



# Marr Mooditj Training

## STUDENT INFORMATION

### HANDBOOK

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**Website: [www.marrmooditj.com.au](http://www.marrmooditj.com.au)**

**Location: 295 Manning Road, Waterford WA 6152**

**Postal address: P.O Box 1030 Bentley Delivery Centre WA 6983**



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Dear Student

Marr Mooditj Training has been offering Training courses and support for Aboriginal people, employers and communities for over 37 years. When you join Marr Mooditj Training, you are embarking on a journey that is an empowering and life changing experience, educationally, socially, and personally.

This Handbook is a guide for you and to provide you with information before you begin your learning journey. It contains information on the training and assessment, COVID-19 and the support opportunities that is available to you and many other resources to help you find advice and make your own informed decisions as you travel along. It also spells out what MMT expectations are.

MMT is committed to supporting you through your training and we all must take the responsibility for upholding our standards and value. Our values to which we operate is the result of several years of open discussion and collaboration between students, staff, and our Board of Directors. We expect you to attend to your studies with commitment, good intentions, and a positive and respectful attitude.

This Handbook clarifies what is expected of you and we encourage you to honor it all times. All employees at Marr Mooditj are expected to interact with all students in a respectful and positive manner. All employees are expected to take responsibility to assist and support your learning and growth and this is your opportunity to make further positive changes to your life, both personally and professionally.

We do expect that there may be times when you might find your studies getting a bit challenging and demanding both on your personal and professional life and we ask that you do not give up your studies, rather we encourage you to seek support to get you through those times.

We also hope you will consider the numerous possibilities that the training world has to offer you, not only with us but to consider that you CAN advance further in your personal and professional development to gain entry into higher education or employment. We reassure you this training provides the best possible opportunity for you to put yourself out there to gain knowledge and experience as best you can. Don't be shame to ask for help along the way. You are the one making the choices in your life, we have faith you will make the right ones for you, your future and be open to new experiences to get the most from your time with us at MMT.

Please remember, time is not important rather **what you do** with your time is more important, so we encourage you to go out beyond your "comfort zones". Take time to reflect



## Marr Mooditj Training

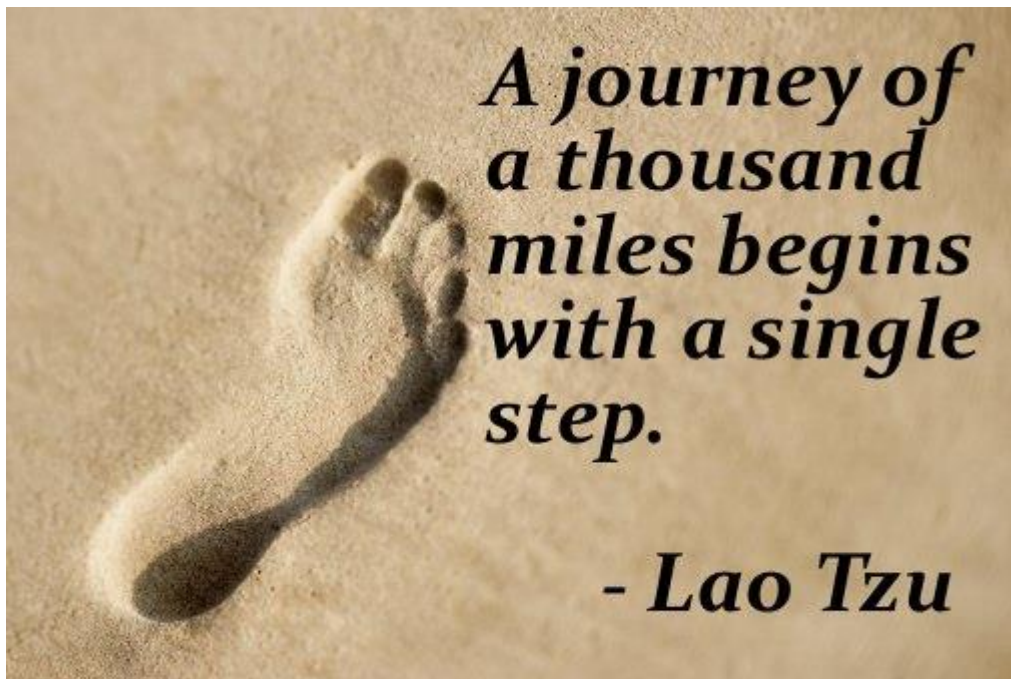
on what it takes to be confident, competent and job ready. Attend all your classes and work placement that are arranged, remember we can offer the best environment for learning, however it is up to you to participate fully in a productive and positive manner.

Participate in activities that are put forward in the classroom and the placements, ask questions of your supervisors and educators if you don't understand something. We also say to you if you have doubts and consider a skill that you feel is unsafe, both to you and others, then do not do it. **Seek advice always.** *If it is important to you, it's important to us.*

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

We look forward to seeing you graduate.

On behalf of Management of Marr Mooditj Training and all its employees





## COVID-19 POLICY

### OUR STANDARD

Marr Mooditj Training is committed to taking all reasonable precautions to protect and preserve the health and wellbeing of all MMT employees, visitors and students during the COVID-19. Marr Mooditj will ensure it follows all Mandatory public health directions given by the State public officer as most up to date as soon as reasonable possible. The information may be provided to student in many formats such as; emails, text Message and/or telephone.

### OUR COMMITMENT

We will:

- Consult with students to ensure they have the most current up to date information
- Provide a safe training environment by minimising the risk associated with transmissions of COVID-19 within the learning environment , including mandatory workplaces for work experiences
- Provide effective communication between all parties involved
- Collect and use vaccination information for the following purposes:
  - Administrative purpose for the arrangement and entry to work placements
  - Disclosure as required by a Court of Law
  - To comply with any legislative or regulatory requirements to prevent or manager COVID-19
- Take all steps required to ensure Vaccination data remains confidential
- Monitor this handbook and its content to ensure it remains current.

### Everyone is responsible for:

Marr Mooditj Training is asking that everyone takes respnsbility for the following:

- Providing proof of COVID-19 vaccine administration, or:
- Providing an exemption provided by a medical practitioner confirming that the person cannot be vaccinated against COVID-19 due to a medical contradiction or an acute medical illness as per the mosy current State Health Advice issued.
- if unwell do not come to class or workpalcement and advise your educator
- Ensure you Hand hygiene is maintained
- wearing their mask as per the most current State Health Advice
- using the sanitiser that are available
- Helping keep our physical environment clean and tidy
- Please dispose of your face mask in rubbish bins provided
- Use the hand sanisitsers that are available from the dispensers on walls situated outside of the classroom
- Marr Mooditj Training will continue to monitor the advice from the Safe Work Australia, State and Territory Governments around the requirements for our industries

### **ATTENDING EXTERNAL AGENCIES**

All employees and students of Marr Mooditj Training that are attending any industry organisations will be required to present their COVID-19 Certificate evidence to the required workplace upon accessing.



## The Australian Qualifications Framework (AQF)

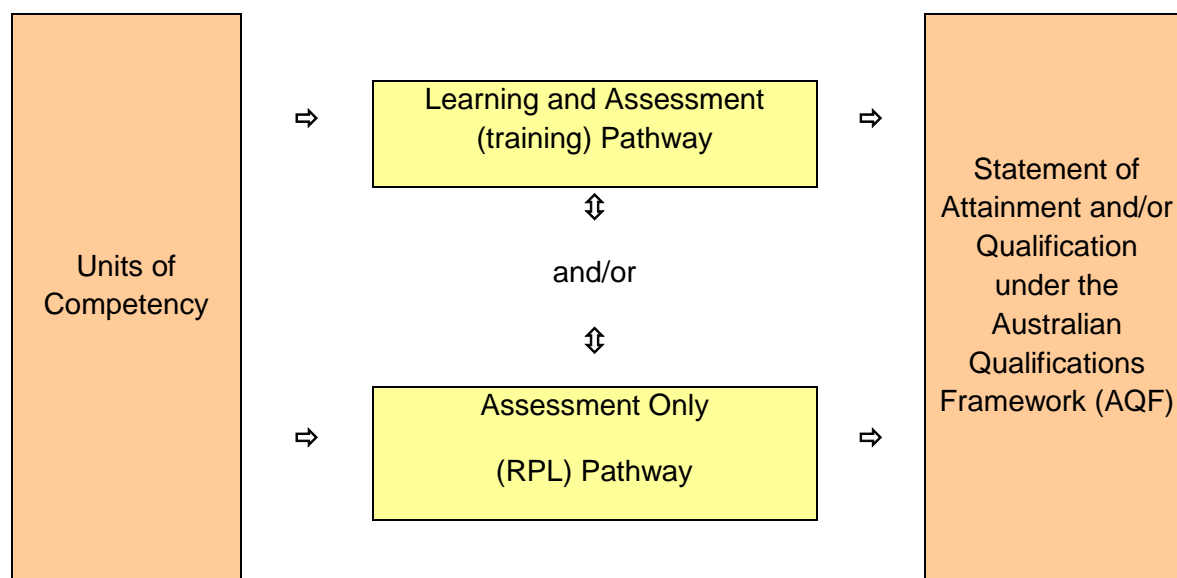
The courses delivered at MMT lead to a nationally recognised qualification under the Australian Qualifications Framework (AQF). Below is a brief description of the AQF and associated frameworks within the Australian nationally recognised Vocational Education and Training (VET) system.

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the VET sector it assists national consistency for all trainees, you, 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:<sup>1</sup>



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](mailto:robert@marrmooditj.com.au)

## **MMT RTO Regulatory Body**

The Training Accreditation Council (TAC or the Council) is Western Australia's registering and course accrediting body. Marr Mooditj is registered under this body to operate as an RTO. This body is responsible for the quality assurance and recognition of vocational education and training (VET).

Marr Mooditj must ensure we meet all the standards and conditions of its registration.

If you are enrolled into the Certificate IV in Aboriginal and or Torres Strait Islander Primary Health Care Practice, you may apply for the registration at the end of your studies. There is a fee for this registration and we will assist you throughout the process

- After you have enrolled in the program of study, Marr Mooditj is required to provide the relevant National Board with a list of enrolled students (you do not need to do anything at this stage if enrolled in this course).
- On receiving this list, the National Board will make note that you have been enrolled. At the end of your studies you then apply for your registration by providing all your details and fees directly to the board. Then you must wait till the board make contact with you – this can be a 4 week waiting period.

## **Quality Indicator requirements**

Marr Mooditj is to comply with the Standards for Registered Training Organisations (RTOs) 2015 and is required to collect and report your performance against the student engagement, employer satisfaction and competency completion quality indicators to our Registering body. This means that you will be provided with a survey that will collect data on MMT services and this data is uploaded and submitted to the relevant body.

## **Accredited Courses**

When a course has been accredited it means it has been accepted and approved by the RTOs regulator and MMT would be able to issue a qualification or statement of attainment following its full or partial completion. Once a course has been accredited, it is listed on the National Register ([www.training.gov.au](http://www.training.gov.au))



## Recognition of Nationally Recognised AQF Certification from other providers

MMT will recognise Qualifications and Statements of Attainment issued from other RTOs. For this recognition to take place, Qualifications and/or the units of competency listed on the certificates must have the same code and title as those required for the courses offered by MMT.

This recognition leads to full credit transfer and you may not need to enrol in any units where you have achieved full credit transfer. This process is different from the RPL process described above, and does not attract any fees.

For a student to gain credit transfer, you must provide the correct evidence of your existing statements issued and must be direct equivalence to the credit transfer you are seeking. Should you wish to claim recognition for nationally endorsed units of competency you have already attained, please contact the RTO Administrator at [robert@marrmooditj.com.au](mailto:robert@marrmooditj.com.au), who will explain the required processes and requirements.

## What are Training Packages

A training package is a set of nationally endorsed competency standards and qualifications used to recognise and assess people's skills in a specific industry, industry sector or enterprise. Competency standards (more widely known as units of competency or units) are not minimum standards: they reflect the standard of performance expected in the workplace.

## Transitioning arrangements/expiry of accredited courses

At times it may be required that training packages are reviewed and changes made due to industry needs or regulatory laws, should this happen, then MMT will inform you of the changes by:

- discussing this with you during block meetings with student services and managers
- MMT will ensure that you are not disadvantaged or affected by any employment opportunities that may be available to you and will ensure transitioning to new changes meet the standards
- MMT will offer you other courses internally or may refer you to another RTO offering the same course

## ASSESSMENTS

Marr Mooditj adheres to the assessment requirement as per the Standards for RTOs 2015 and listed below are some of the information around assessment and what must be considered by you as the learner undertaking any assessments. You have the right to access the training with the right resources and be able to practice the skills over a period of time both in a simulated environment and in the real work place setting. You will only be deemed competent when you have demonstrated sufficient and reliable evidence to show you have the correct skill and knowledge.



During your assessment you will be required to demonstrate your ability to perform relevant tasks in a variety of situations, including in your work placements. You will be required to understand what you are doing and why you are doing it. The assessment is very important part of the training as we need to ensure students are job ready and can perform competently and safely in different contexts and environments. Your assessors must provide you with information on the assessment process before, during and at the end of every assessment. MMT is obligated to you, the relevant industry and employers to ensure we provide the highest possible training, using the correct resources/equipment. This is reflected in you when you are able to carry out the task and demonstrate your knowledge competently and safely.

You need to know what you are doing and why you are doing it, if not then it is important that you don't not carry out the assessment task STOP and ask your assessor to give you more time to practice before re-attempting the task. Do tell your assessor why you need more time to practice so they can ensure adjustment can be made if required.

As a student you must have opportunity for reasonable adjustment if needed to be made during the assessment. This is an opportunity for you to resit your assessment within a reasonable time frame. If you have any special needs that may limit your access to assessments, such as a physical or learning disability, or English not being your first language, please let your educator know and further adjustment can be made.

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.

This is why it is important that you ask lots questions and practice the skills over a period of time, more than three times in different contexts and settings so you can be sure your feeling competent and ready for assessments and understand what is expected of you at all times.

### **What is an assessment agreement?**

The assessment agreement describes the assessment process, required outcomes and assessment tasks as per the block delivery, and a schedule of assessment tasks for the block. Your educator will explain this assessment agreement to you, and you will be required to sign the assessment agreement. This agreement must be filed and a copy will be provided to the student. Assessors are required to ensure you are informed and understand the assessment requirements expectations.

Assessments will be on-going. You will be required to maintain reasonable progress throughout the course, in order to meet the outcomes of the units covered. This ongoing assessment is required to ensure that assessments are carried out over a period of time and in a range of situations, and that evidence of competency is demonstrated consistently.

### Assessment outcomes

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.

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.

### How to enrol

You can enrol in by using the following process,

1. In person - MMT’s front desk
2. Online enrolment via website: [www.marrmooditj.com.au](http://www.marrmooditj.com.au)
3. Completing the Enrolment form and posting it to:
  - Box 1030 Bentley Delivery Centre, WA 6983.

Once we process your application;

1. Once 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. If successful we will send you confirmation with 5 business days of receipt of your application
3. if we require further information before confirming with you the final outcome, we will contact you to discuss within the 5 business days.

### Supporting evidence for enrolments

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

- A “Working with Children Clearance” certificate (to be submitted at Australia Post) **(There are associated costs.)**
- A certified copy of your Abstudy eligibility if accessing accommodation support) Once you have accessed Abstudy payment you will need to submit your approved statement to us
- 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 photo ID):

#### **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)**

Students undertaking training in the VET sector **will be required** to have a USI. The USI is a reference number. It is intended to provide you with a full record of your VET achievements over time. This must be provided to Marr Mooditj with your enrolment application. If you do not have a Unique Student Identifier you can attend Marr Mooditj Training and we will assist you or you can log onto [www.usi.gov.au](http://www.usi.gov.au) and click on Create Your USI, you will need a form of identification such as the following:

- Medicare Card
- Australian Passport
- Australian Birth Certificate
- Australian Drivers Licence
- Certificate of Registration By Descent
- Citizenship Certificate and ImmiCard (**ImmiCards** are official, secure immigration credentials that contain a photograph and personal details such as surname, given names, date of birth and gender)



## 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 sent, 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.



## STUDENT ORIENTATION

All students are expected to attend the orientation on their first day as valuable information. You will be provided with another opportunity to review all the information already provided to you and have the opportunity to ask questions regarding training and assessment and MMT's policies and procedures.

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 is for the purpose of ensuring all students have been fully informed of the following:

- Meet and Greet the educators, LL&N support educators and administrative team
- Tour of the Marr Mooditj Training facilities
- Emergency Evacuation Procedure & Occupational Health & Safety
- Provide clear overview of expectation from student and MMT staff
- Information for Away From Base students
- Explanation of the Australian Qualifications Framework within the Australian nationally recognised Vocational Education and Training (VET) system
- Recognition of prior learning
- MMTAC RTO Regulatory Body
- Feedback and Requirements
- courses monitored by a Regulator
- Recognition of Nationally Recognised AQF Certification of other providers
- Training packages
- Transitioning arrangements/ expiry of accredited courses
- Assessment requirements, agreements, outcomes & assessment appeals
- Fee information
- Cancelling a course
- Work placement book information & mandatory requirements
- Information about attendance and study skills
- Student Insurance
- Information about support services MMTAC offer
- Student Dress Code
- Student Code of Conduct
- Overview of complaints and grievances policies
- Disciplinary action process
- Access the student records – students have access to: enrolment details, learning support needs, attendance records, records of complaints and appeals, outcomes of units of competency or module level qualification level & statement of attainment and qualifications issued
- Marketing & promotion (including the use of photos of student images & testimonies)
- Student Parking



## Marr Mooditj Training

- 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
- Self-care – including but not limited to: Healthy eating, stress management,

### **Marr Mooditj Training Marketing**

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

MMT also encourages you to attend these events with marketing staff; such you must do so in a professional manner abiding by MMT's policies and procedures.

Marr Mooditj may 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](mailto:reception1@marrmooditj.com.au)***

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

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 you, staff, contractors and visitors to MMT. It is the responsibility of all persons at MMT to maintain your 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.

MMT is responsible for the provision of personal protective equipment used at MMT. It is a requirement that all workers correctly use and maintain the personal protective equipment (PPE). It is also the responsibility of students and staff to report PPE that requires specific maintenance or replacement.



## Emergency procedures

During the initial induction on the first day, all you will be informed on the emergency procedures to follow in case of an emergency.

In the case of an evacuation emergency you 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 provided in the Evacuation Diagram
4. Remain at the assembly area so that educators can ensure all you are accounted for
5. MMT displays evacuation plans throughout the premises and this will be discussed during orientation by the Student Services team whom will walk you through the evacuation process and also show you the designated assembly area on the Clontarf oval.

In the case of a fire the Lift must **not** be used.

As soon as staff, students and visitors have been evacuated, the Warden will do a final check of the Administration and Training buildings 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 Student Services team, 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.

## Catering service

A catering service 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 catering service available.

## Types of Support offered

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 information
- Social activities including BBQ functions for students and staff
- Advice on Financial hardship applications
- Lunch for all students
- Informal counselling and advise



- 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

### **Disability Support**

MMT will make all reasonable efforts to ensure that students with a disability can participate effectively in training and assessment.

Students with a physical or intellectual disability that may have limited access to training or assessment should contact the Student Support Services for an interview, who will discuss options for improved access, such as wheelchair access, technology assistance and Auslan interpreters. This information will also be provided to the educator so that alternative assessment methods can be arranged, if required.

### **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.

### **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.



## Marr Mooditj Training

- 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 (8.30-9.am), during and after class (3.45- 4.30pm).
- 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 and advice

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 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

### Scholarships

There may be scholarships available to students. The Chief Executive Officer and Student Support Services will advise you of this during the course of your training.

### 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 training may be terminated if you display behaviour that is disruptive or inappropriate towards your fellow students or MMT staff.

Please note that, for safety reasons, children are not to be brought onto MMT's premises beyond the reception area without seeking permission.



## Student code of conduct

It is expected that you will:

- Adhere to the 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 environment and report any identified hazards to MMT staff as soon as possible
- Attend orientation
- Keeping long hair tied back, wearing suitable clothing and required personal protective equipment during blocks and placements
- Follow the complaints process.
- Participate in a reasonable manner in all activities throughout training classes and on placements and **attend 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 your work.
- If identified your work is not your own work, cheating or plagiarism
- **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.

## 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
  - Possess, use or distribution of illicit drugs.
  - Alcohol use while on campus
- 
- Breaching confidentiality of any client/patient seen during your Work placement

### **STUDENT CODE OF CONDUCT AND MANAGEMENT**

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 disruptive/inappropriate behaviour as soon as possible
2. If the disruptive/inappropriate 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 disruptive/inappropriate 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 may be 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 Commissioner's office on 08 9216 3900





## ABSENTEES

MMT acknowledges cultural considerations, which may interrupt study commitments. In the event that a student is unable to attend block days due to funeral commitments, the student must take responsibility to negotiate with the educators for external study (if possible) or make other arrangements. **It remains the student's responsibility to catch up on any study work missed.**

- If a student has to attend a funeral while on block, it is the student's responsibility for all arrangements and associated costs.
- If a student requires time off during practical placement due to cultural considerations, students must contact the Work placement book Officer immediately so that the Work placement book facility can be notified and appropriate arrangements can be made.
- Leaving class/prac placement/tutorials/assessments only at scheduled times or with the permission of the educator/assessor.
- When a student is absent from class due to any circumstances, whether beyond their control or not, **it is the responsibility of the student** to notify the educator prior to class commencement that they will not be attending.
- Should your class attendance fall below 80%, MMT has to inform Abstudy and this may affect your Abstudy payments.
- 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 the student for them to continue their study.

## MEDICAL EMERGENCIES

- **Should circumstances require a student to be taken to hospital, it is the responsibility of the student to cover any costs associated with using any Health Care emergency transport to get to a hospital for treatment.**
- MMT is not in a position to provide medical treatment to you (this includes the provision of any medication such as Panadol).
- The reason we ask for you to complete a medical information form is so we can handover to emergency services if you are unable to do so your self

## ALCOHOL & OTHER DRUGS

**MMT will not accept anyone attending MMT site or classes under the influence of alcohol or other drugs.**

- Use of alcohol or illegal drugs on campus will lead to immediate termination of enrolment as a student with MMT and you will be asked to leave the campus
- Possession of alcohol or illegal drugs is immediate termination of enrolment as a student with MMT and the appropriate authority will be contacted if any person is found with illegal drugs/substances on campus.
- The above also includes while you are attending your placement.



## 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 class, including your placement you should wear appropriate clothing:

- 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

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

You are encouraged to make use of these resources for purposes relating to study being undertaken through MMT. However, MMT's computing and electronic resources **are not to be used for purposes other than for program/course requirements.**

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, or withdrawn enrolment. Unlawful use of computing and/or electronic resources may lead to legal action being taken.



## Complaints and appeals

**Appeals** are requests for review of decisions made by Marr Mooditj Training. These decisions could involve assessments, progression to further training, enrolment or access to support services.

**Complaints** are allegations made by a learner or client that relate to the conduct of an RTO, its staff, a third party offering services on its behalf, or other learners.

This policy applies to all enrolled students, its staff and any third parties involved in 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.

Any student whom makes a complaint or appeals must be aware of the responsibility of making the complaint or appeal 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 by Marr Mooditj Training.

## 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 Complainant.

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 or appealing a decision. However students must be aware of the making of complaints or appealing a decision 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 complainants 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 resources 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 60 days Marr Mooditj Training will provide in writing to the complainant the reasons why more than 60 days is required 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.

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 if more than 60 days is required to resolve the matter.

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

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 process take longer



than the recommended 60 Days, All parties will be kept informed in writing of the reason why more time is required than the 60 days, if required to resolve it.

## Appeals

If the complainant is not satisfied with the Decision by the CEO, then the complaint may appeal the decision and appeal to the Marr Mooditj Training Board of Directors. The appeal will be considered at a full MMT Board meeting within 60 days is the final level of internal review. If more time is required then the Board of Directors shall inform the appellant in writing of reasons why.

All parties are expected to cooperate in contributing to resolving the issue/s or concerns in a respectful and truthful manner at all level of the process

Nothing in this procedure inhibits rights of any parties to pursue other legal remedies. All parties are entitled to resolve any dispute by exercising their rights to other legal remedies. Where the appellant is not satisfied by MMT internal review and final decision, the appeal can be made to the Board of Directors level. Should the Appellant be not be satisfied with the decision made by Marr Mooditj Training Board of Directors, any further appeals can be made to the following agencies

Ombudsman Western Australia  
Telephone number: 08 92207555  
Email: [mail@ombudsman.wa.gov.au](mailto:mail@ombudsman.wa.gov.au)

And or

If the appeal is in relation to assessments:  
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.

## HANDLING OF COMPLAINTS AND APPEALS DOCUMENTS

Marr Mooditj Training shall keep all complaints and appeal document in a secured and locked cabinet in the CEO office which is locked when unattended. The documents can only be accessed by the RTO Administrator and the CEO.

## 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.

- **Community Skills WA**
- [www.cswa.org.au](http://www.cswa.org.au)
- Phone: 9445 1511

Or you have the option of making contact with

- **Training Accreditation Council**
- **Email: [tac@dtwd.wa.gov.au](mailto:tac@dtwd.wa.gov.au)**



## Access to your records

MMT is committed to ensure confidentiality. No information can be given to no other persons than yourself. If you need access to your records please do so in writing to the RTO Administrator. Student records are kept off site 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

## Charges for replacement of your qualification and/or Statement of Attainment

A fee of \$50 will be charged per reissue of a Qualification and/or Statement of Attainment

## Course Delivery Information

All the courses offered by Marr Mooditj lead to vocational qualifications, based on nationally endorsed competency standards and Marr Mooditj's 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.

**NOTE:** The following evidence **must** be provided to the Work placement Officers at Marr Mooditj before students are able to attend Work placements:

- working with children check
- police clearance

## Class times

You will be required to attend all of your scheduled class times as per your Educators advice

## External visit

You must complete the relevant forms prior to attending an external organisation. 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 plan





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 training plan will be implemented, this plan will be used to mark your progression 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 RTO Administrator 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.

### Work placement

Students are required to have Working with Children (**WWC**) and a National Police Clearance, so that a work placement book can be arranged in the workplace setting.

**Students are responsible for the costs associated with these clearances.**

Should a student's Police Clearance divulge any information regarding offences or pending charges, this may impact on your acceptance into the workplace placement, therefore you will not graduate from the course, as workplace placements provide supplementary evidence towards your final assessment outcome

Throughout **each** work placement, you are required to keep a ***record of your work placement experience at all times.***

You will be given a Work placement book for each placement by the Work placement officer for your course.

Become familiar with the **Work placement book**

- Fill in your experiences at the work placement and any specified task listed in the book
- Work on it together with your Placement Supervisor
- Return it to MMT **immediately** as soon as the placement is completed
- Complete all work placement book hours (fill in the time sheet located at the back of your logbook)

Marr Mooditj Training requires this work placement to provide a collection of supplementary evidence of your skills/learning performed to a standard that meets the work placement requirements under observation by a third party.

### Work placement supervision

**It is a requirement that all students are observed – either directly or indirectly.**





## **Dress codes for students on Work placements**

Students on Work placements must wear their Marr Mooditj shirt uniform, this will be provided to you in Block 2.

- You must ensure your uniform is clean and tidy at all times. It must be washed and ironed daily
- It is very important that you maintain good hygiene standards. Therefore it is **important** that you shower **every** morning before you go to your placement and that you wear clean clothes.
- Deodorants should be used, but no strong perfumes or other sprays
- Students must adhere to the workplace dress code policies. Students who choose to be non-compliant may not be accepted by the workplace and will need to find their own placement.

## **Accessories to the uniform**

- Long hair is to be worn off the shoulders in a neat arrangement.
- Fingernails are to be short
- 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.**

## **Confidentiality of client information on work placement**

The student must at all times hold confidential all information obtained during your learning experiences in a workplace. The student shall not communicate any information concerning the business of the workplace or the personal affairs or conditions of clients and/or patients to anyone outside of the health care team.

**A breach of confidentiality will be viewed in a serious breach and it may impact on your enrolment with MMT.**

## **Missed days of placement**

As part of the work placement requirement you will be requested to attend work placement in order to complete your task assigned. If any scheduled work placement book time for a particular area of experience is missed, the time will be required to be made up in that area.

In the event of being unable to attend a work placement book the student has to;

- Notify the work placement venue and Work placements supervisor as required
- Notify the Work placement Officer at MMT
- Obtain a medical certificate for the absence
- Present the medical certificate to the applicable educator.

Students will be provided with 2 Work placements opportunities, arranged by Marr Mooditj, if you do not attend these, then you are responsible for arranging your own placement.



## Student Responsibilities 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 your expected start time. This allows for parking and finding your way, and any other contingencies.

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

- Work placements supervisor
- MMT Work placement Officer, 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 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 Policy."

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, 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.

An employer has a legal duty to provide a healthy work placement that is free from hazards to workers' health. However, as a student you have an equally important legal duty to protect yourself and make sure you do not adversely affect the health or safety of your colleagues.

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 job.
- Ask your Practical Placement host what arrangements they have made about health and safety. 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 supervisor, safety officer or representative or alternatively, contact MMT or Work Safe Western Australia.

### Insurance

MMT holds insurance policies that provide cover for you during your work placement however this insurance does not cover the student travelling to and from your 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.**

### Regulations and Licensing for Certificate IV Aboriginal and/or Torres Strait Islander Primary Health Care Practice

National registration of Aboriginal and/or Torres Strait Islander Health Practitioners as of 1 July 2012 saw the first time Aboriginal and/or Torres Strait Islander Health Workers, working under the title of Health Practitioners, were regulated. Registration is based on the Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice and provides significant reason to ensure the registration qualification aligns with industry expectations and performance.

In the interest of public safety, the Board highly recommends registration if an Aboriginal and/or Torres Strait Islander Health Worker's role involves direct clinical care of patients. "Registration is a way of ensuring that only health practitioners who are suitably trained and qualified to practice in a competent and ethical manner are registered". (Aboriginal and Torres Strait Islander Primary Health Practitioner Board of Australia, Communiqué, December 2012).

The Board's registration standards and application forms for registration as an Aboriginal and Torres Strait Islander health practitioner are available on the Board's website at

Students that are about to graduate in the HLT40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice can take the following steps to register as a health practitioner:

<https://www.atsihealthpracticeboard.gov.au/Registration/Forms.aspx>

### PROCESS FOR REGISTRATION

You apply for registration 4 to 6 weeks before completing your course

Applicants can either fill out an online application (if eligible) or complete the ASGR -81 form on the Australian Health Practitioner Regulation Agency website.

All applications require some documents to be sent to AHPRA by mail, these may be the following documents:

- Change of name certificate



- Certified copies of all documents that provide sufficient evidence of a student's identity
- Certified copy of a current first aid certificate
- All Academic qualification/s
- Criminal History
- Evidence of Aboriginality
- Details of any impairments and how they are managed

You are to pay a fee for an application fee and a registration fee which can be made in person or by attaching:

- Cheque
- Money Order

**If you pay the fee as above, ensure that your name and registration number are written clearly on the back.**

**These fees are subject to change. Your Educator can advise you of what the fees are for registration.**

**The fees and payments can also be found/ made direct in the above link in the ASGR-81 form on the Australian Health Practitioner Regulation Agency.**

Once you pay the fees, ensure that you keep a copy of the receipt as you may claim this back when you lodge your yearly tax claim.

### **Professional development portfolio**

Marr Mooditj Training 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.

Please note: Agencies may ask for a copy of your updated resume before they commence with your practicum placement.

To develop a portfolio you should take the following steps:

#### **STEP1**

Make an appointment with 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 information on.

#### **STEP 2**



Work with student services to identify any gaps

### STEP 3

Contact organisations to obtain information/documentation where gaps are identified

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.

### Upon completion of your studies

On satisfactory completion of all assessments, including your mandatory practical placements, you will receive your qualification and transcript of results within 30 days. In addition, you may receive a letter inviting you to a formal graduation ceremony in early December.

Please ensure that you complete your RSVP at the bottom of the graduation invitation letter, to confirm your attendance and the number of guests you will be bringing.

For those students graduating at a Diploma level, you will not need to hire a gown or mortar board, as Marr Mooditj Training will provide those, and this will be discussed further in the lead up to the completion of your Diploma and the graduation.

### Career pathways after completion

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

The Educators 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.

*Once again we thank you for choosing to study with us and we promise to the very best of our ability make your learning journey an enjoyable and fun experience. We look forward to seeing you graduate and find meaningful employment.*



## 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:	
Preferred 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 as 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.

[illegible][illegible][illegible]



Provide details of the evidence such as photos, emails etc.

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## Acknowledgement

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

### Privacy and Confidentiality

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.....

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***Marr Mooditj Training Office use only***





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

Further action required

Yes ☐ No ☐

Please state all the details about complaint being addressed/and resolved

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Complaint has been closed and logged in registry

Signature: ..... Date: .....