



**NURSE TRAINING AUSTRALIA**  
PROMOTING HOLISTIC TRAINING



# STUDENTS BROCHURE CRICOS

**best place to study**

[www.nta.edu.au](http://www.nta.edu.au)



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RTO ID: 41009  
CRICOS ID: 03575C

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CARE PLUS TRAINING PTY LTD T/A Nurse Training Australia. ABN: 291 661 75462. CRICOS ID: 03575C. RTO ID: 41009



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## WELCOME TO NURSE TRAINING AUSTRALIA

Thank you for choosing  
Nurse Training Australia

The decision to undertake study is an important one. Whether you are seeking to update or upgrade existing skills, or embarking on a new career, our courses and team of friendly and dedicated staff is available to make your learning experience at the College rewarding.

To guide you through your study, we have developed this Student Handbook. It sets out a range of processes and procedures that have been put in place to guarantee consistency and quality. We aim to provide you with the best facilities, trainers and support services to ensure that your learning experience meets and exceeds your expectations.

To help us maintain our high standards, please take time to read this information. During orientation we will take you through the handbook and you will complete the "Declaration".

You may wish to refer to the details in this handbook during your training, so keep it in a safe place

The Team at Nurse Training Australia



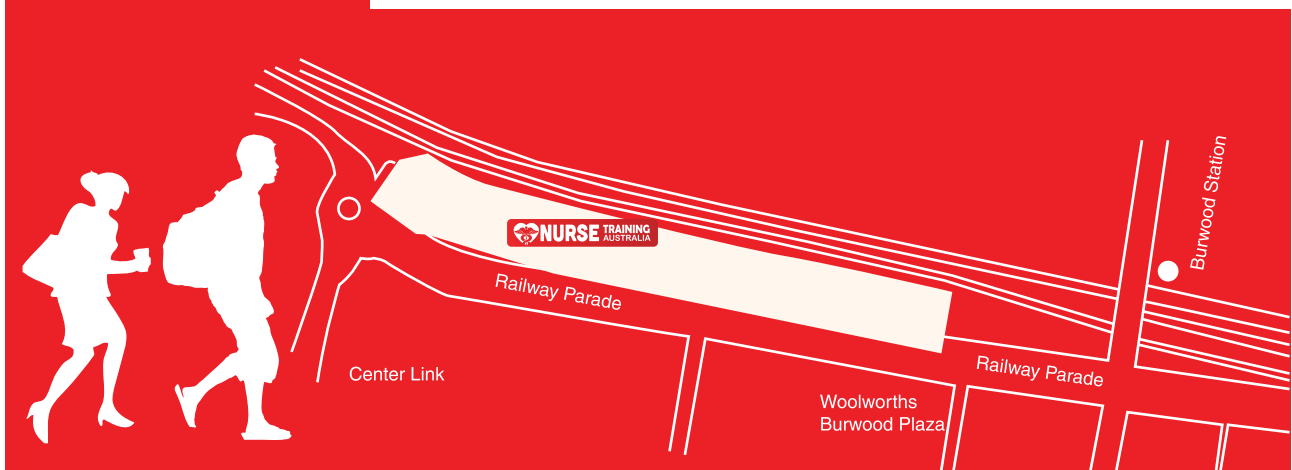
## COLLEGE LOCATION

Nurse Training Australia  
is located at:



Nurse Training Australia  
is located at:

**Location 1: HEAD OFFICE**  
Suite 106-108 | 3 Railway  
Parade | Burwood  
NSW 2134 | Australia





This is a very central location close to transport, shops and the commercial heart of Burwood and the inner west suburbs of Sydney.

It is a very multicultural area. A few minutes away from the Sydney CBD.



### **Nurse Training Australia**

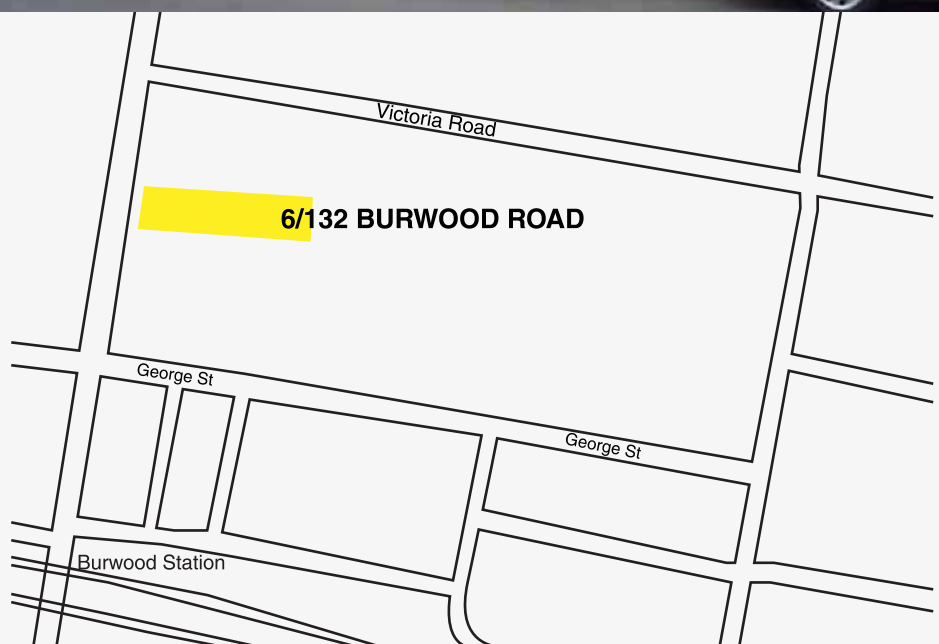
is located at:

#### **Location 2**

Suite 6 | 132 Burwood Road

Burwood | NSW-2134

Australia



## REGISTERED TRAINING ORGANISATION [RTO] & CRICOS PROVIDER

As a registered training organization (RTO) and a CRICOS provider, Nurse Training Australia (NTA) is bound to comply with the Vocational Quality Framework (VQF), the ESOS Act 2000, the National Code of Practice 2018 and other requirements specified by the Australian Skills Quality Authority (ASQA).

NTA is registered by the government regulator, called the Australian Skills and Quality Authority (ASQA). [www.asqa.gov.au](http://www.asqa.gov.au)

You will be guided and provided with information in this handbook and off the website and through our student services department to make sure that you understand what it means to be a successful student at NTA.

## STUDYING AND LIVING IN AUSTRALIA [NSW & SYDNEY]

You will be guided in this handbook and to other websites that set out your obligations as an overseas student studying in Australia. A very good resource for you to keep going back to is the Future Unlimited website [www.study.nsw.gov.au](http://www.study.nsw.gov.au) website which has adequate resources and information for international students to study in Sydney.

## LIVING COSTS IN AUSTRALIA

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia. (All costs are in Australian dollars and linked to the consumer price index.)

Accommodation	Other living expenses
<ul style="list-style-type: none"><li>• Managed Apartment \$347-\$402 a week</li></ul>	<ul style="list-style-type: none"><li>• Groceries &amp; eating out \$150 a week</li></ul>
<ul style="list-style-type: none"><li>• Shared Rental \$247-\$302 a week</li></ul>	<ul style="list-style-type: none"><li>• Gas, electricity \$35 to \$140 a week</li></ul>
<ul style="list-style-type: none"><li>• On campus \$90 to \$280 a week</li></ul>	<ul style="list-style-type: none"><li>• Phone and Internet \$60-\$120 a week</li></ul>
<ul style="list-style-type: none"><li>• Homestay \$410-\$465 a week</li></ul>	<ul style="list-style-type: none"><li>• Public transport \$55-\$402 a week</li></ul>
<ul style="list-style-type: none"><li>• Rental One Bedroom \$462 a week</li></ul>	<ul style="list-style-type: none"><li>• Car (after purchase) \$160-\$626 a week</li></ul>
<ul style="list-style-type: none"><li>• Boarding schools \$11,000 to \$22,000 a year</li></ul>	<ul style="list-style-type: none"><li>• Entertainment \$150-\$724 a week</li></ul>

## Minimum cost of living

The Department of Immigration and Border Protection has financial requirements you must meet to receive a student visa for Australia. 12-month living cost is estimated at:

Your \$30,004 | Your partner \$7,362 | Your first child's \$3,152

All costs are per year in Australian dollars. To convert to your currency, visit <http://www.xe.com/> (opens in a new window)

The Australian Government provides information and guidance on managing your finances. You can read more at [www.moneysmart.gov.au](http://www.moneysmart.gov.au) (opens in a new window)

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your cost of living (opens in a new window) in Australia <https://costofliving.studyaustralia.gov.au/>

If you experience financial trouble while in Australia, talk to your institution's international student support staff for assistance.



Population  
4.7 million



Average  
temperature  
15 c - 27c

## COURSE INFORMATION

NTA is registered by the regulator, called the Australian Skills and Quality Authority (ASQA) to offer nationally recognized qualifications. We provide training and assessment services in Community Services and Health.

The nationally recognized qualifications on our scope of registration that we are currently offering to International Students are as follows:

**a. CHC33021 Certificate III in Individual Support** CRICOS COURSE CODE: 115042A

**b. CHC43015 Certificate IV in Ageing Support** CRICOS Course Code: 094433G

This is an entry course for people intending to work in Aged Care facilities and service providers.

**c. CHC43121 Certificate IV in Disability Support** CRICOS Course Code: 115043M

This is an entry course for people intending to work in home care, or disability service providers.

**d. CHC43315 - Certificate IV in Mental Health** CRICOS Course Code: 115045J

This is an entry course for people intending to work in organizations that provide mental health services.

**e. CHC52021 Diploma of Community Services** CRICOS Course Code: 115044K

This is a diploma Course for people planning careers as case management officers in service providers.

This course is also designed for people intending to do further study at a degree level in social work and related fields of study





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RTO ID: 41009



# CHC33021 CERTIFICATE III IN INDIVIDUAL SUPPORT

36 weeks course for international students

## Course **OUTLINE**

This qualification focuses on the role of workers in the community and/or residential setting who use an individualised plan to support people who may require person centred support due to ageing, disability or some other reason.

The Certificate III in Individual Support contains two specialist streams:

- Ageing
- Disability

This gives you the opportunity to complete a Certificate III in Ageing, then by doing a further three (3) electives in disability, you will graduate with two qualifications. This model will increase employment opportunities and deepen their knowledge of the various sectors you may be working with in the future.



## Who should do this **COURSE?**

People pursuing a career in a residential facility such as a Nursing Home, Hostel, Residential Care Facility, Disability Care Facility, Rehabilitation Centre, Retirement Village & Community Health Care Centre or in some hospitals.

## **Graduates may seek employment in the following jobs:**

- Assistant in nursing
- Community care worker
- Care assistant
- Community house worker
- Care worker
- Community support worker
- In-home respite worker
- Support worker
- Personal care assistant
- Home care assistant
- Personal care worker
- Disability service worker

## Entry **REQUIREMENTS**

- Applicants must be 18 years or above
- School education at least at Australian high school leaving level Year 12 (HSC in NSW); or other relevant qualification/s;
- Or experience in an aged care or nursing environment;
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or
- Evidence of completing a VET course at Certificate IV or above level in Australia.

## Course **DURATION**

This course is 36 weeks. The structure is based on 20 hours per week as follows:

- You attend College two days a week for classroom learning, practice and assessment (8 hours each)
- You also study a structured study program by unit in the online learning platform (eZone) for 4 hours per week
- To get the most out of your course you need to do some self- study in your own time. When you are ready there is a work placement of 120 hours spread over 3 weeks
- Commencement dates are the start of every term.  
See the website for our intake dates or ring the office for details.

## Course **DELIVERY**

Delivery is a combination of methods to cover the theory and practice requirements:

- Workshops for developing your theory knowledge such as anatomy and medications and care plans
- Supplementary learning online for each unit in theory and skills and case studies

- Demonstrations then practice to give you that valuable practice time before you go to the work place
- Self-paced study and support to embed your learning and practical skills
- Work placements to apply your skills
- Students should have their own computing device and basic knowledge of computer skills.

You will be trained to use manual handling equipment and other equipment such as:

- Lifting hoist, Stand up Lifter, Pelican Belt, Slide Sheet, Electric bed, & Wheelchair.
- Glucometer, Blood Pressure, Pulse Oximeter etc.

Work Placement at an Aged Care facility is arranged with you and you will receive the support of one of our mentors to ensure this opportunity is a rewarding experience. For work placement, students have to wear your own black trousers and black closed shoes, we will provide you with NTA logo Polo T-shirt.

## Course TOPICS

Study **15 units** to gain your qualification

**9 Core** units and **6 Elective** units. With electives, students have the option of selecting either Ageing stream or Disability stream as per the below list of units.

Our course has been designed to meet the requirements for the **CHC33021 Certificate III in Individual Support**.

## Core UNITS

UNIT CODE	UNIT NAME	STATUS
CHCCCS031	Provide individualised support	Core
CHCCCS040	Support independence and well being	Core
CHCCOM005	Communicate and work in health or community services	Core
CHCDIV001	Work with diverse people	Core
CHCLEG001	Work legally and ethically	Core
CHCCCS041	Recognise healthy body systems	Core
CHCCCS038	Facilitate the empowerment of people receiving support	Core
HLTINF006	Apply basic principles and practices of infection prevention and control	Core
HLTWHS002	Follow safe work practices for direct client care	Core

## Electives UNITS

*(Choose 3 of Group A electives for Ageing Stream or choose 4 of Group B electives for Disability stream)*

UNIT CODE	UNIT NAME	STATUS
HLTAID011	Provide first aid	Electives
CHCAGE007	Recognise and Report risk of falls	Electives
CHCCCS036	Support relationships with carer and family	Electives

## Group A electives – Ageing Specialisation

UNIT CODE	UNIT NAME	STATUS
CHCPAL003	Deliver care services using a palliative approach	Electives
CHCAGE011	Provide support to people living with dementia	Electives
CHCAGE013	Work effectively in aged care	Electives

## Group B electives – Disability Specialisation

UNIT CODE	UNIT NAME	STATUS
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach	Electives
CHCDIS020	Work effectively in disability support	Electives
CHCDIS012	Support community participation and social inclusion	Electives

**For more details/information, ask for an Information Pack.**

### Course **ASSESSMENTS**

As this is a nationally recognised qualification, you will be required to successfully complete all units to a standard so that you are job ready. Each unit contains assessments which include:

- Knowledge based tests which contain written short answer questions, case studies and project works
- Practical demonstrations where you will be observed by one of our assessors in a simulated environment.
- Demonstration of clinical skills in Work place environment, assessed by our facilitator

**Note: You must be deemed competent with each unit in order to receive your qualification.**

### Requirements for the **WORK PLACEMENT**

- A Police Clearance Certificate is mandatory prior to your work placement; you must under take a Federal Police Check (AFP) or NSW Police check (it must be no less than 12 months old).

**This can be done through a website.**

- Working with Children check
- A valid NDIS Worker Screening Check
- Relevant immunization check (as per NSW health guidelines)

These checks must be completed at the start of the course and prior to industry work placement. The students must be **physically be able to do moderate amount of lifting** using the appropriate equipment. The students should not have any mobility, hearing, and vision problems to carry out duties efficiently in the hospital or community care settings whilst at placement.

### Recognition of Prior Learning (RPL) and **CREDIT TRANSFER**

You may have developed a number of skills in community care, through previous employment opportunities, life experience or formal studies. If this is the case then you should ask about recognition of prior learning. This may shorten your course. If you hold a current First Aid Certificate from a recognised RTO you will be given credit for the first aid unit.

### Course **PATHWAYS** **This is only the start of your academic journey**

After achieving the Certificate III in Individual Support you have a number of pathway options. You can complete further study and gain the Certificate IV in Ageing Support or Certificate IV in Disability with NTA or apply for Bachelor of Nursing.

In addition, on completion of the Certificate III in Individual Support, you can receive credits for units that make up the Certificate IV qualifications in Ageing Support, Disability, Mental Health and Leisure and Health.

**Course fee Aus \$6,000 + Materials Fee \$500 + \$250 Enrolment fee**

Fees are payable by Cheque, Money order, Cash, Internet or Bank Deposit

(See Enrolment Form for details). Other arrangements may be made based on individual needs.



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RTO ID: 41009



# CHC43015 CERTIFICATE IV IN AGEING SUPPORT

A one-year course for international students

## Course **OUTLINE**

This qualification focuses on the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

## Who should do this **COURSE?**

People pursuing a career in a facility such as a Nursing Home, Hostel, Residential Care Facility, Aged Care Facility, Retirement Village and Community Health Care Centre.

### **Graduates may seek employment in the following jobs:**

- Personal care worker
- Care supervisor
- Day activity worker
- Care team leader
- Hostel supervisor
- Residential care worker

## Entry **REQUIREMENTS**

- Applicants must be 18 years or above
- School education at least at Australian high school leaving level Year 12 (HSC in NSW); or other relevant qualification/s;
- Or experience in an aged care or nursing environment;
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or
- Evidence of completing a VET course at Certificate IV or above level in Australia.

## Course **DURATION**

This course is 52 weeks. The structure is based on 20 hours per week as follows:

- You attend College two days a week for classroom learning, practice and assessment (8 hours each)
- You also study a structured study program by unit in the online learning platform for 4 hours per week
- To get the most out of your course you need to do some self-study in your own time. When you are ready there is a work placement of 120 hours spread over 3-4 weeks
- Commencement dates are the start of every term.

See the website for our intake dates or ring the office for details.

## Course **DELIVERY**

Delivery is a combination of methods to cover the theory and practice requirements:

- Workshops for developing your theory knowledge such as anatomy and medications & care plans
- Supplementary learning online for each unit in theory and skills and case studies
- Demonstrations then practice to give you that valuable practice time before you go to the work place
- Self-paced study and support to embed your learning and practical skills
- Work placements to apply your skills.

You will be trained to use manual handling equipment and other equipment such as:

- Lifting hoist, Stand up Lifter, Pelican Belt, Slide Sheet, Electric bed, & Wheelchair.
- Glucometer, Blood Pressure, Pulse Oximeter etc.
- Medication Trolley, Medications (Dummy), & Dressing Trolley.

Work Placement at an Aged Care facility is arranged with you and you will receive the support of one of our mentors to ensure this opportunity is a rewarding experience. For work placement, students have to wear your own black trousers and black closed shoes, we will provide you with NTA logo Polo T-shirt.

## Course TOPICS

Study **18 units** to gain your qualification

**15 Core** units and **3 Elective** units.

Our course has been designed to meet the requirements for the **CHC43015 Certificate IV in Ageing Support**.

## Core UNITS

UNIT CODE	UNIT NAME	STATUS
CHCDIV001	Work with diverse people	Core
CHCLEG003	Manage legal and ethical compliance	Core
HLTAAP001	Recognise healthy body systems	Core
HLTWHS002	Follow safe work practices for direct client care	Core
CHCADV001	Facilitate the interests and rights of clients	Core
CHCAGE001	Facilitate the empowerment of older people	Core
CHCAGE003	Coordinate services for older people	Core
CHCAGE004	Implement interventions with older people at risk	Core
CHCAGE005	Provide support to people living with dementia	Core
CHCCCS006	Facilitate individual service planning and delivery	Core
CHCCCS011	Meet personal support needs	Core
CHCCCS023	Support independence and well-being	Core
CHCCCS025	Support relationships with carers and families	Core
CHCPAL001	Deliver care services using a palliative approach	Core
CHCPRP001	Develop and maintain networks and collaborative partnerships	Core

## Electives UNITS

UNIT CODE	UNIT NAME	STATUS
HLTHPS006	Assist clients with medication	Elective
HLTHPS007	Administer and monitor medications	Elective
HLTAID011	Provide First Aid	Elective

**For more details/information, ask for an Information Pack.**

## Course **ASSESSMENTS**

As this is a nationally recognised qualification, you will be required to successfully complete all units to a standard so that you are job ready. Each unit contains assessments which include:

- Knowledge based tests which contain written short answer questions, case studies and project works
- Practical demonstrations where you will be observed by one of our assessors in a simulated environment.
- Demonstration of clinical skills in Work place environment, assessed by our facilitator

**Note: You must be deemed competent with each unit in order to receive your qualification.**

## Requirements for the **WORK PLACEMENT**

- A Police Clearance Certificate is mandatory prior to your work placement; you must undertake a Federal Police Check (AFP) or NSW Police check (it must be no less than 12 months old).

This can be done through a website.

- Working with Children check
- Relevant immunization check (as per NSW health guide lines)

These checks must be completed at the start of the course and prior to industry work placement. The students must be **physically be able to do moderate amount of lifting** using the appropriate equipment. The students should not have any mobility, hearing, and vision problems to carry out duties efficiently in the hospital or community care settings whilst at placement.

## Recognition of Prior Learning (RPL) and **CREDIT TRANSFER**

You may have developed a number of skills in aged care, through previous employment opportunities, life experience or formal studies. If this is the case then you should ask about recognition of prior learning. This may shorten your course. If you hold a current First Aid Certificate from a recognised RTO you will be given credit for the first aid unit.

## Course **PATHWAYS** This is only the start of your academic journey

After achieving the Certificate IV in Ageing Support you have a number of pathway options. You can complete further study and gain the Certificate IV in Disability or go on to the Diploma Community Services with NTA or apply for Bachelor of Nursing.

## **Course fee Aus \$9,900 + 500 Materials + \$250 Enrolment fee**

Fees are payable by Cheque, Money order, Cash, Internet or Bank Deposit (See Enrolment Form for details). Other arrangements may be made based on individual needs.





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RTO ID: 41009



# CHC43121 CERTIFICATE IV IN DISABILITY SUPPORT

A 36 weeks course for international students

## Course **OUTLINE**

This qualification focuses on the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

The skills in this course must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

To achieve this course, the student must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.



## Who should do this COURSE ?

People pursuing a career in a facility such as a Nursing Home, Hostel, Residential Care Facility, Disability Facility, and Community Health Care Centre.

## Graduates may seek employment in the following jobs:

- Disability support worker
- Behavioural Support Officer
- Disability team leader/Supervisor
- Disability Support Coordinator
- Personal Care Assistant
- Residential care Officer

## Entry REQUIREMENTS

There are entry requirements for this qualification. Students must complete one of the following:

- Completion of: CHC33021 Certificate III in Individual Support (Disability) OR
- Completion of: CHC33015 Certificate III in Individual Support (Disability) OR
- Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

## Other Entry Requirements of NTA:

- Applicants must be 18 years or above
- School education at least at Australian high school leaving level Year 12 (HSC in NSW); or other relevant qualification/s;
- Or experience in an aged care or nursing environment;
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or
- Evidence of completing a VET course at Certificate IV or above level in Australia.

## Course DURATION

This course is 36 weeks with 10 weeks study of each term for 3 Terms. The structure is based on 20 hours per week as follows:

- You attend College two days a week for classroom learning, practice and assessment (8 hours each)
- You also study a structured study program by unit in the online learning platform for 4 hours per week
- To get the most out of your course you need to do some self- study in your own time. When you are ready there is a work placement of 120 hours spread over 3-4 weeks in Term 3.
- Commencement dates are the start of every term.

See the website for our intake dates or ring the office for details.

- Or experience in an aged care or nursing environment;
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or
- Evidence of completing a VET course at Certificate IV or above level in Australia.

## Course DELIVERY

Delivery is a combination of methods to cover the theory and practice requirements:

- Workshops for developing your theory knowledge such as anatomy and medications and care plans
- Supplementary learning online for each unit in theory and skills and case studies
- Demonstrations then practice to give you that valuable practice time before you go to the work place
- Self-paced study and support to embed your learning and practical skills
- Work placements to apply your skills.

You will be trained to use manual handling equipment and other equipment such as:

- Lifting hoist, Stand up Lifter, Pelican Belt, Slide Sheet, Electric bed, & Wheelchair.
- Glucometer, Blood Pressure, Pulse Oximeter etc.
- Medication Trolley, Medications (Dummy), & Dressing Trolley.

Work Placement at disability facility is arranged with you and you will receive the support of one of our mentors to ensure this opportunity is a rewarding experience. For work placement, students have to wear your own black trousers and black closed shoes, we will provide you with NTA logo Polo T-shirt.

## Course TOPICS

Study **10 units** to gain your qualification

**7 Core units** and **3 Elective units**.

Our course has been designed to meet the requirements for the **CHC43121 Certificate IV in Disability Support**.

## Core UNITS

UNIT CODE	UNIT NAME	STATUS
CHCCCS044	Follow established person-centred behaviour supports	Core
CHCLEG003	Manage legal and ethical compliance	Core
HLTWS003	Maintain work health and safety	Core
CHCDIS017	Facilitate community participation and social inclusion	Core
CHCDIS018	Facilitate ongoing skills development using a person-centred approach	Core
CHCDIS019	Provide person-centred services to people with disability with complex needs	Core
CHCCCS044	Follow established person-centred behaviour supports	Core

## Electives UNITS

UNIT CODE	UNIT NAME	STATUS
HLTHPS006	Assist clients with medication	Elective
CHCCCS004	Assess co-existing needs	Elective
CHCDIS020	Work effectively in disability support	Elective

**For more details/information, ask for an Information Pack.**

## Course ASSESSMENTS

As this is a nationally recognised qualification, you will be required to successfully complete all units to a standard so that you are job ready. Each unit contains assessments which include:

- Knowledge based tests which contain written short answer questions, case studies and project works
- Practical demonstrations where you will be observed by one of our assessors in a simulated environment.
- Demonstration of clinical skills in Work place environment, assessed by our facilitator

**Note:** You must be deemed competent with each unit in order to receive your qualification.

## Requirements for the WORK PLACEMENT

- A Police Clearance Certificate is mandatory prior to your work placement; you must undertake a Federal Police Check (AFP) or NSW Police check (it must be no less than 12 months old).

This can be done through a website.

- Working with Children check
- Valid NDIS Worker Screening Check
- Relevant immunization check (as per NSW health guide lines)

These checks must be completed at the start of the course and prior to industry work placement. The students must be physically able to do moderate amount of lifting using the appropriate equipment. The students should not have any mobility, hearing, and vision problems to carry out duties efficiently in the hospital or community care settings whilst at placement.

## Recognition of Prior Learning (RPL) and CREDIT TRANSFER

You may have developed a number of skills in community service or disability care, through previous employment opportunities, life experience or formal studies. If this is the case, then you should ask about recognition of prior learning. This may shorten your course. If you hold a current First Aid Certificate from a recognised RTO you will be given credit for the first aid unit.

## Course PATHWAYS This is only the start of your academic journey

After achieving the Certificate IV in Disability Support you have a number of pathway options. You can complete further study and gain the Certificate IV in Ageing or go on to the Diploma Community Services with NTA or apply for Bachelor of Nursing.

## Course fee Aus \$ 11,900 + 500 Materials + \$250 Enrolment fee

Fees are payable by Cheque, Money order, Cash, Internet or Bank Deposit

(See Enrolment Form for details). Other arrangements may be made based on individual needs.





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# CHC43315 CERTIFICATE IV IN MENTAL HEALTH

A one-year course for international students

## Course **OUTLINE**

This qualification focuses on the role of workers who provide self-directed recovery oriented support for people affected by mental illness and psychiatric disability. Work involves implementing community based programs and activities focusing on mental health, mental illness and psychiatric disability. Work is undertaken in a range of community contexts such as community based non-government organisations; home based outreach; centre-based programs; respite care; residential services, rehabilitation programs; clinical settings; or supporting people in employment. Work is carried out autonomously under the broad guidance of other practitioners and professionals.

To achieve this qualification, the student must have completed at least 80 hours of work as detailed in the Assessment Requirements of the units of competency.

## Who should do this COURSE ?

People pursuing a career in a facility such as a respite care; residential services, rehabilitation programs; clinical settings; home based outreach; centre-based programs; or supporting people in employment.

## Graduates may seek employment in the following jobs:

- Mental Health Support Worker
- Community Support Worker
- Mental Health Outreach Worker

## Entry REQUIREMENTS

There are no formal entry requirements for this course; however, applicants should demonstrate ability to perform tasks as required by the industry.

- Applicants must be 18 years or above
- School education at least at Australian high school leaving level Year 12 (HSC in NSW); or other relevant qualification/s;
- Or experience in an aged care or nursing environment;
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or
- Evidence of completing a VET course at Certificate IV or above level in Australia.

## Course DURATION

This course is **52 weeks** with **9 weeks study** of each term for **4 Terms**. The structure is based on **20 hours per week** as follows:

- You attend College two days a week for classroom learning, practice and assessment (**8 hours each**)
- You also study a structured study program by unit in the online learning platform for **4 hours per week**
- To get the most out of your course you need to do some self- study in your own time. When you are ready there is a work placement of **120 hours spread over 3-4 weeks in term 4**.
- Commencement dates are the start of every term.

See the website for our intake dates or ring the office for details.

## Course DELIVERY

Delivery is a combination of methods to cover the theory and practice requirements:

- Workshops for developing your theory knowledge such as anatomy and medications and care plans
- Supplementary learning online for each unit in theory and skills and case studies
- Demonstrations then practice to give you that valuable practice time before you go to the work place
- Self-paced study and support to embed your learning and practical skills
- Work placements to apply your skills.

You will be trained to use manual handling equipment and other equipment such as:

- Lifting hoist, Stand up Lifter, Pelican Belt, Slide Sheet, Electric bed, & Wheelchair.
- Glucometer, Blood Pressure, Pulse Oximeter etc.
- Medication Trolley, Medications (Dummy), & Dressing Trolley.

Work Placement at a Mental Health Hospital, Community Service facility is arranged with you and you will receive the support of one of our mentors to ensure this opportunity is a rewarding experience. For work placement, students have to wear your own black trousers and black closed shoes, we will provide you with NTA logo Polo T-shirt.

## Course TOPICS

Study **15 units** to gain your qualification

**11 Core** units and **4 Elective** units.

Our course has been designed to meet the requirements for the **CHC43315 Certificate IV in Mental Health Support**.

## Core UNITS

UNIT CODE	UNIT NAME	STATUS
CHCDIV001	Work with diverse people *	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
CHCLEG001	Work legally and ethically*	Core
CHCMHS002	Establish self-directed recovery relationships	Core
CHCMHS003	Provide recovery oriented mental health services	Core
CHCMHS004	Work collaboratively with the care network and other services	Core
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	Core
CHCMHS007	Work effectively in trauma informed care	Core
CHCMHS008	Promote and facilitate self-advocacy	Core
CHCMHS011	Assess and promote social, emotional and physical wellbeing	Core
HLTWHS001	Participate in work health and safety	Core

## Electives UNITS

UNIT CODE	UNIT NAME	STATUS
CHCCCS019	Recognise and respond to crisis situations	Elective
HLTHPS006	Assist clients with medication	Elective
HLTAAP001	Recognise healthy body systems*	Elective
HLTAID011	Provide first aid*	Elective

**For more details/information, ask for an Information Pack.**

## Course ASSESSMENTS

As this is a nationally recognised qualification, you will be required to successfully complete all units to a standard so that you are job ready. Each unit contains assessments which include:

- Knowledge based tests which contain written short answer questions, case studies and project works
- Practical demonstrations where you will be observed by one of our assessors in a simulated environment.
- Demonstration of clinical skills in Work place environment, assessed by our facilitator

**Note: You must be deemed competent with each unit in order to receive your qualification.**

## Requirements for the WORK PLACEMENT

- A Police Clearance Certificate is mandatory prior to your work placement; you must undertake a Federal Police Check (AFP) or NSW Police check (it must be no less than 12 months old).

This can be done through a website.

- Working with Children check
- Valid NDIS Worker Screening Check
- Relevant immunization check (as per NSW health guide lines)

These checks must be completed at the start of the course and prior to industry work placement. The students must be physically able to do moderate amount of lifting using the appropriate equipment. The students should not have any mobility, hearing, and vision problems to carry out duties efficiently in the hospital or community care settings whilst at placement.

## Recognition of Prior Learning (RPL) and CREDIT TRANSFER

You may have developed a number of skills in community service or disability care, through previous employment opportunities, life experience or formal studies. If this is the case, then you should ask about recognition of prior learning. This may shorten your course. If you hold a current First Aid Certificate from a recognised RTO you will be given credit for the first aid unit.

## Course PATHWAYS This is only the start of your academic journey

After achieving the Certificate IV in Disability Support you have a number of pathway options. You can complete further study and gain the Certificate IV in Ageing or go on to the Diploma Community Services with NTA or apply for Bachelor of Nursing.

## Course fee Aus \$ 9,900 + 500 Materials + \$250 Enrolment fee

Fees are payable by Cheque, Money order, Cash, Internet or Bank Deposit  
(See Enrolment Form for details). Other arrangements may be made based on individual needs.





# CHC52021: DIPLOMA OF COMMUNITY SERVICES [CASE MANAGEMENT]

24 Months course for international students

## Course OUTLINE

This qualification focuses on the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering services to individuals, groups and communities. At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. They provide direct support to individuals or groups of individuals and case management. There may be supervision of other workers and volunteers.

CHC52021 Diploma of Community Services (Case Management) focuses on the skills required for the community services sector and prepares you to work with people experiencing complex social issues.



## Entry REQUIREMENTS

There are no formal entry requirements for this course; however, applicants should demonstrate ability to perform tasks as required by the industry.

- Applicants must be 18 years or above
- School education at least at Australian high school leaving level Year 12 (HSC in NSW); or other relevant qualification/s;
- Or experience in an aged care or nursing environment;
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or
- Evidence of completing a VET course at Certificate IV or above level in Australia.

## Pathways

This is only the start of your academic journey

After achieving the Diploma of Community Services you have a number of pathway options. Once you complete can apply for Bachelor of Community Services or Bachelor of social work or Bachelor of Nursing.

## Who should do this COURSE?

People pursuing a career in a case management role in a community setting.

Graduates may seek employment in the following jobs:

- Community services worker
- Program coordinator
- Early intervention worker
- Youth officer
- Group facilitator
- Welfare worker
- Case coordinator

## Course DURATION

This course is **104 weeks**. The structure is based on **20 hours per week** as follows:

- You attend College two days a week for classroom learning, practice and assessment (**8 hours each**)
- You also study a structured study program by unit in the online learning platform for **4 hours per week**
- To get the most out of your course you need to do some self- study in your own time. When you are ready there is a work placement of **400 hours** spread over **4th, 6th, & 8th** terms.
- Commencement dates are the start of every term.

See the website for our intake dates or ring the office for details.

## Course LOCATION

All training is held at our office at Burwood which is right next to the railway station. Work placements will be selected where possible to meet your travel needs.

## Assessments

As this is a nationally recognised qualification, you will be required to successfully complete all units to a standard so that you are job ready. Each unit contains assessments which include:

- Knowledge based tests which contain written short answer questions, case studies and project works
- Practical demonstrations where you will be observed by one of our assessors in a simulated environment.
- Demonstration of clinical skills in Work place environment, assessed by our facilitator

**Note:** You must be deemed competent with each unit in order to receive your qualification.

## Requirements for the WORK PLACEMENT

- A Police Clearance Certificate is mandatory prior to your work placement; you must undertake a Federal Police Check (AFP) or NSW Police check (it must be no less than 12 months old).

This can be done through a website.

- Working with Children check
- Valid NDIS Worker Screening Check
- Relevant immunization check (as per NSW health guide lines)

These checks must be completed at the start of the course and prior to industry work placement. The students must be physically be able to do moderate amount of lifting using the appropriate equipment. The students should not have any mobility, hearing, and vision problems to carry out duties efficiently in the hospital or community care settings whilst at placement.

## Course DELIVERY

Delivery is a combination of methods to cover the theory and practice requirements:

- Workshops for developing your theory knowledge such as case management theory
- Supplementary learning online for each unit in theory and skills and case studies
- Demonstrations then practice to give you that valuable practice time before you go to the work place
- Self-paced study and support to embed your learning and practical skills
- Work placements to apply your skills.

Work Placement at a Community Service facility is arranged with you and you will receive the support of one of our mentors to ensure this opportunity is a rewarding experience. For work placement, students have to wear your own black trousers and black closed shoes, we will provide you with NTA logo Polo T-shirt.

## Recognition of Prior Learning (RPL) and Credit Transfer

You may have developed a number of skills in community service or aged care or disability care, through previous employment opportunities, life experience or formal studies. If this is the case, then you should ask about recognition of prior learning. This may shorten your course.

## Topics: Study units and QUALIFICATION

Study **20 units** to gain your qualification  
**12 Core** units and **8 Elective** units.

Our course has been designed to meet the requirements for the **CHC52021 Diploma of Community Services (Case Management)**.

### CORE UNITS:

UNIT CODE	UNIT NAME	STATUS
CHCCCS007	Develop and implement service programs	Core
CHCCCS019	Recognise and respond to crisis situations	Core
CHCCSM013	Facilitate and review case management	Core
CHCDEV005	Analyse impacts of sociological factors on people in community work and services	Core
CHCDFV001	Recognise and respond appropriately to domestic and family violence	Core
CHCCCS004	Assess co-existing needs	Core
CHCDIV001	Work with diverse people	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
CHCLEG003	Manage legal and ethical compliance	Core
CHCMGT005	Facilitate workplace debriefing and support processes	Core
CHCPRP003	Reflect on and improve own professional practice	Core
HLTWHS004	Maintain work health and safety	Core

### ELECTIVE UNITS:

UNIT CODE	UNIT NAME	STATUS
CHCCSM009	Facilitate goal-directed planning	Elective
CHCCSM010	Implement case management practice	Elective
CHCCSM012	Coordinate complex case requirements	Elective
CHCCSM014	Provide case management supervision	Elective
CHCCSM015	Undertake case management in a child protection framework	Elective
CHCCOM003	Develop workplace communication strategies	Elective
CHCDIS017	Facilitate community participation and social inclusion	Elective
CHCDIS019	Provide person-centred services to people with disability with complex needs	Elective

**For more details/information, ask for an Information Pack.**

## Course Fees \$20,000 | \$500 Materials Fees + \$250 Enrolment Fees

Fees are payable by Cheque, Money order, Cash, Internet or Bank Deposit  
(See Enrolment Form for details). Other arrangements may be made based on individual needs.

### For more DETAILS

Visit [www.nta.edu.au](http://www.nta.edu.au) or Email: [info@nta.edu.au](mailto:info@nta.edu.au)

Or visit us at the office:

Campus 1: 106-108, 3 Railway Parade Burwood, NSW 2134

Campus 2: Suite 6, 132-134 Burwood Road, Burwood NSW 2134

**t** : +61 2 9715 6528      **f** : +61 2 97152339

**m** : 0413173504 [Jai Seelam] or 0478 012 864 [Amit]

Care Plus Training Pty Ltd T/A Nurse Training Australia. ABN: 291 661 75462

Our friendly staff are waiting for your call



# ORIENTATION TO THE COLLEGE AND THE COURSE

Student services staff will organise your orientation. On your first day at our college the team will welcome you, answer your questions and give you information about:

## The orientation program includes:

- About the College and welcome
- Student support services available to students
- Course timetable and delivery
- Log in and using the online systems at our College
- Rules of the College
- Course progress requirements
- Attendance requirements
- USI (Unique Student Identifier) set up
- Contact persons at our College
- Tour of the facilities and resources
- Use of computers and mobile phones and devices
- Maintenance of the equipment
- Help outside - legal services
- Medical information and emergency and health services
- Complaints and appeals processes
- Work visas
- Safety using public transport
- How to keep your property safe
- Walking tour of the area
- Overseas Student Ombudsman
- RPL (Recognition) and Credit Transfer (Advanced standing or exemption)
- College transfer

You must attend an orientation session and sign off on this activity. We will ask you to complete a form that updates your personal details for the College database and provides more information about your background and any special needs that we must collect as a registered training organisation.



# OVERSEAS STUDENT HEALTH COVER



Overseas Student Health Cover (OSHC) is a government requirement. Family includes the student, the spouse of the student and any dependent children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence as the student in Australia.

Medibank Private and Australian Health Management are the organisations that provide the services to international students as well.

The Medibank Membership Card normally takes 6 weeks to be delivered to the College. Remember to request for the receipts when you pay for the doctor consultation. Medibank Private will reimburse some of your expenses in the conduct of doctor's diagnoses and treatments. Australian Health Management takes less time.

You can talk to our reception if you need any help in regards to arrangement of a Medibank card or an Australian Health Management card on behalf of you.

For more detailed information on OHSCHC refer to [www.medibank.com.au](http://www.medibank.com.au) or alternatively contact Medibank Private by phone **1800 188 188**

[www.ahm.com.au](http://www.ahm.com.au) for Australian Health Management or by phone on **(+61) 134 246**

[www.oshc.bupa.com.au](http://www.oshc.bupa.com.au) for BUPA or by phone **(+61) 134 135**

[www.oshcallianzassistance.com.au](http://www.oshcallianzassistance.com.au) for OSHCALLIANZ or by phone on **(+61)136 74**

Alternatively Compare all Australian Government approved providers for overseas student health care cover in one place by visiting

[www.oshcaustralia.com.au](http://www.oshcaustralia.com.au) to buy your policy in minutes.



# STAFF CONTACT PERSONS

The Student Services Manager is the designated official point of contact for overseas students. Additionally, staff undertake the following roles & responsibilities in relation to overseas students:

Staff Member in this Role	Area of Responsibility for Overseas Students	Method to Contact/ make Appointment
Student Services Officer (SSO)	Orientation on arrival	Appointment/Start of each intake
Student Services Officer (SSO)	General student service enquiries OSHC/ Visa / Passport issues	At reception or by email or phone
Trainers	Academic tutorial support	Book in by email first then appointment
Director of Studies	Academic Counselling	By email first then appointment
SSO then external counsellor	Personal Counselling	At reception or by email or phone then by appointment
Student Services Manager	Intervention and student welfare	At reception or by email or phone then by appointment
Student Services Manager Director of Studies	Complaints and appeals	In person, then formal

## NTA WEBSITE STUDENT PORTAL - A "GO TO HERE" PLACE FOR INFORMATION

Our website ([www.nta.edu.au](http://www.nta.edu.au)) has a student services area. There is a lot of information for you on the website. But when you are an official student with our College, you will get a student log in (dropdown from LOGIN tab) and go to the Student portal. This is where you will be able to keep up to date with your course, personal details and much more.

We will show you around the website and student portal as part of your orientation to the College.

## ADDRESS AND CONTACT DETAILS

Students must provide your current residential address and keep this up to date. Failure to do so may result in a cancellation of your Student Visa by the DIBP.

There are two ways of doing this if your address changes:

- Fill in the Change notice form that is available in reception. It is important to notify Reception in person within 7 days if you have a change of address and contact details.
- Go onto the website and in the student portal. Log in with your student number and update your details.

## STUDENT CARD

When you start at the College, we will arrange for you to have a College student card. To get a student card, you will need to give reception a passport sized photograph. You will then be issued with a student card within a week. The student card can be used as a concession card at museums, theatres, cinemas etc. They are not valid on public transport in Sydney, as international students must pay adult fares. There is a charge for replacement of a lost card.

## ACADEMIC CALENDAR AND INTAKES

The academic year of Nurse Training Australia is 36 weeks divided into 4 terms of 9 weeks for every term. Students have to study a minimum 20 hours per week. Students are only allowed to take breaks during the public holidays and nominated College holidays.

TERM-1	TERM-2	TERM-3	TERM-4	TERM-5
9 Weeks	9 Weeks	9 Weeks	9 Weeks	9 Weeks
2 Weeks break	3 Weeks break	2 Weeks break	3 Weeks break	

## COURSE TIMETABLE

Timetables and room allocations are set in advance but may change each term.

Timetables will be posted approximately 2 weeks prior to the commencement of the next term at the College noticeboard. There is a calendar that is regularly updated in the online learning platform.

New students will receive their timetable at orientation.

You can see your personal timetable in the Student Portal Login





## FACILITIES AND EQUIPMENT

Nurse Training Australia has the administration area at the Railway Parade site. There are lecture rooms and practical rooms at both training locations.

### Training facilities include:

- Fully resourced classrooms
- Fully resourced practical rooms for preparing for work in community services and health workplaces
- Suitable training equipment set up safely and securely
- Adequate acoustics, ventilation and lighting
- Toilet facilities
- Computers with access to the Internet
- Ezone platform for Online learning

In the event of a planned relocation of the College we will notify both ASQA and our students at least three weeks prior to the relocation taking place. This notification will provide details of our new address, a map of how to get there and other details relevant to the relocation and student studies during this transition period.

## STUDENT BREAK AREA AND FACILITIES

The surrounding area at both sites have a big choice of places to eat and relax outside of class hours.

There are a large outside area at Railway Parade where students can gather.

## STUDENT SUPPORT SERVICES

Nurse Training Australia support students to adjust to study in Australia, to achieve their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course.

We assist students to adjust to study and life in Australia, including through the provision of an age and culturally appropriate orientation program that includes information about: Student support services available to students in the transition to life and study in a new environment.

- Legal services
- Emergency and health services
- Facilities and resources
- Complaints and appeals processes
- Counselling services
- Any student visa condition relating to course progress and/or attendance.

We provide the opportunity for students to participate in services that assist students in meeting course requirements and maintaining their attendance. If you are falling behind, we commune with you and make individual case-by-case arrangements.

We provide the opportunity for students to access welfare support services if there are some personal issues that ma during their study. These services offered through our st provided at no additional cost to the student. If we cannot a your particular support needs, NTA will refer a student to e support services. NTA will not charge for a referral, but fees applica- ble for the service provider.

Our college has a documented Critical Incident Policy toget procedures that covers the action to be taken in the eve critical incident, the required follow up to the incident and of the incident and action taken.

We will designate a member of staff or members of staff as an official point of contact for students. The Student Services M or Officers will have access to up-to-date details of College s services.

Our college ensures that the staff members who interact with students are aware of the obli- gations of NTA under t framework and the potential implications for overseas stud a visa arising from the exercise of these obligations. This i tion is communicated to staff through inclusion in staff me and across our policies.

#### External Counselling Services and Assistance

- There is a list of support services on the notice board at reception
- Details of local legal, medical, and emergency support services will be given out at the Orientation
- Talk to the Student Services Officer and ask for the up-to-date list of support services.

## EMERGENCY NUMBERS AND CONTACT DETAILS

**POLICE or AMBULANCE or FIRE 000**

**1. DIAL 000 AND REQUEST THE SERVICE YOU NEED**

**2. REMEMBER TO REMAIN AS CALM AS YOU CAN**

**3. SPEAK CLEARLY AND GIVE THE DETAILS AS REQUESTED**



Abortion & grief counselling | Alcohol & drug information | Asian specialist support unit | Australian search and rescue | Child protection | Children's help line | Counselling | Coronor's office | Crisis pregnancy | Domestic violence 24x7 | Drug and alcohol | Interpreting services Gamblers anonymous | Legal services | Lifeline 24 hours | Poisons information centre Queer services | Quit line | Sexual health | Youth emergency services.

## Other:

Medical authorities | Religious and ethnic groups | Media representatives  
Insurance representatives | Local embassy or consular | Representatives

Aidsline **1800 133 392**

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Abortion & grief counselling **1300 363 550**

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Australian search and rescue Aviation rescue **1800 815 257**

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Maritime rescue Australian funeral directors association

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Afda funeral advice line **(03) 9859 9966**

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Centre against sexual assault **1800 806 292**

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Children's help line **1800 55 1800** | [www.Kidshelpline](http://www.Kidshelpline).

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Child abuse services **1800 688 009**

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Crisis care **1800 177 135**

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Crisis pregnancy **1800 650 840**

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Domestic violence 24x7 **1800 811**

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Emergency animal disease watch **1800 675 888**

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Family drug support **1300 368 186**

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Gamblers anonymous **1800 002 210**

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Interpreting services **131 450**

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Lifeline **131 114** | Parent line **132 289**

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Poisons information centre **131 126**

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Suicide helpline (victoria) **1300 651 251**

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The burwood westfield medical centre **(02) 9744 3330**

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Burwood Medical Practice **(02) 9747 6327**

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Sydney Smile Care **+61 2 9747 1988**

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Burwood Eye Clinic **9747 2555** and **9747 2253**

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Nong's TCM Clinic **02 9747 3968**



## **MORE ABOUT STUDYING AT NTA - TEACHING & ONLINE STUDY METHODS**

Our teaching methods include face-to-face instruction to students plus access to online learning. There is also one-to-one individual support, attention, and assistance.

Online Learning in Ezone: 20% of the course for each qualification is delivered online through Ezone (LMS). Students are required to complete the online study for 4 hours every week to complete the mandatory weekly attendance. Ezone will contain all the course resources and will be available 24/7. You will be shown how to navigate.

Ezone during orientation and can follow up with Student Services staff for extra online navigation to get started. If extra support is required, you need to contact IT support through the Ezone platform following the getting-to-know-the-site guides and using the help menus. You can also discuss any technical issues with the trainers face-to-face when you come to class.

There are small group practical demonstrations and simulations in well-set up rooms during the courses.

All instructions are in English. The College is set up with facilities which provide plenty of opportunity and ample space for you to practice and develop your skills.

## **WORK PLACEMENT**

Each course has a compulsory work placement component. This is usually part way through the course after you have learned foundation skills and completed training in First Aid or other required pre-placement study. Our college has contracts with facilities in nursing, disability, hospitals, and community service agencies. We will usually place a student at a date and location that fits with their situation. We explain this in detail at the induction and throughout the course, there is help with the placement arrangements.

There are some expenses involved in your work placement. You must wear black or blue trousers and close in black shoes. You supply this clothing. NTA supplies a T-shirt. You will also pay for your travel costs to the placement location.

## **EDUCATION SUPPORT AND TUTORIALS**

Our trainers want you to do well in your study, so we offer education support strategies such as:

- Demonstrating procedures.
- Providing opportunities for 'hands-on' experience and practice.
- Individual in-class support and advice to students.

- Encouraging students to work at their own pace using textbooks and online learning platforms.
- We offer additional study tutorial times for students to work in smaller groups with their trainer. This usually occurs in the evenings in an open-access classroom.
- See the tutorial times in the calendar in Ezone and the messages from your trainer in Ezone.
- Book a tutorial by messaging in Ezone or email – ask Student Services about tutorial bookings.

## EDUCATION SUPPORT AND TUTORIALS

Assessment is conducted by the curriculum we use. The assessment is competency-based which means you are tested against the standards outlined in the units of competency within the relevant National Training Package and its defined assessment- guidelines.

### It includes:

- Assessment during the training to judge how you are progressing
- Assessment of performance at the end of the units of training
- Assessment in the workplace and third-party reports from industry supervisors
- Recognition of prior learning or recognition of current competency

Assessment methods may involve you in:

- Demonstration of practical skills
- Written questions
- Oral questions
- Presentations
- Case studies
- Projects
- Final knowledge tests
- Logbooks of placement practice and hours of applied skills

At the start of every unit, there is a unit outline. You will be given information on the topics and a delivery schedule including the units of competency and the student assessment plan which is the activities to be completed. The outcomes of the assessment are C for Competent or NYC for Not Yet Competent. Those assessed as NYC (Not Yet Competent) can request re- assessment. During the course, your trainer will maintain your assessment records in hard and soft copy.

## RECOGNITION OF PRIOR LEARNING (RPL)

If you believe you already have the skills and knowledge required to demonstrate competency you can request RPL. It does not matter whether you acquired your skills and knowledge through informal learning, work experience, and/or life experiences.

### To request RPL you will need to:

- Read your course information and talk to the Director of Studies if there is anything you need explained
- Collect and complete the Application for Recognition of Prior Learning form
- Complete an RPL interview with a Trainer
- Confirm you are eligible for RPL then go ahead with your evidence collection
- Collect your evidence to show your competence. Your evidence must be valid (as described in the unit of competency), sufficient (enough), current (up to date), and authentic (your work)
- Organize the evidence you have for each unit of competency
- Present your evidence and the list of assessments.



The assessor may ask you to undergo a challenge test. You will be provided with a written report on the outcomes of assessment of your application for RPL which you will be required to counter sign. This report will be filed in your personal file.

Where RPL is granted before the issue of a student visa via Nurse Training Australia, the net course duration (as reduced by RPL) will be indicated on the letter of offer issued for that student.

Where RPL is granted after the student visa is granted, the resulting change of course duration will be notified via a database called the PRISMS.

Nurse Training Australia does not charge for the processing of the RPL application. A fee does apply to complete the RPL assessment.

If a student is granted RPL there may be a reduction in the total course fee. This will be explained in a letter to the student.

## CREDIT TRANSFER (CT) ADVANCED STANDING

Nurse Training Australia recognizes relevant AQF qualifications and/or Statement of Attainment issued by any other RTO. We must verify the authenticity of such documents as required and determine the currency of the units of competency/modules indicated on the transcript.

We usually assess credit transfer requests at the application stage as this will affect the study load and the letter of offer to the student.

Where CT is granted after the student visa is granted, the resulting change of course duration will be notified to immigration via a database called the PRISMS.

## ISSUANCE OF QUALIFICATIONS

On successful completion of all units of competency, you will be issued with a full AQF qualification and transcript of competencies achieved. If you do not complete the entire course of study a Statement of Attainment will be issued for successful completion of individual units of competency.

## NTA TRAINERS

### Trainer Qualifications

Nurse Training Australia trainers come from a community services and nursing background. Most are still working in the industry and have the relevant qualifications required to teach the courses as set down by the regulators.

#### These include:

- Qualifications in aged care and disability and home and community care
- Qualifications in social services and case management in a health setting
- Qualifications usually above the minimum required such as nursing
- Current Certificates in First Aid and Advanced First Aid, CPR, and more
- Qualifications in training and assessment
- More than 5 years' current experience in the relevant field.

#### Your trainers will:

- Recognize the cultural diversity of all students
- Ensure equal treatment of all students
- Encourage full participation and assist all students in achieving the course outcomes
- Provide equal access to resources
- Refer students with specific learning problems to appropriate agencies

## STUDENT ATTENDANCE IS MONITORED

Nurse Training Australia will record and monitor student attendance throughout the course. All course participants are required to complete a minimum of 20 contact hours per week to meet their student visa requirements and to gain maximum benefit from the classes.

- We operate a weekly timetable of 16 hours face to face training plus 4 hours of structured training online in Ezone.
- You are required to attend all scheduled face-to-face training sessions each week.
- The minimum attendance requirement set by NTA is 80% for each term while classes are in session.
- At each session, your trainer will log into the student database and register attendance.
- Your attendance is recorded in our database and we check this regularly.
- You can go into the student portal and see your attendance statistics.

Should you be unable to attend classes for reasons such as illness, serious family problems, you are required to contact student services and explain your absence.

A medical certificate from a registered general practitioner is required if you are sick and this will be recorded on the attendance records. You must provide a copy of their medical certificate upon return to class and keep the original for future records.

If your attendance falls below 80% for the term we will notify you by SMS then if attendance drops lower, you will be sent warning letters and asked to come and see Student Services. We will offer support and intervention in case low attendance suggests problems for your study and life. If you are absent for 10 consecutive days, you will be sent a notification again and must contact the College and explain your situation to Student Services.

We do this to make sure you are progressing with your studies. If you do not attend you will not be able to keep up with the work and assessments.

We monitor your attendance when you are at work placement very closely. Employers offer NTA the very valuable opportunity for our students to gain work experience in their facilities supported by their staff. You must respect this valuable opportunity and complete your placement as agreed in the placement plan. If your work placement is not going smoothly or you cannot attend, it is very important that you contact NTA staff and work through the issues.

## COURSE PROGRESS

NTA has adopted the National Code 2018 Standard 8 Course Progress policy. This means students will be made aware of our policy and procedures for recording and monitoring course progress then proactively notifying and counselling students who are at risk of failing to meet course progress requirements. As a registered CRICOS provider we are obliged to report students, under section 19 of the ESOS Act, who have breached the course progress requirements.



## Study period

The study period for course progress is 1 term of 9 weeks.

## Two consecutive study periods for reporting purposes

Reporting a student for unsatisfactory course progress occurs only when the student has been identified as not making satisfactory course progress in 2 (two) consecutive study periods. Where the course is a short course (less than 6 months) then the study period is the length of the course.

## NTA Unsatisfactory course progress is failure in 50% of the unit of study over the study period

Students receive a Unit Outline that indicates the timetable for the unit of study, the assessment tasks and the due dates for assessment tasks to be submitted. Academic progress is monitored by trainers for every unit of study and students who are having difficulty will be offered a range of support options.

When a student does not meet the course requirements for two consecutive terms they may be reported to DIBP via PRISMS as required under section 19 of the ESOS Act 2000 and this may result in their visa being cancelled.

## Here are the steps we follow for course progress

Notification to the student of results and the intervention strategy Intervention strategy for a unit of study. Students can access their results through the Student portal. Student will be provided their results by the trainer.

Where a student falls below the minimum satisfactory requirements for the unit of study a letter outlining the NTA intervention strategy will be sent and it may include any or all of the support strategies.

- Offer to re-submit written work
- Offer to re-do a major assessment
- Offer of academic counselling and a meeting with the Trainer or Director of Studies
- Offer to attend tutorials in the following term

## SUMMARY OF COURSE PROGRESS NOTIFICATIONS

Early Intervention letter (Study Period 1) to be sent after the first 5 weeks in reference to course progress

Students who failed units within first 5 weeks in study period 1, an early intervention letter is sent to the student via email notification.

<p>Warning letter If they do not respond to early intervention letter and continue to be below 70% attendance and not at satisfactory course progress, we will send a warning letter</p>	<p>Students who continue to fall below the minimum set by the College at the end of term are sent email warning notification of their attendance status and their course progress in that term. The student is required to attend an intervention meeting at the College.</p> <p>The student is allowed time for the internal and external appeals process (20 working days)</p>
<p>Letter of Intention to report for Unsatisfactory course progress This will occur when:</p> <p>There is no response to early intervention letters and warning letter and intervention has not been taken up. Unsatisfactory course progress at the end of 2nd consecutive study period.</p> <p>Where there are no compassionate grounds established, College intends to report unsatisfactory course progress.</p>	<p>No response to the early intervention and warning letters and offer of support through intervention and no appeal process initiated by the students means the College will escalate and send a final notification to the student that the College will report to DIBP for unsatisfactory course progress. This occurs at the end of the 2nd consecutive study period.</p> <p>The student is allowed time for the internal and external appeals process (20 working days).</p>
<p>Notification to DIBP – No response to Letter of Intention to report and intervention meeting and no appeal.</p>	<p>Nurse Training Australia prints the NOICC notice that PRISMS generates and give this to the student and a copy would be kept in student file. The student is given an opportunity to respond to the NOICC and explain their situation.</p>

## SUMMARY OF ATTENDANCE NOTIFICATION

<p>Attendance notification #1 Absent for 10 consecutive days.</p>	<p>Students who are away for 10 consecutive days or more are sent email or mobile phone SMS notification warning of their attendance and course progress status.</p>
<p>Attendance warning notification #2 Below 80% attendance and not submitting assessments for satisfactory course progress</p>	<p>Students who fall below the minimum set by the College are sent mobile phone SMS notification warning or warning letter by email of their attendance status and failure to submit assessments for course progress across the study period – at week 5 &amp; week 10.</p>

<p>Warning letter #3</p> <p>URGENT second warning - If they do not respond to notification #1 or warning notification #2 and continue to be below 80% attendance and not at satisfactory course progress we will send an intervention letter -at Week 10</p>	<p>Students who continue to fall below the minimum set by the College at the end of term are sent email warning notification of their attendance status and their course progress in that term—at week 10. The student is required to attend an intervention meeting at the College.</p> <p>The student if allowed time for the internal and external appeals process (20 working days)</p>
<p>Warning letter #4 Intention to report to DIBP</p> <p>This will occur when: There is no response to warning letters #1, #2 or #3 and intervention has not been taken up.</p> <p>Where there are no compassionate grounds established, Where there is no change or improvement in attendance to minimum 80% and no satisfactory course progress - College intends to report unsatisfactory course progress.</p>	<p>No response to the warning letters and offer of support through intervention and no appeal process initiated by the students means the College will escalate and send a final notification to the student that the College will report to DIBP for unsatisfactory course progress.</p> <p>The student if allowed time for the internal and external appeals process (20 working days)</p>
<p>Notification to DIBP – Abandonment of course</p>	<p>Where there is no attendance at all and no response to communication in the term, the College will investigate and this may be considered abandonment of the course by the student. Reporting through PRISMS is considered.</p> <p>The Directors will make the final decision.</p>

## INTERVENTION – SUPPORT FOR STUDENTS

When warning letters are sent out to students, the intervention meeting is offered and the student must attend this meeting. The intervention meeting is a chance to find out what is happening for the student and offer support. The support may include any or all of the support strategies:

- A. Counselling on course selection
- B. Counselling to clarify if personal situations are impacting on student results
- C. The option of repeating a unit of study in a later term or the summer term

- D. Offer to attend tutorials in the following term
- E. The cost of repeating a unit of study and tutorial support
- F. Transfer options for the student
- G. Clarification of student visa implications for continued unsatisfactory progress in the second study period
- H. The complaints and appeals process and the fact that the student has 20 working days in which to follow this up.

The intervention meeting will be signed by the staff member and the student recorded in the students file. The record will be added to the student notes section in the database.

## COMPASSIONATE OR COMPELLING CIRCUMSTANCES

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; and
  - witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports) or
- where the registered provider was unable to offer a pre-requisite unit.

In these circumstances, the Principal may use professional judgment to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, NTA will request documentary evidence to support the claim where available and will keep copies of these documents in the student's file. We will make notes of the decision in the student file.

## MAINTAINING YOUR STUDY LOAD

NTA is required to monitor the enrolment load of students to ensure that at all times you are in a position to complete the course within the duration specified on your visa. There are limited circumstances in which students are permitted to receive an extension to the expected duration of study for the course.

### Approved Reduced Study Load

We may permit a student to undertake a reduced study load over the academic year in the following limited circumstances;

- I. Student has been awarded exemptions (Credit) or RPL and there is no available course in that study period which will contribute to the program; or
- II. Student has not passed the required prerequisite courses to allow further enrolment; or
- III. Student has been approved for a reduced study load over the academic year as part of an intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- IV. Student has been granted an approved leave of absence under compassionate and compelling grounds.

Students who are permitted to undertake a reduced study load will be provided with a revised study plan which must be followed for all future study periods.

# COURSE VARIATIONS, SUSPENSION, DEFERMENT AND CANCELLATION

In some circumstances, the College and/or the student can vary the timetable, or the course or the enrolment status. This will be considered on a case by case basis. Students must ask for the Change of course form and talk with a Student Services officer. Student will complete a withdrawal, deferment, cancellation form and talk with a Student Services officer.

## The situations include:

- Defer commencement date
- Defer commencement of a new termspecial leave
- Suspension of enrolment
- Cancellation of enrolment (by the student or the College) Change in schedule
- Change in start date
- Change of course

# WITHDRAWALS AND TRANSFERS

- In the event the students intend to transfer their study to another provider the Request for Transfer form is completed. The student must meet with a Student Services officer.
- Nurse Training Australia is responsible for assessing the student's request to transfer within the first 6 months where NTA is the principal course of study. Such a request will be assessed and the decision explained to the student in a personal interview and in writing.
- NTA will consider a student's request to transfer out of the College prior to the first 6 months and this may be granted where the transfer will not be to the detriment of the student and where exceptional circumstances exist.
- After the first six months of the principal course no restrictions apply. So, the student is entitled to transfer out of NTA after 6 months and we will advise and process this request.



# FEES POLICY

## Fees

\$250 application fee applies before enrolment for all courses is mandatory and this fee is non-refundable.

All students at NTA make fee payments in advance every 3 months. This lines up with the terms.

At the time of enrolment students are required to pay the following fees:

Application fee (also referred to as the enrolment fee) and the first term of tuition fee. From this point students will receive written notice of their next fee due date four weeks before the completion of the existing term.

Fees are expected two weeks before the next term.

If the tuition fee is not paid on time then a late payment fee may apply as follows:

- After 7 days overdue \$200
- After 14 days overdue \$400

Should fees remain overdue for more than 14 days NTA will inform the student of their intention to report them for non-payment of fees to DIBP via PRISMS.

The payment of all fees and charges is receipted and dated at the time of payment. Records of fees receipted and dated are maintained and secured for two years after the student ceases to be a student and is kept within the financial management system software for up to five years as required by taxation legislation.

Students can log in to their student portal and see the details of payments made and amounts owing for their course.

## Schedule of Non-Tuition (Administration) Fees

<b>Application Fee (also known as Enrolment Fee)</b>	<b>\$250</b>	<b>Refund processing fee</b>	<b>\$250</b>
<b>Overdue tuition fee – 7 days</b>	<b>\$200</b>	<b>Cancellation and course variation fee</b>	<b>\$250</b>
<b>Overdue tuition fee – 14 days</b>	<b>\$400</b>	<b>Transfers processing fee</b>	<b>\$250</b>
<b>Change of COE details</b>	<b>\$100</b>	<b>Course Material Fees (re supplied)</b>	<b>\$200</b>
<b>Re-enrolment fee</b>	<b>\$500</b>	<b>Interim academic transcript</b>	<b>\$20</b>
<b>RPL fee per unit</b>	<b>\$150</b>	<b>Interim attendance letter</b>	<b>\$20</b>
<b>Credit transfer fee per unit</b>	<b>\$50</b>	<b>Re-issue of final documents</b>	<b>\$100</b>
<b>Assessment re-sit</b>	<b>\$180</b>	<b>Replacement qualification testamur</b>	<b>\$100</b>

## REFUND POLICY

In the unlikely event of default by Nurse Training Australia, such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2019.

In the circumstances of provider default where the refund option is chosen by the student, Nurse Training Australia must refund the student all course fees. Refund will be paid to students within 14 days of the default day.

### Situations where a provider default may occur include:

- The course does not start of the agreed starting date which is notified in the Offer Letter
- The course stops being provided after it starts and before it is completed
- The course is not provided fully to the student because the College has a sanction imposed by a government regulator

However, if the student agrees to accept an alternative (replacement) course or part of a course, to be provided to the student at the College's expenses, then the College is relieved of its liability to make the payment. The student must advise the College in writing whether they agree to the alternative arrangement.

NTA's refund policy applies to both commencing and re-enrolling students. It is set out in the Handbook and below. All requests for a refund must be submitted on the appropriate refund application form and must be accompanied by official documentary evidence of the grounds for the request.

Your initial application fee is not refundable.

Refunds apply only to tuition fees and will only be paid to the applicant through an Australian Dollar draft. All refunds incur a \$250 administration fee.

### Total Refund of Tuition Fee

A total refund will be granted under the following circumstances:

- In the unlikely event that the College is unable to provide the course for which an offer has been made. An alternate offer of a place will be offered at no extra cost to the students as well as the refund option.
- An offer of a place is withdrawn by NTA (The exception is when the offer was made on the basis of intentional incorrect information).
- The applicant is unable to obtain a visa from an Australian Diplomatic Office.

Applications for a total refund on the above grounds must be lodged at least 2 weeks prior to the commencement of the term for which the offer is made. The student must provide a certified copy of the official letter of visa application rejection by the Department of Immigration and Border Protection (DIBP) along with their application, in order for the refund application to be approved.

## PARTIAL REFUND OF TUITION FEE

The amount of partial refund is determined as follows. Administrative fees and applicable deductions are applied:

Request is more than 10 weeks before the commencement of the term/ next term	Full refund.
Request is less than 10 weeks but more than 6 weeks before the commencement of the term	Refund is 70% of tuition fees for that term
Request is less than 6 weeks but more than 2 weeks before the commencement of the term	Refund is 50% fees of tuition fees for that term
Request is less than 2 weeks before the commencement of the term	Refund is 30% fees of tuition fees for that term
If a student withdraws from the course on or after the course commencement date	the student will not be eligible for a refund for the fees for that term
Withdrawal from a course on illness and compassionate grounds	Refund will be decided on a case by case basis
If a student holds a valid student visa at the time of enrolment with NTA, but after commencing their course, their current visa expires and a subsequent visa application is applied for and rejected	Refund for any tuition fees paid to NTA will be calculated on a pro-rata basis (calculated on a weekly basis as per the NTA term calendar) minus any applicable deductions*
Student transfers to a second course within NTA without completing the first course.	The tuition fee paid for the current six-month period of the 1st course will be credited on a pro-rata basis towards the tuition fee of the 2nd course

All other tuition fees paid toward the 1st course will be credited in full towards the tuition fee of the 2nd course. If the credited amount is greater than the total cost of the second amount, the difference will be refunded within 28 days of commencement of the second course.

If the College has paid an amount to a representative in relation to recruitment, the refund will be further reduced by that amount.

## NO REFUND

False or misleading information in application forms or during the study	Automatically disqualifies you from any refunds
Student is terminated due to serious breach of the College rules or a breach of visa conditions including nonattendance or unsatisfactory progress	No refund



Student defers enrolment and commencement date

Student is seeking a refund for enrolment in the principle (main) course of study, as applied for on their current Student Visa

Tuition fees will be held by the College until course commencement date

No refund for any tuition fees paid for the first six (6) months of the principle course. Any additional tuition fees, paid beyond the first six (6) months, that are deemed refundable, will be payable back to the student minus any applicable deductions\*

## HOW TO CLAIM A REFUND

Requests for refund should be made in writing to the Principal with documented evidence of the reason for withdrawal. Eligible refunds will be refunded within 28 days of receipt of the claim. A documented administrative fee \$250 will be charged for processing refunds. The enrolment fee is not refundable.

All refunds will include a statement explaining how the refund amount was calculated. Refund will only be given to the person who paid the tuition fees. For example, if the tuition fee was paid by an agent or parents, the money will only be refunded to either the agent or parents.

This refund policy does not remove students' rights to take further action under the Australian Consumer Protection Laws.

Staff is responsible for referring all enquiries regarding fees, charges and refunds to the Principal.

## RECORDS MAINTENANCE

It is an Australian Government requirement that we keep records of each student's current residential address (as supplied by the student), the student's full name, date of birth, nationality, the start and completion day of the student's course, attendance and academic performance details of payments received, information on International student health cover, level of English language proficiency and the student's passport and visa numbers. We must also keep a record of the reason for a student's termination of studies if this situation occurs.

Your records are confidential and available to you on request. Records of attendance, assessment outcomes and qualifications issued are kept accurate, up-to-date and secure.

Information provided by the students to Nurse Training Australia may be made available to the Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund.

Nurse Training Australia is required under section 19 of the ESOS Act to inform DIBP about certain changes to a student enrolment and any breach of a student's Visa condition relating to attendance and academic performance.

We keep copies of your results for a period of 30 years. You must bear the cost for re-issue of records and awards.

# LEGISLATIVE AND REGULATORY REQUIREMENTS

Nurse Training Australia is bound by and operates within the following legislative and regulatory requirements:

- Education Services for Overseas Students (ESOS) Act 2000
- ESOS Regulations (2019)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2018)
- VET Quality Framework (VQF)
- National Vocational Education and Training Regulator Act (2011)
- Human rights and Equal Opportunity Commission (HREOC) Act 1996
- Commonwealth Affirmative Action (Equal Employment for Women) Act (1986)
- Commonwealth Racial Discrimination Act (1975)
- Commonwealth Industrial Relations Act (1998)
- Commonwealth Sex Discrimination Act (1984)
- Commonwealth Industrial Relations Reform Act (1993)
- Commonwealth Racial Hatred Act (1995)
- Commonwealth Disability Discrimination Act (1993)
- NSW Anti-Discrimination Act 1977
- Copyright Act 1968
- Equal Opportunity Act
- Work Health and Safety Act (2011)
- Work Health and Safety Regulations 2011
- Workers Compensation Act
- NSW Anti-discrimination Act 1977
- Workers Rehabilitation and Compensation Act (1986)
- Migration Act 1958

These legislations are available at web site [www.austlii.edu.au](http://www.austlii.edu.au) and [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

You can also go to the regulator website for more information - ASQA [www.asqa.gov.au](http://www.asqa.gov.au)

You can also go to the website and links through Study in Australia website [www.study.nsw.gov.au](http://www.study.nsw.gov.au)

## WORK HEALTH, SAFETY ACT AND WORK COVER NSW

Nurse Training Australia guarantees to meet its duty of care to staff, students and visitors by providing a healthy and safe environment in which to study.

At orientation we will talk to you about emergency evacuation procedures. In an emergency situation you are to make your way quickly and calmly to the nearest exit and meet your trainer and other students at the collection point for a roll call check.

No Smoking is allowed in any area of the College. If you wish to smoke you must leave the premises. There are rules about smoking within 4 meters of the entrance that must be applied by all staff and students.

A First Aid Kit is located on each floor. You are responsible for:

- Always conducting yourself in a safe and healthy manner.
- Ensuring the prevention of injury and disease to yourself, your trainers and your fellow students.
- Identifying and reporting to your trainer any possible hazards from equipment, facilities and the environment.
- Refraining from smoking
- Refraining from drinking and/or eating in the classrooms.

## ANTI-DISCRIMINATION

Nurse Training Australia is committed to providing a fair and equitable College for its students and visitors. Any discrimination or harassment of staff, students or visitors because of their sex, pregnancy, race, colour, nationality, ethnic or ethno-religious background, marital status, physical or intellectual or psychiatric disability, homosexuality or age will not be tolerated.

You are responsible for:

- Ensuring non-discriminatory or harassing behaviour at all times to other students, staff or visitors to the College.
- Reporting any discriminatory behaviour or harassment to your trainer.

## ACCESS AND EQUITY

Nurse Training Australia provides equal access to training and delivery services for local and international students. Where possible, we conduct flexible training to meet specific needs of individual students.

Recruitment to Nurse Training Australia is carried out in an ethical manner in accordance with

Access and Equity principles

Your trainers will:

- recognise the cultural diversity of all students
- ensure equal treatment of all students
- encourage full participation and assisting all students to achieve course outcomes
- provide equal access to resources
- refer students with specific learning problems to appropriate agencies

Should you have any access and equity issues you may approach your trainer in the first instance. If you do not wish to do you may contact the Student Services Manager.

## STUDENT RESPONSIBILITIES/CODE OF BEHAVIOUR

While you remain a student at Nurse Training Australia it is your responsibility to:

- To conduct yourself in a safe and healthy manner.
- To behave in a manner, prevents injury and disease to you, your trainer and fellow students.

- To identify and report to your trainer any possible hazards from equipment, facilities and the environment.
- To comply with and assist in the College's emergency procedures.
- To refrain from smoking anywhere in the College building
- To refrain from drinking and/or eating in the lecture and computer rooms.
- To attend class regularly and punctually.
- To discuss any complaints or grievances with your trainer or student services staff.
- To not be discriminatory, harassing or bullying at all times to other students, staff or visitors to the College
- To report any discriminatory behaviour, harassment or bullying to student services staff.
- To refrain from unacceptable behaviour including the use of bad language, alcohol and drugs
- To refrain from the use of devices, this may disrupt classes. e.g. mobile phones and devices.

Students who choose not to comply with the Code of Behaviour will be given a verbal warning in the first instance, a written warning in the second instance and must meet with the Intervention staff to manage the behaviours. Continuing inappropriate behaviour is grounds for cancellation by the College.

## COMPLAINTS AND APPEALS

NTA provides a process for complaints and appeals policy and procedure. Despite all efforts by NTA to provide satisfactory services to its students, complaints may occasionally arise that require formal action and resolution. The following procedure provides students with the opportunity to have any issues relating to a substantiated complaint or appeal resolved and resolutions reached that are designed to satisfy all parties involved.

We will vigorously follow through complaints following our internal procedures making sure each step follows the principles of natural justice and procedural fairness. The College complaints and appeals processes are independent, easily and immediately accessible and no cost or inexpensive for the parties involved.

Complaints and appeals come in two different types – Academic and Non-Academic as defined below.

**Academic Complaint and Appeals:** Refers to an appeal about an academic matter:

- Your course
- trainers and training delivery
- Course progress and or attendance
- your assessment result or assessment outcomes

**Non-Academic Complaint and Appeals:**

- NTA and administration staff
- A Trainer or an Assessor
- Another course participant or person at the College

# PROCEDURE FOR A GRIEVANCE, COMPLAINT AND APPEAL

<p>1. Discuss the issue with the member of staff or trainer involved or course participant</p>	<p>1. You might have a grievance or complaint about: NTA and administration staff Your course or your assessment result A Trainer or an Assessor Another course participant or person at the College We encourage participants to talk directly with the person involved and see if you can sort out the issues of concern.</p>
<p>2. Discuss the issue with a Manager</p>	<p>2. Where talking with the person is not appropriate, the complaint can be discussed a member of staff –probably a manager by phone or through email such as : Student Services Manager or Director of Studies We will seek an immediate resolution of the matter if possible within our roles. We will communicate with you, discuss the matter with other parties and seek resolution. We must refer to our policies and procedures and point this out to you as the complainant and the process will be fair and transparent. We allow 10 days.</p>
<p>3. Fill in the written complaint form and it will considered by the Principal</p>	<p>3. If the complainant is not satisfied with the suggested resolution, we will advise you to put the complaint in writing on our complaints form and submit. This form can be downloaded from the website and sent be email. The College will acknowledge receipt of complaint and date received. The complaint goes to the Principal who will consider the written complaint within 10 working days. Where the matter may involve the Principal, we will use an agreed third party to consider the complaint and the resolution proposed. This will make the process fair and transparent.</p>
<p>4. How we advise of the complaint resolution and give written notification of the decision</p>	<p>4. A meeting or phone conference may be offered to the complainant. A support person can be there with the complainant. Details of any meetings with the complainant will be recorded in writing. The written statement of RTO'S decision, including details of the reasons for the outcome will be provided to the complainant. We must refer to our policies and procedures and point this out to you as the complainant so the process will be fair and transparent. Internal decision making and resolution between you and the College will be finalised as soon as practicable</p>
<p>5. If our internal process has not worked, you can seek a review or appeal the RTO decision. We move to mediation</p>	<p>5. If agreement still cannot be reached, or the complainant is not satisfied with the College decision, then you can seek a review and appeal that decision. Our RTO offers a mediation services through LEADR which is now called Resolution Institute (Head Office details as follows: Address: Level 1, 13 Bridge Street Sydney NSW Phone: (+61 2) 9251 3366. Free call: 1800 651 650 Email: infoaus@resolution.institute Website: <a href="https://www.resolution.institute">https://www.resolution.institute</a>). This is the final step in our internal complaints resolution process and we hope the complaint can be resolved to the satisfaction of all parties. Again, the decision of the mediation will be recorded and sent to all parties within 28 days of the final mediation meeting. This will be the final decision. We do expect this to be completed within 60 days. If more time is needed we will write to you and explain the delay and keep you up to date on progress of the matter.</p>
<p>6. Complaints are in registers and the quality assurance system</p>	<p>6. Complaints and appeals are logged in the complaints and appeals register, reported to management meetings and retained in our compliance records. We treat complaints as feedback that can improve our client services and quality assurance in the RTO. We are required to acknowledge formal complaints and rectification in reporting against the standards for Colleges.</p>
<p>7. External appeal Take the complaint to an external agency.</p>	<p>7. Once mediation has been provided and closed out, we will advise the complainant that all internal processes have been exhausted. There are external agencies who can deal with your complaint where you wish a review or appeal against the RTO decision. NSW Department of Fair Trading. This is the external agency that deals with consumer complaints such as fees, discrimination or other matters. National Training Complaints Hotline give advice and refers you to the correct training body : Phone: 13 38 73 Mon- Friday 8am – 6pm Online Compliant form can be submitted through <a href="http://www.dewr.gov.au">www.dewr.gov.au</a>. Complaints can also go to the Overseas Student Ombudsman <a href="http://www.ombudsman.gov.au">www.ombudsman.gov.au</a> Information brochures are on their website.</p>

8. The role of ASQA in investigating complaints after internal processes are exhausted.

8. We will also provide a link on the website and information in the website FAQ's about the RTO regulator's complaints handling process. The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector, it regulates courses and training providers to ensure nationally approved quality standards are met. It is not ASQA's role to arbitrate between aggrieved parties. ASQA receives and investigates complaints in order to manage the risk of training providers not complying with their legislative obligations. Participants will be informed of ASQA's role at induction.

## APPEALS AGAINST ASSESSMENT DECISIONS ARE HANDLED DIFFERENTLY

The process is explained here.

Records of assessment appeals that escalate to a written appeal will be recorded on our Assessment Appeals Register. The appeal, assessment tasks and history of marking and feedback are kept on file and reviewed to ensure that they are fairly dealt with according to legislation, policy and procedure.

## PROCEDURE FOR AN ASSESSMENT APPEAL

1. Discuss your results with the Assessor who marked your work

1. For all assessment tasks but in particular for final assessment tasks, if the participant has a grievance about the results, the Assessor will immediately discuss the feedback provided and the assessment outcome to clarify the decision of Not Satisfactory or Not Yet Competent. This must be done within 14 days from the result date. There are opportunities for re-submission and re-sits as explained in the Handbook and during the course so most assessment matters can be resolved at this stage.

2. Review - Request re-marking by the same Assessor or another Assessor

2. If agreement cannot be reached, the participant has the right to request a re-marking where the work is assessed again by the same Assessor, or that another Assessor undertakes the marking of the submitted work for assessment. This must be done within 14 days from the result date. The College will acknowledge receipt of appeal and date received.

3. Fill in and send a written assessment appeal form that will be considered by the Director of Studies

3. If the assessment decision remains Not Satisfactory or Not Yet Competent after the re-marking and the participant is still not satisfied, then the Director of Studies shall discuss the assessment decision with the participant and the Assessor. The request must be submitted in an assessment appeal form within 28 days of the date of the remarked results. The College will acknowledge receipt of appeal and date received.

4. The Appeal resolution by meeting or phone then the Principal will send written notification of the decision.

4. A meeting or phone conference may be offered to the complainant. A support person can be there with the complainant. Details of any meetings with the complainant will be recorded in writing. The written statement of RTO'S decision, including details of the reasons for the outcome will be provided to the complainant. We must refer to our policies and procedures and point this out to you as the complainant so the process will be fair and transparent. Internal decision making and resolution between you and the College will be finalised as soon as practicable.

<p>5. If our internal process has not worked, you can seek a review or appeal the decision. We move to external marking.</p>	<p>5. If the appellant is still not satisfied with the result and wishes to pursue the matter, we offer an external mediation and assessment service through a VET consultancy RTOhelp Pty Ltd. This is the final step in our internal complaints resolution process and we hope the assessment decision can be resolved to the satisfaction of all parties. Again, the decision by a third party Assessor will be recorded and sent to all parties within 28 days. This will be the final decision.</p>
<p>6. You have 3 months to submit assessment appeals</p>	<p>6. Formal written appeals against an assessment decision must be submitted within 3 months of the submission date of the assessment. Appeals will not be considered after that date.</p>
<p>7. Appeals improve our quality of training and assessment system</p>	<p>7. Complaints and appeals are logged in the complaints and assessment appeals register, reported to management meetings and retained in our compliance records.</p>
<p>8. Take the appeal to an external body</p>	<p>8. Once mediation and the external assessment services has been provided, we will advise the student that all internal processes have been exhausted. He/she can take the matter to the National Training Complaints Hotline. Phone: 13 38 73 Mon- Friday 8am – 6pm Online Compliant form can be submitted through <a href="http://www.dewr.gov.au">www.dewr.gov.au</a></p>
<p>9. The role of ASQA in investigating issues around quality of training and assessment after internal processes are</p>	<p>9. Our RTO will also provide a link on the website and information in the website FAQ's about the RTO regulator's complaints handling process. The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector, it regulates courses and training providers to ensure nationally approved quality standards are met. It is not ASQA's role to arbitrate between aggrieved parties. ASQA receives and investigates complaints in order to manage the risk of training providers not complying with their legislative obligations. Participants will be informed of ASQA's role at induction.</p>

## ESOS FRAMEWORK

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

# ESOS FRAMEWORK

## Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent.
- If you are under 18, to ensure your safety, you will be granted a visa only if there is arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS Framework includes consumer
- Protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

Information that explains your rights as a student studying in Australia under the Education Services for Overseas Students Act 2000 can be found on the Study in Australia website:

<https://www.studyaustralia.gov.au/en/tools-and-resources/news/protecting-the-international-student-experience>

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- Orientation and access to support services to help you study and adjust to life in Australia
- Who the contact officer or officers is for overseas students
- If you can apply for course credit
- When your enrolment can be deferred, suspended or cancelled
- What your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- If attendance will be monitored for your course, and
- A complaints and appeals process.

One of the standards does not allow another education provider to enroll a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission.


If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

## Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- Satisfy your student visa conditions
- Maintain your overseas student health cover (OSHC) for the period of your stay
- Meet the terms of the written agreement with your education provider
- Inform your provider if you change your address
- Maintain satisfactory course progress





“ Education is not the learning of  
many facts but the training of the  
mind to think. ”

*Albert Einstein*



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**Our friendly staff are waiting for your call**