

Information for Prospective Students

Park Orchards Community House & Learning Centre Incorporated Inc. (POCH&LCI)

Park Orchards Community House & Learning Centre Inc (POCH&LCI) was established in 1978 to provide an environment in which community members can continue their education, while helping to enrich the life of our community. POCH&LCI became a Registered Training Organisation (RTO) in 1996 and we offer the following accredited courses:

- CHC30213 Certificate III in Education Support
- CHC30113 Certificate III in Early Childhood Education and Care
- TAE40110 Certificate IV in Training and Assessment*

A detailed course brochure is available for each of the above courses and should be read in conjunction with this brochure.

Unique Student Identifier (USI)

If you are undertaking nationally recognised training delivered by a Registered Training Organisation you will need to have a Unique Student Identifier (USI). There is no cost involved in creating a USI and you can create your own online or POCH&LCI can assist you. For more information or to create your USI refer to www.usi.gov.au

POCH&LCI will NOT issue a certificate of any kind to a student if they have not supplied a Unique Student Identifier (USI).

Application Process

Prospective students are encouraged to attend a course information session where application forms will be available. Alternatively you may arrange an individual interview. Prospective students are required to participate in a pre-training review to discuss their goals and the suitability of the chosen course. Prospective students complete a language, literacy and numeracy assessment to identify whether modification of training and assessment strategies is required.

POCH&LCI will at all times comply with the requirements of equal opportunity legislation in the selection and assessment of students. Students will be offered a place in order of application providing that they meet entry requirements. Once a class is full, students will be placed on a waiting list for the next available course.

Recognition of Prior Learning/Current Competencies

Your existing skills and knowledge may gain you advanced standing or credit towards the completion of your course. These skills may have been gained through previous study, employment, voluntary work or general life experience. If you would like more information about RPL for a particular course please speak to the Coordinator. RPL is best arranged prior to commencing your course. Further details about RPL are provided at course information sessions, enrolment and again at orientation.

Students with Specific Needs or Students with Disabilities

POCH&LCI encourages applications for enrolment from students with specific needs. Within the capabilities of the organisation, every effort will be made to meet the additional needs of students - provided they meet the entry requirements of the course. Alternate delivery, reasonable adjustment and assessment methods will be used when and where appropriate.

Orientation

All accredited courses start with an orientation session where students will be given a course-specific Student Handbook. An overview of the course requirements, policies and procedures, confidentiality issues, students welfare and safety and training and assessment methods will all be covered.

Student Support and Assistance

- Careers, course and pathways guidance.
- Alternative assessments for those with specific needs.
- Computer access, printing & photocopying, free wifi internet access
- Discounted childcare available (daytime courses)
- Return to Learn short course for students to refresh study skills

Our policies are available on our website www.parkorchards.org.au

Park Orchards Community House & Learning Centre Inc. A0011092D
572 Park Road, Park Orchards, Victoria 3114
Open 9:00am - 4:00pm Monday - Friday (during Victorian School Terms)
Registered Training Organisation No. 4008 ABN :18 790 057 404



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Park Orchards Community House & Learning Centre

Student Welfare, Security & Safety

POCH&LCI places high priority on student welfare, security and safety. Our goal is to provide an environment that ensures that student welfare is not compromised in any way. Classes will not be scheduled for more than eight hours in any one day and not outside the hours of 8:00am to 10:00pm on any day. If Students under the age of 18 are attending training after hours, the trainer will wait with them until they are collected from the Centre by a responsible adult, or until they are safely on public transport.

What to expect of your learning experience at POCH&LCI

Full details are contained in the Code of Conduct policy.

Students have a right to:

- Pursue their learning activities in a supportive and stimulating environment
- Learn in an environment free from discrimination and harassment
- Be treated with respect and fairness

Students have a responsibility to:

- Treat other students and staff with respect and fairness
- Abide by the POCH&LCI Code of Conduct
- Follow any reasonable direction from staff
- Be punctual and regular in attendance at classes
- Submit assessment tasks by the due dates
- Behave in a responsible manner by not harassing or intimidating fellow students and come to class in a fit state to learn.

POCH&LCI Trainers have a responsibility to:

- Treat students and other staff with respect
- Abide by the POCH&LCI Code of Conduct
- Be punctual and commence classes at designated times
- Provide students with appropriate information about their progress in the class
- Provide a stimulating and supportive learning environment for students and assess them equitably

Complaints and Appeals

POCH&LCI has a Student Complaints and Appeals Policy and Procedure for students who feel that their rights have been breached by fellow students or by POCH&LCI. Full details of this procedure are available on the POCH&LCI website www.parkorchards.org.au, and in the student handbook. Disciplinary procedures are also available on our website and detailed in the Student Handbook.

Fees and Charges Information

Fees and charges at POCH&LCI will depend upon a student's eligibility for government funding. Full details of fees, including tuition, amenities, materials and text book fees are provided in the course flyer and on our website www.parkorchards.org.au. If you are unsure as to which fee applies to your case, please ask our staff for clarification. A deposit of not more than \$500 will be required upon enrolment. Upon course commencement, the balance of the course tuition fees will be paid in installments in line with the progression of the course. Students will not be expected to pay more than \$1500 in any one payment.

Eligibility for Funding

Government funded places are available to any student who is upskilling. Students must not have completed a qualification at the same or a higher level to be eligible. Students under 20 years of age are eligible regardless of previous educational attainment. Concessions are available for students on government pensions or health care cards. Further information on eligibility is available at www.education.vic.gov.au/training/learners/vet/pages/funding.aspx

*Funding is not available for TAE40110 Certificate IV in Training and Assessment

Refunds

Students who notify POCH&LCI that they are withdrawing from a course more than four weeks prior to the scheduled commencement of studies will be entitled to a full refund. Students who notify POCH&LCI that they are withdrawing from a course within four weeks of the commencement of studies will be entitled to a refund of the tuition fee paid, less an administration fee of \$100. Students who withdraw from a course after the commencement date, or who do not formally withdraw are not entitled to a refund of fees already paid, but may be granted one at the discretion of the Manager.

A full refund will be given if POCH&LCI cancels a class prior to commencement. For full details of the Refund Policy please consult our website, your Student hand-book or speak to our staff.

Certificates

All students who have completed a qualification that leads to the award of an AQF qualification are entitled to receive a Certificate of Qualification. Students who complete part, but not all, of the program of study will receive a statement of attainment listing the units of competency completed.

POCH&LCI will NOT issue a certificate of any kind to a student if they have not supplied a Unique Student Identifier (USI).

"This training is delivered with Victorian and Commonwealth Government funding"

