

Uni Hub Playford Access and Registration

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Policy Purpose

This policy provides guidelines for access and membership to the Uni Hub Playford study facility. These guidelines will ensure appropriate allocation of the facilities resources in line with the core objectives of Suburban Universities Study Hub (SUSH) program, as well as the broader objectives of the City of Playford's Community Vision 2043. This document also, outlines correct student registration procedures for Uni Hub Playford membership and out of hours access.

Policy Objectives

The objectives of this policy are to establish clear guidelines and procedures that support the effective, safe and inclusive operation of Uni Hub Playford.

These include the following:

1. Set the terms and conditions for entry and use of Uni Hub Playford.
2. Specify the eligibility criteria for Uni Hub Playford membership.
3. Define membership categories and corresponding access levels.
4. Detail the procedures for student registration and membership.
5. Support staff in maintaining a safe, inclusive and welcoming environment.

Implementation

Intended Users and Purpose of the Uni Hub Playford

The Uni Hub Playford is operated by the City of Playford, supported through the Suburban University Study Hub Grant. As a recipient of a grant Uni Hub Playford must ensure that the facilities and services provided are primarily utilised to support Commonwealth assisted students. In alignment with this funding stipulation the Uni Hub Playford is designed as a dedicated study and learning environment for domestic tertiary education students.

It is not intended to service or accommodate the following cohorts:

- **High School Students**
Except where engaged through an approved, structured program, activity, or event coordinated by the Uni Hub, Council, or an authorised partner.
- **International Students**
Unless participating under a formal partnership, placement, or specific agreement.
- **VET Students**
Who are not enrolled in a recognised higher education pathway or diploma-level qualification.
 - This specifically excludes VET in Schools programs.
- **General community members or visitors**
The facility is not a public, drop-in, or open-access space.
- Individuals seeking to use the Hub as a social, lounge, or breakout area rather than for study or academic purposes.

Terms of entry

The following terms outline the conditions for access and use of the Uni Hub Playford. It includes expectations for conduct, membership and access requirements, and the appropriate use of facilities and services.

- a) Users understand that by accessing the Uni Hub Playford, they agree to follow the Uni Hub Playford Terms of Use and Code of Conduct. Failure to comply with the Code of Conduct may result in Uni Hub Playford access being revoked.
- b) All users entering the hub must sign in before using the Uni Hub Playford.
- c) Users of the Uni Hub Playford must be registered members in accordance with this document.
- d) All unregistered students and guests must check in with a Uni Hub Playford staff member.
- e) Unregistered students and guests' entry will be assessed on a case-by-case basis by Uni Hub Playford staff.
- f) Unregistered students and guests must abide by the code of conduct when utilising the Uni Hub Playford facilities or services.

- g) Unregistered students and guests will not have access to Uni Hub Playford computing and printing facilities unless express permission is given by staff.
- h) Unregistered students and guests are not permitted to enter Uni Hub Playford outside designated staffed hours.

Scope of service

Facilities use

- a) Uni Hub Playford facilities and its associated resources are for the purpose of supporting tertiary education access, retention and completion for northern suburbs residence, primarily for Commonwealth assisted students.
- b) Resources, including study spaces, kitchen facilities, ICT resources, student support and meeting spaces, are principally provided to currently enrolled university and TAFE SA students who are Uni Hub Playford members and are utilising the space for study related activities.
- c) Non-members may be permitted to utilise the space for targeted facilitated programs, for booked consultations or at the discretion of the Uni Hub Playford staff.
- d) Private businesses are not permitted to operate from the space unless providing services relating to student support and have been approved by Uni Hub Playford staff in advance.

Student support

- a) Uni Hub Playford provides general academic, study skills, administrative and pastoral support to students.
- b) All support services are delivered on site only and are not offered as online services.
- c) Any advice and services provided by Uni Hub Playford staff is general in nature.
- d) Students should refer to their institution as a primary source of information and guidance regarding specific study requirements.

Membership eligibility

General membership

General Uni Hub Playford Membership allows students to access Uni Hub Playford during staffed hours.

To register for general membership, users must fit into one of the following categories:

- e) Current enrolled university student.
- f) Current enrolled TAFE SA student.
- g) Student currently undertaking a bridging course, diploma or certificate as a pathway to university.
- h) Have parental/caregiver permission if under 18 years old.
- i) Not enrolled at high school.

To become a general member of Uni Hub Playford, a registration form and induction process must be completed (for more information, see section 5).

Extended membership

Extended Uni Hub Playford Membership allows students to access Uni Hub Playford during non-staffed hours, including after 5pm and on weekends.

To be eligible for out of hours access to Uni Hub Playford facilities, students must satisfy the following criteria:

- a) Currently enrolled university student.
- b) Over 18 years old.
- c) Staff consideration if undertaking a bridging course, diploma or certificate as a pathway to university.

To become an Extended Uni Hub Playford member, a registration form, and induction process must be completed and members must sign an out-of-hours terms of use agreement (for more information, see section 5).

Membership allocation

- a) Uni Hub Playford aims to support all local tertiary education students but reserves the right to limit memberships based on resource availability and capacity.
- b) Priority membership is granted to current Commonwealth Support university students, as they represent the primary cohort funded under the SUSH program.

Access regulations

Staffed hours access

The Uni Hub Playford site is available to all member who have completed a registration form and on-site inductions.

Non-members should check in with a Uni Hub Playford staff member to determine eligibility for membership or use the space as a guest user.

Out of hours access

Access to the site outside of staffed hours is limited to extended Uni Hub Playford members who have been granted access. Extended access is granted on request to eligible students once they have completed a full site induction, signed an out-of-hours terms of use agreement and TAFE SA card request completed and card is received.

The Uni Hub Playford site cannot be accessed during periods of scheduled shutdown which will be communicated via direct email to members and on-site signage.

Roles and responsibilities

This policy will be implemented, monitored and reviewed by Uni Hub Playford in accordance with the City of Playford

- a) Uni Hub Playford staff and partners staff will be responsible for ensuring that all users adhere to the terms of entry and code of conduct.
- b) Uni Hub Playford staff are responsible for approving guest access to the Uni Hub Playford. Uni Hub Playford staff can register students for membership.
- c) Uni Hub Playford Student Advisor and Suburban University Study Hub Coordinator are responsible of student inductions, issuing and maintaining membership, including associated records keeping and reporting.
- d) Uni Hub Playford extended membership is approved by Uni Hub Playford Suburban University Study Hub Coordinator.
- e) TAFE SA security is responsible for issuing out of hours access based on Uni Hub Playford Suburban University Hub Coordinator approval.

Procedure

Membership registration process

1. Student registration form

Before a student become a Uni Hub Playford member, they must follow the below process:

- a) All students utilising Uni Hub Playford must fill in the registration form.

- b) Registration forms may be completed on site with a Uni Hub Playford staff member or online via the Uni Hub Playford website.
- c) Registration data will be held in accordance with Uni Hub Playford's Data Management Protocol and Privacy Policy.

2. Staff assessment of eligibility

Once a student completes the registration form, they will be assessed by Uni Hub Playford based on the following:

- a) If they meet the eligibility criteria outlined in this policy.
- b) Uni Hub Playford's current capacity and resource availability.

Students will be contacted via phone or email with the outcome of their assessment. Eligible students will be invited to attend an on-site induction session.

3. Site induction

All members are required to complete an on-site induction. During the induction students will be required to:

- a) Provide proof of enrolment (this can include a valid student identification card or enrolment letter from their institution).
- b) The induction will cover the following:
 - i. Facility tour
 - ii. Codes of conduct for space usage
 - iii. Security and safety procedures.
 - iv. Sign-in protocol.
- c) If a student requests out of hours access and is deemed eligible to become an extended Uni Hub Playford member, they must:
 - i. Sign an out-of-hours terms of use agreement.
 - ii. Provide appropriate proof of ID which includes photo identification, current address and date of birth. (examples include drivers licence, student ID, bill with current address, passport)
 - iii. Undertake a security and out of hours sign in briefing.
 - iv. Complete a TAFE card request form.

Definitions

SUSH	Suburban University Study Hub
Commonwealth Supported/Commonwealth assisted students	A student undertaking a university degree in a government supported place. Generally, these students are domestic students who have been awarded a position at a Table A institution (HIGHER EDUCATION SUPPORT ACT 2003 - SECT 16.15 Table A providers) (see here for further details: 20. Commonwealth supported places (CSPs) - Department of Education, Australian Government).
Guests	Can included visiting students who are not registered, service provides working with students, contractors, or members of the public seeking advice or guidance.
Unregistered student	Students who are not Uni Hub Playford members.
General Uni Hub Playford Member	A student who has fulfilled the criteria outlined above and undergone a standard induction process. These students can access services and facilities during specified staffed hours.
Extended Uni Hub Playford Member	A student who has fulfilled the criteria outlined above and undergone an out of hours induction process. These students access Uni Hub Playford facilities outside of specified staffed hours.
Partner staff	Uni Hub Playford may be staffed by personal employed through partner institutes and organisations. These include Adelaide University, Flinders University, TAFE SA and NASSSA.

Review

This policy will be reviewed and approved by the Uni Hub Playford Executive Advisory Committee prior to implementation.

City of Playford staff including Uni Hub Playford Coordinator will review this policy within the first 6 months of operation in the new facility and then every 12 months or as is required thereafter.
