

INTERIOR DESIGN  
● ONLINE

# Student Handbook

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# Welcome to Interior Design Online

Interior Design Online are the specialists in online education. We're dedicated to delivering a personal learning experience that focuses solely on the processes and skills you need to practice as an Interior Designer or Decorator.

We aim to make your study an exciting journey of self-discovery; that's why our courses are delivered holistically, integrating essential course content with elements that inspire personal self-confidence and creative self-expression.

Congratulations on starting your journey with Interior Design Online and I wish you all great success with your study.

Amanda Grace  
Director

## OUR STAFF

Studio staff	
Amanda Grace	Director
Nicole Watts	General Manager
Kylie Hickman	Education Manager
Nicky Kelleher	Senior Educator
Wendy Beard	Instructional Designer and Educator
Elise Cooper	Educator, Certificate III / Certificate IV
Jared Jamison	Educator, AutoCAD / SketchUp / Revit
Stef How	Course Advisor
Georgia Renouard	Student Registrar
Ash Bird	Student Support
Julie Hely	Finance Manager
Michelle Burke	Careers & Industry Manager

Educators	Area of specialisation
Debbie Cohen	Educator, Certificate IV & Styling
Mel Gear	Educator, Colour and Design
Sharon Gage	Educator, Colour and Design
Ali McShane	Educator, Diploma of Interior Design
Anna Breheny	Educator, Diploma of Interior Design
Claire Anstis	Educator, Diploma of Interior Design
Dione Fague	Educator, Diploma of Interior Design
Jane Eskin	Educator, Diploma of Interior Design
Joanne Motee	Educator, Diploma of Interior Design
Sophie Hay	Educator, Diploma of Interior Design
Stephanie Ferguson	Educator, Diploma of Interior Design
Victoria Aleporos	Educator, Diploma of Interior Design
Keren Tamir	Educator, AutoCAD / SketchUp / Revit

## OUR CONTACT DETAILS

Interior Design Online

Ground Floor, 65 Berry St, North Sydney, NSW 2060 Australia

+61 2 9460 8664

[info@interiordesignonline.edu.au](mailto:info@interiordesignonline.edu.au)

[www.interiordesignonline.edu.au](http://www.interiordesignonline.edu.au)

## OUR PHILOSOPHY

At Interior Design Online we are dedicated to providing students with a unique and personal learning experience that inspires creative expression and the confidence to launch into the business world of interior design and decoration.

## WE ARE COMMITTED TO:

- / Creating Designers who will become future leaders in their profession
- / Encouraging individuality, resourcefulness and creative thinking by acknowledging each student's personal journey
- / Shaping the 'now' for a positive future by encouraging Designers to plan with an environmentally conscious mindset
- / Developing positive relationships with the design industry and our partners so we can extend those connections to our students
- / Being inspirational and collaborative and acting as a role model for our students by being ethical and transparent with our intentions and business practices

## OUR CODE OF PRACTICE

Our aim is to assist students to reach their full potential, both on a personal and professional level. We are committed to:

- / providing the highest quality training
- / ensuring that all students reach their creative potential
- / valuing the differing contributions made by all students studying online
- / providing a challenging, flexible and respectful domain for students and staff
- / continuously improving our courses

## KEY DATES

- / We are closed on NSW Public Holidays and for two weeks over the Christmas & New Year period. Please contact us for closure dates or refer to dates posted on the eCampus.



## INTERIOR DESIGN ONLINE OPENING TIMES

Our office hours are 9am– 5pm Monday to Friday (Sydney local time).

Any enquiries received on the weekend will be responded to on the following Monday.

For general enquiries, email [admin@interiordesignonline.edu.au](mailto:admin@interiordesignonline.edu.au)

For enrolment enquiries, email [registrar@interiordesignonline.edu.au](mailto:registrar@interiordesignonline.edu.au)

For specific course content/assessment enquiries, email [educator@interiordesignonline.edu.au](mailto:educator@interiordesignonline.edu.au)

For career advice, email [careers@interiordesignonline.edu.au](mailto:careers@interiordesignonline.edu.au) (career support available to students studying a Certificate IV or Diploma)

## STUDENT HANDBOOK

This Student Handbook has been prepared to provide you with information about Interior Design Online policies and procedures.

## ENROLMENT

After you have submitted an enrolment application and made the deposit/course payment, your application will be reviewed and upon acceptance, you will receive an email within 3 working days issuing an Enrolment Confirmation Letter. This email will contain your unique login details to the eCampus for you to access the course. Please note your enrolment timeframe commences when this letter is issued. Please ensure emails from Interior Design Online are not landing in your junk mail.

You can use this letter to show your student status when purchasing software or attending industry events to receive a discount if applicable.

Note: You are not entitled to transfer your enrolment to any other person. Interior Design Online is a partner of Sydney Design School. Under particular circumstances, and with our Refund Policy still applicable, your enrolment can be transferred to a different study mode or course.

## STUDENT RESPONSIBILITIES AND OBLIGATIONS

As a student of Interior Design Online you agree to:

- / accept that your participation in the course(s) is your sole risk and responsibility
- / pay all agreed fees
- / inform us of any change of residential address, email address, contact numbers or any other information relevant to your enrolment
- / comply with your obligations specified in the Student Handbook
- / ensure you have all necessary materials and equipment to enable you to complete your assessment activities

## DESIGN KIT AND ART SUPPLIES

If you are in Australia and enrolled in a Certificate IV or Diploma course, you will receive a curated Design Kit with all the tools you need to get started. It's included in the cost of your first unit and shipped free within Australia. If you are located outside Australia, Design Kit items are not included as part of the course. You will need to purchase these items independently and your course fee will be reduced accordingly. For a complete list of items you will need, please see our website or contact us.

All students may be required to purchase incidental art supplies or print documents as required.

# Our Courses

## ACCREDITATION & VOCATIONAL EDUCATION

Interior Design Online's courses are accredited, Vocational Education and Training (VET) programs. Interior Design Online is a partner of Design Schools Australia who is accredited by the Australian Skills Quality Authority (ASQA).

VET programs have the following characteristics that distinguish them from any other programs:

- / designed to meet industry training needs
- / supported by industry in curriculum design and program delivery
- / derived from national training packages or designed to address industry needs (accredited programs)
- / designed to provide clearly defined pathways to further education, training and employment

## ASQA AND THE VOCATIONAL EDUCATION AND TRAINING REGULATOR ACT 2011

ASQA is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

The VET Quality Framework (VQF) is a unified system of national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities). This national system of educational recognition promotes lifelong learning and a seamless and diverse education and training system.

The qualifications and statements of attainment offered by Interior Design Online are nationally recognised.

We offer the following qualifications:

- / Certificate IV in Interior Decoration MSF40122
- / Diploma of Interior Design MSF50222
- / Certificate IV in Design (Styling and Creative Direction) CUA40725

We offer the following accredited short courses:

- / AutoCAD, SketchUp and Revit
- / AutoCAD and Interior Construction
- / SketchUp for Interiors
- / Revit for Interiors
- / Colour for Interiors
- / Advanced Colours and Finishes
- / Interior and Property Styling
- / Wedding Styling

We offer the following non-accredited short courses:

- / Photoshop for Interiors
- / InDesign for Interiors



## IVOC UNITS OF STUDY

### Certificate IV in Interior Decoration (MSF40122)

Unit No	Unit Name	Descriptor	Competencies
IVOC01	Design Foundations	Develop a comprehensive understanding of the interior decoration and design industries while building a strong foundation in essential skills such as colour schemes and freehand sketching.	<p>CUAACD311 Produce drawings to communicate ideas</p> <p>CUADES302 Explore and apply the creative design process to 2D forms</p> <p>CUADES304 Source and apply design industry knowledge</p> <p>MSFID4016 Design colour schemes for interior and exterior spaces</p> <p>MSFID4019 Research interior decoration and design influences</p>
IVOC02	Space and Scale	Explore key principles of residential planning across a range of residential spaces including kitchens, bathrooms and living spaces. Create lighting layouts and bring your design concepts to life through 3D exploration.	<p>CUAACD313 Produce technical drawings</p> <p>MSFID4013 Design residential interior lighting</p>
IVOC03	Interior Schemes	Build confidence in selecting and sourcing furniture, textiles, furnishings, upholstery and window treatments to meet diverse client briefs. Learn to present cohesive interior schemes.	<p>CUADES303 Explore and apply the creative design process to 3D forms</p> <p>CUADES413 Develop and extend design skills and practice</p> <p>CUAILL401 Develop and refine illustrative work</p> <p>MSFID4015 Prepare materials and finishes boards for client presentation</p> <p>MSFID4017 Research and recommend furniture and accessories</p> <p>MSFID4021 Design soft furnishing solutions for interior spaces</p> <p>MSFGN4001 Research and meet ethical and compliance requirements</p>
IVOC04	Residential Design and Decoration	Consolidate your design skills by undertaking a real-world residential project – from initial briefing and space planning to the development of a complete interior furnishings scheme.	<p>CUADES411 Generate design solutions</p> <p>CUADES512 Establish, negotiate, and refine a design brief</p> <p>MSFID4012 Decorate residential interiors</p>

Diploma of Interior Design (MSF50222)

Part 1: IVOC units IVOC01 to IVOC04 as listed for Certificate IV in Interior Decoration (MSF40122)

Unit No	Unit Name	Descriptor	Competencies
IVOC05	2D Digital Foundations and Residential Construction	Master 2D drawing software to produce a complete documentation package. Learn the fundamental principles and practical applications of building structures, systems, the NCC and standards within the context of residential projects.	MSFID5025 Develop residential interior design project documentation
IVOC06	Residential Design and Planning	Design, plan and model residential spaces that respond to changing client needs, lifestyles and environments. Learn how to manipulate 3D space through exploring extensions, voids and stairs.	CUAPPR514 Establish and maintain environmentally sustainable creative practice MSFID5020 Design residential interiors MSFID5021 Evaluate site structure and services for interior design briefs
IVOC07	3D Digital Foundations	Build dynamic detailed 3D models of interior spaces using the latest industry software. Apply materials, textures, and lighting and create stunning photorealistic renders.	CUAANM512 Create 3D digital environments
IVOC08	Conceptual Exploration and Translation	Master the art of concept development and creative exploration as you deep dive into the design process – from developing a unique concept to transforming ideas into pop-up spaces.	BSBCRT512 Originate and develop concepts MSFID5027 Research and recommend colour applications and finishes
IVOC09	Commercial Environments	Discover how thoughtful design can transform the way people shop, work and collaborate. Create inspiring retail environments, innovative office spaces, and dynamic training facilities.	MSFID5024 Design workplace interiors
IVOC10	Interior Joinery Detailing and Documentation	Design and produce a detailed, industry-standard joinery documentation package. Refine your drafting skills and effectively communicate your design intent.	MSFID4014 Produce digital models and documentation for interior design projects
IVOC11	Hospitality Environments	Ignite your creativity and push the boundaries of design as you craft bold, experience-driven hospitality spaces – from buzzing bars to immersive restaurants.	MSFID5022 Explore and apply creative design methodology to interior space

Certificate IV in Design (Styling and Creative Direction) CUA40725

Unit No	Unit Name	Descriptor	Competencies
IDOSTY01	Fundamentals of Design and Colour	<p>In this unit you'll be introduced to the fundamental creative principles required to start your journey as a Stylist. We'll expose you to the amazing world of colour and how it's used effectively in styling projects.</p> <p>Through a series of practical activities, you'll explore 2D and 3D drawing techniques as well as design and creative thinking principles and processes.</p> <p>You'll then apply these new skills to develop a vision and concept in response to a styling brief.</p>	<p>CUADES304 Source and apply design industry knowledge</p> <p>CUAACD411 Integrate colour theory and design processes</p> <p>CUADES302 Explore and apply the creative design process to 2D forms</p> <p>CUADES305 Source and apply information on the history and theory of design</p> <p>CUAACD311 Produce drawings to communicate ideas</p>
IDOSTY02	The Creative Business	<p>In this unit you'll learn key insights and business skills to work as an in-house stylist for a company, or in your own freelance business.</p> <p>You'll develop skills to effectively collaborate with others in the commercial, editorial, eCommerce, and branding spaces.</p> <p>Establish your own visual brand and professional identity to promote yourself on any marketing or digital platform.</p>	<p>CUAIND412 Provide freelance services</p>
IDOSTY03	Interior and Property Styling	<p>In this unit you'll be empowered with the knowledge, processes and confidence to launch your career as a professional Interior and Property Stylist.</p> <p>You'll be a visual story teller – sourcing, selecting and curating furniture, accessories and props to create a narrative to transform a space.</p> <p>We'll cover both the creative and business aspects of interior and property styling including the core design principles you'll need to interpret a brief, manage and creatively direct the styling of an interior or a photo shoot.</p>	<p>MSFID5018 Provide interior styling service</p> <p>CUADES412 Interpret and respond to a design brief</p>

IDOSTY04	Editorial, Product and Food Styling	<p>In this unit you'll learn how to style and capture engaging product, editorial and food imagery for a brand or editorial application.</p> <p>You'll develop ideas for a product launch, in either a physical or digital environment, then bring your concept to life through innovative and artistic styling.</p> <p>Learn how to develop collaborative working relationships with photographers and other allied professions to create dynamic imagery that can be used across a range of media.</p>	<p>CUADIG304 Create visual design components</p> <p>CUAPPR411 Realise a creative project</p>
IDOSTY05	Wedding Styling	<p>Learn how to become a Stylist in this growing, dynamic industry and bring your vision and concepts to life through innovative creative direction, styling and floristry.</p> <p>You'll explore, through real life case studies, a range of different wedding types including intimate, custom, beach and country weddings. You'll conceptualise and direct the mood and be able to recommend all elements of a special day including table settings and napery, lighting, stationary, props and florals.</p> <p>You'll learn how to create production schedules, quotes and proposals for memorable weddings and commitment ceremonies.</p>	<p>MSFID5017 Develop event decoration proposals</p> <p>CUADES411 Generate design solutions</p>
IDOSTY06	Event Design and Styling	<p>Use innovative styling and project management to create memorable experiences for a range of events including corporate events, themed parties, media launches and brand activations.</p> <p>Prepare to work in the industry by consolidating your skills and knowledge and developing proposals for real life indoor and outdoor events.</p>	<p>CUADES521 Design events</p> <p>CUAWHS312 Apply work health and safety practices</p> <p>BSBCRT411 Apply critical thinking to work practices</p>

## ECAMPUS

The Interior Design Online eCampus is where you access the course materials, assessment tasks, and student forms. Courses and units of study on the eCampus are regularly updated. It is your responsibility to save copies of your assessment submissions and Educator feedback for your own records and future reference. After successfully graduating from your course, you will be granted access to the eCampus for a further 6 months.

## ENROLMENT INTO SUBSEQUENT UNITS OF STUDY

(applicable to Certificate IV and Diploma enrolments)

When you have successfully completed the first unit of study, you are required to enrol into the next unit via the eCampus and make payment for the unit (unless you have paid for the course in full). For most units, you will be presented with a choice of paying the full unit cost or paying the deposit. If you choose to pay the deposit, the balance will be collected through our third-party provider, Ezidebit, in 1-3 instalments depending on the unit. You will receive an instalment schedule as part of your unit enrolment confirmation. This payment option is only available to domestic students, or international students with an Australian bank account. For other international students you can make payment direct to the IDO bank account. For the full instalment breakdown, please see our website.

Units of study must be completed in succession and in order eg. IVOC01 then IVOC02 then IVOC03. Upon completion of your course, you will receive a Certificate and Record of Results.

## COURSE INTRODUCTION

Your course resources on the eCampus will begin with a course introduction. The introduction provides students with:

- / information about Interior Design Online
- / how to prepare for undertaking your studies
- / how your studies are structured including how to work through a unit and topic
- / information about your Design Kit (IVOC01 or IDOSTY01)
- / how your work will be assessed
- / grievance procedures
- / access to learning support services

At the end of the course introduction you are required to complete the Student Agreement to confirm that you understand the Terms and Conditions of the course and have checked your Design Kit to make sure it is complete.

## WHAT DO YOU NEED TO STUDY ONLINE?

Online study requires commitment and discipline. We recommend that you allocate specific times during your week to study. We assist you with this by providing a Study Guide for each unit and short course to help keep you on track and plan your time effectively.

Over the course of your studies you will be learning and utilising a variety of software programs that are in common use in the design industry. We will provide you with information regarding their download at the relevant stages in your course.

Please refer to our website for detailed computer and software requirements for your course.

## SAMPLE LIBRARY

We recommend that you start to build a library of samples when you commence your course. Types of samples include commercial paint chips, carpet, flooring and wallpaper samples. Make sure that if you collect a sample that you document the reference number and supplier details for future reference.

## MAGAZINES

We recommend that you subscribe to an interior design or decoration magazine, for example:

/ Belle

/ Inside Out

/ Vogue Living

## LOCAL LIBRARY

We encourage you to join a library in your local area so that you can access interior and architectural books and magazines.

## EDUCATORS

If you have any questions while you are studying regarding the content of your course or assessment we recommend that you email our Educators. You will receive a reply by the next business day. We can also provide support through Zoom video meetings.

Our Educators are interior design and decoration professionals who have extensive experience in the world of interior design along with the relevant qualifications in design education.

Educator email: [educator@interiordesignonline.edu.au](mailto:educator@interiordesignonline.edu.au)



# Our services and Student Support

## SPECIAL NEEDS AND STUDY SKILLS

If you have any additional needs, such as a learning condition or medical condition which impacts your ability to study, please advise us in your enrolment application form. We will offer additional Educator and enrolment support based on the information you provide us and upon request.

Study skills factsheets are available to download from the IDO Student Hub and are recommended especially to students who have not studied or completed assessment tasks for a number of years. Each unit of study and short course contain study guides to assist students in planning their time.

Set yourself goals, they will keep you on track and motivated. When you set yourself goals, make them SMART. That is, make your goals Specific, Measureable, Achievable, Realistic and Time-targeted. If you have clear goals you can see yourself achieving, it will help you stay on Track. If your goals seem impossible to reach or your course feels like a never-ending chore, reach out to our Educators for help.

## STUDENT SERVICES AND LEARNING SUPPORT

If you require language, literacy and numeracy support please contact us prior to enrolment to discuss your needs.

If you are studying in Australia and require external advice and support for English language, literacy and numeracy, TAFE has courses available at most campuses. For more information contact the Adult Basic Education (ABE) unit or the English for Speakers of Other Languages (ESOL) unit TAFE.

/ North Sydney TAFE 131 674

/ Reading and Writing Hotline 1300 655 506

/ Centrelink Career Information Sydney (only applicable for domestic students)

[www.centrelink.com.au](http://www.centrelink.com.au)

Further information regarding student support and wellbeing services can be found on the IDO Student Hub on the eCampus.

## CONCERNS

If you have any issues with any part of our course, finances or personal matters that are affecting your study please contact your Educator at [educator@interiordesignonline.edu.au](mailto:educator@interiordesignonline.edu.au) and our team will address your concern.

## CHANGE OF CONTACT DETAILS

Please notify us immediately of any changes to your contact details by emailing [registrar@interiordesignonline.edu.au](mailto:registrar@interiordesignonline.edu.au)

## COURSE EVALUATION

Feedback from learners is used routinely in education systems and organisations to obtain information on the quality of education and training. Broadly, depending on the collection approach, such information can be used by RTOs to:

- / support continuous improvement activities
- / provide alternative measures of education and training outcomes
- / attract, engage and retain learners
- / indicate whether learners are engaging in good learning practices
- / manage relationships with clients and stakeholders

To enable us to continually improve the course content and delivery, we request that you complete an evaluation via the eCampus at the end of each unit or course.

## UNIT STUDY GUIDES

You will receive a unit study guide for each unit of study. Your study guide will provide you with a checklist of activities and assessments for your unit and will also give you a recommended time to spend on each session. Please note this is only a recommendation and some students may work at a faster or slower pace to what is stated.



# Assessment

We use a range of assessment techniques to assess your competency. Assessment techniques include eQuizzes, practical and research projects, formal and informal assessment and activities which will prepare you for the workplace.

You are provided with details for each assessment activity with assessment criteria against which the assessment will be marked as well as presentation requirements. Once assessment activities have been marked, you will receive digital feedback via the eCampus.

All assessment tasks and activities in each unit must be completed with a competent grading to be considered eligible for course completion.

You are required to upload your assessments as PDFs to the eCampus. Instructions on how to do this are available on the IDO Student Hub on the eCampus.

Refer to our Assessment Submission Policy for more information.

## ZOOM CRITIQUES

Students studying in a career course will be required to present particular projects to an Educator over Zoom. This is designed to improve students' presentation skills and ensure they are industry-ready.

## RESUBMISSION OF ASSESSMENTS

If you are deemed 'not yet competent' you will be allowed to resubmit your assessment task ONCE at no further cost and, if required, a second time for a fee of \$110 (GST inclusive). You will be given a resubmission due date of two weeks after your result was released. Failure to achieve competency in a resubmitted assessment will result in students needing to re-enrol. Refer to our Assessment Resubmission Policy and Course Progression Policy for more information.

## ASSESSMENT APPEAL POLICY AND PROCEDURE

You may request a 'not yet competent' assessment result to be reviewed within five working days of receipt of the result. Requests for review must be made by submitting the Assessment Appeal Application on the IDO Student Hub on the eCampus.

You will be sent a written statement listing the outcome of appeal and reasons for decision. The appeal and the outcome of the appeal will be recorded in writing and kept on file. Refer to our Assessment Appeal Policy for more information.

## ACADEMIC INTEGRITY

The School is committed to academic integrity as fundamental to its operations. Academic integrity rests upon the establishment, maintenance, and enforcement of ethical standards in teaching, learning, and assessment.

### Core Principles

All students are required to:

- / Submit original work created specifically to meet the assessment brief provided.
- / Properly credit sources and references, including visual, written, and digital material.
- / Avoid plagiarism, fabrication, falsification, and unauthorised collaboration.
- / Respect the intellectual property rights of others, including classmates, Educators, and external creators.
- / Follow ethical practices in the use of artificial intelligence (AI), CAD software, and digital design tools.
- / Maintain honesty in all assessments, critiques, presentations, and submissions.

Academic misconduct includes, but is not limited to, the following:

#### Plagiarism

- / Copying or closely imitating the design, drawings, concepts, text, or digital files of another without proper citation
- / Submitting another's work as one's own, including third-party-produced content
- / Reusing previous work without Educator approval

#### Fabrication and falsification

- / Inventing data, sources, or design processes
- / Misrepresenting attendance, participation, or project completion

#### Unauthorised collaboration

- / Working with others on individual projects unless expressly permitted
- / Sharing or receiving answers, files, models, or project components

#### Improper use of digital tools

- / Misuse of AI tools without proper acknowledgement
- / Copying design templates, 3D models, or layouts from online sources without acknowledgement or modification.

#### Facilitating academic dishonesty

- / Allowing others to copy or use one's work
- / Selling or distributing assessments or projects

### Use of Generative AI and Design Technology

The use of AI and generative design tools must follow these guidelines:

- / Students may use AI as a support tool. The core work and ideas must be produced by the student
- / Students must disclose and cite all uses of AI-generated text, images, renderings, or design assistance
- / Students must be able to explain and show any working such as their creative process or their digital production
- / If specified by the Educator or assessment brief, AI must not be used or must only be used in specific instances
- / AI must not be used to circumvent learning a skill required of the course

### Declaration

Upon submission of an assessment on the eCampus, students are required to complete a declaration that they are providing all their own work, or where necessary, they have appropriately acknowledged their sources.

### Outcome of Academic Misconduct

Suspensions of academic misconduct may come from sources including a student's Educator, peer, or the Education Manager. Upon receiving a report of suspected academic misconduct, an investigation will be conducted by the Education Manager and the student will be required to meet with the Education Manager, General Manager, and/or Director to discuss the situation.

If a student is deemed to have intentionally or unintentionally failed to meet this Academic Integrity Policy in an assessment submission, they will receive an automatic Not Yet Competent grade for that assessment. The student will then need to resubmit their work according to the Resubmission Policy.

If a student is deemed to have failed to meet this Academic Integrity Policy twice, their enrolment will be cancelled.

### Appeal

Students have the right to appeal a decision within 10 business days of notification by following the Grievance and Complaint Policy.

## PLAGIARISM

### What is plagiarism?

'Plagiarism is the "wrongful appropriation" and "purloining and publication" of another author's "language, thoughts, ideas, or expressions," and the representation of them as one's own original work.' (Plagiarism, 2013)

Note: This also applies to the use of images and diagrams.

In Australia the rights of original authors, such as Writers, Photographers and Designers, are protected by laws such as the Federal Copyright Act 1968 and its subsequent amendments.

### Examples of plagiarism

- / Handing in someone else's work as if it were your own.
- / Copying someone else's words, ideas or images without giving them credit as the creators.
- / Copying so many words or ideas from a source that it makes up the majority of your submitted work. It doesn't matter how much you reword in your own style, it still needs to be referenced!

### How do I protect myself from plagiarism?

At Interior Design Online, just as with every other vocational and higher education institution, we require all students to accurately cite all their sources of information.

In written reports we require you to reference these sources of information using what is called the 'Harvard System'.

The Harvard System is a simple way of placing shortened in-text references within the body of a report and then writing a full reference for this shortened reference in a Reference List at the end of your written report.

You can find factsheets on how to avoid plagiarism and the use of Harvard Referencing in Student Support on the eCampus.

### Why do your Educators need to see references?

By accurately referencing all your sources of information you ensure that your Educators can see

- / where you obtained your information (or images) from and that your sources of information are reliable;
- / that you are aware of your legal responsibility to acknowledge the copyright and intellectual property of the original authors;
- / that you are looking widely enough in your research to adequately understand the subject.

Note: Sydney Design School suggests that a minimum of three to five references (sources of information) should be referred to in order to adequately investigate a subject in a written report.

### What is an in-text reference?

An in-text reference is a shortened citation of a specific source for your information placed in brackets directly after you have either:

- / quoted – copied a sentence or series of sentences word for word from a publication or the internet placed between quotation marks; or
- / paraphrased – rewritten in your own words information directly sourced from a publication or the internet.

An example of a quote:

In 2009 the Sydney based Interior Designer, Ruth Levine, designed the interiors for a penthouse apartment in Brisbane. The Norman Reach Penthouse “features seamless connections between the living spaces, with an aesthetic inspired by the simple elegance of 1950s design.” (Norman Reach Penthouse, 2013)

An example of paraphrasing:

The Norman Reach Penthouse, designed by Ruth Levine in 2009, has an aesthetic inspired by the 1950s. The smooth integration of living areas is a key feature of the design. (Norman Reach Penthouse, 2013)

**What is a reference list?**

This is an alphabetical list of all the sources of information you referred in your report.

An example of a reference list:

## REFERENCE LIST

### Publications

Francis D. K. Ching, 2004. Interior Design Illustrated 2nd Edition. 2 Edition. Wiley.

David Littlefield, 2008. Metric Handbook: Planning and Design Data, Third Edition. 3 Edition. Routledge.

### Internet

Norman Reach Penthouse | Australian Design Review. 2013. Norman Reach Penthouse | Australian Design Review. [ONLINE] Available at: <http://www.australiandesignreview.com/designwall/282-norman-reach-penthouse>. [Accessed 14 November 2013].

People: Tina Engelen | CO-AP | Architects | Sydney | Australia. 2013. People | CO-AP | Architects | Sydney | Australia. [ONLINE] Available at: <http://www.co-ap.com/people/>. [Accessed 14 November 2013].

Plagiarism - Wikipedia, the free encyclopedia. 2013. Plagiarism - Wikipedia, the free encyclopedia. [ONLINE] Available at: <http://en.wikipedia.org/wiki/Plagiarism>. [Accessed 14 November 2013].

### Images

Richard Glover, 2013. Bronte House, Sydney – Architect: Virginia Kerridge |Interiors. [DIGITAL IMAGE – ONLINE]

Available at: <http://www.richardglover.com/interiors>. [Accessed 14 November 2013].

**What happens if I am caught plagiarising?**

If a student is deemed as having intentionally or unintentionally plagiarised an assessment submission, they will receive an automatic Not Yet Competent grade for that assessment. The student will then need to resubmit their work according to our Resubmission Policy. If a student is deemed to have plagiarised twice, their enrolment will be cancelled.

## RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) acknowledges skills and knowledge obtained through:

- / formal training, conducted by industry or educational institutions either in Australia or overseas
- / work experience; and
- / life experience

If you wish to apply for RPL you are required to complete an application form and gather a portfolio of evidence against the unit learning outcome and assessment criteria. Please contact us for more information prior to enrolment. An administration fee of \$495 (GST Inclusive) applies to all applications and is charged at the time an application is submitted.

## CREDIT TRANSFER

Interior Design Online recognises qualifications or Statements of Attainment issued by other Registered Training Organisations. If you wish to apply for Credit Transfer, please contact us for more information prior to enrolment.

## ISSUANCE OF QUALIFICATIONS

Interior Design Online issues qualifications and Statements of Attainment to students who meet the required outcomes of a qualification or unit of competency, in accordance with all appropriate national guidelines.

# IDO Connect

Our industry-led approach to training ensures our graduates stand above their peers when it comes to gaining employment in the interior design and decoration industry. Our graduates get jobs because they are highly skilled, work-ready and have an impressive body of work when they step out into the workforce.

IDO Connect is an individual careers coaching service offered to students studying a career course to provide advice on career choices and opportunities for employment.

Services include:

- / advice on career mapping and employment opportunities
- / resume preparation and portfolio advice
- / coaching on career choices and role selection
- / exclusive access to our online job board, GRADSPACE

To book a meeting with our Careers and Industry Manager, visit the IDO Connect section on the eCampus.

Please note: Support from our Careers and Industry Manager, and access to IDO Connect, is only available to students studying a Certificate IV or Diploma course.

# Our Policies

Please read this handbook in conjunction with the full policies available on our website and the IDO Student Hub.

## OUR COMMITMENT TO YOU

We must provide:

- / the course(s) undertaken by you in a professional and timely manner
- / training and support to help you achieve success in your course(s)
- / assessment and evaluation of your proficiency in your course(s)
- / a training environment which takes into consideration learner needs

## ACCESS AND EQUITY

Interior Design Online is committed to integrating access and equity principles within all services provided to students. We recognise the rights of students and provide information, advice and support that is consistent with our core business values and code of practice.

As a student, you have rights and responsibilities.

Under the Anti-Discrimination Act 1977, it is against the law to discriminate against people on the grounds of:

- / sex (including sexual harassment or pregnancy)
- / age
- / disability (includes past, present or possible future disability)
- / race, colour, ethnic or ethno-religious background, descent or nationality
- / marital status
- / sexual orientation
- / gender identification

If you feel that you have been discriminated against please contact the General Manager to complete an Incident Form. The incident will be investigated immediately and dealt with in the strictest of confidence.

## COMPLAINTS/GRIEVANCE POLICY AND PROCEDURE

Interior Design Online is committed to providing an effective, efficient, timely, fair, and confidential academic and nonacademic complaint handling procedure for all stakeholders including students, staff, and prospective students. Academic matters include those relating to student progress, assessment, attendance, and course content in an approved course of study. Non-academic matters are all those that do not fall under academic matters, such as dealings with personal information, harassment, or discrimination. If a student believes they received an incorrect assessment grade, they can request that the decision be reviewed, by accessing the Assessment Appeal Policy.

### Responsibility

The General Manager is responsible for the implementation of this policy and procedure and ensuring that relevant staff members are fully trained in its operations and students are made aware of its availability.

### Guidelines

The general principles that apply to all stages of this policy are:

- / All grievances and complaints will be managed fairly and equitably and as efficiently as possible
- / The Complainant and Respondent will have the opportunity to present their case at each stage of the procedure
- / The Complainant and Respondent have the option of being accompanied/assisted by a third person (such as a family member, friend, or counsellor) if they so desire
- / The Complainant and Respondent will not be discriminated against or victimised. All discussions will be recorded in writing
- / Reasons and a full explanation for decisions and actions taken as part of this procedure will be provided in writing to the Complainant and/or the Respondent if requested
- / Records of all grievances and complaints will be kept for a period of at least 5 years. These records will be kept strictly confidential and stored under the control of the General Manager in the Grievance and Complaint Register
- / The Complainant will have access to this grievance and complaint procedure at no cost and access to an external appeals process at minimal or no cost.

Where it is expected that more than 20 business days are required to process and finalise the grievance or complaint, the Complainant will be informed in writing as to the reason why and will receive regular updates on the progress of the matter. Any matter arising from a grievance, complaint, or appeal that reveals a systemic issue requiring improvement action will be reported to the School's Director and managed and implemented as part of the School's continuous improvement process to take corrective action to eliminate or mitigate the likelihood of reoccurrence. An informal grievance or complaint can be discussed directly with the person concerned or with Sydney Design School management. If the complainant is satisfied with the outcome of the discussion, the matter is considered resolved.

### Stage One

A formal grievance or complaint should be submitted by completing the Grievance and Complaint Form located on the Student Hub on the eCampus. This will be automatically submitted to the Interior Design Online Student Registrar who will confirm receipt of and process the complaint or grievance within 2 business days. This form should be submitted within 10 business days of the event resulting in the grievance or complaint to allow for an adequate investigation.

The General Manager will then assess the grievance or complaint, investigate the issue, determine the outcome, and advise the Complainant in writing of their decision within 5 business days. The Complainant will be advised of their right to access Stage Two of this procedure if they are not satisfied with the outcome of Stage One.

### Stage Two

If the Complainant is not satisfied with the outcome of Stage One, they may lodge an appeal in writing to [nicole@sydneydesignschool.com.au](mailto:nicole@sydneydesignschool.com.au). The Complainant's appeal will be determined by an independent and impartial officer of Sydney Design School or Interior Design Online. The Reviewer will conduct all necessary consultations with the Complainant and other relevant persons and make a determination of the appeal.

The Complainant will be advised in writing of the outcome of their appeal, including the reasons for the decision, within 5 business days. The Complainant will be advised of their right to progress to Stage Three of the grievance procedure if they consider the matter unresolved.

### Stage Three

If the Complainant is not satisfied with the outcome of Stage Two, they may request that the matter be referred to an external dispute resolution process by a body appointed for this purpose by the School. The purpose of the external appeals process is, in most cases, to ensure that Sydney Design School/Interior Design Online has followed its policies and procedures. The details for the external body are:

Resolution Institute

Address: Suite 1902, Level 19 Tower A, Zenith Centre, 821–843 Pacific Highway, Chatswood NSW 2067

Phone: (02) 9251 3366

Freecall: 1800 651 650

Email: [infoaus@resolution.institute](mailto:infoaus@resolution.institute)

Website: [www.resolution.institute](http://www.resolution.institute)

The School will give due consideration to any recommendations arising from the external review within 10 business days.

### Mediation

Sydney Design School/Interior Design Online is a member of the Resolution Institute's Student Mediation Scheme.

## TIME TO COMPLETE AND COURSE PROGRESSION

You must successfully complete your accredited course within the following time from the date of your first enrolment.

/ Maximum 6 months per unit of study

/ Certificate IV in Interior Decoration: 2 years for the full qualification

/ Certificate IV in Design (Styling and Creative Direction): 2 years for the full qualification

/ Diploma of Interior Design: 4 years for the full qualification

/ Accredited short course: 3 – 12 months as per our website and your Enrolment Confirmation Letter

Completion of each unit of study is achieved by satisfactorily completing all assessment tasks within each unit timeframe.

Each course and unit of study has a maximum enrolment timeframe. Students who do not complete the course/unit of study by their finish date will have their enrolment cancelled. Prior to cancellation, students will be emailed with options of applying for an extension or deferral (if available).

Where students are able to demonstrate extenuating circumstances, students may apply for one three-month extension in a unit of study or accredited short course by submitting an Extension Application Form on the IDO Student Hub on the eCampus.

Students may apply to defer their studies in an accredited course once during their enrolment by submitting a Deferral Application Form on the IDO Student Hub on the eCampus.

Students in career courses are required to enrol into their next unit of study within 3 months of completing the previous unit. Failure to do so will result in cancellation of their enrolment.

Students who complete part of a qualification will receive a Statement of Attainment listing the completed competencies at the time of withdrawal or cancellation.

## WITHDRAWAL

You may terminate your enrolment with Interior Design Online by submitting a Notification of Withdrawal Form on the IDO Student Hub on the eCampus. Please see our Refund Policy for details on applicable refunds and fees payable.

## RECORD KEEPING

Interior Design Online keeps complete and accurate records of the admission, progress and graduation of our students, including financial records that reflect payments.

In accordance with the Privacy Amendment Act 2000, all student records are kept in confidential files. You are able to view your file upon making a written request to Interior Design Online.

## STUDENT PRIVACY POLICY

Personal information collected as a result of your enrolment will be used by us for general student administration and vocational education and training administration and regulation, as well as planning, reporting, communication, research, evaluation, financial administration (including debt recovery), auditing and marketing. Only our authorised officers and other authorised persons (e.g. service providers) have access to this information.

Your personal information may be disclosed to Australian and State Government Authorities and Agencies to comply with legislation. If you are a school based student your personal information, attendance details, progress and results may be disclosed to your school and the relevant government authority. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parents/guardian.

No further access to your personal information will be provided without your written consent unless authorised or required by law.

You acknowledge and give consent unconditionally for your images (or video) to be used for information and promotional purposes in various media including but not limited to the Interior Design Online website, newspaper, magazine, television and brochures used or created by us.

For our full Privacy Policy please visit our website.

## QUALITY ASSURANCE

Interior Design Online has adopted and maintains a quality assurance system for managing and monitoring all education and training operations and for reviewing student and staff satisfaction.

## REFUND POLICY

### Career Courses

Certificate IV in Design (Styling and Creative Direction)  
Certificate IV in Interior Decoration  
Diploma of Interior Design

Our refund policy is:

- / A full refund of the unit/course fee paid less an administration fee of \$275.00 (inclusive of GST) will be issued if you have not activated your enrolment login into the eCampus
- / Once you have activated your enrolment login into the eCampus for the enrolled unit, no refund is applicable
- / Once the Design Kit has been dispatched no refund of the Design Kit is applicable (\$595.00 is included in the cost of the first unit, IVOC01, or \$310 in IDOSTY01).
- / If you cancel or withdraw after receiving a discount for upfront payment on the Certificate IV, you will forfeit the discount price and the full cost of the enrolled units will apply. The remaining units will be refunded. The amount refunded will be subject to the current unit enrolled at the time of withdrawal/cancellation.
- / If you cancel or withdraw from a unit of study while on an instalment plan and you have activated your enrolment login into the eCampus, your Ezidebit direct payments will continue until the unit has been paid for in full.

### Accredited Short Courses

AutoCAD, SketchUp and Revit  
AutoCAD and Interior Construction  
SketchUp for Interiors  
Revit for Interiors  
Colour for Interiors  
Advanced Colours and Finishes  
Interior and Property Styling  
Wedding Styling

Our refund policy is:

- / A full refund of the short course fee paid less an administration fee of \$275.00 (inclusive of GST) will be issued if you have not activated your enrolment login into the eCampus

- / Once you have activated your enrolment login for the enrolled short course no refund is applicable
- / If you cancel or withdraw from a short course while on an instalment plan and you have activated your enrolment login into the eCampus, your Ezidebit direct payments will continue until the short course has been paid for in full.

#### **Non Accredited Short Courses**

InDesign for Interiors

Photoshop for Interiors

Our refund policy is:

- / The short course payment will not be refunded once the Enrolment Confirmation Letter has been issued.

#### **Fee transfers**

Fees are not transferable to another student. Fees are transferable to another course only if you are eligible for a refund upon withdrawal from the original course.

#### **Unsuccessful application**

If your enrolment application is unsuccessful, we will refund your unit/course fee in full.