Welcome to the Australian Learning Group Induction Day
Overview

Introduction
- Aims of Australian Learning Group
- Published Timetables

About Australian Learning Group
- Location/Facilities/Contact details
- Staff and Staff Availability

Rules and Information
- Evacuation
- Student Portal
- Class Rules, Gym Etiquette and Dance Studio Rules
- Working With Children check, Police Check and Work Placement
- Attendance and Course Progress, Illness and Catch up classes
- Assessment Rules
- Certificates/Results
- USI

College Policies and Legal Requirements
- Student Visa Conditions and Course Progress
- Refund Policy, Deferrals and Appeals
- Insurance and Registration
- Treatment Logbook
Where are you from?

Let’s do a quick poll of where everyone is from. How many countries are represented in this room?

What do you hope to gain from your course?

Do you have friends here already?

Why did you choose this course?
Why is culture so important?

Our students, trainers and administration staff are from very diverse backgrounds.

Culture affects the way we do things and the way we perceive other people.

Be patient, respectful and kind with your fellow students and College staff, you may find that different cultures mean misunderstandings are common.
Aim of Australian Learning Group

Our mission is to provide you with an excellent preparation for your future career. We achieve this with a team of experienced and dedicated professionals.
Our Range of Courses

Explore our Range of Programs

- Fitness Courses
- Massage Courses
- Dance Teaching Courses
- Child Care Courses
- Health Care Courses
- Community Care Courses
Published Timetables

Log into ALG Website - [alg.edu.au/student-information/](http://alg.edu.au/student-information/) to find out details about term dates, term breaks, Catch Up Classes/Clinics, Resit, Study Group and Resubmission Due Date

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**TIMETABLES for International Students**

**Fitness and Sports Management Courses:**
- Sydney Campus – [Download](#)
- Melbourne Campus – [Download](#)
- Perth Campus – [Download](#)
- Brisbane Campus – [Download](#)

**Massage Courses:**
- Sydney Campus – [Download](#)
- Melbourne Campus – [Download](#)
- Perth Campus – [Download](#)
- Brisbane Campus – [Download](#)

**Dance Teaching Courses:**
- Sydney Campus – [Download](#)
- Melbourne Campus – [Download](#)

**4Life College Courses:**
- Sydney Campus – [Download](#)
- Melbourne Campus – [Download](#)
- Perth Campus – [Download](#)
- Brisbane Campus – [Download](#)
Melbourne Campus – Bouverie Street

Location and Facilities

Facilities

• Close to convenient stores and cafes
• Communal microwave and fridge available for use in kitchen
• Student Area available
• Hot and cold water filter (please bring your own water bottle)
• Our theory classes and Administration office (Room 115) are located in the Lincoln Fitness Square

Public Transport

• Closest tram station is: Lincoln Square Stop
• Closest train station is: Melbourne Central
Evacuation: In Case of Emergency - Bouverie Street

- Familiarise yourself with Emergency Plan in each room:
- Alarm will go off and voice will urge all to leave the building immediately
- Stay calm
- Follow Staff’s Instructions. (ACSF and/or Uni Melbourne staff)
- Assemble at Lincoln Square Park

First Aid facilities kept in the Administration Office
New Melbourne Campus – Bourke Street

EXTRA
MELBOURNE
CAMPUS
LOCATION

From Term 3, 2018
Level 6, 601 Bourke Street

[Map showing locations]
Practical Classes - Fitness

Melbourne University Sports Centre

Fitness First Melbourne Central

Fitness First Platinum QV

Fitness First Bourke Street
Practical Classes - Dance

Jason Coleman’s Ministry of Dance
Level 1, 64 Sutton St, North Melbourne VIC 3051
Meet the Staff

Management Team

CEO
Matthew Smith

National Manager
Lina Yap

Campus Manager
Lourdes Rengifo Rubio

Melbourne Team

International Student Advisor
Bina Patalia

International Student Advisor
Dorothy Hatzopoulou

International Senior Student Advisor
Andrea Rendon
Staff Availability: Enquiries - Bouverie Street

Administration support on allocated class days are:

08:30am-08:45am
12:15pm-01:30pm
05:00pm-05:30pm

Please note that we will ask students to come back if they come to the office outside of the above hours.

General office hours are 08:30am-05:30pm Monday to Friday.

Please note that the school is closed on Saturday and Sunday.
Staff Availability: Enquiries – Bourke Street

Administration support on allocated class days are:

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Student ID Card = Work Placement Badge for 4Life College

Student ID Card will also be used as Work Placement Badge for 4Life College

- Email your passport size photo to the campus’ email address by end of next week.
- Students will receive an email when the Student ID Card is ready for collection.
- It will take the College approximately 2 weeks to make the Student ID Card.
- It is not mandatory for Fitness, Dance and Massage students. It is mandatory for 4Life students.
ALG Student Handbook

The following downloadable documents make up the latest version of the ALG Student Handbook.

Table of Contents - ALG Contents

Part A – ALL Students

A1 Introduction - A1 Download
A2 Code of Conduct and Privacy Policy - A2 Download
Student Portal

• You have already received an email with instructions on how to login
• Username and temporary password will be included
• When you first login, you will be directed to change your temporary password
• You can type in the URL ALG.edu.au/studentportal in Safari / Google on your phone or computer

Dear {FirstName},

Congratulations! Your student portal account has been created as the following:
Username: {UserName}
Password: {Password}

To reset your password, you must answer the following question:
Password Question: {PasswordQuestion}
Password Answer: {PasswordAnswer}

Login to the website: {WecosysURL}

You can change your password after you login to the system.

During the initial transition period the student portal will allow you to:
• Make your course payments - online with no extra fees!
• Update your personal details

Download the RTO Manager Student Portal app for your phone here:

Not all features are available as we are still in a transitionary period.
If you can’t locate the Student Portal email in your inbox folder, please check your junk or spam folder. If you still can’t locate the Student Portal Notification email in your junk or spam folder, please come to reception or contact Student Services Team via phone or email.
Student Portal

The available functions are:

• Update your profile and emergency contact details
• Update your USI number or request creation of USI number
• Make payments for future terms
• View your timetable and results
• View your attendance
• Submit feedback online
How do I view my class timetable?
Step 1: Login to ALG Student Portal
Step 2: Click on **Timetable & Results** tab

How do I switch between Weekly and Monthly view?

View Current Timetable

Select course: SIS40215 Certificate IV in Fitness-06/10/2017 (Status: Current Student)
View Type: **Weekly** ○ **Monthly**
Semester: 2018
Week: 15 (09/04/2018 - 15/04/2018)

Click on the radio button to switch between Weekly and Monthly view
Class Etiquette

• Try to practice your English on campus. Classes will be conducted in English.

• Do not eat or drink in the classrooms (except bottled water).

• Students are not permitted to use their mobile phones or any other devices during class time unless clearly specified in the course requirements (e.g. access eBook). This is because it disrupts the learning environment for other students.

• Mobile phones, electronic devices or smart watches are not permitted during exams.

• We aim to provide a positive environment and a positive learning experience for all students and trainers alike. Please ensure that your behaviour follows this policy.

• The Australian workplace requires punctuality so we model this in our College. Ensure that you come on time as we require punctuality and attendance to meet our course requirements.

We promote a positive learning environment and do not practice or tolerate any kind of discrimination.

If you feel that you have been subjected to any kind of discrimination, intolerance or harassment, please contact Student Services Team immediately.
Preparing for Class

- Course notes are provided to assist with your learning. Please keep them safe!
- Your trainer will also provide extensive information and use of other resources
- Take notes in order to assist your learning
- Bring paper and pens to every class
- Bring a bottle of water to refill at our water filter
Gym Etiquette

Who left the benches drenched in sweat... let me at em!

You're not using the machine!!!

Don't occupy a machine

If you're just going to sit on it for 15 minutes playing on your phone

I will find you

And I will make you put your weights away.

What if I told you

Gym mirrors are for posture checking, not Instagram photos

You're doing it wrong

More information about gym etiquette will be shared with you via email.
• All our gym partners have requested our students to wear ACSF T-shirt

• T-shirt will be given out on the first few weeks of study depending on availability

• Access to the gym may be denied if student did not wear their ACSF T-shirt

• Additional ACSF T-shirts can be purchased from Admin Office for AU$12
Dance Studio Rules

General dance studio rules include but not limited to the following:

- Only water is allowed inside the studio – no food or drinks.
- Stretch on the floor, not resting against walls and mirrors.
- Arrive at least 15 minutes prior to class to allow sufficient time to warm up individually and to avoid injuries.
- Wear the appropriate clothing / shoes for your dance class, females must wear a sports bra.
- If you’re teaching in a public or dance school, be respectful of the students and their ages, being aware of your appearance, clothing etc.
- If you’re teaching in a public school also remember to conduct yourself appropriately – no swearing, texting etc. Children will copy everything you do!
- No chewing gum is allowed in class.
- Ensure that all jewellery is removed before each class (with exception of small earrings) – rolling around on the floor may cause you to hurt yourself or break things.
- Hair should always be neat and appropriate to the style of dance. (If it is in your face it will be hard to dance and for your Trainer and Assessor to see your expression and potential).

A Favorite Quote:

Surround yourself with the dreamers, the doers, the believers and thinkers; but most of all surround yourself with those who see greatness within you even when you don’t see it yourself.

Simone Biles – Gymnastics Champion

Dance is fun but also a DISCIPLINE. Students and Trainer and Assessors must work hard together to grow and reach their potential. You may receive corrections, your Trainer may raise their voice over the music to give directions/corrections, you may be asked to repeat things many times and sometimes the Trainer and Assessors may take a firm stance in class to help you improve. This is your Trainer helping you maximise your potential. Corrections mean you are being watched and your Trainer wants the best for you.
As Dance students will be routinely working with children during this qualification, you will be required to have a working with children check.

The check is free for volunteers and students.

The steps are as follows:

- Upon receipt of the application number, students need to visit Australia Post with the online application number and proof of identify. Students must provide 100 points of ID.
- Once students have received the card, please present the card to the Student Services Team for recording.
- If students receive negative notice, please see Student Services Team immediately.
- Students need to have their cards on the first visit to public school.
We expect you to come to all of your classes, but we understand that sometimes circumstances make that difficult.

As a minimum, a student must be PRESENT for the following per term:

- A minimum of 16 out of 20 practical classes
- A minimum of 16 out of 20 theoretical classes
- This is equal to a minimum requirement of 80% attendance per module. Each class is equal to 5% attendance.

That's only 16 days per 3 month term! But please try to make it 20.

Satisfactory class attendance to a course module is a requirement of demonstrating satisfactory course progress in all classroom modules delivered by ALG.
Attendance & Course Progress - Massage

• Because most massage classes are only once per week, this means that each class is equal to 10% of attendance.

As a minimum, a student must be PRESENT for the following per term:

• 80% attendance per module
• Please note: Some modules have special conditions

(These are outlined towards the end of this presentation)
As a minimum, a student must be PRESENT for the following per term:

- Attendance is marked for AM and PM theoretical classes
- A minimum of 32 out of 40 theoretical classes
- This is equal to a **minimum** requirement of 80% attendance per module. *Each class is equal to 2.5% attendance.*

That’s only 16 days per 3 month term! But please try to make it 20.
Punctuality - Being on time

• Time has a different meaning in different cultures.

• What does being on time mean in your culture? (Please be brave and share with us)

• What do you think being on time means in the Australian culture?

• In Australia, being on time means arriving about 5 minutes early!

• Being too early is not required, but it is expected that you are early enough so that you are ready for class or work at exactly the right time.

• Being only 1 minute late is considered rude. Colleagues would consider this bad manners. Clients would consider this a waste of their money and would probably not return!

“Arriving late is a way of saying that your own time is more valuable than the time of the person who waited for you.”

Karen Joy Fowler
Punctuality - Being on time

- In most cases, the College offers you a leniency of 15 minutes at the start of a class. This is to provide a solution for occasional events such as traffic or transport disruptions.

- After this time, an absence will be recorded.

- Why? As a vocational education college and a high quality educator, we model the policies of the Australian workplace. The Australian workplace requires punctuality and attendance. It is also a requirement of the National Standards for International Students that we must report on attendance.

- Absences will also be recorded for early departures or extended breaks.

✅ On Time

For more information, please refer to the Student Handbook
## Modules with Special Conditions for Classroom Attendance

Most modules require a minimum of 80% attendance. Some modules have special conditions. Please see information below:

<table>
<thead>
<tr>
<th>Modules with special conditions for classroom attendance</th>
<th>Requirement and reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Clinic – Massage</td>
<td>100% attendance, no 15 minute leniency. Why? We have real clients from the general public. We can’t keep them waiting or leave them without a therapist!</td>
</tr>
<tr>
<td>First Aid</td>
<td>100% attendance, no 15 minute leniency. Why? Because these classes only run for a few days and First Aid assessment occurs within the first 15 minutes of some of these lessons. If you are late, you will miss your assessment.</td>
</tr>
<tr>
<td>Advanced Health Science Cycle B*</td>
<td>4 of 5 lessons minimum attendance Why? Because these classes only run for a few weeks.</td>
</tr>
<tr>
<td>Nutrition</td>
<td>4 of 5 lessons minimum attendance Why? Because these classes only run for a few weeks.</td>
</tr>
<tr>
<td>Aromatherapy Massage</td>
<td>Compulsory lesson 5 and 80% minimum attendance Why? Because lesson 5 offers foundation to subsequent lessons.</td>
</tr>
<tr>
<td>Safe Work Practices</td>
<td>5 of 6 lessons minimum attendance Why? Because these classes only run for a few weeks.</td>
</tr>
<tr>
<td>Certificate IV in Ageing Support</td>
<td>Compulsory lesson 9 and 10 and 80% minimum attendance Why? Because assessments are scheduled in these lessons.</td>
</tr>
</tbody>
</table>
Sickness

We understand that from time to time, people can become sick and won’t be able to attend classes.

- Please provide a medical certificate if you are sick and absent (especially if it puts your attendance at risk)

- We are obligated to monitor attendance regardless of the reason, so an absence supported by a medical certificate is still counted towards your total absences.

- However, a medical certificate will help you if you need to lodge an appeal if your attendance is too low.

- For the health and well-being of other students and staff, the College reserves the right to send students home if they are sick.
Attendance & Course Progress

As a student, ensure that you:

- Are aware of your attendance requirements
- Meet minimum attendance requirements
- Book into an available Catch Up classes if you have missed a class

How can I monitor my attendance?

- Refer to your Weekly Attendance Notifications
- Log into ALG.edu.au/studentportal and click on the Attendance tab
- Check with your Student Services Team
- Check with your Trainer and Assessor

If you do not meet the minimum attendance requirements for any subject, you will be required to repeat a term. It is important to note that an additional term of study will require additional course fees, affect study duration and is likely to require a visa extension. As the College works in study cycles, repeating another term may result in a student having to wait up to 3 terms until the relevant cycle is offered again.
Catch Up Classes and Re-sit/Late Submission/Re-submission

**Catch Up Classes Options:**
- Contact the Student Services Team if you have missed a class or plan to miss a class.
- Catch Up classes will be offered during term breaks only. We offer 1 practical Catch Up Class and 1 theory Catch Up Class. For 4Life courses, we offer 2 theory Catch Up Classes.
- Fees apply.

**Re-sit/Late Submission/Re-submission:**
- To move to a new qualification, you must be competent in your lower qualification first.
- If you are Not Yet Competent at the end of term, we provide scheduled opportunities to re-sit or re-submit your work.
- Theory re-sit examinations (If any) are different to the original exam.
- Fees may apply.
Theory Study Groups

Students who have not yet passed an assessment, may require additional assistance and tuition. With this in mind, we are offering **FREE study groups for certain subjects** in the term breaks to assist students prior to their resit/resubmission dates.
1. What was the most common reason people chose to do their course?
2. Where are most people from?
3. What time can you ask for help from Student Services Team?
4. What does the Australian Culture think ‘being on time’ is?
5. Why is an understanding of culture important?
6. What should I do if I’m sick?
Assessment Rules

It’s really important that assessments are a true reflection of your own skills and knowledge. For this reason, we have a few common sense rules in place:

- Mobile phones or electronic devices can not be used during practical or written assessments.
- If you leave the classroom during an exam, you cannot come back to finish your exam.
- Plagiarism and cheating will result in automatic fail. We will have to issue a formal written warning.
- We must keep all assessments for compliance. We are happy to show you your test results but we have to keep the papers. Please keep copies of any of your submitted assessment tasks.
- We have an intervention strategy in place for students who need more assistance to pass their subjects.

Refer to Section 5 – ‘Assessment and Submission Guidelines’ of the ALG Student Handbook for further details on Assessment Rules.
Certificates / Results

• Your Trainer and Assessor will give you most results in class during term.

• For any late submissions, resits or resubmissions, it may take 2 weeks for results to be available.

• Student Graduation is at Week 3 of the following term. This is when you will receive your Certificate.

• Make sure that you have finalised any fees and submitted all assessments in order to receive your Certificate.
What is a USI?
A USI is a Unique Student Identifier. It is a combination of 10 numbers and letters. The USI is a requirement under Commonwealth legislation and conditions of registration for training organisations. Therefore every student, international or domestic, must have a USI before they are eligible to receive a Qualification or Statement of Attainment as of January 2015.

You will need a USI (Unique Student Identifier) to be able to receive your qualification. Refer to your USI Handout

The USI Transcript Service was activated on 22 May 2017. USI account holders can now use their USI to access their national training record online in the form of a USI Transcript.

VISA Requirements

• Remember, you must **attend a minimum of 80% of your classes.**

• You must maintain **satisfactory course progress.**

• If you **change your address, email address and contact number,** please update in the **Student Portal.**

• Pay your **outstanding fees on time.**

• If you want to study at another **education provider,** you must inform ALG that you wish to cancel your enrolment from your current course. **If you have been studying with ALG for less than 6 months of your principal course,** you need to discuss with ALG and **obtain release approval from ALG before enrolling with a new education provider.** ‘Release approval’ will only be given for certain reasons of cancellation.

• It is a requirement that you have health insurance: **Overseas Student Health (OSHC)** during your stay in Australia.
Refund Policy

<table>
<thead>
<tr>
<th>VISA not granted and student notified ALG (a) before the commencement of the course or (b) after the course has started</th>
<th>Student gives written notice at least 3 weeks before the first Monday of the term</th>
<th>Less than 3 weeks before term starts/term has started but student has not given notice</th>
</tr>
</thead>
</table>
| • (a) Refund of 100% of tuition fees paid and Training Resources fee $300  
• (a) No refund of Enrolment fee and $100 Refund fee applies  
• (b) Partial pro rata refund if student has opted to commence studies without a student visa and then withdraws throughout the course  
• (b) No refund of Enrolment fee, Training Resources fee $300 and $100 Refund fee applies | • Refund of 100% of tuition fees paid  
• Refund of 100% of Training Resources fee $300  
• No refund of Enrolment fee  
• $100 Refund fee applies | • No refund of tuition fees paid  
• No refund of Enrolment fee  
• No refund of Training Resources fee $300 |

For further information about refunds, please refer to the Student Handbook.
Deferrals/Suspensions

Are you frequently sick?

Are you finding it difficult to cope?

Are you in a situation that makes it impossible to continue your studies?

A Deferral or Suspension of studies is available if you have compassionate or compelling circumstances. Make an appointment with Student Services Team to get clear instructions about your deferral or suspension.
Feedback

Who do you talk to?

1. Student Services
2. Senior Student Advisors / Campus Manager

Please do not hesitate to contact us if you feel unhappy about anything at the Australian Learning Group.

Our Student Advisors are here to make your studies successful and memorable.
If you are not happy with an ALG decision, you can enter into the Appeals process.

**Internal Appeal**
- Use the ‘Grievances, Complaints and Appeals Submission Form’
- You have 20 working days to lodge your appeal

Make sure that the College receives the appeal within the 20 working day period. If your Appeal relates to an intention to report, and you do not meet this deadline, your CoE may be cancelled.

**External Appeal**
- Needs to be initiated by you within 10 working days of receiving the outcome of the internal appeals process
- You need to tell us in writing when you have lodged your appeal
- External appeals can be lodged with the Overseas Students Ombudsman. They will investigate your appeal at no cost
- There are also other Third Party Mediators available. Contact our Student Services Team for further information.

During an Appeals Process (internal and external), the College must offer to maintain your enrolment.
1. What are your visa requirements?

2. What reasons can you have to defer/suspend your course?
Insurance and Registration

- Fitness Australia

- Physical Activities Australia

- Massage Associations- ATMS, AMT, Massage and Myotherapy Australia
Keep up to date with Student information on our dedicated Facebook page for the Melbourne Campus.

Like us at: www.facebook.com/ACSFMelbourne
Keep up to date with Student information on our dedicated Dance Facebook page.

*Like us at:*
www.facebook.com/australiancollegeofdance
Social Media

Keep up to date with Student information on our dedicated Facebook page.

4Life College - RTO 91165
Any Questions

- Do you have any questions?
- Do you need any help?

Ask our friendly staff!
Please let us know how we can help you.
What do I need to bring to class?

You will need to bring paper, pen and a bottle of water to every class.

You are also required to bring clean towels (2 large towels and 3 hand towels) for your own use during massage practical classes. In the event that you forget to bring your own towels to practical classes, you will be unable to attend and will be recorded as absent.

Towels will be provided to students for use during Student Massage Clinic only.

The College provides massage tables, table covers and oils. You don’t need to purchase any textbooks prior to the commencement of your course as the College provides a full set of course notes.

Tip: Wear comfortable clothing as you will be massaging from day one!
Overview

• The requirements of the Training Package states that a Certificate IV student must do 80 hours of clinical experience, 60 of those must be supervised.

• A Diploma student must do 200 hours of clinical experience, 150 of those must be supervised.

• A Treatment Logbook will be issued to all students in their 1st term of study and 4th term of study (only applicable for Diploma students) to record their clinical experience.

• The College also has our own internal course requirements which state that a full time classroom student must complete 40 hours of clinic per term of study from the student’s 2nd term of study. This is a separate requirement to that of the Training Package.

Note: Students must fulfil the requirements of both the Student Clinic Module and the Training Package
Overview

• The Treatment Logbook is an assessment required for:
  • Certificate IV in Massage Therapy
  • Diploma of Remedial Massage

• Students are required to record a specified number of massage treatments they perform in their Treatment Logbook

• A minimum number of hours must be supervised by an ALG Trainer and Assessor during Student Massage Clinics and practical massage classes

• Massage treatments must address very specific criteria including age range, gender, assessment techniques used, presentations and conditions, massage techniques used and positions.
## Summary of Hours

<table>
<thead>
<tr>
<th></th>
<th>Student Clinic Module</th>
<th>Treatment Log Book</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Hours</td>
<td>Supervised Hours *</td>
</tr>
<tr>
<td><strong>Cert IV in Massage Therapy</strong></td>
<td>80hrs (40hrs per term, no clinics in first term)</td>
<td>Minimum 60hrs</td>
</tr>
<tr>
<td><strong>Diploma of Remedial Massage - General</strong></td>
<td>200hrs (40hrs per term, no clinics in first term)</td>
<td>Minimum 150</td>
</tr>
<tr>
<td><strong>Diploma of Remedial Massage - Specialised</strong></td>
<td>280hrs (40hrs per term, no clinics in first term)</td>
<td>Minimum 150</td>
</tr>
<tr>
<td></td>
<td>Total Student Clinics</td>
<td>Unsupervised Hours</td>
</tr>
<tr>
<td><strong>Cert IV in Massage Therapy</strong></td>
<td>20</td>
<td>20hrs</td>
</tr>
<tr>
<td><strong>Diploma of Remedial Massage - General</strong></td>
<td>50</td>
<td>50hrs</td>
</tr>
<tr>
<td><strong>Diploma of Remedial Massage - Specialised</strong></td>
<td>70</td>
<td>50hrs</td>
</tr>
</tbody>
</table>

To meet the requirements of the Training Package, students will record hours completed in the Student Massage Clinics and practical massage classes as supervised hours:

- Student Massage Clinics (where most hours will be recorded)
- Practical massage classes e.g. Massage Foundations, Massage Techniques, etc.

Unsupervised hours can be recorded off campus. Students are not required to record unsupervised hours if their recorded supervised hours exceed total hours.

Note: Students must fulfil the requirements of both the Student Clinic Module and the Treatment Logbook.
Student Responsibility in Keeping Logbook

• Each student is responsible for keeping their own Treatment Logbook safe and secure for the duration of their studies.

• Students are encouraged to:
  • use single log sheets in their Student Massage Clinics and practical massage classes
  • make a copy of their logbook regularly after they record treatments so that they will still have a record of the treatments performed (in the event that students lose the Logbook)

• Please ensure that you keep your log book safe. In the event a student loses part or all of their Treatment Logbook, they will be required to complete more treatments to meet the requirement. This may have an impact on the duration of their studies.
**Important Information**

- Students are required to submit their completed Treatment Logbook to Student Services Team as a final assessment for their massage qualification by Monday 5pm of Week 12 upon the completion of your Certificate IV subjects and Diploma subjects.

- A qualification can only be issued if the student has submitted the completed Treatment Logbook.

- Student must fulfil the following requirements to be marked competent:
  - Record the required hours as per the enrolled qualification
  - Use all of the assessment techniques
  - Have clients of different age range and gender with varied presentations
  - Use all of the massage techniques
  - Conduct treatments in a range of positions

- Late submission fee applies.
Any Questions

• Do you have any questions?
• Do you need any help?

Ask our friendly staff!
Please let us know how we can help you.
Student Area For 4Life College Courses

Dear {FirstName},

Congratulations! Your Student Area account has been successfully created. Please follow the steps below to access the Student Area:

Step 1 - Click here for Student Area
Step 2 - Click on your current course
Step 3 - Enter the password (xxxxxxx) and click Enter
Step 4 - Click on the course materials that you would like to access

Students could access the following course materials from the Student Area:

- Course Overviews
- Assessment Kit (Word Version)
- McGraw Hill Education material (if applicable)
- Reading Material
- Power Point Slides used by Trainer and Assessors

An email notification will be sent to you the following week.

Welcome to the Student Area for 4Life College
This is an area dedicated to providing students with all the relevant information and material to complete this course.

Access Your Course Material

- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care
- Diploma of Early Childhood Education and Care for students who started before January 2018
- Certificate III in Individual Support (Disability)
- Certificate IV in Disability
- Certificate III in Individual Support (Ageing)
- Certificate IV in Ageing Support
- Diploma of Mental Health
- Diploma of Community Services
- Diploma of Counselling

CONTACT US
Assessment Requirements – In class activities

- Each day has a theory component and in class activities
- In class activities are assessable and are compulsory
- Students are required to complete their in class activities in the Assessment Kit.
- Upon the completion of weekly in class activities, please show the relevant pages to your Trainer in class. Trainer is required to review, indicate his/her name and date and sign.
- Students who completed all in class activities for the term and have been marked Satisfactory by the Trainer, are required to submit the Assessment Kit directly to your Trainer by end of 2\textsuperscript{nd} study day (5pm) of week 10. The College will keep the hard copy of your Assessment Kit for compliance.
- Students who have yet to complete their in class activities, are required to attend classes during the term breaks to catch up on in class activities. Fee applies.
Assessment Requirements – Written Questions and Case Studies

• Refer to the Assessment Kit for Written Questions and Case Studies for the respective due dates of each learning topic.

• Fee applies for late submission and resubmission.

• Students are not required to print out their answers to Written Questions and Case Studies. Online submission is available for Written Questions and Case Studies.

Assessment Submission For 4Life College Courses

Dear {FirstName},

Great news!

A new ‘Submit Your Assignments’ feature has been added on to our Student Area. You can now submit your assignments online.

Please follow the steps below to successfully submit your assignments via the Student Area:

Step 1 - Click here for Student Area

Step 2 - Click on ‘Assignment Submission’ under Submit Your Assignments

Step 3 - Enter your details (First Name, Last Name, Student ID Number, Email Address)

Step 4 - Select your Course and Trainer’s name

Step 5 - Upload your assignment and click Submit

Students can expect responses to submissions within 7 to 10 working days. Please refer to our Student Handbook Student Handbook to learn more about the submission guidelines.
Work Placement

Why is work placement a mandatory part of your training?

Firstly, it is a requirement to complete work placement in order to receive your qualification.

Secondly, work placement provides a secure and safe environment where you will be able to develop your skills and build confidence in providing services to clients.

IMPORTANT – Work placement Policies
It is every student’s responsibility to know and be familiar with the student guidelines and policies before attending your work placement. These are strictly adhered to, to ensure fairness to all students and quality of service for our clients.

Students are eligible to participate in work placement upon completion of specified modules in their course. In addition, the students are only deemed eligible to participate if they possess the correct attributes and skills.
There are a number of factors that may impact a student’s eligibility. Whilst one factor on its own may not be enough to prevent a student from going on work placement, if a number of factors give us concern, then this will impact your eligibility. Factors include, but are not limited to:

- sufficient knowledge or skills in your course
- completed assessments
- participation
- attendance
- ability and initiative to communicate
- general attitude and interest
- ability and initiative to form relationships

If a student is deemed ineligible to go onto work placement, you will be contacted by the College and asked to attend a meeting with Students Services and a Trainer and Assessor to discuss your options. This may require repeating a term of study, extension of COE and Visa or in some courses, changing to another course of study.
Work Placement

- The College will assist you to find a suitable host employer to undertake your work placement and provide you with a Work Placement Confirmation Form.

- You may be required to undertake an induction with the host employers before commencing your work placement. This information will be on your Work Placement Confirmation form. The College will endeavour to assist students in the arrangement of induction. However, some host employers will prefer for students to contact them directly.

- The shifts that you are required to work are reflective of the workplace. Shifts may differ from those of your regular training days or those of your fellow students. Students must be prepared to undertake shifts that are allocated by the work placement employer.

- The College will make all reasonable effort to provide a work placement that is close to the campus. However, work placement employers are not always close to the CBD areas. Students should be prepared for some travel if a work placement employer is not available close to the campus.

- Students must work the same shifts as their Workplace Supervisor.

- ECEC Students must gain experience across the operating hours of the Centre to complete all assessment tasks. Students will be deemed Not Yet Satisfactory if there is no documented evidence of attending the workplace for both opening and closing shifts. ECEC students need to clock 15 hours per week and 7.5 hours per day (exclude breaks).
Different qualifications have different requirements in regards to hours of work placement. A summary of all qualifications with work placement is found below:

<table>
<thead>
<tr>
<th>Enrolled Qualification</th>
<th>Work Placement Hours To Be Completed</th>
<th>Timetable Of Work Placement (student’s term of study)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC30115 Certificate III in Early Childhood Education and Care</td>
<td>135 hours</td>
<td>Term 3</td>
</tr>
<tr>
<td>CHC50113 Diploma of Early Childhood Education and Care</td>
<td>435 hours</td>
<td>Term 3 – 135 hours Term 7 – 150 hours Term 8 – 150 hours</td>
</tr>
<tr>
<td>CHC33015 Certificate III in Individual Support</td>
<td>150 hours</td>
<td>Term 3</td>
</tr>
<tr>
<td>CHC43015 Certificate IV in Ageing Support*</td>
<td>150 hours</td>
<td>Term 2</td>
</tr>
<tr>
<td>CHC43115 Certificate IV in Disability*</td>
<td>150 hours</td>
<td>Term 2</td>
</tr>
<tr>
<td>CHC52015 Diploma of Community Services</td>
<td>400 hours</td>
<td>Term 4 – 200 hours Term 8 – 200 hours</td>
</tr>
<tr>
<td>CHC53315 Diploma of Mental Health</td>
<td>400 hours</td>
<td>Term 4 – 200 hours Term 8 – 200 hours</td>
</tr>
</tbody>
</table>

*Entry into these courses requires successful completion of CHC33015 Certificate III in Individual Support
Own Employer

- Sometimes students prefer to find work placement themselves. All work placement employers must be approved by the College. You will need to submit a Work Placement Employer Agreement Form to the College with the details of your host employer or current employer for approval.

- Students currently employed in an appropriate workplace may be able to complete their assessment requirements within their own workplace and may not need to find a host employer. However approval must be gained by both employer and the College for you to use your employer. This does not increase the 40 hours per fortnight paid employment available to International students. You will need to submit a Work Placement Employer Agreement Form to the College with the details of your employer for approval.

- If the student’s nominated host employer or current employer is found to be unsuitable, you will have to find another employer to complete your work placement.
Own Employer

If you do not submit the form by the due date specified below, it will not be possible for you to nominate your own Host Employer (i.e. students need to attend work placement organised by the College.)

Different qualifications will have different due dates as the work placement occurs at different times.

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<tr>
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<th>Due date for Employer Agreement Form</th>
<th>Timetable Of Work Placement (student’s term of study)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Week 10, Student’s 1st term of Study</td>
<td>Term 3</td>
</tr>
<tr>
<td>CHC50113 Diploma of Early Childhood Education and Care</td>
<td>Week 10, Student’s 1st term of Study Week 10, Student’s 5th term of Study (if different from 1st work placement block)</td>
<td>Term 3 – 135 hours Term 7 – 150 hours Term 8 – 150 hours</td>
</tr>
<tr>
<td>CHC33015 Certificate III in Individual Support</td>
<td>Week 10, Student’s 1st term of Study</td>
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*Entry into these courses requires successful completion of CHC33015 Certificate III in Individual Support
Important Note: 4Life Assessor Visit

Students must be assessed in the work place in order to meet the requirements of the course. A work place visit will be arranged in the final weeks of your placement. We will specify a date range in which this visit will occur on your Work Placement Confirmation Form. If you complete your work placement without this visit, you will not be eligible to receive the qualification. Therefore, you must notify the college immediately if changes to your work placement mean that you will not be at the work place within the date range on your Work Placement Confirmation Form.
WWCC is required for all qualifications except Cert III in IS (Ageing) and Cert IV in Ageing.

The check is free for volunteers and students.

The steps are as follows:

• Students to apply online - http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+chek/

• Upon receipt of the application number, students need to visit Australia Post with the online application number and proof of identify. Students must provide 100 points of ID.

• Once students have received the card, please present the card to the Student Services Team for recording.

• If students receive negative notice, please see Student Services Team immediately.

• Students need to have their cards on the first visit to public school.
Police Check

• Police Check is required for all qualifications except ECEC and Diploma of MH/CS. Some host employers may require ECEC and Diploma of MH/CS students to provide Police Check. We cannot organise work placement without the Police Check.

• There is a cost to this check. Student is responsible for the cost of the Police Check.

• Police Check result date must be within 6 months of your work placement scheduled start date.
Any Questions

- Do you have any questions?
- Do you need any help?

Ask our friendly staff!
Please let us know how we can help you.
Enjoy Your Studies