



Murray Human Services Inc

Training and Education



STUDY GUIDE

Welcome to Murray Human Services Training and Education

Your decision to further your education is to be commended. Continual education allows the individual to develop confidence and ability to succeed in our ever changing world.

Certificates III in Disability

Certificates IV in Disability, Mental Health (non-clinical) and Alcohol and other drugs

Diplomas of - Disability and Community Services (Case Management) qualifications cover a wide range of studies in relation to the Community Services sector both theoretical and practical. These courses also provide the opportunity to develop greater personal awareness.

Success will depend on self-motivation.

This study guide has been compiled to outline your responsibilities as a student to avoid any misconceptions and misunderstandings occurring.

Please take the time to read the following information to ensure you are aware of the contents.

Within this learning environment you are respected as adult learners. This is why we have prepared the following information. It will assist you to move from a teacher directed learning environment to a self motivated student learner.

It is important to remember that you are engaged in tertiary level study where the successful completion of this qualification is ultimately your responsibility.

Trainer support – personalised assistance from the trainer that can be only an email and/or phone call away. Additional learning opportunities through Learning circles, critical thinking workshops and tutorials will also be available.

Full time enrolment – which means you can complete a major certificate qualification in 2 years.

Part time enrolment – which means you can enrol in as little or as many competencies with which you can cope. This allows you to balance the demands of study with the demands of work or family, etc.

Workplace experience – these qualifications include a component of practical on-the-job experience where you will be required to undertake Vocational Placement. This not only benefits you directly but also exposes you to potential employers.

A nationally recognised award – At the successful completion of your studies you receive a qualification that is recognised Australia-wide

Recognition/Credit Transfers – There may be opportunities for recognition of previous relevant experience and qualifications.

Self-paced Learning - Strive to meet individual needs through opportunities for learning at your own pace.

Validated by industry - Quality Learning Materials – all materials are yours to keep for future reference and includes comprehensive **Learning Guides**.

Key For Understanding Units Of Competency:

A qualification is gained when a student can demonstrate competence in all units that have been packaged together. Your Training Package includes:

Compulsory units of competency

Elective units of competency

National competency standards become the basis for all training and learning, assessment and qualifications.

National Competency Standards are: Skills, knowledge and attributes applied to complete a job role and are called *competencies*;

The level at which the competency is performed is called the *standard*;

Together these make up *competency standards*;

Competency standards are relevant to actual workplaces around Australia.

Competency Based Training (CBT):

The National Training Package is designed and delivered in Competency Based Training format. Students receive a final official result for each unit of competency.

The essence of CBT is that it is concentrated on the outcome – on what people can do as the result of training.

CBT is a flexible form of training which aims to produce a workforce with the skills, knowledge and attitude which industry requires - being able to apply, in a professional manner, relevant knowledge and skills to perform workplace tasks to a required standard of competence.

The development of competency requires the continuing acquisition and application of theoretical knowledge to practical situations. Tutorial/workshop interaction and on-the-job experience are seen as invaluable components of this learning process.

Learner Guides

While completing your qualification with MHS Training and Education, you have two options for completing your study:

➤ **Conventional Workbook Training**

You may choose to receive your study resources in hard copy. All units will be printed and placed into a folder with easily identified tabs for your convenience. Units will be supplied as per the agreed cluster.

Studying with workbooks has many benefits, including but not limited to:

Resources are in an easy-to-read book format.

You can take your resources with you anywhere and bring them into your study group.

➤ **Online Training**

MHS T&E can also offer you the flexibility to study a single unit or a whole qualification from any internet connection thus enabling you to study all or part of your course online. The student is responsible for having their own computer and internet access. Units will be uploaded as per the agreed cluster.

Studying online has many benefits, including:

Resources can be accessed at any time where an internet connection is available.

Learning activities, materials and submissions are all conveniently located in one place.

Easy to use website.

Assignments can be completed electronically.

Units will be supplied as per the agreed cluster.

You will still be required to attend monitoring and assessment visits with your Trainer as requested of which the locations and type ie; Video conferencing may be negotiated.

If no preference is stated, conventional workbook training will be applied.

The Skills Recognition Process:

Skills Recognition is the formal recognition of the skills and knowledge you have acquired regardless of how or where they have been attained:

Previous formal training/education (with a registered training organisation (RTO))

Previous informal training/education

Work experience (paid or unpaid work)

Voluntary work

Life experience

Skills recognition can be achieved in a unit/s of competency or an entire qualification without having to attend formal training. Once you have enrolled, credits will be issued where applicable and following this process your trainer will assist you through the recognition of prior learning process..

Assessment and Assignments:

Each unit of competency has core and compulsory requirements which need to be met by the students in order to be deemed competent. These can include:

Learning circles

Critical thinking workshops

Study groups

Learner guide activities and practical work – making resources

Researched assessments – research relevant texts on a particular topic

Practical demonstrations

Workplace demonstration/observation

Oral presentations (both individual and group)

(The research components may vary in length, dependent upon each specific competency).

Written Assignments:

Certificates III: Students may elect to complete majority of the activities and final assessment directly into their individual Learner Guide. This arrangement must be discussed with your trainer.

All assignments should be presented in a professional manner and practical material projects and/or bulky items should have your name clearly marked on them and an itemised list of components on a cover sheet. Final Assessment feedback will be provided to all students.

Certificates IV and Diploma Level students: All assignments should be presented in a professional manner and should be clearly presented on white A4 paper, either typed, or handwritten in a legible manner or they may not be accepted. Only one side of the paper should be used and should not be written in pencil or red pen. Individual pages should not be placed in plastic sleeves unless otherwise advised to by the trainer; it is advisable to have one assessment item in a single plastic sleeve. Each page should be numbered, named and secured. Practical material projects and/or bulky items should have your name clearly marked on them and an itemised list of components on a cover sheet.

Final Assessment feedback will be provided to all students.

Photocopying charges

Students may elect to photo copy their written submissions at MHS. The following charges will apply.

A4 - 10c per copy

A3 - 20c per copy

A4 - coloured paper – 20c per copy

Please pay at reception.

Referencing:

When writing assignments, you will generally be expected to show evidence that you have done some research. Information may have been collected from a wide variety of sources, including books, journals (magazines), newspapers, videos, CD-ROMs and the Internet and you will be required to mention these resources as part of your assignment. This is a “double barrelled” procedure.

Include a complete list of the sources at the end of your work.

This list should include all of the information necessary for the reader to locate the resources.

Identify the source of your information in the body of your work.

This acts as a pointer to the appropriate source in your list of references. By following this method, you are acknowledging the source so that your assessor knows you are using a respected authors work to make your point. You are also providing your assessor with sufficient details to consult the sources independently so that they can validate or verify the data.

Assessment submission:

Students will have between 6 and 8 weeks from the date of commencement to complete the theory component of the unit of competency depending on the qualification level. [This] will be documented on the individuals training plan. It is the student's responsibility to ensure assessment items are submitted on time (ie: handed in by the due date) at the agreed location, following the agreed procedure unless an extension has been granted or there are extenuating circumstances.

Your trainer may also require you to complete and submit additional assessment tools and tasks at anytime during the study period.

Student will be provided with a Supervisor/Third Part/Assessor Demonstration Report booklet that must be submitted as part of the overall qualification outcome/result.

Extension:

It is the responsibility of the student to ensure that all work is handed in by the agreed due date.

Extensions will be granted only for unforeseen circumstances such as (but not limited to):

personal illness and/or significant (immediate family) trauma

Students requiring an extension of time (for extenuating circumstances) for completing assessment, should approach their trainer a minimum of 48 hours prior to the due date and together with the trainer complete and sign a Progress Review record. Extensions will be for 1 week only unless otherwise negotiated and a doctor's certificate can be presented where applicable.

Monitoring and Progress Reviews:

The monitoring of learners' progress tells an RTO provider where an individual learner is at a given point in time. It also informs the provider where the learner should be, so that timely progress can be monitored.

Ultimately, we hope the progress review will help graduating students achieve their agreed goals in a timely manner, aid productivity, and improve student retention.

MHS T&E has a formal monitoring and progress review framework that ensures we provide every student with detailed feedback on his or her progress, advice on the areas that need improvement, and an acknowledgment of accomplishments and strengths. This includes an opportunity to discuss and agree on future goals and milestones. A trainer can elect to conduct a Progress review at any other time deemed appropriate .

- Monitoring: Students will be monitored on a weekly or fortnightly basis by face to face, email, telephone and/or video conferencing depending on agreed needs.
- Students will be required to attend a monthly meeting with their trainer at an agreed time and location.
- Progress reviews: Students will be required to attend a progress review once per term for every term they are enrolled. The date and time is negotiable between the student and the trainer.

All monitoring and progress reviews will be documented and filed in Student file #1.

Results:

The following assessment coding will apply for **individual assessments**.

C = Competent

NYC = Not yet competent

RPL = Recognition of Prior Learning

RCC = Recognition of current competency

CR = Credit

Results continued:

Mid term and End of year results will be sent out on the 31st of July and the 31st of January for the previous 6 month enrolment period.

Transcript of results is issued on completion.

Qualifications are presented at the annual graduation ceremony at a date to be fixed.

Plagiarism:

The Macquarie Dictionary defines Plagiarism as: *“The appropriation or imitation of another’s ideas and manner of expressing them, as in art, literature, etc, to be passed off as one’s own”*.

Students must not submit as their own work, that which has been derived from another source. This constitutes plagiarism. All information sources must be properly acknowledged.

A declaration must be signed and submitted with each assessment piece. (you will find this in each UoC Final Assessment). If proven, a direct consequence of cheating or plagiarism of another’s work will also be that a competent result will not have been achieved for that unit of competency.

Collaboration: Students must submit their own work. It is essential that students produce their own work unless a piece of assessment requires students to work collaboratively and present a joint assessment. It is in the student’s own interests to write their own assessments. Submitting work which is identical to another student’s work is similar to Plagiarism and the same penalties apply. **Both** students will fail to achieve competency, unless one student can unequivocally prove the work is theirs.

Vocational Education Placement: (Supervised Practical Work)

Vocational Placement is where a student is placed in a workplace to receive practical training and experience, as part of a training program. Assessment of competence in the workplace is a requirement of a vocational placement. Students will be required to spend between 240 and 400 hours of practical placement within a Community services organisation to acquire and demonstrate the necessary on-the-job skills/competencies to work as a Community sector Professional. These hours are also negotiable based on current and relevant employment situation.

Students not employed in an appropriate facility to complete on-the-job tasks will be assisted to gain appropriate placement location enabling them to complete Vocational Placement.

Responsibilities of RTOs

It is the responsibility of the RTO to ensure that the practical placement is a meaningful experience for the student. The learning obtained during the practical placement should relate directly to the course outcomes at the appropriate skill level and to the actual competencies required for employment.

The practical placement agreement is a legal agreement which stipulates the rights, obligations and duties of the employer, the RTO and the student and must include, in addition to the relevant details and information about the RTO, employer and student, the following details:

- the length of the practical placement expressed as hours;
- the payment arrangements;
- the relevant skills to be developed, reinforced and/or assessed during the practical placement; and
- signatures of the student, the employer and the RTO.

Minimum rate of pay whilst on placement

For the purposes of the students’ WorkCover insurance, an Order of the Governor in Council has fixed the minimum rate of pay under ETRA for each student on a practical placement at \$5.00 per day (employers who are a Commonwealth Government department or a body established by a Commonwealth Act are, however, not required to make this payment).

Employers should be paying each of their practical placement students at least the minimum rate of \$5.00 per day. Failure to make such a payment could jeopardise a student’s WorkCover insurance coverage.

When on Vocational Placement

High standard of presentation is required at all times. Enclosed shoes should be worn – high heels are not appropriate when on vocational placement.

Taking Responsibility for Your Own Learning:

It is imperative that as a tertiary student, you understand the importance of taking responsibility for your own learning. The MHS T&E team will give you all the assistance you **ask** for, BUT, it is your responsibility to attend the Learning Centre, lectures and workshops, or to hand in assessments on time.

Recipe to Create a Self Motivated Learner:

1. **Realistically balance** study, work, lectures and other commitments.
2. Organise **regular times** to attend the Learning Centre.
3. Always attend the Learning Circles and workshops as scheduled.
4. Keep a **realistic schedule**.
5. Estimate the amount of time needed to complete an assessment and **start early**.
6. **Prioritise** study tasks.
7. Spend some time **reviewing** at the start of each study session.
8. Take **regular breaks** during study.
9. Always know the **purpose** of an assessment and check if you are uncertain about this.
10. **Read** the relevant learning material before attempting any assessment.
11. **Discuss** your study needs and schedule with your trainer. Always **ask** for their **help and support**.

Planning Your Study:

Whether you are studying in a classroom setting or studying on your own there are some points you must consider.

At the beginning of a program, consider the following:

1. What is to come?
2. What commitment is expected of you?
3. What commitment can you give?

Remember to:

1. Have a strategy for study with realistic goals
2. Plan a realistic study schedule
3. Be flexible

Scheduling:

Scheduling and planning your time will encourage you to develop regular study habits and to meet deadlines. An organised study program can improve your work efficiency, increase your satisfaction and sense of achievement and allow peace of mind for leisure enjoyment.

Usually a minimum time schedule is best:

In other words, plan what you know is necessary and add to it later only if necessary. But plan as your first schedule one you know you can keep, and one that is important to you to keep. Keep your schedule where you can see it. It should be conspicuous, so put it on top of your desk, or on the wall.

Changes to Personal Details:

If there are any changes to students personal details eg. address or phone number, the student is required to complete a “Change of Personal Details Form” and inform the RTO Administration Assistant.