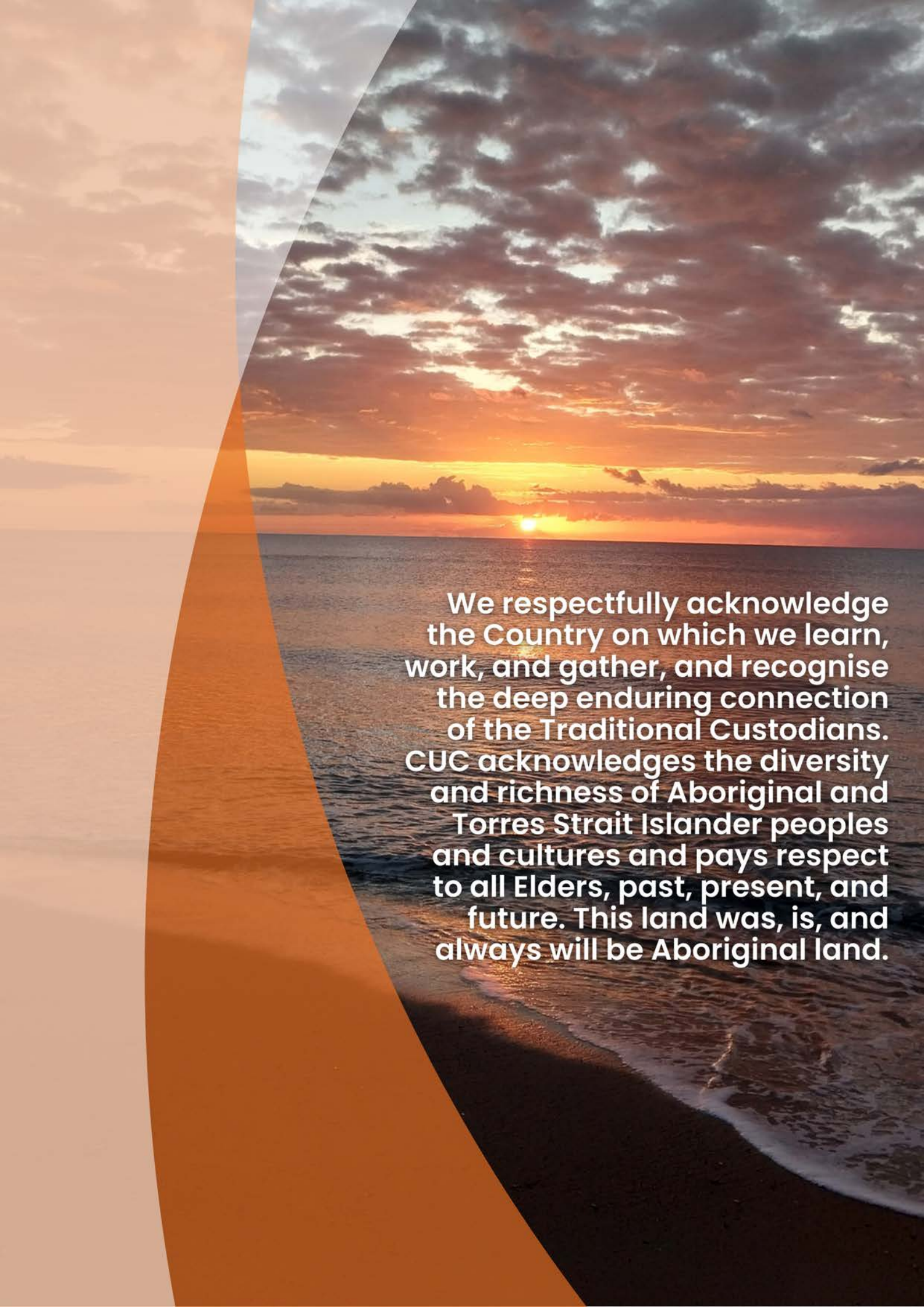




Country
Universities
Centre
CAPE YORK

20
25

**STUDENT
HANDBOOK**

A sunset over the ocean with a large orange abstract shape on the left. The sun is low on the horizon, casting a golden glow across the sky and water. The sky is filled with dark, textured clouds. The water is dark with some white foam from waves in the foreground. A large, solid orange shape, resembling a stylized wave or a piece of land, curves from the bottom left towards the center of the image.

**We respectfully acknowledge
the Country on which we learn,
work, and gather, and recognise
the deep enduring connection
of the Traditional Custodians.
CUC acknowledges the diversity
and richness of Aboriginal and
Torres Strait Islander peoples
and cultures and pays respect
to all Elders, past, present, and
future. This land was, is, and
always will be Aboriginal land.**

Table of **CONTENTS**

01.

OUR NETWORK

06.

OUR TEAM

02.

OUR CENTRE &
REGISTRATIONS

07.

STUDENT-LED INITIATIVES &
WRAPAROUND SUPPORT

03.

CENTRE ACCESS

08.

CONTACTS

04.

STUDENT SAFETY &
TECHNOLOGY

09.

USEFUL WEBSITES &
FINANCIAL SUPPORT

05.

ACADEMIC SUPPORT

10.

WELLBEING SUPPORT

OUR NETWORK

CUC Cape York is part of a well established Country Universities Centre (CUC) network. This network provides local solutions across Eastern Australia. Successful regional development is led by local communities and aligned with regional strengths. The Country Universities Centre (CUC) model is designed and developed by regional people for regional people and their communities to provide equitable access to education. It is both a grassroots and agile model.

Each Centre is owned, governed, and driven by its local community through an independent Board of Directors. This framework provides for place-based learning solutions. Each CUC can respond quickly to the unique higher education challenges and needs of local communities





OUR CENTRE

CUC Cape York is a clean, and well-equipped Study Centre that:

- Allows student access between 5am - 12am (midnight)
- Is open for registered student access every day of the year
- Is a safe space with CCTV and security lighting
- Has quiet study spaces as well as private study rooms
- Has dual screened communal computers with docking stations
- Provides free and fast WIFI
- Allows free printing, scanning and photocopying of study related materials
- Has teleconferencing facilities
- Provides exam services including room bookings and exam supervisors
- Has academic and administrative support services for students
- Kitchen that stocks free hot drinks and snacks
- Lockers available on request

*The guest WIFI password
is located in each room*

REGISTRATION

All students who use CUC Cape York's facilities and/or services must register as a student. General data collected during the registration process will be used by CUCCY when reporting to our funders, applying for further support or for promotional purposes. No personal information will be shared without prior consent.

You must be a current student with a tertiary educational institution to register. We welcome any adult students who are studying any course, through any provider and for any period of time.

Students under the age of 18 years are welcome, however, do have restricted access to the centre. These restrictions will be discussed upon your registration and can also be found in the student policies.



CENTRE ACCESS

Use of the centre is for registered students only. We are open every day via swipe access.

The centre is staffed from 8:30am – 5:00pm weekdays. The centre offers extended, flexible access to help students balance their current commitments with study. Swipe fob access is from 5 am to midnight, 7 days a week.

Our centre is continually monitored with internal CCTV, and records of swipe access usage. The centre is regularly patrolled by security outside of business hours. You must be out of the centre by 11.59, as the Centre is alarmed at midnight. Anyone triggering the alarm after midnight can be charged the security call-out fee.

RESPONSIBLE USE OF YOUR FOB

- For continued access, students must re-register with the centre at the start of each semester (January and July). A personal link will be emailed to you.
- Swipe fob access is for you, and you only. Do not let anyone else in the centre with your swipe fob.
- If you have lost your swipe fob, notify the centre immediately. You may be responsible for replacement costs.



STUDENT SAFETY

We take pride in offering a safe, inclusive, comfortable space that is conducive to study. As such, we do not tolerate loud or anti-social behaviour or the use of alcohol or other drugs at the centre. We expect our students to help keep our facilities clean, safe and welcoming for everybody.

Regrettably, we are unable to accommodate children in the centre at this time. Please speak to our centre manager to discuss arrangements for support and studying with children.

TECHNOLOGY

Our centre offers students access to a high-speed internet (100 mbps) connection and WIFI, printing, scanning and photocopying facilities, dual-screen computers and space for BYO devices.

Access to our internet and printing facilities is subject to a fair use policy. We also recommend students bring earphones and regularly save their work to the cloud or a USB. Be sure to hit the reboot button on the desktop when you are finished using the computers to wipe all of your personal data from the machine.

Speak to our helpful staff if you are new to online study and would like help using the computers.



ACADEMIC SUPPORT

The team is here to help students of all levels with their studies. Whether you are just starting out or have some experience under your belt, we offer one-on-one personalised study sessions to help answer any of your questions, no matter how big or small.

Our team is here to assist you with the following:

- Getting comfortable with your studies
- Creating weekly planners for studying and assessments
- Tips for effective studying
- Proper referencing techniques
- Breaking down and understanding assignment questions
- Feedback on writing assignments
- Coping with procrastination
- Managing and reducing stress
- Academic writing guidance
- Research skill development
- Preparing for exams
- Any other study-related concerns you may have

To schedule a session with one of the team, simply drop by the centre for a chat or you can book an appointment by scanning the QR code.



OUR TEAM



JENNI JAMES

CENTRE MANAGER

Jenni has recently completed her Master's In Business Administration and has extensive experience in online study at all levels. She is here to help make your learning journey a success without the stress! Jenni is available for student wellbeing support, scholarship advice and technical assistance.

Phone: 0499 202 249

Email: jenni.james@cuccapeyork.edu.au



KERRY CLOUGH

STUDENT SUPPORT & OUTREACH COORDINATOR

With a background rich in training and mentoring, Kerry provides student support, guidance, and mentoring across all academic levels. Through her support and direction, students can navigate their academic path with confidence to reach their objectives.

Phone: 0474 098 700

Email: kerry.clough@cuccapeyork.edu.au



TIANNIE OTTO

INDIGENOUS ENGAGEMENT COORDINATOR

Tiannie understands the challenges that come with studying, and she is here to support you every step of the way. Whether you need guidance on managing stress, tips for effective studying, or simply someone to talk to, Tiannie is dedicated to your wellbeing and academic success.

Phone: 0499 162 345

Email: tiannie.otto@cuccapeyork.edu.au



STUDENT-LED INITIATIVES

If you are interested in opportunities to represent our centre, you can apply for our Student Ambassador program. Our ambassadors have opportunities to attend community events, network with local organisations and give talks to future students. We value all our students' contributions to our community and encourage you to attend the events held at the centre. We're always looking to improve the ways in which we can support students, and your feedback is important to us. We ask that all our students complete our Semester Student Survey, to help shape and strengthen our services. Keep an eye out for the email.

WRAPAROUND SUPPORT

We offer support at each of the steps students take to pursue a vocational or university education and to succeed in their studies. For future students, this can include guidance on which course or university may be the right fit, and the different pathways to get you there. For those brand new to study, we can help you better understand how universities and other training organisations operate and communicate.

For current students, we equip you with the skills and information you need to successfully enroll with a manageable study load, navigate your learning portal, connect with university and training organisation services, and work with their policies. We can also help you find and apply for scholarships, placements and internships.

”

CUC has helped me by having a great space to study in and the relationship I have grown to have with the staff members. They have been great supports, approachable, kind & helpful even if they didn't have an answer; we'd learn something new together.



EMERGENCY CONTACTS

Emergency	000
Ambulance/Fire	000
Police Link	131 444
South Cape Security	0407 632 452
Centre Manager	0499 202 249

CONTACT US



100 Charlotte Street, Cooktown



www.cuccapeyork.edu.au



study@cuccapeyork.edu.au



0499 202 249



@CountryUniversitiesCentreCapeYork



@cuccapeyork

USEFUL WEBSITES

www.coursesseeker.edu.au

www.gooduniversitiesguide.com.au/scholarships

www.studyassist.gov.au

www.jcu.edu.au

www.cqu.edu.au

www.tafeqld.edu.au

www.yourcareer.gov.au

FINANCIAL SUPPORT

CEF <https://cef.org.au/student-support/>

UNIS <https://linktr.ee/cucstudentfinancialassistance>

STUDY AUS <https://search.studyaustralia.gov.au/scholarship/search-results.html>

GOV <https://www.servicesaustralia.gov.au/higher-education>

WELLBEING



headspace offers tailored support to help young people achieve their work and study goals. Their services include one-on-one support with Work and Study Specialists, available both in-person and online via video calls, webchat, or phone. They also provide career mentoring, where young people can connect with volunteer Career Mentors for guidance. Additionally, Headspace hosts peer group chats and professional-led group chats to discuss topics like resumes, interviews, and study habits. All services are private, confidential, and free of charge, making Headspace a valuable resource for students seeking to enhance their career and study prospects.

headspaceAW@gatewayhealth.org.au



Mood Gym is a free online program designed to help people learn and practise skills to prevent and manage symptoms of depression and anxiety. It is like an interactive, online self-help book which teaches skills based on cognitive behaviour therapy.

<https://moodgym.com.au/>



myCompass is a free personalised self-help program developed by the Black Dog Institute for people with mild-to-moderate depression, anxiety, and stress. The program aims to help you recognise unhelpful thoughts, feelings, and behaviours, and develop skills to manage them based predominantly on cognitive behaviour therapy.

<https://www.mycompass.org.au/>



Royal Flying Doctor service RFDS (Queensland Section) delivers more than 12,100 mental health consultation annually and has the largest mental health service of RFDS sections across Australia. Our clinicians operate in areas as remote as Lockhart River in the Cape York and all the way to Camooweal on the Northern Territory Border.

<https://www.flyingdoctor.org.au/qld/what-we-do/mental-health/>



MindSpot is a free telephone and online service developed by Macquarie University for Australian adults experiencing symptoms of anxiety or depression. They offer free online or phone screening assessments to help you learn about your symptoms. You will then receive recommendations from a MindSpot therapist on free online MindSpot Clinic Treatment Courses to help you recover, or local services that can help. Note. You must be eligible for Medicare-funded services in Australia to access Mindspot.

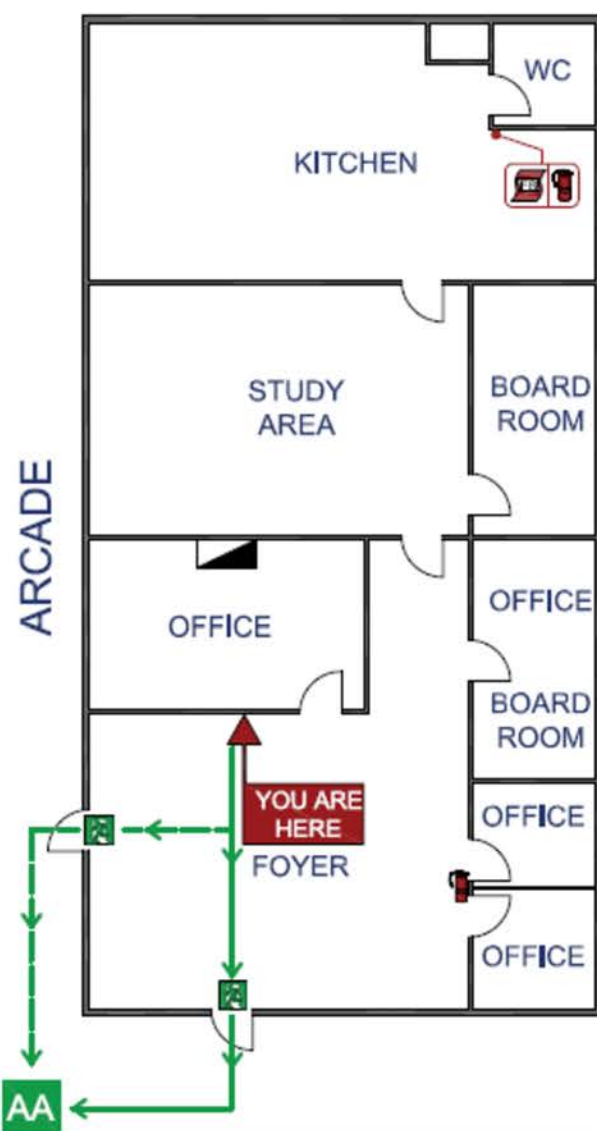
<https://mindspot.org.au/>

EVACUATION SIGN & DIAGRAM

GROUND FLOOR

100 CHARLOTTE STREET,
COOKTOWN QLD 4895

REVISED: APRIL 2023



CHARLOTTE STREET

LEGEND

- EXIT PATH
- - - - - ALTERNATIVE EXIT PATH
- AA ASSEMBLY AREA
- EMERGENCY EXIT
- MAIN SWITCH BOARD
- FIRE EXTINGUISHER
- FIRE BLANKET

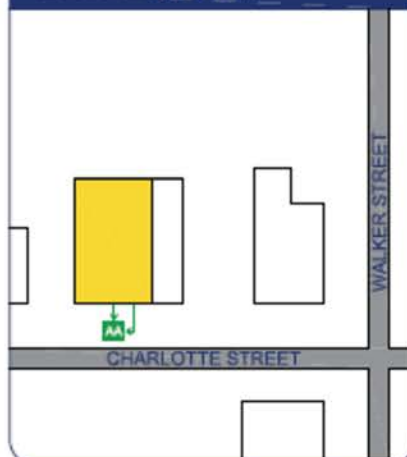


EVACUATION PROCEDURES

IN CASE OF FIRE

- R** REMOVE PEOPLE FROM IMMEDIATE DANGER
(DO NOT OBSTRUCT EXITS & EXIT ROUTES)
- A** ALERT PEOPLE NEARBY AND RAISE AN ALARM
(DIAL 000 AND ASK FOR THE FIRE BRIGADE)
- C** CONFINE FIRE & SMOKE
(CLOSE DOORS BEHIND YOU AND WHERE POSSIBLE WINDOWS - IF SAFE TO DO SO)
- E** EVACUATE TO THE NEAREST ASSEMBLY AREA

SITE PLAN



MOBILITY IMPAIRED PERSONS SHOULD EVACUATE ACCORDING TO THEIR INDIVIDUAL PERSONAL EMERGENCY EVACUATION PLAN (PEEP). VISITORS FOLLOW DIRECTIONS FROM WARDENS.

EXTINGUISHER OPERATION



**INDUSTRY
FIRE
SERVICES**

4/170-182 MAYERS ST
MANUNDA QLD 4870

**Bringing degrees
closer to regional,
rural and remote
Australia.**



**Country
Universities
Centre**
CAPE YORK