

Curtin University

Student Services and Amenities Fee (SSAF)

2023 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 and Achievements

All projects funded through SSAF in 2023 had project proposals submitted to and approved (in 2022) by the Student Services and Amenities Fee Expenditure Advisory Committee (SSAFEAC). When available, additional funding was allocated to approved proposals during the year by the SSAFEAC.

This Committee of the Vice- Chancellor comprises 50% Student Guild representation and is the conduit for engagement with students on the expenditure of SSAF funds and monitoring of achievements.

To ensure that all funds were expended in accordance with the guidelines, quarterly reporting was provided to the SSAFEAC throughout 2023.

University- Library

The University Library secured Student Services and Amenities Fee (SSAF) funding for five initiatives in 2023, all of which had also received funding in earlier years. The projects were as follows:

1. Studiosity – 24/7 online writing and study skills service
2. Grammarly – AI writing assistant
3. UniPASS – Peer Assisted Study Sessions
4. Peer Academic Mentoring
5. 24/7 Library Opening

1. Studiosity

Studiosity was provided to all students from the start of 2023, with 195,840 minutes initially funded. Demand outstripped availability, and additional minutes were purchased to keep the service available until the end of Semester Two. In all, 252,148 minutes were provided, with 2,378

students accessing the service. Student satisfaction with the service continues to be high. 96% of students who provided feedback on the Writing Feedback indicated that they were satisfied, as did 75% of Connect Live users. Writing Feedback is more popular among students, representing 94.7% of the total service usage.

2. Grammarly

5,000 Grammarly seats were provided to students from the start of 2023, providing access to the education version of Grammarly, which provides AI-generated prompts to improve spelling, grammar and clarity in writing. Due to demand, an additional 2,000 seats were purchased at the end of July, and ultimately, 6,719 people signed up for the subscription. In March 2023, Grammarly introduced a generative artificial intelligence version of the tool, GrammarlyGO, which was not activated in the Curtin subscription. Grammarly continues to be popular with students. In a survey of the 2023 SSAF programs conducted in the latter half of the year, Grammarly was ranked 9th out of the 24 programs made available with SSAF funding.

3. UniPASS

UniPASS was offered in 52 units in 2023 across the four faculties, with sporadic support also offered in the Centre for Aboriginal Studies. The program mainly supports on-campus students; there is greater engagement and opportunities for community-building when the sessions are run in person. However, in select units, sessions were also offered online. 1,838 students attended a session, with 8,238 attendances in total. 28 students were employed by the program as Peer Learning Facilitators and targeted professional development opportunities were offered, building job readiness. 478 students responded to a survey about their experience of the program, with 90% agreeing that their subject knowledge had improved as result of their attendance.

4. Peer Academic Mentoring

Peer Academic Mentoring (PAM) was made available to students in-person and online in Semesters One and Two, with the availability extended through to the end of the year better to support OUA students in the absence of Studiosity. PAM provides support to students through peer-led collaborative one-to-one sessions. Various activities are supported, covering fundamental academic, study and digital skills. In total, 402 consultations were provided, 31% of which focused on writing and 21% on academic and learning skills. 94.4% of students who provided feedback indicated that they were extremely satisfied with the support received. Eight Curtin students were employed as Peer Academic Mentors, providing them with valuable skills for future employment.

5. 24/7 Library opening

The Robertson Library reopened in time for Semester One 2023, with levels 2 and 3 open 24/7 during semester. SSAF funding contributed to the cost of providing overnight staffing to maintain a safe environment and support students' study-related needs. Staffing to keep the Library open 24/7 ranked first in the 2023 student survey of the importance of SSAF programs. Headcounts indicated at least 10,000 student visits to the space between 1am and 7am during the year, with occupancy of around a hundred students in the early hours.

University- Sport & Recreation

Sport & Recreation secured SSAF funding for eight initiatives in 2023:

1. Free Play
2. Student Subsidies
3. Club Grants
4. Social Sport and Housing Cup
5. Western Series
6. Orientation and Sports Awards
7. Sporting Equipment Maintenance
8. Student Activations

1. Free Play

The Curtin Sport – Free participation programs include Free Play, Free Fit, Free Tennis and Free Trials – Gym and Fitness providing students with a range of opportunities to use physical activity to meet new people, actively build a community of peers, try something new, improve their health and wellbeing and as an outlet to decompress, de-stress and enjoy a different aspect of the University experience beyond study.

2. Student Subsidies

Curtin Stadium offers students the opportunity to hire sports courts, participate in self-structured sporting activities and join the fitness centre at a subsidised rate to minimise the barriers to becoming more active.

3. Club Grants

Research indicates that students who participate in club sports are more than twice as likely to re-enrol the following year than non-participants. Students involved in club sports were also more likely to report higher grades than non-participants.

The suggested reasons for these positive results include being a part of a more consistent and cohesive team, having the added responsibility and skills needed, needing greater time management skills, more vigorous activity being undertaken and the positive influence of team coaches. It was however found that there were higher barriers to entry due to the increased costs associated with club membership. SSAF funding supports the ongoing operations of Curtin Sports clubs that provide opportunities for students to join a structured club environment.

4. Social Sport and Housing Cup

The Curtin Social Sports program provides students with an opportunity to participate at varying levels on a continuous scale. This form of program assists students in developing their personal, social and collective identity.

The program is structured as a social competition for students and friends incorporating nine different sports across 15 categories. The program is run during both Semester 1 and 2, and throughout Summer.

The Housing Cup is an event developed specifically for students living on campus and includes a range of sports with varying levels of difficulty to minimise the barriers to participation.

5. Western Series

Representative sport in Intervarsity competition is a series of competitions between other Universities. This competition involves a variety of sports, run over Semester 1 and 2. Events are hosted at various University campuses and includes the Indigenous Games events.

To encourage participation by students with all skill levels, the program is separated into two key sets. The Semester 1 set is focused on participation for all levels in a wide variety of sports. Semester 2 is focused on higher skill level competitors and on the specific sports that are incorporated into the National Universities Sport competition.

6. Orientation and Sports Awards

University student orientation to sporting programs and activities occurs during the first four weeks of each Semester, as the primary time to engage first year students in University life and to set them up for success throughout their study. Curtin Stadium provides an extensive program of opportunities to participate in physical activity, sports programs, utilise the Stadium facilities and join a University sporting club.

Students are encouraged to try new sports and play with other students to increase social engagement, skill development, build a sense of community, increase their movement, and take time out to decompress from their busy lifestyles.

The Curtin University Sports Awards is the signature event of the Curtin sporting calendar, celebrating the achievement of all Curtin Athletes and volunteers, and highlighting contributions to the sector on and off the field. The awards aim to acknowledge varying levels of participants in organised sports and representation from volunteers, coaches, club members and elite athletes.

7. Sporting Equipment Maintenance

In order to provide a high standard of sporting equipment and infrastructure to host the wide range of programs and club opportunities offered to students at Curtin Stadium, regular assessment and maintenance of all areas must be undertaken.

8. Student Activations

A series of sport & recreation and well-being activities are facilitated at the Stadium Precinct throughout the University calendar in order to:

- encourage student presence on campus
- provide students with opportunities to connect with their peers,
- increase student awareness of support available to assist them improve their overall health and wellbeing, and
- represent their faculty departments in a range of sport competitions

These activities will promote comradery within and across each faculty and provide an opportunity for students to connect with/establish friendship groups.

The aim is to begin to shift the student mindset to recognise Curtin University as a destination rather than a facility for use during limited periods of time. Throughout the calendar year Curtin Sport & Recreation facilitates and promotes a range of student-based activities that encouraged participation in other health and well-being activities which thereby reinforcing this destination message.

University- Student Success

Student Success secured funding for five initiatives in 2023 from the Student Services and Amenities Fee:

1. Orientation
2. Employment Ready Graduates
3. Students as Partners
4. Social Impact Hub
5. Curtin Extra

1. Orientation

The Orientation team delivered two successful O-Week programs covering 266 Faculty and School level sessions, general information sessions, and a variety of engaging activities for new students. Sessions were delivered alongside Guild 'O-Day' with a student satisfaction rate of 93.0%. 'OASIS, Blackboard & IT Essentials' sessions ranked top most useful in Semester 1 (S1) and Semester 2 (S2) by 289 survey respondents. Library Tours (192) and Academic Integrity and Plagiarism (191) followed. Personalised Orientation Planner (POP) continued as a popular resource providing a personalised O-Week schedule pre-populating compulsory sessions based on course enrolment. Across both semesters, POP had a total of 72,650 sessions registered (53,843 in S1, 18,807 in S2), indicating a 2% increase from 2022. Additional programs facilitated post O-Week included Extended Orientation (EO) & New to Course Mentoring (NTCM) Program. EO facilitated across two weeks following O-Week in S1 and S2 where 23% of respondents found EO added to their Orientation experience. The NTCM Program engaged 930 mentees with 135 mentors. A total of 73% mentee matches (less than 100% due to postgraduate student availability). According to the 2023 survey, 58.3% of mentees met their mentor in person and 61% felt they made an impact in their role.

2. Employment Ready Graduates

Over 5,000 students had feedback provided on their applications (Resume) using the AI tool, VMock. In addition, career resources were accessed over 6,800 times. Career appointments were well utilised with 1,091 students accessing these (up from 795 in 2022). All requests in curriculum workshops were delivered (93) and rated 4.5/5 in satisfaction. Earn While You Learn (EWYL) placed 199 students into positions. However due to a staffing vacancy the expansion of EWYL was put on hold till 2024. The annual Careers Fair was a huge success with 110 employers attending the first post COVID event and attracted 983 student attendees. The Jobs and Employability week showed a huge, 193% increase, in attendance of employers to 94, with 943 students attending.

3. Students as Partners

The draft Student Partnership Agreement has been developed in collaboration with the Curtin Student Guild, with principles reframed through a First Nations lens and development of joint partnership priority areas. The Agreement is ready for signing pending review by the Guild. The successful inclusion of a student partnerships criteria in the Excellence in Partnerships category of the VC's Excellence Awards for Professional Staff. In addition student partnerships

criteria was included in the Curtin Excellence and Innovation in Teaching Awards across all award categories. This highlights the importance of embedding the criteria into the rewards and recognition for staff.

4. Social Impact Hub

In 2023, the Social Impact Hub focused on establishing strong foundations, enhancing student engagement, and promoting participation in First Nations and United Nations Sustainable Development Goals (UN SDG) initiatives while fostering collaboration across campuses. Achievements included establishing an online presence for the Hub, facilitating over 7,000 hours of student volunteering, including the delivery of the regional volunteering projects, John Curtin Weekend, and seeing 170 student completions of the Dandjoo Kaadadjiny (cultural capability) modules. Collaboration between campuses increased, with a notable 300% rise in volunteer participation at Curtin Kalgoorlie. The implementation of centralised leadership training programs received 90% or higher satisfaction ratings. The restructuring the governance of Curtin Extra and simplification of processes led to improved user experiences. The 2024 priorities align with 2023 goals, with a focus on expanding the Hub's physical and digital presence, refining operational frameworks, and integrating First Nations knowledge and culture into initiatives.

5. Curtin Extra

Curtin Extra is the university's co-curricular recognition framework. It formally validates students' involvement in endorsed programs aimed at improving their university experience and fostering growth in leadership, social impact, global citizenship, innovation, enterprise, and professional development. The key focus area was the review and streamlining of Curtin Extra governance and processes to increase student engagement and improve the user experience. The Curtin Extra approved program has expanded its reach, now digitally badging students.

The program has seen significant growth in participation and completion across all campuses. In the year 2023, there was a 42% increase in total students completing the Curtin Extra program. 593 students were awarded the Curtin Extra Certificate at the February graduation ceremony, while 1,138 students actively participated in and completed the program, earning digital badges for their achievements.

Student Guild

Curtin University and the Student Guild operate SSAF funding under a Student Services and Amenities Fee Expenditure and Guild Grant Agreement (The Agreement). Under the Agreement, the University pays 50% of the SSAF collected annually to enable the Guild to undertake student programs that are in accordance with Subsection 19-38(4) of the Higher Education Support Act 2003 (the Act). Consistent with University projects noted above, Guild project proposals are submitted to the SSAFEAC for approval and quarterly progress reporting was provided to the SSAFEAC throughout 2023.

For the purposes of this report, Guild funding has been classified as funding provided to a 3rd party and reported as such. The SSAF Allocation Summary table details the allocation of University lead programs and refers to the Guild allocation in total only. The following projects have been supported by SSAF.

1. Student Representation
2. Student Engagement

3. Student Assist
4. Student Experience – Clubs and Events
5. Student Extended Hours Access to Food and Beverage
6. Outlet and Meeting Room Refurbishment

SSAF Revenue Summary

	2023 Allocation \$ ¹	2023 Actual \$
SSAF Revenue	\$6,380,630	\$6,410,611
SSAF revenue/(deficit) carried forward from 2022	-	\$102,730
Total SSAF funds available for 2022	\$6,380,630	\$6,513,341
SSAF revenue/(deficit) carried over into 2024	-	(\$18,480)

¹ Allocation refers to the SSAF funds expected to be received in the reported year.

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 2023 the maximum SSAF was \$326.

Student Status	2023 SSAF charged \$ ²	Number of students charged in 2023 ³
Full-time ¹ (> 0.75 EFTSL)	\$326.00	13,945
Part-time ¹ (< 0.75 EFTSL)	\$244.50	21,848
	Total:	35,793

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 2023. 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 2023 as the total EFTSL they undertook in 2023 was equal to 0.875.

Student Status	2023 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2023 ⁴
Remote learning/Online only	\$163.00	8,239

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	2023 Total Allocation \$	2023 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	-	-	-	-
2. Clubs or other associations				
a. Sporting	\$920,778	\$976,026	No	14,032
b. Internal student politics	-	-	-	-
c. Gender, sexuality, ethnicity, race, or nationality-based	-	-	-	-
d. Areas-of-study related e.g. law	-	-	-	-
e. Other activities e.g. music, debate, chess	-	-	-	-
f. Other-Student Guild	\$3,190,315	\$3,309,465	Hybrid	20,000
3. Employment/career services	\$1,210,405	\$1,165,980	Hybrid	20,368
4. Legal aid	-	-	-	-
5. Other student amenities -Giving students information to help them in their orientation	\$281,214	\$289,695	Hybrid	92,267
6. Providing libraries and reading rooms (other than those provided for academic purposes) for students				
a. Grammarly EDU subscription	\$36,000	\$36,000	Yes	6,700
b. UniPass	\$293,316	\$302,610	Yes (not all units)	2,925
c. Studiosity	\$325,096	\$325,000	Yes	2,379
d. Library staffing 24/7	\$60,000	\$60,000	No	10,000
e. Library online academic peer mentoring	\$63,506	\$67,045	Yes	229
TOTAL	\$6,380,630	\$6,531,821		168,900

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

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding (Key Area) Received
Green Promotions	60 064 224 988	(2.a) Sporting	\$19,728	2.1%
Carlisle Party Hire	94 114 727 383	(2.a) Sporting	\$5,866	0.6%
Olio's Fine Food (Buenviaje PTY LTD)	55 651 251 795	(2.a) Sporting	\$4,545	0.5%
Fothergill Enterprises PTY LTD	34 615 992 428	(2.a) Sporting	\$4,313	0.5%
TLS Productions PTY LTD	88 114 742 746	(2.a) Sporting	\$3,994	0.4%
Advance Press	92 162 921 511	(2.a) Sporting	\$3,688	0.4%
Burswood Trophies	64 166 348 630	(2.a) Sporting	\$2,873	0.3%
Wildflower Productions T/A Kate Woolley	844 7387 8914	(2.a) Sporting	\$2,500	0.3%
Austage Perth PTY LTD	66 108 495 576	(2.a) Sporting	\$1,740	0.2%
Wanneroo Trophy	64 166 348 630	(2.a) Sporting	\$1,444	0.2%
KGO Enterprises	63 667 911 944	(2.a) Sporting	\$1,280	0.1%
Jumplings (FI & LEES PTY LTD)	65 615 226 205	(2.a) Sporting	\$1,091	0.1%
Curtin Student Guild	67 931 778 069	(2.f) Other Guild	\$3,205,305	100%
Curtin Student Guild ²	67 931 778 069	(3) Employment/career services	\$1,364	0.1%
Grad Connection Pty Ltd	60 131 597 932	(3) Employment/career services	\$15,000	1.2%
Mentorloop Pty Ltd	32 612 069 119	(3) Employment/career services	\$37,152	3.1%
Advance Press (2013) Pty Ltd	92 162 921 511	(3) Employment/career services	\$1,190	0.1%
Etiko Pty Ltd	55 072 951 485	(3) Employment/career services	\$11,808	1.0%
Genivo Pty Ltd	70 632 336 737	(3) Employment/career services	\$2,234	0.2%
Rosterfy Pty Ltd	51 164 158 650	(3) Employment/career services	\$27,700	2.3%
Ilha Pty Ltd TAS Europcar WA	28 356 747 284	(3) Employment/career services	\$3,000	0.2%
DG Global Pty Ltd	51 600 016 377	(5) Orientation	\$206,529	73.4%
Mentorloop Pty Ltd	32 612 069 119	(5) Orientation	\$32,364	11.5%
Curtin Student Guild ** (See Notes)	67 931 778 069	(5) Orientation	\$17,534	6.2%
Optus Billing Services Pty Ltd	95 088 011 536	(5) Orientation	\$10,146	3.6%
The Spanish Casa (Ciotti Group)	91 164 937 385	(5) Orientation	\$6,545	2.3%
Imagesource Digital Solutions	28 094 424 405	(5) Orientation	\$1,022	0.4%
Grammarly	(USA company)	(6.a) Grammarly EDU subscription	\$36,000	100%
Studiosity	41 114 279 668	(6.c) Studiosity	\$325,000	100%

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

² Curtin Student Guild- Same Organisation, however, the payments made were under separate SSAF Key Areas.

Declaration by Person of Authority

I, Professor Jon Yorke, Associate DVC Academic & Academic Registrar of Curtin 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

Professor Jon Yorke

Full name of Person making Declaration

Associate DVC Academic & Academic Registrar

Position of Person making Declaration

10th May 2024

Date