

SAE University College

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, SAE University College introduced the Student Services Amenities Fee (SSAF) to take effect from 1 January 2024. The fees are charged in accordance with the *Higher Education Support Act 2003* and revenue from the fee is spent in accordance with the Act. Student consultation and input is a critical component of this process.

The Student Services and Amenities Fee (SSAF) supports the provision of a range of non-academic services and facilities for students at SAE UC. This report provides an overview of the implementation of the fee and highlights how the allocated funds are utilised to benefit the student community.

On 18 November 2024, the Department confirmed via email that SAE University College is not required to submit a SSAF Allocation Report for the 2023-2024 financial year by 31 December 2024, as it would only demonstrate the first six months of 2024. On 12 February 2025, the Department advised that SAE would be required to provide a SSAF Allocation Report for the **2024 calendar year** to ensure compliance with the Act. As a result, the SAE SSAF Allocation Report has been updated to reflect the expenditure of SSAF funds for the 2024 calendar year.

This report summarises how the SSAF revenue has been used in the provision of student amenities, support and services for SAE UC students in the calendar year 1 January 2024 – 31 December 2024 reporting period.

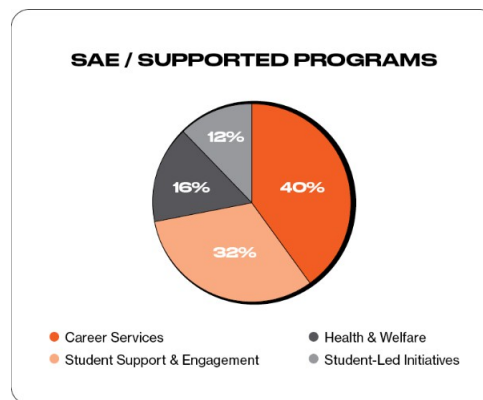
1 January 2024 – 31 December 2024 reporting period

Consultation

SAE chose to engage in preliminary, informal consultation with the broader student community regarding funding allocations, through a combination of surveys, emails and discussions at the local campus meetings.

The priorities identified included:

- Career and employment services for current students and graduates
- Student Academic Support
- Professional counselling services
- Student Support and Engagement



The highest priority area for expenditure is career development and advisory services, followed by learning and counselling services. Formal feedback was sought from the elected student representatives, as members of the National Student Consultative Committee (NSCC) which aligned with the requests of the broader student body, ensuring meaningful student engagement and representation in decision-making. Discussion of the priorities and allocation has continued at the National Student Consultative Committee (NSCC) meetings held throughout the year.

Achievements

In response to the students' needs two SSAF-funded positions were appointed, which commenced in May, including:

- Learning Advisor (full-time)
- Counsellor (part time)

In addition, a comprehensive SSAF-funded consultation on employability and career development was conducted. After extensive engagement with professional and academic staff and students, a final report was prepared. The report focuses on enhancing employability, curriculum alignment, and industry integration for SAE students. It outlines a detailed framework for a strategic approach to integrating employability into the SAE curriculum and student experience.

Key recommendations include:

- Redefine employability to encompass a broader range of skills and career stages.
- Implement a skills-based framework across all courses.

- Enhancing Curriculum and Assessment
- Rename transferable skills to "professional skills" to reflect their importance better.
- Review and update the employability toolkit regularly.
- Align graduate attributes with industry standards.
- Develop a WIL framework.
- Redesign course maps and unit guides to link learning outcomes to career development explicitly.
- Incorporate employability development into student portfolios.
- Improving Student Support and Engagement
- Enhance communication strategies to target different student groups.
- Review the role of the ILC to maximise student engagement.
- Identify and promote existing employability activities.
- Review marketing materials to emphasise skills development and professional standards.
- Create an employability award to recognise student achievement.

The recommendations aim to create a more coherent and practical approach to employability education, equipping students with the necessary skills and knowledge to succeed in their chosen careers.

SAE are recruiting a careers advisor, due to commence in 2025.

In addition, the ***Employability Toolkit***, a comprehensive online module was made available to all students in Moodle. The Toolkit developed with student input, includes resources about career activation, industry connections, portfolio and profile development, and industry experience. Over 400 students have accessed the Toolkit to date, which will be updated with videos featuring industry practitioners reflecting on various career activation and employability aspects.

SSAF Funded Events

In 2024, SAE University College spent 4% of the funding on food and beverage. The events including orientation, club get together and student showcase occurred on multiple campuses throughout the Trimester. A sample of these events are shown below:

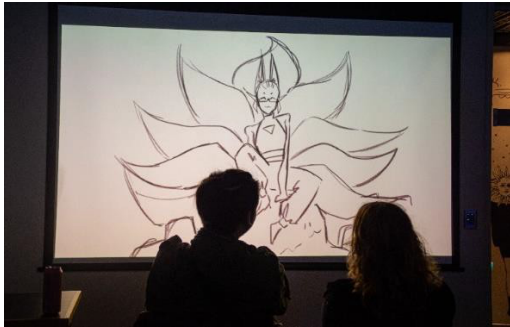


On-campus Orientation (Brisbane)



Campus Mixer in Week 1

Community Jam Session (Brisbane)



Student Showcase/Exhibition



Moon Festival (Brisbane)

As per the Departments instructions in the February 2025 email, SAE UC are required to utilise the 2024-2025 SSAF Allocation Template however, the section pertaining to the minimum 40% allocation will remain blank as the updated legislation did not come into effect until **1 January 2025**. Allocation of SSAF revenue to student led organisations – evidence of meeting requirement of 40% and Attestation that student led organisations in receipt of a minimum 40% of SSAF revenue are meeting governance requirements.

SSAF Revenue Summary

	2024 Allocation \$ ¹	2024 Actual \$
SSAF Revenue	\$740,243	\$735,345
SSAF revenue carried forward from 2023	\$0	\$0
Total SSAF funds available for 2024	\$740,243	\$735,345
SSAF revenue carried over into 2025	\$0	\$43,943

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* (the Act). In **2024** the maximum SSAF was **\$324**.

Student Status	2024 SSAF charged \$ ²	Number of students charged in 2024 ³
Full-time ¹ (> 0.75 EFTSL)	\$559,467	2,095
Part-time ¹ (< 0.75 EFTSL)	\$175,878	1,335
		Total: 3,430

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 [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 \$ ²	Approx. number of SSAF students remote learning 2024 ⁴
Remote learning/Online only	\$50,949	273

⁴ 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 [Insert reported year]

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)	[Year] Total Allocation \$	[Year] Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$102,534	\$92,334		
2. Clubs or other associations	\$88,857	\$70,742		
a. Sporting	\$88,857	\$70,742		
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				
3. Accommodation				
4. Employment/career services	\$192,173	\$39,449		
5. Legal aid				

6. Support for financial affairs				
7. Other student amenities				
8. Other - Food and Beverage				
9. Other - Study and Learning Support	\$225,297	\$413,676		
10. Other - Student Communications				
11. Other - Orientation	\$37,952	\$75,200		
12. Other - International Support				
Total	\$646,413	\$691,402		

Organisations, bodies or third-party providers that received SSAF funding in [Insert reported year]

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

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received from provider \$	% of total SSAF revenue collected by the Provider
	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%
	[XX XXX XXX XXX]	Key Area [insert key area]	\$	%

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

		reference number]		
	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%
		Total SSAF provided to non student-led organisations	\$	%

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

Organisation Name ²	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
<i>Use same organisation title as next table</i>	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%	Y/N	Agreed on XX OR Submitted on XX and pending approval
	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%	Y/N	Agreed on XX OR Submitted on XX and pending approval
		Total SSAF provided to student-led organisations	\$	%		

² 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 ¹	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>Use same organisation title as previous table</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	Agreed on XX OR Submitted on XX and pending approval
	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	Agreed on XX OR Submitted on XX and pending approval
	Y	Y	Y	Y	Y		

Declaration by Person of Authority

I, Joseph Anthonyysz, CEO of SAE University College, 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.



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Signature of Person making Declaration

Joseph Anthonyysz

Full name of Person making Declaration

CEO, SAE University College

Position of Person making Declaration

29 April 2025

Date