



STUDENT HANDBOOK

WELCOME TO WEA SYDNEY

Welcome Message



Tiffany Roos
Executive Director

Welcome to WEA Sydney.

By enrolling in a course with us, you are joining a vibrant and inclusive community of adult learners, connected by curiosity, creativity, and a shared commitment to lifelong learning. Whether you are here to develop professional skills, explore a personal interest, meet new people, or simply try something new, we are delighted to support your learning journey.

For more than a century, WEA Sydney has provided accessible, high-quality adult education for the people of Sydney and beyond. Today, we continue that proud tradition through flexible, engaging, and practical learning experiences designed for real life and real people.

Learning as an adult takes courage, commitment, and curiosity. We recognise that every student arrives with different goals, experiences, and aspirations. Our role is to create welcoming learning environments where all students feel respected, supported, and encouraged to grow with confidence.

This handbook outlines what you can expect from us, what we ask of you as part of our learning community, and how we work together to ensure a positive, safe, and rewarding experience for everyone.

Thank you for choosing WEA Sydney. We are very pleased to welcome you and look forward to being part of your learning journey.

Warm regards,

Tiffany Roos

Executive Director

About WEA Sydney

WEA Sydney is a not-for-profit adult education provider offering a broad range of short courses, workshops and nationally recognised vocational education and training (VET).

Our courses span:

- Arts, history and humanities
- Languages
- Business and professional skills
- Technology and digital skills
- Writing, communication and literature
- Lifestyle and personal enrichment



Most classes are held at WEA House, 72 Bathurst Street, Sydney, with some delivered online or at external venues.

WEA is governed democratically through its Board and Council, comprising students, tutors and members who contribute to the direction and operation of the organisation.

How to Enrol and Access Course Information

All course information and enrolments are managed through our online system where detailed course outlines are available prior to enrolment:

<https://www.weasydney.com.au>

Through this platform, you can:

- Browse available courses
- View schedules, locations and fees
- Enrol and pay securely
- Receive confirmation and updates.

You will receive an automated confirmation email after enrolling.

Our Learning Approach

We are committed to creating learning environments that are:

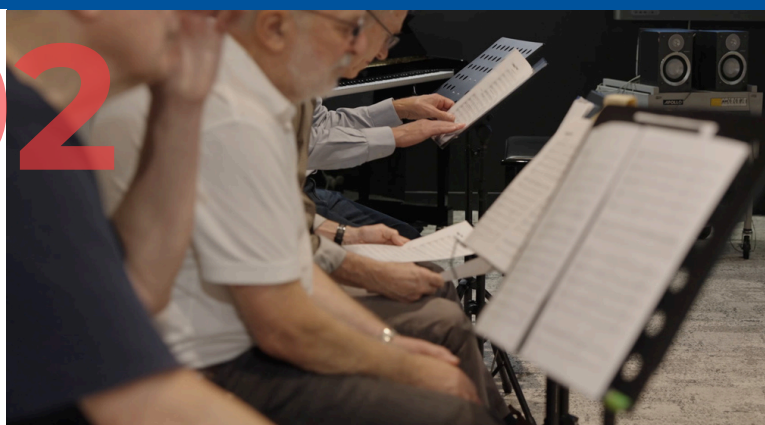


01 Welcoming and inclusive

Everyone is respected and supported.

Flexible and practical 02

Courses are designed for adult learners with diverse goals.



03 Engaging and high-quality

Tutors bring real-world expertise and passion.

Student Code of Conduct

WEA Sydney is committed to a safe and respectful environment.

As a student, you are expected to:

- Treat others with respect and fairness
- Contribute to a positive learning environment
- Follow tutor instructions and safety requirements
- Respect diversity and inclusion
- Maintain academic integrity

WEA Sydney may remove a student whose behaviour is unsafe, disruptive or inappropriate.

Access and Equity

WEA Sydney is committed to equitable access for all learners.

We comply with anti-discrimination and disability legislation and provide reasonable adjustments to support participation. If you require support, please contact us prior to your course.

Work Health and Safety (WHS)

Your safety is important.

Students must:

- Follow all safety instructions
- Report hazards or incidents
- Participate in emergency procedures if required

Evacuation instructions are displayed at all venues.



Your Rights

As a student, you have the right to:

- Be treated with respect and dignity
- Learn in a safe and supportive environment
- Access accurate course information
- Receive clear guidance on assessment (where applicable)
- Have your personal information protected
- Provide feedback or make a complaint without disadvantage
- Access reasonable adjustments if required.

Your Responsibilities

As a student, you are responsible for:

- Participating actively in your learning
- Following safety instructions
- Meeting assessment requirements (for VET courses)
- Maintaining academic integrity
- Keeping your contact details up to date.



Fees, Payments and Refunds

- Fees are listed at the time of enrolment
- Payment is required at booking
- Refunds and transfers are managed in line with WEA Sydney policy

Full details are available via the website enrolment platform.

Policies and Procedures

WEA Sydney maintains a comprehensive set of policies and procedures to support quality training, student wellbeing and regulatory compliance.

All current policies and statements are available online via:

These include (but are not limited to):

- Access and Equity Statement
- Artificial Intelligence (AI) Use Policy
- Code of Practice
- Complaints Handling Policy
- Cyber Security Policy
- Discrimination, Harassment and Bullying Policy
- Fraud and Financial Integrity Policy
- Plagiarism and Academic Integrity Policy
- Privacy Policy
- Refund Policy
- Student Wellbeing Policy
- Terms and Conditions
- Work Health and Safety (WHS) Policy

Students are encouraged to review these policies prior to enrolment and during their studies.



Privacy

WEA Sydney manages personal information in accordance with the Australian Privacy Principles.

Your information is:

- Collected only for authorised purposes
- Stored securely
- Not shared without consent unless required by law

Feedback, Complaints and Appeals

We value your feedback.

You can:

- Provide informal feedback at any time
- Lodge a formal complaint in writing
- Expect a fair and timely response

For VET students, assessment outcome appeals must be lodged within 14 days. Appeals are reviewed fairly and may involve an independent assessor. Full procedures are available in the Complaints Handling Policy.



Vocational Education and Training (VET)

Registered Training Organisation (RTO)

WEA Sydney is a Registered Training Organisation (RTO 90194).

We deliver nationally recognised training in accordance with the Standards for RTOs 2025 and the VET Quality Framework.

Nationally Recognised Training

Where applicable, students will receive:

- A qualification, or
- A Statement of Attainment

These are nationally recognised across Australia.



Assessment

Assessment is used to determine competency.

Assessment will be:

- Fair, valid, reliable and flexible
- Aligned to training package requirements

Students will receive:

- Clear assessment instructions
- Feedback on performance

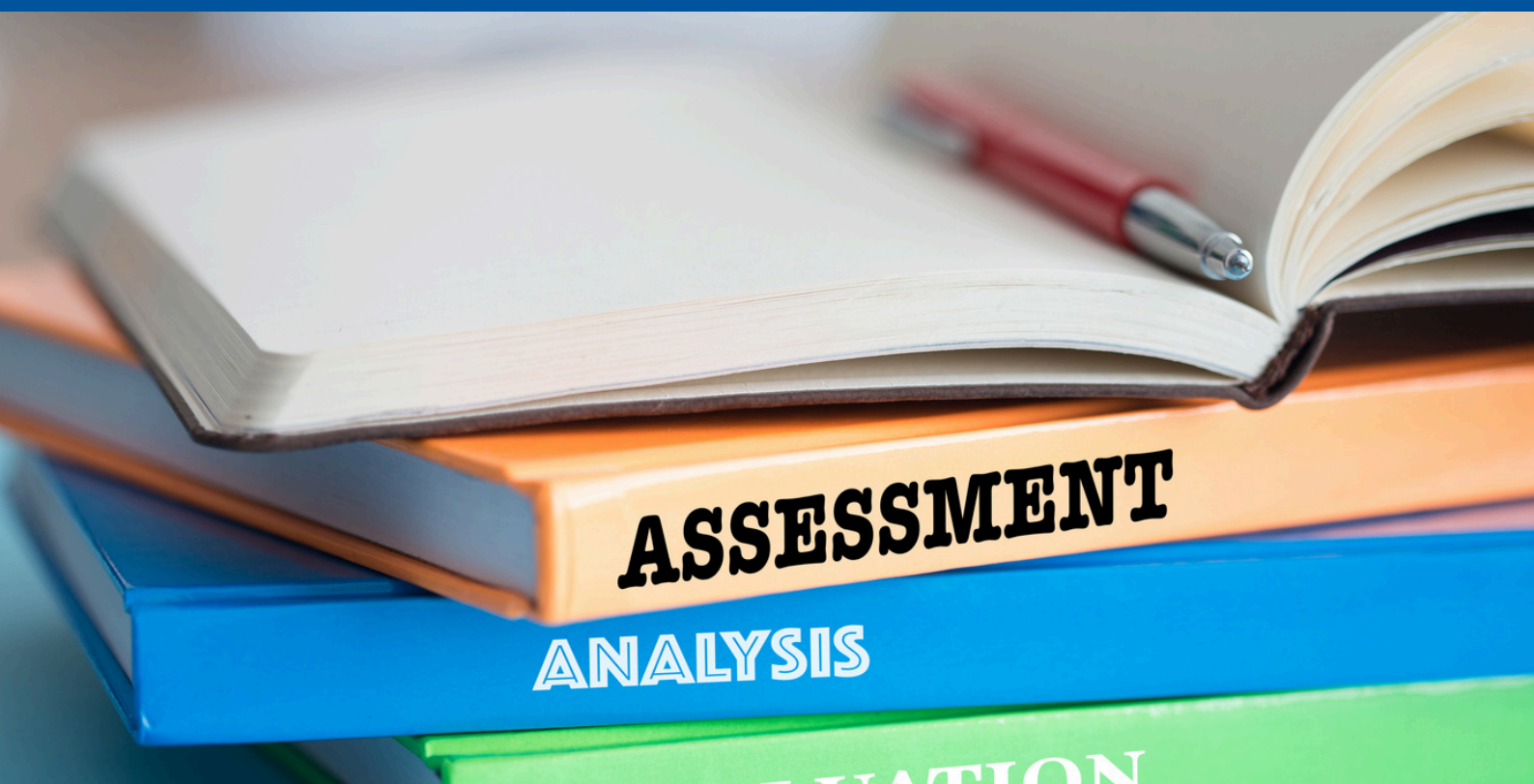
If assessed as Not Yet Competent, you may be offered reassessment opportunities.

Recognition of Prior Learning (RPL) and Credit Transfer

You may apply for:

- Recognition of Prior Learning (RPL)
- Credit Transfer

Applications are assessed against course requirements.



Unique Student Identifier (USI)

Students undertaking nationally recognised training must provide a valid USI.

Without a USI, WEA Sydney cannot issue certification.

Register at: <https://www.usi.gov.au/students>

Academic Integrity and Use of AI

Students must submit their own work.

Plagiarism, collusion and misuse of AI tools are not permitted.

AI tools may only be used where explicitly allowed.

Continuous Improvement

WEA Sydney is committed to improving courses and services through:

- Student feedback
- Course reviews
- Staff development



Contact Us



WEA Sydney

72 Bathurst Street
Sydney NSW 2000

Phone: (02) 9264 2781

Email: info@weasydney.nsw.edu.au

Course information and enrolments:

<https://www.weasydney.com.au>

WEA Sydney – Supporting lifelong learning since 1913