



Bedford College

Student Information Handbook Flexible/Online Learning Courses

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WELCOME

INTRODUCTION

The Principal and staff of Bedford College would like to extend to you a warm welcome. At Bedford we strive to maintain a happy, friendly, cooperative learning environment. Staff at Bedford College will support you every step of the way in order to help you to achieve a satisfactory learning outcome and a happy and rewarding learning journey.

ABOUT BEDFORD COLLEGE

Bedford College is a well-established (since 1944) not-for-profit Registered Training Organisation with a reputation for excellence in training in a caring and friendly environment. The College has a 'Student Centred' approach to learning whereby our students are the number one priority. Our student enrolment statistics indicate that by far the biggest motivator for students enrolling in a Bedford course is because a friend or family member advised them to do so – we believe that this is the very best recommendation that we can achieve.

MISSION STATEMENT

To be an innovative provider of quality training and to strive for excellence in all we do. To provide students with a caring, Christian environment which enhances their ability to succeed, and to assist individuals of all backgrounds and cultures to work and learn in harmony.

ACCESS AND EQUITY

Bedford College has an Access and Equity Policy in place which provides a frame of reference in providing and maintaining training services that reflect fair and reasonable opportunity for all Participants, regardless of their diversity; allowing everyone to freely participate in the learning environment free from discrimination, harassment, bullying and vilification. Download the [Access and Equity Policy](#) from our website.

WHAT IS A REGISTERED TRAINING ORGANISATION (RTO)?

An RTO is the name given to training providers registered and regulated by ASQA to deliver vocational education courses to students. Bedford College is eligible to deliver and assess nationally recognised training and issue qualifications as approved and listed on our scope of registration.

Qualifications issued by Bedford College are recognised as being high-quality, nationally recognised and leading to a qualification which are valued by employers and sought after by students wishing to develop a career.

GENERAL INFORMATION

RECORDS MANAGEMENT AND DOCUMENT CONTROL

Bedford College uses AVETMISS-Compliant databases to maintain up-to-date and accurate student records. These records include Participant details and contact information, enrolment, attendance, academic results, performance and course progress.

ACCESS TO STUDENT RECORDS POLICY

Students are provided appropriate access to their academic records under the supervision of an authorised Bedford College staff member.

Hard copy student files are retained for a period of 6 months after the participant has completed or withdrawn from their course. Soft copies of student qualifications and/or records of attainment of units of competency are kept for a period of 30 years after the student has completed or withdrawn from the course.

COMPLAINTS POLICY

Bedford College supports the right of a student to lodge a complaint if the student feels they have been unfairly treated. Bedford will endeavour to address any complaints in an unbiased and professional manner. The College is keen to hear of any circumstance whereby a student may have a complaint and treats that as a means of improving its products or services. See the [Complaints Policy](#) on the College website.

MANAGEMENT AND ADMINISTRATION

LEGISLATIVE REQUIREMENTS

Bedford College complies with all relevant Commonwealth and State legislative requirements including (but not limited to):

- National Vocation Education and Training Regulator Act 2011
- Work Health and Safety Act - 2011
- Anti-Discrimination Act – 1991
- Privacy Act – 1988
- Copyright Act 1968
- Children and Young Persons Act 2008

PRIVACY

Educational institutions must respect the privacy of individuals as per the Privacy Act (1998). The definition of 'personal information' can be found in Section 6(1) of the Privacy Act 1988. In compliance with statutory requirements Bedford College gathers personal information to maintain accurate records of students studying with us. Bedford College ensures that, except as required under ASQA data reporting (Data Provision Requirement (DPR) 7 of the Data Provision Requirements 2012 or otherwise by law, information about Bedford College personnel or students will not be disclosed to a third party without their appropriate written permission. However, Bedford College recognises that at times student's records may be released to relevant government departments for the purpose of student and/or provider monitoring and audit. See the Privacy Declaration Statement on your Enrolment Form for more details.

STUDENT CONTACT DETAILS

It is important that the College maintains accurate student contact details. Should you change your residential address and/or home or mobile telephone number and/or your emergency contact person, please advise the Admin Department immediately so that our information is up-to-date.

UNIQUE STUDENT IDENTIFIER (USI)

All colleges require students to have a Unique Student Identifier (USI) code to register, recognise and release qualifications and certificates. In order for the College to issue your course qualification and results, you must register for a USI and send a copy of your USI number to the College. To apply for a USI or for more information, please follow this link <http://www.usi.gov.au/Pages/default.aspx>.

COURSE INFORMATION

FLEXIBLE/ONLINE LEARNING

Bedford College delivers the training of its distance courses in an Online Format on the Moodle LMS Platform (see below). Students are provided with learning materials, assessment tools and any other learning resources required to complete their particular course of study. Students are able to work through these learning materials at their own pace (within the guidelines of the allowable course duration). See Course Completion Policy and Course Extension information on following page.

The trainer is available to students during their Online Learning Journey and we have a guaranteed 48-hour turnaround of student correspondence (with the exception of weekends and holidays)

MOODLE (ONLINE LEARNING PLATFORM)

Flexible/Online Learning Courses are on the Moodle LMS Platform which is used to provide students with remote access to:

- Course and unit information
 - Information on each unit
 - Unit Outline showing
 - ✓ Trainers name and contact details
 - ✓ Course information
 - ✓ Unit information (including the assessment requirements for each unit)
 - ✓ Training resources (Learner Guide, Learner Workbook, PowerPoint Presentations)
 - ✓ Assessments
 - ✓ Trainer comments, information and unit feedback
 - ✓ Helpful links, readings and ideas
 - ✓ Revision and clarification of units
 - ✓ Your assessment results and assessment feedback

AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

Bedford training programs meet the Australian Qualifications Framework (AQF) standards. This means that courses are nationally recognised in post-compulsory education and training within Australia. The College conducts courses that are accredited and recognised by the relevant government bodies and educational institutions; qualifications received at Bedford are portable between all Registered Training Organisations.

In order to receive any AQF Qualification (Award), (i.e. Certificate or Diploma), you must demonstrate competence in EVERY UNIT of that qualification.

Should you fail to complete the entire course, *or* if you cannot demonstrate competence in all units in your course, you will be awarded an AQF Statement of Attainment outlining those units in which you demonstrated competence.

ISSUING OF QUALIFICATIONS AND STATEMENTS OF ATTAINMENT

Bedford College issues AQF qualifications and Statements of Attainment for courses within its scope of registration. On completion of a course, participants are issued with an appropriate certification, authorised by the Principal/CEO within 21 days. Bedford College is not obliged to issue a participant's Qualification or Statement of Attainment unless all of the participant fees have been paid in full.

ENROLMENT ENTRY

Flexible/Online learning courses are open entry – which means that you can commence your course at any time that suits you.

TEXTBOOKS/E-TEXTS

Links to your e-texts are provided on Moodle for each Unit of Competence. The costs of e-texts and resources are included in your course costs.

COURSE COMPLETION POLICY

For any individual unit of competency or qualification, Bedford College participants have up to twelve (12) months to complete a Cert IV and twenty-four (24) months to complete a diploma course.

PLEASE NOTE: A Course Extension fee of \$200 per month applies for students who do not complete the course in the allocated timeframe.

COURSE EXTENSION

If due to extenuating circumstances the participant feels unable to complete the course within the prescribed timeframe, the participant should contact the College as soon as possible and request an extension; this request will then be considered by the Trainer who will liaise with the Principal. Evidence of extenuating circumstances is required.

(Also see the Course Extension cost above).

Where an extension of time is granted, the participant may be required to submit additional assessment tasks in order to demonstrate currency with the course content.

LANGUAGE, LITERACY AND NUMERACY (LLN)

Bedford College understands that some members of the community may have Language, Literacy and Numeracy (LLN) difficulties which may impede the satisfactory completion of the course. Students who experience LLN difficulties should discuss this with the trainer in the first instance who will then make recommendations on how the problem may be addressed.

ASSESSMENT & ASSIGNMENT INFORMATION

COMPETENCY BASED ASSESSMENT

In simple terms, Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. In order to be assessed as competent (C), you will need to provide evidence which demonstrates that you have the essential knowledge and skills to successfully complete the relevant unit to the required standard. Competency is simply about demonstrating that you can do the task with confidence to the required industry standard as endorsed by the Training Package or VET accredited Course.

An assessment of 'Not Yet Competent' (NYC) is not a fail. It is simply a request for more information or further confirmation of the knowledge and skills required. Our Assessors will provide feedback to guide your resubmission and are available for contact if required. The student will be required to successfully resubmit the assessment with the required rectifications to achieve a competent result. The student will be allowed a limit of three submissions per unit of the course. Further attempts may be provided only at the discretion of Bedford College on the sufficient efforts of the student to address feedback required. Should the number of attempts be exceeded, a student may need to re-enrol in the unit of study and commence again.

In order to receive a qualification, you must demonstrate competence in all units in the course. All assessments and assignments must be completed to a satisfactory (competent) level and submitted in accordance with the instructions and within the prescribed timeframe. On demonstrating competence in all units in the course, you will receive:

- An AQF Qualification (e.g. Diploma, Cert IV, Cert III); and
- A Transcript of Results outlining all of the units in which you have demonstrated competence.

APPEAL – ASSESSMENT/ASSIGNMENT RESULT

Should you wish to appeal the result of an assessment/assignment, you should read the Assessment Appeal Policy and then download an [Assessment Appeal Lodgement Form](#) from the Bedford website.

**** Note: Assessment appeals must be lodged within 30 days of the original assessment date.

FEES AND PAYMENTS

Bedford College is committed to providing students with the highest quality training and assessment services at a competitive cost; and offering a payment instalment plan that makes the payment of fees more manageable for participants. Online Enrolments Applications will receive an Enrolment letter via email acknowledging receipt of the Enrolment Application. You may however be required to provide additional documentation/evidence prior to your acceptance into the course. Once Enrolment is approved and confirmed, you will be provided with Login details and will gain access to the course within three days of payment of the first fee instalment.

Fees are payable in four equal instalments. The first instalment is due prior to commencement of your course and consecutive payments are made in the three months thereafter – payment of these instalments must be made within 7 days of the date of the invoice. Payment can be made through the [Payment Portal](#) on our website.

LATE PAYMENT OF FEES

Bedford College retains the right to apply a Late Payment Fee for the invoiced amount if fees are not paid by the due date. See the [Student Fees Late Payment Policy](#) on our website.

NON-PAYMENT OF FEES - CANCELLATION OPTION

Bedford College reserves the right to cancel an enrolment for non-payment of fees if the payment is not received within ten (10) business days of issuance of the invoice. Students should be aware that the existence of Bedford's option to cancel an enrolment due to non-payment of fees, does not in any way reduce the student's obligation to pay a Cancellation Fee in the event of their cancelling their enrolment.

COURSE CANCELLATION AND REFUNDS

Bedford College offers participants a seven (7) day 'cooling off' period after commencement of the course. If within this 7-day period you decide to withdraw from the course, no fee will be charged and you will be entitled to a full refund for any fees paid in advance.

PLEASE NOTE: ALL CANCELLATIONS MUST BE MADE IN WRITING.

- If a participant cancels their enrolment within 30 days of commencement in the course, a cancellation fee equal to 20% of the full course fee is retained by, or due to, the College. Any remaining fees already paid will be refunded.
- If a participant cancels their enrolment between 31-90 days (inclusive) after course commencement, a cancellation fee of 50% of the course fee is retained by, or due to, the College. Any additional fees paid will be refunded to the participant.
- If a participant cancels their enrolment more than 90 days after course commence, the full cost of the course is retained by, or due to, the College.

VET STUDENT LOAN ELIGIBLE COURSES

Bedford College is an approved VET Student Loan provider. This means that participants in Diploma courses may be eligible to apply for a VET Student Loan to pay for tuition costs. See the [VSL Eligible Courses](#) list on our website for more information.

Refund of tuition fees – VET Student Loan Eligible Courses

Students wishing to withdraw from a course/unit of study prior to completion MUST submit a signed Course Deferral/Amendment/Withdrawal Form to the Registrar, Bedford College.

(Please note: The date on which a Participant is deemed to have withdrawn from the course/unit of study, is the date that the Participant's Withdrawal/Deferral/Amendment Form is received by the College).

Refunds for enrolments in Vet Student Loan eligible courses will be calculated in accordance with the applicable option below.

If a Student withdraws from the course for any reason before the Administration Date ** (the last day to withdraw from the course without penalty)

- Bedford will refund to the Participant all tuition fees paid in advance for education services that the Participant has not yet received; *or*
- No VET Student Loan debt for the course/unit will be incurred.

If a student withdraws from the course after the Administration Date but on or before the Census Date ****

- If a Student withdraws or cancels enrolment from a course after the **Administration Date but on or before the **Census Date, a 10% Course Cancellation Fee will be retained by or due to the College. Any remaining tuition fees paid in advance will be refunded.
- **If a Participant withdraws or cancels enrolment after the Census Date**
If the Participant withdraws from the unit of study (cluster) after the census date, the full amount of the tuition fee for the unit of study (cluster) will be retained by or due to the College; OR the Participant will incur the VET Student Loan debt for the full tuition amount.
- A Participant who withdraws after the census date for a unit of study (cluster) may apply for special consideration in line with the *Participant Review Procedures for Re-crediting a FEE-HELP Balance*.

Refund where the College fails to provide a unit of study

- If a unit of study is not available, Students will be entitled to a full refund or have the tuition fee for that unit of study remain in credit for future use.
- Bedford College will refund all tuition fees paid for a unit of study which the College (i) fails to provide, or (ii) fails to commence on the agreed starting day (or a later day agreed between the College and the Participant), or (iii) stops providing before it is completed.

** Please Note:

The Administration and Census Dates for each course and unit of study are noted on the [Schedule of Tuition Fees and Census Dates](#) on our website.

BEDFORD COLLEGE TRAINERS AND ASSESSORS

All trainers and assessors at Bedford College:

- Have the necessary training and assessment competencies as determined by the Standards for RTOs 2015
- Have the relevant vocational competencies at least to the level being delivered or assessed
 - Trainers and Assessors in the TAE40106 course have qualifications in Diploma level TAE courses
- Can demonstrate industry currency skills directly relevant to the training/assessment being undertaken

- Continue to develop their Vocational Education and Training (VET) knowledge and skills along with industry currency and trainer/assessor competence.

RECOGNITION OF PRIOR LEARNING – (RPL)

Bedford College recognises the qualifications issued by other RTOs which is fundamental to the Recognition of Prior Learning (RPL) principle of the National Training Framework. You may apply for RPL for competencies (skills and knowledge) that you already possess. See [Recognition of Prior Learning Policies and Procedures](#) on the College website.

PLAGIARISM, CHEATING AND COPYING (ASSESSMENT/ASSIGNMENT MALPRACTICE POLICY)

The College has an Assessment/Assignment Malpractice Policy in place which outlines the consequences of students' copying work, plagiarising, and/or otherwise cheating.

Plagiarism involves using the work of another person and presenting it as one's own. It is an unacceptable practice. In assignments, you imply that all of the ideas and language are your own, unless you explicitly indicate otherwise. Plagiarism and failure to adequately recognise sources of information will result in mark penalties. Plagiarism is stealing, and is a very serious offence.

Plagiarism can take several forms. The most serious is simply quoting from a source (book or article) without acknowledging by quotation marks and a reference that it is actually from someone else. It is also possible to plagiarise by using a writer's unique ideas (ideas that belong to them and are not generally held) without indicating who expressed that idea - therefore leaving the false impression that the idea is your own. Downloading information from the Internet without acknowledgement is also plagiarism, and can be detected using programs that locate downloaded material easily.

DEFINITIONS

Plagiarism

The Macquarie Dictionary (Delbridge, 1981) defines plagiarism as "The appropriation or imitation of another's ideas and manner of expressing them, as in art, literature, etc., to be passed off as one's own". Hence plagiarism is the taking of someone else's ideas or works and using them as your own.

- Downloading an assignment from an online source and submitting it as your own work.
- Buying, stealing or borrowing an assignment and submitting it as your own work.
- Using another person's file to avoid doing everything by you, for an individual assignment or project.
- Copying, cutting and pasting text from an electronic source and submitting it as your own work.

Cheating

According to AskOxford.com, to cheat is defined as to "act dishonestly or unfairly in order to gain an advantage". Thus the act of cheating involves a student using non-approved materials or another person's materials or work to gain an advantage in an examination or assessment. Plagiarism is a form of cheating and will be treated accordingly.

How to Avoid Plagiarism

The best way to avoid plagiarism for written work is to use referencing. For subjects at Diploma level, we use the **Harvard Referencing System** which is an international standard used in universities and colleges throughout the world. There are many guides available for Harvard Referencing (see the annexure in the back of this Handbook or do a Google search!).

The best way to avoid plagiarism of electronic files is not to give access to those files to others. Sharing notebook computers, external hard drives or not locking a computer when you are logged in can mean another person copies your files and therefore your work.

Note: To avoid the possibility of receiving a penalty for any of the above, please make sure that you are fully familiar with the [Assessment Malpractice Policy](#)

COLLEGE CONTACT DETAILS

GLEBE CAMPUS

54 Parramatta Road, Glebe NSW 2037

Phone: (02) 8572 3260 or 1300 174 174

Fax: (02) 8572 3261

Website: www.bedford.edu.au

Email: info@bedford.edu.au

NORWEST CAMPUS

2 Columbia Court, Baulkham Hills NSW 2153

Phone: (02) 8572 3260 or 1300 174 174

Fax: (02) 8572 3261

Website: www.bedford.edu.au

Email: info@bedford.edu.au



ASSIGNMENT REFERENCING RULES

In academic writing, an author almost always draws some material from the writing and research of others and it is essential that these sources of information be acknowledged.

Referencing allows the reader to find the same sources of information that you did, to enable them to read more on the topic or to check your interpretation. Referencing makes it clear when you are drawing your own conclusions from the evidence presented, or where you are quoting or paraphrasing from another person's work. Most importantly, by referencing you avoid plagiarism.

Plagiarism is to pretend that ideas or language of other people are your own. In your assignments, you imply that all of the ideas and language are your own, unless you explicitly indicate otherwise. If you fail to make clear that sections of your work are not your own, then you are guilty of plagiarism. Plagiarism is stealing, and is a very serious offence.

When to reference

You must reference when you are quoting the exact words of another writer; summarising ideas or material based on the work or ideas of another writer; or paraphrasing – putting the work of another writer into your own words.

Referencing styles

There are many different styles of referencing; at Bedford College we use the APA method of In-Text Referencing.

The explanations below provide examples of how this method of referencing must be used.

At the point in your assignment that you mention another writer's work, it must be identified by giving the author's surname and the year of publication.

1. When the author's name occurs naturally as part of the sentence, place the year of publication in parentheses after the name. In her well-known study, Wilson (1998) states that ...

Within the same paragraph, there is no need to include the year for subsequent references to a study.

2. When the name is not in the text, place the surname and year in parentheses at an appropriate point (often best placed at the end of a sentence)

A recent study has shown that certain medications can assist in the treatment of Alzheimer's disease (Murrell, 1999).

Note: Points 1 and 2 apply to one or more authors.

3. When there are two authors, cite both authors every time the reference occurs in the text.

(Foster & McLellan 1997)
Foster and McLellan (1997) theorised that ...

4. When there are three, four or five authors, cite all authors the first time, then for subsequent citations, only use the surname of the first author followed by 'et al.' .

(Bunby, Wilson & Abbott, 1999)
Bunby et al. (1999) found that

5. When six or more authors, cite only the surname of the first author, followed by 'et al.'. (In the Reference List or Bibliography you must provide the surname and initials for each author).

(Bunby, et al. 1994)

6. When there is no author, items should be cited using the title. If it is the title of a chapter or article, use double quotation marks around the title. If it is the title of a book, web page, report, etc. underline the title.
Do NOT use Anon. or Anonymous.

("Study Finds", 1992)
Oxford dictionary for scientific writers and editors (1991) defines ...

7. When there is no publication date, use n.d. for no date.

(Wilson, n.d.)
Wilson (n.d.) disagreed with ...

8. Always give page numbers for direct quotations.
(Wilson, 1995, p. 189)

9. When referring to a source quoted in another work, cite both in the text.
(James cited in Randall, 1989)
The results of a study by James (as cited in Randall, 1989) demonstrate that ...

You will only list the work by Randall in your bibliography

10. When there is more than one work by the same author published in the same year they should be distinguished from each other by attaching a lower case letter to the publication date.
(Robinson, 1992a; Robinson, 1992b)

11. When more than one work is cited, separate the details with semi-colons.

(Braddon, 1995; Harvey, 1993)
Harvey (1993) and Braddon (1995) showed that .

Note: If you are citing more than one work in parentheses - put the references in alphabetical order, not date order.

TEXT REFERENCING

List the following details, in order:

Name/s of author(s), editor(s) (surname, and initials)

Year of publication in parentheses (followed by a full stop)

Title of publication underlined or in italics (followed by a full stop)

Edition (in parentheses) if other than the first (followed by a full stop) (edition always abbreviated to ed.)

Place of Publication (followed by a colon)

Publisher (followed by a full stop)

Single author/editor

Wilson, R. J. (1998). *Abnormal psychology* (3rd ed.). New York: Freeman.

Two or more author(s)/editor(s)

Kivelson, M. G., & Russell, C. T. (Eds.). (1995). *Introduction to space physics*. Cambridge: Cambridge University Press.

No author/editor

If there is no author or editor, use the title as the first element in the citation, followed by the year.

Oxford dictionary for scientific writers and editors. (1991). Oxford: Clarendon.

1 CHAPTER IN A BOOK

List the following details, in order:

Author(s) of chapter (surname, initials)

Year of publication in parentheses (followed by a full stop)

Chapter title (followed by a full stop)

Editor/s of book preceded by "In"

Title of book underlined or in italics

Page numbers of chapter in parentheses (followed by a full stop)

Place of Publication (followed by a colon)

Publisher (followed by a full stop)

Forgas, J. P., Burnham, D. K., & Trimboli, C. (1991). *Mood, memory and social judgments in children*. In K. M. McConkey, & N. W. Bond (Eds.), *Readings in Australian psychology* (pp. 369-383). Sydney: Harcourt Brace Jovanovich.

2. JOURNAL ARTICLE

List the following details, in order:

Author/s of article (surname, initials)

Year of publication in parentheses (followed by a full stop)

Title of article (followed by a full stop)

Journal Name underlined or in italics (followed by a comma)

Volume number underlined or in italics (followed by a comma if no issue number is given)

Issue number in parentheses (only needed if issues are individually paginated) (followed by a comma)

Page numbers

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organisations. *Consulting Psychology Journal: Practice and Research*, 45 (2), 10-36.

If there is no volume or issue number - use the date.

White, A. (2002, February 22).

3. NEWSPAPER ARTICLES

List details as for journal articles, however for the date, use the year, then the month and day of issue. Page number/s are placed at the end of the citation and preceded by "p." for a single page, or "pp." for more than one page.

Rifkin, J. (2000, July 25). Halt before we reap the whirlwind, Sydney Morning Herald, pp. 15, 17.

4. CONFERENCE PAPERS

List details as for chapters in books.

Thoms, M. C. & Swirepik, J. (1998). Environmental flow management in New South Wales, Australia. In H. Wheater & C. Kirby (Eds.), *Hydrology in a changing environment: proceedings of the British Hydrological Society International Conference*, (pp. 281-287). Chichester: Wiley.

Non-book Resources (Multimedia)

1. VIDEOS

List details as for book, and include the form of the item, e.g., videotape, after the title.

Names of primary contributors (usually producer & director) (full stop)

Year of production in parentheses (full stop)

Title of video underlined or in italics

Medium in square brackets, e.g. [Videotape] (full stop)

Name and location of distributor in parentheses

Ducat, V. (producer). (1991). *Waste not, want not* [Videotape]. (Available from: Film Australia: Lindfield, NSW)

2. SINGLE EPISODE FROM A TELEVISION SERIES

These can be difficult to reference, as the required information is often not available, but the following details should be listed if possible:

Scriptwriter (surname & initials) (full stop)

Year of production in parentheses (full stop)

Title of episode

Director's name followed by ,Director in parentheses (full stop)

Producer's name preceded by "In" and followed by Producer in parentheses (comma)

Title of series underlined or in italics (full stop)

Place of production (colon)

Production company (full stop)

Momberg, J. (Ed.). (1996). Other people's children. In V. Moncrieff (Producer), *Four corners*. Sydney: Australian Broadcasting Company.

3. A TELEVISION BROADCAST

These also can be difficult as you may not have all the information.

Producer or Executive Producer (surname & initials) (full stop)

Year and day and month of broadcast in parentheses (full stop)

Title followed by [Television broadcast] (full stop)

Place of broadcast (colon)

Name of broadcaster and/ Production company (full stop)

Sexton, M. (2002, December 5). *Silent Flood* [Television broadcast]. Sydney: Australian Broadcasting Corporation.

Electronic Resources

1. ONLINE JOURNAL ARTICLES

List the following details, in order:

Author(s) of article (surname and initials)

Year of publication (in parentheses) (full stop)

Title of article (full stop)

Journal Name (underlined or in italics)

Volume number (underlined or in italics) (comma if no issue is given)

Issue number (in parentheses) (only needed if issues are individually paginated) (comma)

Page numbers or indication of length (full stop)

Retrieved month day, year (comma)

Database name (if article found in a database) preceded by "from"

or

URL (if article not from a database) preceded by "from"

2 WEB PAGES

List the following details, in order:

Author(s) of page (full stop)

Date of publication in parentheses (full stop)

Title of page underlined or in italics (full stop)

Retrieved month day, year (comma)

URL preceded by 'from'

Perry, R. (1997). *Attention Deficit Hyperactivity Disorder (ADHD) Causes*. Retrieved July 31, 2000, from <http://www.nyspsych.org/cybercol/sept97/perry.htm>

3. WEB PAGES WITH NO AUTHOR

Salinity in Western Australia - an introduction. (1999). Retrieved January 25, 2000, from <http://www.agric.wa.gov.au/progserv/natural/trees/Salinity/salwa.htm>

4. WEB PAGES WITH NO DATE

Strauss, S. (n.d.). *Pilot fatigue*. Retrieved July 31, 2000, from http://www.ozemail.com.au/~dxw/Pilot_Fatigue.html

A REFERENCE LIST

Apart from noting the reference details within the text of your work, you must also include a Reference List at the end of the document. This alphabetically ordered list must appear under the heading **References** at the end of your work and include the information necessary to identify ALL sources of information referred to in the text of your work.

BIBLIOGRAPHY

This alphabetically ordered list appears at the end of your work and includes full reference to all material used for background reading.