

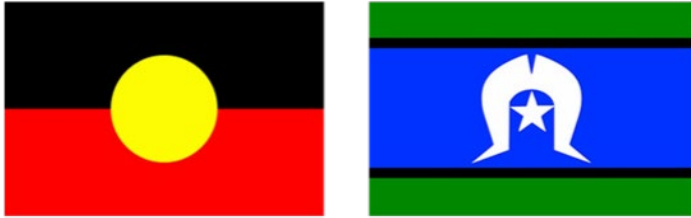
Student Services and Amenities Fee (SSAF)

2023 Allocation Report

June 2024
Version 1.0

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Acknowledgement of Country



Victoria University acknowledges, recognises and respects the Ancestors, Elders and families of the Bunurong/Boonwurrung, Wadawurrung and Wurundjeri/Woiwurrung of the Kulin who are the traditional owners of University land in Victoria, the Gadigal and Guring-gai of the Eora Nation who are the traditional owners of University land in Sydney, and the Yulara/YUgarapul people and Turrbal people living in Meanjin (Brisbane).

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Introduction

The Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 require higher education providers to provide a publicly available report on student services and amenities fee (SSAF) allocations and actual expenditure for the year as part of their annual reporting and in the form approved by the Minister. This SSAF Allocation Report is the form approved by the Minister.

Additional reporting was introduced to allow for greater transparency and consistency in SSAF allocations and expenditure.

Please note, the information provided in this SSAF Allocation Report does **not** require auditing by a financial accountant. The SSAF expenditure reporting remains unchanged, more information can be found in the [Financial Statements Guidelines](#) for-Table A and B providers, and in the [Financial Viability Instructions: Applicants and Providers of FEE-HELP \(FVI\)](#) for all other approved providers.

SSAF Consultation

Victoria University Governance Framework

The Student Services and Amenities Fees are charged strictly in accordance with the Higher Education Support Act 2003 and the Administration Guidelines made under the Act.

Revenue from the fee is spent strictly in accordance with the Act and only on services and amenities allowable under the guidelines.

The SSAF fee is managed by VU's Student Services and Administration Portfolio, led by the Chief Student Officer who oversees the governance and management of the fee.

SSAF Consultative Committee

The SSAF Consultative Committee is part of Victoria University's committee framework. The Committee consists of five student representatives and five professional staff representatives. The core function of the Committee is to provide feedback and a point of consultation for the annual schedule of funded activities that benefit students. The Committee also has responsibility to champion and communicate the benefits of SSAF to students, assist with SSAF grant panels, report against funded activities (if recipients), assist with governance oversight, provide feedback on SSAF priorities and assist with continuous improvement activities.

The SSAF Consultative Committee ensures the continuous improvement of SSAF funded service provisions to students. Individual Committee members and funding recipients are required to act within the compliance requirements of legislative frameworks related to SSAF and VU activities. The Committee aims to provide transparent communications to students around the use of their SSAF funds, ensuring the fund allocation and expenditure is open and transparent and is aligned with the strategic goals of VU.

The purpose of the SSAF Consultative Committee is to:

- Ensure the use of the SSAF is in accordance with the legislation and is aligned with funding criteria, as well as VU priorities;
- Provide feedback on the priorities of monies for future funding;
- Provide approval for the allocation of SSAF Grant initiatives;
- Ensure the use of SSAF funds remains focused on improving the student experience and delivers benefits to students, in-line with their expectations.

VU provides a range of consultation points for our students to provide input and feedback on how they want their SSAF spent.

VU has an annual schedule of consultation activities where students have the opportunity to voice their opinions on SSAF and where their SSAF fees should be spent. Consultation occurs via online feedback forms, surveys, at campus events, student led events, Student Representative Organisations and via the SSAF Consultative Committee.

The SSAF Consultative Committee representatives attend meetings scheduled for a minimum of twice yearly. Student members of the Committee are provided with a clear oversight into the proposed spending of SSAF and contribute their ideas on where they believe SSAF should be spent. All members ratify decisions and approve the annual grant release.

2023 SSAF Priorities, Grants and Benefits to Students

Victoria University (VU) allocates SSAF funds and grants each year to ensure some fixed funds as well as offering access to short-term funds to pilot initiatives and/or meet a short-term need. This approach accommodates need and demand and allows for greater flexibility in the delivery of SSAF funded student services and activities.

In 2023 the VU model was centrally governed by the SSAF Consultative Committee and managed and administered by the Department of the Chief Student Officer on behalf of VU. Funds allocation included the following:

- Base allocation funding for all services currently approved for SSAF; the amount related to activity /service-based costings (the allocation and funding are reviewed annually via Funding Applications and in-line with University budget forecasts and business planning);
- An allocation for student experience initiative grants;
- Funding to support student representative organisations; and
- Contingency for unexpected growth in usage and/or emerging needs allocation for services not currently funded by SSAF.

The review of applications for funding and grants each year takes into consideration feedback from students. Feedback is gathered through data collection, engagement and consultation, as well as feedback from the University community, and is used to ascertain funds allocation priorities each year.

VU used the following principles for the allocation of SSAF funds in 2023:

1. Comply with the Student Services, Amenities, Representation and Advocacy Guidelines;

2. Be informed by students (data driven) and deliver funds where priorities are identified by students;
3. Continuously improve service provision to students in the areas specified by the Higher Education Support Act 2003;
4. Ensure internal financial controls, management accounting, efficiency and effectiveness; and
5. Align funds allocation and expenditure with VU's strategic plan and allowable funding categories.

In 2023, total SSAF revenue of \$5,870,442 was forecast at 1 January with the full schedule of priorities estimated to be funded at a significantly higher amount (to be operationally funded by VU). Actual revenue as at 31 December 2023 was \$5,333,578 actual spend in SSAF priorities and grants totalled \$5,356,332.

SSAF Achievements

Student Life and Leadership

Throughout the year, Student Life and Leadership delivered 485 activities with 26,844 attendees. All activities are accessible to all VU Melbourne students, with our Leadership online activities also available to VU Sydney and Brisbane students.

In 2023, activities included:

- 110 Orientation sessions and 20 O-Fest events across six campuses, with 5,309 students attending Orientation and 8,925 participating in social programs.
- 32 student engagement events, including Cultural Diversity Week, People Place & Planet Festival, Student Sounds, R U OK? Day, and Mental Health Week, fostering connections and a sense of belonging.
- VUs Clubs Palooza event across three campuses, resulting in 12 new clubs affiliating this year, bringing the total to 29 VU Clubs.
- 113 equipment bookings for student clubs and events, with a total of 3,676 items hired.
- 2023 Student Leadership Conference with 79 students and 13 staff, focusing on 'Human-Centered Leadership'.
- In-person Student Leadership Awards ceremony with 120 guests and 13 awards presented from 94 submissions.
- 34 leadership workshops with 821 students, plus 7 "Leadership Snacks" attended by 283 students.
- Partnership with SecondBite, providing 1,808 students with approximately 9,000 free, healthy frozen meals to combat food insecurity.
- 201 VU VOLLIES, contributed 2,730 hours of volunteering.
- V4U Day, with 293 volunteers completing 22 projects for 21 community partners across Melbourne's western suburbs.

VU Employ and Careers Services

SSAF supports the work of qualified and experienced Careers Counsellors and Consultants who work across multiple domains to provide high quality student career and employability services in a range of settings. These include individual consultations, resume and interview

reviews and preparation, group workshops, digital and remote programs. The VU Employ team also works on a range of projects and events specifically designed to support job readiness, professional networks and graduate career outcomes. Services provided to xxx of students in 2023 include:

- VU Employ Hybrid Drop-in-Service. 1010 students attended either a face to face or online drop-in service. In addition to face-to-face services offered at Footscray Park and City Tower campuses, a dedicated Moondani Balluk service runs fortnightly for our First Nations students. Popular topics include Job Application Reviews and Career Tips.
- Career Consultations with qualified career practitioners are available by appointment 5 days a week. 324 students took advantage of this service in 2023.
- Careers Toolkit/Abintegro, a curated and tailored suite of online career resources from Abintegro, including Resume360, CareerPulse and practice aptitude tests are popular with 3850 students utilising these tools.
- 1:1 Employability Consultation appointments provide students with support writing real time job applications. 155 students attended these sessions.
- Career Workshops offering career development covered topics such as career planning; starting your own business; aligning your values for career success. 49 sessions were help with 544 students attending.
- International Student Job Clubs offering informal and interactive small group support sessions and job finding session were attended by 43 students.
- Employer Events ran including topics on Queer at Work, Industry Insights: Careers in Education (Online) 2023 and Industry Insights Business Careers. 6 events, with 256 students attending.
- Career Ready Award - VU's Employability Award Program. A structured and supported journey through different career development activities, which students can add to their VU Extra transcript. 918 students registered, with 466 turning up to the event.
- Specialist VUBS Career Ready Award is tailored for Bachelor of Business students. 511 students attended.
- Career Hubs Jobs Board saw 2418 jobs posted by 978 new employers, and 8536 unique views were recorded.
- Department/cohort-specific sessions - tailored careers support sessions designed and delivered at the request of different departments for specific cohorts of students, including Osteopathy, Psychology and Diploma of Nursing. 18 sessions were held with a strong attendance of 579 students.
- VU Employ Collaborate Space, VUs dedicated learning space for career resources, links to events and other support. 8614 students engaged with this space.
- GradWISE and VU Employ have partnered to provide enhanced careers and employability support for students living with a disability, illness or injury to improve employment opportunities. 52 appointments were facilitated.

Student Welfare and Advocacy Services

The Student Wellbeing and Counselling team have consolidated existing programs for student supports and driven the creation of new programs to give our students a best-practice experience. The service received 623 unique new student intakes in 2023.

- Each counselling staff-member continues to provide five individual sessions to students per day, with a choice of face-to-face, online or telephone for flexibility and accessibility.
- Monthly LGBTQIA+ student wellbeing working group sessions were facilitated at Pride rooms on Footscray Park and Footscray Nicholson campuses.
- The Student Mental Health Plan 2022-2024 convened three working groups – Community Development, Learning and Collaboration and Support and Services, to implement actions across the plan.
- The Victoria University Mental Health Support Line was introduced - an out-of-hours crisis support and suicide prevention service that is available to students after business hours. This is run in partnership with Lifeline. The service is available via text or phone.

Student Advocacy

Student Advocacy provides advice, support, representation and assistance to VU students on academic misconduct, general misconduct, progress, assessment results, complaint resolution, remission of debt and student appeals. The team adopt a 'preventative advocacy' approach, by working in collaboration with staff, to reduce the likelihood of issues escalating to a formal issue. In 2023, Student Advocacy joined a sector advocacy network to stay informed about current and emerging issues, benchmark and to share best practice.

Student Accessibility

In 2023, the Student Accessibility team implementing the new Q-Sen (quiet and sensory) rooms. These were co-designed with neuro-divergent students and input from Aspect, VU's flipped campus partner.

Student Welfare

Student Welfare delivered welfare, housing support, Centrelink, emergency support, family violence referral life-skills and financial support to VU Students virtually and across the Footscray Park, City Tower, and Footscray Nicholson campuses. In 2023, Student Welfare:

- Delivered the Hardship Laptops program in collaboration with Library Services. Student Welfare secured additional funding from partner, Medibank to add 18 laptops to the program.
- Established a new Crisis Accommodation program for international students, which provides short-term stays to students experiencing unforeseeable circumstances such as domestic violence or homelessness.
- Produced the 'Student Housing Guide' – containing tips, checklists and information about housing options, checklists and rights.
- Delivered a free 'Tax Help Service' in collaboration with an ATO trained volunteer.

VU Student Union and VU Postgraduate Association

In 2023, VUSU and VUPA significantly enhanced student life through various activities, events, and support services, focusing on community, skill development, cultural awareness, and mental health.

VUSU Activities and Programs:

- **Social Events:** Hosted the Annual Ball Night and participated in student welcome events.
- **Skill Development:** Conducted RSA, First Aid, and Mental Health First Aid classes, and provided Auslan and yoga/mindfulness sessions.
- **Community Building:** Organised Queernival, Holi festival, and Eid celebrations, continued the food pantry initiative, and distributed care packages and hampers.
- **Support Services:** Supported transmasculine students with binders and improved mental health awareness through workshops. Managed the university Pride Rooms and Women's Rooms.
- **Publications and Communications:** Published HYDE magazine.

VUPA Activities and Programs:

- **Skill Development:** Offered NVivo workshops, Barista Master Classes, and cocktail making classes. Provided administrative stipends for club officers.
- **Cultural Awareness and Inclusion:** Hosted the Cultural Awareness Peace Meal, Thai Cooking Class, Dragon Boat workshops, and organized a Puffing Billy tour.
- **Health and Wellbeing:** Promoted mental health with the Melbourne Marathon, World Mental Health Day, and provided mindfulness workshops and care packages.
- **Social and Networking:** Held the Annual High Tea at Parliament House and social events like the Spring Picnic and Winter Spritz Cocktail Class.

VUSU and VUPA promoted diversity, inclusion, and community building through activities catering to both undergraduate and postgraduate students. They enhanced employability skills through training and workshops, supported mental health with targeted programs, and fostered cultural awareness through celebrations and activities. They also provided essential support services, including food pantries and care packages. Overall, VUSU and VUPA significantly enriched the student experience at Victoria University in 2023.

Student Sport and Health Services

- Sport clubs encourage social, instructional and competitive sport club participation opportunities, club exec support, affiliation/reaffiliation, training and competition, leadership development, University and community connection. Over x 1200 engagements for this for the year.
- Club and facility hire for teams and student events, cohort specific and elite athletes
- 1,010 Hours of Student and Club Hire
- Elite Athlete Program Ongoing student athlete consultations/induction. Assistance, interventions, advocacy, support and advice for EAP students including admissions, enrolment, timetabling, flexible assessment support and facilitation of VU fitness centre access for training. VU representation as part of AIS Elite Athlete Education Network. 106 total student elite athletes on register and supported.
- Future student engagement, 13 future student applications for ATAR adjustment for 2024 VU course applications, assessed and processed with Admissions office.
- 70,177 student physical fitness engagements
- Sport Awards
- Hosted the 20th Victoria University Sport Awards. Nominations and committee process carried out. with 19 individual blues awarded (students) for outstanding sporting performance

- 5 team services awards (students) for volunteer service to teams and clubs including team management
- Sport Awards Night held at VU City Tower with 90 guests attending including students, parent, clubs and university staff including VC and DVC
- 4 elite-student athletes nominated as Sports Person on the Year / 2 awarded. Leon Sejranovski and Aoife Coughlan also Leon S Rising Star Award (First year)
- Representative Team of the Year - Football (soccer) men (10 students) national silver medallists.
- Jacinta Carroll Academic and Sporting Excellence Award - Liam Cashin.
- Hall of Fame Inductee Ellen Steele (OAM) Swimming -VU TAFE and HE alum
- EAP Crowdfunding campaign collaboration with VU Advancement (Dec) facilitated athlete profiles, interviews and testimonials.
- VU Moves App developed
- 950+ Total VU Moves App Downloads
- Sport Facility On-campus Programs
- Programs ongoing for Virtual TT and GX
- 89 VTT and f GX Virtual Fitness Engagements
- Lunchtime Sport On-Campus, Social Sport
- Lunchtime Sport, some reduction across campuses including Sunshine with staffing and campus activity; Footscray Nicholson Campus - 12 x sessions (120 students); Footscray Park Campus - 12 x sessions (60 students); St Albans Campus - 12 x sessions (65); Sports including Basketball, Netball, Futsal, Volleyball, Badminton, Table Tennis, Soccer Engagement: Lacrosse Together Program 4 x social and inclusion sessions held at Footscray Park as part of Social sport delivery with Lacrosse Victoria and VU team took part in Lacrosse Together Cup organised by the LGBTQIA+ community (12 students) Total 257 students
- 3000+ Social Sport attendances
- Western Futures: A support program for young people with disabilities. The program runs Certificate 1 in Transition Education and offers scaffolded learning opportunities. 63 student participants 9 x facilitated social sports sessions delivered
- ESports - Gaming (ongoing)
- Worked with ITS to establish L007 FP as student gaming space for esports; Configuration of computers, PlayStation, etc
- Post COVID-19 support and advisory services (esp. vaccine related, including flu) - via group presentation and 1 to 1, drop-in sessions established. Program covers:
- Information and FAQ, criteria, media misinformation, terminology and vaccination bookings; Increase in student vaccination uptake; GP/ Dental links and information; HostPlus concerns
- Orientation and Events support provided:
 - Heart week - 3 campuses and People Place and Planet - 4 campuses
- Health advisory services - face to face or online. Program covers: 15 case types; Health and Wellbeing Checks – FP; General, mental and sexual health; OHS and chronic health issues; OSHC, international student issues, fees and immunisations

- Specific cohort presentations delivered including; VCE VM cohort, Werribee Western Melbourne English Program, Respect and Responsibility Program, Respect and Empathy Week, VU Professional Staff Festival, VU International Office, Living Works - Train the trainer, safeTALK, Student Life, Advisory and Wellbeing, VU UniLodge, EAL x4, VU Poly, C Health and Bio, CSES.
- Digital promotion and health links:
COVID-19 web resource developed in collaboration with Student Services; Health Advice web and links to Health Practitioners updated
- Education Programs
- PFA - 1,116 participants; Applied Suicide Intervention Skills Training (ASIST) and suicide alertness for everyone (safeTALK) - content preparation - program delivery. Delivery on 2 campuses.
- 600+ health related engagements; 100+ Health education participants

Student Success and Support Programs

In 2023, Student Advisory & HQ Services provided advice to students on institutional matters and personalised support

- 1:1 consultation and Academic Action Plans to support students through VU's Academic Progress programs.
- 1:1 consultation, reflection and referral to support students, ensuring they are as supported as possible from the beginning of their studies develop skills for study and lay the foundations for study success via the Success Planning advisory program and online services
- Supported students through the transition into their second year of study via the second Year Advising Program.
- Tailored and ongoing support to international students through a series of workshops with International Student Advisors to support transition and study success
- 1:1 consultations and case management for international students with International Student Advisers These sessions included support with transition to a new country, welfare support and support to under 18-year-old international students with welfare support and arrangements.
- Provided pre-recorded information to assist students in advance of their online orientation program and to provide support tools for the commencement of their studies.
- Assisted international students with accommodation matters and their financial affairs in collaboration with partners and families.
- Supported students with their orientation to VU and the VU Polytechnic. –
- Supported students with opportunities for students- as-staff employment opportunities at VU.

SSAF Revenue Summary

	2023 Allocation	2023 Actual
SSAF Revenue	\$5,647,722	\$5,296,332
SSAF Revenue carried forward from 2022	0	0
Total SSAF funds available for 2023	\$5,647,722	\$5,333,578
SSAF revenue carried over into 2024	\$586,383	\$586,383

SSAF Charge Summary

The Student Services and Amenities fee charged to students must not be above the maximum fee for a calendar year. The maximum SSAF is indexed annually as required by the Higher Education Support Act 2003. In 2023 the maximum SSAF was \$326.

Student Cohort	2023 SSAF charged amount	Number of students charged in 2023
Higher Education Full Time (>0.75 EFTSL)	\$326	12,767
Higher Education Part Time (<0.75 EFTSL)	\$163	1,429
VET full time and part time (no concession)	\$163	5,708
VET concession student	\$97.80	1,262
VET off campus, via Industry training, or at Geelong and Werribee East locations	\$48.90	1,017
TOTAL		22,183

SSAF Allocation Summary

Subsection 19-38(4) of the Higher Education Support Act 2003 (the Act) provides a list of 19 allowable expenditure items which higher education providers may allocate and spend SSAF revenue on.

Key Area	2023 Total Allocation	2023 Total Actual Spend	Online Service Y/N	Estimated Number of students accessing service
Clubs and other associations				
• Academic	\$6,000	\$3,309	N	400
• Cultural	\$4,000	\$3,300	N	269
• Internal Political				
• Community Focused	\$4000	\$3,341	N	310
• Sporting				
• Other	\$46,000	\$63,325	N	2,168
VU Employ and Career Services	\$692,682	\$543,095	Y	5725
Legal Aid	0	0	0	0
Other Student Amenities	\$35,262	\$35,262	N	
Student Life and Leadership	\$1,605,319	\$1,528,992	N	24,676
Student Counselling	\$1,410,926	\$949,255	Y	1867
Student Welfare	\$407,552	\$368,452		
Student Advocacy	\$213,760	\$197,927	Y	5651
Student Sport and Health Services	\$328,850	\$678,950	Y	1000
Student Success and Support Programs	\$291,379	\$370,158	No	6702
Students as Partners	\$20,000	\$3,403	N	20
Student Experience Initiative Grants	\$40,000	\$59,481	N	600

Organisations, bodies or third-party providers that received SSAF funding in 2023

Organisation Name	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
Victoria University Student Union Inc (disperses funds from their SSAF	ABN 63161502854	Key Area 4(c) (e) (n)(q)(r)(s)	\$471,992	8.4%

funding allocation to Student Clubs & the International Student Association)				
Victoria University Postgraduate Students Association Inc	ABN 55663362625	Key Area 4(c) (e) (n)(q)(r)(s)	\$50,108	1.0%

Declaration by Person of Authority

I, Michelle Gillespie, Chief Students Officer of Victoria University, declare that the information provided in this Student Services and Amenities Fee (SSAF) Allocation Report is to the best of my knowledge true, complete and correct.

Signature of Person making Declaration



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Full name of Person making Declaration

Michelle Gillespie

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Position of Person making Declaration

Chief Students Officer

.....

Date: 28/06/24