



Marr Mooditj Training

NURSING STUDENT HANDBOOK

National Code:

HLT54115

National course name:

Diploma of Nursing

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Marr Mooditj Training details

Details	Marr Mooditj Training (RTO code: 0393)
Qualification code and name	HLT54115 Diploma of Nursing
Postal Address of MMT	PO Box 1030 Bentley Delivery Centre BENTLEY, WA. 6983 Site address: 295 Manning Road, Waterford, WA, 6152 <u>Email address:</u> <u>reception1@marrmooditj.com.au</u>
Course accrediting body	The Training Accreditation Council (TAC) Australian Nursing and Midwifery Council
Version control	<ul style="list-style-type: none">• 25th August 2017• 27th February 2018• 1st March 2019• March 2021

Dear students

For over 35 years, Marr Mooditj Training has been providing Training and educating for our Aboriginal and Torres Strait Islanders (ATSI) people and communities. When you join Marr Mooditj Training, you are embarking on a journey that is empowering and is a life changing experience, both academically, socially, and personally. This handbook is designed for students to orientate you to our training as you begin this journey. It contains information on the academic, social, and personal development opportunities available to you and the many resources to help you find advice and make good choices.

The handbook can be your guide to training requirements, travel and accommodation services, and other support that is offered to you. You will also find in these pages the broad outlines of what is expected of you as you are enrolled at Marr Mooditj Training.

This handbook clarifies the values and standards that we expect you to honour in your conduct as you undertake the Diploma of Nursing program. If you ever have questions about your studies, please do not hesitate to reach out to your educators, tutors and student support services team.

Marr Mooditj staff are committed to supporting you through your training and we all share the responsibility for upholding these standards and values. Our values to which we operate is the result of several years of open discussion and collaboration between students, staff, and the funding and regulatory bodies.

As you read this handbook, I hope you will consider the numerous possibilities that the training world has to offer you, not only with us but to consider that you will advance further in your personal and professional development to gain entry into higher education. The next 18 months provides the best possible opportunity for you to put yourself out there to gain knowledge and experience as the best Enrolled Nursing student you are meant to be and students who are open to new experiences get the most from their time here. We also encourage students to develop a professional portfolio, which is under the Student Support section of this Handbook.

Your next couple of years with us will be well spent if you venture beyond your “comfort zones” both inside and outside the classroom. Take time to reflect on what it takes to be an outstanding confident and competent nurse. Attend all your classes and clinical placements allocated, remember we can offer the best environment for learning, however it is up to you to participate fully in a productive and positive manner.

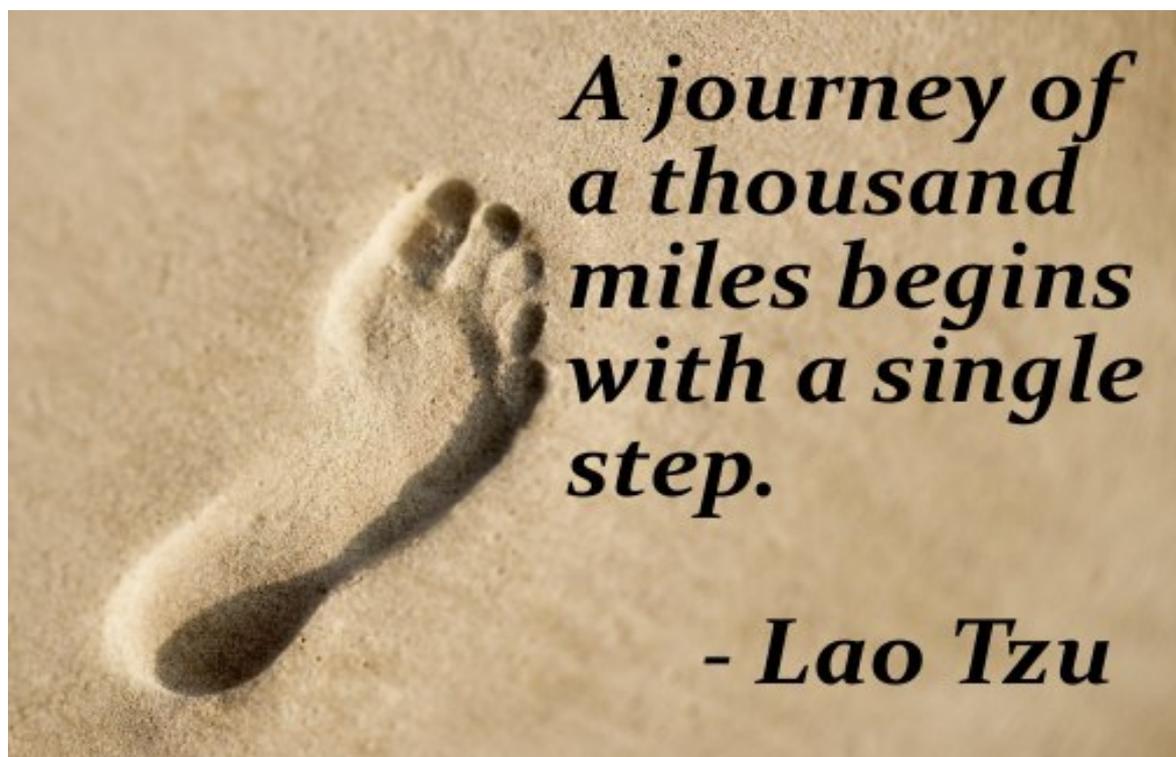
Participate in all activities that are put forward in the classroom and the placements, ask questions if you don't understand something and remember if you have doubts and consider a skill that you feel is unsafe then do not do it! **Always seek advice.**

You will have to interact and work with many people from different diverse backgrounds and this requires nurses to be open, honest and nonjudgmental at all times.

Life as an Enrolled Nursing student can feel overwhelming, remember that there are many people available here to help you through these moments. Seek out our support team or Nurse Educators, and never be afraid to ask for some of their time.

We hope that you will read this handbook carefully and use it to find the support you need. You don't have to earn the right to ask for help. Everyone at Marr Mooditj Training wants you to flourish in your studies.

We look forward to meeting you at your orientation, which you need to attend on the date allocated
Please feel free to call on the details provided on the front of this handbook.



The HLT54115 Diploma of Nursing course

We are very proud to offer the HLT54115 Diploma of Nursing to Aboriginal and Torres Strait Islanders throughout Western Australia. This is a very exciting and a great step forward and we look forward to accompanying you on your journey to becoming an Enrolled Nurse.

Marr Mooditj Training is proud to be accredited to provide the Diploma of Nursing under the Australian Nursing and Midwifery Accreditation Council (ANMAC) *Enrolled Nurses Standards and Criteria for the Accreditation of Nursing and Midwifery Courses Leading to Registration, Enrolment, Endorsement and Authorisation in Australia*.

The training you are undertaking leads to a qualification for your eligibility to register as an Enrolled Nurse in Australia and New Zealand. Marr Mooditj delivery has a strong practical focus. This practice-focused approach to delivery will firmly integrate theory and practice, providing links between the underpinning knowledge required for effective and safe practice and the skills required across job roles.

Your qualification indicates that you can do a job according to standards expected and required in the nursing industry, therefore the course demands that you learn, practice and be assessed for the required skills to ensure that you are a safe practitioner. You will need to reach the necessary competencies of each stage before moving onto the next one.

As an enrolled nursing student, you will be provided with a nationally recognised Statement of Attainment for the units you have successfully completed. At the end of the year and after successful completion of the course, you will be provided with an AQF qualification from Marr Mooditj Training.

The Australian Qualifications Framework (AQF)

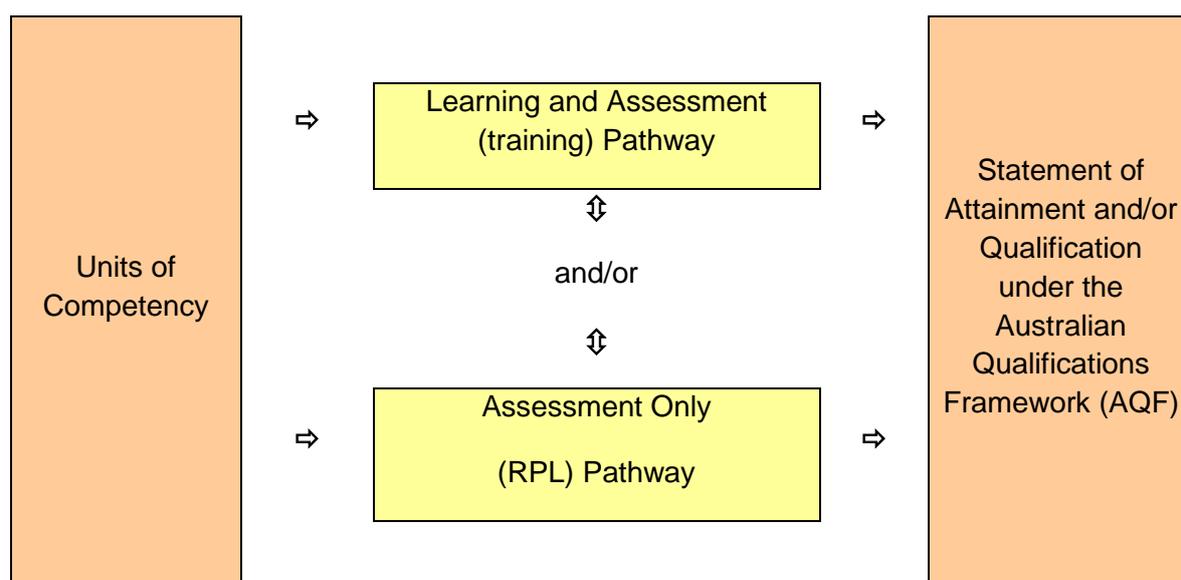
Marr Mooditj Training is a Registered Training Organisation (RTO). Courses offered at MMT lead to a nationally recognised qualification under the Australian Qualifications Framework (AQF).

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the VET sector it provides national consistency for all trainees, learners, employers and providers by enabling national recognition of Qualifications and Statements of Attainment.

Where a student achieves one or more endorsed units of competency, MMT will issue a Statement of Attainment. Where a student achieves and meets all of the endorsed units of competency within the qualification is eligible for issuance of the full qualification.

What is Recognition of Prior Learning (RPL)

Assessment under the Health Training Packages leading to an Australian Qualifications Framework (AQF) Qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram:ⁱ



MMT offers a two-stage RPL process to all of you. Should you wish to undertake RPL for any competencies you think you already have, please contact MMT, who will provide you with RPL Guidelines. Please note that RPL will attract fees.

Students will be provided with RPL for units they have completed in full, and also for underpinning knowledge (subjects) they have successfully completed previously (please note that practical assessments are required for full achievement of the units).

RPL for underpinning knowledge will require you to show equivalence between the subjects they have completed and the content required for the applicable units of competency and for the practical component will usually involve you to undertake practical assessments, including observation.

On request MMT will provide you with the RPL booklet that needs to be completed and all supporting documentation attached in order for MMT to process your request for RPL.

For further information contact the RTO Administrator at robert@marrmooditj.com.au

Enrolment

Marr Mooditj Training delivers face to face training for the HLT54115 Diploma of Nursing at its premises in Waterford WA, and support students in their practical placements in external health care setting across Western Australia. Marr Mooditj Training does not offer offshore or online training for this qualification.

You can enrol in person, at MMT's front desk or by:

Completing the enrolment form and posting it to

- Box 1030 Bentley Delivery Centre, WA 6983.
- Or downloading a form from our website: www.marrmooditj.com.au
- Or enrolling online on our website.

Processing your application

1. When we have received your application we will send you a letter of acknowledgement by mail to you within 2 working days of receipt of your application. If you have not received a notice please contact Marr Mooditj Training.
2. Follow the above and we will continue to process your application within 5 working days. Upon successful enrolment will send you a confirmation of your enrolment, or if we require further information we will contact you to discuss your enrolment.

To be eligible for entry to this course applicants must be 18 years of age or older are required to have:

- Achievement of Exit Level 3 in an ACER literacy, language and numeracy test **and**
- Year 12 Western Australia Certificate of Education (WACE), passing in maths and science
 - If WACE is not obtained, the minimum requirement is attendance and satisfactory completion of at least six years of primary and secondary education taught and assessed in English, including at least two years between years 7 and 12, as specified in the [NMBA English language skills registration standard](#)

Please note that you will not be accepted in a clinical placement setting to undertake clinical work as an Enrolled Nursing student if you do not have the following clearances/screening

- ❖ A current national police clearance certificate
- ❖ A 'Working with Children Clearance' certificate.
- ❖ Evidence that you are adequately immunised as per course requirements.

Supporting evidence for enrolment

You will need to provide MMT the front desk with the following documentation or certified copies thereof;

- A “Working with Children Clearance” certificate (to be submitted at Australia Post) **(You pay any associated costs.)**
- A copy of your Abstudy eligibility for accommodation support
- A current police clearance certificate (this clearance can be applied and paid for through Front Desk at Marr Mooditj Training)

Students must also provide a minimum of 1 primary document and 1 secondary document to lodge a Police Clearance through Marr Mooditj Training (alternatively 3 secondary documents can be accepted, providing 1 document contains a photograph):

Primary

Full Australian Birth Certificate

Australian Passport (current or expired within the last 2 years)

Registration of Descent

Secondary

Australian Photo Drivers Licence

WA Photo Card/ Australian Proof of Age Card

Medicare Card

Health Care Card

Debit or Credit Card

Working with Children card

Bank Statement

Changing your information

It is very important that we remain in contact with you to provide you with updates and information. We will send you this via text messages to your mobile number or in a letter.

Sometimes we have to make changes to a block start date, we will send you an SMS message on your mobile phone advising of the change. Students are also sent SMS reminders prior to each block.

If at any time your numbers or address change please advise us as soon as possible.

Unique student Identifier (USI) number

All students undertaking training in the VET sector **are required** to have a USI. The USI is a reference number that stays with you for life. It is intended to provide students with a full record of their academic achievements regardless of where they were completed. This must be provided to MMT with your enrolment application. If you do not have a Unique Student Identifier you can log onto www.usi.gov.au

Step 1: Have at least one form of ID ready: Driver’s License, Australian Passport, Medicare Card, Birth Certificate,

Step 2: Have your personal contact details ready: address, email and/or phone number

Step 3: Visit www.usi.gov.au and click on 'Create a USI'.

Step 4: Agree to the terms and conditions and follow the steps.

Step 5: Write your unique number down and keep it somewhere handy and safe

Step 6: Provide this number to MMT in your enrolment application, or prior to the commencement of the course.

It is mandatory that you must have a USI to undertake training with MMT. Marr Mooditj Training will assist you to gain access to your USI, please speak to one of our Nursing support team on 08 9351 9344.

FEES AND CHARGES

Marr Mooditj Training must charge student's fees where applicable have a documented process for the receipt of student fees. The course fee notice is notice advising student of the course cost. Marr Mooditj will only charge or provide an invoice for units undertaken by a student – you only get charged for what you have done.

- Marr Mooditj must charge you fees where applicable. Fee payments are not paid in advance, and **Student tuition fees are indicative only and are subject to change given individual circumstances. Please note that additional fees may apply such as student services and resource fees**

Prior to your commencing the course, Marr Mooditj will provide you with a payment plan and option payment deduction form so that the fees may be deducted on a periodical basis from your Centrelink payment or by other payment options.

Eligibility for concession on MMT courses

Persons and dependants of persons holding:

- i) A Pensioner Concession Card.
 - ii) A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
 - iii) A Health Care Card.
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
 - c) Persons and dependants of persons in receipt of the Youth Allowance.
 - d) Persons and dependants of persons who are inmates of a custodial institution.

If the concession is valid, then all eligible units commenced within that period are at the concession rate. If the concession is valid for only part of the enrolment period, then any eligible units commenced on or after the start date and prior to the expiry of the concession attract the appropriate fees and charges.

FEES AND REFUND ADVICE

Payment options

On enrolment, students will take up one of the following payment options:

1. Present a signed authority from an employer to invoice that employer for the student's fees and charges;
2. Pay the fee by instalment;
3. Declare their intent to defer payment under the Commonwealth Government's VET Student Loans program, subject to eligibility.
4. Pay part of the full amount of fees and charges and defer payment of the other part under the Commonwealth Government's VET Student Loans program; or
5. Course below diploma level or concession-eligible diploma courses, make application on the grounds of severe financial hardship for fees and charges to be waived. This is assessed on individual case by case.

Waiving of fees

In cases of severe financial hardship, the Financial Hardship form is available. The decision to waive all fees and charges is at the discretion of MMT CEO. Details of the student's enrolment and grounds for waiving of fees and charges must be retained for audit purposes. Marr Mooditj has in place a formal process for the waiving of fees and charges.

How to apply

- a) make application on the grounds of financial hardship and provide evidence to MMT to make an informed decision or
- b) Marr Mooditj will advise you of the outcome within 10 days of receipt of your financial hardship application in writing.

Severe Financial Hardship forms are available from the Front Desk. Please note if you do not provide the information required, it will not be processed. All supporting evidence, all financial/payment statement, including medical expenses must be in the name of the applicant

Changes to your payment plan

You may make changes to this payment plan if your circumstances change, however you must advise MMT in writing of any changes as soon as reasonably possible. Students must make every attempt to make payment for their course. If our records show you are not making payment, MMT will send you a letter requesting payment and plan to be put in place. This will occur one month after you have commenced your course.

Debt recovery procedure

Where approval has been given for a student to pay by instalment, Marr Mooditj is responsible for the collection of outstanding fees and charges. Marr Mooditj has a fair and adequate recovery process in place to manage the collection and recovery of monies.

Marr Mooditj Training may not enrol you into any further unit of competencies or blocks if there is evidence to show that no effort is made to pay off your fees. All students are provided with fees statement showing the amounts paid and any outstanding amounts each block.

If no payment is being made within reasonable timeframe and you complete your course successfully then MMT may withhold your qualification until the amount is paid in full or revised payment plan. Further action may be taken by Marr Mooditj Training's nominated debt recovery agency to recover the fees.

Refund of fees

Student must advise MMT that written advice of withdrawal is necessary to ensure you're eligible for refunds; or
That you do not incur any debt under the Commonwealth Government VET Student loans program if you withdraw before the census day of the block.

Requests for refunds must be in writing and within 7 days of the official withdrawal date. Please ask at reception if you wish to use MMT course withdrawal and refund application form. This can be send, emailed or faxed to you.

You are entitled to a full refund of fees and charges where:

- A student accepts an offer of a place in a university. In this situation, you must provide a copy of the letter of offer with your written advice of withdrawal
- At any time the a course/qualification or unit is cancelled by Marr Mooditj Training and this is beyond your control

IF you withdraw for your own reasons other than those outlined above, then MMT must have a written withdrawal notice prior to or within four weeks of commencing your unit or program of study or before 25% of delivery has been concluded (whichever is sooner) will be eligible for a full refund of your course fee and 50% of the resource fee paid (if there is a resource fee for your course).

Below are reasons why refunds may be given:

- serious illness resulting in extended absence from classes;
- injury or disability that prevents a student from completing a program of study; or
- Other exceptional reasons at the discretion of the Chief Executive Officer.

All supporting documentation for refunds must be provided before a refund is given.

Marr Mooditj Training reserves the right to;

- ❖ refuse student attendance in the course
- ❖ not provide student with his/her results
- ❖ Not issue a Certificate/Diploma at the end of the course, if the course fees are not paid and no payment plan in place

It is important that should you have difficulties meeting your payments; please contact us at MMT as soon as possible to discuss alternatives arrangements.

Cancelling a course

MMT will provide sufficient notice to you of the cancellation of any MMT courses. You will be provided with a choice of a full refund or the opportunity to use the pre-paid fees to enrol in other courses.

You may be approved a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available educator, or due to other circumstances caused by Marr Mooditj Training.

VET STUDENT LOANS

Marr Mooditj Training is an approved VET Student Loans provider.

The VET Student Loans program is an Australian Government loan program that helps eligible students enrolled in approved courses at diploma level or above, at approved course providers pay their tuition fees. The loan has income-contingent repayment arrangements, which means you only need to make repayments if you are earning above the minimum repayment threshold. You can make voluntary repayments at any time.

If you are an eligible student, the department may approve your VET Student Loan for an approved course. The department will pay your loan directly to your approved course provider. You will be responsible for any gap amount in the tuition fees, which are not covered by the loan. You will owe a debt to the Australian government for the loan, which will be managed by the Australian Taxation Office (ATO).

This Commonwealth Government program allows students to access loans for courses that:

- Have a high national priority
- Meet industry needs
- Contribute to addressing skills shortages
- Lead to employment outcomes

Students who enrol in eligible approved Diploma courses are able to apply for a VET Student Loan (VSL) to support payment of fees. The amount you can borrow for your fee is determined by the Australian government.

VET Student Loan 2021 caps for CHC51015 Diploma of Counselling, CHC53315 Diploma of Mental Health and HLT54115 Diploma of Nursing is \$16,077. Marr Mooditj students will not be affected by loan caps because our course fees are below the loan caps.

VET Student Loans must be repaid to the Commonwealth Government through the tax systems once your income is above the compulsory repayment threshold. You must be aware that your loan remains a personal debt until it is repaid.

VET Student Loans information is available for students at Reception or the Finance Manager at Marr Mooditj Training.

For more information refer to:

- VET Student Loans information for students applying for VET Student Loans booklet (January 2021 – v5.0) <https://www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet>
- <https://www.studyassist.gov.au/vet-students>

Student Induction

All students are expected to attend the orientation on their first day as valuable information relating to training and assessment and MMT's policies and procedures will be covered.

If a student is unable to attend due to exceptional circumstances, the Student Services Officer must be contacted to inform him/her of the situation, so that alternative arrangements to receive the relevant information can be arranged.

The orientation program includes:

- Meeting the educators, LL&N teachers, and administrative team
- Tour of the Marr Mooditj Training facilities
- Emergency Evacuation Procedure & Occupational Health & Safety
- Diploma of Nursing Student Handbook (aligned with MMTAC Policies and Procedures)
- Provision of Country Student Handbook (for Away From Base students)
- Recognition of prior learning
- Assessment requirements, agreements, outcomes & assessment appeals
- Fee information, waiving of fees, refunds of fees
- VET STUDENT LOANS
- Cancelling a course
- Course delivery information per course, block schedule, start and finish times, prac placement requirements
- Practicum placement information & hour requirements
- Information about the relevant course, attendance and study skills
- Immunisation and Screening Requirements – some courses require student immunisation status and screening before they commence in the relevant workplace setting. These requirements must also be met for Registration with the Australian Health Practitioner Registration Agency (AHPRA)
- Student Insurance
- Information about support services MMTAC offer
- Student Dress Code
- Student Code of Conduct
- Overview of complaints and grievances policies
- Disciplinary action process
- student records
- Marketing & promotion (including the use of photos of student images & testimonies, also included in the Student Agreement form).
- Student Parking
- Professional Development Portfolio – this resource includes the students learning and professional achievements, which makes it easier for the student to apply for job vacancies and increases employment opportunities
- **Anti-Discrimination**
 - MMT commits to providing students with a learning environment free from any discrimination based on attributes including but not limited to age, disability, race, sex, gender identity or sexual orientation.

- Student Support Services staff are available to provide confidential support to any student who believes that they have been discriminated against, to discuss what, if any, appropriate action is to be taken. Students should also refer to the Complaints procedure set out in this handbook if they wish to lodge a complaint.

Marr Mooditj Training Marketing

Marr Mooditj aims to promote the training and services we offer during community events throughout the year.

Marr Mooditj may also request to use photos of your images and testimonials in the marketing and advertising materials of MMT. (Please advise us on the agreement form if you do not wish for us to use your image for promotional material).

You have the right to opt out of the usage of your image or testimonial in the Marketing and Advertising materials of MMT by emailing reception1@marrmooditj.com.au

Occupation Safety and Health (OSH)

Marr Mooditj Training is committed to providing a physically safe, healthy and secure working environment that eliminates accidents and incidents that could result in personal injury or ill health to students, staff, contractors and visitors to MMT. It is the responsibility of all persons at MMT to maintain their own safety and to not adversely affect the health or safety of others.

All students and staff;

- Have a duty of care for own health & safety and of others affected by their actions.
- Must comply so far as is reasonably possible with the safety procedures and directions given by MMT.
- Must not wilfully interfere with or misuse items or facilities provided in the interest of safety and health of all students and staff.
- Must report incidents, accidents and hazards to MMT managers.

MMT maintains full compliance with all OSH legislation and regulatory requirements specific to the industry in which it operates. It is the responsibility of both MMT staff and students to identify, report and control hazards in consultation with MMT. Similarly, it is the responsibility of staff, students and visitors to the workplace to report all incidents and accidents.

You will be required to adhere to the dress/behaviour code policy this is in place to ensure your safety and prevent/minimise any risk and harm to self and others.

Emergency procedures

During your first day, you will be informed about the emergency procedures to follow in the case of an emergency.

In the case of an evacuation emergency students must follow these steps:

1. Follow instructions from the Warden
2. Evacuate the area in a calm and orderly manner
3. Meet at the designated assembly area, as displayed in the Evacuation Diagram
4. Remain at the assembly area so that educators can ensure all students are accounted for
5. MMT displays evacuation plans throughout the premises and this will be discussed during orientation by the Student Services whom will walk you through the evacuation process and also show you the designated assembly area on the Clontarf oval.
6. In the case of an emergency evacuation the Lift must **not** be used.

As soon as staff, students and visitors have been evacuated, the Warden will do a final check to ensure that everyone has been evacuated.

Note: For students that attend MMT during school holidays to use the library or computer room facilities, you must advise the staff, so that we are aware that you are in the building, should an emergency evacuation occur.

Student parking

Student parking is available at the designated area, at the bottom of the hill next to the Clontarf Oval.

Cafe

A cafe is located on the campus which offers reasonably priced and healthy food for students. Microwaves and a fridge is available for student usage, students must keep it clean and tidy at all times.

MMT does not supply students with tea and coffee. Students must provide their own or purchase from the cafe available.

Student Support

Support Services aims to enhance your learning environment and provides **confidential** support to help you to achieve your learning goals. Students' needs will be assessed on an individual basis. There is a variety of support that can be provided, these include but are not limited to:

- Assistance with Abstudy applications,
- Centre-link applications
- Advice on Financial hardship applications
- Lunch for all students
- Informal counselling and advise
- Bus transport from Oats Street train station 8:30am (Armadale Train line side)
- Support in applying for all clearances required for course
- Travel and accommodation for country students only
- A friendly ear
- Assistance with referrals to external services
- Tutoring/mentoring/coaching support
- Language, Literacy & Numeracy
- CAVSS
- Cultural enrichment
- Excursions
- Resume, addressing selection criteria, cover letter & job interview techniques
- Career development and advice
- Maintain student noticeboard
 - Job vacancies
 - Scholarships
 - Bus & train time-tables
- Study Skills

Language, Literacy and Numeracy (LLN) support

A team of experienced and qualified LL&N teachers are available to provide this support service.

LL&N team offer the following supports:

- Designated LL&N team member for the course during your training with MMT
- Identify students LL&N support requirements, LL&N teachers will discuss, plan and develop individual programs for each student, taking consideration of your personal status.
- LL&N skills workbooks are developed for students to practice their knowledge
- LL&N teacher to attend classes with course educator in team teaching capacity to provide support to students.
- Provide small group or individual support during class or after class.
- One-on-one support and group support before class and after class.

- Ongoing study skills workshops covering computer skills, researching skills, note taking, reporting writing and study skills.
- Practical workshops for preparing resume, job application, addressing selection criteria and interview skills.

Informal Counselling/Personal support

Student Support Services staff are available to help students explore ways of juggling responsibilities that will foster emotional and physical health.

- Student Support Services may offer external referrals to counselling services if formal professional counselling is required

Student notice board

There are 2 Notice boards at Marr Mooditj. One is located on the wall near Student Services between Classroom 3 & Classroom 4 and the other is located at the back door of the Administration building. The Notice Boards provides the following information:

- Census dates
- Job Vacancies
- Mini workshops provided by the LLN team
- Agency flyers applicable to the community
- Student Services Memo's for students

Scholarship

Scholarship application - You are encouraged to seek other scholarships that maybe available to you and this information may from time to time be placed on the student notice board

Please enquire with the Nurse Program Manager if there are any available scholarship for the HLT54115 Diploma of Nursing. The Nurse Program Manager and Student Support Services will guide you through the process.

Away from Base (AFB)

AFB enables eligible students to participate in the necessary training components of an approved course where the course requires students to travel away from their permanent home or study location for a short period of time.

AFB assistance covers your travel costs to attend the training and the reasonable costs of accommodation and meals while away from their normal place of residence. Eligible students who are enrolled at MMT in an approved ABSTUDY course are able to access Away From Base Assistance when they attend training at MMT.

MMT is obliged by Away From Base Mixed-mode course guidelines and policies.

To be eligible for assistance students must be:

- Indigenous
- Enrolled in and studying an approved 'mixed-mode' course

- Approved for one or more ABSTUDY benefits payable by Centrelink during the course of training
- Supply to MMT evidence of their ABSTUDY entitlement, issued by Centrelink.

Away From Base Guidelines

AFB covers reasonable travel, accommodation and meals while students are away from their normal place of residence.

- A minimum of 20 residential days in a calendar year
- Only available to eligible country students
- A minimum of 10 days must be allocated for any block of study
- The most cost effective travel and accommodation arrangement must be used
- Student placements must be no longer than 10 working days.
- Placements must be undertaken in the most cost effective available location available.
- Meals and accommodation are only payable where there are overnight stays.
- Students wishing to extend their stay at a location beyond their training block must pay at their own expense.
- Should MMT incur a charge as a result of you no show, MMT will seek to recover these costs from the student.
- If it is reasonable and cost effective for you to return home in between your study block and placement. If you choose to stay it maybe at your own cost.

Away from Base procedures

1. An AFB student must provide evidence of their eligibility to access this support. To be eligible you must provide a statement that you are an approved Abstudy student
2. Designated staff will organise students AFB activities such as flight/train/bus booking, accommodation and meal allowance in accordance with the AFB policy and procedures
3. Source the most effective way of travel and accommodation for students attending training and placements.
4. Transport is provided from accommodation to MMT to attend training by MMT bus and driver, with current licenses and insurance cover. If you choose to come in your own car it is at your own expense.
5. If you miss the bus time at the MMT nominated accommodation then you must find your own way to MMT.
6. Keep MMT informed of any changes to your circumstances, including change of contact numbers and details
7. You will receive SMS messages to remind you of your training block dates, travel bookings, accommodation details.

Student code of conduct

As a MMT student, you will be expected to conduct yourself in an appropriate manner and respect the rights of others. Your enrolment will be terminated if your behaviour that is aggressive, threatening or inappropriate towards your fellow students or MMT's staff.

Student behaviour, including while on MMT work experiences

It is expected that you will:

- Adhere to the rules and guidelines set out in this Handbook
- Carry a MMT Student Identification card whilst on work placement
- Act with integrity and respect for yourself, other students, visitors and staff.
- You shall not act indirectly or directly in competition with MMT or in dealings with others that may be in competition with MMT.
- Help to maintain a safe learning and working environment
- Attend orientation
- Report any identified hazards to MMT staff.
- Keeping long hair tied back and wearing suitable clothing and required personal protective equipment during practice and clinic sessions.
- Follow the complaints process.
- Participate in a reasonable manner in all activities throughout training classes and on placements
- **Attending all scheduled classes and work placement on time.**
- Maintain a co-operative and productive attitude.
- Have respect for fellow students, staff and visitors at all times
- Meeting scheduled timeframes for the completion of study work.
- Completing work without plagiarism or cheating (academic misconduct).
- **Not divulge any confidential client information that students may acquire during a practicum placement.**
- MMT is not liable for any loss of student property such as mobile phones, money, bankcards etc.

PLAGIARISM OR CHEATING

The Marr Mooditj trainers and assessors must ensure that any work submitted by you is your own work. Students must follow the instructions clearly state in your assessments and assessment agreements.

Marr Mooditj Training trainers and assessors must ensure that your answers described in any of your assessments provide a genuine measure of your own achievement of the learning outcomes.

Assessment maybe found to be compromised in the following circumstances:

- ✓ Your assessment paper leaves the classrooms without supervision by Trainer and Assessor
- ✓ Photographs being taken of any parts of your assessments and or shared with others
- ✓ You are seen to be copying the questions from your assessments

Absentees

As an RTO delivering the HLT54115 Diploma of Nursing qualification must adhere to the standards as required by regulators. As an Enrolled Nursing student we expect you to take responsibility for your ongoing self-development to maintain your knowledge base. You must be attending all your classes and placements to keep up with the Diploma of Nursing essential required knowledge and skill to maintain currency leading to your registration to practice as an Enrolled Nurse.

Marr Mooditj Training is under obligation to ensure that all standards are maintained. The National competency standards for Enrolled Nurse are core standards by which your performance is assessed under different assessment conditions, such as theory based assessments, practical assessments, group work assessments, including your attendance in classes to participate in group work, discussions and presentations.

In the event that you are unable to attend any days due to personal circumstances you must take responsibility to negotiate with the educators as soon as possible. It will be your responsibilities to make arrangements to catch up on any study missed.

If you miss a scheduled assessment or simulation practice, then the educator will issue you with a time that is suitable for you and the educator to attend to the assessment or simulation. If your attendance away from the course is consistent this will impact on your enrolment status and you may receive a notice from MMT.

It remains YOUR responsibility to catch up and to attend the time as arranged by the educator. If you miss that time arranged then you will need to make another time for second attempt the next working day. You will not be able to leave the premises with the assessment. If the assessment is uncompleted you will still be required to hand it in to your educator before leaving the classroom.

- If you miss any hours of practice during your placement then please note Marr Mooditj may not be able to gain another replacement for you to complete your remaining hours at the same facility, or even gain you another placement at such short notice. This may affect your performance and currency of skill and knowledge and you may either be required to go into another group to repeat the unit/s missed.
- You are required to contact the Clinical Facilitator immediately so that the Practicum Placement facility can be notified so that appropriate arrangements can be made.
- Leaving class/clinic/tutorials/assessments only at scheduled times or with the permission of the educator/assessor.
- **It is the responsibility of the student** to notify the educator prior to class commencement that they will not be attending.
- Please note that if you are receiving Abstudy, the Department may ask to for audit to be conducted against the class roll as evidence of you attending study.
- MMT acknowledges that there may be other cultural issues that need to be considered and will endeavour to support and assist in ensuring that every opportunity is given to you.

Sickness / medical conditions

- **Should circumstances require a student to be taken to hospital, it is the responsibility of the student to cover any costs associated with using an Ambulance to get to a hospital for emergency medical treatment.**
- MMT is not in a position to provide medical treatment to you (this includes the provision of pain relieving medication).
- Nor will MMT staff be able to provide any medical assistance outside of the First aid treatment if required. If any other medical treatment is required, you are to seek your GP advice.

Grounds for immediate withdrawal of enrolment

Please be advised that any of the following behaviour will lead to the withdrawal of the student from the course immediately and you will be requested to leave the premises

The following types of behaviour that will result in **immediate** withdrawal without verbal or written warnings, including (but is not limited to):

- Where MMT believes there is an unlawful offence being committed then the matter will be referred immediately to the appropriate authority and the person/s will be asked to leave premises. This includes threatening behaviour and/or verbal abuse.
- Bullying or harassment towards fellow students, visitors or MMT staff.
- Displaying or forwarding pornography of any kind
- Photos of MMT premises and or training equipment that is used for teaching purposes without permission in writing from Marr Mooditj Training
- If you appear to be intoxicated and under the influence of drugs and/or alcohol
- Any damage to MMT's/students/visitor's vehicle/ property.
- Caught stealing and other petty crime.
- Use of information technology, including mobile phones and other electronic equipment, in ways that contravene the regulations governing it, or to cheat during assessments.
- The use of technology for Facebook or any other social media that involves MMTAC and damages the reputation of the organisation
- Use of mobile phone cameras in ways that violate the privacy of others.
- Plagiarism or cheating in assessments.
- Physical violence and or threatening to use physical violence.
- Verbal abuse.
- Damage to MMT / student / visitor's vehicle and or property.
- Caught stealing and other petty crime.
- Vandalism
- Breaching confidentiality of any client/patient seen during your Clinical placement
- Alcohol use while on campus
- Possess, use or distribution of illicit drugs.

EXPECTED STUDENT CONDUCT

Marr Mooditj Training expects all students will be thoughtful and considerate of others student and staff, if the behaviour is considered disruptive to MMT learning environment then MMT will mediate with all parties involved to discontinue the disruptive behaviour as soon as possible and will follow the process below:

1. The Educator and the student will meet and the student will provide a verbal warning to the student regarding their misconduct behaviour as soon as possible
2. If the misconduct behaviour continues that is impacting on other students learning, then educator is obligated to report such behaviour to the RTO Administrator. The student will attend a meeting with the relevant staff member and the student will be provided with a written warning by the RTO Administrator within 2 days of the educator's report.
3. The written warning will provide details of the misconduct behaviour. A copy of this written warning will be recorded into the student file and also recorded into MMT's Records Management System.
Should the situation continue after the written warning, the student maybe withdrawn by the RTO Administrator.

If you are dissatisfied with MMT action/s taken you reserve the right to contact the Ombudsman Western Australia for assistance:08 9220 7555 or The Equal Opportunity Commissioners office on 08 9216 3900

Alcohol & other drugs

MMT will not accept anyone attending study under the influence of alcohol or other drugs.

- Use of alcohol or illegal drugs on campus will lead to termination of enrolment as a student with MMT.
- Possession of alcohol or illegal drugs may also lead to termination of enrolment as a student with MMT.
- MMT will contact the appropriate authority if any person is found with illegal drugs on campus.
- While on your placement you must adhere to the workplace policy and procedures at all times.

Dress code

MMT is an adult learning environment that prepares you for the workplace; therefore, you are expected to dress in a manner that is neat, clean and safe at all times, and in a manner that would be expected in a place of employment.

You will be provided with one free MMT shirt in Block 2 of your course. Should you require additional shirt, you may purchase them from MMT by contacting Reception. All students are required to wear their MMT shirt (uniforms) at all times while on MMT's premises and at placements.

When attending clinic at MMT, including your clinical work placement you must wear your Student nursing uniform. When in normal classroom please note the dress code outlined below:

- Clothing must comply with occupational safety and health requirements. You must wear all personal protective equipment (e.g., gloves) and/or clothing required in the program.
- Wear appropriate footwear at all times. It is not permitted for anyone to enter MMT grounds or buildings with bare feet or thongs. When you are in the Clinical Room doing skills practice and when you are attending Practical Placements, **you must** wear closed flat shoes.
- Do not wear clothing that is likely to offend others in terms of its lack of decency, modesty or cleanliness or because of slogans, cartoons, or any symbol or graphics that may provoke, intimidate, condemn or ridicule others.
- **No clothing that reveals chest skin that is excessive such as short low lined blouses or low lined vee dresses, short shorts**
- No jegging/leggings and other form-fitting pants, and pants that are excessively torn
- **Mini-skirts** and spaghetti strap dresses are not acceptable wear to Marr Mooditj Training
- No Jewellery when attending to skills practice or placements

If you do not wear appropriate clothing you may be asked to leave and go home to change or find alternative work wear as soon as possible.

Use of Information Technology

MMT recognises that social media are a valuable source of learning and information relevant to educational programs only. These include access to the Internet and Intranet services provided by MMT, such as email, email lists, and web browsing, website publication, chat and forums. You will be required to use social media for learning at times.

Students are encouraged to make use of these resources for purposes relating to study being undertaken through MMT. However, MMT's IT resources **are not to be used for purposes other than for program/course requirements** unless otherwise specified within MMT's procedures.

Any misuse of computing or electronic resources is considered to be an act of misconduct and will be addressed as such. This may mean the withdrawal of access to the resources, and or your enrolment. Unlawful use of computing and/or electronic resources may lead to legal action being taken.

COMPLAINTS AND APPEALS

This policy applies to all enrolled students seeking to make a complaint and/or to appeal a decision already made. Marr Mooditj Training recognises that from time to time, problems or concerns are raised by Students. A complaint is an “expression of dissatisfaction made to or about MMT services, facilities, staff or the handling of a complaint

Any student whom makes a complaint must be aware of the responsibility of making the complaint and ensure they do so in writing along with any supporting evidence to support the facts surrounding the complaint.

When raising a problem or concern, it is important to give full details and advise a preferred outcome or desired resolution. This will help the Marr Mooditj Training Management make sure the problem or concern is dealt with under the correct process.

Students are also encouraged to disclose any underlying personal or other issues that may have contributed to, or exacerbated, the problem or concern. This will help to try to approach the Student's problem or concern in a more holistic way, including referral of the Student to other forms of support and assistance. Consideration maybe given to refer to an external agencies for further support

PROCEDURES

All Formal Complaints submitted to the Marr Mooditj Training need to include:

1. A description of the Complaint and when or where it happened. This should be brief and to the point; and
2. Whether the Student has already spoken with someone (such as an MMT Employee) about the Complaint or taken any other action to resolve their Complaint informally; and
3. Copies of any relevant documentation or correspondence; and
4. What outcome is being sought by the student.

All Formal Complaints should be made within 14 days of the incident or issue occurring. Students will not suffer any form of disadvantage as a result of making a complaint. However student must be aware of the making of complaints which may be considered unreasonable such providing misleading information, untruthful information, refusing to provide all the information at the beginning of making the complaint or frivolous complaints may result in the Student's conduct being investigated, and may also result in their enrolment being withdrawn.

ACKNOWLEDGMENT OF the Formal Complaint

Formal Complaints received will be recorded within MMT Complaints registry.

- An acknowledgement of receiving the complaint will be provided to the complainant within three MMT working days.
- Marr Mooditj Training will aim to resolve all Complaints in a fair, impartial, consistent, respectful and timely manner.

Tracking of the Complaint

The progress of all Formal Complaints are recorded and attended to within reasonable timeframe, taking into account the nature/type of the complaint and MMT resource required to deal with the complaint. The processing of the complaint shall be within 30 days upon receipt of the complaint in writing.

Should the process take longer than the recommended 30 Marr Mooditj Training working Days, Students will be kept informed by MMT as to the progress of their Formal Complaint and the steps being taken to resolve it.

Wherever possible, steps will be taken to safeguard the confidentiality of any information provided as part of the Complaints process. If the information has to be shared with other parties, MMT will notify the complaint firstly by either telephone contact or letter.

INITIAL ASSESSMENT OF THE FORMAL COMPLAINT

Initial assessment of a Formal Complaint will usually commence within three MMT Business Days of receipt of the Formal Complaint.

If an initial assessment determines that a matter does not meet the definition of a Complaint or there is further evidence required then MMT will send a Notice to the Student before

- referring them to an alternative or more appropriate pathway for resolution; and/or
- there needs to be further evidence submitted and this can be in a form of requesting a meeting with the complainant and or
- advising the Student that the issue they have raised does not constitute a Complaint.

If an initial assessment determines that the matter is a Complaint, it will be referred to an appropriate Investigating Officer for investigation in accordance with the Student Complaints Type and Responsibilities Schedule, or to the most appropriate Investigating Officer as determined by the Pro Vice-Chancellor (Student Services).

Marr Mooditj Training also reserve the right to refer complex matters to external agencies, as appropriate, for review.

All parties involved in the Formal Complaint management process will be kept informed, where appropriate, in writing, of progress or Decisions, including reasons for the Decision.

Where it is recommended that Mediation occur between parties or a meeting be held, the Student will be given Notice of a date, time and location. Students may choose to bring with them to meetings a support person or advocate of their choice.

DECISION

All Formal Complaints will be resolved as soon as reasonably possible and usually within 15 MMT Business Days from the date of receipt of the Complaint.

Marr Mooditj Training recognises that complex issues may normally take longer to resolve in order to ensure a fair and equitable outcome is achieved. Should the investigation take longer than the recommended 30 MMT Business Days, Students will be kept informed as to the progress of their Formal Complaint and the steps being taken to resolve it.

If the Student is still dissatisfied with the Decision and the matter is unable to be resolved, further investigation will be undertaken by the Marr Mooditj Training Board of Directors. The Decision of the MMT Board is the final level of internal review.

The complaint is expected to cooperate in contributing to resolving the issue/s or concerns in a respectful and truthful manner at all level of the process to resolve the complaint.

Nothing in this procedure inhibits student's rights to pursue other legal remedies. Students are entitled to resolve any dispute by exercising their rights to other legal remedies. Where a Student is not satisfied by MMT internal review and final decision, then the student may attend an external agency in seeking further advice. Below is contact details of where a student may attend:

Ombudsman Western Australia

Telephone number: 08 92207555

Email: mail@ombudsman.wa.gov.au

And or

Of if in relation to assessments/training product

Training Accreditation Council

Address: 20 Walters Dr, Osborne Park WA 6017

Phone: (08) 9441 1910

All Formal Complaints will be used as part of MMT process of continuous improvement and where an outcome identifies an error in our process, this will be addressed in order to prevent the issue re-occurring in future.

APPEALS PROCEDURES

All appeals must be lodged within 20 MMT working days of notification that is leading to the appeal.

Appeals may result from the student not being satisfied with one or more of the following:

- disagree with the outcome of an assessment,
- appeals against discipline actions and
- Appeals against decisions arising from complaints.

The essential nature of an appeal is that it is a request by a complainant to reconsider a decision made by Marr Mooditj Training

A student's enrolment must be maintained whilst an appeal is in progress and the outcome has not been determined.

The appeals process is initiated by a student completing the student appeals form.

The appeal resolution phase must commence within 10 working days of the internal appeal being lodged in writing.

A maximum time of 20 working days from the commencement of the appeal resolution phase will be allowed for the appeal resolution unless all parties agree in writing to extend this time.

After a student makes an internal appeal, The CEO will make arrange for the Board of Directors whom have not been involved in the original complaint.

- Students appealing an assessment or RPL outcome will be given the opportunity for reassessment by a different assessor selected by the RTO Administrator, if the appeal is upheld. Costs of reassessment will met by Marr Mooditj Training
- The recorded outcome of the assessment appeal will be the most favourable result for the student from either the original assessment or the reassessment.
- The outcome of the internal appeal and reasons for the outcome will be recorded in writing and signed and dated by the student and the RTO Administrator and placed in the student file
- There are no further avenues within MMT for appeals after the internal appeals process has been completed however an external appeals process is available.

Where the College considers more than 60 calendar days are required to process and finalised the appeal, Marr Mooditj Training will

- Inform the appellant in writing as to why more than 60 calendar days are required and
- Regularly update the appellant on the progress of the matter

If the complaint/appeal is not resolved internally, the student will be informed of their access to an independent body external to MMT to hear the appeal.

- The Ombudsman of Western Australia
- Telephone number: 08 92207555
- Email: mail@ombudsman.wa.gov.au

- **Community Services Health & Education Training Council Inc.**
- PO Box 1738
- OSBORNE PARK DC 6017
- www.csheita.org.au

- (08) 9445 1511

Or you have the option of making contact with

- **Training Accreditation Council**
- **PO Box 1766**
- **OSBORNE PARK, WA 6916**
- **Phone: 08 9441 1910**
- **Email: tac@des.wa.gov.au**

Access to your records

MMT is committed to ensure confidentiality. No information can be given to no other than yourself. If you need access to your records please do so in writing to the RTO Administrator. Student records are kept in a locked and secured environment. You must have timely access to current and accurate records of your training and assessment participation and progress.

Students have access to the following:

- Enrolment details
- Learning support needs
- Attendance records
- Records of complaints and appeals
- Outcomes of unit of competency or module level qualification level
- Statements of attainment and qualifications issued

Course Delivery Information

This qualification is delivered over 18 months, with nine blocks of theory and practical knowledge, and 4 practical placements. This covers the application of nursing skills and knowledge required to be eligible for registration with the Nursing and Midwifery Board of Australia.

Students will be required to attend to all the Practical Placements arranged to meet the course and regulatory requirements.

NOTE: The Nursing and Midwifery Board of Australia is the registering body for Enrolled Nurses. A number of conditions apply in conjunction with registration for safety to practice, and includes but not limited to: working with children check, criminal record screening, national police clearance, language, literacy and numeracy skills and certification of sound health.

The Nurses and Midwives Board of Australia set the minimum placement hours for enrolled nursing students and recognise that this timeframe may not guarantee effective learning. You may be required to do more than the minimum hours to gain the required competencies and be deemed safe to practice. TMMT will require student to gain 440 clinical practice hours.

All the courses offered by Marr Mooditj lead to vocational qualifications, based on nationally endorsed competency standards and Marr Mooditj delivery has a strong practical focus. This practice-focused approach to delivery will firmly integrate theory and practice, providing links between the underpinning knowledge required for effective and safe practice and the skills required across job roles.

Class times

Class times are as followed:

Monday – Friday 9.00am – 4.00pm

Excursions

You must complete the relevant forms prior to attending an excursion. Educators will make forms available to you.

MMT accepts no responsibility for any student using their own transport or for any loss or damage to property during your travel to and from excursions.

Students that have children enrolled in the Crèche, are not able to leave the campus. You will need to arrange alternative care for your child during your excursion time.

Study Plans

You are expected to achieve satisfactory progress in your studies. If you are having difficulty maintaining reasonable progress, you should discuss the situation with your educator as soon as possible. You will meet with your educator and a study plan will be implemented, this plan will be used to mark your progression along the way and ensure we provide the required support to you along the way.

It is our duty to advise you if you are not making reasonable progress as early as possible to resolve any issues that may impact on your ability to study, attend classes or placements. If you fail to make satisfactory progress, written notification to this effect may be given to you by MMT and you may be required to attend an interview with the Nurse Program Manager to discuss remedial action. This will be entered into the study plan and at any time you may also ask for a copy of this plan.

There is an expectation that you will complete your studies within a reasonable timeframe. If you do not obtain the required practical skills or knowledge you may be required to re-enrol into the course and resit blocks of delivery.

National Informatics Standards for Nursing and Midwifery

Information management and information technology are important components of nursing practices, and have implications for the legal and ethical aspects of the profession. The National Informatics Standards provides guidance and support in the development of learning and assessment resources to ensure that when you complete your Diploma of Nursing Qualification with Marr Mooditj Training, you are competent in these areas both in the classroom and in the clinical professional practice setting.

These standards are available from the Australian Nursing and Midwifery Federation (<http://anmf.org.au/>). All of your training at Marr Mooditj will incorporate these as appropriate to the context of the units of competency.

Assessment Information

All assessments conducted by MMT comply with national assessment principles, rules of evidence, and require demonstration of both Essential Skills and Knowledge, **and** all the practical outcomes specified in the elements and performance criteria in the units of competency included in each of our courses.

Assessment requirements

At the start of each course you will be provided with an assessment agreement, describing the required outcomes and assessment tasks for each unit/cluster, and a schedule of assessment tasks for the term. Your educator will explain this assessment agreement to you, and you will be required to sign the assessment agreement and return it to your educator.

Should you require an alternative assessment date, on justifiable grounds, please contact the applicable educator as soon as possible.

What you need to know about your Assessment

It is your responsibility to abide by the following:

- Assessment evidence (such as workbooks, assignment tasks, case studies and completed Practical Placement Records) must be submitted by the due date, unless an extension has been granted; otherwise, a “not satisfactory” outcome will be recorded for that assessment task.
- **Failing to attend a practical assessment without a valid reason will also lead to a “not satisfactory” outcome being recorded for that assessment task.**
- If an extension or re-schedule is needed for an assessment task, and the student has a valid reason, such as illness or compassionate reasons, a formal request for an extension must be submitted in writing 48 hours prior to the scheduled deadline. **The student will be required to justify the reason for the extension and provide evidence of need** (e.g. a valid medical certificate). Where an extension is granted, the length of extension is at the discretion of the Nurse Program Manager.
- If the outcome for an assessment task is judged as “not satisfactory”, students will be provided with an opportunity to re-sit or re-submit. Re-sit/re-submit attempts will be granted for each assessment task based on individual cases.
- All assessment tasks must be done honestly by you, without any form of cheating or coaching. To avoid plagiarism you must properly acknowledge all information sources. Cheating or plagiarism will result in a not competent outcome for the assessment task, and immediate suspension/expulsion.

Students are responsible for:

- Complying with the assessment requirements, as documented in the assessment agreement, and with procedures for assessment item submission and collection
- Requesting feedback and negotiating resubmission/re-sit of assessment (if required).

Demonstrating competency

You will be required to show evidence of your competence against the requirements of each unit/cluster by undertaking all the theoretical and practical assessment tasks for the unit/cluster, as detailed in the assessment agreement for the block. Please note that you may need to undertake a number of assessment tasks for each unit/cluster.

During each block, to monitor your progress, you will be tested on the theory content and the practical skills covered during that block, using a range of assessment tools.

In order to meet the outcomes of the units/clusters covered during the academic period, students will be required to maintain competency throughout the course. This ongoing assessment is required to ensure that assessments are conducted over a period of time and in a range of circumstances and that evidence of competency is consistently demonstrated.

Reasonable Adjustment

If you have any special needs that may impact on the assessment tool or task provided to you, such as a physical and/ or learning disability, or English not being your first language, please discuss this with your educator for the options available.

Reasonable adjustments related to changes that can be made to the assessment **process** to improve accessibility, such as modification of the assessment method (such as verbal assessment, rather than written) or provision of allowable aids (such as large print assessment materials) may be considered. Please note that reasonable adjustments cannot be made if they compromise the outcomes stated in the units of competency, or if they break legal or statutory requirements.

For example: if the unit states that you must “maintain current, complete, accurate and relevant records for each client contact”, and you have difficulties writing due to a medical condition, you will be allowed to take case notes using a voice recorder (if the client consents), or voice-activated computer software (if you have this equipment), but your records must still be current, complete, accurate and relevant for every single client.

Assessment Outcomes

Student outcomes will be measured against the specifications set in the nationally endorsed standards, through practical assessment of their skills, in addition to theory assessments. Please note that, to be found competent in a unit, students must meet **all** the requirements of all the assessment tasks.

Individual assessment task outcomes will be reported as “satisfactory” if **all** the requirements for the task have been met, as described in the assessment agreement, and “not satisfactory” if not all requirements for the task have been met.

You will be provided with feedback on your performance after each assessment task; should your performance be considered “not satisfactory”, your assessor will discuss your options with you, including further practice or remedial studies.

Competency outcomes will be reported at the end of the academic period on a unit-by-unit basis, as “**competent**” if **all** the assessment tasks for the unit, as described in the

assessment agreement, have been met with a “satisfactory” outcome, and “**not yet competent**” if all requirements have not been satisfactorily met.

Should you be found “not yet competent” in any of the units, you will be provided with an opportunity for a re-sit of any tasks that were non-satisfactory at a time set by MMT. As with all assessments, the re-sit schedule is non-negotiable, except under exceptional circumstances.

Please note that re-sit opportunities will be offered per unit on an individual basis based on circumstances; if you fail to complete the units to a satisfactory outcome you will be required to re-enrol for the relevant unit(s) the next time they are offered by MMT.

At the end of each course, you may request a Statement of Attainment listing all the units you have successfully completed. A Statement of Attainment is a form of certification that is nationally recognised under the Australian Qualifications Framework (AQF).

Assessment Appeals

If you wish to appeal an assessment decision, MMT's appeals process is as follows:

1. Discuss your concerns with the assessor. The assessor will provide you with clear and accurate feedback on why the assessment decision of "not satisfactory" (for an individual assessment task) or "not yet competent" (for a unit) has been made. This feedback will include what was done well, and why, and what was not satisfactory, and why. The feedback will also include suggestions on how to improve your performance and suggest remedial actions.
2. If you are still not satisfied with the assessor's decision, please contact the Nurse Program Manager to initiate the formal appeals process. You will be asked to put your appeal in writing, using MMT's appeals form, which is located at Reception. An administrative fee of \$50.00 will be charged for all appeals, to discourage frivolous appeals. Should your appeal be upheld, this fee will be refunded to you. If the appeal is not upheld, you will not be refunded this fee.
3. Once the appeal form is processed, your evidence for theory assessment tasks (such as a theory paper or assignment) will be submitted to another assessor for review. In the case of a practical assessment, a time for you to be observed by another MMT assessor will be set up.
4. If you choose to take your appeal further, your evidence for theory assessment tasks (such as a theory paper or assignment) will be submitted to an external assessor for review. In the case of a practical assessment, a time for you to be observed by an external assessor will be set up.
5. If the re-assessment decision is the same as for the original assessment, and you are still not satisfied, you can choose to take your appeal further, please contact the:

- **Community Services Health & Education Training Council**
- PO Box 1738
- OSBORNE PARK DC 6017
- www.csheita.org.au
-
- ☎ (08) 9445 1511
-

Or you have the option of making contact with

Training Accreditation Council
PO Box 1766
OSBORNE PARK, WA 6916
Phone: 08 9441 1910
Email: tac@des.wa.gov.au

6. Professional Practical Experience

Attending your practicum placements is part of the competency, it ensures that you are provided with the professional experience to attain their unit learning outcomes. This means you will need to ensure you are prepared; ready and will be required to provide certain documents/evidence to us before we can arrange any placements. You will need to submit these documents to your Placement Facilitator before enrolment is accepted.

- Criminal history - if you are unable to meet your placement requirement due to your history, then we may refer you to another course or give you further advice.

Before you can attend your placement you must **have**:

- Completed all the assessments/skills to a satisfactory outcome
- Provided all relevant screening documents, including your criminal history check outcome.

During your placement you must demonstrate you have

- Practiced and been signed off in the Practical Placement book for the required clinical skills.
- Sign the Placement agreement to attend all hours allocated.
- Must complete all of the allocated hours of placement.

Allocation of Practical Placement

Where possible you will be allocated to a Practical Placement as close as possible to your place of residence. This will be determined by the requirements for the placement and the experience that you are required to attain. Please note that if a placement is unavailable for you in your community, you may have to attend away from home placements.

As part of this course each student is required to attend **all Practical Placements.**

In order to meet the Australian Health Practitioner Regulation Agency (AHPRA) requirements for comprehensive registration, you are required to meet certain amount of hours to complete your practical placements. In total there are 440 hours of practical placement students are required to meet for Marr Mooditj Training.

Orientation to placements

Students will be given an orientation to the facility to which they have been allocated – either on the first rostered shift or at a prearranged time the day before.

Some facilities have their own staff member available to conduct the orientation; in others, the Clinical Placement Supervisor may be the one orientating students.

Occasionally, the person who orients you is the person with whom you are working the first shift. If this is the case, it is your responsibility to make yourself familiar with the

geographical layout of the facility, the emergency evacuation procedures, and the specific Occupational Health and Safety protocols.

Remember at all times, that you are a guest of the host facility and any negative or unprofessional behaviour may jeopardise future placements at that facility. **At no time shall you perform a skill that is not in your ability to do so. Please remember to always seek advice from your Clinical Facilitator if unsure or in doubt.**

We must ensure all clients/patients, including yourself are safe at all times.

Student's health/medical status

All successful applicants to the HLT54115 Diploma of Nursing are required to meet various requirements.

Students have a duty of care to their patients, colleagues and themselves, and therefore should strictly observe standard infection control procedures at all times and regard all body fluids as potentially infectious.

Students must maintain a level of health which enables them to meet the objectives of the course and the safe practice of nursing. **Students are only allowed to attend clinical placement upon meeting ALL the screening requirements prior to commencing.**

If any health concerns are identified, advice will be provided to students by the **Placement Facilitator** in relation to personal health measures and impact on their studies

Immunisations and screening requirements

All Enrolled Nursing student must have evidence of required documentation either upon enrolment or as directed by staff. MMT may withdraw you if they have not been provided the correct evidence at the required timeframe necessary to undertake this Training Course

These documents are required by the facilities where Practical Placements are taking place.

Students are required to have Working with Children (**WWC**) and Criminal Record Screening (**CRC**) on their person at all times.

Students enrolling in the HLT54115 Diploma of Nursing will receive the following forms:

- Working with Children's Check
- National Police Clearance
- Department of Health Criminal Record Screening
- Medical Clearance

Cost Involved:

1. Government of Western Australia - **Working with Children Check:**
2. For volunteers, unpaid people and students on unpaid placement - **\$11.00**
3. **National Police Clearance: \$15.10** (Some organisations may request national police clearances within a 6 month period)
4. **Department of Health criminal record screening card :\$35.00** (If provided a current national police clearance during time of application, cost is free)

5. **Mantoux screening:** (QuantiFERON®-TB Gold In-Tube): **Cost varies from different clinics**
6. **AHPRA Registration** (Diploma of Nursing students to register as Enrolled Nurse): **\$200 + (Subject to change)**

Enrolled Students in the HLT54115 Diploma of Nursing must provide evidence of immune status for:

- Tuberculosis
- Hepatitis B
- Diphtheria
- Pertussis
- Tetanus
- Measles
- Mumps
- Rubella
- Varicella
- MRSA

Student Observation record book for practical placement

Throughout **each** Practical Placement, you are required to keep a ***record of your experience and practice at all times.***

You will be given you Observation Record book for each placement. These have been compiled to reflect the units for which you are attaining competency.

This may take the form of making notes in the anecdotal section of the Training Record Book. Entries must be dated and indicate the purpose for the journal entry (i.e.: task completed, situation experienced, communication used, questions to be answered when placement is completed etc.).

During your practical placement

Show a sense of responsibility by doing the job well. Use your time efficiently and accept that work involves undertaking all tasks with enthusiasm, including those tasks considered mundane or unpleasant.

Show that you are interested by asking questions.

Use your initiative. Learn the basics of the job quickly so that you can carry on with limited assistance. If you are uncertain about a task or directions, ask for a further explanation. Ask for work; do not wait to be given it.

Be mindful of safety, by adhering to OSH Standards.

Show courtesy by being punctual, accepting orders willingly, listening attentively and responding politely.

Always wear the correct uniform.

Adopt a pleasant manner and attitude towards those you are working with.

Demonstrate your commitment to the workplace by refraining from time wasting activities such as taking unnecessary smoking breaks.

Remember that this is an educational experience, not full employment. Your host employer has gone to some trouble to provide this experience, possibly with disruption to the facility.

N.B. There is a possibility that when you arrive at a Practical Placement facility, the staff may appear to be unaware that you were expected. Do not take this personally as their work load can also be very busy.

Occasionally, the staff on duty when you arrive has not been informed by their Management that students are due. There is also the possibility that agency or casual staff are rostered for that shift.

Student Practical placement supervision

It is a Nursing and Midwifery Board requirement that all Enrolled Nursing students are supervised under a Registered Nurse – either directly or indirectly.

Clinical nurse facilitator/ Educator

A Clinical Nurse Facilitator/Educator has been employed by MMT to supervise and assist you in your placement. They are responsible for managing your Practical Placement. The Clinical Nurse Facilitator/Educator will work together with you and your Buddy to ensure that you can learn and apply knowledge and skills in the clinical setting together with the help of an experience person.

The role of the Clinical Nurse Facilitator/Educator is to:

- Note student attendance at the placement
- Orientate students to the facility
- Liaise with the host facility regarding organising suitable staff to "buddy" with students and suitable clients for whom they will be caring
- Provide ongoing supervision of skills, tasks and documentation while on Practical Placement
- Organise visits to other areas of the facility, if applicable
- Debrief students following challenging situations
- Facilitate tutorials related to the students' client conditions / management

MMT is responsible for ensuring students have access to an MMT Nurse Clinical Facilitator/ Nurse Educator who will always be available and **contactable by phone/email** on and during the placements to ensure support and assist students with any questions.

The Clinical Nurse Facilitator/Educator will assist and support you through the placement and will work with you to identify your strengths and weaknesses; liaise with the ward staff on your behalf as an advocate. The Clinical Nurse Facilitator/Educator will work with you and the Preceptor on the ward at the specific hospital/ aged care facility you are assigned to, to ensure that clinical requirements are being met, and keep in close contact with MMT.

In Stage 2, students are expected to take responsibility for their own learning and assessment opportunities; **however a Clinical Placement Supervisor will be available for support.**

Preceptor

The Preceptor may be a person working within the facility and this will be like a buddy system in place for you. You will be teamed up with them and work alongside each other. They will assist you with your clinical skills, documentation, and time management. They will also be an emotional support.

At all times, if there is a problem on Practical Placement, queries must be directed to the appropriate ward staff and MMT Clinical Nurse Facilitator/Educator.

Students must be fully aware of the requirements of the Practical Placement as set out in the Practical Placement Record Book and work together with the Clinical Nurse Facilitator/Educator to ensure that all requirements have been fulfilled and appropriately documented.

Protocol

- Registered Nurses may sign the Practical Placement Record Book to acknowledge the satisfactory practice of a clinical skill or task.
- All skills are to be assessed in the simulated setting prior to your placement.
- If you are allocated to a facility which does not have Supervision employed by MMT, you need to ensure that a skill/task is signed by the RN or nominated qualified Clinical Placement Supervisor or nominated Preceptor on as many occasions as defined in your record.
- Your record will describe the amount to times that you are to perform the skills and may be specific about the type of medical equipment that you are to change or use.
- On return to class, the lecturer will ascertain the underpinning knowledge of the procedure and, if satisfactory, will counter-sign the skill checklist.

Prior to performing a skill it is your responsibility to check the nursing care plan and facility's policy and procedure and have all equipment and resources prepared. You also need to demonstrate that you have the required level of underpinning knowledge to perform skills – for example normal values, why the procedure is performed, potential complications and risks involved. You must always work within your scope at all times!

Become familiar yourself with the **Practical Placement Record Book**

- Fill it in after each shift
- Work on it together with your Clinical Placement Supervisor
- **Get it signed only by a Registered Nurse/ Clinical Facilitator**
- Return it to MMT **immediately** the placement is completed

This is mandatory in order to gain **competence** in the training units that have preceded this placement.

No record => no evidence => need to repeat placement!

Student responsibility on practical placement

Show that you are reliable, by attending your place of work each day. Be on time and make it a point to arrive at your placement at least **15-30 minutes prior** to commencement of shift to allow for parking and finding your way, and any other contingencies.

If for some reason you cannot attend, you **must** notify all 3:

- The shift co-ordinator of the ward
- Your Clinical Placement Supervisor on the ward
- Clinical Facilitator

Note: if a critical incident occurs during your practicum placement such as: a needle stick injury or a manual handling injury, you must notify the following:

- Preceptor or Senior Supervisor
- MMT Clinical Nurse Facilitator/Educator, who will further advise you

Your health and safety at practical placement

Students undertaking Practical Placements will be required to comply with all the occupational health and safety initiatives of the company they are placed with. This may include mandatory or random drug testing. Students who fail a drug test while on Practical Placement will have their placement with the company terminated immediately. Once MMT is advised of the placement termination, action will be taken in accordance with MMT's "Alcohol and other Drugs and Substances Policy – Staff and Students".

Practical Placements are a good opportunity to learn how you can protect your health and safety on the job. Everybody knows that it is essential to learn how to do the job correctly, but it is just as important to do that job safely and to be able to recognise what a safe and healthy work environment looks like.

Your placement has a legal duty to provide a healthy work place that is free from hazards to workers' health. However, as you have an equally important legal duty to protect yourself and make sure you do not adversely affect the health or safety of others in the same setting.

You can do your bit for job safety and a healthy work environment - here are some ideas:

- During your theory training at MMT make sure you understand the safety concepts being taught. If anything is unclear, ask your educators.
- Find out about the basic safety laws especially the ones that affect your particular industry.
- Ask your Practical Placement supervisor what policies and procedures are in place that you need to be aware of before performing any work. You should find out about:
 - Hazards in the workplace and the ways that have been found to control these hazards. Hazards may include high noise levels, electrical hazards, the use of chemicals, lifting of heavy or awkward loads or repetitive tasks
 - Emergency procedures - what are the procedures for fire safety or the emergency evacuation of the workplace
 - What first aid facilities are available
 - What protective gear is available and when must you use it.

If you think there is a danger to your health or safety speak to your Practical Placement host directly, supervisor, safety officer or representative or alternatively, contact MMT or Work Safe Western Australia.

Dress code on practical placement

While on Practical Placement, all students will be required to wear the nominated student nurses uniform which will be provided to you prior to clinical practice training. It will consist of a set of scrubs

- You must ensure that your uniform is clean and tidy at all times. It **must** be laundered and ironed daily.
- It is very important that you maintain good hygiene standards. Therefore it is **important** that you shower **every** morning or afternoon before you go onto the wards or facility; and that you wear clean clothes from the inner to the outer.
- Deodorants should be used, but no strong perfumes.
- Nurse's fob watch - **pinned to uniform only**
- Surgical scissors (available from chemist)
- Black pen and red pen.
- There must be NO skivvies, long-sleeved T-shirts or visible underwear showing while in uniform.
- Long hair is to be worn off the shoulders in a neat arrangement.
- Fingernails are to be short and in no circumstances are any type of nail polish allowed.
- Jewellery **MUST** be kept to a minimum – one plain wedding band and one pair plain stud earrings or sleepers only.
- Closed in shoes with non-slip soles
- Facial hair should be clean, with neatly trimmed beard or moustache
- The policy of the MMT is **that no tongue studs and facial jewellery etc. are to be worn while on practical placement.**
- Students who choose to be non-compliant with the dress code will be withdrawn from the Practical Placement.
- Wearing uniform when not on Practical Placement is not permitted. For example, if you are working in industry and wear your student uniform to your workplace, you will be reported to the nursing team.

Confidentiality of Client information

When engaged in nursing practice the student must at all time hold confidential all information obtained during their clinical learning experiences. The student shall not communicate any information concerning the business of the hospital/agency or the personal affairs or conditions of clients and patients to anyone outside of the health care team.

A breach of confidentiality will be viewed in a serious light and students may be withdrawn from their studies if found guilty.

Insurance

MMT holds insurance policies that provide cover for you during your practical placement programs; however this insurance does not cover the student travelling to and from your prac placement. The insurance policy is only valid when you are on **unpaid** work experience.

You ARE NOT Workers' Compensation patients and should not be treated administratively by the doctor or hospital as such.

Clinical practice – learning contracts and/or exclusion from clinical practice

MMT is required by law to attest to the professional competence of each graduate. **MMT cannot recommend you for professional registration unless competence in an approved practical setting has been demonstrated.**

When you are denied access to a designated clinical area or placement because of concern about competency or breaches of professional conduct, MMT cannot assure the availability of an alternative placement.

Benefits of planned practical placement

Well-planned and directed Practical Placement programs can help students to:

- Integrate into the working world, which often proves so different from colleges and home. Student will be introduced to workplace expectations regarding personal presentation, behaviour, communication, working relationships and time management.
- Practice vital employability skills necessary in the workplace and profession.
- Identify and manage their own strengths and weaknesses, likes and dislikes, thus providing a basis for a satisfying and realistic career choice.
- Improve their knowledge of career options and aspects.
- Decide on future goals, which are relevant to a chosen career. Students are helped to identify what emphasis is necessary for their vocational programs and what further education may be best related to their abilities and ambitions.

Practical Placement should give relevance and direction to training program by providing:

- Employers with the chance to contribute in a practical way to the career education of nursing students in their community.
- Supportive Clinical Placement Supervisors who assist the student to practice the knowledge skills and values that have been taught in the units.

On Completion of practical placement

Return Practical Placement book to MMT Clinical Nurse Facilitator immediately with all relevant sections filled in and **signed by** all relevant people.

- All required hours for specific placement will need to have been completed and signed by relevant people.

- All performance evidence (skills during practical placement) must be signed by relevant people to a satisfactory outcome.
- All Nursing and Midwifery board of Australia Standards for practice indicators must all be completed and signed by relevant people – this will be further discussed and explained during class session.
- Debrief at MMT with the Clinical Nurse Facilitator/ Nurse Educators if required.

Nursing Registration

Due to Public Safety, the National Law states that nursing students must be registered with Australian Health Practitioner Registration Agency (AHPRA),

MMT advises AHPRA, on behalf of the Nursing and Midwifery Board of Australia (NMBA), of students who complete or cease their approved program of study or clinical training.

The NMBA can act on matters relating to students with impairment or convictions of serious matters, as these may affect public safety.

MMT will provide AHPRA with the following information:

- Student name
- ID number
- Date of birth
- Gender
- Mailing address in Australia
- Email details
- Name of education provider: Marr Mooditj Training
- The approved program of study or clinical training being undertaken by the student.
- **Date on which the student** started and the expected completion date of the approved course or clinical training.

MMT must also advise and provide a reason as to why the student ceased to be enrolled or is no longer enrolled in the course.

Graduates are eligible to register with Australian Health Practitioner Regulatory Agency (AHPRA).

<http://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Student-Registration/Fact-sheet-FAQ-student-registration.aspx>

Please refer to the link above to find out more details on registration requirements for student and graduate nurses.

There is a cost related to the registration as per AHPRA to all Diploma of Nursing students who wish to proceed and register as an Enrolled Nurse of \$200 +/- (subject to change as per AHPRA).

Professional Development Portfolio

MMTAC is committed in supporting students to create a professional development portfolio resource that includes your learning and professional achievements. This builds upon your self-confidence and self-awareness by reviewing on your learning and practical experiences.

To develop a portfolio you should take the following steps:

STEP 1

Make an appointment with Nurse Program Manager/ Nurse Educator/ LLN or Student Services and ensure that you bring the following:

- Updated resume
- List of your personal and professional goals and the strategies you have developed along the way
- Copies of statement of attainments/qualifications
- Information on training, seminars and workshops you have attended
- A Reflective Journal relevant of your personal and professional achievements (as guided by your educators during your professional practice learning)
- Bring a USB to keep all your data on.

STEP 2

Work with Nurse Program Manager/ Nurse Educator/ LLN or Student Services to identify any gaps

STEP 3

Contact organisations to obtain information/documentation where gaps are identified

STEP 4

When you have graduated and registered set up a portfolio to record all of your professional development. <https://www.ifolio.com.au/>

Marr Mooditj requests that students also commit to this support by meeting the LLN team during lunch breaks so that they can assist students. The professional development portfolio makes it easier to apply for job vacancies and increases employment opportunities.

Career Pathways after completion

There are many pathways available into universities which is open to Enrolled Nursing students who have successfully completed the course and would like to further their nursing career. MMT has links to higher education institutes which will provide further information to you during your studies with us.

The Nursing Team and Student Services will provide you with more information on request, and will discuss these pathways with you as you near completion of your training. MMT also invites guests from tertiary institutions and employers to speak with you about careers and further education and training opportunities, including entry to university.

Complaint/appeals Form

The information you provide us in this form will only be used for the purpose of assessing and investigating your complaint/appeal

Please submit to the reception1@marrmooditj.com.au

Personal details

First Name:			
Last Name			
Mailing address			
Contact details			
Contact number			
Mobile:			
Perferred contact method	Telephone <input type="checkbox"/>	Letter <input type="checkbox"/>	Email: <input type="checkbox"/>
Date of complaint	Date:		

Please read carefully

When you are making a complaint/appeal there are certain details we will require to be able to assess and investigate your complaint. We will require you to put in a much detail as possible in this form and if you need more space please attach to the form.

- What you believe the concern/issue is about;
- Times and dates;
- Who you are complaining/appealing about
- How you have been affected by the issue you are complaining about;
- Details of telephone conversations and meetings;
- Copies of relevant documents, e.g. letters, photos,
- The names of people you have dealt with.
- The outcome you are seeking.
- What you have done to try resolve the issue

Please note: to ensure we understand your complaint/appeal and have all the required evidence we may require you to attend a meeting at your earliest convenience. You may bring to the meeting a support person of your choice.

Please ensure you advise us on how to make contact with you in this form.

Please describe what you have done to resolve the issue before completing this form and with whom you have tried to resolve it with?

acknowledgement

All of the information provided is true and correct to the best of my knowledge

Privacy and Confidentially

The information you provide us in this form will only be used for the purpose of assessing and investigating your complaint/appeal. The complaint and its content shall be kept confidential and kept on your file.

Signature..... Date.....

Marr Mooditj Training Office use only

This form was received by:Date.....

Further action required Yes No
