is to define key words and phrases used across ECC policies, guidelines, procedures and forms, to ensure consistency of use and to enhance readability.

### Interpreting a Governance Document

Unless the contrary intention appears in the relevant Governance Document, when interpreting a Governance Document, the following applies:

1. the word ‘including’ is not used as a word of limitation and means “including but not limited to”;
2. a definition within a Governance Document will prevail over a defined term in this glossary, to the extent of any inconsistency;
3. the singular includes the plural and vice versa; and
4. a reference to a gender includes all genders.

### Defined Terms

Where a defined term in this glossary is used within a Governance Document, it is capitalised.

#### ECC Governance Bodies

Academic Council	The senior academic governance body with oversight over ECC’s academic courses, quality and performance.
Board of Directors	The corporate governing body of ECC.
Board of Examiners	A governance body that determines the Academic Progression Status of Students, confirms Student eligibility to graduate.
Course Consultative Committees	Committees composed of senior academic staff from ECC and Edith Cowan University, which discuss course quality, consistency and direction.
Learning and Teaching Committee	A governance committee that guides and monitors ECC in its learning and teaching.
Policy Working Group	A governance body that develops policies for approval by the Senior Management Group and the Academic Council.
Student Appeals Committee	A governance committee that hears Student Appeals.
Senior Management Group	The senior strategic and operational body in the College, that looks after academic and business areas.
Unit and Course Review Committee	A sub-committee of the Learning and Teaching Committee that conducts Major Course Reviews.
Wellness, Health and Safety Committee	A governance body that operationalises ECC’s health and safety planning and response.

Absences	Where ECC deems the Student to have been absent due to medical, compassionate or compelling circumstances, normally substantiated by supporting evidence, e.g. illness where a medical certificate states that the Student was unable to attend classes.
Academic Admission Band	One or more requirements that an applicant must meet in order to gain admission into a Course. Each Course is assigned an Academic Admission Band appropriate for that Course.
Academic Breach	An act of minor and/or unintentional Plagiarism.
Academic Decision	A decision that requires the exercise of academic judgment in relation to a Student's studies or a decision made under a Policy or Procedure owned by the Academic Director or the Director of Studies.
Academic Integrity	Academic Integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and scholarship. Academic Integrity requires a commitment to fundamental values: honesty, trust, fairness, respect, responsibility and courage, even in the face of adversity. These values inform and improve ethical decision-making and behaviour for Students, Staff and administrators. Compliance with these principles enables Students and Staff to build knowledge, create new ideas, generate original works and enhance scholarship, whilst acknowledging the work of others.
Academic English (AE) Program	A CRICOS-registered ELICOS Course that teaches English language structures and skills.
Academic Misconduct	Any conduct by a Student in relation to academic work that is dishonest or unfair, including: <ul style="list-style-type: none"> <li>a) Bribery or Coercion;</li> <li>b) Cheating in Examinations;</li> <li>c) Contract Cheating;</li> <li>d) Fabrication and/or Falsification;</li> <li>e) Failure to meet required research standards;</li> <li>f) Plagiarism; and</li> <li>g) Unauthorised Collaboration</li> </ul> but does not include conduct which constitutes an Academic Breach. These terms are further clarified in the <i>Academic Misconduct Procedures</i> .
Academic Penalty	An academic punishment imposed for not withdrawing by census date, e.g. a Fail Grade for a Unit in which a Student is Enrolled but is not actively submitting work.
Academic Penalty Date	The final day a Student can withdraw from a Unit without an academic penalty being officially recorded for that Unit.
Academic Progression	The progress a Student makes towards completion of their Course.
Academic Success Plan	A document outlining proactive actions that the College and a Student will take, to assist a Student achieve a satisfactory level of academic progress.
Academic Progression Status	The status the College applies to a Student's academic progress.
Accreditation	The formal verification by TEQSA (including CRICOS) that an ECC courses meets established quality standards and can be offered to Students.
Accredited Course	A qualification approved for delivery by TEQSA
Accident	A discrete occurrence leading to injury.
Admission	The process through which a person is accepted as a Student at ECC.
Admission Criteria	Entry requirements prospective Students must meet in order to be admitted to ECC.
Advanced Standing	The granting of block credit of a semester or more. Advanced standing indicates that the Student is deemed to have satisfied all the course requirements that are embedded in the semester(s) for which block credit has been awarded. Advanced standing reduces the number of units the Student must undertake to successfully complete the whole course.
Appeal (Student Appeal)	The process through which decisions made by ECC are reviewed by a higher, independent authority within the College.
Appellant	A person who has lodged an Appeal.

Approved Absence	An attendance status for a Student who has a Medical Certificate or other evidence to explain absence from class.
Articulation	The progression of a Student from a completed qualification to another with admission and/or Credit in a defined qualification pathway.
Articulation Agreement	An agreement between the College and another institution that specifies an approved pathway from one program or course at the other institution to an Award delivered by the College.
Assessment	A set of processes that measure the outcomes of Students' learning in terms of content knowledge acquired, understanding developed and analytical skills gained.
Assessment Criteria	Key characteristics of performance in assessment. Standards are usually defined by marking bands, because using such criteria ensures consistency of Assessment procedures.
Assessment Task	An activity conducted to determine a Student's achievement of identified learning outcomes, which may include written or oral work, demonstration or performance.
Assessment Type	The format or genre of an Assessment Task.
Assessment Weighting	The proportion of marks assigned to each Assessment Task.
At Risk	A term for a Student who is in danger of not passing their Course or making progress into the next level or Course of study.
ATSI	Aboriginal and Torres Strait Islander people.
Attendance	The action of being present at an ECC class.
Attrition	The measurement of the rate of Students not completing their course.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in the Australian education and training system.
Authorised User	Any person who has been granted access to ECC's information assets or any part of the College's IT environment by a person authorized by ECC to grant that access.
Award	A qualification conferred by ECC that is recognised under the Australian Qualifications Framework.
Award Course	A Course leading to an Award recognised under the Australian Qualifications Framework.
Benchmark	A process through which a higher education provider compares an aspect of its operations with an external comparator(s).
Benchmarked Standards	Standards that have been confirmed through external referencing to assure the quality and validity of Assessment Tasks and grading.
Block Credit	Credit granted towards whole stages or components of a Course.
Bullying	Unreasonable behaviour which may create a risk of health, safety and wellbeing of another individual, including: <ul style="list-style-type: none"> <li>a) aggressive or intimidating conduct;</li> <li>b) yelling, screaming, abusive or offensive language, insults, inappropriate comments about a person's appearance, personal life or lifestyle;</li> <li>c) belittling or intimidating comments; constant belittling of another's opinions or unreasonable criticism of others;</li> <li>d) spreading malicious rumours;</li> <li>e) teasing, practical jokes or 'initiation' ceremonies;</li> <li>f) isolating individuals from normal work interaction without justification; exclusion from work events;</li> <li>g) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level;</li> <li>h) impossible demands within the framework of existing work unit standards; and</li> <li>i) pressure to behave in a certain manner.</li> </ul> This definition is also used by ECC for 'Harassment'.
Bursary	A type of scholarship given to Students.
Business Continuity	The capability of an organisation to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption.

Business Continuity Management	A series of actions taken to allow a business to continue to operate during a disruption.
Business Continuity Plan	The documented information that guides an organisation to respond to a disruption and resume, recover and restore the delivery of products and services consistent with its business continuity objectives.
Business Impact Assessment	The process of analysing the impact over time of a Major or Critical Incident on the organization.
Business Recovery	A series of actions taken to return business practices to 'normal' following a disruption.
BYOD	Bring Your Own Device, or the expectation that Students will bring a laptop or other device (not including a mobile phone) to class.
CAAW Letter	Confirmation of Appropriate Accommodation and Welfare Letter.
CAN	Commonwealth Assistance Letter.
Calendar Day	One day, regardless of whether it is a business day or a weekend. National or State holidays are not counted in Calendar Days.
Cancellation (of Enrolment)	To end commencement or continuation of a Course of study.
Census Date	The last day of a Study Period in which a Student may Withdraw from a Unit or Course without Financial Penalty.
Certificate of Accomplishment	A document issued to ELICOS students upon completion of their Course.
Certification	Refers to the documents that a Student receives when graduating from or existing their Course.
Cheating in Examinations	To engage in dishonest or unfair conduct during an Examination by failing to comply with any specified requirements, conditions and instructions, including a Student: <ul style="list-style-type: none"> <li>• copying, or attempting to copy, from another Student;</li> <li>• communicating, or attempting to communicate, with another Student;</li> <li>• possessing or attempting to use any unauthorised: <ul style="list-style-type: none"> <li>○ printed or written material (for example, study notes or unauthorised reference material);</li> <li>○ electronic calculating, information storage or communication device (for example, programmable calculator, mobile phone, smartwatch);</li> </ul> </li> <li>• sending, receiving or accessing, or attempting to send, receive or access, any source of unauthorised electronic information;</li> <li>• failing to follow instructions in an Examination (for example, continuing to write or perform whatever task is being examined after an Invigilator has announced the end of the Examination);</li> <li>• removing, or attempting to remove, from the Examination room any question or answer paper, or other paper or material, which is the College's property and is provided for use by the Student during the Examination; or</li> <li>• distributing Examination questions or materials to other Students in a manner that would unfairly prejudice one or more Students in the relevant Unit.</li> </ul>
CoB	Close of Business.
CoE (Confirmation of Enrolment)	A document registered with the Australian Government Department of Home Affairs to confirm a Student's acceptance into a Course for a specified duration.
Commencement	The published start of tuition in a Course at ECC.
Commencing Student	A Student undertaking their first Study Period of their Course.
Compassionate or Compelling Circumstances	When a situation beyond the control of the Student has an impact upon the Student's Course progress or wellbeing. This may include: <ul style="list-style-type: none"> <li>• serious illness, pregnancy or injury, where a medical certificate states that the Student was unable to attend classes for an extended period;</li> <li>• bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);</li> <li>• major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the Student's studies; or</li> <li>• a traumatic experience which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a</li> </ul>

	serious crime.
Complainant	A person, organisation or its representative making a complaint.
Complaint	An expression of dissatisfaction about the College, related to its services or administrative practices, where a response is explicitly or implicitly expected.
Consensus Moderation	The processes used to reach a general agreement of what quality assessment and its outcomes looks like to ensure consistency in judgements of Students' performance.
Confer	The granting of an Award in recognition of academic achievement.
Conflict of Interest	When an individual has interests that could conflict with their official duties, or where an individual has competing interests because they hold more than one official role or public duty.
Continuing Student	A Student enrolled in their second or subsequent Study Period at ECC, regardless of any change of Course.
Contract Cheating	To employ or use a third party to undertake part or all of an Assessment Task, or to undertake part or all of an Assessment Task for another Student, including: <ul style="list-style-type: none"> <li>outsourcing, purchasing, exchanging, or selling, or attempting or offering to outsource, purchase, exchange, or sell, any Assessment Task or part of an Assessment Task, whether pre-written or specially prepared for one or more Students, including through the unauthorised or improper use of internet or file-sharing sites;</li> <li>undertaking part or all of an Assessment Task, including research activities, for another Student, or submitting an Assessment Task produced, in part or fully, by another person, including a friend, family member, current or former Student, private tutor or a Staff member; or</li> <li>impersonating another person or allowing a third party to impersonate oneself for the purposes of undertaking an Examination or Assessment Task.</li> </ul>
Core Unit	A unit that is required for the completion of a course.
Co-Requisite Unit	A requirement for Students to be concurrently enrolled in a designated Unit at the same time as enrolling in another Unit.
Course	A program of study approved for delivery.
Course Learning Outcome	An outline of what Students will be expected to know and be able to do upon successful completion of their Course.
Course-Weighted Average	A weighted average percentage mark for all units completed in a course.
Credit	The value assigned for the recognition of equivalence in content and Learning Outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be recognized through credit transfer, articulation, recognition of prior learning or advanced standing.
Credit Determination	A College decision relating to an application for Credit based on Formal or Informal Learning.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students. A database of every course and institution that recruits, enrolls and teaches overseas Students.
Critical Incident	A Critical or a Major Incident is any sudden or progressive event which requires immediate attention and coordinated, decisive action by ECC Senior Management to prevent or minimise any negative impact on the health and welfare of one or more individuals or the College. A Critical or Major Incident event poses a significant risk to the continuity of core College-wide operations. This level of Incident may also have implications at the local, state or national level.
Criticality Matrix	A chart used by the College Director and Principal to determine the level of an Incident.
Critical Incident Management	How ECC identifies and responds to a Critical Incident.
Critical Incident Management Team (CIMT)	An incident-specific team that may be formed each time a Critical (and sometimes Major) Incident occurs and lasts for the term of that Critical or Major Incident.
Cumulative Assessment	An Assessment Type for which a Student builds from early work to later work. This could include a scaffolded Assessment, where a draft is followed by a final task

	within the same Unit, with the latter demonstrating a response to earlier Feedback.
Curriculum	The subjects comprising a course of study.
Current Student	A Student who is Enrolled with ECC.
Cyber Security Incident	One or more acts, events or circumstances involving any of the following: <ul style="list-style-type: none"> <li>a) unauthorised access to (i) computer data or (ii) a computer program;</li> <li>b) unauthorised modification of (i) computer data or (ii) a computer program;</li> <li>c) unauthorised impairment of electronic communication to or from a computer; or</li> <li>d) unauthorised impairment of the availability, reliability, security or operation of (i) a computer, (ii) computer data; or (iii) a computer program.</li> </ul>
Data Breach	The loss, unauthorised access or unauthorized disclosure of Personal Information.
Defer (Course)	To delay commencement of a Course of Study normally for a period of one Study Period (Pathway Course) or one 10-week block (ELICOS Module).
Deferred Examination	An Examination approved to be undertaken in lieu of a scheduled final assessment.
Digital Communication Channels	Tools that allow for communication using electronic transmission of information such as email and social media.
Direct Marketing	The use and/or disclosure of personal information to communicate directly with an individual to promote goods and services. A direct marketer may communicate with an individual through a variety of channels, including telephone, SMS, mail, email and digital advertising.
Disclose	A Disclosure of Sexual Assault or Sexual Harassment is when a person tells someone about an incident, or a suspected incident, of Sexual Assault or Sexual Harassment directed towards them, or a member of ECC's community. Disclosing is not the same as Reporting but will enable referral of the person to appropriate support and information.
Disability	As outlined in the <i>Disability Discrimination Act 1992</i> , 'disability means: <ul style="list-style-type: none"> <li>a) total or partial loss of the person's bodily or mental functions;</li> <li>b) total or partial loss of part of the body;</li> <li>c) the presence in the body of organisms causing disease or illness;</li> <li>d) the presence in the body of organisms capable of causing disease or illness;</li> <li>e) the malfunction, malformation or disfigurement of a part of the person's body;</li> <li>f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or</li> <li>g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;</li> </ul> and includes a disability that: <ul style="list-style-type: none"> <li>• presently exists;</li> <li>• previously existed but no longer exists;</li> <li>• may exist in the future; and/or</li> <li>• is imputed to a person;</li> </ul> and results in: <ul style="list-style-type: none"> <li>• a reduced ability to access educational services provided by the College; and</li> <li>• a need for support services to overcome these barriers.</li> </ul>
Discrimination	When a person treats or proposes to treat another person with a protected characteristic unfavourably because of that characteristic. Under Western Australian and federal legislation, Discrimination based on the following attributes is unlawful: sex; marital or relationship status; pregnancy and breastfeeding; family responsibilities and parental status; age; race (including colour, descent, nationality, national or ethnic origin or ethno-religion); impairment; religious belief or religious activity; political belief or activity; trade union activity; lawful sexual activity; gender identity; sexual orientation; and association with, or relation to, a person identified on the basis of any of the above attributes.

Domestic Student	An Australian or New Zealand citizen or holder of a permanent residency visa.
Early Intervention (Strategies)	Actions ECC takes to support Students at risk of not Progressing, early in the Study Period.
ECC Portal	The Learning Management System ECC uses to provide units and services to Students.
EFTSL	Equivalent Full-time Study Load.
Elective Unit	An unspecified Unit of study that, subject to the requirements of the Course, a Student may choose to undertake for Credit (determined according to the Student's enrolled Course structure).
ELICOS	English Language Intensive Courses for Overseas Students.
ELICOS Achievement Report	A report given to a Student on their last day of each Course/Level completed, showing the name of the Course, Course duration, dates of Course, level of achievement and attendance rate.
Emergency Management	The actions taken to mitigate and respond to an Emergency such as fire, flood or earthquake.
Enabling Course	A Course which enables a person to undertake an Award Course. Enabling Courses do not include an Award Course or any Course that the Minister determines is not an enabling Course under the <i>Higher Education Support Act</i> .
Encumbrance	A restriction placed on a Student due to debt owed to ECC.
English Language Band	One or more English language requirements that an applicant must meet in order to gain admission into a Course. Each Course is assigned an English Language Band appropriate for that Course.
Enrolment (Enroll)	The status of a Student once they have been admitted to a Course at ECC.
Emergencies	Any incident that occurred at a workplace which was of extreme risk requiring immediate action or any event which has resulted in attendance by emergency services (Police, Fire or Ambulance).
Examination	An invigilated form of assessment where a Student is required to undertake specific Assessment Tasks within a specified period of time, and where the location and access to external assistance is regulated.
Exceptional Circumstances	<p>Verifiable unexpected and/or exceptional personal or medical circumstances beyond the Student's control which:</p> <ol style="list-style-type: none"> <li>have had a substantially detrimental effect on a Student's ability to participate in or study for an Assessment Task; and</li> <li>the Student did not have a reasonable opportunity to prepare for in advance of the relevant Teaching Period.</li> </ol> <p>The following, depending on the context, may constitute Exceptional Circumstances:</p> <ul style="list-style-type: none"> <li>an onset, or acute flare-up, of a medical or psychological condition, illness, or trauma;</li> <li>the death of, or an onset or acute flare-up of, a medical or psychological condition, illness, or trauma affecting, a close family member or friend;</li> <li>recent separation or divorce from a de facto partner or spouse;</li> <li>acute personal hardship or trauma, including being a victim of crime, sudden loss of income or employment resulting in severe disruption to domestic or study arrangements, or motor vehicle incidents preventing attendance;</li> <li>military deployment, emergency service or jury duty commitments;</li> <li>representation at a national or international level (inclusive of those who are participating in the University's <a href="#">Elite Athlete Program</a>);</li> <li>representation in significant cultural events (other than events such as weddings, birthday parties, bar mitzvahs, christenings, etc.); or</li> <li>compulsory employment-related intrastate, interstate or overseas travel.</li> </ul> <p>The following typically will not be considered as constituting Exceptional Circumstances:</p> <ul style="list-style-type: none"> <li>routine employment;</li> <li>lack of knowledge of the requirements of academic work;</li> </ul>

	<ul style="list-style-type: none"> <li>• difficulties with English language;</li> <li>• recreational or family travel;</li> <li>• moving house;</li> <li>• events such as weddings, birthday parties, bar mitzvahs, christenings, etc.;</li> <li>• misreading information in relation to an Assessment Task, such as submission or Examination dates;</li> <li>• normal stress or anxiety associated with examinations or Coursework; or</li> <li>• a matter which is already suitably addressed as part of a Student's Learning and Assessment Plan.</li> </ul>
Exclude (Enrolment)	The Progress Status applied to Students which precludes admission or enrolment in a Course, as specified by the Board of Examiners. 'Exclusion' has a corresponding meaning.
Exemption	When a Student receives Credit for a Unit in the Course due to Recognition of Prior Learning.
Expel	To cancel a Student's enrolment in a Course and to preclude that Student from re-enrolling at the College.
Extension	Additional time allowed for the completion of an Assessment Task.
Fabrication or Falsification	<p>To fabricate for an illegitimate purpose, or falsify, documents, data, content or sources, or information provided about work or material, in relation to an Assessment Task. This may include:</p> <ul style="list-style-type: none"> <li>• fabricating or falsifying research or other data;</li> <li>• fabricating or falsifying content or sources, including citing non-existent or incorrect sources;</li> <li>• making a false declaration about work or material submitted for an Assessment Task, which may include providing misleading information about: <ul style="list-style-type: none"> <li>○ individual contributions to a group Assessment Task or attributions of authorship; or</li> <li>○ attendance at or participation in practical, performance or professional learning activities;</li> </ul> </li> <li>• failing to disclose any information relevant to an Assessment Task where that information is requested or there is any form of legal or other duty to disclose that information; or</li> <li>• fabricating or falsifying documents (for example, medical certificates, police reports, academic records), for purposes related to an Assessment Task (including special consideration for an Assessment Task).</li> </ul>
Fees	Money owing for identified services.
Feedback	<p>Information about Student performance and progress relative to Unit Learning Outcomes, which may be presented in a range of forms and derived from a range of sources.</p> <p>What about Student survey completion?</p>
FEE-HELP	The FEE-HELP Loans Scheme provides a loan for eligible Students who are required to pay Tuition Fees for their study. Under FEE-HELP. Eligible Students may choose to defer some or all of their Tuition Fees for each Study Period by means of a loan from the Commonwealth Government.
Financial Penalty Date	The final day a Student can Withdraw from a Unit without incurring a financial liability for that unit.
First Aid(er)	What one does to help an injured or sick person immediately after a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening or to promote recovery.
Fitness to Study	<p>The College may consider that a Student is unfit to study when their conduct, which is directly related to a Fitness to Study concern:</p> <ol style="list-style-type: none"> <li>a) poses, or is likely to pose, a risk to the Health, Safety or Wellbeing of themselves or others, or to College property or facilities;</li> <li>b) interferes, or is likely to interfere, with the ability for Students, Staff or visitors to pursue their studies, teaching or other College activities; and/or</li> <li>c) prevents, or is likely to prevent, the Student from successfully meeting the legal, ethical and behavioural requirements of their Course.</li> </ol>



Fitness to Study Report	A report provided by a medical officer or professional advisor, who is endorsed by the WHO, advising on a Student's Fitness to Study.
Formal Complaint	A Complaint that has not been resolved at the informal level, which is lodged in the prescribed manner.
Formal Learning	Learning that has occurred in courses recognized as part of the AQF or overseas courses recognized by the National Office of Overseas Skills Recognition (NOOSR) or in other formal courses of study recognised by ECC as leading to a qualification, subject to meeting ECC's academic and English language requirements.
Formal Review	A second, documented evaluation of an Assessment Task Result or an academic decision by a person other than the original decision-maker.
Formative Assessment	An activity which generates feedback for Students and Staff on achievement in relation to Learning Outcomes but does not contribute to a final grade in a Unit or Course.
General English (GE)	An ELICOS Course that teaches English for everyday communication in a variety of social environments.
Genuine Student	A Student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this outcome.
Governance	The system by which ECC is controlled and operates and the mechanisms by which ECC and its staff are held to account.
Grade	A standard of academic performance, as per the College's grading schema.
Graduand	A Student who has successfully completed all the requirements for an Award.
Harassment	Unreasonable behaviour which may create a risk of health, safety and wellbeing of another individual, including: <ul style="list-style-type: none"> <li>a) aggressive or intimidating conduct;</li> <li>b) yelling, screaming, abusive or offensive language, insults, inappropriate comments about a person's appearance, personal life or lifestyle;</li> <li>c) belittling or intimidating comments; constant belittling of another's opinions or unreasonable criticism of others;</li> <li>d) spreading malicious rumours;</li> <li>e) teasing, practical jokes or 'initiation' ceremonies;</li> <li>f) isolating individuals from normal work interaction without justification; exclusion from work events;</li> <li>g) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level;</li> <li>h) impossible demands within the framework of existing work unit standards; and</li> <li>i) pressure to behave in a certain manner.</li> </ul> This definition is also used by ECC for 'Bullying'.
Hazard	In relation to a person, anything that may result in injury to the person; or harm to the health of a person.
Hazard Risk Assessment	A formal tool used to identify hazards; assess, control and review risks for an activity/project.
Hazard Risk Register	A formal register or log of hazard risk assessments applicable to a School, Support Service.
Health Information	<ul style="list-style-type: none"> <li>a) information or an opinion about: <ul style="list-style-type: none"> <li>i. the health including an illness, disability or injury (at any time) of an individual; or</li> <li>ii. an individual's expressed wishes about the future provision of health services to them; or</li> <li>iii. a health service provided, or to be provided to an individual that is also personal information; or</li> </ul> </li> <li>b) other personal information collected to provide, or in providing, a health service; or</li> <li>c) other personal information about an individual collected in connection with the donation, or intended donation, by the individual of their body parts, organs or substances; or</li> </ul>

	d) genetic information, about an individual in a form that is, or could be, predictive of the health of the individual or a genetic relative of the individual.
Hierarchy of Control (HoC)	A method of controlling risks, ranked from the highest level of protection and reliability to the lowest.
Incident	An event resulting in: <ul style="list-style-type: none"> <li>a) personal injury;</li> <li>b) damage to equipment &amp; property;</li> <li>c) personal injury and damage to equipment and property;</li> <li>d) death; or</li> <li>e) a combination of death and damage to equipment and property.</li> </ul>
Informal (Student) Complaint	A Complaint made to a member of staff through the Course of the day-to-day operations of the College, received through feedback channels, face-to-face communication or by email or telephone (commonly resolved at the first point of contact).
Informal Learning	Learning that has occurred outside courses of study, e.g. work-related experience or life experience.
Informal Review	The first stage of academic grievance resolution at ECC wherein a Student seeks to resolve a concern through communication with the original decision-maker.
Information Assets	Information which has been collected within a system or other digital repository and that has a value to the College.
Information Technology (IT)	Any device, network, system, service, infrastructure, application, database or any physical and/or virtual location that stores, transports or processes College Information Assets.
Information Security	The protection of information and information systems from unauthorized access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.
Information Systems	Any organized system for the collection, organization, storage and communication of information.
Inherent Requirements	Essential abilities, knowledge, skills and behaviours required to achieve Course Learning Outcomes.
Inherent Risk	The probability of loss arising from normal circumstances in the absence of any actions to control the situation.
International Student	A Student who is not an Australian citizen, a permanent resident of Australia or a New Zealand citizen.
Intervention Strategy	Any method that identifies Students who are at risk of failure and attempts to mitigate that risk through counselling, academic assistance and/or amended Study Plan.
Invigilator	Any person employed by or acting on behalf of the College to attend Examinations or supervise Students who are undertaking Examinations conducted by or on behalf of the College.
Learning and Assessment Plan	A written plan, designed to assist a Student to achieve their Unit and Course Learning Outcomes, which outlines the type and level of support, variation to assessment, or other adjustments, that the College will provide to a Student in relation to a verifiable physical or psychological disability, injury or condition (which may be permanent, temporary or episodic in nature) to themselves or to an immediate family member (or equivalent) or person in their direct care.
Learning Outcome	An outline of what Students will be expected to know and be able to do upon successful completion of a Unit or Course.
Leave of Absence	A temporary cessation of study by a Continuing Student, usually for one study period.
Letter of Offer	An official written communication to a Student that provides the key terms of the educational agreement at ECC.
Letter of Release	An official written communication by ECC to an international Student, approving their request to Transfer Provider.
Line Manager	The person to whom an ECC Staff member reports.

Major Incident	An event that poses a significant risk to the continuity of core College-wide operations.
Major Review	A comprehensive scrutiny of a Unit or Course.
Mandatory Assessment Task	An Assessment Task that must be passed in order to pass a Coursework Unit.
Mandatory Notification	The requirement to report health and safety Incidents to the government.
Mark	The numeric representation of a Student's level of achievement for an assessment task or unit.
Maximum Credit Table	A College table outlining the maximum Credit a Student may be awarded for prior learning, having regard to the Course for which they are seeking to obtain Credit.
Medical Certificate	A document produced by a registered practicing doctor (as defined under the <i>Health Practitioner Regulation National Law (WA) Act 2010</i> ), registered medical specialist or by a hospital.
Mental Health First Aid(er)	The practice of / a person with the knowledge and confidence to recognize, connect and respond to someone experiencing a mental health problem or mental health crisis.
Minor (Underage Student)	A Student who is under 18 years of age.
Minor Review	An investigation of a section of a course or a unit as part of an ongoing continuous improvement process.
Misconduct (Student)	<p>Conduct by a Student (other than Academic Breach or Academic Misconduct) on College Premises or in connection with a College-related activity that:</p> <ol style="list-style-type: none"> <li>a) breaches any written law of the state, territory or country in which the relevant College Premises or activity is located or is connected with, to the extent the breach will or may affect the College;</li> <li>b) breaches, or is deemed or stated to be Misconduct under College Policies and procedures;</li> <li>c) causes or is likely to cause a disruption or an adverse effect to any College teaching, study, research, placement, Examination, Assessment Task, proceeding, ceremony or activity;</li> <li>d) brings the College into disrepute; interferes with the reasonable freedom of College Staff, Student and visitors to pursue their studies, research duties and other lawful activities;</li> <li>e) contravenes any lawful direction given by a College Staff member or representative, including a direction to leave or refrain from entering a College Premises or activity;</li> <li>f) interferes with the freedom of movement or expression of any College Staff, Student, placement host, or visitor invited by the College;</li> <li>g) obstructs or defers, or attempts to obstruct or defer, any College Staff member or representative from performing their duties (including bribery);</li> <li>h) unreasonably discloses confidential information or Intellectual Property in the College's possession or control;</li> <li>i) damages, or is likely to damage, or is considered wrongful dealing with, any property or facility in the College's possession or control, or in the possession or control of a person at a College Premises;</li> <li>j) constitutes a misuse of information technology facilities and software belonging, leased or licensed to the College;</li> <li>k) constitutes a threat, assault, attempt to assault, harassment, vilification, victimisation or unlawful discrimination towards any College Staff member, Student or visitor, or any other person at a College Premises or connected with an activity;</li> <li>l) is misleading or dishonest and is in connection with a Student's Enrolment or studies (including impersonation and forgery);</li> <li>m) includes the use of offensive or discriminatory language against any College Staff member, Student or visitor, or any other person at a College Premises or connected with an Activity; or</li> <li>n) constitutes a failure to abide by any outcome, decision or penalty imposed under any College Policy or Procedure.</li> </ol>
Moderation	Quality assurance and control processes and activities that aim to assure consistency or comparability, appropriateness, and fairness of assessment

	judgments, and the validity and reliability of Assessment Tasks, criteria and standards.
Modified Assessment Task	A modified form of Assessment Task or alternative Assessment Type created to provide an equal opportunity to a Student who has a Learning and Assessment Plan or who has Exceptional Circumstances.
Module A	The first five (5) weeks of an Academic English Program.
Module B	The second five (5) weeks of an Academic English Program.
NARIC	The National Academic Recognition Information Centre for European Courses that provides a means of comparing academic qualifications across European countries.
National Police Certificate	A document issued by the Australian Federal Police regarding a person's criminal history.
Nominee	A person that is authorized to act in another's stead.
Non-Formal Learning	Learning that has occurred in a structured program of study, but which does not lead to a qualification recognised under the Australian Qualifications Framework or by the QRP Unit or NARIC (for overseas courses).
NOOSR	National office of Overseas Skills Recognition provides information on how overseas qualifications compare with Australian qualifications.
Orientation	An event or series of events to welcome and inform new students.
OSHC	Overseas Student Health Cover, or health insurance required for international Students.
Outcome	A finding or decision in an investigation.
Packaged	When an ECC course is recognised for advanced standing in an ECU degree.
Partner Provider	An institution that provides an accredited Course which is registered as being offered by ECC.
Pathway	The term for Courses designed to qualify Students for entry into university.
Personal, Sensitive and Health Information	Categories of data about an individual which must be protected under the <i>Australian Privacy Principles</i> and <i>Privacy Act 1988</i> .
Personal Information	Information or an opinion, about an identified individual, or an individual who is reasonably identifiable, whether true or not and whether recorded in a material form or not.
Plagiarism	<p>To present, intentionally or unintentionally, the ideas or work of another person as one's own ideas or work without appropriate referencing or acknowledgment. This may include a person using or copying, whether identically, substantially or in essence:</p> <ul style="list-style-type: none"> <li>○ sentences or whole passages of written text without appropriate paraphrasing;</li> <li>○ outputs from a generative artificial intelligence tool;</li> <li>○ research data or results, formulae, proofs, designs, research theories or concepts, computer code or software; or</li> <li>○ figures, drawings, cartoons, paintings, still photographs, audio or visual files, multimedia objects, art objects or practical artefacts or</li> </ul> <p>To copy, whether identically, substantially or in essence, one's own work (multiple publication or self-plagiarism) that has been:</p> <ul style="list-style-type: none"> <li>○ published, without proper referencing in the Assessment Task being submitted; or</li> <li>○ submitted for an Assessment Task at another time (at the College or another institution), without permission from the Unit Coordinator for which the Assessment Task is to be submitted. This does not include a Student replicating their own work during a repeated Unit with permission from their Unit Coordinator, or resubmitting work within a Unit where the Student has been permitted to resubmit an Assessment Task .</li> </ul>
Policy	A high-level strategic directive that establishes a principle-based approach to a subject, is generally stable over time and has been developed for an area of ECC's operation where direction or purpose needs to be set in order to conduct College business.

Portfolio of Evidence	A collection of documents that demonstrates Informal Learning and abilities which may include evidence of work experience, training documents, resume and/or a personal statement.
Post-Incident Review	A meeting held by the Critical Incident Management Team within a week of the end of a Critical Incident to consolidate lessons learned and to develop, address and rectify opportunities for improvement.
Premises	The building and campuses in which ECC operates its business.
Pre-Requirement	A minimum requirement a Student must satisfy in order to be considered for entry to a particular Unit.
Prescribed Process	The method or process, including any online method or process, by which an action is permitted to be taken.
Principal Course	In the context of packaged offers, the Principal Course refers to the main Course of study. The Principal Course is normally the final qualification in a package of Courses.
Principal Provider	The institution that offers the main Course of study to be undertaken by an International Student with a visa issued for multiple Courses.
Prior Learning	An evaluation and assessment of an individual's learning for credit towards a course.
PRISMS	Provider Registration and International Student Management System (PRISMS) is the database system used to process information given to the Secretary of the Australian Department of Education and Training and Immigration (the Department of Home Affairs) by registered education providers
Procedures	A document containing instructions and processes used to implement a related Policy.
Progression Status	A status applied to a Student's Course attempt based on the Board of Examiners' determination of progress to date.
Prospective Student	A person who is considering studying at ECC, including an applicant who has not yet been admitted.
Portfolio Entry	The process of assessing disadvantaged applicants on the basis of their personal statement, resume, formal/informal training, referee statements and an interview.
Qualification	A Course accredited by TEQSA and recognized under the AQF.
Readmission	When a person is admitted to the College after their Enrolment has been Terminated, Cancelled or Withdrawn.
Real Attendance	Attendance figure which records when a Student was in class.
Reasonably Practicable	<p>'Reasonably practicable', in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:</p> <ol style="list-style-type: none"> <li>a) the likelihood of the hazard or the risk concerned occurring; and</li> <li>b) the degree of harm that might result from the hazard or the risk;</li> <li>c) what the person concerned knows, or ought to reasonably know, about: <ol style="list-style-type: none"> <li>i. the hazard or the risk; and</li> <li>ii. ways of eliminating or minimising the risk;</li> </ol> </li> <li>d) the availability and suitability of ways to eliminate or minimise the risk; and</li> </ol> <p>after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.</p>
Recognition of Prior Learning (RPL)	A process through which eligibility for the award of Credit is determined, through an assessment of Formal, Informal or Non-Formal learning.
Record of Results	An unofficial list of Student academic results that Enrolled Students can access through the Student Management System.
Recovery Director	The person leading the Critical Incident Management Team / the College Director and Principal of ECC.

Refund	To return to a Student all or part of the money paid to ECC.
Register (unit)	To sign up for a Unit in a Study Period.
Register of Gifts	A list that records the donor, recipient and circumstances regarding the receipt of the gift.
Registered Duration	The duration of the Course as registered on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
Registered Provider	ECC is registered as an Institute of Higher Education for the purpose of delivering Higher Education Courses.
Reliable	Yielding consistent results across assessors and over time.
Report	In the context of Sexual Assault or Sexual Harassment, when a person expresses the desire to formally report an incident of Sexual Assault or Sexual Harassment for the purposes of initiating an investigation.
Residual Risk	Level of exposure remaining after actions has been taken to reduce a risk.
Respectful Relationships	A relationship characterised by mutual respect, trust, good communication, understanding and honesty.
Result	Refers to Grades and Marks for Assessments or for Units.
Risk	The effect of uncertainty on objectives, measured in terms of likelihood and consequence. The potential events which may have an impact (positive or negative) on the ability of the College to achieve its strategic, operational, project or activity-based objectives.
Risk Management	A set of co-ordinated activities aimed at ensuring hazards and risks are eliminated or minimised as far as reasonably practicable.
Riskware	ECU's online risk management software solution used for recording enterprise and health and safety risk assessments and registers.
Occupational Safety and Health (OSH) Representative	An employee representative elected under Part IV of the Occupational Safety and Health Act 1984.
Scholarship (financial)	Financial aid to help a Student pay for their Course.
Scholarship	Those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field.
Senior Staff Member	The College Director and Principal, Directors or Manager at ECC.
Sensitive Information	Personal Information where it is: a) information or an opinion about an individual's: i. racial or ethnic origin; or ii. political opinions; or iii. membership of a political association; or iv. religious beliefs or affiliations; or v. philosophical beliefs; or vi. membership of a professional or trade association; or vii. sexual preferences or practices; or viii. criminal record; or b) Health Information about an individual; or c) genetic information about an individual that is not otherwise health information; d) biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or e) biometric templates.
Sexual Assault	Sexual Assault is a legal term that: a) describes a broad range of sexual crimes committed against a person (inclusive of: sexual abuse; rape; indecent behaviour; indecent assault; sexual molestation; incest; child sexual abuse; child sexual assault; touching; and/or 'feeling up'); b) is a crime of violence; c) can be a frightening experience that may have long-term effects; and d) may be directed towards any person.
Sexual Harassment	Sexual Harassment is unwelcome conduct of a sexual nature towards another

	<p>person which could reasonably be expected to make that other person feel offended, embarrassed, humiliated or intimidated. Sexual Harassment may include the following behaviours:</p> <ul style="list-style-type: none"> <li>a) comments about a person's sex life or physical build and appearance;</li> <li>b) comments of a sexual nature;</li> <li>c) leering and staring;</li> <li>d) unwanted touching such as brushing up against a person, kissing, fondling or hugging;</li> <li>e) 'flashing';</li> <li>f) sexual gestures or imitating a sexual act;</li> <li>g) sexual propositions or repeated unwanted requests for dates;</li> <li>h) making promises or threats in return for sexual favours;</li> <li>i) sexual and/or suggestive comments or jokes;</li> <li>j) offensive telephone calls, text messages or sexually explicit communications on social media platforms;</li> <li>k) displays of offensive photographs, reading matter or objects;</li> <li>l) sending jokes or graphics of a sexual nature by email, internet or mobile phone;</li> <li>m) inappropriate advances on social networking sites and/or accessing sexually explicit internet sites;</li> <li>n) unwelcome questioning about a person's private life;</li> <li>o) sexually explicit/offensive pictures, screen savers or posters;</li> <li>p) unwanted requests for sex;</li> <li>q) insults or taunts of a sexual nature;</li> <li>r) pursue or flirt with another person persistently without the other person's willing participation.</li> <li>s) flirting with someone at an inappropriate time is considered sexual harassment, even when these advances would have been welcome in a different setting because actions such as this can harm a person's professional reputation and expose them to further Harassment from others;</li> <li>t) commenting on a person's dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable; and</li> <li>u) stalking, Sexual Assault, indecent assault or rape.</li> </ul> <p>A single incident is enough to be considered Sexual Harassment. Sexual Harassment is defined by the nature and the impact of the behaviour, not the intention behind it; the person engaging in unwelcome behaviour does not have to intend to be Sexually Harassing the other person for the behaviour to be considered Sexual Harassment.</p>
Significant Incident	An Incident that can be managed through ECC's standard health and safety policy and procedures.
Special Consideration	An adjustment that may be applied to mark awarded for an Assessment Task where Exceptional Circumstances exist.
Specified Credit	Credit granted for one or more specific Units exempting Students from those Units. It may be granted where the Student has met the learning outcomes, attained the knowledge and/or developed the skills related to the specific units.
Sponsorship	Where a Student's fees are paid by someone else.
Staff	Any person involved in the preparation and delivery of an ECC Unit or Course, including any member of ECC staff (Pathway or ELICOS) and Partner Provider employees.
Stakeholder	All parties that have influence over or are influenced by the actions of ECC.
Statement of Academic Record	An official College transcript that contains the essential academic data pertaining to a particular Student.
Student	A person enrolled in any Award or non-Award Unit or Course delivered by ECC or an ECC Partner Provider.
Student Appeal	A request for a third, and formal reconsideration of a decision made by an ECC Staff Member in response to a Formal Student Complaint or a Formal Academic Review.

Student Management System	The College's management system that supports all aspects of Student lifecycle management, including admission, enrolment, fees, assessment, Progression and graduation.
Study Load	The number of units a Student takes in a single study period.
Study Period	The time period in which a Unit of Study is completed. This may be trimester, semester or a 10-week ELICOS program.
Summative Assessment	An Assessment Task that contributes to a Student's final grade in a Unit or Course.
Supplementary Assessment	An Assessment Task for selected semester-based Unit which the College offers to Students in approved circumstances, as outlined in the <i>Assessment, Moderation and Examination Procedures</i> .
Support Person	A person other than a legal practitioner, providing peer support to a party to a Complaint. A Support Person shall not be taken to mean persons acting on the behalf of parties to a complaint, as an agent or representative of a party to a complaint.
Suspend (Enrolment)	The preclusion of Admission or Enrolment of a Student for a specified period. 'Suspended' and 'Suspension' have a corresponding meaning.
Terminated	When a Student's Enrolment with ECC is finished by the College.
Testamur	The official document that is issued when a qualification is awarded. It may also be called an Award, parchment, laureate or certificate.
Testamur Identification Number	A number generated automatically by, and recorded in, the Student Management System as each Testamur is produced.
Time-sensitive Assessment Task	An Assessment Task that must be completed by a specified date and time, for which an extension of time or deferment will be unavailable. Examples of time-sensitive assessment items might include examinations or tests, and pre-lecture or pre-laboratory responses.
Transcript	The official record of a Student's results listing all the Units and Courses completed and attempted.
Transfer Provider	When an international Student on a Student visa changes their primary higher education provider / course after arriving in Australia.
Tuition Fees	Fees directly related to the provision of a Course ECC as the provider is delivering or offering to deliver.
Unauthorised Collaboration	To work with one or more persons in a dishonest way to develop a response or submission for an Assessment Task, which is restricted to individual effort. This may include a Student: <ul style="list-style-type: none"> <li>• working with one or more persons on an Assessment Task, which is presented as an individual Student's response;</li> <li>• working with another group or other groups on a group Assessment Task, which is presented as an individual group's response; or</li> <li>• assisting another Student or group, to commit an act of Academic Misconduct by sharing responses or allowing another Student or group to copy their work.</li> </ul>
Underage Student (Minor)	A Student who is under the age of 18 while studying at ECC.
Unfit to Study	A Student whose health condition, behaviour or wellbeing means they are not currently fit to study at ECC.
Unit	A component of study in an approved Course.
Unit Outline	A document providing Enrolled Students with fundamental information about a Unit.
Unreasonable Conduct	A formal Student complaint which is determined by the Senior Complaints, Compliance and Integrity Advisor to be unreasonable. See Guidelines associated with this policy.
Unspecified Credit	Credit that is granted in the form of credit points which take the place of elective units in a course. Unspecified credit may be granted where prior learning is judged to be relevant to the learning outcomes of a course as a whole but cannot be specifically related to an individual unit.
Valid	Measuring only what something is intended to measure. 'Validity' has a corresponding meaning.



Validation	A quality review process to check that the assessment tools produced valid, reliable, sufficient, current and authentic evidence for assessors that to make reasonable judgements as to whether the requirements of the units and teaching have been met and that assessment judgements are consistently applied. This activity is a quality review and is not intended to be used to make changes to assessment outcomes.
Victimisation	Where a person is treated harshly or subjected to harm because they have complained about the behaviour of others.
Weighted Average Mark	The average mark a Student achieves in their nominated Course, weighted by each Unit's Credit value.
Withdraw (Enrolment)	When a Student discontinues a course.