

Victoria University

Student Services and Amenities Fee (SSAF)

2022 Allocation Report

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 Students Portfolio, led by the Deputy Vice-Chancellor People and Organisation 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.

2022 SSAF Priorities, Grants & 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 2022 the VU model was centrally governed by the SSAF Consultative Committee and managed and administered by Student Services 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 2022:

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 2022, total SSAF revenue of **\$5,463,827** 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 2022 was **\$5,485,515**, actual spend in SSAF priorities and grants totaled **\$4,900,865**.

SSAF Achievements

Student Life and Leadership:

- Delivered a series of 38 cultural, equity and wellbeing themed events across the year that supported students building connections, reinforced a sense of belonging and enhanced the student on campus experience. These included Wear it Purple Day, IDAHOBIT Day, Cultural Diversity week, twilight cinema screenings, Mental Health week, R U OK? Day and our annual Wellness Fair.
- In partnership with SecondBite, Student Life and Leadership continued the "Free Meals for VU Students" foodbank. This service offered free, healthy, frozen meals that were collected by VU students. The service was staffed by VU student volunteers who distributed the meals to students and linked them with other VU support services.
- Delivered 18 LEAD (VU's flagship student leadership program) workshops facilitated by Students as Staff Lead Facilitators with 235 students participating in the workshops throughout the year. The cohort attendance was made of 60% undergraduate, 32% postgraduate, 5% VU Polytechnic, 2% VU Online and 1% Study Abroad students. In addition, 8 'Leadership Snacks' (1 hour bite-sized introductions to a leadership topic) were attended by 175 students.
- Planned and implemented events for International Students; International Orientation sessions; Pre-arrival communications including Airport reception services; Big Beach Day Out; Late-Arrival support; International Hosts program.
- Funded and supported club-run events, Clubs-Fest, training for club executives (e.g. Finance training for Treasurers, First-Aid, Food Handling, RSA), networking and skill sharing sessions with peers and VU Colleges/departments., provided; advice, support and approval for affiliation/re-affiliation process.

VU Employ and Careers Services:

- Provided qualified and specialist advice and information on career planning, preparation for job interviews, personal branding, job search, resumes, industry trends and career development. Staff provided 1:1 appointments and drop-in services.
- Designed and delivered tailored career support sessions to specific cohorts of students.
- Partnered with GradWISE to provide enhanced careers and employability support for students living with a disability, illness or injury to improve employment opportunities.
- Provided a series of career workshops for students to develop skills in career planning, starting a business and aligning values for career success.
- Delivered a career expo event in partnership with the College of Engineering and Science to promote career insights, opportunities and mentoring circles to completing students.

Student Welfare & Advocacy Services:

- Provided case management for welfare and life skills support and development.
- Provided financial aid and assistance to students struggling to meet the increased costs of living expenses
- Delivered student workshops to all cohorts –covering transition, money management, housing and financial literacy.
- Delivered tax help program - free tax assessment preparation service online.
- Produced a range of print and digital content to provide information on services to students including the 2022 Housing Guide.
- Provided VU's Housing database service.
- Provided wellbeing and welfare workshops for International students.
- Delivered Advocacy Services to support students with University matters and access to information and advice on their rights.

Student Counselling:

- Provided professional Counselling services to assist students in their personal and social development including; overcoming challenges such as transition, uncertainty about the future, personal and family matters, study problems and psychological issues that may hinder their participation or performance in educational activities. Sessions were delivered via face to face, telephone and video appointments providing students choice of access.
- Provided one on one confidential counselling to students in all cohorts.
- Engaged external providers to provide additional wellbeing advice and support services to students. These included:
 - o WestCASA – providing confidential sexual assault and family violence counselling
 - o Westjustice – providing free and confidential one-on-one legal advice
- Continued to deliver a series of webinars for students that promoted positive mental health and wellbeing and normalised help seeking behaviour.
- Delivered SAFETALK and ASIST training to students.
- Collaborated with EAL teachers and TAFE Student Support workers to develop mental health and wellbeing workshops to Victoria University Polytechnic students.

- Delivered Mental Health First Aid training programs on a monthly basis for students.

Victoria University Student Union and Victoria University Postgraduate Association:

The Victoria University Student Union (VUSU) and the Victoria University Postgraduate Association (VUPA) are incorporated bodies funded by SSAF via legally binding contracts, They reported the following benefits to students for the 2022 year:

- Orientation activities promote awareness of VUSU to new students. VUSU was represented at every campus in 2022 and attended all student welcomes throughout the year.
- VUSU and VUPA provide representation for all students at VU and enhance the student experience at the University via social events and activities, campaigns, up-skilling and student advocacy on matters raised by students and identified by elected student representatives.
- Supported by VUSU the International Students Association (ISA) organised and participated in events including International student orientation sessions.
- HYDE magazine, the VUSU publication, published twice throughout 2022 featuring articles and artwork created by Victoria University students.
- Administered the education support fund for students who may be struggling to afford technology or other items needed to support them to succeed in their studies.
- VUSU funded and supported events & campaigns, including the Queernival, online Queer workshops for queer students and their allies VUSU Hangs on every campus, subsidised, RSA and First Aid training.
- VUSU provided initial funding for one year for the WestCASA sexual assault and family violence counsellor.
- VUSU funded a six week Auslan course for students to upskill and recognize accessibility issues within education and daily life.
- Provided accessible essential goods and pantry items on campuses for students who may not have been able to afford or access goods due to financial or cultural reasons
- VU Postgraduate Association (VUPA) organised events for postgraduate students including industry and social networking events
- VUSU and VUPA offered leadership opportunities for student representatives and innovative student-led programs and activities.
- VUSU and VUPA both provided care packages to students studying remotely to ensure that they were able to continue to thrive in their studies

Student Sport and Health Services:

- Student Sport and Health Services support representative, club and campus sport programs to enhance the student experience. In 2022 the portfolio continued regular VU eSports student group engaging students in regular friendly games.
- Supported, engaged and promoted specific seasonal clubs including; VU Western Spurs, VU Netball, VU Volleyball, and VU Lacrosse.
- Delivered a calendar of VU Sport and Health programs as indicated in the VU Sport and Health Handbook 2022.
- Promoted Virtual Team Training and Group Exercise programs with over 700 student engagements.

- Delivered the 19th VU Sport Awards at the new VU City campus.
- Developed and released the VU Moves app provisioning 'live' and on-demand fitness programs.
- Delivered a series of on-campus social and lunchtime sport activities, including specific sessions for "Western Futures" – a support program for young people with a disability.
- Sport club presence at campus Orientation Festival events and series of come and try events.
- Provided access to VU sport fitness facilities at subsidised rates. Free access to multi-sport courts at times outside of bookings with equipment loan.
- Delivered a suite of health advisory services covering topics including general, mental and sexual health, immunisations' and chronic health issues.
- Provided post COVID-19 support and advisory services via group and 1:1 sessions on topics relating to vaccine misinformation, terminology and vaccination bookings to promote and support student vaccination uptake.
- Provided training and support for volunteer student sport team managers and coaches including incident management training and workshops, mentoring and networking events.
- Elite Athlete Program (EAP). Provided ongoing student athlete inductions and consultations, advice and support for EAP students with 103 EAP students being supported throughout the year

Student Success & Support Programs:

- Student Advisory Services provided advice to students on institutional matters and personalised support and one-to-one consultation for VU's Academic Progress and Success programs.
- Provided ongoing support to international students through a series of workshops with International Student Advisors.
- International Student Advisers conducted 2,166 case management sessions with 660 unique international students. 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 students with accommodation matters and their financial affairs.
- Supported students to 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.
- Supported students with their orientation to VU and the VU Polytechnic.
- Supported students with advice on careers and students- as-staff employment opportunities at VU.

SSAF Revenue Summary

	2022 Allocation \$	2022 Actual \$
SSAF Revenue	\$5,463,827	\$5,485,515
SSAF revenue carried forward from [insert previous reported year]	\$0.00	\$0.00
Total SSAF funds available for [insert reported year]	\$5,463,827	\$5,485,515
SSAF revenue carried over into [insert next reporting year]	\$0.00	\$0.00

¹ Allocation refers to the SSAF funds expected to be received in the reported year (i.e., budgeted SSAF revenue).

SSAF Charge Summary

The student services and amenities fee (SSAF) 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 2022 the maximum SSAF was \$315.00.

Student Status	[Insert reported year] SSAF charged \$ ²	Number of students charged in [Insert reported year] ³
Higher Education Full-time ¹ (> 0.75 EFTSL)	\$315.00	8,999
Higher Education Part-time ¹ (< 0.75 EFTSL)	\$157.50	3,628
Full time Higher Education Short Course Student	\$157.50	0
Part time Higher Education Short Course Student	\$78.75	2,309
VET Full time and part time (government-funded students with no concession, studying more than 60 hours per year):	\$157.50	5,668
VET Concession Rate	\$94.50	1,328
VET Studying off campus, via Industry training, or at Geelong and Werribee East locations	\$47.25	427
		Total: 22,359

¹ Note: As per Part 2 of the *Higher Education Support (Administration) Guidelines 2022* (Administration Guidelines), students studying on a part-time basis must not be charged more than 75 per cent of the maximum SSAF that a higher education provider determines for students studying on a full-time basis. The term “part-time basis” means a study load of less than 75 per cent of the normal full-time student load for the period to which the fee relates. As per part 7 of the Administration Guidelines, the normal EFTSL value for a full-time student studying over a period of one year is 1.0.

² Note: As per Part 2 of the Administration Guidelines, a higher education provider may choose to determine a different SSAF for particular categories of persons, including a zero amount.

³ Note: Students are categorised as full-time or part-time students based on the total EFTSL value of the units of study they undertook in 2022. For example, a student undertook a full-time study load in Semester 1 which was equal to 0.5 EFTSL and undertook a part-time study load in Semester 2 which was equal to 0.375 EFTSL. This student would be categorised as a full-time student in [insert reported year] as the total EFTSL they undertook in [insert reported year] was equal to 0.875.

Student Status	[Insert reported year] SSAF charged \$ ²	Approx. number of SSAF students remote learning [Insert reported year] ⁴
Remote learning/Online only	\$0.00	0

⁴ Note: The Department understands that not all higher education providers capture mode of study in their information systems and many students undertake a mixed mode of study such as face-to-face and remote learning. The data provided above is for students who undertook remote learning for 100% of their units of study.

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.

Please note, under subsection 19-38 of the Act, SSAF revenue must not be spent to support a political party or the election of a person as a member of the legislature of the Commonwealth, State or a Territory, or a local government body.

Key Area	[Year] Total Allocation \$	[Year] Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Clubs or other associations				
a. Academic	\$7500	\$1810	No	1038
b. Cultural	\$2500	\$3799	No	231
c. Internal Political	\$287	\$287	No	23
d. Community Focused	\$4000	\$885	No	596
e. Sporting	\$500	\$0	No	77
f. Other –				
f.i affiliation funding	\$14,500	\$7,185	No	730
f.ii club membership merchandise	\$5,420	\$307.70		
2. VU Employ and Careers Services	\$569,232	\$544,352	Yes	5631
3. Legal aid	\$0.00	\$0.00		
4. Other student amenities	\$34,236	\$34,236	No	73
5.I Student Life & Leadership	\$1,619,326	\$1,456,429	No	2725
5.II Student Counselling	\$1,260,057	\$860,490	Yes	1134
5.III Student Welfare	\$414,733	\$418,988	Yes	588
5.IV Student Advocacy	\$207,323	\$207,895	Yes	818

5.V Student Sport & Health Services	\$297,900	\$301,552	Yes	9636
5.VI Student Success and Support Programs	\$627,804	\$575,756	No	3641
5.VII Students as Partners	\$20,000	\$22,664	No	20
5.VIII Student Experience Initiative Grants	\$40,000	\$25,786	No	614

Organisations, bodies or third-party providers that received SSAF funding in 2022

Organisation Name ¹	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 funding allocation to Student Clubs & the International Student Association)	ABN 63161502854	Key Area 4(c) (e) (n)(q)(r)(s)	\$468,979	8.5%
Victoria University Post-Graduate Students Association Inc	ABN 55663362625	Key Area 4(c) (e) (n)(q)(r)(s)	\$70,000	1.2%

¹ Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed above.

Declaration by Person of Authority

I, Peter Radoll, Deputy Vice-Chancellor People and Organisation 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.

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Signature of Person making Declaration



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Full name of Person making Declaration

Peter Radoll

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Position of Person making Declaration

Deputy Vice-Chancellor People and Organisation

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Date: 21 June 2023