

The information below will further help you make an informed decision. We wish to hear from you soon!

Accommodation

Kenvale is situated at a prime location in Sydney. Being next to a university campus (UNSW) guarantees an ample range of student accommodation available for those coming from outside of Sydney. At Kenvale, we offer student support and guidance to assist students to find an environment that is conducive to study and professional and personal development. Kenvale has a unique partnership with Yarraton, a female residential College which provides a supportive and friendly environment to students.

Mentoring system

Kenvale College provides students with a personalised approach to education. The mentoring system is part of that approach. It aims at developing responsible professionals for the hospitality and events industry who are, consequently, responsible members of their family and society.

The main aim of the Kenvale College mentoring system is to assist the students to reach their full potential and to perform to the best of their ability in all areas: academic, professional and personal.



Each student is assigned a mentor whose aim is to guide and facilitate the self-direction of the student in a setting of trust and confidence.

For first year students mentoring is carried out fortnightly in semester 1, monthly in semester 2. For second year students mentoring is on a monthly basis.

The topics covered in mentoring are those established as employability skills by the industry and the College. The table below summarises the attributes expected for all Kenvale College graduates:

KNOWLEDGE: ACADEMIC PROFILE	EXPERIENCE: PROFESSIONAL PROFILE	HUMANITY: PERSONAL PROFILE
<ul style="list-style-type: none"> • Communication and Social Skills • Technical, legal, hygiene & OHS knowledge • Learning • Environmental & Social Awareness 	<ul style="list-style-type: none"> • Planning and organisation • Problem solving • Initiative & Enterprise • Self-management 	<ul style="list-style-type: none"> • Service Orientation • Personal Presentation & Professional skills • Teamwork
Performance in class, behaviour/attitude in class; completion of assignments, study habits/discipline, punctuality, specific areas in which a student may require help, career planning	Performance at industry placement, professionalism, relations with supervisor and staff, team work, attitude towards work, punctuality	Integrity, relations with peers and staff members, courtesy, grooming and personal presentation, etiquette.

Chaplaincy

For those who wish to participate, Kenvale College organises activities aimed at the human and spiritual development of the person. The activities of a spiritual nature have been entrusted to Opus Dei, a personal Prelature of the Catholic Church. Opus Dei aims to help people lead a full Christian life in their daily work, study, family and social commitments. The College Chaplain belongs to Opus Dei.

Extra-curricular activities



Students are encouraged to participate in extra-curricular activities organised by the College and the Student Committee. Some of these activities include:

- Community service projects (local and overseas)
- Public relations (College functions, marketing activities)
- Study workshops
- Trips away
- Lectures / forums
- Retreats
- National and international conferences
- Organisation of events

Student ID cards / Travel concessions

Students will be issued with a student ID card at the beginning of the academic year. For eligible students, StateRail travel concessions will be attached to their student card.

StateRail travel concessions are available to all full time students, except international students and those from New Zealand. Those students not entitled to travel concession will still be issued with a student card which may be used to obtain student concession in other settings. Should a student require a replacement student card, the student will need to pay \$60 for the new card. The College cannot issue replacement travel concessions and students will need to request a replacement concession card directly from StateRail at an additional cost of \$19.

Any student who discontinues their course must return their student card to the Head of Student Services (HoSS) on their last day at the College. If the student fails to do so within one week of leaving, the HoSS will notify StateRail that the student is no longer eligible for concession.

Students requiring travel concession for private bus companies can obtain a form, which needs to be signed by the College, from the HoSS.

Youth Allowance / Austudy

Students participating in the CESP may be eligible for Youth Allowance/Austudy, depending on their own and their parents' incomes. Students may also be eligible for rent assistance. For Centrelink purposes Kenvale students undertaking a full load, are considered full time students. Students are advised to inform Centrelink of the \$10,000 scholarship when declaring source of income.

Computer facilities

- Computers are available for use between 8.30am – 5.00pm, Monday to Friday, except when a class is being held in the Computer Room.
- The computer room is **not available** outside office hours and on weekends, unless prior arrangements have been made with a member of staff who will be available on site.
- Any student found eating or drinking in the computer room will immediately have their computer access revoked for two weeks. A second offence will result in loss of computer access for one month.
- A virus scan must be done on all USB drives prior to each use in the Computer Room in order to safeguard against viruses.
- The College is not responsible for files erased or deleted or corrupted, whether saved on the College computer system's hard disk or on personal disks.
- Unannounced periodic clean ups of hard disks will be conducted as part of an ongoing maintenance program.
- Students are asked to report any malfunction of any machine in the Computer Room to Reception.
- Paper used in the computer room is provided and maintained by the Student Committee.
- Students are expected to abide by the Information Security Policy of the College. Non-observance of this policy may result in loss of computer access for the rest of the semester or further disciplinary action, depending on gravity of the breach of security. (Please refer to Appendix 7).



Photocopying services

Photocopying services are available in the library. Photocopy cards can be purchased from Reception: \$7.00. Staff are not available to do the photocopying for the students.

Binding sets can be bought for \$5.00. (This includes one clear plastic cover, cardboard backing, spiral ring, and service of binding).

Facsimile services

Services for facsimile transmission may be requested from Reception. Current fax charges are as follows:

- Within Sydney \$1 first page, 50 cents each page thereafter
- STD \$2 first page, 50 cents each page thereafter
- Overseas \$3 first page, \$1 each page thereafter

Facsimile services are also available at UNICOPY: UNSW Library.

Library services

The Kenvale College Library is open during office hours. Books may only be taken out of the library after complying with the College's borrowing procedures. The person responsible for the Library is at the Reception.

Open reserve books can be borrowed for a maximum of 3 hours (or overnight after 4pm). A fee of \$3.00 for the first hour and \$1.00 for subsequent hours or part thereof will apply for late returns. Books borrowed overnight must be returned no later than 10am.

Overdue books incur a charge of \$1.00 per day late. Lost items incur a replacement fee of \$125 per item.

Students are eligible to use the UNSW Library facilities upon presentation of a valid UNSW library borrower's card. Students are expected to abide by the UNSW Library's rules and regulations. It is the student's responsibility to return borrowed materials by the due date or by the recall date and to pay upon request, any fines for lost, damaged or late return of materials to UNSW Library.



Notification of results will not be issued to any student who has books or other resources or fees outstanding from either Kenvale College or UNSW Libraries.

Parking

Parking is only available for staff members. Students will need to find parking elsewhere in the street, or at the UNSW parking station, via Botany Street, for a fee.