

Student Handbook

Australian Montessori College Pty Ltd

RTO No: 41372

Level 4, 60-70 Parramatta Road, Summer Hill NSW 2130

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WELCOME

Welcome to Australian Montessori College Pty Ltd!

The purpose of this Handbook is to provide you with all the information that you need to know about studying with Australian Montessori College Pty Ltd.

OUR OBLIGATION AS YOUR RTO

As an RTO certified by the Australian Skills Quality Authority (ASQA), we promise to deliver top-notch training and evaluations that you can trust. We always stick to the Standards for RTOs 2015, which is part of the rules for vocational education and training (VET).

What We Do to Keep Our Promise:

- We've set up detailed rules, ways of doing things, and systems to make sure we're doing things right.
- We check ourselves by having audits with ASQA when they ask for it.
- We make sure any partners involved in your training, like training organizations, marketing groups, or salespeople, also follow the rules.

Your Certificates:

It's our job to give you your Australian Qualifications Framework (AQF) certificates. We do it fairly and according to the rules in this Handbook.

Got a Concern?

If you ever think we're not keeping our promises, you can say something. Just follow the steps in our Complaints and Appeals Policy here in the Handbook.

OUR CONTACT DETAILS

Office & Delivery Address: Level 4, 60-70 Parramatta Road, Summer Hill NSW 2130

Email: rami.nassif@montessoriacademy.com.au

Contact: (02) 8916 7550

Opening hours: Monday to Friday except public holidays

COURSES PROVIDED BY AUSTRALIAN MONTESSORI COLLEGE PTY LTD

Australian Montessori College Pty Ltd offers the following courses:

Qualification Code	Qualification Name
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care

COURSE OUTLINE: CHC30121 - CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

**Training Package
Code/Name**

CHC - Community Services Training Package

Qualification Packaging Rules	Total number of units = 17, 15 Core Units and 2 Elective units
Training Package Status	<input checked="" type="checkbox"/> Current <input type="checkbox"/> Superseded
Purpose	<p>This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's well-being and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts, that guidance may not be on-site.</p>
Learner Characteristics/ Target Group	<p>Our target market includes but is not limited to:</p> <ul style="list-style-type: none"> • Learners who may have a work arrangement on their own or submit their preference at the time of enrolment to join one of our selected centres at their convenience to complete a total of at least 384 hours of work in a regulated children's education and care service in Australia; and • Must hold a valid HLTAID012 - Provide First Aid in an education and care setting from a national provider to obtain workplace access and credit granted and • Must have access to the internet through personal or workplace computers; and <ul style="list-style-type: none"> ○ The age of the participant would be 18 or above; and ○ Domestic fee-paying students predominantly include future learners who want to be a part of this career; and/or ○ Come from a wide range of ethnic backgrounds; and/or ○ From school leavers (subject to meet LLN requirements) to mature age students re-entering the workforce or changing careers; and/or ○ have varying levels of language and literacy skills. <p>To enrol, applicants must complete the following:</p> <ul style="list-style-type: none"> ▪ Submit a complete WWCC.
Delivery Mode/s	Classroom based (face-to-face)
Program Duration	<p>Our program duration is 1.5 years or 78 Weeks.</p> <p>Of these, six academic terms, each ten weeks long, totalling 60 weeks.</p> <p>In addition, there are three weeks of the non-academic term immediately after every ten weeks, totalling 18 weeks of non-academic time.</p>
Delivery Period	TBA
Delivery Site/s	<ul style="list-style-type: none"> • Delivery: Level 4, 60-70 Parramatta Road, Summer Hill NSW 2130 • Work placement: 36 Montessori Academy Childcare centres

Pre-requisites

Nil

Entry Requirements

- There is no formal entry requirement for this CHC30121 - Certificate III in Early Childhood Education and Care, and AMC expects all candidates must hold a complete WWCC and a valid HLTAID012 - Provide First Aid in an education and care setting from a national provider.

Pathways

Academic Pathways: Preferred pathways for candidates from this qualification include.

- Certificate IV in School-Based Education Support
- Diploma of Early Childhood Education and Care
- Bachelor of Early Childhood Education (Birth to Five Years)

Licensing Requirements

No licensing, legislative or certification requirements apply to this qualification.

Units of Competency

Clusters	Units of Competency
A. Supporting Children's Development and Learning	1. CHCECE034 Use an approved learning framework to guide practice. 2. CHCECE035 Support the holistic learning and development of children. 3. CHCECE036 Provide experiences to support children's play and learning. 4. CHCECE038 Observe children to inform practice
B. Care and Nurturing	5. CHCECE031 Support children's health, safety, and well-being 6. CHCECE032 Nurture babies and toddlers
C. Inclusion and Diversity	7. CHCECE030 Support inclusion and diversity 8. CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
D. Working in Early Childhood	9. CHCECE055 Meet legal and ethical obligations in children's education and care. 10. CHCECE056 Work effectively in children's education and care
E. Individual Core Units	11. HLTWHS001 Participate in workplace health and safety. 12. HLTAID012 Provide First Aid in an education and care setting. 13. CHCPRT001 Identify and respond to children and young people at risk. 14. CHCECE033 Develop positive and respectful relationships with children.

	15. CHCECE037 Support children to connect with the natural environment
F. Elective Units (2 Units)	16. CHCPRP003 Reflect on and improve own professional practice. 17. CHCDIV001 work with diverse people

For more information on the course content, visit:

<https://training.gov.au/training/details/CHC30121>

Special needs

AMC provides learners with access to a range of support people and resources. This includes access to:

- Nominated AMC Trainer Support
- Individual Learning Support as identified.
- Training Manager support
- Administration support
- Learner guide

Information and resources for every unit of competency in the course are uploaded to the AMC learning platform, Canvas, which allows students to undertake required readings for assessment and supplement their workplace learning.

- Access to
 - Unit information
 - Required references, including power points.
 - Assessments, including assessment conditions and instructions.

COURSE OUTLINE: CHC50121 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

Training Package Code/Name

CHC - Community Services Training Package

Qualification Packaging Rules

Total number of units = 15, 12 core units and 3 elective units

Training Package Status

☒ Current ☐ Superseded

Purpose

This qualification covers workers responsible for planning, implementing, and managing programs in early childhood services by licensing, Education and Care Services National Law (2011), the Australian Children's Education and Care Quality Authority (ACECQA) accreditation and duty of care requirements. Educators at this level are responsible for designing and implementing a curriculum that meets the needs of an approved learning framework and maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for the supervision of volunteers or other educators.

Learner Characteristics/Target Group	<p>Our target market includes but is not limited to learners who:</p> <ul style="list-style-type: none"> • Must hold either a CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care; and • Must have access to the internet through personal or workplace computers; and <ul style="list-style-type: none"> ○ The age of the participant would be 18 or above; and ○ Existing Montessori Academy staff who want to upskill their current qualification; and/or ○ Domestic fee-paying students predominantly include Montessori Academy staff members; and/or ○ Come from a wide range of ethnic backgrounds; and/or ○ From school leavers to mature age students re-entering the workforce or changing careers; and/or ○ have varying levels of language and literacy skills. <p>To enrol, applicants must complete the following:</p> <ul style="list-style-type: none"> ▪ Submit a complete WWCC. 				
Delivery Mode/s	Classroom based (face-to-face)				
Program Duration	<p>Our program duration is 1.5 years or 78 Weeks.</p> <p>Of these, six academic terms, each ten weeks long, totalling 60 weeks.</p> <p>In addition, there are three weeks of the non-academic term immediately after every ten weeks, totalling 18 weeks of non-academic time.</p>				
Delivery Period	TBA				
Delivery Site/s	<ul style="list-style-type: none"> • Delivery: Level 4, 60-70 Parramatta Road, Summer Hill NSW 2130 • Work placement: 36 Montessori Academy Childcare centres 				
Pre-requisites	NIL				
Entry Requirements	<p>Entry to this qualification is open to individuals who must hold either.</p> <ul style="list-style-type: none"> • CHC30121 Certificate III in Early Childhood Education and Care or • CHC30113 Certificate III in Early Childhood Education and Care. 				
Pathways	<p>Academic Pathways: Preferred pathways for candidates from this qualification include Bachelor of Early Childhood Education (Birth to Five Years)</p>				
Licensing Requirements	No licensing, legislative or certification requirements apply to this qualification.				
Units of Competency	<table border="1"> <thead> <tr> <th>Clusters</th><th>Units of Competency</th></tr> </thead> <tbody> <tr> <td>A. Planning and Curriculum</td><td>18. CHCECE047 Analyse information to inform children's learning.</td></tr> </tbody> </table>	Clusters	Units of Competency	A. Planning and Curriculum	18. CHCECE047 Analyse information to inform children's learning.
Clusters	Units of Competency				
A. Planning and Curriculum	18. CHCECE047 Analyse information to inform children's learning.				

(CORE Units)	19. CHCECE048 Plan and implement children's education and care curriculum (at least 280 Hours of work placement) 20. CHCECE043 Nurture creativity in children
B. Compliance in Early Childhood (CORE Units)	21. CHCECE044 Facilitate compliance in an education and care service. 22. CHCECE049 Embed environmental responsibility in service operations
C. Behaviour and Inclusion (CORE Units)	23. CHCECE046 Implement strategies for the inclusion of all children. 24. CHCECE045 Foster positive and respectful interactions and behaviour in children
D. Individual Core Units	25. CHCECE042 Foster holistic early childhood learning, development, and wellbeing (at least 280 Hours of work placement) 26. CHCPRP003 Reflect on and improve own professional practice. 27. BSBTWK501 Manage team effectiveness. 28. CHCECE041 Maintain a safe and healthy environment for children. 29. CHCECE050 Work in partnership with children's families
E. Elective Units	13. CHCDIV003 Manage and promote diversity 14. CHCECE051 Promote equity in access to the service 15. CHCECE053 Respond to grievances and complaints about the service (Clustered Elective)

For more information on the course content, visit:

<https://training.gov.au/training/details/CHC50121>

Special needs

AMC provides learners with access to a range of support people and resources. This includes access to:

- Nominated AMC Trainer Support
- Individual Learning Support as identified.
- Training Manager support
- Administration support
- Learner guide

Information and resources for every unit of competency in the course are uploaded to the AMC learning platform, Canvas, which allows students to undertake required readings for assessment and supplement their workplace learning.

- Access to
 - Unit information
 - Required references, including power points.

Assessments, including assessment conditions and instructions.

THIRD PARTY ARRANGEMENTS

No third-party arrangements.

SELECTION AND ENROLMENT

Australian Montessori College Pty Ltd accepts applications from all students who meet the entry requirements published in the course information. Applications are accepted on a first come, first served basis but if a course is full, you will be offered a place in a course starting at a later date.

To apply to enrol in a course, you must complete an Enrolment Form (Appendix- 1). Student also can find enrolment form at our office reception or email. If you are applying for a course that has entry requirements you will also need to provide the necessary evidence (as indicated on the Course Outline) such as verified copies of qualifications, CV or other evidence.

If you are applying for Credit, you should indicate this on your enrolment and supply certified copies of your transcripts so we can assess your application for Credit. See the section on Credits in this Handbook below.

Once you have completed your enrolment form and gathered all the necessary evidence, send it to our office address or email. You will be contacted within seven (7) working days to let you know the status of your application and to confirm your details.

As part of the entry requirements you may be required to attend an interview and LLN test. Details of the interview will be provided at this stage.

Upon approval of your enrolment, you will be sent further information about the next steps, payment arrangements and how you can get started in your course.

UNIQUE STUDENT IDENTIFIER (USI)**Unique Student Identifier (USI)**

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognised training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must either:

- Provide us with your USI, or
- Provide us with permission to access or create your USI on your behalf.

For information about exemptions for individuals please review this webpage:

<https://www.usi.gov.au/training-organisations/training-organisation-requirements/exemptions-individuals/how-apply>

If you are providing us with permission to access or create your USI we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose.

If you would like to create your own USI, please visit: <http://www.usi.gov.au/Students/Pages/default.aspx>

We are unable to issue a qualification or a statement of attainment unless we have a valid USI or a notice of exemption from the registrar.

CREDITS

A credit is formal recognition of the previous studies you have completed for the purpose of reducing the units or modules that you are required to complete in the course you are enrolled in with us.

Australian Montessori College Pty Ltd can grant you credit towards your course for units of competency or modules that you have already completed with us or another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit/ module in your course, and the subject or unit you have completed.

There is no charge to apply for Credit.

To apply, fill in the Credit Application Form and submit it as part of your enrolment. You can apply for Credit at any time however it is best you do this as part of your enrolment so that Credits are known upfront and you are not required to do any work that you otherwise may not have needed to do.

Make sure you attach certified copies of transcripts from your previous study. In some cases we may ask for additional information about the subject or unit you previously studied so we can determine equivalence. Your Credit Application may be returned to you if you don't provide the required information.

In some cases, Credits may lead to a reduction in the course fees as there is less work involved in offering your course. This will be advised to you in writing.

You will be advised in writing of the outcome of your Credit Application.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

Australian Montessori College Pty Ltd has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course.

If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether or not RPL might be suitable for you. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

A trainer/assessor will be available to assist you throughout this process.

To apply for RPL, you will need to fill in a part of the kit and return it with an RPL Application Form. Your application will then be assessed for suitability and you will then be contacted by an assessor to progress the RPL process.

From here, usually the RPL process involves gathering evidence to demonstrate skills, knowledge and experience, responding to questions, completing tasks and depending on the area, observation of your work skills in your workplace.

Fees are applicable for Recognition of Prior Learning and details will be found at the fees and charges section.

For more information about submitting an application for RPL, contact our office.

DELIVERY LOCATIONS

Level 4, 60-70 Parramatta Road, Summer Hill NSW 2130.

COURSE INDUCTION

At the start of your course will be provided with an induction. The induction will provide you with specific details about your course requirements, important dates and will be an opportunity to meet your trainer and the other students in your course.

The induction will also provide you with important information about health and safety requirements including emergency evacuation procedures and incident reporting (see section in this handbook on health and safety), as well as a range of other important matters relating to your rights and responsibilities as a student.

The induction also provides an opportunity for you to ask any questions you might have about studying with us. During this induction, we also make sure that we have all the required forms and paperwork filled in.

General housekeeping arrangements are also discussed as stated in the section below.

STUDENT CODE OF CONDUCT

Student Rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Australian Montessori College Pty Ltd holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Australian Montessori College Pty Ltd on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

Student Responsibilities

All students, throughout their training and involvement with Australian Montessori College Pty Ltd are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.

- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Australian Montessori College Pty Ltd in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Australian Montessori College Pty Ltd if any difficulties arise as part of their involvement in the program.
- Notify Australian Montessori College Pty Ltd if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

If you do not follow the above conduct requirements and housekeeping rules, you may be subject to disciplinary action such as suspension or a requirement to follow a disciplinary action plan.

COURSE EXPECTATIONS AND REQUIREMENTS

The training and assessment offered by Australian Montessori College Pty Ltd focuses on providing you with knowledge and skills required to the standard of performance required in the workplace. This is known as competency based training and assessment. Each of the components of your course is a “unit of competency”. You may either be studying one or a few units of competency or a set of units that make up a total qualification. Each unit of competency is linked to specific skills and knowledge required in the workplace.

Students who withdraw from the course before the completion or who have failed to complete all units will receive a record of results listing the units completed or statement of attainment.

Our course outlines include the details of how we deliver the training to you as well as the assessment methods that will be used to assess whether you have reached the required standard of performance. Generally our courses may involve classes, homework and online learning.

Assessment methods vary from course to course but usually include case studies, written questions, projects, written assignments, problem solving and practical activities.

ATTENDANCE AND HOMEWORK REQUIREMENTS

As all of our courses are class-based, it is an expectation that you attend every class so as to not fall behind. Please notify your trainer at least 30 minutes prior to class if you are unable to attend for some reason.

There will also be an expectation that you complete a certain amount of homework each week in order to finish learning and assessment tasks required for completion of your course. Your trainer will guide you on what to do during this time and how much is expected. This is also outlined on the Course Outline.

ASSESSMENT ARRANGEMENTS

At the beginning of each unit, your assessor will go through the arrangements for assessment with you and you will be given all the details about the assessment requirements.

At this time you will:

- Be provided with detailed assessment instructions for each task/requirement which includes the criteria that you'll be assessed against.
- Be informed of relevant due dates or timing of assessments to be conducted

Your assessor will go through all of the arrangements with you and you can ask them any questions you have.

Submitting your assessments

You must submit written assessment tasks with a completed and signed Assessment Task Cover Sheet. The cover sheet asks you to make a declaration that the work is your own. Written tasks will not be accepted without a signed cover sheet.

Assessments can be submitted directly to the trainer/assessor or sent by registered mail to:

Level 4, 60-70 Parramatta Road, Summer Hill NSW 2130.

You must keep a copy of all tasks that you submit as we are not able to return copies because we must keep them as evidence in your file. Additionally, we will not be held responsible for any items that go missing in the post. If this occurs, you will be asked to re-submit the work.

Written work will be marked within 30 days of receipt. Your assessor will provide you with written feedback and confirm the outcome of the task on the Task Cover Sheet.

Assessment outcomes

Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). You must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for a unit. If one or more of your tasks are assessed as Not Satisfactory, you will be given an overall outcome for the unit of Not Yet Competent (NYC). You can have 2 further attempts to complete the task and achieve a Satisfactory outcome. You will be given a timeframe for your resubmission and advised what you must include in your re-submission.

If, after the third attempt, you are still assessed as Not Satisfactory for a task, you will need to repeat that unit's training and assessment to support you in achieving a Competent outcome. This may incur an additional fee as identified in the fees and charges information.

Reasonable adjustment in assessment

Some students may need modifications to assessments due to disability, illness or special considerations – this is called reasonable adjustment.

Reasonable adjustment can involve:

- Making training and assessment resources and methods more accessible e.g. providing learner workbooks in an audio format or on different coloured paper.
- Adapting physical facilities, environment and/or equipment e.g. setting up hearing loops.
- Making changes to the assessment arrangements e.g. more time allowed for assessments.
- Making changes to the way evidence for assessment is gathered e.g. written questions asked orally

Please speak to your assessor if you think that you may need an adjustment made. Note these adjustments are made at the discretion of your assessor based on your identified needs.

Appealing assessment decisions

If you do not agree with any assessment decision, you can lodge an assessment appeal. Please refer to the Complaints and Appeals section in this handbook for information about how to lodge an appeal.

Student plagiarism, cheating and collusion

Australian Montessori College Pty Ltd has a no tolerance policy for plagiarism, cheating and collusion. Students are expected to act with integrity at all times and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all resource materials used in the preparing the work.

When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

If you are found to have plagiarised, cheated or colluded, you will be given an opportunity to respond to the allegations. If you are found to have plagiarised, cheated or colluded, we will be required to take disciplinary action which is likely to require you to complete the assessment again.

SUPPORT SERVICES

We are committed to ensuring that you get all the support you need to be successful in your studies. You may not have studied for a while and or you might need help with study skills. You may also need assistance with skills such as reading, writing and maths.

The enrolment form you complete will help us to identify any support you need and depending on the course you are enrolling in, you may also be required to complete a test that assesses your language, literacy and numeracy skills. Based on the information you provide in your enrolment and/or the results of your language, literacy and numeracy test, we will contact you to discuss your support needs.

Your support needs can also be discussed during the induction to your course.

Services that we can offer to you include:

- One to one support from our trainers/assessors.
- Study groups where you can work with your fellow students.
- Referral to relevant external services.
- Support services for students with a disability.
- Personal counselling

Contact us to discuss your support needs.

EXTERNAL SUPPORT SERVICES

For students requiring additional support with their studies, work or life, Australian Montessori College Pty Ltd provides the following referrals to community organisations who may be able to assist you. Please note that some of these services may attract a fee which is payable by you.

Reading and Writing Hotline

Telephone: 1300 655 506 Website: <http://www.literacyline.edu.au/index.html>

For the price of a local call anywhere in Australia, the Hotline can provide you with advice and a referral to one of 1200 providers of courses in adult literacy and numeracy.

Centrelink

Telephone: 131021 Website: www.centrelink.gov.au

If you are completing a full-time course you may be eligible for benefits through Centrelink.

New South Wales Equal Opportunity & Human Rights Commission

Telephone: gap00 670 812 Website: <https://antidiscrimination.nsw.gov.au>

The Commission can resolve individual complaints about discrimination, sexual harassment and racial and religious vilification by offering a conciliation process that is confidential, impartial, free, and simple.

Legal Aid New South Wales

Telephone: 1300 888 529 Website: <https://www.legalaid.nsw.gov.au>

Legal Aid NSW helps people with their legal problems and focuses on helping and protecting the rights of socially and economically disadvantaged Victorians. It can provide assistance in the areas criminal law, family law and some civil law matters. Legal representation is subject to policy guidelines and means tests in most cases. They have lawyers in offices in most major metropolitan and country regions.

Disability Rights NSW

Telephone: 1800 800 708

Australian Centre for Disability Law is an advocacy organisation directed by people with a disability. They work with and on behalf of adults with a disability. They provide individual advocacy, information and support to people with a disability via our network of advocates located across NSW. This support may include making representation on behalf of individuals with a disability, helping individuals to advocate for themselves or helping others to advocate for them.

Lifeline

Telephone: 13 11 14

Anyone can call Lifeline. The 13 11 14 service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. If you feel that you might need telephone counselling, you can call about anything that might be troubling you.

Fair Work Australia

Telephone: 1300 799 675 Website: www.fwa.gov.au/index.cfm

Fair Work Australia is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to minimum wages, employment conditions, termination of employment and other workplace matters.

Reach Out

Website: www.reachout.com.au

Reach Out is a web-based service that inspires young people to help themselves through tough times, and find ways to boost their own mental health and wellbeing. Their aim is to improve young people's mental

health and wellbeing by building skills and providing information, support and referrals in ways they know work for young people.

YOUR FEEDBACK

Your feedback is important to us and assists in ensuring that our services meet your needs. We use feedback from students and employers to contribute to our continuous improvement processes so we are always striving to do better.

All students and employers will be provided with a Quality Indicator Survey issued by the National Centre for Vocational Education and Research (NCVER) that they are required to complete. Please help us by completing the surveys that are provided to you by your trainer/assessor. Some may also be mailed or emailed to you from our office.

We also welcome feedback from you at any time by email and phone.

ACCESS TO YOUR RECORDS

You may access or obtain a copy of the records that Australian Montessori College Pty Ltd holds about you at any time. This includes personal information and records of participation and progress.

If you want to access or obtain a copy of records, you must make a request in writing to the Academic Manager using the Access to Records Request Form outlining which records you wish to access. There is no charge to access your records however there is a cost of \$0.50c per page for photocopying.

Access to records may be provided by:

- making copies of the records held in a file
- providing a time for you to review your file

Amendment to records

If a student considers the information that Australian Montessori College Pty Ltd holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.

Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

NOTIFYING YOU IF THINGS CHANGE

As an RTO under the VET Quality Framework, we must notify you promptly if there are any changes to our RTO, the course, or the arrangements for training and assessment.

This would include if there were any changes of ownership, and any new third party arrangements or changes to third party arrangements that relate to your enrolment, or if we were unable to provide the services you agreed to in your Student Agreement because we are no longer able to deliver the course you have enrolled in, or no longer operating as an RTO.

If this occurs, Australian Montessori College Pty Ltd will devise a strategy to minimise impact on you and notify you of the changes and how you will be affected as soon as practicable.

Depending on the type of change, we may send a letter to your home address; send you an email, or an SMS message. Please make sure we always have your most current home address, email address and mobile number on file so we can notify you of any changes if applicable.

You can let us know of any changes to your details by using the Change of Details Form.

LEGISLATION AND YOU

As a student, you have both rights and responsibilities under applicable legislation.

Workplace Health and Safety

Under the Workplace Health and Safety Act 2011, Australian Montessori College Pty Ltd must provide a safe environment for both staff and students, as well as providing information to staff and students in relation to health and safety and welfare. Australian Montessori College Pty Ltd has policies and procedures in place to ensure your safety and on commencement of your course you will be provided with information about health and safety.

As a student you also have a responsibility to follow instructions and rules and to behave in ways that are safe and do not endanger the health and safety of others. Always ensure that you:

- Immediately report hazards to your trainer/assessor.
- Seek assistance from a member of staff if you become ill or injured on campus.
- Only assist another person who is ill or injured if it is safe to do so. If you're not sure, call on a member of staff for assistance.
- Complete an incident report as required.
- Ensure you are familiar with Australian Montessori College Pty Ltd emergency evacuation procedures and in the case of an emergency, follow the instructions given to you.
- Do not leave bags or personal belongings lying around where someone else could trip over them.
- Do not smoke or drink alcohol on the premises.
- Observe basic hygiene practices such as hand washing before handling and eating food and leaving toilets and wash basins clean and tidy, etc).

Harassment, victimisation or bullying

Australian Montessori College Pty Ltd is committed to providing all people with an environment free from all forms of harassment, victimisation and bullying. Australian Montessori College Pty Ltd will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

Anti-discrimination law defines harassment as any form of behaviour that you do not want, that offends, humiliates or intimidates you and that creates a hostile environment. Examples of harassment are making fun of someone, spreading rumours, offensive jokes, ignoring someone, etc.

Victimisation is where a person is treated unfairly because they have made a discrimination complaint.

Bullying is verbal, physical, social or psychological abuse by a staff member or student. Bullying falls under health and safety legislation.

If you at any time feel that you are being harassed, victimised or bullied by a staff member or student, you should follow these steps.

If you feel that you are being harassed, victimised or bullied, ideally you should tell the person that you don't like the behaviour and ask them to stop. However, if you are not comfortable doing this, you should lodge a complaint as per Australian Montessori College Pty Ltd Complaints and Appeals procedure and detailed in this Handbook.

Equal opportunity

The principles and practices adopted by Australian Montessori College Pty Ltd aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with Australian Montessori College Pty Ltd.

All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

Australian Montessori College Pty Ltd provides equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

National VET Regulator Act 2011

As a student in Australia's vocational education and training (VET) sector, you should expect high-quality training in your area of interest, leading to a qualification that improves your prospects of gaining the job you want or provides a pathway to further study.

As a Registered Training Organisation registered with the Australian Skills Quality Authority, we are required to comply with the National VET Regulator Act 2011. This involves meeting a series of Standards that ensure that the training and assessment and support services are provided to you in accordance with nationally mandated standards.

Student Identifiers Act 2014

Under this Act, we are required to ensure that all students have a USI. We are unable to issue a qualification or a statement of attainment for any student if we don't have a USI on file.

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

For students and training organisations, the main benefits of the USI are:

- Students will be able to get a complete record of their Australian-wide VET achievements from a single, secure and accurate online source.
- There will be immediate access to VET records. This means they can be quickly given to employers, other training organisations etc as proof of VET achievements.
- It will be easier for training organisations to assess students' pre-requisites, credit transfers and Recognition of Prior Learning (RPL).

For more information about the USI please refer to <http://www.usi.gov.au/About/Pages/default.aspx>

PRIVACY POLICY

In collecting your personal information Australian Montessori College Pty Ltd will comply with the requirements set out in the Privacy Act 1988, the Privacy Amendment (Private Sector) Act 2001 and the relevant state privacy legislation.

This means that we will:

- Inform you of the purpose for which the information is collected.
- Only use the personal information that you provide to us in relation to your study with us.
- Ensure your personal information is securely handled and stored.
- We will inform you of any organisation and the type of organisation to which we disclose personal information e.g. the Australian Government or the National Centre for Vocational Education Research, as well as the purpose of disclosing this information e.g. for statistical purposes.
- We will not disclose your personal information to another person or organisation unless:
 - We have made you aware that information of that kind is usually passed to that person or organisation.
 - You have given written consent;
 - We believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to your life or health or that of another person;
 - The disclosure is required or authorised by or under law; or
 - The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

A full copy of our Privacy Policy is available at reception or office.

FEES, CHARGES AND REFUNDS

Fees and Refunds policy

Information about fees and charges

- Australian Montessori College Pty Ltd protects the fees that are paid in advance by students.
- Australian Montessori College Pty Ltd does not require a student to ever pay more than \$1500 in advance for services not yet provided, either prior to course commencement or at any stage during their course. Fees will be paid off during the course in instalments according to a set payment plan.
- Fee information relevant to a course is outlined in detail on the Student Agreement and summarised on the Course Outline as well as the RTO's website. In compliance with Clause 5.3 of the Standards, detailed fee information is provided prior to enrolment or commencement of training, whichever is first.
- Fee information includes:
 - All costs for the course including any materials fees or levies
 - Payment terms
- The Student Agreement and the Student Handbook which are provided prior to enrolment, includes this Fees and Refunds Policy and Procedure and informs the student of their consumer rights. Students

are asked to sign the Student Agreement in acknowledgement of the terms and conditions of the enrolment and this policy.

- Where an employer is paying for a student's course, an Employer Agreement will be provided at the time of enrolment outlining the total fees, payment terms and schedule of payments applicable.

Course fee inclusions

- Course and tuition fees include:
 - All of the training and assessment required for students to achieve the qualification or course in which they are enrolling within the attempts allowed. However, in the case of re-assessment, where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, an additional fee may apply for additional training and re-assessment. This fee is outlined on the Student Agreement.
 - Course fees do not include required textbooks and learning materials. These are at an additional cost, as outlined on the Course Outline. External textbook providers as indicated on the Student Agreement.
 - Issuance of one set of certification documents including the testamur (certificate) and record of results and/or a Statement of Attainment (in the case of withdrawal or partial completion). Re-issuance or additional copies of these documents will attract a fee of \$50 per document.
- Course and tuition fees do not include:
 - Any optional textbooks and materials that may be recommended but not required to complete a course.
 - Replacement textbooks if original copies are lost or misplaced. Costs for replacement textbooks are outlined on the Student Agreement.
 - Stationery such as paper and pens.
 - Re-assessment if required, as outlined above.
 - Re-issuance of AQF certification documents – a cost of \$50 per document applies.
 - Direct debit setup, transaction and dishonour fees (where applicable).
- Australian Montessori College Pty Ltd cannot guarantee that students will successfully complete the course in which they enrol regardless of whether all fees due have been paid.

Payments

- Payments can be accepted by EFTPOS, electronic transfer, credit card, money order or direct debit.
- Students who are experiencing difficulty in paying their fees are invited to call our office to make alternative arrangements for payment during their period of difficulty.
- Debts will be referred to a debt collection agency where fees are more than 40 days past due.
- Australian Montessori College Pty Ltd reserves the right to suspend the provision of training and/or other services until fees are brought up to date. Students with long term outstanding accounts may be withdrawn from their course if payments have not been received and no alternative arrangements for payment have been made.

Refunds for fee-for-service students

- All course fees for fee-for-service students include a non-refundable deposit which is detailed on the Course Outline and Student Agreement. The deposit is non-refundable, except in the circumstances detailed below.
 - A full refund of any fees paid (including the deposit) will apply where a student withdraws or cancels their course in writing within the cooling off period. The cooling off period is 7 days and applies from the date of first enrolment or sign-up.
 - A full refund of any fees paid (including the deposit) will apply if Australian Montessori College Pty Ltd is required to cancel a course before it commences due to insufficient numbers or for other unforeseen circumstances.
- In any of the above situations, Australian Montessori College Pty Ltd will automatically conduct a refund assessment of all affected students and issue the refunds due accordingly. In these cases there is no need for a student to make an individual application for a refund. Refunds will be issued within 28 business days.
 - Students who withdraw from a course may seek a refund or a reduction in fees owing by making an application for a refund in writing using the Application for Refund Form. The application must include the details and reason for the request. Students who have not completed a Withdrawal Form are not eligible for consideration of a refund or reduction in fees.
 - The refund assessment will be based on reviewing the services provided to the student and the costs incurred by Australian Montessori College Pty Ltd to provide those services.
 - The outcome of the refund assessment will be provided in writing to the student's registered address within 28 business days, outlining the decision and reasons for the decision along with any applicable refund or adjustment note. Refund decisions can be appealed following our Complaints and Appeals Policy and Procedure.
 - A student not achieving the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment, does not entitle the student to a refund.
 - RPL application fees are non-refundable.

Recording and payment of refunds

- Refunds will be paid to the person or organisation that made the original payment.
- Refund assessments can be appealed following our Complaints and Appeals Policy and Procedure.
- Records of refund assessments and issuance of refunds will be stored securely on the student's file and in our accounts keeping system.

Fees/Additional Fees and Charges (if required)

Australian Montessori College Pty Ltd has the following of fees/additional charges & fees.

DELIVER AND ASSESS	Common Charges	
CHC30121 - Certificate III in Early Childhood Education and Care Training and Assessment Pathway: \$9,000.00 in total. Fees payable following the schedule outlined below.	Enrolment	Fee:
1st Payment – Enrolment confirmation: \$1,150.00	\$250.00	(non-refundable)
2nd Payment – Term 2 Commences \$1,400.00	Materials	Fee:
3rd Payment – Term 3 Commences \$1,400.00	\$600.00	(non-refundable, payable
4th Payment – Term 4 Commences \$1,400.00		
5th Payment – Term 5 Commences: \$1,400.00		

6 th Payment – Term 6 Commences: \$1,400.00 7 th Payment – Upon Completion: \$850.00	over 6 Terms – 78 weeks) Gap Identified - Unit Completion (per Unit) – \$500 (If required)
CHC50121 – Diploma of Early Childhood Education and Care Training and Assessment Pathway: \$9,000.00 in total. Fees payable following the schedule outlined below. 1st Payment – Enrolment confirmation: \$1,150.00 2nd Payment – Term 2 Commences \$1,400.00 3rd Payment – Term 3 Commences \$1,400.00 4th Payment – Term 4 Commences \$1,400.00 5 th Payment – Term 5 Commences: \$1,400.00 6 th Payment – Term 6 Commences: \$1,400.00 7 th Payment – Upon Completion: \$850.00	Enrolment Fee: \$250.00 (non-refundable) Materials Fee: \$600.00 (non-refundable, payable over 6 Terms – 78 weeks) Gap Identified - Unit Completion (per Unit) – \$500 (If required)
Re-assessment - Re-assessment fee per unit (upon exhaustion of 3 regular attempts) All course fees include up to three (3) attempts at assessment per task. If after the third attempt, repeat training and assessment will be required for that unit. This will incur the following cost per unit required to be re-assessed.	\$300 per unit
ASSESS ONLY (RPL) – Any Single Qualification - \$1500	Common Charges
CHC30121 - Certificate III in Early Childhood Education and Care For any of the above single qualifications - 1 st Payment – Enrolment confirmation: \$500.00 2 nd Payment – Before completion: \$1000.00	Enrolment Fee: \$250.00 (non-refundable) \$200 Charge per unit of competency assessed through RPL.
Payment Information: <ul style="list-style-type: none"> Students can pay no more than \$1,500 in advance at any time for training not yet provided. This applies to fees paid before and during the course. Tuition fees for all training are GST-free, and no GST is included in the tuition or enrolment fees. Invoices will be sent before courses start, and payment is required for course commencement. 	

- Our fee structure is designed to minimize upfront costs for students and to spread fee collection throughout the course duration.

Other Fees:

- Certificate, qualification, or statement of attainment re-issue: \$50.00.
- Replacement of learning/reference workbooks: \$100.00 per workbook.

Assessment Policy:

- Students are allowed three attempts to pass each assessment.
- After three unsuccessful attempts, the student will receive a Statement of Attainment for the completed course parts.
- To achieve the full qualification after unsuccessful attempts, the student must retake the necessary course parts and pay a re-assessment fee.
- This re-assessment fee includes personalized re-training to prepare the student for re-assessment.

COMPLAINTS AND APPEALS

1. AUSTRALIAN MONTESSORI COLLEGE PTY LTD responds to all allegations involving the conduct of:
 - The RTO, its trainers and assessors and other staff.
 - Any third-party providing Services on behalf of AUSTRALIAN MONTESSORI COLLEGE PTY LTD
 - Any student or client of AUSTRALIAN MONTESSORI COLLEGE PTY LTD.
2. Complaints may be made in relation to any of AUSTRALIAN MONTESSORI COLLEGE PTY LTD services and activities such as:
 - the application and enrolment process
 - marketing information
 - the quality of training and assessment provided.
 - training and assessment matters, including student progress, student support and assessment requirements.
 - the way someone has been treated.
 - the actions of another student
3. Appeals should be made to request that a decision made by AUSTRALIAN MONTESSORI COLLEGE PTY LTD is reviewed. Decisions may have been about:
 - course admissions
 - refund assessments
 - response to a complaint
 - assessment outcomes / results
 - other general decisions made by AUSTRALIAN MONTESSORI COLLEGE PTY LTD

4. AUSTRALIAN MONTESSORI COLLEGE PTY LTD is committed to developing a procedurally fair complaints and appeals process that is carried out free from bias, following the principles of natural justice. Please visit the following website to make yourself aware on the natural justice, visit: https://www.ombo.nsw.gov.au/_data/assets/pdf_file/0018/127215/Guideline-C1-People-the-subject-of-a-report.pdf
5. Through this policy and procedure, AUSTRALIAN MONTESSORI COLLEGE PTY LTD ensures that complaints and appeals:
 - Are responded to in a consistent and transparent manner.
 - Are responded to promptly, objectively, with sensitivity and confidentiality.
 - Can be made at no cost to the individual.
 - Are used as an opportunity to identify potential causes of the complaint or appeal and take actions to prevent the issues from recurring as well as identifying any areas for improvement.
6. AUSTRALIAN MONTESSORI COLLEGE PTY LTD acknowledges the need for an appropriate independent party to be appointed to review a matter where this is requested by the complainant or appellant and the internal processes have failed to resolve the matter. Costs associated with independent parties to review a matter must be covered by the complainant/appellant unless the decision to include an independent party was made by AUSTRALIAN MONTESSORI COLLEGE PTY LTD. The independent party recommended by AUSTRALIAN MONTESSORI COLLEGE PTY LTD is LEADR association of Dispute Resolvers (visit <https://www.resolution.institute/>) who have a cost of \$400 per matter, however complainants and appellants are able to use their own external party at their own cost.

Contact details for LEADR is as follows:

Suite 602, Level 6, Tower B, Zenith Centre

821–843 Pacific Highway

Chatswood NSW 2067

Email: infoaus@resolution.institute

7. Complaints and appeals should be made in writing using the Complaints and Appeals Form, or other written format and sent to AUSTRALIAN MONTESSORI COLLEGE PTY LTD office at attention to the Chief Executive Officer.

Appeals must be made within 30 calendar days of the original decision being made.

When making a complaint or appeal, provide as much information as possible to enable AUSTRALIAN MONTESSORI COLLEGE PTY LTD to investigate and determine an appropriate solution. This should include:

- The issue you are complaining about or the decision you are appealing – describe what happened and how it affected you.
 - Any evidence you must support your complaint or appeal.
 - Details about the steps you have already taken to resolve the issue.
 - Suggestions about how the matter might be resolved.
8. Some or all members of the management team of AUSTRALIAN MONTESSORI COLLEGE PTY LTD will be involved in resolving complaints and appeals as outlined in the procedures. Where a third-party

delivering Services on behalf of the RTO is involved, they will also be included in the process of resolving the complaint or appeal.

9. Where a student chooses to access this policy and procedure, AUSTRALIAN MONTESSORI COLLEGE PTY LTD will maintain the student's enrolment while the complaints/appeals handling process is ongoing.
10. Complaints and appeals will be finalised within 60 calendar days unless there is a significant reason for the matter to take longer. In matters where additional time is needed, the complainant or appellant will be advised in writing of the reasons and will be received weekly written update on the progress of the matter.
11. AUSTRALIAN MONTESSORI COLLEGE PTY LTD will maintain a record of all complaints and appeals and their outcomes on the Complaints and Appeals Register.
12. Nothing in this policy and procedure limits the rights of an individual to act under Australia's Consumer Protection laws and it does not circumscribe an individual's rights to pursue other legal remedies.

ISSUING OF CERTIFICATION DOCUMENTS

On completion of your course and payment of all relevant fees, we will issue you with a qualification (testamur/certificate) and record of results within thirty (30) days. The record of results will show the units of competency achieved in the course and corresponding results.

Where a student withdraws or partially completes a course, a Statement of Attainment will be issued within thirty (30) days of withdrawal as long as all relevant fees have been paid. A record of results will only be provided with a statement of attainment where requested.

Australian Montessori College Pty Ltd reserves the right to with-hold the issuance of qualifications and Statements of Attainment until all fees related to the course or qualification have been paid, except where Australian Montessori College Pty Ltd is not permitted to do so by law.

Australian Montessori College Pty Ltd must have a valid USI on file for the student for a qualification or Statement to be issued.

Australian Montessori College Pty Ltd does not guarantee that:

- a successful education assessment outcome for the student or intending student; or
- completion of AMC qualification will lead to an employment outcome; or
- a learner will successfully complete a training product on its scope of registration; or
- a training product can be completed in a manner which does not meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015.

Re-Issuing Statements and Qualifications

Records of qualifications and unit achievement are kept on record for a period of at least thirty (30) years. Students can request copies of any of these statements or qualifications at any time for an additional charge. Refer to our Fees and Charges section for the current fee.

ENROLMENT FORMS

Application for Enrolment	
Which course would you like to enrol into?	<input type="checkbox"/> CHC30121 - Certificate III in Early Childhood Education and Care <input type="checkbox"/> CHC50121 - Diploma of Early Childhood Education and Care
Preferred start date:	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From: ____/____/____
Do you wish to apply for Credit ? If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
Do you wish to apply for Recognition of Prior Learning ? If you indicate YES, you will be contacted to discuss this further	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information

Personal Details			
Surname:		Title: Mr/Mrs/Miss/Ms/Dr	Date of birth:
First name:		Middle name/s:	
Home phone:	()	Work:	()
Mobile:		Email:	
Unique Student Identifier (USI), if known:			
Provide Your Home Address: Write down the street number and name of the place where you live most of the time. Don't use a temporary address or a P.O. box. If you live in a rural area without a regular street address, give the address from your state or territory's rural property system.			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g., 205 or Lot 118):	
Street name:			
Suburb, locality, or town:			
State/Territory:		Postcode:	
What is your postal address (if different from above)?			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g., 205 or Lot 118):	
Street name:			
Suburb, locality, or town:			
State/Territory:		Postcode:	
Enrolment Details			
Qualification/ Course:			
Preferred start date:			

Delivery mode:	Face to Face	
General Information		
1. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
2. Have you ever studied with AMC before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other, please specify: _____
4. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only - Go to question 6 <input type="checkbox"/> Yes, other, please specify: _____	
5. How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
6. Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander	
7. Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the area of disability, impairment or long-term condition. (Tick as many as apply)	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 8 <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness. <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Acquired brain injury <input type="checkbox"/> Medical condition. <input type="checkbox"/> Other: _____	
8. Do you require any other support services either academic or personal matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If your response is yes, please specify</i>	
9. What is your highest COMPLETED school level (tick one box only)	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school – Go to question 11	
10. In which YEAR did you complete that school level?		
11. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous qualifications		
12. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – indicate below. <input type="checkbox"/> No – Go to Question 12	
<i>If YES, then tick ANY applicable boxes (you may indicate more than one)</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Bachelor's degree or Higher Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate IV (or Advanced Cert/Technician) </div> <div> <input type="checkbox"/> Advanced Diploma or associate degree <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificates other than these </div> </div>		
Please list any qualifications you have completed and the year of completion.	1.	Year:
	2.	Year:
	3.	Year:
13. Do you wish to apply for National Recognition or Credit Transfers? If YES, certified copies of transcripts from previous qualifications must be provided with this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Do you wish to apply for Recognition of Prior Learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employment		

Of the following categories, which BEST describes your current employment status? (Tick one box only)			
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed – not employing others <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment		

Study reason			
Of the following categories, which BEST describes your main reason for undertaking this course?			
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons		

Employment Details			
Employer's legal name:			
Your position:			
Business address:			
		Postcode:	
Postal address: (if different from above)			
		Postcode:	
Phone:	()	Fax:	()
Email:			
Supervisor:		Position:	

Next of kin/emergency contact			
Name:		Relationship to you:	
Address:			
		Postcode:	
Home phone:	()	Work:	()
Mobile:		Email:	

Agreement	
<p>By signing this Enrollment Form, you are confirming that:</p> <ul style="list-style-type: none"> You are 18 years old or older. You have access to a computer or laptop with a reliable internet connection. You hold a valid 'HLTAID012 - Provide First Aid in an education and care setting' certificate from a recognized national provider, which is required for workplace access. You possess a valid 'Work with Child Check' (WWCC). You have access to a workplace or are currently employed by Montessori Academy. The information you have provided on this form is true, accurate, and complete. You have received enough information to make an informed decision about enrolling in this course. You have disclosed any additional support needs you may have. 	

- You have read and understood the AMC's Information Privacy Policy.
- You have been given detailed information about the fees and costs related to your course, including tuition, administrative fees, material costs, payment terms, and the Refund Policy.
- You agree to keep AMC informed of your current and accurate contact details and to notify them of any changes.
- You agree to adhere to AMC's Student Code of Conduct and all other student policies and procedures, as well as national and state laws and regulations, including any updates that may occur.

Student Signature:		Date:	/	/
Printed Name:				
Signature:		Date:	/	/

USI application through Australian Montessori College Pty Ltd (if you do not already have one)
Application for Unique Student Identifier (USI)

If you would like us Australian Montessori College Pty Ltd to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise Australian Education & Learning Institute (AELI) to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>.

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

Please provide details for one of the forms of identity below

Please ensure that the name written in 'Personal Details' section is the same as written in the document you provide below.

Do you hold a current Australian Driver's Licence? Yes ☐ No ☐

If Yes please provide following details:

State: _____ Licence Number: _____

Do you have a Medicare Card? Yes ☐ No ☐

If Yes please provide following details:

Medicare card number _____

Individual reference number (next to your name on Medicare card): Card colour: (select which applies)

Green ☐ Expiry date ____/____/____
(month/year)

Yellow ☐ Blue ☐ Expiry date ____/____/____
(day/month/year)

Do you have an Australian Birth Certificate? Yes ☐ No ☐

If Yes please provide following details:

State/Territory _____ Details vary according to State/Territory (see note above)

Do you have a current Australian Passport? Yes ☐ No ☐

If Yes please provide following details:

Passport number _____

Do you have a Non-Australian Passport (with Australian Visa)? Yes ☐ No ☐

If Yes please provide following details:

Passport number _____ Country of issue _____

Do you have an Immicard? Yes ☐ No ☐

If Yes please provide following details:

Immicard Number _____

<p>Do you have a Citizenship Certificate?</p> <p>If Yes please provide following details:</p> <p>Stock number _____ Acquisition date ____/____/____ (day/month/year)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you have a Certificate of Registration by Descent?</p> <p>If Yes please provide following details:</p> <p>Acquisition date: ____/____/____ (day/month/year)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><i>In accordance with section 11 of the Student Identifiers Act 2014, Australian Montessori College Pty Ltd will securely destroy personal information that we collect from individuals solely for the purpose of applying for a USI on your behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.</i></p>	
<p><i>I have read and understood the information provided in this application form.</i></p> <p>Student Name: _____</p> <p>Signature _____ Date ____/____/____</p>	

PRIVACY NOTICE

Sections added by RTO are in purple and recommended but optional to include, the rest is per the NCVER sample provided (R8 Enrolment form available here: <https://www.ncver.edu.au/rto-hub/statistical-standard-software/standard-enrolment-questions-example-form>).

Why we collect your personal information

As a registered training organisation (RTO), we (Australian Montessori College Pty Ltd) collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

We are required to collect the information on this form, and as such cannot enrol you as a student if this form is incomplete.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at

www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of this surveys at the time of being contacted.

You may also be contacted by or on behalf of our regulatory body, the Australian Quality Skills Authority (ASQA) in relation to a survey about the training and assessment services that you have been provided with.

These survey responses do not belong to Australian Montessori College Pty Ltd and are separate to any surveys that Australian Montessori College Pty Ltd asks you to complete which are to contribute to improving the courses and services it provides.

Contact information

At any time, you may contact Australian Montessori College Pty Ltd to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Student Declaration and Consent

Please ensure all mandatory questions are complete and legible and then complete the below (please tick all):

- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ I declare that the information I have provided to the best of my knowledge is true, correct and complete.

Student Signature:		Date:	/ /
Student Name:			

Parent/Guardian approval Required If you are under 18 years of age at time of application

Parent/Guardian Signature:		Date:	/ /
Parent/Guardian Name:			

DISABILITY SUPPLEMENT

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 – Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 – Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 – Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18 It may result from infection before or after birth, trauma during birth, or illness.

'14 – Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 – Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 – Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 – Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 – Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 – Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination Autism spectrum disorders are reported under this category.

RTO ADMIN ONLY:
All mandatory fields complete and legible?
☐ Yes
☐ No - comments: _____
Date: _____
Initial: _____

CHECKLIST OF 100 POINTS OF ID

The 100 point identification check must be completed prior to enrolment.

Identification must be current and should include at least one type of photographic ID and identification that contains a signature and date of birth.

The point score of the documents produced must total at least 100 points.

DOCUMENTS	POINTS
Primary documents <ul style="list-style-type: none"> • Birth Certificate • Citizenship Certificate • Current Australia Passport • Current passport from another country or diplomatic documents 	70
Secondary documents – must have a photograph and a name. The first item from this list is worth 40 points. Any additional items used are worth only 25 points each <ul style="list-style-type: none"> • Current driver photo licence issued by an Australia state or territory • Identification card issued to a public employee • Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit • Identification card issued to a student at a tertiary education institution 	40
Document – must have name and address <ul style="list-style-type: none"> • Document held by a cash dealer giving security over property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from current employer or previous employer within the last two years • Land Titles Office record • Document from the Credit Reference Association of Australia 	35
Document – must have name <ul style="list-style-type: none"> • Current credit card or account card from a bank, building society or credit union • Current telephone, water, gas or electricity bill • Foreign driver's licence • Medicare card • Electoral roll compiled by the Australian electoral Commission • Lease / rent agreement • Current rent receipt from a licensed real estate agent • Records of a primary, secondary or tertiary education institution attended by the applicant within the last 10 years • Records of a professional or trade association of which the applicant is a member 	25

