

## STUDENT INDUCTION BOOKLET

Melbourne Fashion Institute  
RTO 21254

### INTRODUCTION

Melbourne Fashion Institute is Melbourne's first boutique fashion design school that offers industry specific subjects.

MFI commits to small class sizes to ensure high quality education and provides a spacious learning environment that fosters creativity.

Through industry mentors MFI offers the right skills and tools to succeed in the fashion industry and above all its purpose is to cultivate a rich and positive learning experience.

### VISION

- To present employable students to the Fashion Industry.

### MISSION

- To develop relevant and current fashion education by working closely with the fashion industry. To mentor students by industry professionals and to ensure our students have the practical skills and knowledge to succeed.

### FOUNDING PRINCIPLES

- Foster a generation of graduates who are job ready and employable
- Aim to meet the fashion industry's expectations in all areas of fashion education
- Provide a happy and stimulating learning environment for all
- Initiate new concepts of learning
- Offer a wealth of knowledge and experience through our industry mentors
- Never lose sight of our goals



### MFI CONTACT DETAILS

Level 2, 156 George Street, Fitzroy, 3065  
PO Box 1220, Collingwood, 3066  
+61386691530

[reception@melbournefashioninstitute.com.au](mailto:reception@melbournefashioninstitute.com.au)

## **FIRE ESCAPES**

There are four main Fire Escape exits; locations are:

- Main entrance doors to the School located at Reception
- Door leading to the stairwell in Studio 3
- Door leading to stairwell located in the side corridor of the school, near the student printer
- Door leading to stairwell in area that houses Studio 5, 6 & 7

*Please note: do not use the lift in the event of a fire.*

*Your mentors will show you where exits are located on the first day of class.*

## **BATHROOMS**

Bathrooms are both located in the main corridor and are clearly marked.

## **SECURITY**

There is security surveillance cameras located throughout the school for the safety of everyone on the premises and for protection against theft.

## **CAR PARKING / PUBLIC TRANSPORT**

Located inner city and on the fringe of the CBD, car parking can be difficult. On street parking provides a 1 – 4 hour timeslot. You will be given time to move your car periodically throughout the day, please note the times to avoid parking fines.

The easiest route to school using public transport is a train to Parliament Station then the number 86 tram that takes you down Gertrude Street. The stop is just before George Street. The number 86 tram also runs from Bourke Street Mall and Southern Cross Station.

## **LIBRARY**

Fitzroy library, 128 Moore Street, Fitzroy (1 minute walk from MFI) has an extensive Fashion section. Ask at reception or the library itself about becoming a member so that you can utilise their facilities and books for research.

## **SMOKING**

There is no smoking in the building. Smokers are unable to use the rooftop; it is illegal to smoke in an enclosed area even if it is outside. If you leave the building to have a cigarette, please discard your butts in a rubbish bin and do not litter.

## **INTOXICATION**

Students intoxicated or suspected of being under the influence of alcohol or drugs are not permitted to use any machinery and/or equipment for their own safety as well as to protect any damage to MFI property. In most cases, you will not be able to participate in class and asked to leave for the safety of everyone concerned.

## **STORAGE**

Students studying the following subjects may be allocated student lockers:

Pattern Making and Garment Construction, Couture, Advanced Couture, Pattern Engineering for Apparel, and Advanced Fashion Design.

These students will be given a locker key. It is the responsibility of the student to keep the key safe. If the key is lost or not returned at the end of their studies, MFI will charge a fee for replacement. This information is on the Credit Card approval form completed at enrolment.

If students are not allocated lockers, we strongly advise to keep valuables and personal items with you at all times. Do not leave items in the classrooms unattended at any time. There is a storage area that students may access with mentor supervision. This area is a 'Staff Only' area, however student work can be stored if required and approved.

## **COMMON AREAS**

Students have access to the lounge area located toward the back of the school (adjacent to the kitchen), the roof-top, kitchen, and classrooms. Please respect MFI furniture, property and equipment.

## **KITCHEN**

Students may store food in the fridge provided. All food must be taken at the end of the day. The fridge will be cleared out weekly, if food/drink is left at the end of the week, it will be discarded.

Please note the kitchen equipment and utensils are the property of MFI. You are not permitted to take any kitchen ware home. MFI will have a complete set of cutlery for use however if cutlery is stolen and/or misplaced throughout the year, students will need to bring their own.

### ***MFI provides:***

Milk, sugar, tea, coffee, crockery, cutlery, cups/glass wear, urn, microwave and toaster.

Everyone has the responsibility to clean up after they use the kitchen and its equipment. Wash, dry and put away kitchen items used.

## **HOUSEKEEPING**

We are all responsible to clean up after ourselves so please maintain cleanliness and tidiness when using our facilities including but not limited to the kitchen, bathroom, classrooms, and roof -top.

## **VENDING MACHINES**

A vending machine located in the kitchen is available to students and staff. Please note that the machine is not owned by MFI, therefore we do not receive proceeds from the sale of food/drink products. This helps keep the price of each item down to a minimum.

If you encounter a problem with the machine e.g. incorrect change, items gets stuck or you lose money etc., follow this procedure:

- Report problem to reception
- Call the vending machine company directly (number located on the machine) for refunds and/or assistance.

## **BREAKS**

Day time classes have three breaks; times will be confirmed at induction with your mentor:

- Morning
- Lunch time
- Afternoon

Evening classes have a 10 minute break starting approximately at 8.00pm

## **ACCESS HOURS**

MFI is opened to students during these times:

## **Monday to Thursday**

9.00am – 9.30pm

## **Friday**

9.00am to 5.00pm

## **Saturday**

10.00am to 5.00pm – subject to classes

### **STUDIO ACCESS OUTSIDE OF CLASS HOURS**

Students who wish to use MFI facilities outside of class hours must call the school to check availability and to receive confirmation from reception. Once granted access, students must sign in and out at reception so that staff know who is on the premises at all times. Please do not turn up unannounced as you will be refused access.

### **MAINTENANCE REQUESTS**

In order to report a machine or equipment fault, please go to Reception and complete a 'Maintenance Request' form so that we have the issue in writing. Administration will then organise the necessary repairs to be made as quickly as possible, and you will be notified when the problem has been fixed.

### **STUDENT CARDS**

Please email reception a passport sized digital photo of you for your student card. Administration will create your card within 24 hours of receiving your photo.

Photos are to be received no later than 1 week prior to course commencement. Photos that come in after this time will incur a \$10 processing fee.

### **ATTENDANCE**

Please notify Reception via phone or email if you will not be attending class that day, or if you will be late. Students may elect to contact their teachers as well, but it is important for our records that students communicate with Reception directly.

Absent students who have not contacted Reception will receive a call and/or email from Reception about one hour after class starts, following up on their attendance. Maintaining good attendance is crucial to your academic success.

If you have a medical certificate, please give a copy to Reception the next time you are in so that we can update our records accordingly.

### **LEAVE APPLICATION**

Students applying for holidays/leave throughout the year must give notice by completing a 'Student Leave Application' form and handing it to Reception. The application must be submitted no later than 1 week prior to intended leave. Each of your mentors will need to sign the form and discuss a strategy for keeping you up to date with your studies, including any assessments that may be due while you are away.

A copy of the form is in your induction pack; you can obtain extra copies at reception.

### **PRIVATE TUITION**

Private tuition is available at \$80 per hour. Times and days can be organized with your mentor. Once a time is agreed upon, the student must complete a 'Private Tuition Booking' form and submit

it to Reception. A copy of the form is in your Induction pack, and additional copies are available at Reception.

Return your completed form to Reception, and you will be issued an invoice shortly after. Payment for your tuition session must be made at least 48 hours in advance and may be made via EFT, cash or credit card.

## **COURSE DELIVERY**

A number of approaches to course delivery are used by mentors. Course delivery approaches may include teacher led classroom delivery, workshops, seminars, excursions, tutorials, and supervised study and practical activities.

## **ASSESSMENTS**

A number of approaches to course assessment are used by mentors. Assessment approaches may include observation of performance in class, workshops, case studies, projects, assignments, presentations, role plays, written tests/exams, and practical activities.

The different assessment outcomes are detailed below:

A. A student is marked as 'satisfactory' if they have completed all assessment tasks to the required standard.

B. If a student is marked as 'not yet satisfactory' and only minor adjustments need to be made, the student will be given 7 days to make the necessary changes. Students who do not meet this deadline will be charged an \$80 resubmission fee.

C. If a student is marked as 'not yet satisfactory' and a full resubmission is required, students will be charged \$80 for the resubmission.

Where students are assessed as not satisfactory they will be provided with feedback on their assessment to identify the specific issues leading to a "not yet satisfactory" outcome. The feedback provided will identify areas requiring improvement.

Students are entitled to redo an assessment if the outcome is 'not yet satisfactory'. Students can have as many attempts to gain a 'satisfactory' outcome as long as it's within the RTOs assessment deadline period (this will vary depending on the specific assessment but must be no later than 1 month prior to course completion). Re assessment and re submission is \$80 charged to the student each time an assessment is repeated. Students will need to obtain a Resubmission Booking Form from Reception to submit with their assessment.

## **EXTENSION REQUESTS**

If you need to request an extension for an assessment, you must email Administration ([admin@melbournefashioninstitute.com.au](mailto:admin@melbournefashioninstitute.com.au)). Requests are approved/denied by Admin, not your mentor.

Students who are requesting a two-day extension must email admin at least 48 hours prior to the due date.

Students who are requesting an extension longer than two days must fill out an 'Application for an Extension on an Assessment' form and submit it to Admin at least 48 hours before the due date. The student will need to explain why they need an extension and provide medical certificates if applicable. Admin will then make a decision and notify both the student and the mentor of the decision via email.

A. If the application is declined, the student will have to pay the resubmission fee (\$80).

B. If the application is approved, Admin will specify a due date. The student and mentor will then complete a 'Plan of Action', which is on the back of the extension application form. The Plan of Action will include the steps the student needs to take to achieve competency and a timeline for demonstrating their progress.

**Please note:** students who submit their assessments late without requesting an extension in advance will have to pay the \$80 resubmission fee. Students who are sick on the day an assessment is due will need to submit that day via email/Dropbox (if possible). If it is a practical assessment, the student will need to supply a medical certificate and submit the assessment on their next day of scheduled class (for any subject).

## **HOMEWORK**

We advise that the amount of hours you spend in class for each course is the amount of hours you should dedicate as a minimum to your homework. This is an approximate, suggested guide only. Non-contact hours are vital to the success of your studies.

## **MENTOR COMMUNICATION**

Your mentor will give you their MFI email address (if they choose) to communicate outside of school hours. As this correspondence is on personal time for mentors, response times may be delayed. The type of communication that is acceptable is at the discretion of each mentor.

## **CLIENT SERVICES**

MFI may be able to assist students with study problems, appeals, complaints, counselling and other services as listed in the Student Support Services Handbook (SSSH). Contact administration for more information or refer to the SSSH (located on the MFI website).

## **STUDENT CODE OF CONDUCT**

MFI may remove a student from a course if:

The student engages in conduct during a Course that is considered by MFI to be misconduct, inappropriate or disruptive;

The student breaches or disobeys any policy that the RTO may from time to time implement including any policy concerning student conduct and behaviour; or

It is discovered at any time that the student's entry into a Course was assisted by fraud, misrepresentation or any misleading or deceptive conduct on the part of the student or on his or her behalf.

## **CHILD SAFETY HANDBOOK AND CODE OF CONDUCT**

The RTO has zero tolerance for child abuse and is committed to safety and wellbeing of all children and young people.

In the event of immediate concerns for a Child's safety within MFI's organisation i.e. an allegation of child abuse is made, a concern about child abuse is raised and/or an act of child abuse is observed (whether it is physical, psychological or through any form of media), if you hear or see something toward a child that makes you feel uncomfortable, contact the following people:

- Contact MFI's Child Safety Officer:  
Nahareen Alam, [nahareen@nationaltrainingservices.edu.au](mailto:nahareen@nationaltrainingservices.edu.au)
- If the matter is of immediate concern contact Victoria Police on 000

## **STUDENT CODE OF BEHAVIOUR**

The Student Code of Behaviour requires the following rights and expectation to be respected and adhered to at all times:

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and MFI's property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courtesy at all times
- The expectation that students will not engage in copyright breaches, cheating or plagiarism
- The expectation that students will submit work when required.
- The expectation that students will maintain consistent participation by attending all required classes and assessments.
- The expectation that students will attend all required classes and assessment as part of the requirement to progress through the course satisfactorily and complete the course within the time frame notified on the student enrolment form.

For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed except in situations where the CEO determines that the behaviour is sufficient to warrant expulsion. Where a student has been expelled they will be unable to attend class however they will have a right of appeal under the Appeals Procedure:

- A member of MFI staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 1)
- Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the Managing Director to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 2)
- Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file. (Step 3)
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour still continue, training services will be withdrawn and the student will be sent a student suspension or cancellation letter.
- Failure to attend scheduled meetings may result in the school deciding to suspend or cancel a student's enrolment
- At any stage of this procedure students are able to access MFI's complaints and appeals procedure to settle any disputes that may arise.

## **PRIVACY AND CONFIDENTIALITY**

All student information kept on file or archived by MFI is kept strictly confidential and in accordance with the Australian Privacy Principles and will not be communicated to any other person or organisation without the written consent of the student, except where it is necessary for the staff of MFI to have access to this information in the performance of administrative functions, to conduct internal audits, to conduct statistical analysis and to perform functions enabling the RTO to comply with applicable legislation and regulation.

## COMPLAINTS AND APPEALS

Complaints must be stated in writing by completing a 'Complaints' form. Please ask at reception for the form and hand in to any of the administration staff.

Alternatively you can send an email to [reception@melbournefashioninstitute.com.au](mailto:reception@melbournefashioninstitute.com.au). You will receive a response in writing as to how the complaint will be handled. For further details on this procedure, please request a copy of our Complaints & Appeals Process from Reception. This form is also available on our website: <http://www.melbournefashioninstitute.com.au/student-information/>

Please note our Complaints & Appeals procedure is used to address a variety of complaints, including training delivery, assessment outcomes, extension request decisions, customer service, and access and equity.

## STATEMENT OF ATTAINMENTS AND QUALIFICATIONS

- If you have partially completed units from a qualification you will receive a **statement of attainment** for the units you have successfully completed
- If you have completed all the units from a qualification you will receive a **certificate of completion**
- Statement of Attainments and Qualifications will be issued within thirty days of your final assessment being completed providing you have passed and all fees have been paid

## REISSUE STATEMENT OF ATTAINMENTS AND QUALIFICATIONS

Certificates and statements of attainments will only be reissued after applicants:

- supply a statutory declaration indicating the reasons for applying for a reissue; and
- confirm their identity using the 100 points system of identification service provided to businesses by Australia Post - <http://auspost.com.au/business/in-person-id-checks.html>
- The reissue is approved by the MD or a person specifically nominated by the MD to approve a reissue.
- Each reissue of a certificate costs \$10

## COPYRIGHT

Students must be careful when photocopying the work of others. The owner of the material may take legal action against students of the school if the owner's copyright has been infringed. Students are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book/information is acceptable.

## FEEDBACK FORMS

Feedback forms/surveys will be handed out 3 times throughout the year. Our continuous improvement practice enables MFI to provide and maintain a high level service to you. Please take the time to participate.

## LOST PROPERTY

Lost property will be communicated via email and then kept for 3 months. If items are unclaimed in that time MFI will discard items as it sees fit. You can make enquiries of any lost property at reception.

## **CHANGE OF DETAILS**

If your personal details change including phone numbers, residential address, email, etc., please complete a 'Change of Details' form, available at Reception, so that we may update your records. It is important to note that MFI communicates with students via mobile and email regularly. If your details are not up to date, you may miss out on important notices.

## **USE OF PERSONAL INFORMATION**

It is a requirement of the Australian Quality Training Framework that students can access personal information held by MFI and may request corrections to information that is incorrect or out of date. Apply to administration by completing the Student Records Request form if you wish to view your own records. Once the request has been approved Administration will arrange a time for you to view your records. This can only be done at MFI; records cannot be taken off the premises.

## **SOCIAL MEDIA ACCESS/MOBILE PHONES**

We ask that you turn off your mobile phones in class during school hours unless specified by your mentor as phones/tablets may be used as a learning resource.

MFI can block certain sites if students abuse the system. E.g. Being on Facebook rather than engaging in class work and activities.

## **MFI NEWS AND EVENTS**

MFI Facebook and Instagram provide posts and updates of current fashion news and events both internationally and locally, student updates including classroom activities, student work, collaborations, recent job placements etc.

Your mentor will now guide you to our site so that you can 'like' our page and follow us to receive these updates.

## **INTERNSHIP/WORK EXPERIENCE**

If you obtain any work experience, internships, or permanent roles in the fashion industry, please let us know! You can pick up a 'Work Experience' form from Reception or send an email to [marketing@melbournefashioninstitute.com.au](mailto:marketing@melbournefashioninstitute.com.au)

## **FITZROY AREA**

Cafés, restaurants, shops, supermarkets, banks and other services are located on Smith Street, Gertrude Street, and Brunswick Street.