



National Institute of Early Childhood Education

2007 Student Handbook

National Institute of Early Childhood Education
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About NIECE

College History

NIECE was established in 1995 as ABC Early Childhood Training College to deliver the highest quality early childhood education available. The College is a wholly owned subsidiary of ABC Learning Centres Limited, which is seen as a leader of childcare services in Australia. We have access to resources Australia-wide that provide students of NIECE with an advantage i.e., we believe our students have greater access to career opportunities than any other early childhood student body. A career in early childhood education brings many rewards and we are committed to the ongoing development of our students and personnel.

NIECE provides the following flexible delivery options to maximise learning.

- Classroom based tuition;
- External, self-paced delivery; and
- Combined workshop-based and self-paced delivery for Trainees and Apprentices.

Our Mission Statement

Working towards the continuous pursuit of excellence in early childhood services, through high quality training programs that reflect the needs of early childhood services and support and direct industry trends.

Our Code of Practice

The National Institute of Early Childhood Education has policies and management practices which will maintain high professional standards in the marketing and delivery of its courses to safeguard the interests and welfare of course participants. We will:

- Market courses with integrity, accuracy and in a professional manner;
- Operate knowing that failure to honour our obligations can result in deregistration;
- Institute child safety risk management strategies that comply with the Commission of Children and Young People (Qld) with best practice applications across all of our campuses.
- Guarantee that the statements set down in the Code of Practice and Student Handbook will be enforced.
- Endorse the Code of Trainers and Assessors contained within the TAA04 Training Package
- Supply to all students and potential students, clear and transparent information that includes:
 - Admission procedures and criteria
 - A refund policy statement
 - Total costs and fees involved for the participants
 - Certification to be issued on completion
 - Competencies to be achieved to obtain the certification
 - Assessment procedures
 - Arrangements for recognition of prior learning
 - Complaints/appeal procedures
 - Facilities and equipment available
 - Counselling and support services available

NIECE and its Scope of Registration

Scope of Delivery

NIECE is a Registered Training Organisation (RTO) and offers the following nationally recognised qualifications:

CHC30402	Certificate III in Children's Services	
CHC50302	Diploma of Children's Services	
CHC60202	Advanced Diploma of Children's Services	
CHC40402	Certificate IV in Out of School Hours Care (Qld Only)	
CHC50202	Diploma of Out of School Hours Care (Qld Only)	
BSB40101	Certificate IV in Business	*
BSB41004	Certificate IV in Business (Front Line Management)	*
BSB51004	Diploma of Business (Front Line Management)	*
PRM20404	Certificate II in Asset Maintenance (Fire Protection Equipment)	*
HLT31002	Certificate III in Health Support Services	*
90502NSW	Course in Occupational Health and Safety Consultation	*

* **available only to nominated personnel at ABC Learning Centres**

CRICOS

NIECE is currently registered to accept enrolments from international students.

Our Staff

NIECE staff are highly qualified, dedicated early childhood professionals who have the experience, qualifications and teaching skills to assist you to develop your own skills for the early childhood profession.

Enabling Legislation

The following legislation will affect your training and employment in the early childhood profession. Should you have any queries about legislation covering the conduct of NIECE or your employment, please contact the Director of Studies on (07) 3007 1707.

Qld	Vocational Education & Training and Employment Act 2000	The conduct of the RTO and traineeship and apprenticeship conditions
Aust	Skilling Australia's Workforce 2005 (Commonwealth)	Major legislation to streamline nationally consistent training arrangements.
	Privacy Act 2001 (Commonwealth)	Integrity of staff and student personal information.
	The Sex Discrimination Act 1984 (Commonwealth)	The way we treat our staff and students.
	The Racial Discrimination Act 1975(Commonwealth)	The way we treat our staff and students
	The EEO for Women in the Workplace Act 1999.	Equal opportunity for women in recruitment and development.
	The Australian Workplace Relations Act 1996	Governs our employment conditions
	Disability Standards for Education Act 2005	We must provide reasonable access to services for students with a disability.



Cwth	Child Care Act 1972	
	Family Assistance (Administration) Act 1999	
	Schedules 5 & 6 of the A New Tax System (Family Assistance and Related Measures) Act 2000	
	Australian Childhood Immunisation Register (Health Insurance Commission)	
	Child Care Benefit (Eligibility of Child Care Services for Approval and Continuous Approval) Determination 2000.	
	Priority of Access Guidelines	
Qld	Child Care Act 2002	Qld trainers must hold a current Blue Card
	Child Care regulations 2003	
	Commission for Children and Young People Act and regulations Qld 2001/2002	
	Child Protection Act 1999	
	Food Act 1981	
	Vocational Education and Training and Employment Act 2000	
NT	Community Welfare Act (sections 82-91)	These Acts and Regulations identify your working conditions, the prescribed qualifications for relevant states and territories. Note that Regulation 30 in WA identifies mandatory Food Handling qualifications
	Childcare Standards Northern Territory Employment and Training Authority Act 2001	
Vic	Children's Services Regulations 1998	
	Children's Services Act 1996	
	Food Safety Act 1984	
	Children's Services (Victoria) Award 2005	
	Building Code Australia	
	Occupational Health and Safety Act 2004	
	Children and Young Persons Act 1989	
	Intellectually Disabled persons' Services Act 1986 (re. Early Intervention Services)	
Child Care Act 2001		
	Vocational Education and Training Act 1990 Victorian Qualifications Act 2000	
WA	Regulation 36 Regulation 37 Regulation 37A Regulation 30 Food Handling. Western Australian Community Services (Child Care) Regulations 1988 Vocational Education and Training Act 1996 Industrial Training Act 1975	
NSW	Vocational Education and Training Act 2005	
TAS	Vocational Education and Training Act 1994 Tasmanian Qualifications Authority Act 2003	
SA	Training and Skills Development Act 2003 Children's Services Act 1985 Children's Services (child care centre) regulations 1998 South Australian Food Act 2001	

Competency Based Training and Assessment

Competency-based training (“CBT”) develops the skills, knowledge and attitudes required to achieve industry determined competency standards. **Competency Based Assessment** is the demonstration of knowledge and skills described in the competency standard. There must be enough evidence to judge competency. The evidence needs to be sufficient (i.e. not a “one off”), valid (your work), reliable (able to be demonstrated in different contexts) and current (not too old).

Assessment may include: written or oral questions, practical field exercises, written assignments, workplace tasks with observation checklists, work placements, role plays and project work. The expected completion date for the unit of competencies will be recorded on the assessment plan.

Final assessment items are marked “C” (Competent) or “NYC” (Not Yet Competent). If your assessment is marked as NYC, you can resubmit work within a given timeframe until the assessment is Competent. Formative assessments during the course will be marked sufficient or insufficient.

For apprentices or trainees, the assessments and due dates will be negotiated and recorded when we develop the Training Plan. Failure to achieve competency will result in further negotiation with you, your supervisor and NIECE, which will be documented on your Training Plan.

Notes on Assessment

- Your submission can be hand written or computer processed but must be of a high standard. If it is illegible, it will be returned to you for rework prior to assessment.
- All assessment pieces must have an Assessment Cover Sheet (included with the Learning Materials). The Cover Sheet must include student details, unit of competency and the signed privacy and plagiarism statement. **Work submitted without this cover sheet will not be assessed.**
- Assessment pieces are to be lodged personally or by mail. Assessments will be returned to students. **Please keep a copy of the assessment in case of loss or damage in transit.** NIECE will take no responsibility for damage or loss in transit.
- Vocational placement (or “prac”) at a childcare centre is a compulsory component of our courses. There is an on the Job Assessment form for each unit of competency.
- **Students must not submit materials or documents that belong to the workplace/vocational placement centre as their own work. ANY reports, charts, tables, policy documents, etc which have been developed by the Centre MUST NOT be submitted as evidence of your competency. These documents belong to the Centre and students may be in breach of copyright and/or employment conditions if they pass on such materials as their own.**
- Where a student is completing a qualification through RPL arrangements, a workplace supervisor MUST validate centre documentation that is being submitted as evidence of competency, and you MUST explain how you contributed to the item’s development or implementation.

Enrolment Information

Age Limits

There are no age limitations to our courses, however each State and Territory has age prerequisites to get paid employment in a childcare centre setting. Check with your State childcare regulations regarding age restrictions.

Recognition and Credit Transfer

As a Registered Training Organisation (RTO), we must recognise the AQF qualifications and Statements of Attainment issued by other RTOs under the principle of National Recognition. To claim credit, we must see the original or certified copy of the qualification or Statement of Attainment. Trainees and apprentices can not RPL an entire qualification.

Credit Transfer and First Aid

NIECE does not offer the First Aid competency standard at this time. Students must obtain this unit through specialist RTOs and NIECE will recognize this externally gained unit under Credit Transfer. You must undertake the First Aid course within 6 months of enrolment.

Language, Literacy and Numeracy requirements:

All students must complete a Language, Literacy and Numeracy assessment as part of the enrolment process. Should you require additional educational support, please let us know IMMEDIATELY so we can advise you of resources available within or external to NIECE and make appropriate referrals.

Conditions of Enrolment

1. Student enrolments are valid for a maximum period of 1 - 3 years from the original date of the enrolment.
2. If the qualifications are replaced during the enrolment period, students will be given transitional arrangements to complete their enrolment or be transferred to the new qualification.
3. At the end of the enrolment period, one or more of the following may apply:
 - a) Students who have completed all assessment requirements of a unit of competency successfully will receive a "C" result (Competency Achieved), and/or
 - b) Students who have completed assessment requirements in a unit of competency unsuccessfully will receive an "NYC-Not Yet Competent" result and/or
 - c) Students who have completed some assessment requirements in a unit of competency (but not all) and do not submit the final assessment will receive an "NYC Not Yet Competent" and/or
 - d) Students who have not contacted us and have not responded to our attempts to contact them will be withdrawn from the course with a result of "*" (Not Complete)
3. An enrolment cannot be transferred to another person.
4. Students must notify NIECE in writing of any change to their enrolment, e.g.
 - Change of address
 - Change of name (must have documentary evidence)
 - Cancellation of enrolment

Confidentiality of Records

The Privacy Act (2001) guards the confidentiality of your records. Requests for access to your files must be in writing to the NIECE Manager who must respond within 7 days of a reasonable request. (Parents of students under 18 years of age are considered to be authorised to access records) Where a student is employed in the childcare profession, their employer may be provided with details related to study progression.

Fees

Due Dates for Payment

The Enrolment Guide contains information on due dates for payment of fees.

Terms of Credit

Failure to pay listed fees on the due dates may result in the enrolment being cancelled, withholding of course documents (including assessment, Parchments and Statements of Attainment), and the referral of the debt to a debt collection agency for recovery or legal action. Legitimate circumstances of financial hardship will be considered on a case-by-case basis. Requests for credit must be made in writing to the Student Services Officer.

Fee Concessions

Fee concessions ONLY apply in these cases:

A Student is a trainee/apprentice funded under the State Government's User Choice funding arrangements. The categories for partial exemption are:

- the student was/ will be under 17 at the end of February of the year of study,
- the student is a school based trainee,
- the student holds or is named as a dependant of a person who holds a health care card or pensioner

concession card,

- the student can provide NIECE with an official Commonwealth form stating that he/she is a dependant of a person entitled to a health care card or pensioner concession card,
- provides acceptable evidence that he / she is an Aboriginal/ Torres Strait Islander person. (Evidence that is to be provided varies from State to State eg in Queensland, the declaration of aboriginality is sufficient for fee concessions to be applied)

Details of the current fee concessions for Trainees and Apprentices are provided at the Induction.

- Staff employed at an ABC Learning Centre currently receive a 20% tuition fee discount for their External tuition fees. They must enrol using the Centre Personnel Enrolment Form, and must continue working within an ABC centre. If they cease work at an ABC Learning Centre during their enrolment, the fee concession ceases and the full fee rate of \$140 per unit will apply to the remaining units. Employees on a casual relief basis are not entitled to the ABC Personnel discount.
- Pension concession card holders studying externally may also qualify for fee concessions. A letter of currency must be produced. Contact your Centrelink office or visit the website for more information.

Completing Your Course

Partial Completion - Issue of Statements of Attainment

Statements of Attainment are issued for partial completion of a qualification within 21 days of withdrawal from the course, provided all outstanding fees are paid to NIECE. The exception is for trainees and apprentices who will receive their Statements of Attainment within 21 days of withdrawal, irrespective of fee status.

To apply for a Statement of Attainment **at any other time** (including re-issue of previously issued Statements), students must make a request in writing. This request must contain the following information:

- Student Name
- Student Number
- Course Name and Course Code enrolled in
- Date started and date completed the course
- Mailing Address
- Contact telephone number
- Cheque, money order or credit card details to effect a payment of \$50.

Please allow 21 days for processing.

Full Completion - Issue of Qualification and Statements of completed units.

The Qualification parchment and a Statement of Results will be sent within 21 days of course completion, providing all relevant fees are paid to NIECE with the exception of trainees and apprentices who will receive their Statements of Results within 21 days of completion of their course, irrespective of fee status.

To apply for a copy **at any other time** (including re-issue of previously issued qualifications); students must make a request in writing with the information as above.

Student Services

Ongoing support is available to our student body. Student Services Officers are available Mon – Fri, 8.30am – 5.00pm to assist you with any enrolment enquiries. Your trainers are available to answer your queries. Your calls will be returned promptly. Our Freecall number 1800617455 enhances your access!

Student Portal

Online access to your student records is available to you while studying at NIECE. To gain access, you will need to provide NIECE with a current email address. Via the student portal, you will be able to

- View and change your contact details
- View your current enrolments
- View your results
- Print a statement of your remaining tuition fees.

Student Welfare and Guidance Services

If your personal circumstances are affecting your studies, our staff can help you obtain assistance. Here are some examples of websites that can help you:

- Department of Families, Community Services and Indigenous Affairs
- Mission Australia

Student Support Whilst Studying

Our trainers are available to support you in the following ways:

- Regular review of your file to ensure that you are not falling behind
- Follow up phone calls to check on your progress
- Available when you call to offer coaching by phone/ email and where possible, visit you.
- Your ABC Centre Directors have been trained on how to mentor you whilst you are studying.
- Non ABC Centre Directors will be provided with training materials to be able to mentor you.
- Students on Traineeships and Apprenticeships will receive scheduled visits.

Learning Materials

NIECE will provide students with the required texts necessary to complete assessment pieces. Students can supplement these materials by joining a local library, conducting research on the Internet, by purchasing texts from bookstores, or by contacting the Early Childhood Teachers' Association in their capital city.

Student ID Cards (Full-time students only)

Student ID Cards are provided to all full-time students. These cards will be available for you in the first week at NIECE, once all relevant information has been provided. If a replacement card is needed, please request in writing to the College Manager with payment of an administration fee of \$40 (cheque, money order or credit cards accepted). Allow at least 30 days for a replacement card to be issued.

Independent Learning Room

There is an independent learning room at most campuses where reliable computers, internet access, and an up to date store of relevant professional texts and learning materials are available. The materials are to be treated with respect. All library books are to be checked out by the trainer and must not be taken home without a student signing for them. The books must be returned on time and in the same condition as when they were lent.

Internet access is restricted to suitable sites and usage closely monitored by staff.

Centrelink Allowances

Contact Centrelink for advice regarding allowances to which you may be entitled. You can find this information at www.centrelink.gov.au or by telephoning 13 2490 (Youth Allowance & Austudy) or 13 2317 (Abstudy). If you are on a Centrelink benefit at the time of enrolment, you **MUST** provide a letter of currency for Centrelink.

Orientation

An Orientation Program is offered to all full time students upon commencement of classes.

NIECE Policies and Procedures

Plagiarism Policy

Plagiarism is the reproduction without acknowledgement of another person's/ students words, work or **thoughts** from any source. This also covers diagrams, drawings, sketches, pictures, objects, text, artistic works and other such expressions of ideas. Internet downloading and using it **uncredited** into one's own work is plagiarism.

Plagiarism is forbidden. Any work containing plagiarised material will be assessed as "Not Yet Competent" and **will be subject to disciplinary action including exclusion from NIECE.**

NB Policies and materials developed by your employer are copyright to your employer and must not be used in your studies.

Recognition of Prior Learning Policy

RPL is an alternative assessment pathway that recognises a student's skills and knowledge gained through previous employment, training (formal or informal) and life skills against a unit of competency. The process is fair and equitable, and available to all students. It is NOT a 'fast track' method of obtaining a qualification.

RPL is an individualised process where the student gathers evidence, with guidance from NIECE, to demonstrate competency. Evidence can include interviews, observations, workshop certificates, references, and photos so the assessor can be assured that all underpinning knowledge and skills are included. NB trainees and apprentices cannot RPL a whole qualification.

RPL Process – To assist in determining if you are eligible for RPL a checklist (R06) is provided along with the Student Enrolment Guide.

- Step 1. Apply for enrolment**
Complete the enrolment form and include a resume, references, police check and a current job description. An enrolment/application fee of \$100 is applicable except for trainees and apprentices.
- Step 2. Review of enrolment**
The trainer reviews the application and may request extra information or evidence to make the decision. The student is notified of the decision and the reasons in writing. The appeals policy is listed on page 14.
- Step 3. Compilation of evidence by Student**
Once accepted into the RPL process, students are provided with order forms to obtain and pay for the relevant workbooks. Evidence gathered is recorded, assessed and verified.
NB: Should a student decide against RPL, the \$100 application fee is not refundable and is transferred as an enrolment fee to external or full time study
- Step 4. Student submits workbook and evidence which has been matched to each criteria.**
- The trainer must be able to CLEARLY understand the matching process.
 - Where there is a gap/ no evidence provided, a third party reference or an interview will be requested.
 - Where Centre policies or other documentation are submitted, the Supervisor must identify COPYRIGHT documents. You must highlight/demonstrate HOW you work within the submitted documents / policies.
- Step 5. Assessment and feedback**
NIECE assesses all evidence against validity, currency, authenticity, and sufficiency and provides written feedback. If gaps are identified, alternative evidence e.g. challenge tests will be requested
- Step 6. Issue of Results**
Qualification or Statement of Attainment issued to student on satisfactory completion (subject to payment of all outstanding fees).

RPL Frequently Asked Question

Q. "Are the fees cheaper?"

A. No. RPL is an alternative method of study, and is not of a lesser standard than traditional methods of study. So, fees are the same as External study (i.e., \$100 enrolment fee plus \$140 or \$112 tuition fee per unit of competency). Remember, trainees and apprentices do not have to pay enrolment fees and only pay the State funding Department's User Choice hourly rate. (NB varies from State to State). An apprentice/trainee cannot RPL a whole qualification!

Refund Policies

All monies received are placed in a separate account and are not accessed until training commences. A relevant proportion of fees paid for the course will remain in that account until the course is completed, to enable pro-rata refunds for eligible students. The following refund policies have been adopted for Enrolment Fees, Application Fees and Tuition Fees.

NB Refunds will not be issued where module workbooks are ordered but not submitted for assessment, regardless of whether they are returned to NIECE.

A. Refund Policy – Full Time Students

Enrolment Fees

Enrolment fees are not refundable, except in the following circumstances:

- *Student not Accepted for Enrolment* – where NIECE does not accept a student's enrolment, the student will be entitled to a full refund of enrolment fees and any tuition fees paid.
- *NIECE Cancellation of Course* – Where we cancel a course (for reasons outside the control of the student), students will be entitled to a full refund or credit of funds to a future course.

Tuition Fees

The fee structure requires that full time tuition fees be paid up front or in accordance with the payment plan. Should a student cancel their enrolment once the course has commenced, the full tuition fees must still be paid.

Tuition fees are not refundable, except in the following circumstances:

- *Student Cancellation of Enrolment* – If NIECE is notified four weeks in advance prior to the commencement date, all deposits paid will be refunded in full. Notification after this date but prior to course commencement will attract a 50% refund. Once the course has commenced, no monies will be refunded. Cancellation of an enrolment must be notified in writing to the NIECE Principal with the reason clearly detailed.
- *NIECE Cancellation of Course* – In the unlikely event of NIECE cancelling a course (for reasons outside the control of the student), students will be entitled to a full refund or credit of funds to a future course.
- *Medical Conditions* – Students who can provide a medical certificate for a serious illness will be refunded the remainder of monies unused or be offered opportunities to complete the remainder of the course within the next two (2) student intakes.
- *Alteration of Enrolment* – If a student commences their course as a full-time or part-time student and wishes to transfer to external status, no refunds or fee adjustments will be made.

B. Refund Policy – External Students

Enrolment Fees

Enrolment fees are not refundable, except in the following circumstances:

- *Student not Accepted for Enrolment* – In the event of NIECE not accepting a student's enrolment, students will be entitled to a full refund of enrolment fees and any tuition fees paid.
- *NIECE Cancellation of Course* – In the event of NIECE cancelling a course (for reasons outside the control of the student), students will be entitled to a full refund or credit of funds to a future course.

Tuition Fees

The NIECE fee structure requires that payment is required upon ordering each unit of competency/workbook. Orders MUST be placed using the NIECE Order Form.

C. Refund Policy – External Students who are working within an ABC Learning Centre

Enrolment Fees

Enrolment fees are not refundable, except in the following circumstances:

- *Student not Accepted for Enrolment* – In the event of NIECE not accepting a student's enrolment, students will be entitled to a full refund of enrolment fees and any tuition fees paid.
- *NIECE Cancellation of Course* – In the event of NIECE cancelling a course (for reasons outside the control of the student), students will be entitled to a full refund or credit of funds to a future course.

Tuition Fees

Our fee structure requires that payment is required upon ordering each unit of competency/workbook. Orders MUST be placed using NIECE Order Form.

ABC Learning Centre personnel can pay their course fees via a wage deduction facility. From time to time, such students may be in advance in their fees. In the event of cancellation of enrolment in a course, any amounts received in advance of the value of units of competency ordered will be refunded. Any amounts in deficit must be paid upon cancellation of enrolment.

D. Refund Policy – User Choice Funded Trainees and Apprentices

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NIECE will provide refunds to User Choice funded trainees/apprentices for tuition and/or student support services fees in accordance with contractual requirements. You will be advised at your induction of your State's particular requirements.

- On cancellation of enrolment, full refunds will be made of fees that have been paid for training has not commenced
- There is provision for proportionate refunds when a student has withdrawn from a Module.

E. Refund Policy –Fee for Service Funded Trainees and Apprentices

Enrolment Fees – Paid by Trainee/Apprentice

Enrolment fees are not refundable, except in the following circumstances:

- *Student not Accepted for Enrolment* – In the event of NIECE not accepting a student's enrolment, students will be entitled to a full refund of enrolment fees paid.
- *NIECE Cancellation of Course* – In the event of NIECE cancelling a course (for reasons outside the control of the student), students will be entitled to a full refund or credit of funds to a future course.

Tuition Fees – Paid by the Student

Tuition fees are non refundable. However, in the event of cancellation of the traineeship/apprenticeship prior to half of the contract period being completed, NIECE will refund 50% of the Tuition fee or refund the cost of units not yet commenced.

Tuition Fees – Paid by Third Party (usually Employer)

Tuition fees are non refundable. However, in the event of cancellation of the traineeship/apprenticeship prior to half of the contract period being completed, NIECE will refund 50% of the Tuition fee or refund the cost of units not yet commenced.

Where a trainee/apprentice withdraws after 50% of the delivery has been concluded, no refund will apply.

You will be asked to sign a declaration that you have understood the fee structure and the refund policy

Compliments, Complaints and Appeals Policy & Procedures

All complaints and appeals will be dealt with in a professional manner without victimisation or intimidation of anyone involved in the dispute. Anonymity will be protected under the Privacy Act requirements.

If there is a process the student believes is unclear or unfair, or there is unhappiness with a staff member, their course materials or the way our training or assessment is conducted, please let us know. In line with our continuous improvement policy, we need to know when your expectations are not being met.

- Trainers are to document the verbal complaint and what was done to resolve the matter.
- If the matter is not resolved, the student can make a written complaint to the Director of Studies
- When a formal written complaint is made, the College has 7 days to acknowledge the complaint in writing.
- The Director of Studies is responsible to investigate and manage the process and has 21 days to complete this.
- The Director of Studies must advise the student in writing within 7 days of the outcome.
- In the case of non-resolution, the matter will be forwarded to the College Principal whose decision is final.
- The student will be advised of the outcome in writing
- This process does not restrict the student's right to pursue other legal remedies.

Access and Equity Policy

NIECE demonstrates its commitment to this Access and Equity Policy and the **Disability Standards for Education Act 2005** by:

- Actively encouraging underrepresented groups into NIECE courses
- Recruiting students according to a fair and non-discriminatory process
- **Making reasonable adjustments under the above Act** to its training and assessment strategies
- Providing suitable access to facilities and resources
- Providing appropriate support services
- Providing appropriate complaints procedures
- Raising staff and student awareness of equity and access issues

NIECE expects all staff, students and vocational placement supervisors to act in accordance with this policy.

Vocational Placement (Applies to ALL Students)

About the Vocational Placement

Students must complete a practical component (“prac”) of the course, which involves hands on experience with children in early childhood environments. This is a legal requirement of the course.

Selecting Your Vocational Placement Centre

Full-time Students

NIECE trainers will coordinate the vocational placement of students and is organised during the first 3 weeks of lectures. Students will be consulted and considerations include the student’s geographical locality, centre staff rosters, accessibility to transport options and learning benefits associated with the centre. Please talk to your trainer if there are any concerns.

External Students

External students may choose their own vocational placement centre. It is recommended that the placement is at a long day care centre to gain a broad experience of the centre operations. External students should consider their existing work/study/lifestyle commitments together with the operational needs of the host Centre to maintain the negotiated schedule. Changes to their schedule should be negotiated in advance with the Centre to avoid disruption to the routine of the children under care.

Suitability Notices –

Across Australia, police checks are mandatory. These checks must be completed prior to a vocational placement.

Placements

Full-time Students

In addition to the one vocational placement day per week during the term, there will be additional blocks of prac throughout the course. There are mandatory assessment tasks and any absences during this block will be regarded as a very serious issue.

External Students

External students have the flexibility to negotiate with the centre of their choice the timing and structure of their Vocational Placement. We do not require External students to structure their placement in the same manner as Full-time students.

On the Job Assessment Forms / Training Record Book

The Practicum Timesheet must be completed showing the hours spent with each age group. Students must observe all operational procedures, especially opening and closing shifts. On the first day at Vocational placement, students must make an appointment with the Centre Director to go through the Orientation Handbook.

Students in the Certificate III and Diploma must submit On-the-Job Assessment Forms. Advanced Diploma students will be issued with a Training Record Book to record performance.

Welcome Poster

Students should create a Welcome Poster prior to the vocational placement and attach a suitable photograph. It is the student’s responsibility to clearly display the poster at their host Centre as parents have the right to know who and why students are there.

Welcoming Children, Parents and Staff

Students will greet children and their families to the Centre on arrival and farewell them on departure as it is important to demonstrate team membership.

Professionalism of Students

Staff and parents will view students as a potential staff member so first impressions are critical. Students should be motivated, punctual, respectful, courteous, cheerful and display a positive, team player approach. Assist staff wherever possible, be willing and demonstrate initiative e.g., don’t wait to be asked to clean up a spill.

Dress Standards

Whilst on vocational placement, students are representing not only NIECE but also the Child Care profession and must still comply with the behaviour and dress and presentation standards in this handbook.



Attitude and Motivation

Students should ask the Centre Director for any special requirements relating to vocational placement visits, dress standards, procedures etc and should follow these instructions carefully. Students should have a professional attitude at all times and understand that everything that they do and say will be seen by children, parents and staff alike. Be aware of the following guidelines:

- There should be no smoking on or near the premises when working in a Child Care Centre.
- Students should not chew chewing gum or the likes when at vocational placement.
- Wear a hat at all times when outdoors with children. (Children learn from seeing role models).
- Do not gossip about Centre issues with other staff or students. If you have a problem with anything, speak to your vocational placement supervisor or College lecturer.
- Information about the vocational placement concerning children, parents and staff Centre is strictly confidential and cannot be discussed with friends, family or anyone not employed at the Centre. Whatever happens at the Centre must stay at the Centre.
- Under no circumstances should students give information about any children to parents. You are not qualified to give such information.
- Telephone numbers or addresses of children or staff are not given under any circumstances.
- A student in a Centre may be told if a child is affected by a court order. This is confidential information. Ask the Centre Director to determine the procedure on these custodial situations.
- The student cannot receive a complaint or comment. Direct the parent to the supervising Group Leader or the Director. Advise the parent that you are a visitor and cannot deal with the issue. If the parent will not confront a staff member with the problem ensure that a report of the incident is made immediately to Centre staff.
- Observe telephone etiquette and do not make or receive personal calls.
- If a parent asks about Centre policies or fees, direct the parents to a staff member.

Absences

Centre Directors develop their staffing rosters to include students. Children also take an active interest in the attendance of students. It is mandatory that all scheduled vocational placement days be attended **without exception**. In the event of sickness or emergency, the Centre Director must be notified of your absence **at least one hour prior to your start time** to avoid undue disruption. Students must also notify the College of their absence.

Copies of medical certificates for absences must be provided to both the Centre Director and the College.

Health and Safety

Policies

All centres will have a Health and Safety Policy. Locate and read the policy.

Sun Safety

The "no hat: no sun" rule excludes children from playing hatless in the sun. This applies to all staff as well. Sunscreen must be applied and reapplied when necessary.

Medication

At no time should a student administer medication.

Infections and Illnesses.

It is the student's responsibility to immediately disclose any illness, disease or infection that may affect their ability to work with children and attend classes. The appropriate people are to be identified in a timely manner.

Professionalism of Students

Attendance at Lectures/Workshops

Recording attendance at each training session is compulsory. Regular absences will be dealt with by the Director of Studies and may be subject to disciplinary action.

Course materials are distributed during lectures. Additional copies of lecture notes will be provided upon presentation of a medical certificate or valid proof of absence. Where there is no proof, an administration charge of \$50 will apply in order to receive the lecture notes. **This rule will be strictly enforced.**

Attitude, Motivation and Dress Policy

Staff and students must maintain a high standard of dress and behaviour.

- Shorts and skirts must be knee length - no stretch fabrics. Pants should be tailored. Collared shirts and dress tops are preferred.
- There are to be no sandals, hiking boots or thongs worn and shoes must remain on at all times.
- Subtle nail polish - eg. No glitter or black nail polish.

- No anklets, leather necklaces, nose rings (unless for cultural reasons) or toe rings.
- Hair must be neat, tidy and clean. Bright coloured hair dyes are not acceptable.
- Use appropriate language and volume at all times; swearing is unacceptable in the workplace
- Mobile phones must be switched off during class times. For emergencies, please give your family the Institute's phone number. **NO images can be taken using mobile phones.**
- Respect others around the workplace (this includes guests, fellow staff and personnel).
- Show respect and consideration at all times. Positive participation is assessable.
- Friends and family are not permitted to enter the training rooms unless by invitation from staff.

Disciplinary Procedures

Students must abide by the standards. You will be required to sign an acceptance form for these policies. Any breach of NIECE policies may result in disciplinary action. Disciplinary action may take the form of:

- A verbal warning, with guidance
- A written warning being issued
- Expulsion from the College

Any disciplinary action is documented as stated in the complaints procedure.

Full Time Students – Attendance at Classes

Full time students must attend **all** scheduled classes. Failure to do so may result in disciplinary procedures. Students must notify NIECE if absent from class for more than three consecutive days. A medical certificate must be provided where illness prevents the student from attending classes.

Traineeships & Apprenticeships funded as a User Choice program

This unique pathway provides nationally recognized training. Each State/ Territory has differing rules for traineeships and apprenticeships in Children's Services and has different priority ratings which could include:

- Youth
- Women returning to work
- Skill shortages
- People with disabilities

The User Choice program is State Government funding to Registered Training Organisations and works in conjunction with the apprenticeship and traineeship system. User Choice allows employers, together with their apprentices / trainees to negotiate directly with Registered Training Organisations to arrange quality accredited training to meet their specific needs.

Overview and Comparison of Traineeships & Apprenticeships

	Traineeship	Apprenticeship
Benefits to the Trainee/Apprentice	<ul style="list-style-type: none"> • Work experience • Get paid while you learn • Learn the latest knowledge and skills • Get a qualification that is recognised across Australia • Great job prospects • A great start to your career • Face to face support from your trainer Some trainees/apprentices MAY be eligible for State Government funding .	
Qualification you work towards	CHC30402 Certificate III in Children's Services CHC40402 Certificate IV in Out of School Hours Care (in some States)	CHC50302 Diploma of Children's Services CHC50202 Diploma in Out of School Hours Care (in some States) Advanced Diploma of Children's Services (in some States)
Duration	<ul style="list-style-type: none"> • 12 months full time • Longer for part time You can complete earlier providing you achieve all required competencies.	<ul style="list-style-type: none"> • 36 months full time • Longer for part time You can complete earlier providing you achieve all required competencies.
Vocational Outcome	<ul style="list-style-type: none"> • Qualified assistant in long day care, 	<ul style="list-style-type: none"> • Qualified Group Leader in long day

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	family day care, mobile care centres and out of school hours care.	care, family day care and out of school hours care.
Prerequisites	Year 10 (or equivalent) level of English (traineeship) and Certificate III in Children's Services (Apprenticeship)	
Criminal History	All employees must obtain a suitability card or police check	
Citizenship	You must be an Australian Citizen or have permanent residency status.	
Wages	Can vary i.e. age, experience, location and prior qualifications. Contact 1300 363 264 and quote course code and your Award or Enterprise Agreement	

An Apprenticeship or Traineeship is a three-way partnership between:

**The Student
The Registered Training Organisation (RTO)
The Employer**

Listed below are the parties involved in ensuring that you are trained:

States/Territories relevant Department of Employment and Training

- Responsible for ensuring all regulations are met in regards to your training and may also pay for part of your training costs.

Australian Apprenticeship Centre (AAC)

- Responsible for registering you as a trainee/apprentice and monitoring your progress.

Supervising Registered Training Organisation (SRTO)

- NIECE has been selected to deliver the training and provide on-going support.

Employer

- The employer provides the workplace for the on-the-job training and the payment of your wage.

Workplace Supervisor

- A supervisor (who must be qualified to the level you are training) is nominated to oversee your performances and mark you against nominated competencies.

Q. "What is an Australian School Based traineeship/apprenticeship?"

A. While completing your high school studies you can also be trained towards a qualification in your chosen career and been paid for the time you spend working. Training takes place while you are at work, at school or NIECE. You must:

- Be aged 17 years or older
- Be enrolled in study that will lead towards a senior certificate or equivalent;
- Have an employer;
- Have a training provider;
- Work out with your school and your parents or guardians, how you will modify your school timetable to fit in the training for your apprenticeship or traineeship;
- Be available to your employer for work or training during the times agreed to by your school.