

STUDENT  
Handbook/Prospectus  
2017-2018  
**NDT: 40881**



**NEXT STEP RESOURCES PTY LTD T/As NEW  
DIRECTION TRAINING (NDT)**

**ADDRESS OF SITE/S VISITED: B9 & B10/1-13 THE GATEWAY BROADMEADOW'S VIC 3047**

**CONTACT@NDTRAINING.EDU.AU**

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**RTO: 40881**

**Next Step Resources PTY. LTD T/as New Direction Training (NDT)**

**B9 & B10/1–13 The Gateway Broadmeadow's VIC 3047**

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## **CEO's Message**

On behalf of our staff and trainers, I warmly welcome you to NEW DIRECTION TRAINING (NDT). This Student Handbook has been developed to provide you with important information to make an informed decision about your future study plans. It contains information about course information, costs, admission procedures at NDT and other vital information.

Rest assured that all of us here at NDT are here to support you for you to have the best learning experience possible.

We are committed to ensuring your time at NDT will be memorable and productive.

I look forward to seeing you at NDT

Thank you and my best regards.

**BENA NGUYEN**

[ben@ndtraining.edu.au](mailto:ben@ndtraining.edu.au)

**CEO**

**NEW DIRECTION TRAINING (NDT)**

## **Introduction to NDT**

NDT is a Registered Training Organisation (RTO) and meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia. The Federal Government registering authority monitors and subjects us to regular external audit to verify adherence to these standards.

**Target students:** Fee for service Domestic students for Class room based and Skills First Funding students (<http://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx> )

**Scope of NDTs registration: Total two courses as below:**

**The NDT has only two qualifications from the CHC Training Package**

1. CHC30113 Certificate III in Early Childhood Education and Care
2. CHC50113 Diploma of Early Childhood and Care

All our courses are delivered at our campus at B8, B9 & B10/1-13 The Gateway Broadmeadows VIC 3047.

## **Student recruitment, selection and enrolment process**

Students must read this handbook in full. Students are encouraged to contact the NDT if you are unsure about any information included in this handbook or have any questions.

Students can complete the student inquiry form or contact NDT office.

NDT staff will ask the student to come to the office and sit in interview with NDT trainer to complete student inquiry and the inquiry will be assessed based on the information supplied. The participants for each program offered by the NDT will be selected in a manner that reflects access and equity principles.

Student's application will be assessed to ensure the course they are applying for is suitable in addressing their learning needs. A pre-training review form will be completed by students. NDT trainer will review all the information you submit and communicate the outcome of the review to you.

Completion of the pre-training review form does not imply that NDT will make an offer to the prospective student. When prospective students apply for studying, they will need to take the English language skills (language and literacy test) which will then be assessed by NDT trainer. If student has satisfied the entry requirements of the course, the applicant will be offered a place in the course.

The NDT staff will send successful applicants an offer letter after the successful fee payment or funding arrangements collected for the student.

Students should contact NDT if they have any questions about any part of the enrolment process or studying at NDT prior to completing and submitting the written agreement.

## **Unique Student Identifier**

The NDT collects Unique Student Identifier (USI) data from each enrolled student to ensure compliance with this requirement. Students are requested to supply their USI at enrolment. Students may instruct the NDT to collect the USI on their behalf by completing the relevant section on the enrolment form. Students may source a USI from the following website [www.usi.gov.au](http://www.usi.gov.au) if they do not already have one at enrolment. Instructions on this website are to be followed. Evidence of identification will be requested during this process.

### **Admission and Language literacy and numeracy requirements**

Students require admission requirements to be satisfied and language, literacy and numeracy capacity to the course requirements.

Course demands: Students are encouraged to pay attention to the course information

### **Credit transfer**

The NDT recognises qualifications and statements of attainment issued by other Registered Training Organisations. Applicants who have successfully completed whole units of competency in one of our courses with another Australian NDT can apply for credit transfer.

Credit transfer allows the student to reduce the time, cost and study load associated with achieving a qualification. There is no charge for processing Credit Transfer applications. There is a pro-rata reduction in course fees if Credit Transfer is applied for and granted.

Students may apply for Credit Transfer by submitting a Credit Transfer application form along with original certificates (with Record of results) / statements of attainment to the NDT. The CT application form is available on request from the NDT. Further information on the RPL/ CT process can be accessed by contacting NDT. Please note that Credit Transfer applications can only be considered for whole units of competency.

### **Recognition of prior learning (RPL)**

Recognition of Prior Learning (RPL) is a process designed to recognise previous formal or informal learning, work and life experiences that the student may have had to the extent that they are relevant to the course outcomes.

The RPL process allows students to receive recognition under these circumstances and therefore enable them to focus more on areas they need to achieve competencies to gain their qualifications. Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Please note that RPL applications can only be considered for whole units of competency.

An essential requirement of RPL is that you can prove that you **currently** have the required competencies in the unit applied for. An RPL application may only be made after enrolment and payment of fees and must be made using the NDT RPL application form that will be available during orientation.

RPL in a unit will only be granted after students have completed the NDT RPL assessment requirements for that unit. Students must attach verified copies of all relevant documents to the RPL application form. There is a fee charged for each RPL application made based on the number of units applied for.

The RPL fee listed in the fee schedule section of the Student Handbook and is non-refundable irrespective of the outcome of the RPL application. There is also a pro-rata reduction in course fees if RPL is applied for and granted. RPL can only be assessed after a student has commenced their course. It is recommended that students seek advice from the NDT before commencing an RPL application.

### **Fees and Refund arrangements**

Fees are collected in advance of course commencement and at the identified points during each course. In the unlikely event that NDT is unable to deliver your course in full, you will be offered a refund of all the course fees and materials fees you have paid to date. NDT at no extra cost may offer you enrolment in an alternative course to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. Students are strongly advised to contact [contact@ndtraining.edu.au](mailto:contact@ndtraining.edu.au) with any questions

they have about fees and refunds prior to applying. For more information please refer to the Financial management policy procedure

## **QUALIFICATIONS**

All students successfully completing any of NDT courses will receive

- *Full AQF (Australian Qualification Framework) Certificate, or*
- *Statement of Attainment*

The following terms are used to record unit outcomes on the qualifications outlined above.

*Competent:* The student has demonstrated competency in all learning outcomes for that unit.

*Not Yet Competent:* The student has been assessed and has not yet demonstrated competency in all the learning outcomes for an individual unit. An AQF Certificate is issued when the Student has completed all requirements for a qualification as listed in the curriculum document. The certificate lists the modules or units of competency completed. A Statement of Attainment is issued where students have partially completed a qualification.

This may be done if:

- The student did not complete the full requirements for the qualification, or
- Units or modules have been delivered from an accredited and registered program If your certificate or equivalent document is misplaced or damaged

## **STUDENT SAFETY**

NDT has many processes to provide a safe and secure learning environment to all students. These include hours of operation and access to staff to assist students where required.

- NDT does not schedule face to face training outside of 0800hrs to 1800hrs.
- NDT does not allow students to attend scheduled face to face for more than eight hours in any one day and when travelling to and from the NDT premises it is important to ensure your own safety always.

The following are some tips to follow to ensure your safety: Student Safety Tips

- Do not openly carry valuables, including iPods, tablets, mobile phones, laptops, etc
- Try to find routes that are well lit and busy
- Avoid confrontation - it is better and safer to walk away if you are being provoked
- If you feel you are being followed, cross the street, and if you are still worried, move as quickly as possible to a public area (such as a restaurant) and then telephone for help
- At night, walk in pairs in well-lit areas and on busier streets, not dark alleyways and side streets • Have your keys ready well before you reach the door of your car or house
- If travelling by bus or tram at night, try not to wait alone at the bus or tram stops. Arrange for others to meet you at your home stop if you are returning late and have a long way to walk home
- If you are travelling by train at night, do not sit in an empty carriage. Try to sit near groups of people in a well-lit area • Check the time of the last train, bus or tram home to avoid being stranded at night
- Avoid walking alone after getting off public transport at night Emergency Number 000 Always remember – Safety First!

## **Training and assessment**

### **Competency based training and assessment**

What is competency?

Competency involves the specification of skills and knowledge and their application to a standard of performance required in the workplace. Aspects of work performance included in this concept involve:

Performance at an acceptable level of technical skill;  
Organising one's tasks;  
Responding and reacting appropriately when things go wrong; and  
Transferring skills and knowledge to new situations and contexts.

### **Student orientation**

Orientation is conducted on the first week of your course. Its purpose is to fully inform new students of programs requirements, NDT facilities, emergency procedures, refunds and student support available and. It is essential that students attend the orientation program otherwise they may miss out on information that affects their study.

### **Course delivery**

Training is based on competency standards that outline the skills and knowledge to be applied in the workplace. Training is about assessing existing competence, developing the required level of competence and preparing people for assessment against specified competency standards.

All our nationally accredited courses are designed in compliance with the guidelines of the relevant AQF training package. The course content and delivery methodologies accurately reflect the specifications outlined in the relevant AQF training package unit of competency.

Delivery and learning methodologies are tailored for each course to develop students' knowledge and skills so they can confidently perform associated tasks in the workplace on completion of their course.

Delivery and learning methodologies may include presentations, individual and group work activities, undertaking research, answering written and verbal questions, discussions, case studies, individual coaching and developing competence through completing practical activities. Delivery will take place at our campus and will involve a mixture of classroom and simulated work based environments to develop competency.

### **Assessment**

Competency- based assessment is the process of collecting evidence and making judgements on the extent and nature of performance and other requirements, as described in a set of standards, or learning outcomes, resulting in a judgement of whether competency has been demonstrated.

Effective and objective assessment is the key to successful implementation of competency standards in the workplace and in education. This is the judgement of performance and knowledge against the relevant industry competency standards.

Assessment is carried out by the comparison of a student's evidence of skills and knowledge, against the requirements of the Standards.

A number of approaches to course assessment are used by NDT staff. Assessment approaches may include: observation of performance in class, workshops or laboratories; case studies; projects; assignments; presentations; role plays; written tests and exams;

Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.

Each unit of competency includes multiple assessments and after each assessment the student's submission will be marked S – Satisfactory or U – Unsatisfactory. After each assessment verbal and written feedback provided. Unit results are recorded as C – Competent and NYC – Not Yet Competent.

Students will be given 3 attempts to demonstrate competency at each assessment. If students are unable to demonstrate competency after three attempts at each task, they will be deemed Not Yet Competent (NYC) and must re-enrol and undertake the unit again. This will incur a fee.

Not attending for an assessment will be counted as one assessment attempt for each occurrence unless:

- a) the student can provide a certificate from a registered medical practitioner indicating that the student was medically unable to attend the assessment; or
- b) the student can provide independent evidence of exceptional compassionate circumstances beyond the student's control, such as serious illness or death of a close family member to explain the non-attendance at the assessment

### **Self-study**

For successful completion of course along with class room delivery students are required to take private (individual) study along the lines of assignments, on research and learning to analyse data and present arguments about subject matter, and on being willing to defend one's argument. All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and rote learning).

### **Academic Misconduct**

Students are also required to adhere to NDT code of conduct. If a student is found to have acted in a way that the NDT deems to be misconduct, it may impact their successful completion of the course.

As outlined in the Code of Conduct students are expected to approach learning and assessment activities in an ethical manner. At NDT, our students almost always conduct themselves with integrity and do not engage in cheating, plagiarism or collusion. Cheating, plagiarism and collusion can occur over confusion about what the definitions of each are. The following information is intended to provide guidance and prevent their occurrence.

### **Cheating**

Actions that are defined as cheating during assessment:

- Referring to unauthorized information, phones and other electronic devices during a closed book assessment
- Gaining assistance from an unauthorised person during the assessment process
- Providing assistance to another person in an assessment (where this is not permitted)
- Falsifying documentation submitted to gain an unfair advantage e.g. in applications for Recognition of Prior Learning and or Credit Transfer
- Other people providing false Third-party reports for assessment purposes
- Cheating in any form during assessments will result in the student's assessment submission being invalidated.

### **Plagiarism**

Plagiarism is the submission of somebody else's work as your own. This may include copying all or part of another person's thoughts or ideas and representing them as your own. If a student fails to identify the original source of some or all the submission this also constitutes plagiarism. If a Student copies another Student's work and passes this off as their own, then this is also a form of plagiarism and cheating. During assessment you will read about ideas and gather information from many sources. When you use these ideas in assignments you must identify who produced them and in what publications they were found. If you do not do this, you are plagiarising. If students are including

other people's work in submissions e.g. passages from books or websites, then reference should be made to the source. Submitting plagiarised work during assessments will result in the student's assessment submission being invalidated. For further information on what constitutes plagiarism please refer to: <http://www.plagiarism.org/> or contact the Training Manager at [contact@ndtraining.edu.au](mailto:contact@ndtraining.edu.au)

### **Collusion**

Collusion is the presentation by a student of an assignment as his or her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct or cheating. Both collusion and plagiarism can occur in group work. Unauthorised collusion during assessments will result in the student's assessment submission being invalidated. Cheating and/or plagiarism and/or collusion during assessments will be treated as a breach of the Code of Conduct and is deemed to be 'Academic Misconduct' and may lead to the student being removed from the course. No refund is available to the student in such circumstances. All students have access to the Code of conduct and Academic Misconduct Policy and Procedure. The Code of conduct is printed in the Student handbook and student Handbook and a copy of the plagiarism misconduct policy and procedure is available on request by contacting the Training Manager at any time.

If you have been found to have cheated or plagiarised, there are penalties and processes that are followed. You may be penalised by any of the following ways as:

- be reprimanded
- be required to repeat the assessment or complete a new assessment task
- fail all or part of the assessment
- be suspended from studies
- have your enrolment cancelled

### **Qualifications to be issued**

Students completing all assessment requirements for a qualification will be awarded a certificate and a record of results corresponding to the completed course within 28 days of finishing the last unit of competency. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed. Student must clear their outstanding fees before any qualification is issued. Please refer Qualifications & Statement of Attainment Policy & Procedure available at student administration office.

### **Training Guarantee**

NDT will take all reasonable steps to ensure we provide a course to Students once it has been confirmed. In the unlikely event of NDT being unable to fulfil its commitment to provide a course at the agreed date, it will offer the student a full refund or re-schedule the course. NDT takes a collaborative approach with Student's and provides support to facilitate the successful completion of their course within agreed timeframes.

### **Financial Guarantee**

NDT is committed to complete the advertised training and assessment once students have started study in their chosen qualification/s or course/s from the course start date, and meeting all their student responsibilities. If NDT is unable to deliver the agreed training and assessment services, we will arrange for agreed training and assessment to be completed through another RTO (Fees may be incurred.) Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, NDT will seek a written agreement for a course transfer from the student. Should any course be cancelled or if the RTO cannot conduct training or assessment services due to suspension or a breach of standards or approval conditions, and where it is not possible to arrange a transfer to another RTO, students who have commenced training will be provided with a

partial refund commensurate with length of training completed as per the regulatory conditions and standards followed. Under Standard 7 clause 7.4 of the Standards for RTO's 2015, NDT holds public liability insurance that covers the scope of its operations throughout the registration period. This is also supported in case of any misfortune's which may occur during a student's enrolment period.

### **Training facilities**

NDT offers training at a convenient location close to transport, retail shopping, entertainment in near Training facility.

Classrooms: For Face to Face training

The classrooms are spacious and are fully equipped for effective learning.

Students have access to free Wi-Fi access, fully equipped lunch room with basic kitchen facilities.

### **Complaints and Appeals**

If student's have an issue with any aspect of their training course they should bring this to the attention of their trainer or another NDT staff member. NDT staff will attempt to resolve this in an informal manner to the student's satisfaction.

If the student is not satisfied with the outcome of the informal complaint, they may lodge a formal complaint by completing the formal complaints and appeals form. This will be dealt with in accordance with the complaints and appeals policy.

NDT will inform student in writing if it exceeds the time specified in policy to resolve the complaint and appeal.

Students have the right to appeal the outcome of a complaint or the outcome of assessment decisions if they are dissatisfied and feel they have been dealt with unfairly. The appeal will be dealt with in accordance with the complaints and appeals policy and procedure.

If the student is still dissatisfied by the outcome of an internal appeal, they have the right to the external complaints or appeals process with agreed mediator (LEADR) by student and NDT.

Student can also register their complaint to ASQA by reaching on <http://www.asqa.gov.au/complaints/complaints.html>

Students have the right to seek advice from and be represented by external parties at any time during the complaints and appeals process. The cost of this will be borne by the student.

Further information on the complaints and appeals process can be gained by contacting [contact@ndtraining.edu.au](mailto:contact@ndtraining.edu.au)

### **Relevant legislation**

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector.

ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

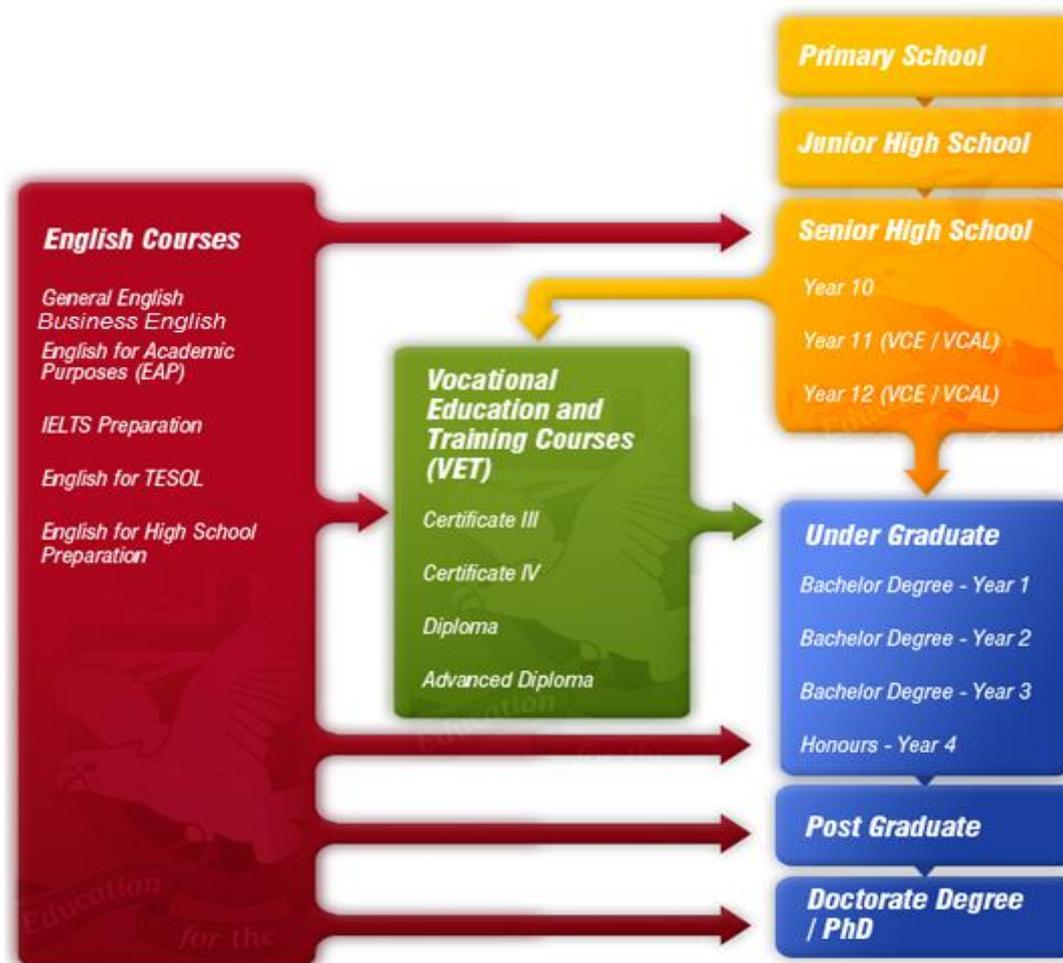
Occupational Health & Safety	Work Safe Victoria
Equal opportunity	Victorian Equal Opportunity & Human Rights Commission
Standards for NDT's 2015	Australian Skills Quality Authority

It is the responsibility of all staff to ensure the requirements of relevant legislation are met always. Use the web sites indicated, or contact CEO if you require further information.

There may be additional, course-specific, legislation that is relevant. Information about this legislation will be communicated during the course.

## Australian Education Framework

The diagram below illustrates a simple overview of the Australian Education Framework.



AUSTRALIAN EDUCATION FRAMEWORK

### Source:

[https://www.google.com.au/search?q=australian+education+framework&espv=210&es\\_sm=93&source=Inms&tbm=isch&sa=X&ei=bPBUE5yGEcqMkwWO1oHYCg&ved=0CAgQ\\_AUoAQ&biw=1440&bih=799#facrc=\\_&imgdii=rVAuF3MZydY4iM%3A%3BNnz\\_eNV0h1WaJM%3BrVAuF3MZydY4iM%3A&imgrc=rVAuF3MZydY4iM%253A%3Be2RxbPzilFljsM%3Bhttp%253A%252F%252Fwww.aqf.edu.au%252Fwp-content%252Fthemes%252Faqf%252Fassets%252Fimg%252Fspinner%252FAQFrameworkGraphic\\_1\\_blank.png%3Bhttp%253A%252F%252Fwww.aqf.edu.au%252Faqf%252Fin-detail%252Faqf-levels%252F%3B400%3B400](https://www.google.com.au/search?q=australian+education+framework&espv=210&es_sm=93&source=Inms&tbm=isch&sa=X&ei=bPBUE5yGEcqMkwWO1oHYCg&ved=0CAgQ_AUoAQ&biw=1440&bih=799#facrc=_&imgdii=rVAuF3MZydY4iM%3A%3BNnz_eNV0h1WaJM%3BrVAuF3MZydY4iM%3A&imgrc=rVAuF3MZydY4iM%253A%3Be2RxbPzilFljsM%3Bhttp%253A%252F%252Fwww.aqf.edu.au%252Fwp-content%252Fthemes%252Faqf%252Fassets%252Fimg%252Fspinner%252FAQFrameworkGraphic_1_blank.png%3Bhttp%253A%252F%252Fwww.aqf.edu.au%252Faqf%252Fin-detail%252Faqf-levels%252F%3B400%3B400)

### **Student code of behavior**

The Student Code of Behaviour requires the following rights and expectation to be respected and adhered to at all times.

The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status.

The right to be free from all forms of intimidation.

The right to work in a safe, clean, orderly and cooperative environment.

The right to have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse.

The right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Procedure).

The right to work and learn in a supportive environment without interference from others.

The right to express and share ideas and to ask questions.

The right to be treated with politeness and courteously at all times.

The expectation that students will not engage in cheating or plagiarism or collusion.

The expectation that students will submit work when required.

The expectation that students will at all times meet the requirements, terms and conditions in the student agreement including payment of fees.

The expectation that students will maintain consistent attendance by attending all required face to face and assessments.

The expectation that students will undertake all reasonable efforts to maintain satisfactory course progress.

The expectation that students "at risk" of not meeting course progress requirements will participate in all aspects of the intervention strategy developed by NDT in consultation with the student.

For non-compliance with the Code of Conduct the following procedure for discipline will be followed:

1. A member of NDT staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 1)
2. Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the Training Manager to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 2)
3. Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file. (Step 3)

After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour still continue, training services will be withdrawn, and the student will be sent a student deferral, suspension or cancellation warning letter. Failure to attend scheduled meetings may result in the NDT deciding to defer, suspend or cancel a student's enrolment. At any stage of this procedure students can access NDT complaints and appeals procedure to settle any disputes that may arise.

## **Policies and Procedures**

### **Student initiated deferral or suspension of enrolment**

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to NDT using the student deferral, suspension or cancellation application form or in writing by email, fax or post. Full details and documentary evidence of the compassionate or compelling circumstances must be included with the application for it to be considered. If approved, the NDT will report your deferral of commencement or suspension of studies to the relevant regulatory bodies which may affect study status.

### **Student cancellation of enrolment and Fee Refunds**

Students who cancel their enrolment and think they are due for a refund must also apply for a refund. Refund applications must be made in writing to NDT Training Manager. The student refund application form, available from NDT, may be used as the written application. Written applications for refunds will also be accepted by mail or by email.

### **NDT initiated suspension or cancellation of enrolment**

NDT may decide to suspend or cancel a student's enrolment on its own initiative as a response to breaching the student code of behaviour through misbehaviour. If NDT is intending to initiate a suspension or cancellation of enrolment a warning letter will be sent to the student's currently notified address and the student will have 20 working days from the date of the warning letter to complain or appeal against NDT suspension or cancellation.

### **NDT deferral of commencement**

NDT may also decide to defer the commencement of a course. If NDT defers the commencement of a course the provider default conditions in the Written Agreement between NDT and the student will be triggered and NDT will be obliged to repay all course money within 14 days of the date of deferral unless alternative arrangements can be made which are acceptable to students.

### **Satisfactory course progress**

If you do not maintain satisfactory academic progress during your course, please contact NDT to find alternatives to complete your studies. Student progress will be monitored during a study period and at the completion of each study period.

Failing a unit means being assessed as "Not Yet Competent" for a completed unit.

To have the best chance of maintaining satisfactory progress you must:

- Attend all theory and practical face to face and pay attention to the work and activities undertaken in class;
- Study the theory and practice the skills that are taught in class;
- Ensure that you are present for all assessment activities scheduled by the trainers and
- Make an appointment with the student support officer if you are having any difficulties with your studies

### **Use of personal information**

It is a requirement of VET Quality Framework that students can access personal information held by NDT and may request corrections to information that is incorrect or out of date. Apply to the Course Coordinator if you wish to view your own records. Once the request has been approved the Course Coordinator will arrange a time for you to view your own records. You must view your records at NDT and you cannot take records away from NDT.

### **Student Code of Conduct**

The purpose of the Student Code of Conduct is to ensure that there is a peaceful and comfortable study and work environment at NDT for all students and staff. This Student Code of Conduct applies to all students of NDT, across all courses.

**Student rights:**

All students have the right to:

- Be treated fairly and with respect by NDT staff and other students
- Learn in an environment free of discrimination and harassment
- Learn in a supportive and stimulating environment in which to pursue their goals
- Have access to counseling, if desired or required
- Privacy concerning records that contain personal information, subject to statutory requirements
- Be given information about assessment procedures at the beginning of the subject/competency/module and progressive results as they occur
- Lodge a complaint without fear of retaliation or victimization

Students are required to act in a non-discriminatory manner at all times and respect the rights of other students, staff and visitors. Students are also required to adhere to academic rules and regulations as directed by NDT or its representatives.

**Student responsibilities:**

- Treat other students and NDT staff with respect and fairness.
- Follow any reasonable direction from a member of NDT.
- Avoid swearing, drinking and eating in classrooms and other learning areas.
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing the NDT's or other student's property.
- Behave responsibly by not being under the influence of drugs or alcohol.
- Avoid using mobile phones or any other electronic devices that may disrupt face to face.
- Attend all scheduled face to face.
- Do all assessment tasks and examinations honestly and not engage in plagiarism, collusion or cheating.
- Follow normal safety practices and following both written and verbal directions given by NDT staff.
- Not to behave in a way that would offend, embarrass or threaten others.
- Comply with all lawful regulations, rules or procedures of NDT that relate to them.

**Breach of Conduct**

A student breach of conduct occurs when a student behaves in a manner described below:

- Attacks, attempts to attack or threatens a person on NDT premises.
- Acts against the Equal Opportunity practices of NDT which is committed to the prevention and elimination of discrimination on the grounds such as but not limited to the following:
  - Age
  - Impairment
  - Industrial activity
  - Lawful sexual activity
  - Marital status
  - Physical features
  - Political belief or activity
  - Pregnancy
  - Race
  - Religious belief or activity
  - Sex
  - Status as a parent or a carer
- Disobeys or disregards any lawful direction given by an officer of NDT.
- Acts dishonestly or unfairly in connection with an assessment conducted by NDT.
- Deliberately prohibits any teaching activity, assessment or meeting of NDT.
- Engages in any conduct or activity damaging to the management and good governance of NDT.

- Willfully damages or wrongfully deals with any NDT property.
- Attends NDT whilst under the influence of alcohol or affected by drugs.
- Carries or uses such items as firearms, knives, syringes, etc as a weapon.
- Fails to pay fee on time
- Fails to comply with Work Health and Safety (WHS) /Occupational Health and Safety (OHS) regulations or willfully places another person in a position of risk or danger.
- Constantly interrupts class time through the use of mobile phones/other electronic devices
- Uses abusive language.

### **Issuance of Certificates**

The issuance of certificates will be done in accordance with NDT's Qualifications & Statement of Attainment Policy & Procedure. Processing will normally take twenty (20) working days, provided all paperwork and fees are cleared.

### **Work Health and Safety (WHS)**

NDT is committed to providing a healthy and safe workplace and to eliminate conditions and incidents that could result in personal injury or ill health. We have policies and procedures that promote a safe and harmonious studying environment, and which meet the various statutory compliances.

In summary, under our WHS/OHS Policy, students are:

- required to take reasonable care of themselves and others in the NDT
  - have a responsibility to co-operate with all health and safety provisions
  - have a responsibility to comply with relevant WHS/OHS management system policies, procedures and programs, as appropriate
- must not bypass or misuse systems or equipment provided for WHS/OHS purposes
- are required to carry a student identification card at all times while on NDT premises

For more details on WHS/OHS, please refer to NDT's Compliance with Legislation Policy and Procedure. The document also includes policies and procedures on:

- Anti- Discrimination
- Emergency
- Environment
- Privacy
- Bullying

### **Student Enrolment Policy & Procedure**

NDT employs an effective Student information policy and procedure to inform all potential students about the training, assessment, support services and their rights and responsibilities prior to enrolment.

NDT ensures that the information provided accurately represents facilities, practices and resources. The CEO is responsible for implementing this policy and reviewing its effectiveness.

This policy is implemented in compliance with the requirements of the Standards for Registered Training Organizations (NDT's) 2015 Standards 4 and 5.

For more information on this policy, please contact the Training Manager at [contact@ndtraining.edu.au](mailto:contact@ndtraining.edu.au) or collect the current copy of this policy from NDT office reception.

## **EVACUATION POLICY**

### **Display of Evacuation Notices**

Notices will be displayed in the building explaining the procedures and the exit routes to be followed in an evacuation.

### **Assembly Point**

The assembly point is at the start of parking area next to Building 2.

### **First Aid Kits**

First Aid kits are kept in each room occupied by the NDT.

### **First Aid Procedures**

If students are ill and need to leave class, they will tell the trainer who will make sure that the student can get to a doctor if necessary.

If a student has an accident and the staff member present is unable to treat the injury, arrangements will be made for an ambulance or doctor to be called. All incidents and hazards are to be reported to the Director

### **Safety Rules:**

All persons on the NDT's premises must observe the following safety rules:

Do not run around the room, only walking is permitted.

Use handrails when coming up and down the stairs.

You are not allowed to drink alcohol or bring or consume drugs on the premises.

If you spill something you must clean it up immediately.

### **Fire and safety compliance**

You are not allowed to smoke in any of the premises.

You must not use any matches or fire lighting equipment within the premises.

You must not tamper with fire extinguishers.

### **Emergency Procedures:**

The following procedures are to be followed in the case of an emergency.

Fire and Explosion

Sound alarm.

Initiate site emergency evacuation procedure.

Call fire service dial 000

### **Serious Injury**

Call for assistance.

Call ambulance dial 000

If machinery is involved, stop machinery.

Give appropriate first aid and comfort the person.

Do not put others or self in unnecessary danger.

Report situation to the Director

### **Bomb Threat**

Stay calm and listen carefully to the caller, write down all that is said, ask the caller where the bomb is located.

Call police dial 000

Act according to advice of police.

If advised by police, instigate emergency evacuation plan.

### **Earthquake**

Keep calm – allow time to think.

Take cover – move quickly and quietly to the nearest area considered to be safe (e.g. shelter under a table, in a strong doorway or in a corner away from windows). Keep away from glass doors or windows.

Watch for falling debris and other overhead objects.

Do not attempt to run outside.

Do not attempt to use the phones. These may be needed to keep in touch with civil defense, police, etc.

After the earthquake, check anyone who sustained injuries. If it is felt that the premises can be safely evacuated, the alarm should be sounded. The staff member present should assess the damage. It is their role to determine whether evacuation is necessary.

### **Electrocution**

Switch off the power supply.

Follow "serious injury" procedure referred to above.

Notify management

### **Robbery**

Co-operate with the robber.

Remain calm.

Take no personal risks.

Observe (person's features, height, build, clothing, etc.).

Call the police dial 000

Notify management.

### **Gas Leak**

Notify management, who will then notify gas engineers.

If necessary, follow the fire and explosion procedure set out above.

### **Evaluation**

Evaluation of the policy and support available will be from student feedback on their experience of the support and safety received. This will be collated and reviewed by the Audit Team as part of the annual quality audit.

## **Student Support Services**

In the first two weeks of your enrolment at NDT the Training Manager will conduct an interview with you to ascertain if there are any academic or non-academic welfare issues affecting your capacity to and succeed at your studies. If you do have academic or non-academic welfare issues, then assistance will be provided and the Training Manager will maintain regular contact with you until you have resolved your problems. There is no additional charge for this service.

The Training Manager, Trainers are available to provide advice and assistance to you at no charge from the NDT. The trainers are working with support and welfare teams on course progress monitoring, academic support/intervention programs.

Students requiring special or intensive assistance must contact NDT who may deal with the problem or may refer students to external welfare and support services if required. The NDT will not charge for welfare and support services it supplies or for referring students to external welfare and support services.

NDT cares about the needs of our students. Students are encouraged to talk to the trainers or Training Manager if they have any issues that are hindering their academics or are not able to cope with the academic demands due to any reasons. We are dedicated to continuously improve our services to meet the needs and expectations of our students. Our friendly and experienced staffs is on hand to give advice. For any issues, students are encouraged to contact our receptionist and they will direct you to the appropriate staff member to answer your queries.

All staff at NDT are available to provide general advice and assistance with matters, however students requiring special or intensive assistance should contact the training manager who may refer you to external support services if required. Accessing external support services may incur fees.

Educational and Support Services: NDT strives to maximize opportunities for access, participation and outcomes for all students. NDT ensures the provision of access and equity services to students as an integral part of all services and will undertake to identify and, where possible, remove barriers that prevent students from accessing and participating in our services.

The following support will be available to learners:

Language, Literacy & Numeracy (LLN) support Based on the results of the applicants enrolment, and if deemed applicable, a meeting can be arranged to discuss the LLN assistance that NDT may be able to provide for a learner, with a view to creating an action plan that best addresses a student's LLN needs.

Please note: NDT will make every reasonable effort to ensure that it can accommodate a student's needs. However, sometimes those needs are beyond the assistance that can reasonably be provided by NDT (for the purposes of LLN assistance, "reasonable allowance" is defined as the provider being able to accommodate the student's needs without significantly disadvantaging other student's involvement in the course, or without causing the training provider significant financial disadvantage). Individuals who require additional help with their literacy and numeracy can access information about their nearest LLN provider by calling The Reading Writing Hotline on 1300 655 506 or refer to their website at [www.literacyline.edu.au](http://www.literacyline.edu.au). Any costs incurred will be the responsibility of the student. The types of assistance NDT will be able to offer:

1. Telephone Support Monday to Friday from 9:00am to 5:00pm.
2. Any LLN difficulty

To help establish competency, trainers may:

- Interview the student
- Ask student to demonstrate their skill
- Speaking difficulties Student may bring family member or friend to help explain and interpret terminology
- or more complex issues Listening difficulties
- Provision of seating close to trainer
- Student may bring friend or family member to sign the course content
- Ensure the course content are presented in clear, plain and clear English
- Reading difficulties Provision of seating close to screen.
- Ensure all course materials are written in plain English
- The trainer may read written materials to student on a one to one basis.
- Additional training and tutorials every effort, within reason, will be made by NDT personnel to ensure a successful outcome for students. Additional training and / or tutorial may be negotiated. The following processes will be applied for students considered to be "at risk": NDT is at all times concerned with the welfare of our students.
- Student Services Personnel will counsel students as appropriate and/or refer them to qualified counsellors. Personnel are required to respond to an attempt to alleviate any signs of distress or discomfort by students, and to actively render appropriate assistance. If students require extra support or counselling, they are encouraged to make contact with a member of our team who will be eager to assist and refer them to the appropriate support services.

### **External Counselling/Personal**

- Support Lifeline – 13 11 14 or [www.lifeline.org.au](http://www.lifeline.org.au)
- Relationships Australia - 1300 364 277 <http://www.relationships.org.au>
- MensLine Australia – (For men of any age) 1300 78 99 78
- Kids Helpline (For young people aged 5-25) – 1800 551 800

Mental health websites [Mindhealthconnect.org.au](http://Mindhealthconnect.org.au)

- Launched as part of the Australian Government's National E-Mental Health Strategy, this site is a trusted gateway to issues surrounding mental health care and a first step to finding relevant support and resources to meet mental health needs.

[Beyondblue.org.au](http://Beyondblue.org.au) Beyond blue's work is aimed at achieving an Australian community that understands depression and anxiety, empowering all Australians, at any life-stage, to seek help. [Anxietyonline.org.au](http://Anxietyonline.org.au)

- Anxiety Online provides information, assessment, referral and treatment for Panic Disorder, Social Anxiety Disorder, Generalised Anxiety Disorder, Obsessive Compulsive Disorder and Post-Traumatic Stress Disorder. [Headspace.org.au](http://Headspace.org.au)• Headspace provides mental and health wellbeing support, information and services to young people aged 12 to 25 years and their families.

[Reachout.com](http://Reachout.com)

- ReachOut.com is Australia's leading online youth mental health service. It's a perfect place to start if not sure where to look. It's got information on everything from finding motivation, through to getting through really tough times.

[Jeanhailes.org.au](http://Jeanhailes.org.au)

Jean Hailes' vision is physical and emotional health and wellbeing in all its dimensions for all Australian women throughout their lives. VIC Mental Health Hotline: NURSE-ON-CALL on 1300 60 60 24

- Induction and Orientation Induction and orientation is conducted prior to the commencement of each course. Its purpose is to inform new students of most aspects of life at NDT, to introduce study requirements and to provide an opportunity for you to ask any questions.

### **Duration of study period (excluding holidays)**

Refer to course brochures

## **CHC30113 – Certificate III in Early Childhood Education and Care**

### **Course Brochure: Class room Based with vocational Placement**

New Direction Training is a Registered Training Organisation (RTO No: 40881) registered with the Australian Skills Quality Authority (ASQA) offering Nationally Recognized Qualifications.

New Direction Training offers Classroom study and compulsory workplace component for Certificate III in Early Childhood Education & Care - CHC30113, and Recognition of Prior Learning (RPL) for students upgrading their qualification, taking a career change.

All students will have access to the simulated learning environment which helps in gaining early childhood experience.

If you are

- Thinking of taking a career change or
- Upgrading your qualification (Educator/ Trainer/Assessor) or
- Study while you work towards your career in Early Childhood Education & Care or
- Want to enter the Childcare industry and study this qualification while actively seeking employment

Then, New Direction Training can be your leader in attaining your career goal.

Note: This is a minimum qualification required to work in childcare industry.

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development.

Depending on the setting, educators may work under direct supervision or autonomously in a range of child care facilities such as long day care centres, occasional care facilities, crèches, family day care and early learning centres as an Early Childhood Educator.

### **On successful completion of the Certificate III in Early Childhood Education and Care, student can study Diploma of early childhood education and care.**

Many Day Care Centers and Family Day Care providers are required to care for babies, and deal with parents from a broad range of culturally diverse backgrounds. While other elective selections are possible, these will need to be negotiated with us before we can agree to deliver them. Any alternative unit selection will need to be approved by the CEO and will be suitably documented with alternative Training and Assessment Strategy depicting the alternative units.

The outcome for this qualification is either the CHC30113 Certificate III in Early Childhood Education and Care or, should the participant depart the course before it has been completed, a Statement of Attainment for the units in which competency has been demonstrated.

**Employment Pathways** available to students who complete this qualification are:

- Centre-based Educator
- Centre-based Assistant
- Outside School Hours Assistant
- Family Day Care Educator
- Playgroup Supervisor
- Recreation Assistant
- Out of School Hours Care Educator
- Occasional Care worker
- Relief educator
- Nanny

The program is targeted at domestic students with or without any prior experience or you could be in an on-the-job situation (currently employed or actively willing to seek employment in child care industry i.e. a regulated education and care service). The course has been in consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist positions that will benefit from Nationally Recognised Training.

While workers are responsible for their own outputs, work is carried out under direct or indirect supervision as per the organization's policies.

Student will be assessed for their prior knowledge, skills through pre-enrolment interview where appropriate RPL or credit transfer will be suggested to students (if any). Volume of learning will be adjusted according to student's cohort.

### **Admission Requirements**

All students must be aged 18 years or over at the time of applying for admission to RTO.

The student must be actively willing to seek employment in child care industry i.e a regulated education and care service

Before starting vocational placement, student will have to provide evidence of working with children check.

Relevant work experience will be acknowledged and taken into consideration.

### **Pre-Enrolment Interview:**

Selection for enrolment in this course will be approved for students who meet the qualification selection criteria during the pre-enrolment interview prior to the confirmation of enrolment at RTO. A satisfactory outcome of interview with authorised RTO Staff or representative will include the following:

### **English Language/Literacy/Numeracy requirements:**

NDT will conduct LLN entry test at the time of enrolment. It is desirable that the student obtain Learning (ACSF Level 2+), Reading (ACSF Level 2+), Writing (ACSF Level 2+), Oral Communication (ACSF Level 2+), and Numeracy (ACSF Level 2) to enrol in this qualification.

If learners do not meet English and LLN requirements, learners will be asked to take further Language, literacy and numeracy training e.g. Foundation skill programs e.g. EAL etc.

### **Computer literacy requirements:**

All students enrolling into this program must satisfy moderate level of computer literacy requirement during their pre-enrolment interview, which are such as: student should know how to operate and use computers and should be able to do a bit of a research work on internet.

Students those who do not satisfy the course advisor/interviewer will be referred to take basic computer digital literacy skills course, students can choose to take course with other institutes and re-sit the pre-enrolment interview upon completing the course.

### **Practical Assessment Requirements:**

Students enrolled in New Direction Training's CHC30113 Certificate III in Early Childhood Education and Care must undertake 120 hours of practical placement with a regulated education and care services (Long Day Care Centre or Family Day Care Centre), where the student can reinforce their skills in a vocational setting. This placement can either be one day

a week during the course or done in a block at the end of the course, depending on the availability of the facility.

**Please note:** For the units which require simulation as part of their work placement, students will have access to RTO simulated facilities on campus that will simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

However, if the unit has assessment condition, then the skills must be demonstrated in a regulated education and care service.

### **A Unique Student Identifier (USI):**

In addition, students will need to provide RTO with their Unique Student Identifier number. A USI is a reference number made up of numbers and letters, unique to each student. This USI allows them to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents them from losing their record. This lets them see all of their training results, from all their previous providers. A USI Number will stay with the student for life, and must be recorded with any nationally recognised VET course they undertake.

**Delivery Location:** B8, B9 & B10 1-13 The Gateway, Broadmeadows, VIC, 3047.

**Credit Transfer and RPL Offered:** Recognition of prior learning and skills assessment.

### **Delivery Mode:**

The complete course is planned for scheduled hours as face to face, on-the-job based program with theoretical and practical tasks to be completed plus an assignment workload.

### **Duration & Amount of Training**

Total volume of learning for this qualification is 968 hours, comprising of:

- Face to face delivery and simulation 512 hours
- Undertaking Assessment Activities 366 hours + Work Placement 120 hours = 456 hours

### **Fee information for Fee for Service Students**

**Application fee:** We do not charge any application fee

**Full Course fee:** \$5,240 for fee-for- Service students

**RPL:** \$600 per unit; RPL for the full qualification is capped at: \$3000

(If student chooses to do more than 4 units, then the fee will be capped at \$3000)

**Materials fee:** \$0

### **Total Course fee payment schedule:**

An amount of \$500 will be collected as an advance and the rest of the amount will be converted into installments. These installments will be calculated over a period of 10 months (*i.e. the rest of the amount will be distributed equally over a period of 10 months*). However, the installment amounts can also be calculated according to the student's flexibility.

### **Fee information for Funded Students**

**Application fee:** We do not charge any application fee

**Full Course fee:** Students who are eligible for government funding will not be charged any fee

**RPL:** \$600 per unit; RPL for the full qualification is capped at: \$3000

(If student chooses to do more than 4 units, then the fee will be capped at \$3000)

**Materials fee:** \$0

Please refer to Appendix A to check if you are eligible for government funding.

For any offers of fees and plans, visit <http://www.ndtraining.edu.au/>

### **Eligibility for applying for employment in childcare:**

Student will have to be:

- Actively studying towards their qualification with RTO
- Apply for Working with children check (Volunteering/Employee)
- Police clearance (National/state/territory) and
- First Aid course (1-day course – Course Code: HLTAID004 - Provide an emergency first aid response in an education and care setting)

**Note:** RTO course fee do not include the working with children check, police clearance and First aid course if done separately.

**Listed below are the units of competency delivered for CHC30113 – Certificate III in Early Childhood Education and Care qualification.**

Unit Code	Unit Name	Core/ Elective
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	C
CHCECE001	Develop cultural competence	C
CHCECE002	Ensure the health and safety of children	C
CHCECE003	Provide care for children	C
CHCECE004	Promote and provide healthy food and drinks	C
CHCECE005	Provide care for babies and toddlers	C
CHCECE007	Develop positive and respectful relationships with children	C
CHCECE009	Use an approved learning framework to guide practice	C
CHCECE010	Support the holistic development of children in early childhood	C
CHCECE011	Provide experiences to support children's play and learning	C
CHCECE013	Use information about children to inform practice	C
CHCLEG001	Work legally and ethically	C
CHCPRT001	Identify and respond to children and young people at risk	C
HLTAID004	Provide an emergency first aid response in an education and care setting	C
HLTWHS001	Participate in workplace health and safety	C
CHCECE012	Support children to connect to their world	E
BSBWOR301	Organize personal work priorities and development	E
CHCECE014	Comply with Family Day Care administration requirement	E

## **CHC50113 – Diploma of Early Childhood Education and Care**

### **Course Brochure: Class room Based with Work Placement**

New Direction Training is a Registered Training Organisation (RTO No: 40881) registered with the Australian Skills Quality Authority (ASQA) offering Nationally Recognized Qualifications.

New Direction Training offers Classroom study and workplace component for Diploma of Early Childhood Education & Care – CHC50113, and Recognition of Prior Learning (RPL) for students upgrading their qualification, taking a career change.

All students will have access to the simulated learning environment which helps in gaining early childhood experience.

If you are

- Thinking of taking a career change or
- Upgrading your qualification (Educator/ Trainer/Assessor) or
- Study while you work towards your career in Early Childhood Education & Care or
- Want to enter the Childcare industry and study this qualification while actively seeking employment

Then, New Direction Training can be your leader in attaining your career goal.

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously in a range of child care facilities including, but not limited to long day care centres, occasional care facilities, crèches, family day care, and early learning centres as an Early Childhood Educator.

### **On successful completion of the Diploma of Early Childhood Education and Care, student can study Advanced Diploma of Community Sector Management and Bachelor in Early Childhood or equivalent**

The outcome for this qualification is either the CHC50113 Diploma of Early Childhood Education and Care or, should the participant depart the course before it has been completed, a Statement of Attainment for the units in which competency has been demonstrated.

**Employment Pathways** available to students who complete this qualification are:

- Authorised supervisor
- Family Day Care manager
- Childcare Centre manager
- Childcare / Development worker
- Children's adviser
- Children's service director / manager / coordinator

The program is targeted at domestic students with or without any prior experience or you could be in an on-the-job situation (currently employed or actively willing to seek employment in child care industry i.e. a regulated education and care service). The course has been in consultation with industry advisors to respond to a need that has developed for

additional educational vacancies for specialist positions that will benefit from Nationally Recognised Training.

While workers are responsible for their own outputs, work is carried out under direct or indirect supervision as per the organisation's policies.

Student will be assessed for their prior knowledge, skills through pre-enrolment interview where appropriate RPL or credit transfer will be suggested to students (if any). Volume of learning will be adjusted according to student's cohort.

### **Admission Requirements**

All students must be aged 18 years or over at the time of applying for admission to RTO.

The student must be actively willing to seek employment in child care industry i.e. a regulated education and care service.

Before starting vocational placement, student will have to provide evidence of working with children check.

Relevant work experience will be acknowledged and taken into consideration.

### **Pre-Enrolment Interview:**

Selection for enrolment in this course will be approved for students who meet the qualification selection criteria during the pre-enrolment interview prior to the confirmation of enrolment at RTO. A satisfactory outcome of interview with authorised RTO Staff or representative will include the following:

### **English Language/Literacy/Numeracy requirements:**

NDT will conduct LLN entry test at the time of enrolment. It is desirable that the student obtain Learning (ACSF Level 4), Reading (ACSF Level 3), Writing (ACSF Level 3), Oral Communication (ACSF Level 3), and Numeracy (ACSF Level 3) to enrol in this qualification.

If learners do not meet English and LLN requirements, learners will be asked to take further Language, literacy and numeracy training e.g. Foundation skill programs e.g. EAL etc.

### **Computer literacy requirements:**

All students enrolling into this program must satisfy moderate level of computer literacy requirement during their pre-enrolment interview, which are such as: student should know how to operate and use computers and should be able to do a bit of a research work on internet.

Students those who do not satisfy the course advisor/interviewer will be referred to take basic computer digital literacy skills course, students can choose to take course with other institutes and re-sit the pre-enrolment interview upon completing the course.

### **Practical Assessment Requirements:**

Students enrolled in New Direction Training's CHC50113 Diploma of Early Childhood Education and Care must undertake 240 hours of practical placement with a regulated education and care services (Long Day Care Centre or Family Day Care Centre), where the student can reinforce their skills in a vocational setting. This placement can either be one day a week during the course or done in a block at the end of the course, depending on the availability of the facility.

**Please note:** For the units which require simulation as a part of their work placement, students will have access to RTO simulated facilities on campus that will simulate the real-life working

environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

However, if the unit has assessment condition, then the skills must be demonstrated in a regulated education and care service.

**A Unique Student Identifier (USI):**

In addition, students will need to provide RTO with their Unique Student Identifier number. A USI is a reference number made up of numbers and letters, unique to each student. This USI allows them to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents them from losing their record. This lets them see all of their training results, from all their previous providers. A USI Number will stay with the student for life, and must be recorded with any nationally recognised VET course they undertake.

**Delivery Location:** B8, B9 & B10 1-13 The Gateway, Broadmeadows, VIC, 3047.

**Credit Transfer and RPL Offered:** Recognition of prior learning and skills assessment.

**Delivery Mode:** The complete course is planned for scheduled hours as face to face, on-the-job based program with theoretical and practical tasks to be completed plus an assignment workload.

**Duration & Amount of Training**

Total volume of learning for this qualification is 2228 hours, comprising of:

- Face to face delivery and stimulation 1044 hours
- Undertaking Assessment Activities 944 hours + Work Placement 240 hours = 1184 hours

**Fee information**

**Application fee:** We do not charge any application fee

**Full Course fee:** \$9,240 for fee-for- Service students; however, the eligible government funded students will not be charged any fee

**RPL:** \$600 per unit; RPL for the full qualification is capped at: \$3000

(If student chooses to do more than 4 units, then the fee will be capped at \$3000)

**Materials fee:** \$0

**Total Course fee payment schedule:**

An amount of \$500 will be collected as an advance and the rest of the amount will be converted into installments. These installments will be calculated over a period of 20 months (*i.e. the rest of the amount will be distributed equally over a period of 20 months*). However, the installment amounts can also be calculated according to the student's flexibility.

**Fee information for Funded Students**

**Application fee:** We do not charge any application fee

**Full Course fee:** Students who are eligible for government funding will not be charged any fee

**RPL:** \$600 per unit; RPL for the full qualification is capped at: \$3000

(If student chooses to do more than 4 units, then the fee will be capped at \$3000)

**Materials fee:** \$0

Please refer to Appendix A to check if you are eligible for government funding.

For any offers of fees and plans, visit <http://www.ndtraining.edu.au/>

**Eligibility for applying for employment in childcare:**

Student will have to be:

- Actively studying towards their qualification with RTO
- Apply for Working with children check (Volunteering/Employee)
- Police clearance (National/state/territory) and

- First Aid course (1-day course – Course Code: HLTAID004 - Provide an emergency first aid response in an education and care setting)

**Note:** RTO course fee do not include the working with children check, police clearance and First aid course -if done separately.

**Listed below are the units of competency delivered for CHC50113 – Diploma of Early Childhood Education and Care qualification.**

Unit Code	Unit Name	Core/ Elective
CHCLEG001	Work legally and ethically	C
CHCECE001	Develop cultural competence	C
CHCECE002	Ensure the health and safety of children	C
CHCECE003	Provide care for children	C
CHCECE004	Promote and provide healthy food and drinks	C
CHCECE005	Provide care for babies and toddlers	C
CHCECE007	Develop positive and respectful relationships with children	C
CHCECE009	Use an approved learning framework to guide practice	C
CHCECE016	Establish and maintain a safe and healthy environment for children	C
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	C
CHCECE018	Nurture creativity in children	C
CHCECE019	Facilitate compliance in an education and care services	C
CHCECE020	Establish and implement plans for developing cooperative behaviour	C
CHCECE021	Implement strategies for the inclusion of all children	C
CHCECE022	Promote children's agency	C
CHCECE023	Analyse information to inform learning	C
CHCECE024	Design and implement the curriculum to foster children's learning and development	C
CHCECE025	Embed sustainable practices in service operations	C
CHCECE026	Work in partnership with families to provide appropriate education and care for children	C
CHCPRT001	Identify and respond to children and young people at risk	C
HLTAID004	Provide an emergency first aid response in an education and care setting	C
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	C
HLTWHS003	Maintain work health and safety	C
BSBLED401	Develop teams and Individuals	E
CHCPOL002	Develop and implement policy	E
BSBINN502	Build and sustain an innovative work environment	E
CHCPRP003	Reflect on and improve own professional practice	E
CHCECE014	Comply with Family Day Care administration requirements	E

# Appendix A

## **ELIGIBILITY FOR GOVERNMENT FUNDING**

Students eligible for the Skills First program receive government-subsidised tuition. Check if you are eligible: [Am I eligible for government-subsidised tuition?](#)

Generally, you are eligible for a government-subsidised training place if you are:

- an Australian citizen
- an Australian Permanent Resident (holder of a permanent visa), or
- a New Zealand citizen;

**and** are **any** of the following:

- under 20 years of age
- seeking to enrol in a Foundation Skills List course (and do not hold a Diploma or above qualification or are receiving core skills training in other sectors)
- seeking to enrol in VCE or VCAL
- seeking to enrol in an apprenticeship, or
- 20 years and older and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification.

In addition to these requirements, an individual is only eligible to:

a) commence a maximum of two courses subsidised through the *Skills First* Program in a calendar year. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted for the purpose of this clause when assessing eligibility

b) undertake a maximum of two courses subsidised through the *Skills First* Program at any one time

c) commence a maximum of two government subsidised courses at the same level within the AQF in their lifetime, and

d) commence a maximum of two government subsidised accredited courses with the title 'Course in...' in their lifetime.

If you are enrolled at a school, you will not be able to receive a government-subsidised training place for a course through the Skills First program, unless you are undertaking the course as part of a School-Based Apprenticeship or Traineeship. The government supports schools in other ways to offer vocational training to their students, so you should discuss all your options with your school.

## **ELIGIBILITY EXCLUSIONS**

An individual is not eligible for government-subsidised training if the individual is:

- A student enrolled in a school (excluding a school-based Apprentice/Trainee)
- A prisoner within the meaning of the Corrections Act 1986 who is held at any one of the following custodial settings as outlined in the VET Funding Contract

- A person who is detained under the Mental Health Act 1986 (VIC); or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (VIC) or the Sentencing Act 1991 at the Thomas Embling Hospital, or
- A person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 (VIC) or the Sentencing Act 1991 (VIC) or who is held on remand in one of the following youth justice facilities as outlined in the VET Funding Contract.

### **How many courses am I eligible for?**

You are eligible to commence a maximum of two subsidised courses at the same qualification level in your lifetime. This restriction applies whether or not you complete the courses. For example, this means if you have already commenced two courses at the Certificate III level, you may only commence courses at the Certificate IV level (or above).

This restriction does not apply to courses on the Foundation Skills List or to students recommencing training in the same qualification (at the same or a different provider).

Under exceptional circumstances students may apply for an exemption to the rule allowing only two commencements at the same level, enabling them to enrol in a further qualification at the same level. See the Frequently Asked Questions for information about this. No exemptions are available for any other eligibility criteria.

In addition, eligible students can begin up to two subsidised courses in a year as long as you are not doing any more than two courses at a time.