

# ORIENTATION HANDBOOK 2026

Welcome to the Study Hub/Centre We are so happy that you have registered to use our

Commonwealth-funded campus and receive support on your education journey.

Regional Study Hub/Centres are a vital resource in supporting regional students: delivering access to campus-like facilities in regional and remote areas, educational support, technology and, most importantly, a network of fellow students.

At the Study Hub/Centre/Centre, we are dedicated to supporting regional and remote learners.

Our community places great importance on learning and we are excited to partner with education providers and regional industry to offer a variety of course options that will enable learners to continue their education journey and study locally without having to leave.

You are more than welcome to access the kitchen, tea and coffee facilities are free to enjoy a hot drink while you study.

## OPERATING HOURS

- Access is available via electronic Fob – with access permitted between the hours of 8am – 11pm, 7 days a week
- The Study Hub/Centre Manager hours – Monday – Friday, 9am -5pm
- Student Services Coordinator hours – Monday, Tuesday and Wednesday, 9am – 5pm
- UTAS Regional Learning Officer – Monday, Tuesday, Thursday and Fridays, 9am – 4pm

## WHO'S WHO AT THE WCSH

- The Study Hub/Centre Manager – Tracie Phillips
- Student Services Coordinator – Yolande Welmas
- UTAS Regional Learning Officer – Kylie Carmen-Brown

## CONTACTS

- Landline – 6451 2807
- The Study Hub/Centre Manager – 0491 205 400
- Student Services Coordinator – 0459 626 672
- Email: [tracie@studyhubwestcoast.com.au](mailto:tracie@studyhubwestcoast.com.au) or [yolande@studyhubwestcoast.com.au](mailto:yolande@studyhubwestcoast.com.au)
- UTAS Regional Learning Officer – 0475 302 916
- Web: [studylocal.com.au](http://studylocal.com.au)
- Like our Facebook page and Instagram account.

## ATTENDANCE

- In order to be able to access the Study Hub/Centre, you must be registered with a Registered Training Organisation (RTO)
- All new students will need to complete an enrollment form for the Study Hub/Centre.
- All new students will need to read, understand and sign off on the below policies and forms (included in the handbook):
  - Code of Conduct
  - Computer and Internet usage Policy
  - Media release form
  - Student User Agreement.
  - Mission statement and Values

## COVID SAFETY

- Hand sanitizer is made available in all rooms, the main hall
- There are cleaning kits available in all study rooms and main hall
- If you are ill, please DO NOT ENTER THE STUDY HUB/CENTRE.

## PARKING

- Parking is located at the front of the Hub.
- No parking in front of the roller door.

## DAILY CALENDAR

- There will be a Calander of events posted on our notice board in the main hall. This will be regularly updated.

## STUDY

- The study hall is equipped for all your study needs
- We have quiet study rooms for those that require a private area to study.

## RULES

- No smoking inside of the Hub, there is a designated Smokers area outside
- Food and drink to be kept clear of all computers and printers.

## IT

### Desktops

- Desktops are available for you to use in the main hall as well as quiet study rooms
- Please log out and shut down the desktop when finished
- Once you have registered with the Study Hub/Centre you will receive an email with your log on details
- All students are required to sign the Internet usage form.

### Wireless

- The Study Hub/Centre offers wireless access throughout building. You will be provided with a password for wireless access
- You are encouraged to bring your own laptops in to access wireless. If you have any difficulties connecting, please see Tracie or Yolande

## IT ISSUES

- Please report any issues to the Study Hub/Centre Staff. Make a note of any fault message and provide as much detail as you can about what has gone wrong.

## THUMB DRIVES

- You cannot save your work to the Study Hub/Centre desktops or laptops – you must provide your own thumb drive
- Save your work regularly – we will take no responsibility for your documents
- Make sure your thumb drive has your name on it and remember to remove it.

## BACK UP

- Thumb drives do get lost. We recommend that you email your work to yourself or use Dropbox or similar cloud services as a backup.

## PRINTING/SCANNING/PHOTOCOPYING

- A student printer/photocopier is available for your use in the main hall, this only for study related use.
- All The Study Hub/Centre laptops and desktops have access to the printer
- If you need assistance with printing/scanning/photocopying please see the Study Hub/Centre Staff.

## EMERGENCY EVACUATION PROCEDURE

- All rooms have emergency and evacuation procedures located on the wall near the door
- Everyone is to familiarise themselves with all emergency exits and muster points and take time to read evacuation procedures
- Any accident must be reported to The Study Hub/Centre Staff
- We will provide you with a tour to point out Muster Emergency points.

## EMERGENCY EXITS

- The Study Hub/Centre has 2 emergency exits. One is the main entrance to the all and the second on is at the back of the Hall. All exits have signage. Please go to your nearest exit if you need to evacuate.

## FIRST AID KITS & FIRE EXTINGUISHERS ARE LOCATED IN THE FOLLOWING LOCATIONS:

- There is a wall mounted first aid cabinet in the main entrance
- The Study Hub/Centre has a Defib and it is on the shelf under the first aid cabinet



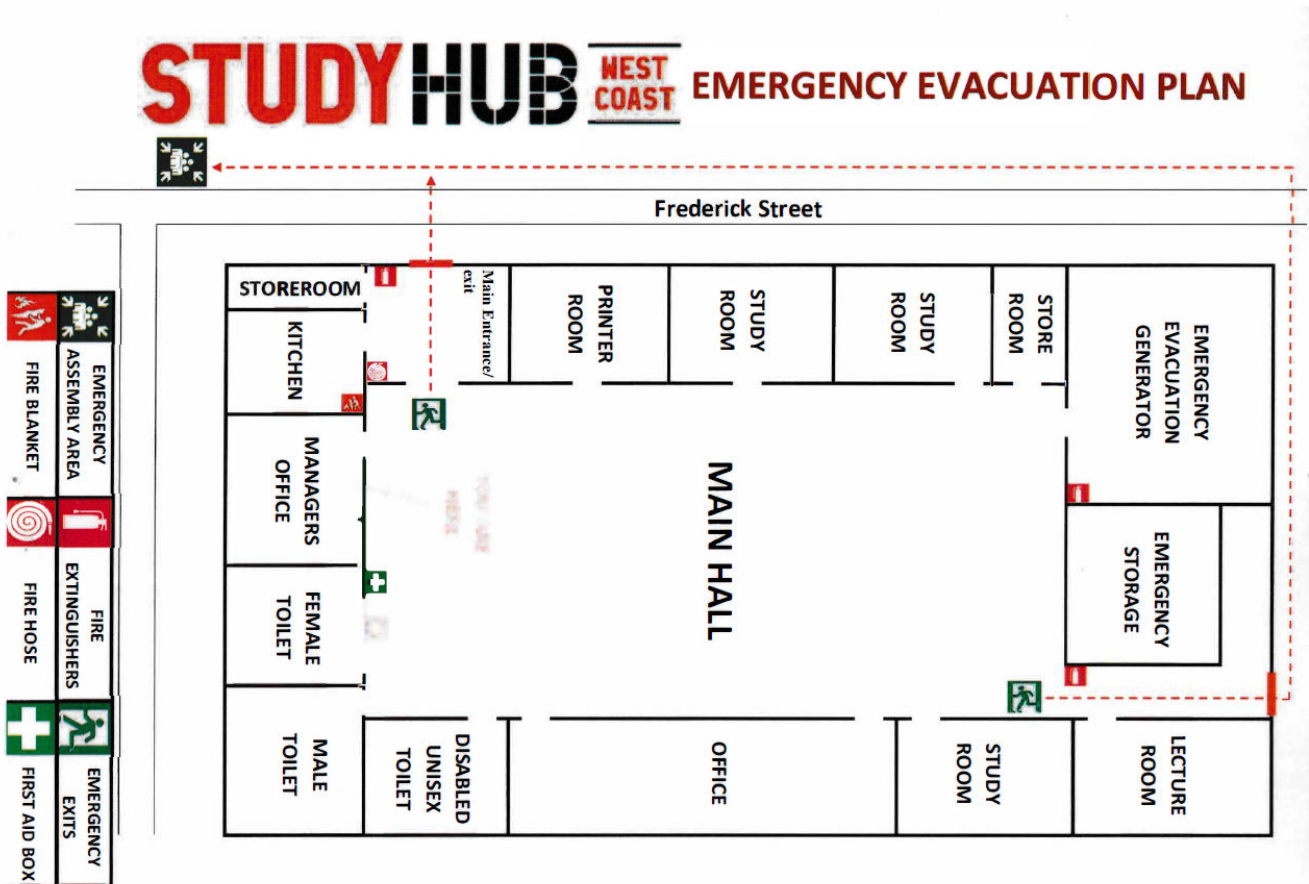
- A fire extinguisher & fire hose are in the main entrance
- A burn kit can be found in Kitchen near the door
- A fire blanket is in the kitchen near the pantry door
- A fire extinguisher is at the back of the hall in exit hallway.

### IN CASE OF AN EMERGENCY

- Should you suspect a threat or fire either in the building or on grounds during normal hours, inform staff immediately.
- Out of office hours emergency, call 000 and contact the Study Hub/Centre Manager as soon as you can.
- The Study Hub/Centre has trained Fire Wardens and they will follow the fire procedure and evacuate students, visitors and staff safely to the muster point.
- In the event of a fire make your way to the nearest safe exit – these are marked on the emergency exit plan – a copy is situated in each room.
- Stay calm and assess the situation – make sure all everyone is accounted for.

### EMERGENCY MUSTER POINT

- The emergency muster point is at Howards Park, this is across the road from the The Study Hub/Centre.



## ACKNOWLEDGEMENT

By signing below, you acknowledge that you have read and understood the policies, forms and statements contained in this handbook. Failure to follow the Study Hub/Centres Policies/Procedures/rules may result in your fob being de activated and you will no longer have access to the Study Hub/Centre.

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Signature

Student Name (Block Letters)

Date...../...../.....

**Policies, forms and statements included in this handbook are listed below:**

Code of conduct  
Computer and Internet Usage Policy  
Student User Agreement  
Mission Statement and Values  
Media release form

Please tick which Study Hub/Center you are registering for:

- Study Hub West Coast   
Study Centre Circular Head   
Study King Island

Please return this page to The Study Hub/Centre Staff