

Student Identification Card Policy

Policy Information

Policy Name:	Student Identification Card
Policy Number:	514
Current Version:	02 – 2408/2010
Next Revision Date:	24/08/2011
Purpose:	To establish principles and guidelines for the issue of Student Identification Cards (ID's) to all students of Southbank Institute.
Scope:	This policy applies to: <ul style="list-style-type: none"> ▪ All students of Southbank Institute who are enrolled in one or more classes of study. ▪ All campuses of Southbank Institute.
Exceptions:	The following categories of students are exempt from this policy: <ul style="list-style-type: none"> ▪ AMEP and LLNP Students. The cost of producing the ID's will be charged directly to the School of Communication and General Education by Student Administration ▪ International Students studying with Southbank Institute will receive their first ID card free of charge. However, they will be required to pay for any lost or damaged card. Student Administration will charge the cost of producing the ID card to the relevant Faculty or School for each program the student enrolls into. ▪ Students who are enrolled in an External/Distance/Online course of study ▪ The following categories of students are exempt from this policy, however they will need to be able to identify themselves, if requested, with either a drivers license, passport, or other acceptable form of photo identification: <ul style="list-style-type: none"> ○ Part-time FFS students. ○ Apprentices and Trainees who attend (are on campus) for periods up to 6 weeks ○ Visitor Students i.e. university students who are attending classes on campus run by the university but must be able to identify themselves with a university ID card.
Policy Owner:	Director, Commercial Strategy
Policy Author:	Business Planning and Policy Officer, Student Services, Vanessa Balcomb
Related policies and legislation:	<ul style="list-style-type: none"> ▪ SBIT VET Student Rules ▪ Queensland Transport Business Rules for Concessions and Discounts
Internal procedures guided by this policy:	Nil

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
11/08/09	Final	Transferred to new format from Policy 07	Manager, Student Administration,	01
24/08/2010	Final	Changed policy owner/author and minor changes made to Sections 4.0 and 5.0	Business Planning and Policy Officer/Manager, Student Administration	02

Glossary of Terms/Definitions

Terms	Definitions
AMEP	Adult Migrant English Program
Bulk Session	Specified times/days for production of Student ID Cards,
Compulsory	No option provided
ELICOS	English Language Intensive Courses for Overseas Students
Enrolled	A student is considered enrolled once payment of required fees and charges has been finalised
Exempt	Free from obligation, non-compulsory
External	Student does not attend formal classes. Study is undertaken by correspondence
FFS – Fee For Service	Funding source. Commercially offered delivery. Also known as FFS. Fee for service courses for which most or all of the cost is borne by the student or a person or organisation on behalf of the student.
Full time	The program of study is delivered with a minimum of 12 hours per week for a minimum of 12 weeks. Students who meet this criteria will be eligible for a Concession ID card for transport purposes.
ID	Student Identification Card
ID Voucher	Voucher provided to students, from International Student Support Officer, Student Administration & Student Services, relevant Faculty or ELICOS, for the attainment of an ID.
ISAS	Institute Student Administration System – the enrolment database for TAFE Queensland Institutes
LLNP	Language, Literacy and Numeracy Program
Online	Student does not attend formal classes. Study is undertaken via the internet
Part time	The program of study is delivered with fewer than 12 hours per week. A student who falls within this category will receive a Non-Concession Card.
Program of Study	One or more classes
Security Officers	Member of staff responsible for Institute security
Student	Any individual enrolled in one or more classes
Study Tour	A travel experience for International students with specific learning objectives. Study tours combine classes in an area of interest, leisure and cultural activities.

Teacher	Member of staff supervising class activities
Visitor	Anyone in attendance on any campus of Southbank Institute on a regular basis who is neither staff nor student of SBIT

Distribution

All Students
All Staff

Policy

1.0 Responsibilities

The following responsibilities will apply:

- Students shall attend an ID session
- Students shall provide a confirmation of enrolment, plus one form of photo identification at an ID photo session
- Students shall present their ID on request from any Institute staff member or security officer
- Students shall present their ID to Institute staff to access student results and record
- Students shall purchase a reprint card if their current card is lost, stolen or damaged
- Client Service Officers, Faculty International Contact Officers, International Student Support Officers, AMEP and LLNP officers are responsible for the issuance of Student ID Vouchers where applicable
- Faculty Administration Coordinators, International team members and Apprentice Allocation Officers shall notify students of ID requirements prior to enrolment
- Faculty Administration Coordinators, International Student Support Officers and Apprentice Allocation Officers shall negotiate specific schedules for class groups where attendance at an ID Session is not suitable. This is to be done in consultation with the Student Administration Team Leaders
- Institute staff shall inform students, via their application package, and at orientation sessions of the Institute requirements regarding the compulsory issuing of ID cards, and their applicability to Institute security, examinations and access to Institute facilities

2.0 Objectives

Adherence to this policy will:

- Ensure the effective and consistent management and processing of Student ID Cards across Southbank Institute
- Ensure identity of examination participants
- Ensure identity of library borrowers
- Provide a formal avenue for security issues to be addressed

3.0 Criteria for Issuing Student ID Cards

The following criterion is to be used to verify student enrolment status and identity prior to Student ID being issued:

- Current Student records must be registered in the ID system transferred by the automated download from ISAS
- Students must produce additional photographic proof of identity (i.e. Drivers licence or passport)
- Students unable to produce a confirmation of enrolment, ID voucher, and additional proof of identity at photo sessions shall not be issued with an ID until verification can be established

4.0 ID Card Types

- **Concession:** these are issued to students undertaking a full-time study load in an AUSTUDY approved course with the Institute. These are endorsed with the 'QR' Queensland Rail logo, enabling relevant transport concessions to be claimed. QR currently recognises that 12 hours per week and 12 weeks duration is equal to full-time study
- **Non concession:** these are issued to students undertaking a part-time study load (under 12 hours per week) with the Institute and are not endorsed with the 'QR' symbol
- **External:** these are issued to students studying an off-campus (external/distance/online) program with the Institute. These are not endorsed with the 'QR' logo and enable students to obtain an ID without a photograph to access reciprocal borrower facilities where available

- **Student visitors:** Can purchase an ID card if they are regularly on campus i.e. students who are enrolled at a university but attending classes at SBIT

5.0 ID Card Expiry

- ID's are valid for Institute use while the student's enrolment is current
- Students may only be issued an ID card for the duration of one program at a time, and may require a new ID card at the commencement of a new program
- Non concession and External ID's have no listed expiry date (this excludes ELICOS Students)
- Concession ID's list an expiry date for the transport concession only. This is based on a student's initial program end date. For multi-semester programs i.e. Diploma, the end date will be closest to the end date of their program of study (but not prior to the program end date) either the 31st December or the 1st of July. For certificate level programs the end date must be 2 weeks after the end of study date. This allows for any re-sit to be completed after the program ends
- **Note:** AMEP, LLNP and Profile students studying in the AMEP and ELTU teams will be issued with an ID voucher specifying their end date of study. This card will be issued by the AMEP and ELTU teams and will be free to the student. The cost of these cards will be borne by the CAGE School.
- **Note:** Alternate expiry dates may be issued according to agreement reached between the Student Administration Team Leaders and a Faculty Administration Officer.

6.0 ID Sessions/Appointments

Bulk ID photo sessions will be conducted at the beginning of each semester and a timetable published.

Ongoing ID sessions are available, outside bulk enrolment periods; however it is the responsibility of the student to attend any scheduled ID session.

Faculty Administration Officers, International Student Support and Apprentice Allocation Officers are required to negotiate specific schedules for other ID photo sessions as required.

Alternative sessions may be possible for those students who work and cannot attend a scheduled session. Student Administration Team Leaders will organise an appropriate sitting.

7.0 ELICOS

The ELICOS ID card will be issued with no charge to the student; however, any replacement of lost, stolen or damaged cards will be paid for by the student.

ELICOS Administration Officers will issue ELICOS students with a non-concession ID Voucher with an expiry date.

8.0 Study Tour

Study Tour students will receive an ID card if their program runs for 4 weeks or longer. These will be issued at no cost to the student. Lost, stolen or damaged cards will be reprinted at a replacement cost.

These ID cards will reflect a non-concession status with an expiry date.