ACU College is the Vocation Education and Training unit of Australian Catholic University (ACU). ACU is a Registered Training Organisation (RTO No: 3578) delivering nationally accredited vocational education and training from Certificate II to Diploma level.
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Welcome

On behalf of all staff I would like to welcome you to ACU College, Australian Catholic University’s (ACU) Registered Training Organisation (RTO) delivering vocational education and training courses in health, education and community services.

ACU College’s health trainers are industry experts and have many years of experience working in the health sector. Their experience is critical to your learning as they apply their working knowledge to prepare you for classroom activities and assessment. This will assist you to meet the learning requirements of your course and ensure you are ready for work.

In addition to committed trainers, we have a dedicated administration team supporting you every step of the way. If you have any difficulties in your studies please let us know, we have the staff here to support you to achieve your course goals. Work with us and we’ll ensure you have a positive learning experience.

As part of the ACU community you will have access to a range of supports, services, events and clubs to make your time at ACU more productive and enjoyable. Please take some time to explore all that ACU has to offer. We also have pathway opportunities and each year many of our graduates go on to study degree courses.

We wish you well in your studies and trust you will have a rewarding time at ACU College

Best of luck

David McElgunn

Director ACU College
Campuses and contacts

Melbourne Campus (St Patrick’s)
115, Victoria Parade, Fitzroy, 3605
Phone: 03 99533321 (9.00 am to 5.00 pm)
email: ACUCollege@acu.edu.au

Ballarat Campus (Aquinas)
1200 Mair Street Ballarat Victoria 3350
Phone: 03 99533321 (9.00 am to 5.00 pm)
email: ACUCollege@acu.edu.au

Brisbane Campus (McAuley at Banyo)
1100 Nudgee Road Banyo Queensland 4014
Phone: 07 36237647 (9.00 am to 5.00 pm)
email: ACUCollege@acu.edu.au

Ararat Hospital
Girdlestone St, Ararat VIC 3377
Phone: 03 99533321 (9.00 am to 5.00 pm)
email: ACUCollege@acu.edu.au
### Courses offered at ACU College

**Melbourne Campus**
- HLT54115 Diploma of Nursing
- CHC40213 Certificate IV in Education Support
- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
- SIS30315 Certificate III in Fitness
- SIS40215 Certificate IV in Fitness
- CHC33015 Certificate III in Individual Support - Ageing
- BSB51915 Diploma of Leadership and Management
- HLT33015 Certificate III in Allied Health Assistance (VET in School – VETiS only)

**First Aid**
- HLTAID001 Provide cardiopulmonary resuscitation
- HLTAID002 Provide basic emergency life support
- HLTAID003 Provide first aid
- HLTAID004 Provide an emergency first aid response in an education and care setting

**Ballarat Campus**
- HLT54115 Diploma of Nursing

**First Aid**
- HLTAID001 Provide cardiopulmonary resuscitation
- HLTAID002 Provide basic emergency life support
- HLTAID003 Provide first aid
- HLTAID004 Provide an emergency first aid response in an education and care setting

**Brisbane Campus**
- CHC30213 Certificate III in Education Support
- CHC40213 Certificate IV in Education Support

**First Aid**
- HLTAID001 Provide cardiopulmonary resuscitation
- HLTAID002 Provide basic emergency life support
- HLTAID003 Provide first aid
- HLTAID004 Provide an emergency first aid response in an education and care setting

**Ararat Hospital**
- HLT54115 Diploma of Nursing

For more information about the courses and policies please visit the [website](#).

For more information about the RTO registration [click here](#).
Student support services

ACADEMIC SKILLS UNIT (ASU)

Academic support is provided by the ASU. You can make a booking to see an advisor or there is a 15 minute drop in service each weekday. The Academic Skills Advisers are available during the week and also weekends. Check out the link for more details: http://www.acu.edu.au/1098151.

STUDENT SUPPORT AND COUNSELLING

Students can speak to the Coordinators regarding any issue they may be experiencing and where necessary they will be referred to the appropriate service for further assistance. Check the link for the range of services offered at ACU http://www.acu.edu.au/1113874.

ACU Counselling offers students a free, confidential and professional service staffed by qualified counsellors providing students with an opportunity to discuss any issues of concern within a supportive environment. Counselling staff can assist with a wide range of concerns including relationship issues, sexuality, domestic violence, addictive behaviours, mental health issues, anxiety about returning to study, bullying, sexual harassment, assault, abuse, and conflict resolution. For more information about the counselling service and how to make an appointment, refer to: http://www.acu.edu.au/1098159.

JIM-BAA-YER (TO LEARN – TO TEACH)

Jim-baa-yr Indigenous Higher Education Unit is located at ACU’s Melbourne, Ballarat and Brisbane campus. Jim-baa-yr works with both prospective and current Aboriginal and Torres Strait Islander students providing support in relation to numerous issues including:

- Academic support, advice and tutorial assistance
- Administrative support, e.g. arranging meetings with academics and student services
- Assisting in interpreting University policies and procedures and
- Social, cultural and personal support

These services can begin before enrolment at ACU and you can contact the unit by emailing jimbaayer@acu.edu.au or by phoning 03 9953 3004.

EQUITY AND DISABILITY UNIT (EDU)

EDU helps students with disabilities to organise reasonable adjustment for your studies. For more information, go to: http://www.acu.edu.au/1098163.

CAREER DEVELOPMENT SERVICES

This can help you to develop skills and knowledge to plan and manage your career; to prepare job applications and prepare for job interviews; to make informed career decisions, map possible career paths relating to your choice of study. For more information refer to: http://www.acu.edu.au/1114209.

HEALTH, SPORT & WELLBEING

ACU offers an extensive range of programs, events and activities to keep you fit, active and making new friends throughout your time at University. You have access to Gyms and Fitness, sports clubs, social sport, community events and Unigames. You can sign up online. For more details please refer to http://www.acu.edu.au/1117779.
ACU HEALTH CLINICS

ACU runs health clinics in Melbourne, Brisbane, North Sydney and Strathfield. These clinics are committed to providing medical and allied health services for students, staff and the local community. [http://www.acu.edu.au/620810](http://www.acu.edu.au/620810).

LEARNING ENVIRONMENT ONLINE (LEO)

It is the online learning management system where all training and assessment resources, assessment submissions, marking, assessment feedback, results and other relevant resources are made available for students and staff. Each student gets a login to protect academic integrity and provide individualised services. See also [LEO guides for students](http://www.acu.edu.au/620810).

ASKACU

This facility is available to on the ACU website. You are able to access this facility via the ACU homepage, email, Chat, Phone or SMS. AskACU can assist you or direct you to the relevant services that you require. Also see [https://acu.service-now.com/kb/](https://acu.service-now.com/kb/) for more information.

IT SERVICES

IT support is available during all working days by visiting the Library IT support Office on your campus. (Monday – Thursday: 7.45am – 6.30 pm and Friday: 7.45am – 5.00 pm).

LIBRARY

Each ACU campus has a Library. Students have access to computers, printers, photocopiers and laminating services at the ACU Library and can purchase a printing/photocopying card which allows access to a range of printers and copiers. For more information, please visit: [http://library.acu.edu.au/](http://library.acu.edu.au/)

PURCHASING TEXT BOOKS


STUDENT IDENTIFICATION (ID) CARDS

Student ID cards are issued by the Student Centre after you have enrolled into your course of study. You are expected to carry your student ID while you are on campus, at work placements and other ACU related events.

PHYSICAL RESOURCES

ACU has a full range of physical resources including:

- Library
- Modern well equipped theory classroom (whiteboard, desks, chairs, air-conditioning, video, overhead projectors, computers)
- PC Labs, Lecture theatres, Video Conference room, Tutorial Rooms
- Small group learning spaces
- Cafeteria on each campus

DISCOVERU

To access all student support services please navigate to the DISCOVERU page on student portal and enjoy the benefits. For more information about other services available at ACU please visit [http://www.acu.edu.au/1094436](http://www.acu.edu.au/1094436)
ACU College has the following policies available on the website to enable students to make informed choices about their education. It is the students’ responsibility to familiarise themselves with the policies and procedures. For details of the policies please visit [http://www.acu.edu.au/courses/769834](http://www.acu.edu.au/courses/769834).

<table>
<thead>
<tr>
<th>Policies</th>
<th>Brief description of what it contains</th>
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<tr>
<td>Policy 1 Access and Equity Policy and Procedure</td>
<td>Access and equity and fair treatment and equal benefits and opportunities principles to be incorporated in all enrolments, training and assessment activities.</td>
</tr>
<tr>
<td>Policy 2 Privacy Policy and Procedure</td>
<td>How personal information is collected, stored, disclosed and accessed for corrections. It also outlines the process in case of breach of this policy.</td>
</tr>
<tr>
<td>Policy 3 Complaints and Appeals Policy and Procedure</td>
<td>The nature of complaints and academic grievances and outlines the complaints and appeals procedure in simple steps.</td>
</tr>
<tr>
<td>Policy 4 Pre-training Review Policy and Procedure</td>
<td>How we determine the minimum foundation skills required to complete the selected course successfully; develop, conduct and assess LLN tests. It also outlines the availability of LLN support services and foundations skills training.</td>
</tr>
<tr>
<td>Policy 5 Enrolment Policy and Procedure</td>
<td>How we market and advertise our courses, recruitment of students (including LLN tests), making an offer, enrolment and orientation for students in all qualifications. It also outlines the eligibility requirements for funded and VET FEE-HELP students.</td>
</tr>
<tr>
<td>Policy 6 Fees, Charges and Refunds Policy and Procedure</td>
<td>How fees are collected, payment plan arrangements, concession fees and tuition fee waiver conditions, fee protection scheme, VET FEE-HELP review and refund conditions.</td>
</tr>
<tr>
<td>Policy 7 VET Tuition Assurance Policy and Procedure</td>
<td>Information regarding VET course assurance option and VET tuition fee repayment option for VET FEE-HELP eligible students only.</td>
</tr>
<tr>
<td>Policy 8 RPL and CT Policy and Procedure</td>
<td>The conditions around Recognition of Prior Learning (RPL), Credit Transfer (CT) and Recognition of Current Competencies (RCC) and the time lines.</td>
</tr>
<tr>
<td>Policy 9 Re-enrolment Policy and Procedure</td>
<td>The conditions for students seeking to come back to ACU College within one year of their withdrawal or discontinuation of studies to continue their studies.</td>
</tr>
<tr>
<td>Policy 10 Academic Integrity and Progress Policy and Procedure</td>
<td>Information about attendance requirements, course progress, assessment submissions, exams, clinical labs, practical placements, assessment marking and grades, re-submissions and resits for labs and exams and attempt 3 and 4 conditions, withdrawal/cancellation of enrolment and pre-requisites.</td>
</tr>
<tr>
<td>Policy 11 Code of Conduct and Discipline Policy and Procedure</td>
<td>Students’ rights, responsibilities, code of conducts, duty of care and unacceptable behaviour. Students are expected to abide by the Student Code of Conduct at all times to ensure an atmosphere of respect, understanding, and professionalism for all students. ACU College celebrates diversity and embraces equal opportunity and promotes a supportive adult learning environment.</td>
</tr>
<tr>
<td>Policy 14 Critical Incident Management Policy and Procedure</td>
<td>The policy provides the guidance for ACU to plan for, respond to and manage critical incidents ensuring the University meets its duty of care obligations in providing the highest possible standard of health and safety and upholds its legislative obligations in relation to its staff, students, contractors, volunteers and visitors to ensure safety and wellbeing of all stakeholders.</td>
</tr>
<tr>
<td>Policy 17 Student Services and Welfare Policy and Procedure</td>
<td>This policy and procedure is to ensure that ACU College promotes a healthy, supportive and secure environment for all students to achieve their learning goals and make satisfactory progress towards meeting the learning outcomes.</td>
</tr>
<tr>
<td>Policy 23 Child Safety Policy and Procedure</td>
<td>This policy ensures that ACU is well prepared to protect children from abuse and neglect.</td>
</tr>
</tbody>
</table>

Students may access other relevant policies on LEO.
COMPLAINTS AND APPEALS

As per Policy 3 Complaints and appeals policy and procedure, student with any complaints regarding staff, students, training and assessment services or any other matter that affects their study are encouraged to follow the procedure outlined in the policy. Students are welcome to bring a support person with them to any discussions with teachers and/or coordinators.

- **Gather information about the complaint**
- **Meet Class Trainer/Office admin**
  - Discuss informally and find solution to the complaint
    - Yes → **Resolved** → End
    - No → **Discuss with Group Coordinator**
      - Yes → **Resolved** → End
      - No → **Discuss informally and find solutions to the complaint**
        - Yes → **Resolved** → End
        - No → **Meet Course Coordinator**
          - Yes → **Resolved** → End
          - No → **Lodge formal complaint with Operation/Compliance Manager**
            - No → **Resolved** → End
            - Yes → **Appeal Internally**
              - Yes → **Resolved** → End
              - No → **Appeal Externally**
                - Yes → **Resolved** → End
                - No → **Discuss it with Provost**
                  - Yes → **Resolved** → End
                  - No → **Appeal Internally**
                    - Yes → **Resolved** → End
                    - No → **Appeal Externally**
                      - Yes → **Complaint closed and outcome recorded**
                      - No → **Resolved** → End
Academic matters

LANGUAGE, LITERACY AND NUMERACY (LLN)

Prior to enrolment in the selected course, all students are assessed on their Language, Literacy and Numeracy needs and if required, assistance will be provided to support students in these areas. Followed by the LLN test there will be an orientation and enrolment session before commencement of the course. For more details please refer to Policy 4 Pre-training Review Policy and Procedure and Policy 5 Enrolment Policy and Procedure.

CREDIT TRANSFER (CT) AND RECOGNITION OF PRIOR LEARNING (RPL)

Credit transfer will be granted to students who have successfully completed the same unit(s) with another RTO, subject to completion of (clinical) placements requirements.

Recognition of Prior Learning (RPL) is the acknowledgement of the competencies gained through formal study, work experience and other life experiences. For all ENN... (Nursing) units you must provide evidence of undertaking 'enrolled nurse work' as an enrolled nurse or enrolled nurse student.

Students must apply for CT/RPL before the course commencement. For more details please read Policy 8 RPL and CT Policy and Procedure.

PATHWAYS TO FURTHER STUDY

ACU College recognises that students have unique learning goals and objectives. As such, we can help you clarify your learning goals and guide you to the various opportunities available with ACU or outside. Some of the Certificate Courses offered at ACU College articulate into the Graduate Programs in ACU or into other Certificate/Diploma courses. Please refer to the respective courses pages to learn more about the pathways from your course of study.

ATTENDANCE

It is expected that students attend all classes. If you are unable to attend class, you must notify your trainer or the office on your campus of study and bring any medical certificates. It is your responsibility to catch up on any work you have missed through your absence. Please note your unit results will be affected by your attendance. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure.

COURSE PROGRESS

ACU College pro-actively monitors students’ Academic Progress. We regularly check students’ attendance, assessment submission and results and contact students whose course progress is unsatisfactory. We then meet with students to discuss any issues they may be experiencing. This assistance may include additional academic help, counselling or assessment extensions. We encourage students to speak with their Trainer, Course Coordinator or the Student Support Coordinator if they are experiencing any difficulties. For more details, please refer to Policy 10 Academic Integrity and Progress Policy and Procedure.

ACU College endeavours to follow the training plans and the delivery schedule; however there may be changes made due to various circumstances. Students will be notified of any changes to their training plans and updated timetable is made available on LEO.
ASSESSMENTS

All assessments are available on Learning Environment Online (LEO). At the beginning of the delivery of each unit you will be provided a unit outline. The trainer will clearly explain the specific assessment criteria and due dates.

The assessment submission will be cut off after the due date. All assessments must be submitted online on or before the due date. Students are required to keep a copy of any assessment or work submitted online and must produce this when requested.

Students must meet all assessment criteria outlined in the assessment pack which may include; assessment tasks, work placements, labs, simulated assessments, practical tasks and attendance requirements to be deemed competent.

Assessments may not be submitted and will not be marked when there is no attendance in classroom sessions. Further follow up will be required via the Student Progress Committee in these situations.

For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure or the specific course page. Any academic grievances must be addressed in accordance with Policy 3 Complaints and appeals policy and procedure.

ASSESSMENT EXTENSION

It is expected that students will submit assessments by the due date however we understand that unforeseen circumstances exist. If you do require an extension for an assessment, you will need to complete an Application for Assessment Extension form available on LEO http://leo.acu.edu.au/mod/folder/view.php?id=935419 at least 24 hours before the due date. At the discretion of the Group coordinator or Course Coordinator the extension may or may not be granted. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure.

EXAMS

Some courses at ACU College will also have exams in addition to the assessments. Exams are part of the assessments to determine your competency in the unit. You must attend all the exams. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure.

RESUBMISSIONS AND FURTHER ATTEMPTS

Every student gets two (2) attempts on each assessment, knowledge tests/exams and clinical skills assessments. Three (3) attempts are given for calculation tests. If you have exhausted your first two attempts and are still unsuccessful with your assessments, you may be granted an additional attempts/re-sits, and for another attempt (4th attempt) for a nominal fee. For medication calculation tests you may be granted three further attempts for a nominal fee. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure.

FEEDBACK AND SURVEYS

Students are given feedback about their assessments, academic progress and any other issues face to face or on LEO.

We welcome feedback from our students as a means of contributing to our commitment to continuous improvement. Students are encouraged to meet the coordinators to discuss their feedback or drop their suggestions in the suggestion box at the office on their campus.

Regular surveys and feedback including the end of course survey will be conducted as part of our continuous improvement initiative. The Commonwealth and state Department of Education may also contact the students for a random survey about the course you are undertaking.
INCLUSIVE LEARNING AND REASONABLE ADJUSTMENTS

ACU College understands that everyone learns differently. It makes reasonable adjustments to ensure that learners with a disability and disadvantaged status have the same learning opportunities as other learners. Any adjustments are based on each learner’s ability to participate and achieve outcomes. Please speak to your Group Coordinator or Course Coordinator for more information about reasonable adjustment.

REFERENCING AND PLAGIARISM

Assessments must be your own original work. If you use another person’s ideas, writing or work and do not acknowledge the original source, you are committing plagiarism. Plagiarism is when you take someone else’s work and pretend it is yours. As a student, you are expected to acknowledge the work of others. All assessments on LEO are dropped via an educational tool called Turnitin. It assists the students to identify the percentage (shown as similarity) of work that has been plagiarised. Assessments with high percentage of similarity will be assessed and marked as Not Yet Satisfactory (NYS).

The Liaison Librarian can assist you to find information regarding referencing. ACU uses APA referencing for Health care related courses. You can find more information and examples about referencing here: http://www.acu.edu.au/572088.

STUDENT CODE OF CONDUCT

All students are expected to take full responsibility for their own learning, punctuality, appropriate language and behaviour in class, in class participation and track your course progress.

ACU advises that there is to be NO food or drink taken into classrooms (except water). Mobile phones are to be turned off or to ‘silent’ during class. Students are expected to abide by the codes of conduct while you are on campus and work placements. All students must:

- Abide by all rules and requirements of ACU College and respond to all lawful and reasonable directions from staff;
- Be aware that all forms of academic dishonesty or misconduct are unacceptable;
- Use all equipment and resources appropriately, legitimately and safely following all relevant health and safety requirements;
- Follow the policy and procedure for grievances/complaints and seek appropriate resolutions;
- Attend classes as required and submit all the assessment requirements, attend placements on the allocated dates;
- Conduct themselves in a professional manner while undertaking professional placement and fieldwork and respect the confidentiality of client or commercial information made available as part of the placement;
- Provide honest constructive feedback to ACU College and its staff on the quality of teaching and services;
- Respect the rights of other members of ACU College community to express dissent or different political or religious views, subject to those actions or views complying with the laws of Australia;
- Not endanger the safety of other members of the community;
- Show awareness of and sensitivity towards other cultures;
- Respect the opinions of others and to engage in rational debate in areas of disagreement.

Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

Please note: ACU is a smoke free zone. Students are expected to follow the smoke free policy on all campuses.
Other services

EMERGENCY PROCEDURE

Emergency evacuation procedures are made available in the classrooms and notice boards. If there is a fire:

- An alarm will ring
- Follow your trainer to the allocated EXIT. You have to leave the building quickly, so please leave your books and bags behind.
- Walk calmly out of the building and refrain from excessive talking
- Your trainer or a fire warden will take you to the assembly point. You must go to the assembly point and have your name marked off the Class Roll.

Every six months the university conducts a fire drill. Do not be alarmed when this happens.

Emergency Telephone Number: Police/Fire Department/Ambulance – dial 000 from landline or mobile.

If you need to contact ACU College after hours in the case of an emergency, please call Security on 0477752510. Please Note: this mobile number is for emergencies only.

FIRST AID

If you are feeling ill during class, please notify your trainer and they will refer you to the first aid officers on campus to assist you. There are first aid kits available on the premises.

ACCIDENTS/INJURIES

All accidents or injuries that occur on ACU/ACU College property, including practical placement locations must be reported using the Accident and Incident Report form available on http://www.acu.edu.au/policy/169183

We use these reports as part of our continuous improvement process to ensure similar incidents do not happen again.

LOST PROPERTY/SECURITY

Please do not leave any of your valuables on Campus unattended. Keep your bags with you when moving from room to room, particularly during breaks. ACU College is not responsible for the security of personal belongings.

Any lost property should be handed in to the Office/Security on campus. If you have lost something, please check with the Office or Security.

PUBLIC TRANSPORT

Public Transport Victoria (PTV) provides public transport information and services for Melbourne and regional Victoria and can be contacted either by phone: 1800 800 007, or their website http://ptv.vic.gov.au/timetables/. There is also a TTY facility for passengers with hearing difficulties on 03 9619 2727.

TRANSlink Queensland provides public transport information and services for Brisbane and regional Queensland and can be contacted either by phone: 13 12 30 or their website http://translink.com.au/site-information/contact-us-and-help.
TRAVEL CONCESSION CARD

Full-time students may be eligible for a Student Concession Card or Student Pass. Contact the Student Centre on your campus for further details.

FEES, CHARGES AND REFUNDS


For each enrolment ACU College may calculate a tuition fee on the basis of an amount for each scheduled hour of government-funded training or further education which a person enrolls to undertake (rounded to the nearest dollar) in a calendar year.

VICTORIAN STUDENT NUMBER (VSN)/ LEARNER UNIQUE IDENTIFIER (LUI)/UNIQUE STUDENT IDENTIFIER (USI)

Victorian students under 25 upon enrolment will be allocated a Victorian Student Number. This is recorded in our Student Management System.

In Queensland when you are in Year 10 or turn 15 (whichever comes first), your school will register you with the Queensland Curriculum and Assessment Authority (QCAA) and a learning account will be opened for you. Your school will give you a Learner Unique Identifier (LUI) — a 10-digit number that the QCAA uses to identify you — and a password, so you can access your learning account.

As from 1 January 2015, a national Unique Student Identifier (USI) will also be allocated to all students. These ID are unique and should not be shared with anyone. As per Policy 2 Privacy Policy and Procedure the privacy of every student is protected. ACU College may share your details with the Government agencies for verification purposes.

VET STUDENT LOANS (VSL)

VET Student Loans (VSL) is available for eligible students for Diploma and above level courses. Check your eligibility on https://www.education.gov.au/vet-student-loans. Refunds are provided as per our refunds policy. Please read Policy 6 Fees, Charges and Refunds Policy and Procedure available on our website for more details. Please check our website for current fees and charges and other fee relevant enquires http://www.acu.edu.au/courses/769829.
HOW DO VET STUDENT LOANS (VSL) WORK (IN BRIEF)?

Student enrolls in a VSL approved course.

Provider assesses student’s eligibility against legislative requirements (citizenship and residency, year 12 certificate, cert IV or above, or LLN test, etc)

Provider uploads student enrolment information into the eCAF system

Not less than two business days after enrolment, the student requests a VSL using the eCAF

Provider sends Statement of Covered Fees after enrolment but before first census day. Fees for the course must be spread across at least 3 fee periods, which must each contain at least 1 census day

Student commences study

At least 14 days before the first census day in the fee period, provider sends student a VSL Fee Notice advising of the debt that will be incurred

Student becomes financially liable for unit cost at the end of the census day for each unit

Within 28 days of census day, provider sends student a Commonwealth Assistance Notice (CAN) advising student of the debt amount

Provider reports student liability data on a unit basis to the department by the 7th of each month

Ongoing requirements relating to subsequent units/census days (fee notices, CANs, etc)

For ongoing loan access, student completes engagement and progression in February, June and October to advise that they are genuine and continuing

The Department of Education and Training assesses the data against legislative requirements for payment and pays the tuition fee to the provider on the student’s behalf

The Department sends student debt data to the Australian Taxation Office

Student repays the loan via the tax system once they are earning above the repayment threshold

Debt repayments go to Commonwealth consolidated revenue

Source: VET Student Loans (VSL) Manual for providers
OFFICE CONTACTS AND HOURS

You may contact the office between office hours (9.00 am to 5.00 pm)

Victoria – 03 9953 3321 (Melbourne, Ballarat & Ararat)

Queensland - 07 3623 7647 (All First Aid courses and other QLD enquiries)

Alternatively you may also send your enquiries to ACUCollege@acu.edu.au.

KEY CONTACTS AT ACU COLLEGE

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>David McElgunn</td>
<td>Director</td>
<td><a href="mailto:David.McElgunn@acu.edu.au">David.McElgunn@acu.edu.au</a></td>
<td>03 9230 8418</td>
</tr>
<tr>
<td>Irene Nerantzoulis</td>
<td>Operations Manager</td>
<td><a href="mailto:Irene.Nerantzoulis@acu.edu.au">Irene.Nerantzoulis@acu.edu.au</a></td>
<td>039953 3956</td>
</tr>
<tr>
<td>Leve Louis</td>
<td>Compliance &amp; Curriculum Manager</td>
<td><a href="mailto:Leve.louis@acu.edu.au">Leve.louis@acu.edu.au</a></td>
<td>03 9953 3324</td>
</tr>
<tr>
<td>Jacqui Ryan</td>
<td>Education Support Coordinator &amp; Student Support and Welfare Coordinator</td>
<td><a href="mailto:Jacqui.ryan@acu.edu.au">Jacqui.ryan@acu.edu.au</a></td>
<td>03 9953 3447</td>
</tr>
<tr>
<td>Kathi Horton</td>
<td>Nursing &amp; Health Curriculum Coordinator</td>
<td><a href="mailto:Kathi.Horton@acu.edu.au">Kathi.Horton@acu.edu.au</a></td>
<td>03 9953 3155</td>
</tr>
<tr>
<td>Alison Balcombe</td>
<td>Early Childhood Education Coordinator</td>
<td><a href="mailto:Alison.Balcombe@acu.edu.au">Alison.Balcombe@acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Noni Walter</td>
<td>Individual Support Coordinator</td>
<td><a href="mailto:Noni.walter@acu.edu.au">Noni.walter@acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Brenda Kenny</td>
<td>Exercise Science Coordinator</td>
<td><a href="mailto:Brenda.kenny@acu.edu.au">Brenda.kenny@acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Simone Best</td>
<td>Allied Health (VET in School) Coordinator</td>
<td><a href="mailto:Simone.Best@acu.edu.au">Simone.Best@acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Jessica Radin</td>
<td>Professional Experience Coordinator</td>
<td><a href="mailto:Jessica.radin@acu.edu.au">Jessica.radin@acu.edu.au</a></td>
<td>03 9953 3732</td>
</tr>
<tr>
<td>Skye Giannino</td>
<td>Simulation Practice Coordinator</td>
<td><a href="mailto:SkyeAlana.Giannino@acu.edu.au">SkyeAlana.Giannino@acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Sarah Fox</td>
<td>Nursing Admin Assistant</td>
<td><a href="mailto:Sarah.fox@acu.edu.au">Sarah.fox@acu.edu.au</a></td>
<td>03 9953 3469</td>
</tr>
<tr>
<td>Kunal Goswami</td>
<td>Data reporting and VETtrak Coordinator</td>
<td><a href="mailto:Kunal.Goswami@acu.edu.au">Kunal.Goswami@acu.edu.au</a></td>
<td>03 9230 8020</td>
</tr>
<tr>
<td>Nadia Dehbozorgi</td>
<td>LEO Support</td>
<td><a href="mailto:LEO.ACUCollege@acu.edu.au">LEO.ACUCollege@acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Tracey Cole</td>
<td>Nursing Course Coordinator – Ballarat</td>
<td><a href="mailto:Tracey.Cole@acu.edu.au">Tracey.Cole@acu.edu.au</a></td>
<td>03 5336 5494</td>
</tr>
<tr>
<td>Pam Shackleton</td>
<td>PEP Coordinator – Ballarat and Ararat</td>
<td><a href="mailto:Pam.Shackleton@acu.edu.au">Pam.Shackleton@acu.edu.au</a></td>
<td>03 5336 5494</td>
</tr>
<tr>
<td>Donna Bradshaw</td>
<td>Nursing Course Coordinator – Ararat</td>
<td><a href="mailto:Donna.Bradshaw@acu.edu.au">Donna.Bradshaw@acu.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Jocelyn Anderson</td>
<td>Coordinator – Brisbane Campus</td>
<td><a href="mailto:Jocelyn.Anderson@acu.edu.au">Jocelyn.Anderson@acu.edu.au</a></td>
<td>07 3861 6151</td>
</tr>
<tr>
<td>Jane Timmins</td>
<td>First Aid Course Coordinator (all campus)</td>
<td><a href="mailto:Jane.Timmins@acu.edu.au">Jane.Timmins@acu.edu.au</a></td>
<td>07 3623 7464</td>
</tr>
<tr>
<td>AskACU</td>
<td></td>
<td><a href="mailto:askacu@acu.edu.au">askacu@acu.edu.au</a></td>
<td>1300 275 228</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>1300 729 452 / 8888</td>
<td></td>
</tr>
</tbody>
</table>
Courses on offer

HLT54115 Diploma of Nursing

The course consists of 25 units of competency. The course is offered on a full time and part time basis in Melbourne and full time in Ballarat and Ararat.

AIM

The aim of the course to build the necessary skills, knowledge and confidence that will allow the students to work competently as Enrolled Nurses in a variety of settings and practice in accordance with:

- Enrolled Nurse Standards for Practice
- Code of Ethics for Nurses
- Code of Professional Conduct for Nurses
- Professional Boundaries for Nurses
- National framework for the development of decision-making tools for nursing and midwifery practice.

COURSE OUTCOME AND PATHWAY

A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse subject to English language requirements. Further information on registration is available at www.nursingmidwiferyboard.gov.au.

Graduates may also be able to

- Proceed to higher studies with ACU (Direct entry into second year of approved Bachelor courses)
- Practice nursing in various settings: mental health, acute care, aged care, rehabilitation and community nursing
- Specialise in any speciality area

The Diploma of Nursing could also become your pathway to further study at ACU in one of the following areas:

- Nursing
- Paramedicine
- Midwifery
- Biomedical Science
- Speech Pathology
- Applied Public Health
- Occupational Therapy
- Physiotherapy

NMBA - REGISTRATION STANDARD: ENGLISH LANGUAGE SKILLS

NMBA requires all applicants, prior to the commencement of the course, to demonstrate English language skills to be suitable for registration.

All students must demonstrate English language competency via one of the following pathways:
1. **Primary language pathway:** English is your primary language and you have undertaken and satisfactorily completed at least six years of primary and secondary education taught and assessed solely in English, including at least two years between 7 and 12.

2. **Extended education pathway – enrolled nurses:** Students must provide evidence of the completion of five (5) years (full-time equivalent) of education taught and assessed in English, in any of the recognised countries.
   - The five years may include three and a half (3.5) years (full-time equivalent) of vocational and secondary or tertiary and vocational or tertiary education or combination of secondary, vocation and tertiary in one of the recognised countries AND the completion of the Diploma of Nursing from ACU.

3. **Test pathway:** Students must achieve the required minimum scores in one of the following English language tests and meet the requirements for test results as specified below.
   - **International English Language Test System (IELTS)** Academic module with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).
   - **Occupational English Test (OET)** with a minimum score of B in each of the four components (listening, reading, writing and speaking).
   - **Pearson Test of English Academic (PTE Academic)** with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).
   - **Test of English as a Foreign Language internet-based test (TOEFL iBT)** with a minimum total score of 94 and the minimum scores of 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

COMPLETION OF THE COURSE

The course consists of theory classes and clinical placements in 4 placement blocks. All units except eight (8) are assessed in clinical placements. If you have not completed the clinical placements and you decide to leave/withdraw, your statement of attainment (SOA) will only show those units for which you have completed both theory and clinical placements. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website.

Upon graduation, you may like to choose an area of speciality to work in one of the following areas:

- Mental Health
- Aged Care
- Community Health
- Medical Nursing
- Operating Theatres
- Oncology
- Dialysis
- Surgical Nursing
- Rehabilitation
- Rural and Remote Nursing
- Emergency
- Paediatric

PROFESSIONAL EXPERIENCE PLACEMENTS (PEP)

Students are placed in nursing homes, rehabilitation centres, mental health services and acute care settings for clinical placements. Placement duration may be in one week, two weeks or three weeks block. A full 8-hour working day is required. You may be required to work shifts (i.e. 7.00am to 3.30pm or 1.00pm to 9.30pm). Punctuality is imperative and it is expected at all clinical placements.

Note: Please refer to the Professional Experience Placement Book, which will be given to you prior to starting your first placement, for more details.

You will be charged $66.00 for each day (which is the cost ACU College pays to a facility for each student’s placement) should your placement(s) be cancelled or you are deemed unsatisfactory due to:

- Unprofessional behaviour before or during placement
- No police check supplied
- No working with children check supplied
- Immunisation incomplete
- Other document/s required for the placement not supplied

PEP REQUIREMENTS

Before you go on placements you must:

1. Have a police check
2. Have a valid Working with Children Check
3. Exhibit professional behaviours
4. Successfully complete pre-requisite units
5. Provide verification of immunisation status
6. Have the Fitness for Practice form completed
Please check the relevant websites on how to obtain one. ACU College staff also will assist you through these processes. It is your responsibility to organise these requirements before your first clinical placement. If you fail to produce them you may be denied clinical placement at that time.

**DEFINITION OF FITNESS FOR PRACTICE**

“Before you start your professional experience, you'll need to complete a Student Fitness to Practice Declaration Form. It confirms you don't have any pre-existing condition or disability that might affect you on professional practice.

Tell your Professional Experience Coordinator if this changes at any time.

If you think a physical or mental impairment, disability, condition or disorder might affect you on professional experience, let your Professional Experience Coordinator know well before your placement is due to start.

If you don’t declare relevant information, you might not be covered by insurance that protects you and others.”

**POLICE SECURITY CHECKS (NATIONAL NAME CHECK)**

Students must obtain a National Police Certificate (volunteer) to be eligible to go on placements. The police check is based on an Australia-wide check of your name. Please check LEO for more information and application links.

In Victoria, the police checks are valid only in the year it is issued for enrolled nursing placements. A police check is required for each year of your course.

**WORKING WITH CHILDREN CHECK (WCC)**

Under new guidelines, all nursing and midwifery students must complete a Volunteer Working with Children Check (WCC) for clinical placements along with their Police Records Check. This is necessary for all students, regardless of whether or not your placement will involve caring for children. Students will not be permitted to participate in clinical placements without a current WCC. The WCC is valid for 5 years. For more Information regarding the application process and your obligations please see LEO or visit [http://www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/).

**CLINICAL PLACEMENT ATTENDANCE**

100% attendance is required for your Professional Experience Placement. Any absence must be supported by a medical certificate. In the event of absence, students are required to notify the:

- Clinical Placement facility
- PEP Supervisor
- ACU College Professional Experience Placement Coordinator (03 9953 3732)

Unexplained and unreported absence of greater than 24 hours will result in an unsuccessful Clinical Placement. Students must not attend clinical work with any infectious condition. If the Clinical Facilitator assesses the presence of risk to others, the student will be sent home and must make up the missed Clinical Placement time.

**CLINICAL UNIFORM**

Approved university uniform is to be worn on Clinical Placement and in the labs:

- An ACU shirt. Students are provided with a shirt free of charge. Additional shirts are available for a fee
- Navy or black trousers (suitable for manual handling, i.e. No “Hipsters”, exposed skin or visible underwear)
- Navy or black non-slip, covered shoes: preferably leather(sport shoes/runners not appropriate)
- Student identification badge must be worn and be visible at all times
• The only jewellery permitted is: single ear studs and a flat wedding band. No other jewellery or facial piercings are to be worn or visible; No wrist bracelets (unless Sikh) or necklaces
• Nail polish and/or extensions or acrylic nails are not to be worn, nails should be filed short
• Hair longer than collar length must be tied back/up

Failure to adhere to the uniform policy may result in withdrawal from professional experience.

Other requirements include:

• A watch with a second hand (fob watch only) NB. Mobile phones are not a suitable replacement for an analogue watch
• Pens (red and blue) and Nurses pouch.

IMMUNISATION AND HEALTH PROCEDURES

The mandatory immunisation status documentation that students are required to present prior to the Placement is in alignment with the vaccination schedule set out by the Department of Health Victoria (DoHV, 2013). It is imperative that the students have completed the immunisation program prior to placement. The schedule of vaccinations students are required to have received include:

- Hepatitis A, B
- Measles, Mumps & Rubella (MMR)
- Diphtheria, Tetanus & Pertussis (dTpa) – not ADT
- Varicella Chickenpox x 2 doses required
- Tuberculosis/Quantiferon Gold
- Polio
- Influenza (annually)

Students are required to keep a copy of their completed documentation to present to an authorized Victorian hospital, healthcare, educational or other facility staff member on the first day of each of their placements. Evidence of complete immunization must be submitted 3 months before 1st placement. Placement facilities may restrict or deny access to a student who does not meet immunisation and infection control requirements.


More information and the immunisation form will be provided on the Orientation and thereafter the current and updated information will be available on LEO (Learning Environment Online).

AHPRA REGISTRATION

All enrolled students will be registered with AHPRA as soon as practicable. ACU College will also notify AHPRA upon student withdrawal or completion. After successful completion of the course you are able to apply for registration with the AHPRA managed by NMBA as an enrolled nurse subject to English language requirements. Further information on registration is available on http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx.

UNITS ALLOCATION FOR PLACEMENTS

The table provides an indication of the units to be assessed in Professional Experience Placements. Please note these may change subject to the availability of placements.

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Nominal hours</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>40</td>
<td>No</td>
</tr>
<tr>
<td>Unit code</td>
<td>Unit title</td>
<td>Nominal hours</td>
<td>Placement</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>25</td>
<td>No</td>
</tr>
<tr>
<td>CHCPRP003</td>
<td>Reflect on and improve own professional practice</td>
<td>120</td>
<td>2</td>
</tr>
<tr>
<td>HLTAAPO02</td>
<td>Confirm physical health status</td>
<td>90</td>
<td>No</td>
</tr>
<tr>
<td>HLTAAPO03</td>
<td>Analyse and respond to client health information</td>
<td>60</td>
<td>No</td>
</tr>
<tr>
<td>HLTENN001</td>
<td>Practise nursing within the Australian health care system</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>HLTENN002</td>
<td>Apply communication skills in nursing practice</td>
<td>50</td>
<td>1</td>
</tr>
<tr>
<td>HLTENN003</td>
<td>Perform clinical assessment and contribute to planning nursing care</td>
<td>50</td>
<td>2</td>
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<tr>
<td>HLTENN004</td>
<td>Implement, monitor and evaluate nursing care plans</td>
<td>110</td>
<td>1</td>
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<tr>
<td>HLTENN005</td>
<td>Contribute to nursing care of a person with complex needs</td>
<td>90</td>
<td>3/4</td>
</tr>
<tr>
<td>HLTENN006</td>
<td>Apply principles of wound management in the clinical environment</td>
<td>45</td>
<td>2</td>
</tr>
<tr>
<td>HLTENN007</td>
<td>Administer and monitor medicines and intravenous therapy</td>
<td>250</td>
<td>3/4</td>
</tr>
<tr>
<td>HLTENN008</td>
<td>Apply legal and ethical parameters to nursing practice</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>HLTENN009</td>
<td>Implement and monitor care for a person with mental health conditions</td>
<td>60</td>
<td>1</td>
</tr>
<tr>
<td>HLTENN011</td>
<td>Implement and monitor care for a person with acute health problems</td>
<td>70</td>
<td>3/4</td>
</tr>
<tr>
<td>HLTENN012</td>
<td>Implement and monitor care for a person with chronic health problems</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>HLTENN013</td>
<td>Implement and monitor care of the older person</td>
<td>75</td>
<td>1</td>
</tr>
<tr>
<td>HLTENN015</td>
<td>Apply nursing practice in the primary health care setting</td>
<td>80</td>
<td>3/4</td>
</tr>
<tr>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
<td>25</td>
<td>1</td>
</tr>
<tr>
<td>HLTWHSS002</td>
<td>Follow safe work practices for direct client care</td>
<td>25</td>
<td>No</td>
</tr>
</tbody>
</table>

**Elective units**

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAIN003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>HLTENN10</td>
<td>Apply a palliative approach in nursing practice</td>
</tr>
<tr>
<td>HLTENN25</td>
<td>Implement and monitor care for a person with diabetes</td>
</tr>
<tr>
<td>HLTWHSS006</td>
<td>Manage personal stressors in the work environment</td>
</tr>
<tr>
<td>BSBWOR404</td>
<td>Develop work priorities</td>
</tr>
</tbody>
</table>

**BOOKS LIST**

<table>
<thead>
<tr>
<th>Compulsory Books</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Tiziani, A. (2013) Havard's Nursing guide to drugs (9th Ed.) Mosby.</td>
<td>$78.00</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Recommended book</th>
</tr>
</thead>
</table>

**NB:** Books can be purchased from [www.coop.com.au](http://www.coop.com.au) or other bookshops. Please contact the bookstores for special prices and member discounts.

### Course Coordinators

**Kathi Horton** - Nursing (Melbourne)

**Pam Shackleton** - PEP Coordinator (Ballarat and Ararat)

**Jessica Radin** - PEP Coordinator (Melbourne)

**Donna Bradshaw** - Nursing (Ararat)

**Tracey Cole** – Nursing Coordinator (Ballarat)

For more information about the courses and policies please visit the [website](http://www.coop.com.au).
CHC40213 Certificate IV in Education Support (Pathway)

This course consists of 17 units of Certificate IV in Education Support and two units from the approved Bachelor courses. It is run over a period of 12 months in Melbourne, Ballarat and Brisbane. Students who complete this course may gain credit in other courses in the Community Services area or proceed to higher studies at ACU.

AIM

This course aims to build the necessary skills, knowledge and confidence to enable graduates to work competently with students in a school environment, and to contribute meaningfully to an educational workplace. The course prepares students to work as a teacher aid in Primary, secondary or special schools.

COURSE OUTCOMES AND PATHWAYS

Students who successfully complete this course may wish to consider further study in areas such as teaching, disability work and counselling or student welfare. You may also choose to work as teacher aid.

Students will be offered direct entry (subject to course requirements) to Bachelor of Education at ACU upon successful completion of this course and a PASS grade in the bachelor units.

TEACHER AIDS

Teacher aids are school staff that support students with additional needs. They work under the direction of the classroom teacher and:

- Support children with classwork, including reading, writing, maths, art or sport;
- Assist with personal care needs;
- Supervise children if there are safety concerns;
- Attend therapy sessions with children so that therapy can be used in the classroom
- Assist in the preparation of teaching materials.
- Work with children on an individual basis or in a group situation.

COMPLETION OF THE COURSE

The course consists of theory and practical placements in schools. There are certain units that are assessed in practical placements. You must complete practical placements and the assessments to be deemed competent in the units. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed both theory and practical placements. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website.

PRACTICAL PLACEMENTS

Students are expected to find places for practical placement. The Course Coordinator may help the students in finding a placement. Placement duration may be in one week or two weeks block. A full 8-hour working day is required. You may be required to work the school hours.

Note: Please refer to the practical placement book that will be given to you prior to starting your first placement for more details.
PRACTICAL PLACEMENT REQUIREMENTS

Before you go on placements you must:

1. Have a police check
2. Have a valid Working with Children Check

Please check the relevant websites for more details on how to apply for them. It is your responsibility to organise these requirements before your first placement.

BEHAVIOUR AT PLACEMENTS

You are expected to demonstrate professional behaviour at all times while you are in the practical placement. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

UNITS OF STUDY

| Core units | CHCECE006 | Support behaviour of children and young people |
| Core units | CHCEDS001 | Comply with legislative, policy and industrial requirements in the education environment |
| Core units | CHCEDS021 | Assist in facilitation of student learning |
| Core units | CHCEDS022 | Work with students in need of additional support |
| Core units | CHCEDS024 | Use educational strategies to support Aboriginal and/or Torres Strait Islander education |
| Core units | CHCEDS025 | Facilitate learning for students with disabilities |
| Core units | CHCEDS032 | Support learning and implementation of responsible behaviour |
| Core units | CHCPRP003 | Reflect on and improve own professional practice |
| Core units | CHCPRT001 | Identify and respond to children and young people at risk |
| Core units | CHCDIV001 | Work with diverse people |
| Core units | CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| Core units | HLTWHS001 | Participate in work health and safety |
| Elective units | CHCEDS006 | Support the development of numeracy skills |
| Elective units | CHCEDS020 | Support students' literacy learning |
| Elective units | CHCEDS031 | Provide support to students with autism spectrum disorder |
| Elective units | CHCEDS003 | Contribute to student education in all developmental domains |
| Elective units | CHCEDS026 | Deliver elements of teaching and learning programs |

COURSE COORDINATORS

Jacqui Ryan – Melbourne and Ballarat

Jocelyn Anderson - Brisbane

For more information about the courses and policies please visit the [website](#).
CHC30213 Certificate III in Education Support

This course consists of 17 units. It is run over a period of 12 months in Melbourne, Ballarat and Brisbane. Students who complete this course may gain credit in other courses in the Community Services area or proceed to do Certificate IV in Education Support.

AIM

This course aims to build the necessary skills, knowledge and confidence to enable graduates to work competently with students in a school environment, and to contribute meaningfully to an educational workplace. The course prepares students to work as a teacher aid in primary, secondary or special schools.

COURSE OUTCOMES

Students who successfully complete this course may wish to consider further study in areas such as teaching, disability work and counselling or student welfare. You may also choose to work as teacher aid.

TEACHER AIDS

Teacher aids are school staff that support students with additional needs. They work under the direction of the classroom teacher and:

- Support children with classwork, including reading, writing, maths, art or sport;
- Assist with personal care needs;
- Supervise children if there are safety concerns;
- Attend therapy sessions with children so that therapy can be used in the classroom;
- Assist in the preparation of teaching materials.
- Work with children on an individual basis or in a group situation.

COMPLETION OF THE COURSE

The course consists of theory and practical placements in schools. There are certain units that are assessed in practical placements. You must complete practical placements and the assessments to be deemed competent in the units. If you have not completed the placements and you decide to leave/withdraw, your statement of attainment (SOA) will only show those units for which you have completed both theory and practical placements. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website.

PRACTICAL PLACEMENTS

Students are expected to find places for practical placement. The Course Coordinator may help the students in finding a placement. Placement duration may be in one week or two weeks block. You may be required to work the school hours.

Note: Please refer to the practical placement book that will be given to you prior to starting your first placement for more details.

PRACTICAL PLACEMENT REQUIREMENTS

Before you go on placements you must:

1. Have a police check
2. Have a valid Working with Children Check
Please check the relevant websites for more details on how to apply for them. It is your responsibility to organise these requirements before your first placement.

**BEHAVIOUR AT PLACEMENTS**

You are expected to demonstrate professional behaviour at all times while you are in the practical placement. Please read **Policy 11 Code of Conduct and Discipline Policy and Procedure** for more details.

**UNITS OF STUDY**

<table>
<thead>
<tr>
<th>Core units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCECE006 Support behaviour of children and young people</td>
</tr>
<tr>
<td>CHCEDS001 Comply with legislative, policy and industrial requirements in the education environment</td>
</tr>
<tr>
<td>CHCEDS002 Assist implementation of planned educational programs</td>
</tr>
<tr>
<td>CHCEDS003 Contribute to student education in all developmental domains</td>
</tr>
<tr>
<td>CHCEDS004 Contribute to organisation and management of classroom or centre</td>
</tr>
<tr>
<td>CHCEDS005 Support the development of literacy and oral language skills</td>
</tr>
<tr>
<td>CHCEDS006 Support the development of numeracy skills</td>
</tr>
<tr>
<td>CHCEDS007 Work effectively with students and colleagues</td>
</tr>
<tr>
<td>CHCEDS017 Contribute to the health and safety of students</td>
</tr>
<tr>
<td>CHCEDS018 Support students with additional needs in the classroom environment</td>
</tr>
<tr>
<td>CHCDIV001 Work with diverse people</td>
</tr>
<tr>
<td>CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td>Elective Units</td>
</tr>
<tr>
<td>HLTWHS001 Participate in workplace health and safety</td>
</tr>
<tr>
<td>CHCEDS025 Facilitate learning for students with disabilities</td>
</tr>
<tr>
<td>CHCEDS012 Set up and sustain individual and small group learning areas</td>
</tr>
<tr>
<td>CHCEDS031 Provide support to students with autism spectrum disorder</td>
</tr>
<tr>
<td>CHCEDS026 Deliver elements of teaching and learning programs</td>
</tr>
</tbody>
</table>

**COURSE COORDINATORS**

Jacqui Ryan – Melbourne and Ballarat

Jocelyn Anderson - Brisbane

For more information about the courses and policies please visit the website.
Advanced Certificate in Exercise Science - SIS40215
Certificate IV in Fitness

This course consists of 20 units from the Certificate IV in Fitness and two units from the approved Bachelor courses. This course is delivered over a period of 6 months in Melbourne and Brisbane. Students who complete this course may gain credit in other courses in the sport, fitness and recreation area or proceed to do higher studies at ACU or other places.

AIM

Students in this course will learn to train individual clients including adolescents and children on a one-on-one basis. They will also develop the ability to plan, conduct and evaluate exercise training, provide leadership and guidance to clients and other staff and possibly deal with unpredictable situations.

This qualification provides a pathway to work in a diversity of fitness industry businesses including fitness centres, gyms, aquatic facilities, community facilities and in open spaces, where risk management (through risk assessment and hazard control processes) does not already exist.

This qualification reflects the role of personal trainers who have specialist skills to train individual clients, or groups of clients, on a one-on-one or group basis, to improve health-related components of fitness in relatively low risk situations. This may include training of older clients and children.

COURSE OUTCOMES AND PATHWAYS

Students, who complete this course successfully and achieve the required average in Bachelor units, will be guaranteed a place in

- Bachelor of Physical Activity and Health Science or
- Bachelor of Teaching/Bachelor of Exercise Science or
- Bachelor of Exercise Science/Bachelor of Business Administration or
- Bachelor of Exercise Science/Bachelor of Public Health.

Credit arrangements may also be available at other universities into degree courses such as Bachelor of Education (Sports Coaching) or Bachelor of Arts (Recreation).

After successful completion of the course the students may also proceed to job roles in recreational facilities.

ENTRY REQUIREMENTS

Entry to this qualification is open to those who hold a current HLTAID003 Provide First Aid and HLTAID001 Provide Cardiopulmonary Resuscitation certificate and who have achieved the following units of competency:

- SISFFIT001 Provide health screening and fitness orientation
- SISFFIT002 Recognise and apply exercise considerations for specific populations
- SISFFIT003 Instruct fitness programs
- SISFFIT004 Incorporate anatomy and physiology principles into fitness programming
- SISFFIT005 Provide healthy eating information
- SISFFIT006 Conduct fitness appraisals
- SISFFIT014 Instruct exercise to older clients
- SISXCCS001 Provide quality service
COMPLETION OF THE COURSE

The course consists of theory classes and practical placements in gym. You must complete practical placements and the assessments to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed both theory and practical placements.

PRACTICAL PLACEMENTS

As part of this course, you will undertake supervised practical placement within a recognised health and fitness centre. You are expected to find places for practical placement. The Course Coordinator may help you in finding a placement. Placement duration may be in one week or two weeks block or it may be one day a week.

Note: Please refer to the practical placement book that will be given to you prior to starting your first placement for more details.

PRACTICAL PLACEMENT REQUIREMENTS

Before you go on placements you must:

1. Have a valid Working with Children Check
2. ACU College uniform (1 shirt is provided additional shirts can be purchased from ACU College)

Please check the relevant websites for more details on how to apply for them. It is your responsibility to organise these requirements before your first placement.

BEHAVIOUR AT PLACEMENTS

You are expected to demonstrate professional behaviour at all times while you are in the practical placement. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

UNITS OF STUDY

<table>
<thead>
<tr>
<th>Core units</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SISFFIT019</td>
<td>Incorporate exercise science principles into fitness programming</td>
</tr>
<tr>
<td>SISFFIT015</td>
<td>Collaborate with medical and allied health professionals in a fitness context</td>
</tr>
<tr>
<td>SISFFIT018</td>
<td>Promote functional movement capacity</td>
</tr>
<tr>
<td>SISFFIT016</td>
<td>Provide motivation to positively influence exercise behaviour</td>
</tr>
<tr>
<td>SISXRES5001</td>
<td>Conduct sustainable work practices in open spaces</td>
</tr>
<tr>
<td>SISFFIT017</td>
<td>Instruct long-term exercise programs</td>
</tr>
<tr>
<td>SISFFIT021</td>
<td>Instruct personal training programs</td>
</tr>
<tr>
<td>SISFFIT023</td>
<td>Instruct group personal training programs</td>
</tr>
<tr>
<td>SISFFIT020</td>
<td>Instruct exercise programs for body composition goals</td>
</tr>
<tr>
<td>SISFFIT026</td>
<td>Support healthy eating through the Eat for Health Program</td>
</tr>
<tr>
<td>SISFFIT025</td>
<td>Recognise the dangers of providing nutrition advice to clients</td>
</tr>
<tr>
<td>SISFFIT013</td>
<td>Instruct exercise to young people aged 13 to 17 years</td>
</tr>
<tr>
<td>Elective units</td>
<td></td>
</tr>
<tr>
<td>SISSSSTC301A</td>
<td>Instruct strength and conditioning techniques</td>
</tr>
<tr>
<td>SISSSSTC402A</td>
<td>Develop strength and conditioning programs</td>
</tr>
<tr>
<td>SISFFIT012</td>
<td>Instruct movement programs to children aged 5 to 12 years</td>
</tr>
<tr>
<td>BSSBMB404</td>
<td>Undertake small business planning</td>
</tr>
<tr>
<td>BSSBMB40</td>
<td>Establish legal and risk management requirements of small business</td>
</tr>
<tr>
<td>BSSBMB405</td>
<td>Monitor and manage small business operations</td>
</tr>
<tr>
<td>BSSBMB406</td>
<td>Manage small business finances</td>
</tr>
</tbody>
</table>
**BSBSMB403**  Market the small business

**COURSE COORDINATORS**

**Brenda Kenny** – Melbourne

**Jocelyn Anderson** and **Felicity Mears** - Brisbane

For more information about the courses and policies please visit the [website](#).
Certificate in Exercise Science - SIS30315 Certificate III in Fitness

This course consists of 16 units from the Certificate III in Fitness and two units from the approved Bachelor courses. This course is delivered over a period of 6 months in Melbourne and Brisbane. Students who complete this course may gain credit in other courses in the sport, fitness and recreation area or proceed to do higher studies at ACU or other places.

AIM

Students in this course will learn to train individual clients including older clients, adolescents and children on a one-on-one basis. They will also develop the ability to plan, conduct and evaluate exercise training, provide leadership and guidance to clients and other staff and possibly deal with unpredictable situations.

This qualification enables the students to work independently with some level of autonomy in a controlled environment such as fitness, leisure, aquatic and community centres where risks are managed through pre-existing risk assessment and hazard control processes. Students will be able to provide individually tailored client assessments, provide technique correction as needed, and develop and demonstrate programs. They also provide supervision of a facility or service, keep equipment clean, tidy and well maintained, and handle various customer inquiries.

COURSE OUTCOMES AND PATHWAYS

Students, who complete this course successfully and achieve the required average in Bachelor units, will be guaranteed a place in

- Bachelor of Physical Activity and Health Science or
- Bachelor of Teaching/Bachelor of Exercise Science or
- Bachelor of Exercise Science/Bachelor of Business Administration or
- Bachelor of Exercise Science/Bachelor of Public Health.

Credit arrangements may also be available at other universities into degree courses such as Bachelor of Education (Sports Coaching) or Bachelor of Arts (Recreation).

After successful completion of the course the students may also proceed to job roles in recreational facilities or continue to do Certificate IV in Fitness.

COMPLETION OF THE COURSE

The course consists of theory classes and practical placements in gym. You must complete practical placements and the assessments to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed both theory and practical placements.

PRACTICAL PLACEMENTS

As part of this course, you will undertake a 40 hour supervised practical placement within a recognised health and fitness centre. You are expected to find places for practical placement. The Course Coordinator may help you in finding a placement. Placement duration may be in one week or two weeks block or it may be one day a week.

Note: Please refer to the practical placement book that will be given to you prior to starting your first placement for more details.
PRACTICAL PLACEMENT REQUIREMENTS

Before you go on placements you must:

1. Have a valid Working with Children Check
2. ACU College uniform (1 shirt is provided additional shirts can be purchased from ACU College)

Please check the relevant websites for more details on how to apply for them. It is your responsibility to organise these requirements before your first placement.

BEHAVIOUR AT PLACEMENTS

You are expected to demonstrate professional behaviour at all times while you are in the practical placement. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

UNITS OF STUDY

<table>
<thead>
<tr>
<th>Core units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISXIND001 Work effectively in sport, fitness and recreation environments</td>
</tr>
<tr>
<td>SISXCCS001 Provide quality service</td>
</tr>
<tr>
<td>SISXFAC001 Maintain equipment for activities</td>
</tr>
<tr>
<td>SISFFIT004 Incorporate anatomy and physiology principles into fitness programming</td>
</tr>
<tr>
<td>SISFFIT001 Provide health screening and fitness orientation</td>
</tr>
<tr>
<td>SISFFIT003 Instruct fitness programs</td>
</tr>
<tr>
<td>SISFFIT002 Recognise and apply exercise considerations for specific populations</td>
</tr>
<tr>
<td>SISFFIT014 Instruct exercise to older clients</td>
</tr>
<tr>
<td>SISFFIT005 Provide healthy eating information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBRSK401 Identify risk and apply risk management processes</td>
</tr>
<tr>
<td>HLTWHS001 Participate in workplace health and safety</td>
</tr>
<tr>
<td>SISXFAC002 Maintain sport, fitness and recreation facilities</td>
</tr>
<tr>
<td>SISFFIT006 Conduct fitness appraisals</td>
</tr>
<tr>
<td>SISFFIT013 Instruct exercise to young people aged 13 to 17 years</td>
</tr>
<tr>
<td>SISFFIT012 Instruct movement programs to children aged 5 to 12 years</td>
</tr>
<tr>
<td>HLTAID003 Provide first aid</td>
</tr>
</tbody>
</table>

COURSE COORDINATORS

Brenda Kenny – Melbourne

Jocelyn Anderson and Felicity Mears - Brisbane

For more information about the courses and policies please visit the website.
CHC33015 Certificate III in Individual Support (Ageing)

This course consists of 13 units. This course is delivered over a period of 6 months in Melbourne. Students who successfully complete this course may gain entry into Diploma of Nursing subject to meeting the Nursing entry requirements.

AIM

Students in this course will learn to interact effectively with aged people, family members and a range of stakeholders involved in an aged, home and community care service.

Students will develop skills in caring for, nurturing and planning for the care, support and wellbeing of aged people in a regulated facility, home and community care settings. They will learn a variety of communication and other employability skills, along with knowledge of dementia, palliative approach, personal, home and community support services.

COURSE OUTCOMES

The possible job outcomes of this course are:

- Home care assistant/worker
- In-home respite worker
- Care service employees
- Personal care assistant/worker
- Community care/support worker
- Personal care giver
- Residential care worker
- Support worker

After successful completion of the course the students continue to do Certificate IV in other community services area.

COMPLETION OF THE COURSE

The course consists of theory and practical placements in at least one aged care or home and community care service. You must complete practical placements and the assessments to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed both theory and practical placements.

PRACTICAL PLACEMENTS

Students are placed in nursing homes and aged care facilities for practical placements. Placement duration may is in two weeks adding up to a minimum of 160 hours. A full 8-hour working day is required. You may be required to work shifts (i.e. 7.00am to 3.30pm or 1.00pm to 9.30pm). Punctuality is imperative and it is expected at all placements.

Note: Please refer to the Practical Placement Book that will be given to you prior to starting your first placement for more details.

You will be charged $66.00 for each day (which is the cost ACU College pays to a facility for each student’s placement) should your placement(s) be cancelled or you are deemed unsatisfactory due to:

- Unprofessional behaviour before or during placement
• No police check supplied
• No working with children check supplied
• Immunisation incomplete
• Other document/s required for the placement not supplied

PRACTICAL PLACEMENT REQUIREMENTS

Before you go on practical placements you must:

1. Have a police check
2. Have a valid Working with Children Check
3. Exhibit professional behaviours
4. Successfully complete pre-requisite units
5. Provide verification of immunisation status
6. Have the Fitness for Practice form completed

Please check the relevant websites on how to obtain one. ACU College staff also will assist you through these processes. It is your responsibility to organise these requirements before your first clinical placement. If you fail to produce them you may be denied clinical placement at that time.

PRACTICAL PLACEMENT ATTENDANCE

100% attendance is required for your placement. Any absence must be supported by a medical certificate. In the event of absence, students are required to notify the:

• Clinical Placement facility
• Clinical facilitator or supervisor
• Course/Placement Coordinator – 03 9953 3321

Unexplained and unreported absence of greater than 24 hours will result in an unsuccessful placement. Students must not attend clinical work with any infectious condition. If the Clinical Facilitator assesses the presence of risk to others, the student will be sent home and must make up the missed Placement time.

PLACEMENT UNIFORM

Approved university uniform is to be worn on Practical Placement and in the labs:

• An ACU shirt. Students are provided with a shirt free of charge. Additional shirts are available for a fee
• Navy or black trousers (suitable for manual handling, i.e. No “Hipsters”, exposed skin or visible underwear)
• Navy or black non-slip, covered shoes: preferably leather (sport shoes/runners not appropriate)
• Student identification badge must be worn and be visible at all times
• The only jewellery permitted is: single ear studs and a flat wedding band. No other jewellery or facial piercings are to be worn or visible; No wrist bracelets (unless Sikh) or necklaces
• Nail polish and/or extensions or acrylic nails are not to be worn, nails should be filed short
• Hair longer than collar length must be tied back/up

Failure to adhere to the uniform policy may result in withdrawal from professional experience.

IMMUNISATION AND HEALTH PROCEDURES

The mandatory immunisation status documentation that students are required to present prior to the Placement is in alignment with the vaccination schedule set out by the Department of Health Victoria (DoHV, 2013). It is imperative that the students have completed the immunisation program prior to placement. The schedule of vaccinations students are required to have received include:
- Hepatitis A, B, C
- Measles, Mumps & Rubella (MMR)
- Diphtheria, Tetanus & Pertussis (dTpa) – not ADT
- Varicella Chickenpox x 2 doses required
- Tuberculosis/Quantiferon Gold
- HIV status (student is aware or status)
- Polio
- Influenza (annually)

Students are required to keep a copy of their completed documentation to present to an authorised facility staff member on the first day of each of their placements. Evidence of complete immunization must be submitted 3 months before 1st placement. Placement facilities may restrict or deny access to a student who does not meet immunisation and infection control requirements.


More information and the immunisation form will be provided on the Orientation and there after the current and updated information will be available on LEO (Learning Environment Online).

BEHAVIOUR AT PLACEMENTS

You are expected to demonstrate professional behaviour at all times while you are in the practical placement. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

UNITS OF STUDY

Core units
- CHCCCS015 Provide individualised support
- CHCCCS023 Support independence and well being
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people
- CHCLEG001 Work legally and ethically
- HLTAAP001 Recognise healthy body systems
- HLTWHS002 Follow safe work practices for direct client care

Elective units
- CHCAGE005 Provide support to people living with dementia
- CHCAGE001 Facilitate the empowerment of older people
- CHCCCS011 Meet personal support needs
- CHCPAL001 Deliver care services using a palliative approach
- HLTINF001 Comply with infection prevention and control policies and procedures
- CHCCCS001 Address the needs of people with Chronic Disease

COURSE COORDINATOR

Noni Walter – Melbourne

For more information about the courses and policies please visit the website.
CHC30113 Certificate III in Early Childhood Education and Care

This course consists of 18 units. This course is delivered over a period of 12 months in Melbourne and Brisbane. Students who complete this course successfully can gain entry into Diploma of Early Childhood Education or other qualifications in community services area.

AIM

Students in this course will learn to interact effectively with children, family members, other educators and a range of stakeholders involved in a regulated education and care service.

Students will develop skills in caring for, nurturing and planning for the education and care of young children in a group and/or family setting. They will learn a variety of communication and other employability skills, along with knowledge of child development, learning theory and planning and implementation of appropriate learning environments for children of a variety of ages.

COURSE OUTCOMES

The possible job outcomes of this course are:

- Early Childhood Educator
- Preschool/Kindergarten Assistant
- Playgroup Supervisor
- Family Day Care Worker
- Nanny
- School Aged Education and Care assistant
- Recreation/leisure services assistant

After successful completion of the course the students may continue to higher studies or proceed to work.

COMPLETION OF THE COURSE

The course consists of theory and practical placements in at least one regulated education and care service. You must complete practical placements and the assessments to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed both theory and practical placements.

PRACTICAL PLACEMENTS

The course will involve a substantial workplace practical placement in at least one regulated education and care service. The placements will occur in blocks consisting of a minimum of 80 hours each with at least 2 differing age groups (Children aged under 2 years; children aged over 3 years).

Note: Please refer to the practical placement book that will be given to you prior to starting your first placement for more details.

PRACTICAL PLACEMENT REQUIREMENTS

Before you go on placements you must:

1. Have a police check
2. Have a valid Working with Children Check
3. Exhibit professional behaviours
4. Successfully complete pre-requisite units
5. Provide verification of immunisation status

Please check the relevant websites for more details on how to apply for them. It is your responsibility to organise these requirements before your first placement.

**BEHAVIOUR AT PLACEMENTS**

You are expected to demonstrate professional behaviour at all times while you are in the practical placement. Please read **Policy 11 Code of Conduct and Discipline Policy and Procedure** for more details.

**UNITS OF STUDY**

<table>
<thead>
<tr>
<th>Core units</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
</tr>
<tr>
<td>CHCECE003</td>
<td>Provide care for children</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
</tr>
<tr>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
</tr>
<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
</tr>
<tr>
<td>CHCECE010</td>
<td>Support the holistic development of children in early childhood</td>
</tr>
<tr>
<td>CHCECE011</td>
<td>Provide experiences to support children's play and learning</td>
</tr>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
</tr>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
</tr>
<tr>
<td>CHCPRT001</td>
<td>Identify and respond to children and young people at risk</td>
</tr>
<tr>
<td>HLTAID004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
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<tr>
<th>Electives</th>
<th>Description</th>
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<tbody>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCECE020</td>
<td>Establish and implement plans for developing cooperative behaviour</td>
</tr>
</tbody>
</table>

**COURSE COORDINATORS**

Alison Balcombe & Robyn Brown – Melbourne

Jocelyn Anderson - Brisbane

For more information about the courses and policies please visit the [website](#).
CHC50113 Diploma of Early Childhood Education and Care

This course consists of 28 units. This course is delivered over a period of 18 months in Melbourne and Brisbane. Students who complete this course successfully may gain entry into the approved Bachelor courses at ACU or credit towards other qualifications in community services area.

AIM

Students in this course will learn to interact effectively with children, family members, other educators and a range of stakeholders involved in a regulated education and care service.

Students will develop skills in caring for, nurturing and planning for the education and care of young children in a group and/or family setting. They will learn a variety of communication and other employability skills, along with knowledge of child development, learning theory and planning and implementation of appropriate learning environments for children of a variety of ages.

COURSE OUTCOMES AND PATHWAYS

The possible job outcomes of this course are:

- Early Childhood Educator
- Early Childhood Education Team Leader
- Service Co-ordinator
- Family Day Care Worker
- School Aged Education and Care Co-ordinator
- Educational Leader
- Nominated Supervisor

After successful completion of the course the students may continue to higher studies or proceed to work.

Upon successful completion of the course, the students will be offered direct entry into Bachelor of Early Childhood Education (Birth to Five Years).

COMPLETION OF THE COURSE

The course consists of theory and practical placements in at least one regulated education and care service. You must complete practical placements and the assessments to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed both theory and practical placements.

PRACTICAL PLACEMENTS

This course involves a substantial workplace practical placement (Practicum) in at least one regulated education and care service. The placements will occur in blocks consisting of a minimum of 80 hours each with at least 2 differing age groups (Children aged under 2 years; children aged over 3 years).

Note: Please refer to the practical placement book that will be given to you prior to starting your first placement for more details.
PRACTICAL PLACEMENT REQUIREMENTS

Before you go on placements you must:

1. Have a police check
2. Have a valid Working with Children Check
3. Exhibit professional behaviours
4. Successfully complete pre-requisite units
5. Provide verification of immunisation status

Please check the relevant websites for more details on how to apply for them. It is your responsibility to organise these requirements before your first placement.

BEHAVIOUR AT PLACEMENTS

You are expected to demonstrate professional behaviour at all times while you are in the practical placement. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

UNITS OF STUDY

Core units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
</tr>
<tr>
<td>CHCECE003</td>
<td>Provide care for children</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
</tr>
<tr>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
</tr>
<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
</tr>
<tr>
<td>CHCECE016</td>
<td>Establish and maintain a safe and healthy environment for children</td>
</tr>
<tr>
<td>CHCECE017</td>
<td>Foster the holistic development and wellbeing of the child in early childhood</td>
</tr>
<tr>
<td>CHCECE018</td>
<td>Nurture creativity in children</td>
</tr>
<tr>
<td>CHCECE019</td>
<td>Facilitate compliance in an education and care service</td>
</tr>
<tr>
<td>CHCECE020</td>
<td>Establish and implement plans for developing cooperative behaviour</td>
</tr>
<tr>
<td>CHCECE021</td>
<td>Implement strategies for the inclusion of all children</td>
</tr>
<tr>
<td>CHCECE022</td>
<td>Promote children’s agency</td>
</tr>
<tr>
<td>CHCECE023</td>
<td>Analyse information to inform learning</td>
</tr>
<tr>
<td>CHCECE024</td>
<td>Design and implement the curriculum to foster children’s learning and development</td>
</tr>
<tr>
<td>CHCECE025</td>
<td>Embed sustainable practices in service operations</td>
</tr>
<tr>
<td>CHCECE026</td>
<td>Work in partnership with families to provide appropriate education and care for children</td>
</tr>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
</tr>
<tr>
<td>CHCPRT001</td>
<td>Identify and respond to children and young people at risk</td>
</tr>
<tr>
<td>HLTAIM004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
</tr>
<tr>
<td>HLTWS003</td>
<td>Maintain work health and safety</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCECE010</td>
<td>Support the holistic development of children in early childhood</td>
</tr>
<tr>
<td>CHCECE011</td>
<td>Provide experiences to support children’s play and learning</td>
</tr>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCPRT003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
</tbody>
</table>

COURSE COORDINATORS

Alison Balcombe & Robyn Brown – Melbourne

Jocelyn Anderson - Brisbane
BSB51915 Diploma of Leadership and Management

This course consists of 12 units. This course is delivered over a period of 12 months in Melbourne. Students who complete this course successfully may gain entry into the approved Bachelor courses at ACU or credit towards other qualifications in business services area.

AIM

Students in this course will learn to display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others, use communication skills to support individuals and teams to meet organisational or enterprise requirements.

Students will also be able to plan, design, apply and evaluate solutions to unpredictable problems and identify, analyse and synthesise information from a variety of sources to solve the problem.

COURSE OUTCOMES

The possible job outcomes of this course are:

- Team leader
- Managers and
- Operational heads

After successful completion of the course the students may continue to higher studies or proceed to work.

STUDY PATHWAYS

The possible further study pathways available to Students who undertake this qualification may include:

- BSB61015 Advanced Diploma of Leadership and Management
- BSB60915 Advanced Diploma of Management (Human Resources)
- BSB60215 Advanced Diploma of Business
- BSB61215 Advanced Diploma of Program Management

Please note ACU may not offer all qualifications listed above. Students will also be able to articulate into the Bachelor of Business Administration at ACU. Students will be eligible for 80 credit points if they have completed the Diploma of Leadership and Management with ACU College.

COMPLETION OF THE COURSE

You must complete all assessments and other unit specific requirements to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed all the requirements.

BEHAVIOUR

You are expected to demonstrate professional behaviour at all times while you are on campus. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.
## UNITS OF STUDY

<table>
<thead>
<tr>
<th>Core units</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLDR501</td>
<td>BSBHRM405</td>
</tr>
<tr>
<td>BSBMGT517</td>
<td>BSBMGT502</td>
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<tr>
<td>BSBLDR502</td>
<td>BSBMGT516</td>
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<tr>
<td>BSBWOR502</td>
<td>BSBPMG522</td>
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<tr>
<td></td>
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<td></td>
<td>BSBFIM501</td>
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<tr>
<td></td>
<td>BSBADM502</td>
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<td></td>
<td>BSBLED501</td>
</tr>
</tbody>
</table>

## COURSE COORDINATOR

Leve K Louis & Irene Nerantzoulis – Melbourne

For more information about the courses and policies please visit the [website](#).
22237VIC Certificate II in General Education for Adults

This course consists of 12 units. This course is delivered over a period of 6 months in Melbourne. This course is designed as support course to the applicants of other courses of ACU College who do not meet the LLN requirements to complete those chosen qualifications successfully. Students who complete this course successfully are able to seek admission into the chosen qualification.

AIM

Students in this course will learn to communicate effectively with others, research and plan their learning or employment pathways, build general confidence with life skills, build a foundation to study, employment or community engagement and apply mathematical skills to problem solving in personal, work or community life.

COURSE OUTCOMES

The possible job outcomes of this course are entry level roles in:

- Administration
- Community services
- Corporate offices
- Educational institutes

After successful completion of the course the students may continue to their chosen course or proceed to work.

STUDY PATHWAYS

The possible further study pathways available to students who undertake this qualification may include:

- 22238VIC Certificate III in General Education for Adults or
- An entry into desired courses offered at ACU (e.g. Certificate III in Individual support (Aged Care), Certificate III in Early childhood Education and Care, Diploma of Nursing or Certificate III in Fitness)

COMPLETION OF THE COURSE

You must complete all assessments and other unit specific requirements to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed all the requirements.

BEHAVIOUR

You are expected to demonstrate professional behaviour at all times while you are on campus. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

UNITS OF STUDY

<table>
<thead>
<tr>
<th>Core units</th>
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<tbody>
<tr>
<td>VU21353</td>
</tr>
<tr>
<td>VU21354</td>
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<table>
<thead>
<tr>
<th>Core Skills Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21355</td>
</tr>
<tr>
<td>VU21356</td>
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<table>
<thead>
<tr>
<th>Core Skills Writing</th>
</tr>
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<tbody>
<tr>
<td>VU21359</td>
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<tr>
<td>VU21360</td>
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<td>VU21363</td>
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<tr>
<td>VU21364</td>
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<tr>
<td>Electives</td>
</tr>
<tr>
<td>CHCDIV001</td>
</tr>
<tr>
<td>CHCDIV002</td>
</tr>
</tbody>
</table>

For more information about the courses and policies please visit the [website](#).
HLT33015 Certificate III in Allied Health Assistance – VET (VCE and VCAL) Program

This course consists of 11 units. This course is delivered over a period of 24 months (8 School terms) in Melbourne. This course is designed to be delivered as VET (VCE and VCAL) program at Catholic and other interested schools.

AIM

This course reflects the role of allied health assistants who provide assistance to allied health professionals under predetermined guidelines. Depending on the setting, work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular direct, indirect or remote supervision of an allied health professional.

COURSE OUTCOMES AND PATHWAYS

This course provides training for assisting allied health professionals. Staff work under direct supervision from allied health professionals.

This course includes the option of a scored program which will contribute to the VCE and the student’s ATAR score.

STUDY PATHWAYS

This program aims to prepare students for further education, training and employment in the health sector. Students can explore different occupations and a potential future in health and community services.

COMPLETION OF THE COURSE

You must complete all assessments and other unit specific requirements to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. If you decide to withdraw from the course, your statement of attainment (SOA) will only show those units for which you have completed all the requirements.

STRUCTURED WORKPLACE LEARNING

Students are placed in various allied health service centres for structured workplace learning (practical placements). Placement is organised into blocks during school holidays over the duration of the training program. A full 8-hour working day may be required. Punctuality is imperative and it is expected at all placements.

Note: Please refer to the Work Placement Book that will be given to you prior to starting your first placement for more details.

BEHAVIOUR

You are expected to demonstrate professional behaviour at all times while you are on campus. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

UNITS OF STUDY

<table>
<thead>
<tr>
<th>Core units</th>
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</tr>
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<tbody>
<tr>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>CHCCCS010</td>
<td>Maintain high standard of service</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>HLTAHA001</td>
<td>Assist with an allied health program</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>CHCCCS002</td>
<td>Assist with movement</td>
</tr>
<tr>
<td>CHCCCS020</td>
<td>Respond effectively to behaviours of concern</td>
</tr>
</tbody>
</table>

**COURSE COORDINATOR**

Simone Best – Melbourne

For more information about the courses and policies please visit the [website](#).
First Aid (HLTAID003 & HLTAID004) and CPR (HLTAID001)

This is a short course currently delivered in Brisbane, Ballarat and Melbourne. This course is designed for anyone wishing to gain a First Aid and/or CPR qualification for the first time or anyone wishing to renew their First Aid and CPR qualifications or students or employees who require a First Aid and/or CPR qualification to meet study/work requirements, corporate organisations, schools or other businesses who require in-house First Aid/CPR training.

It is also offered as an add-on course for some of our qualifications.

AIM

Students in this course will learn about recognising an emergency situation; identifying, assessing and managing immediate hazards; legal issues of First Aid; infection control; assessing the casualty and recognising the need for - first aid response; seeking assistance from emergency response services; communicating and reporting details of incident; recognising possible psychological impacts on self and others; basic anatomy and physiology and applying appropriate - First aid procedures for various emergency situations.

COMPLETION OF THE COURSE

You must complete all assessments and other unit specific requirements to be deemed competent in the units. For more details please refer to Policy 10 Academic Integrity and Progress Policy and Procedure on the website. Students who successfully complete this nationally recognised training will be awarded the Statement of Attainment.

BEHAVIOUR

You are expected to demonstrate professional behaviour at all times while you are on campus. Please read Policy 11 Code of Conduct and Discipline Policy and Procedure for more details.

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<tbody>
<tr>
<td>HLTAID003</td>
<td>Provide First aid</td>
</tr>
<tr>
<td>HLTAID001</td>
<td>Provide cardiopulmonary resuscitation</td>
</tr>
<tr>
<td>HLTAID004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
</tr>
</tbody>
</table>

COURSE COORDINATOR

Jocelyn Anderson – Brisbane, Ballarat and Melbourne

Version History

<table>
<thead>
<tr>
<th>Version</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Rebranded to ACU College</td>
</tr>
<tr>
<td>2.2</td>
<td>Included ANMAC English requirements</td>
</tr>
<tr>
<td>2.3</td>
<td>Added the VET Student Loans (VSL) flow chart on 13.06.2018</td>
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