

# Holmesglen Institute

## Student Services and Amenities Fee (SSAF)

### 2024 Allocation Report

## Introduction

The *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022* (SSARA Guidelines) 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.

The information provided in this *SSAF Allocation Report* does **not** require auditing by a financial accountant. The SSAF expenditure reporting is a separate process and 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 and Achievements

In 2023, all Higher Education students were given the opportunity to provide feedback on the allocation of 2024 SSAF expenditure via the Higher Education Course Experience Survey.

Students were asked to rank 8 priority areas in order of importance. Respondents ranked the priority areas in order of importance as follows:

1. Health and wellbeing related activities and services (70% of students ranked this in the top three priority areas)
2. Student clubs and societies (67% of students ranked this in the top three priority areas)
3. Leadership and professional development opportunities (54% of students ranked this in the top three priority areas)
4. Job and career support services and resources (53% of students ranked this in the top three priority areas)
5. Campus activities (50% of students ranked this in the top three priority areas)
6. Grants for student-led projects that benefit the student community (40% of students ranked this in the top three priority areas)
7. Holmesglen merchandise i.e. branded clothing (27% of students ranked this in the top three priority areas)
8. Other - please specify (0% of students chose this option with no other options specified)

Students were also asked questions relating to their awareness of the SSAF and how it is spent at Holmesglen. The results indicated that:

- 42% of respondents had no awareness to very little awareness of the SSAF
- 73% of respondents were not at all aware or had very little awareness of the services and amenities funded through the SSAF
- 55% of respondents said they did not value or valued very little being able to participate in services and activities funded through the SSAF
- 44% of respondents said they were not confident at all or had very little confidence that the SSAF funds were being spent well

The four responses above indicate more work needs to be done to raise awareness of the value of the SSAF and the services and activities that it funds. Strengthening Holmesglen's Student Association as part of our transition plan to comply with Section 19-39 of the Higher Education Support Act 2023 and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 will go towards addressing this. Other strategies to promote the SSAF and services that it funds are under development.

In addition to the Higher Education Course Experience Survey, Holmesglen's Student Representative Council (SRC) provide feedback to the Student Life team, Chief Executive and Holmesglen Board regarding issues and services that are important to them.

Minutes from SRC meetings indicated that students value:

- Health and wellbeing related services and activities
- Diversity and inclusion related initiatives and campus activities
- Digital orientation materials that can be referred to at the student's own pace post-orientation

SSAF continues to be spent on resourcing our student support and wellbeing services, including personal counselling, welfare and disability support services. In addition, our Student Life team provide a range of on campus and off campus recreational activities and activities that promote health, wellbeing and diversity and inclusion.

Some of the initiatives and activities supported by the SSAF and delivered by the Student Life team in collaboration with students and other Institute staff include:

#### **Clubs or other associations**

- Holmesglen's indoor soccer team, the Holmesglen Sharks, where higher education students participated in indoor soccer against other education providers. While this club was enjoyed by higher education students, due to low participation rates, this is currently under review.
- Holmesglen's [Pride Network](#), a community of students and staff who help shape the culture, activity and communication relating to pride initiatives and strategies at the Institute. The network strives to foster acceptance, celebrate diversity, and promote a sense of belonging among LGBTIQ+ staff and students and their allies.
- The Nursing Student Representative Committee received funding towards celebrating International Nurses Day.

#### **Campus activities including "O" Week and recognition of other cultural and significant days**

- Womnjeka or "O" week was delivered across all of Holmesglen's campuses in Semesters 1 & 2. Activities included promotion of support and wellbeing services and clubs such as the Pride Network, giveaways, a wellbeing day and study support sessions.
- Celebration of cultural and other significant days such as:
  - ANZAC Day
  - IDAHOBIT
  - Midsumma Festival
  - Multicultural week
  - NAIDOC Week
  - R U OK?

- Respect and Equality in TAFE
- Wear It Purple Day
- Promotion of International Women's Day student awards and scholarships
- Catering for on campus events

### **Professional development opportunities for students**

- Students in our Bachelor of Sports Media had the opportunity to participate in a Commentary Mentoring Program with Brett Phillips, Australia's leading tennis expert, commentator and host. The program consisted of four 1:1 mentoring sessions covering the art of commentary and the opportunity to commentate a game.

### **Subsidised student trips**

Students were able to participate in a range of subsidised trips, including:

- Holmesglen at Eildon
- Peninsula Hot Springs
- Mt Buller Snow Trip
- Dreamtime at the 'G'

Although funding allocated for employment and careers services was spent on other allowable expenses, students still had access to a range of employment related services through the [Holmesglen Employment Centre](#), including careers counselling and through attendance at the Holmesglen Employment Centre Jobs Fair.

Although funding allocation for merchandise was spent on other allowable expenses, there was plenty of merchandise available for students through existing stock on hand and other funding sources.

All SSAF funds received were spent on allowable expenditure items.

Holmesglen has submitted a four year transition plan to meet compliance against the intent of the 2024-25 Budget measure requiring providers to allocate a minimum of 40 per cent of SSAF revenue collected to student-led organisations. The four year plan outlines the steps we will take to meet the requirements of Section 19-39 of the Higher Education Support Act 2023 and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022. The transition plan was approved the Department of Education on 23 April 2025.

In 2025, the first year of our plan will focus on:

- Strengthening the profile of the Holmesglen Student Association to work towards being a majority student led organization
- Appointing a Graduate Officer – Student Voice and Partnership to lead the Student Representative Council (SRC) – the peak body that will oversee the Holmesglen Student Association and support student voice and partnership
- Strengthening the relationship between Holmesglen’s SRC and faculty level SRCs to embed student voice at all levels
- Developing an election process for SRC members
- Developing a comprehensive suite of documents and processes including:
  - Terms of Reference for the SRC and decision making powers and duties
  - Raising awareness of the SSAF and expenditure of funds
  - Ensuring the SRC has oversight of SSAF expenditure
  - An annual reporting process for SSAF expenditure, overseen by the SRC
  - Policies and procedures for record keeping, risk management, fraud prevention and financial controls for the Student Association

### **Promotion of health and wellbeing services**

- Students participated in a range of workshops that promoted health and wellbeing and support services available. Topics included:
  - Healthy relationships, sexual harassment and consent
  - Anxiety and depression
  - Alcohol and other drugs

# SSAF Revenue Summary

	2024 Allocation \$ <sup>1</sup>	2024 Actual \$
SSAF Revenue	\$253,948.50	\$264,447
SSAF revenue carried forward from 2023	\$0	\$0
<b>Total SSAF funds available for 2024</b>	<b>\$253,948.50</b>	<b>\$264,447</b>
SSAF revenue carried over into 2025	\$0	\$0

<sup>1</sup> 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* (the Act). In 2024 the maximum SSAF was \$351.

Student Status	2024 SSAF charged \$ <sup>2</sup>	Number of students charged in 2024 <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$351	614
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$263	86
		<b>Total: 700</b>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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 [insert reported year]. 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	2024 SSAF charged \$ <sup>2</sup>	Approx. number of SSAF students remote learning 2024 <sup>4</sup>
Remote learning/Online only	0	0

<sup>4</sup> Note: The Department of Education 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

## Key areas of expenditure 2024

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 (reporting against these are mandatory)	2024 Total Allocation \$	2024 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health and wellbeing Services	\$214,748.50	\$211,448	Yes	408
2. Clubs or other associations	\$0	\$0		
a. Sporting	\$5,000	\$5,827	No	5
b. Internal student politics	\$0	\$0		
c. Gender, sexuality, ethnicity, race, or nationality-based	\$0	\$5,034	No	35
d. Areas-of-study related - Nursing	\$0	\$1,015	No	100
e. Other activities e.g. music, debate, chess	\$0	\$0		
f. Other	\$0	\$0		
3. Accommodation	\$0	\$0		
4. Employment/career services	\$2,350	\$100	No	100
5. Legal aid	\$0	\$0		

6. Support for financial affairs	\$0	\$0		
7. Other student amenities	\$0	\$0		
8. Campus activities including "O" Week and recognition of other cultural and significant days	\$15,000	\$18,394	No	140
9. Professional development opportunities for students	\$3,000	\$3,300	No	6
10. Subsidised student trips	\$7,500	\$3,712	No	5
11. Promotion of health and wellbeing services to students	\$2,350	\$5,495	Yes	65
12. Institute merchandise for students	\$4,000	\$0	No	
13. Catering – food for student activities	\$0	\$6,822	No	140
<b>Total</b>	<b>\$253,948.50</b>	<b>\$264,447</b>		

Organisations, bodies or third-party providers that received SSAF funding in 2024

1. Allocation of SSAF revenue – non-student-led organisations

Organisation Name <sup>1</sup>	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received from provider \$	% of total SSAF revenue collected by the Provider
N/A – all services were provided by Holmesglen	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$0	0%
		<b>Total SSAF provided to non student-led organisations</b>	\$0	0%

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

**2. Allocation of SSAF revenue to student led organisations – evidence of meeting requirement of 40 per cent**

Organisation Name <sup>2</sup>	Australian Business Number (ABN)	Supported Key Area	SSAF Funding Received from Provider \$	% of total revenue collected by the provider	If below 40 per cent, is there an agreed transition plan in place	Details of transition plan
N/A – transition plan in place commencing in 2025.			\$0	0%	Yes	Agreed on 23 April 2025
		<b>Total SSAF provided to student-led organisations</b>	\$0	0%		

---

<sup>2</sup> Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed.

**3. Attestation that student led organisations in receipt of a minimum of 40 per cent of SSAF revenue are meeting governance requirements**

Organisation Name <sup>1</sup>	Majority student-led	Democratically elected leaders	Independence	Audited accounts	Corporate Governance policies and procedures established and adhered to	If replying no on any measure, is there an agreed transition plan in place?	Details of transition plan
<i>N/A – transition plan commencing in 2025.</i>							Agreed on 23 April 2025

## Declaration by Person of Authority

I, Stuart Hunter-Fisher, Executive Director Engagement and Support of Holmesglen Institute, 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.

I further attest that the information provided in this Report meets the requirements of the *Higher Education Support Act 2003* and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 and that, where transition arrangements have either been sought or approved, information is provided on this.



.....  
Signature of Person making Declaration

Stuart Hunter-Fisher.....

Full name of Person making Declaration

Executive Director – Engagement and Support.....

Position of Person making Declaration

11 June 2025.....

Date