

Student Information Handbook

HLT54115 Diploma of Nursing

NATIONAL PROVIDER No. 6832

Level 3, 990 Whitehorse Road Box Hill 3128

Ph 03 9761 2156 Fax 03 9739 8261

Email: admin@employease.com.au

Website: www.employease.com.au

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Welcome Message

The Management and Staff of EmployEase would like to welcome you. As a student undertaking accredited training with us, you have chosen to explore new options and acquire new or updated skills that will enhance your opportunities for employment.

EmployEase is a Registered Training Organisation (RTO) and is responsible for the quality of your training and assessment in compliance with the Standards for Registered Training Organisations 2015. The training you receive is accredited and will provide you with a nationally recognised qualification upon successful completion of all units of competence.

We are here to support you. Should you have any questions, please contact either your Trainer, Head of Nursing, or our Head Office at Box Hill on (03) 9761 2156. Our Office hours are 8.30am to 5pm Monday to Friday.

Our Mission

To deliver high quality training to a wide range of students which celebrates diversity and individual achievement and facilitates positive change in the life of the learner and in the community.

Our Vision

Be a leader in vocational training through innovation, resilience, integrity and strong teamwork

Our Values

Integrity, Excellence, Collaboration, Dedication, Sustainability and Innovation

Our Goals/Objectives

To deliver quality outcome for our students and stakeholders

To employ best practice through a regime of continuous improvement and consultation with all stakeholders

Purpose of Student Handbook

This Student Course Information Handbook contains important information about how EmployEase operates, your rights and responsibilities as a student and how training and assessment is conducted. It is important that you read the entire handbook and ask questions about anything you do not understand.

HLT54115 Diploma of Nursing

Welcome to the exciting world of studying HLT54115 Diploma of Nursing at EmployEase.

EmployEase has been delivering training and vocational services to people in Melbourne for over 30 years. We have established ourselves as a proven provider of quality training that gets results, particularly in the area of Community Services. We currently deliver training to over 1,200 students a year; predominantly new entrants to the Aged Care, Disability and Health industries.

EmployEase has identified a need and opportunity to offer students an employment and training pathway into Nursing from its Aged Care and Health Services Assistance courses. This has occurred as a result of feedback from the Aged Care and Disability sector that we work closely with and from EmployEase graduates who wish to continue their studies with us.

Our professional teaching and support staff, along with excellent relationships within the industry, provides our students with the best possible chance of successful completion. In turn this ensures that EmployEase, as a Vocational Education Training provider, can contribute to addressing the shortage of Nurses in the workforce and provide its students with successful employment pathways.

It is vital for the health of the population and is critical to the social and economic well-being of Australia to have sufficient learner numbers graduating in health-related courses.

According to the Australian Bureau of Statistics, the changing demography, particularly an ageing population and an ageing health workforce, has put pressure on the health sector. Australia's current health workforce has become highly reliant on immigration for both Doctors and Nurses. Although this is helping shortfalls in the sector, it is up to us to become more self-sufficient and rely on excellent performing education providers such as EmployEase to qualify those students seeking to enter as a professional in the health sector. As a student about to embark on a Diploma of Nursing (Enrolled Nurse) at EmployEase, we pledge our support and will endeavour to do everything in our power to help you succeed. We wish you well.

We are here to support you. Should you have any questions, please contact either your Trainer, our Head of Nursing or call our Head Office at Box Hill on (03) 9761 2156. Our Office hours are 8.30am to 5pm Monday to Friday.

Vocational Education and Training

Vocational Education and Training (VET) prepares people for jobs and careers by giving them the specific skills and knowledge they need. VET covers a large number of careers and industries including community services, trades, office work, retail, hospitality and technology. Training and Assessment in VET in Australia operates under what is known as: "Competency Based Training and Assessment".

Competency Based Training and Assessment

In competency based training and assessment the emphasis is on:

- identifying what people need to do in their job
- identifying what people need to know to do their job
- indicating clearly the standard of performance required in the job by the industry or enterprise
- indicating how, when, where and by whom assessment will occur
- the student demonstrating that they have the knowledge, skills and attitudes to perform the job to a required standard

Website Relevant to VET in Victoria and Australia

National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs): www.training.gov.au

Quality of Training and Assessment

EmployEase is solely responsible for the quality of the training and assessment and for issuing of an AQF qualification, with no involvement of a third party.

Credit Transfer (CT)

Is a process that provides students with agreed and consistent credit outcomes for units in a qualification based on identified equivalence in content and learning outcomes between matched qualifications (see AQF Glossary). To have credit transfer applied you must produce the original or a certified copy of your 'Statement of Attainment' to EmployEase as evidence that you have successfully completed the identical unit, or equivalent unit of competence. You must apply for credit transfer at the time of enrolment. Where a credit transfer has been applied the student will be exempt from attending the training classes for the unit/units, but not from placement as you will be demonstrating your skills across a range of units. However, as you must hold a current First Aid qualification at the conclusion of your course, any credit transfer for HLTAID003 Provide First Aid, will not be applied until the end of your studies. Further enquiries about the credit transfer process should be directed to the Business Development team.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is an assessment process which involves assessing the candidates existing knowledge and skills, gained through either work, study or life experience, against the requirement of a particular unit or units of study. Fee for service rates apply to RPL. Fees are charged on a per unit basis. You must apply for RPL prior to enrolment by contacting the office to arrange an RPL interview. RPL is available to all students at EmployEase with the exception of students enrolled in our Foundation Programs.

Access and Equity

EmployEase has a responsibility and a commitment to the provision of services to all eligible participants. Disabled access and facilities are available and people with a disability are encouraged to apply for courses that are relevant to their employment goals.

EmployEase upholds the following:

- EmployEase staff are instructed in their responsibilities with regards to Access and Equity principles.
- EmployEase students have equitable access to all programs irrespective of their gender, culture, linguistic background, race, location, socio-economic background or disability.

Course Information

A Course Outline is issued as part of your Course Information Pack and is also available from the EmployEase website www.employease.com.au. The Course Outline provides information about entry requirements, units of competency, delivery and assessment methods. Registrations of interest can be made by contacting the office on (03) 9761 2156.

Computer Access

EmployEase supports students to develop a range of skills and knowledge required in today's workplace. In order to support learning in 'using technology' our courses require students to utilise technology as part of their training. Students who undertake training with EmployEase will need to have the following:

- Ready access to a computer or laptop
- Ready access to the internet
- MS Word
- Ready access to a document scanner or digital uploading resource

Students who do not have access to one or more of the above requirements must advise the Course Advisor as part of their pre-enrolment.

Medium level computer skills are required for accredited courses including (Word processing; file management; downloading and uploading skills) and these are assessed as part of the Pre-Training Review (see Pre-Enrolment).

Enrolment

Pre-Requisites

Candidates must:

- Be at least 18 years of age before undertaking the first clinical placement
- Provide documented evidence of meeting the English language skills registration standard (nursing and midwifery)
- Complete a literacy and numeracy assessment and have language, literacy and numeracy skills that align to exit Level 3 of the Australian Core Skills Framework (ACSF)
- Police Check with no disclosures (annual requirement)
- Working with Children Check (WWCC)
- Immunisation records as per the Victorian Department of Health immunisation requirement for health workers risk category A
- Shortlisted applicants will be required to attend a panel interview as part of the selection process (consideration will be given to the candidate's ability to meet the inherent requirements of working as an enrolled nurse)

Pre-Enrolment

Enrolment involves a six-step process.

1. Lodgement of Register of Interest
2. Attendance at Information Session
3. Assessment of being able to meet English language skills registration standards
4. Pre-Training Review
 - a. Initial interview including access to information technology and skills
 - b. Online language, literacy and numeracy assessment
 - c. Judgement
 - d. Candidate Declaration
5. Submission of completed EmployEase enrolment form and payment of holding deposit
6. Panel interview
7. Enrolment
 - a. Letter of Offer
 - b. Acceptance of Offer

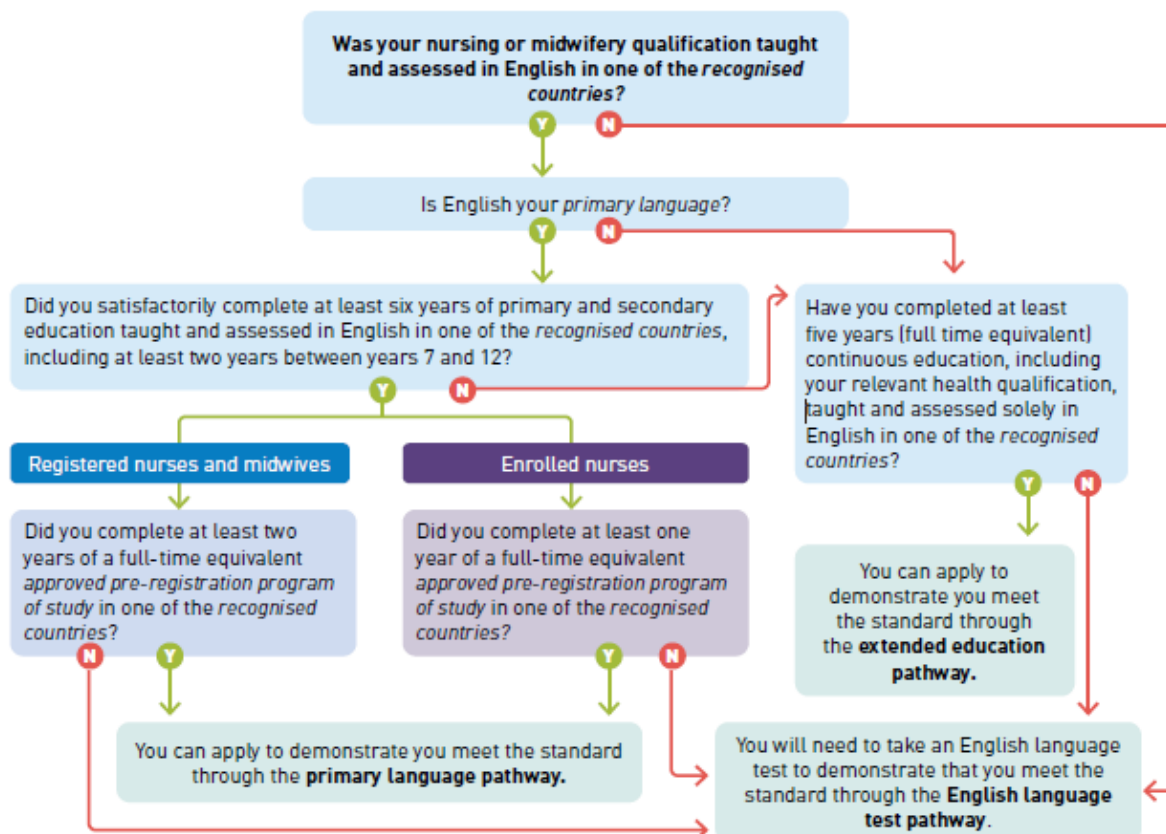
English Language Skills Registration Requirements

The following information is an extract from the NMBA Fact Sheet English language skills registration standard and the NMBA English Language Evidence Guide for Nurses and Midwives and is a guide to determine English Skills requirements as a pre-requisite to enrolment to ensure you are able to successfully apply for registration at the conclusion of your studies.

Primary language means the language you primarily use and the language that you know best and are most comfortable with.

Recognised countries means the following countries: Australia, Canada, New Zealand, Republic of Ireland, South Africa, UK and USA. With the exception of South Africa, these countries are recognised by the Department of Home Affairs for the purposes of exempting applicants from having to sit a test to demonstrate English language skills. More information about recognised countries and the English language skills registration standard can be found on the Board's *Registration Standards* page

Approved pre-registration program of study means a program of study approved by the recognised nursing and/or midwifery regulatory body in a recognised country.



Evidence Requirements for Each Pathway

1. Primary Language Pathway

English is your primary language and:

- a. you have attended and satisfactorily completed at least six years of **primary and secondary education** taught and assessed in English in one of the **recognised countries**, including at least two years between years 7 and 12, and
- b. your qualification in the relevant professional discipline, which you are relying on to support your eligibility for registration under the **National Law** was taught and assessed solely in English in one of the **recognised countries** and:
 - i. in the case of a registered nurse or registered midwife, you must provide evidence of at least a two (2) years full-time equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in any of the recognised countries.
 - ii. in the case of an enrolled nurse, you must provide evidence of at least a one year full-time equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in any of the recognised countries listed in this registration standard.

2. Extended Education Pathway – Enrolled Nurses

Note: the NMBA will also accept continuous **vocation education** only taught and assessed in English to satisfy the requirements of the extended education pathway. If you are using this pathway, you will need to provide details of your relevant education. You must provide evidence that each course was taught and assessed solely in English by providing a certified copy of your transcript for **all** education. You must include all course commencement and completion dates and evidence of whether you studied full-time or part-time.

If you are applying for registration as an enrolled nurse, you must provide evidence that you have successfully completed at least **five (5) years (full-time equivalent)** continuous education taught and assessed solely in English, in a **recognised country**, which includes vocational qualifications in the relevant professional discipline which you are relying on to support your eligibility for registration under the **National Law**.

NOTE:

- a. The Board will only accept the completion of **five (5) years (full-time equivalent)** continuous education that is a combination of:
 - i. **vocational and secondary education** taught and assessed in English; or
 - ii. **tertiary and vocational education** taught and assessed in English; or
 - iii. **combined tertiary, secondary and vocational education** taught and assessed in English;
or
 - iv. **tertiary education** taught and assessed in English
- b. The last period of education must have been completed no more than five years prior to applying for registration.

3. Test Pathway

Applicants that would be required by the Nursing and Midwifery Board of Australia (NMBA) to provide formal English language skills test when applying for registration with NMBA, must provide formal English language test result demonstrating they have achieved the NMBA specified level of English language skills, **prior to commencing the program.**

You achieve the required minimum scores in one of the following English language tests and meet the requirements for test results specified in this standard:

The following requirements apply to the English language test results:

1. **Test results** will be accepted if they were obtained:

1.1. within the two years before the date you lodge your application for registration

OR

1.2. more than two years before the date you lodge your application for registration if, in the period since the test results were obtained, you:

- a. have been in **continuous employment** as a registered health practitioner in the nursing and/or midwifery profession (which commenced within 12 months of the date of the test) in one of the **recognised countries** where English was the primary language of practice, and
- b. lodge your application for registration within 12 months of finishing your last period of employment

OR

1.3. more than two years before the date you lodge your application for registration if, in the period since the test result was obtained, you:

- a. have been continuously enrolled in a **Board approved program of study** (which commenced within 12 months of the date of the test) and undertook subjects in each semester, with no break from study apart from the education provider's scheduled holidays, and
- b. lodge your application for registration within 12 months of completing the **Board approved program of study.**

2. For the purposes of calculating time, if an applicant relies on **test results** from two sittings, time begins to run from the date of the earlier sitting.

Costs associated with meeting these conditions or with final registration are incurred by the student and not by EmployEase.

Pre-Training Review

All candidates seeking to enrol in a course with EmployEase will undertake a Pre-Training Review. The purpose of the Pre-Training Review is to ensure that the course is suitable for you, meets your interests, needs and career goals and that you are able to meet the language, literacy and numeracy requirements for entry into the qualification. The Pre-Training Review (PTR) also enables EmployEase to identify any additional support you might need to make sure you have the best opportunity to successfully complete the qualification.

The Pre-Training Review consists of four (4) steps:

1. Pre-Training Review Initial Interview

The purpose of the initial interview is to identify your interests, your existing knowledge, skills and experience, to gain an understanding of your short and long-term goals and to assess your oral communication and information technology skills.

2. Online LLN Assessment (English and Maths)

The purpose of the assessment is to assess your current language, literacy and numeracy skills and measure them these against the ACSF requirements of the course (min. exit Level 3 – working at Level 4).

3. Judgement

This step involves looking at all the information gathered as part of the interview and LLN Assessment and comparing it to the requirements for entry into the course.

At this point an informed judgment is made as to whether or not the course is appropriate for you, what additional support you may need to successfully complete the qualification and whether your application will progress to the Panel Interview stage (see enrolment).

4. Candidate Declaration

The purpose of this declaration is to verify that you have received information and understand the requirements relating to course pre-requisites including Immunisation, Police Checks, Working with Children Checks and Statement of Fees, Funding eligibility, Clinical Placement, RPL and Credit Transfer.

Panel Interview

Each candidate who progresses on from the Pre-Training Review process will take part in a Panel Interview. Interviewers will include the Head of Nursing, EmployEase Vocational Training Representatives and may also include a representative of Healthcare Australia.

Student Selection and Admission

Every student who meets the course entry requirements will be accepted into a training and assessment program. If more than the maximum numbers of participants register for a course, the Careers Manager will determine allocation of places. The criteria will include principles of access and equity and a commitment to complete the course. Admission procedures will therefore be free of discrimination, and if an individual does not meet entry requirements, all attempts will be made to assist them to identify alternative options. Successful applicants will be advised in writing prior to course commencement (Letter of Offer).

Fees and Charges

Initial Holding Deposit

Candidates who progress to the panel interview stage are required to pay a holding deposit of \$250.00. The holding deposit is refundable if the candidate is not offered a position in the course. However, the deposit is **not refundable** if the student chooses not to accept the position following receipt of a Letter of Offer or withdraws their application prior to a Letter of Offer being made.

Refer Statement of Fees issued as part of your Course Information Pack or by visiting our website at www.employease.com.au

Fee Protection

EmployEase has implemented learner fee protection measures as required by ASQA in clause 7.3 of the Standards for Registered Training Organisations 2015. EmployEase holds an unconditional financial guarantee from the HSBC bank, for the total amount of prepaid fees held by us in excess of the \$1,500 prepaid threshold per learner for services to be provided by EmployEase to those learners.”

Certificates and Statement of Attainments

Replacement Certificates or Statements of Attainment are available at a cost of \$33 (incl. GST) each. Please note that Certificates and Statements of Attainment are not released to students with outstanding accounts.

Government Subsidised Training

EmployEase courses are delivered using Commonwealth and State Government Funding. Eligibility for a government funded position through Skills First Program is discussed with you prior to enrolment and confirmed by you completing the Evidence of Student Eligibility and Declaration. It is important that you understand that accessing government funding through the Skills First Program may impact on your eligibility for future training programs.

Refunds

Where a student provides EmployEase with written notification of their withdrawal from a course within a period of no less than three (3) working days prior to the course scheduled commencement date will be refunded all tuition and service and amenities fees paid less \$4,000.

Where a student provides written notification of their withdrawal from a course less than three (3) working days prior to the course scheduled commencement date, or within 28 days after the date the course commenced, they will be refunded all tuition and service and amenities fees paid less \$8,000.

Where a student provides EmployEase with written notification of their withdrawal from a course, more than 28 days after the course commenced, no refund is payable.

Where a student withdraws from a course but has an existing payment plan in place, the payment plan will continue after withdrawal until the required fees are paid. Discretion may be applied as deemed reasonable by EmployEase.

See our Fees, Charges and Refunds Policy available on our website or by contacting EmployEase on (03) 9761 2156.

Cancellation of a Course

Where a course is cancelled by EmployEase prior to commencement all fees paid will be automatically refunded unless the student chooses to transfer to another EmployEase course. No additional costs will be incurred. Should EmployEase cancel a course after course commencement, every reasonable step will be taken to support students to complete their training with another EmployEase group without financial disadvantage. In the event of the RTO closure all fees paid will be automatically refunded.

Pre-Clinical Placement Requirements

In preparing for a professional practice, there are some important requirements to organise and particular information to gather. Some of these preparations are required by law and some are just good practice to help you get the most out of your clinical placement experience.

First Aid

If seeking a credit transfer for HLTAID003 you must be able to present EmployEase your HLTAID003 First Aid qualification must be current at the conclusion of your Diploma training for your nursing qualification to be issued. First Aid is also outlined in your study timetable at the end of your program so each student will be current for employment. If you are absent for the allocated date, the update of the certificate will be at your own expense and must be undertaken outside of course hours.

Police Check

All students must provide a Police Check, also known as a National Criminal History Check, prior to Clinical Placement. The health care agency will not allow you to attend Clinical Placement without a current (**less than 12-months old**) Police Check with no disclosures.

You will receive an email from EmployEase containing a link to the National Crime Check Application form after your Course Orientation. EmployEase will provide payment for the check on your behalf. It is important to apply for your Police Check as soon as possible after enrolment.

EmployEase has a strict procedure in place of how Police Check disclosures are managed. It is important that you understand these procedures and the implications should a disclosure appear on your police check. See below:

Disclosure	Implication for Enrolment
A conviction for murder or sexual assault	Enrolment will not proceed or will be cancelled
A conviction of, or a disclosure showing without conviction, whether the student was imprisonment or not, for any form of assault or bodily harm, neglect or a person in their care, violence or threats of violence or crimes of a sexual nature	Enrolment will not proceed or will be cancelled
A conviction, or a disclosure showing without conviction regardless of whether the student was imprisoned, relating to dishonesty (including but not limited to fraud and theft) or of drug offences within the past 5 years.	Enrolment will not proceed or will be cancelled
Multiple traffic/driving offences (more than two) e.g. drink driving, driving under the influence, dangerous driving. Culpable driving	Enrolment will not proceed or will be cancelled
A conviction, or disclosure showing non-conviction, regardless of whether the student was imprisoned, relating to dishonesty (including but not limited to fraud and theft) or of drug offences more than five years prior	Students will be offered the opportunity to source a suitable clinical placement within 15 business days of the disclosure being identified, not pursue enrolment or cancel their enrolment
Incidental traffic/driving offences (no more than two) e.g. drink driving, driving under the influence, dangerous driving	Students will be offered the opportunity to source a suitable clinical placement within 15 business days of the disclosure being identified, not pursue enrolment, or cancel their enrolment.

It should be noted that the decision whether or not to accept a student for clinical placement who has a disclosure on their Police Check is at the absolute discretion of the health care agency/facility.

Where a student's enrolment is cancelled by EmployEase, or the student chooses to cancel their enrolment as a result of a disclosure appearing on a Police Check, the standard refund policy applies. Refer to EmployEase Fees Charges and Refunds Policy.

Unfortunately, due to timelines it may not be possible for EmployEase to know if a disclosure appears on a Police Check until a student has attended some of the training, therefore it is important that if you suspect a disclosure might appear on your Police Check, that you declare this prior to enrolment so enquiries can be made early.

When you have a Disclosable Result

Any disclosable offences should be discussed with the Head of Nursing. Depending on the nature of the offence, you will be advised of the potential impact that your record may have on your ability to become registered.

You may be asked to meet with a facility representative to discuss the Police Check findings. Be aware that the facility has the right to refuse your request to attend Clinical Placement.

International Criminal History Checks (ICHC)

Certain applicants and registered practitioners are required to apply for an International Criminal History Check (ICHC) from an AHPRA approved vendor, who will provide the ICHC report to the applicant or registered practitioner, and directly to AHPRA. ICHC results are valid for three months from the date of issue.

- **Applicants from New Zealand**

While it is not mandated under the Trans-Tasman Mutual Recognition (TTMR) arrangements, the National Law allows a National Board to check a practitioners' criminal history at any time.

Practitioners registered under TTMR will be required to apply for an ICHC from one of the approved external providers.

- **Applicants will need to obtain an ICHC from an approved vendor**

Relevant applicants will need to apply for a ICHC from one of the AHPRA approved vendors as part of the registration application process.

The time it takes for the vendor to conduct the check and provide a report may vary, depending on which country or countries the check must be undertaken in. More information about the logistics of the checks is available from the vendors' websites, which are accessible from the AHPRA website.

It is important that applicants allow adequate time to prepare their applications before they plan to practise.

In most cases, the ICHC will be available by the time the registration application has been assessed.

In the small number of cases where the check is not received before the application is determined, the applicant can be registered on the basis of a declaration about their international criminal history.

The intention of the new approach is not to stop practitioners from practising if they meet all requirements and have declared that they do not have an international criminal history but ensure that the check is made. This will discourage those with a significant criminal history outside of Australia from applying for registration as well as identify anyone who has made a false declaration about their history.

- **Checks will need to be undertaken on all countries where applicants have lived for six months or more as an adult**

Applicants will need to get a check for every country outside of Australia where they have lived, or been primarily based, for six consecutive months or more when aged 18 years or over.

Some applicants may need to obtain checks for several countries.

- **The checks will be paid for by applicants**

Applicants will be responsible for paying for their ICHC. The fee will vary depending on how many and which countries the check will need to cover.

More information is available from the vendors' websites, which will be accessible via the AHPRA website.

Working with Children Check (WWCC)

You may have the opportunity to work with patients under the age of 18. However, before you can be allowed contact with minors you need to obtain a Working with Children Check (WWCC).

The WWCC is valid for five years and can be applied for online. It is advisable to undertake a non-volunteer status WWCC so that it can be used in the future in an employment context. However, you can apply for a Volunteer Check identifying yourself as a learner, a Volunteer Check is free.

You will receive information about the online application process at the Orientation class.

Without these checks you will not be allowed to commence Clinical Placement and therefore be unable to complete your qualification and as such, be ineligible for government funding.

Immunisation

Immunisation is the responsibility of the student. It is recommended that an informed, individual choice is made about this matter. Students should refer to a doctor of their choice for discussion and advice. Students will come into contact with a large variety of individuals while attending professional practice. Some of these people may have a communicable disease. Enrolled Nurses are categorised as a Category A Health Care Worker. These workers are defined as being at risk of exposure to contaminated blood and body fluids (DoH, 2010).

Immunisation is one of the most effective public health measures for the control of communicable diseases, protecting both the individual and the community.

For the protection of students and of potential clients, evidence of vaccination status is required by professional practice hosts prior to attendance. This will be in the form of vaccine records or serology records by a registered medical practitioner. Evidence of vaccination is compulsory before Clinical Placement.

The likelihood of contact with patients' blood and/or body substances determines vaccination recommendations. Healthcare workers should receive the vaccines they require preferably before or at minimum within the first few weeks of employment, with the exception of influenza vaccine, which should be administered annually between March and May. Work activities, rather than job title, should be considered on an individual basis to ensure an appropriate level of protection is afforded to each healthcare worker.

Medical facilities are encouraged to formulate a comprehensive vaccination policy for all healthcare workers. Each worker should be individually assessed for specific vaccines, taking possible contraindications into account.

Work practices should include the use of standard and additional precautions to minimise exposure to blood and body fluids. If exposure does occur, guidelines for post exposure prophylaxis should be followed. Ensure that post exposure guidelines are easily accessible 24 hours a day.

Risk Categorisation: Category A – Direct contact with blood or body substances

This includes all persons who have physical contact with, or potential exposure to blood or body substances. Examples include dentists, medical practitioners, nurses, allied health practitioners, healthcare students, emergency personnel (fire, ambulance and volunteer first aid workers), biomedical and engineering staff, mortuary technicians, central sterile supply staff, and staff responsible for cleaning, decontamination and disposal of contaminated materials.

- **Vaccine preventable diseases**

All adults should be up to date with routinely recommended vaccines such as diphtheria-tetanus containing vaccines, poliomyelitis vaccine and measles-mumps-rubella vaccines.

- **Pertussis**

A booster dose (given as dTpa vaccine) is recommended for healthcare workers particularly in paediatric settings, maternity and neonatal settings.

A booster dose of dTpa is recommended if 10 years have elapsed since a previous dose.

- **Measles/mumps/rubella (MMR)**

Document at least two doses of MMR vaccine for all non-immune staff born during or since 1966. Serological evidence of immunity to measles is also acceptable. Those born prior to 1966 are considered immune.

If in doubt, offer two doses of MMR vaccine a minimum of one month apart.

- **Varicella (chickenpox)**

Seek and document a history of chickenpox from all healthcare workers. A history of chickenpox is strongly predictive of prior infection (>90 per cent). Consider serological screening of people with no

definite prior history of chickenpox (approximately 50 per cent of this group will be susceptible).
Document results of testing.

All non-immune Category A and B staff (see above for definition) should be vaccinated with varicella vaccine. Two doses of vaccine at least one month apart are required for adults.

- **Hepatitis B**

Document a course of either three doses of paediatric formulation hepatitis B vaccine or 2 doses of adult formulation hepatitis B vaccine (given between 11 and 15 years of age) or three doses of adult formulation hepatitis B vaccine.

Offer a course of three doses of vaccine to all non-immune healthcare workers; emphasise that it is essential for all staff in categories A and laboratory staff.

Perform post-vaccination serological testing four to eight weeks after the third dose of vaccine. If adequate anti-HBs antibodies are not reached following the third dose, the possibility of HBsAg carriage should be investigated. Those who are HBsAg negative and do not respond should be offered further doses of hepatitis B vaccine. Persistent non-responders should be informed about the need for HBIG within 72 hours of parenteral exposure to hepatitis B.

Booster doses of hepatitis B vaccine are no longer recommended for people who have an adequate antibody response to the primary course, as there is good evidence that a primary course provides long lasting protection.

- **Hepatitis A**

Staff at higher risk of occupational exposure to hepatitis A includes nursing staff and other healthcare workers in contact with patients from Indigenous communities, in paediatric wards, infectious disease wards, emergency rooms and intensive care units or who frequently attend patients in rural and remote Indigenous communities.

- **Influenza**

Offer annual influenza vaccine to all staff in direct care of patients.

For further information on recommended immunisation for Category A Health Care Workers, please refer to the Department of Health website at: <http://www.health.vic.gov.au/immunisation>.

Student Expectations

Before you can participate in the delivery of nursing care to patients and residents, you need to understand the professional codes and guidelines that govern the nursing profession. These will inform you of behaviours, attitudes and the general conduct that you will be expected to demonstrate while on clinical placements.

These codes, guidelines and ANMAC Competency Standards are the criteria used to assess your clinical performance. A synopsis describing the essence of the codes follows. The full versions are available online via the Nursing and Midwifery Board of Australia (NMBA) website at: www.nursingmidwiferyboard.gov.au/Codes-and-Guidelines.aspx

Codes and Guidelines

The Nursing and Midwifery Board of Australia approves codes and guidelines to provide guidance to the profession. They are used to clarify our views and expectations on a range of professional nursing issues. These must be adhered to in order to maintain registration as a nurse.

Students will need to be registered in the national scheme. All students are required to abide by the codes and guidelines of the profession when carrying out their professional practice activities.

Code of Ethics

This code outlines the nursing profession's commitment to respect, promote, protect and uphold the fundamental rights of people who both receive and provide health care. It is supported by, and should be read in conjunction with, the Code of Conduct for Nurses in Australia and the National Competency Standards for the Enrolled Nurse.

The codes to consider include:

- Nurses value quality nursing care for all people.
- Nurses value respect and kindness for self and others.
- Nurses value the diversity of people.
- Nurses value access to quality nursing and health care for all people.
- Nurses value informed decision making.
- Nurses value a culture of safety in nursing and health care.
- Nurses value ethical management of information.
- Nurses value a socially, economically and ecologically sustainable environment promoting health and wellbeing.

From 1 March 2018, the International Council of Nurses Code of ethics for nurses is in effect for all nurses in Australia, available at;

<https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>

Unprofessional Conduct

In addition, to the codes outlined above, EmployEase as a provider has obligations relating to unprofessional conduct. We are required to make mandatory notifications in relation to students if we, as the provider, reasonably believe a student enrolled with us has an impairment that, during the student undertaking clinical training, may place the public at substantial risk of harm.

Impairment is defined, under Section 5 of the National Law, to mean the learner has a 'physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect the person's capacity', in this case, to undertake clinical training.

Nursing and Midwifery - Guidelines for Mandatory Notifications

Conduct that should be reported to Australian Health Practitioner Regulation Agency (AHPRA,) includes:

1. Intoxication by alcohol or drugs while practicing or training in the profession
2. Engagement in sexual misconduct in connection with the practice or training of the profession
3. An impairment that places the public at risk of substantial harm
4. A significant departure from accepted professional standards that places the public at risk of harm
5. Deviation from the health profession's codes and guidelines

Professional Boundaries

Professional boundaries are the limits that protect the space between the professional's power and the client's vulnerability. They define the difference between a professional, therapeutic relationship and a non-professional or personal relationship between a nurse and a person in their care.

People who do not understand professional boundaries are at risk of breaching the codes of conduct and professionalism.

Nurses must always obtain informed consent from persons in their care, prior to undertaking any therapeutic, professional interaction.

(Adapted from Professional boundaries for nurses in Australia, ANMAC)

The information below represents the continuum of professional behaviour and provides a picture of therapeutic versus non-therapeutic behaviour in the relationship between the nurse and the persons in their care.

To find out more, access the Nursing and Midwifery Board of Australia's Professional Codes and Guidelines, which can be located at; <https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements.aspx>

Social Media

This policy was developed jointly by the National Boards to help practitioners understand their obligations when using social media. It applies to all registered health practitioners in Australia including student nurses. When using social media, health practitioners should remember that the National Law, their National Board's code of ethics and professional conduct (the Code of conduct) and the Guidelines for advertising regulated health services (the Advertising guidelines) apply.

Registered health practitioners should only post information that is not in breach of these obligations by:

- Complying with professional obligations
- Complying with confidentiality and privacy obligations (such as by not discussing patients or posting pictures of procedures, case studies, patients, or sensitive material which may enable patients to be identified without having obtained consent in appropriate situations presenting information in an unbiased, evidence-based context, and not making unsubstantiated claims.

Additional information may be available from professional bodies and/or employers, which aims to support health practitioners' use of social media. However, the legal, ethical, and professional obligations that registered health practitioners must adhere to are set out in the National Boards' respective Code of conduct and the Advertising guidelines. Also refer to the NMBA's [Social Media Policy](https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/policies/social-media-policy.aspx) which can be located at; <https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/policies/social-media-policy.aspx>

Use of Social Media

EmployEase recognises the benefit of social media groups to students however, behaviour on social media which is shown to breach the student code of conduct or is deemed to be cheating will result in the student's enrolment being cancelled.

The Role of the Enrolled Nurse

The role of the enrolled nurse is to provide nursing care in various forms of community and health care settings as an associate to a registered nurse. The enrolled nurse will deliver less complex work than that of the registered nurse and the enrolled nurse will work under the direction and supervision of the registered nurse as per the relevant nurse registering authority.

The Australian Nursing and Midwifery Council (ANMC) national competency standards for the enrolled nurse together with the units of competency from the Health Training Package (HLT) will underpin all aspects of the program framework.

The qualification will prepare the enrolled nurse with skills and knowledge at diploma level that meet the national competency and NMBA standards.

Core enrolled nurse responsibilities in the provision of patient-centred nursing care include recognition of normal and abnormal in assessment, intervention and evaluation of individual health and functional status. The enrolled nurse monitors the impact of nursing care and maintains ongoing communication with the registered nurse regarding the health and functional status of individuals.

Core enrolled nurse responsibilities also include providing support and comfort, assisting with activities of daily living to achieve an optimal level of independence, and providing for emotional needs of individuals. Where state law and organisational policy allows, enrolled nurses may administer prescribed medicines or maintain intravenous fluids, in accordance with their educational preparation. Enrolled nurses are required to be information technology literate with specific skills in the application of healthcare technology. Enrolled nurses demonstrate critical and reflective thinking skills in contributing to decision making which includes reporting changes in health and functional status and individual responses to health care interventions.

Enrolled nurses work as part of the health care team to advocate for and facilitate the involvement of individuals, their families and significant others in planning and evaluating care and progress toward health outcomes. These responsibilities are illustrative of the types of core activities that an enrolled nurse would be expected to undertake on entry to practice. All enrolled nurses have a responsibility for ongoing self-development to maintain their knowledge base to carry out their role. For more details refer to the NMBA's [EN Standards for Practice](https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/professional-standards.aspx), which can be located at; <https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/professional-standards.aspx>

The completion of the course will support the enrolled nurse with the managerial tools to:

- Display knowledge of and function according to legislation
- Conduct a full analysis of health information
- Work in an ethical way
- Work respecting the rights of the client ensuring a patient/person centred approach is maintained
- Use effective communication
- Contribute to development of care plans
- Provide care and support to clients within your scope of nursing
- Be responsible and account for your actions as an enrolled nurse
- Manage nursing care within your scope as an enrolled nurse

Course Times and Duration

The training program for HLT54115 Diploma of Nursing is delivered over 3 semesters (16.5 months). The program is delivered on campus three to four days per week, 9.00am to 4.00pm or as directed by the Head of Nursing. Timetabled study support sessions (NONA's) are scheduled at various intervals throughout the course sometimes in addition to study days. Clinical placement consists of 40 hrs per week (less ½ hr lunch breaks) over 12 weeks (450 hours) timetabled throughout the course. Five placements will be undertaken across a variety of disciplines attached to the health continuum.

Personal Study Commitment

Students are required to undertake learning activities outside scheduled classes. This may involve completing assessments, revision, pre-reading, research and other formative activities as outlined by your trainer. For more details regarding self-directed learning refer to the unit outlines, your trainer or the Head of Nursing.

Training and Assessment

Training Delivery

The program delivery involves face to face theory classes, simulation laboratories, workplace clinical experience and self-directed study. Refer to the timetable and unit outlines for a detailed breakdown of your learning activities. Students are provided with learning resources. The majority of textbooks, journals and references will be available electronically via ClinicalKey and EBSCOhost, students will have access to a computer lab whilst on campus to support their learning.

Clinical Placement

You will undertake five (5) placements as part of your training over a total period of 12 weeks, across various health environments including Aged Care and Mental Health. It is important to note that should students be allocated regional Clinical Placement, costs associated with accommodation, amenities and travel must be covered by the student.

Simulation Laboratories

Simulation laboratories have been designed to replicate clinical placement experiences. These are located external from EmployEase training venues. As such the uniform requirements, safety regulations and codes of conduct are governed by industry practice.

Whilst undertaking simulation activities your trainer will direct you as to the use of electronic devices including mobile phones.

During simulation and Clinical Placement activities you are required to wear your clinical uniform.

Assessment

Students will be assessed throughout the course in a variety of ways.

Assessments tasks have been developed for each unit of competency based on the knowledge and performance evidence requirements of each unit of competence. Students will also be assessed against the NMBA enrolled nurse standards for practice.

Each assessment will specify the criteria to be met and it is the learner's responsibility to seek clarity from their trainer should there be any aspect they feel is unclear.

During the program, there are some essential assessment milestones for the learner. These include professional practice periods and assessment such as medication calculations. If a learner is deemed unsatisfactory on any professional practice they may not be allowed to progress further with the program. In addition, students who have not met competency requirements may not be allowed to progress onto the next semester or to clinical placement. The learner will have to repeat the unit(s) of competence before undertaking the next clinical placement.

Submitting an Assessment

Students submit assessments on to our on-line campus. Access to the on-line campus will be arranged at the commencement of the course. Students must always ensure they have retained a copy of any assessment for their own records. The on-line system will track the marking of the work and will also hold a copy of the evidence once it is deemed satisfactory.

Assessment Writing Standards

EmployEase has specific assessment writing standards in place that students must follow. These include:

- Font Style: Calibri, Arial or Times New Roman
- Font Size: 12
- Font Colour: Black
- Double line spacing
- Footer on every page includes; name, student number, unit code and assessment number
- No borders, shading or graphics except where required in diagrams
- 3 cm margins

Remember that it is your responsibility to keep a copy of your assessments. EmployEase takes no responsibility of assessments submitted for which the student did not retain their own copy.

Cheating and Plagiarism

Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student behaviour and may result in disciplinary action.

Definition of Cheating

Cheating is defined as obtaining or aiding another to obtain credit for work by any dishonest or deceptive means. Cheating includes, but is not limited to:

- Copying from another student's assessment or work or seeking answers from another student or past student (including completing assessments together)
 - Providing answers either directly or indirectly to another student
 - Submitting all or part of another student's work under your own name
-

- Giving copies of any part of your completed assessments/tasks to other students.
- Providing access to your on-line system/log-in details to another student

Reasonable Adjustment

Reasonable adjustment will be applied to take into account the individual needs of a student within the constraints of the particular unit of competency. Reasonable adjustment that may be applied includes:

- Additional time to complete an assessment
- Rescheduling of an assessment
- Verbal assessment
- Adjustment to the equipment or resources used as part of the assessment

Definition of Plagiarism

Plagiarism is using others' ideas and passing them off as your own, without clearly acknowledging the source of that information.

In your course you are continually engaged with other people's ideas. You read the ideas in text, hear and discuss them in class and incorporate them into your own writing. As a result, it is very important that you give credit where it is due.

Whenever you use the words or ideas of another person or source in your work, you must acknowledge where they came from. Plagiarism includes, but is not limited to:

- Copying the exact words from a source without using quotation marks
- Making very minor changes to someone else's words without acknowledging their source
- Using another person's idea from a text (for example in a book or from the internet) without acknowledging its source
- Copying, cutting and pasting text from an electronic source and submitting it as your own work (e.g. class power-points)
- Using quotes from the internet without acknowledging their source
- It should be noted that EmployEase encourages students to talk to staff, fellow students and other people who may be able to contribute to a student's learning, but assessments submitted must reflect your own work and knowledge.

Process for addressing suspected Cheating or Plagiarism:

- The Trainer will contact the student directly to discuss the matter and arrange for a resubmission of the work by the student.
- An interview with the Head of Nursing will be held

Depending on the outcome of the interview the following actions may occur:

- You will be given the opportunity to resubmit your assessment
- You will be required to undertake a verbal assessment or complete your assessment with an EmployEase staff member present.
- Your enrolment in the course will be cancelled

Correct Referencing

It is essential for the students to use correct referencing to indicate the sources of information they have used in their assessments or written work. In the Diploma of Nursing course at EmployEase, the accepted style of referencing is APA 7th edition referencing.

APA Style uses the author-date citation system. This system allows readers to find sources cited in the text in the reference list, where each source is listed alphabetically. All citations must be listed in the reference list in order of author's surname, or first author's first name. It must contain author name or names, publication dates, title of work and publication data. This will be further explained, and examples provided in the course orientation sessions.

Assessment Due Dates

It is imperative that all assessments are submitted by due dates. Adequate periods of time are allowed to complete assessments. If you are unable to complete assessments by the due date, you must contact the Head of Nursing to request an extension.

Assessment Outcome

All course work and clinical placement work will be graded Satisfactory (S) or Not Satisfactory (NS). With a final grade of Competent (C) or Not Yet Competent (NYC) after completion of each unit of competency and placement.

Students who do not achieve a Satisfactory (S) result will be provided feedback on the areas that need to be rectified. Should additional support be required it is the student's responsibility to request additional assistance or clarification as soon as possible after receiving initial feedback.

Based on the level of understanding demonstrated, students will be asked to address the gaps in their evidence by re-submitting part or all of their assessment.

Should the result of Not Yet Satisfactory (NYS) be recorded on a 3rd attempt (initial plus two resubmits), students will be counselled by the Course Coordinator and provided options in regard to continuance in the program based on ability to meet the academic requirements. Options will include withdrawal or repeating the unit or semester at a cost. This decision will be based on the overall understanding the student is able to demonstrate.

Assessment / Academic Appeals

If the student is dissatisfied with the assessment outcome, he/she has the right to appeal. For detailed information refer to the EmployEase Assessment Policy.

Results and Awards

EmployEase issues Awards and Statements of Attainment in accordance with the ASQA requirements.

IT, Uniform and Equipment Requirements

Information Technology

Students will need access to the internet, email and Microsoft office or similar and will need a computer/laptop to access references, learning resources and conduct research.

Text Resources

Students will be advised the relevant textbooks at the commencement of each unit. EmployEase has decided to provide access to these resources electronically under licence via ClinicalKey, VSim and EBSCOhost. The cost of these licences is included in the course fee. Any other text/resources required will be provided to students at Orientation, or when deemed necessary during the course, additional costs for texts will appear on the Statement of Fees provided at the Information Session.

Dress Code (Uniform)

This dress code applies to both clinical placement and simulation activities:

- EmployEase Diploma of Nursing shirts (provide by EmployEase)
- Black pants with the cuffs no longer than 3cms above the floor
- Black, solid closed in shoes, leather (nursing shoes)
- Fob watch with third hand (watches are not to be worn on wrists)
- Name badge

You must also meet the following safety requirements:

- Hair tied back
- No jewellery on hands or wrists (except wedding band) and no chains
- Only stud earrings
- Body piercings removed
- Short trimmed fingernails (no polish) and no acrylic nails
- Minimal makeup should be worn, if any

Nursing Kit

It is mandatory for all students studying the Diploma of Nursing to have a nursing kit. This equipment will be used during practical and simulated lab sessions. The cost of the kit will be added to the course fees and appear on the Statement of Fees provided at the Information Session.

Included in the nursing kit:

- Littman Stethoscope
- Traditional Aneroid Sphygmomanometer
- Premium Grade Stainless Steel Scissors
- Medical Diagnostic Penlight
- Safety Glasses - Radar
- Spirit LED Scope Light
- Nursing Pouch
- Retractable ID badge holder
- Silicone Nurses Fob Watch



Student Welfare and Support

Students who are experiencing difficulties impacting on their studies are encouraged to contact our Student Liaison Coordinator to discuss their concerns. The Student Liaison Coordinator can be contacted by calling the office on (03) 9761 2156.

After Hours Security and Safety Measures

EmployEase has a number of initiatives in place to protect your security and safety. We ask you to take the time to review this information.

The following measures have been put in place:

- The training venues are locked from 5 pm
- A doorbell is available to gain access in the evening
- Buildings are well lit, internally and externally
- Limited parking is available close to our Box Hill building only

EmployEase requires students to:

- Ensure their car is parked close to the building in a well-lit area.
- Leave training venue in pairs where possible
- Ensure that at least one student stay with trainer until they lock up and leave the premises.

EmployEase takes student and trainer safety very seriously, however, we cannot guarantee that we can prepare for, and prevent, every likely event.

Study Support (NONA classes)

Study support (NONA classes) provide students who may require assistance, guidance or are experiencing difficulties with completing assessments, the opportunity of additional trainer support. There are timetabled Study support (NONA classes) allocated throughout the course which students are encouraged to attend.

Aboriginal and Torres Strait Islander Support

EmployEase offers individual assistance and student support for Aboriginal and Torres Strait Islander students. The Student Liaison Coordinator is available to ensure Aboriginal and Torres Strait Islander students' study experience is a positive one, that they are well supported and have the best possible chance of success in their nursing studies.

As required, EmployEase will link with The Congress of Aboriginal and Torres Strait Islander Nurses and Midwives CATSINaM mentoring program to support students from Aboriginal and Torres Strait Islander backgrounds.

NMBA Enrolled Nurse Standards for Practice

The NMBA establish the limits and role boundaries of enrolled nurse practice and are strictly adhered to in the program. The standards are mapped in each unit of competency and you must demonstrate achievement of these standards to graduate from this program. In the final clinical placement students will undertake a summative assessment to ensure that they meet these standards.

It is paramount to success in this program that students have a clear understanding of these standards.

<https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>

General Guidelines and Information

Punctuality

As in a workplace, you are expected to arrive at least 10 minutes prior to class start time. This allows students to prepare for class. In the case of clinical placement, you are expected to be on time. If for any reason you are unable to attend the facility you must inform the Clinical Facilitator and/or the Clinical Coordinator immediately. It is important to note clinical placement hours are mandatory, therefore all 450 hours will need to be successfully completed as timetabled.

Attendance

There is an expectation that you will be available to attend all classes, in particular attendance at all simulation laboratories and clinical placement days is compulsory. Student's whose attendance in a particular unit of study falls below 80% will be counselled and may need to make up missed classes. If you are unable to attend a class, you must contact the office to record your absence. An extended period of absence may result in your enrolment being cancelled.

Where you are absent for an assessment you must contact the office to advise. A medical certificate will be required if you wish to apply for special consideration. In some instances, this may delay the progress of your training. Details of classroom assessments are listed in the units outline and assessment summary document for each unit of competence.

Please note: It is not appropriate to take children to class in any circumstance. If you are unable to secure childcare on any given day or if your children are sick, please contact the office to record your absence.

Signing In and Out of class

You are required to sign both in and out of class. The attendance record provides us with an accurate record of your attendance in your course and is also an important document should an emergency or venue evacuation be needed.

Active Participation

All students are expected to actively participate in their training and show strong independent learning skills. This means that you must submit assessments by the due date, attend all timetabled classes, actively participate in class activities and discussions and undertake clinical placement as arranged. Courses delivered by EmployEase are funded by the government. As such EmployEase is required to collect evidence of participation from students. There are a number of ways this is achieved; Evidence of your participation is gathered by:

- **Class Attendance Records**
 - Signing in and out of classes provide us with an accurate record of your attendance in your course.
- **Written Assessments**
 - You are required to submit your assessments as per your assessment schedule. Again, assessments show evidence of your active involvement with your studies.
 - If a student is shown not to be actively participating in their program, they will be contacted by the Head of Nursing who will talk to you about what support might be able to be offered and see if their training plan needs to be adjusted.
 - It is important to understand that EmployEase has the right and is obligated to cancel the enrolment of any funded student who has not actively participated in the program for a period of up to 60 days.
- **In-Class Assessment**
 - Some assessments are conducted as part of your timetabled class time. Should you miss an in-class assessment this may delay the progress of your training.
 - Details of classroom assessments are listed in your 'Assessment Schedule' which is distributed at the start of your training.

Foundation Skills

Almost everything we do at work requires us to use foundation skills. Foundation skills include language, literacy and numeracy skills as well as those essential to employment including teamwork, communication; problem solving; initiative; planning and organising; self-management; learning and technology. Each unit within your qualification will include foundation skills, and as a result each assessment task includes an opportunity for you to demonstrate foundation skills. For example, an assessment might require you to problem solve, to use technology or show communication skills by reading workplace policies and procedures, writing a workplace report, demonstrating nursing skills, using the internet to complete your assessment or showing initiative and teamwork in class or in the workplace. Students are expected to demonstrate strong foundation skills throughout their training including in the classroom and on placement.

Official Course End Date

As with any contract or agreement, there needs to be a defined end. It is the same with a training course or training plan. Your course will officially end **14 days** after your final timetabled class.

This means that all course requirements/evidence must be completed and submitted to be included in your final outcome.

Any adjustments which will result in your enrolment extending beyond your original Course End Date will be at the complete discretion of EmployEase Management and will be based on particular circumstances, your study history including your attendance and progress to date and the expected revised Course End Date. It is important to understand that although EmployEase makes every effort to support all students to complete their program it is not always possible or appropriate for training to extend beyond a timeline which is reasonable.

Student Code of Conduct

Courses are delivered in an adult learning environment. This means that there is an expectation that students will always conduct themselves in a respectful and professional manner. Where a student's behaviour is disrespectful, disruptive to others, or places themselves or others at risk, the trainer has the right to ask the student to leave the class. Where a student's behaviour is outside that described in the Student's Code of Conduct, EmployEase has the right to cancel the student's enrolment. (See EmployEase Student Code of Conduct below).

Use of Mobile Phones and other Devices in Class

Students are required to refrain from using mobile phones, pagers or any other electronic communication devices that may disrupt a class or prevent the student from actively participating in learning.

Where a student is observed to be using the mobile phone or communication device in class, either with or without earphones, and this is considered by the trainer to be disruptive, disrespectful or preventing the student or others from actively participating in learning, the trainer has the authority to ask the student to leave the class or close the device.

EmployEase Student Code of Conduct

Student Rights:

All students have the right to:

- Be treated fairly and with respect by trainers, staff and other students, without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- Learn in a supportive and stimulating environment in which to pursue their goals
- Access student support if desired or required
- Privacy concerning records that contain personal information, subject to statutory requirements
- Be given information about assessment procedures at the beginning of the course and progressive results as they occur
- Lodge a complaint without fear of retaliation or victimisation
- To work and study in a safe, clean, smoke free, orderly and cooperative environment
- The right to express and share ideas and to ask questions

Student Responsibilities:

All students have a responsibility to:

- Treat other students, trainers and staff with respect and fairness
- Follow any reasonable verbal or written direction from a trainer or member of staff
- Refrain from using indecent or abusive language
- Behave responsibly by not harassing fellow students, trainers or staff
- Behave responsibly by not damaging, stealing, modifying or misusing EmployEase or other students' property
- Behave responsibly by not possessing or being under the influence of drugs and alcohol
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt a class
- Attend scheduled classes and work placement
- Complete all assessment tasks honestly, and not engage in plagiarism or cheating
- Follow EmployEase safety practices
- Not to behave in a way that is disrespectful, would offend, embarrass or threaten others
- Comply with all lawful regulations, rules or procedures of EmployEase that pertain to them
- Pay all fees and charges to EmployEase within the required time frames
- Attend all interviews required by EmployEase to discuss your course progress
- Meet or carry out all activities required by EmployEase in relation to maintaining course progress.

Refer to EmployEase Student Behaviour Guidance Policy and Procedure.

Sexual Harassment

EmployEase is committed to providing a safe, flexible and respectful environment in which staff and students are free from all forms of sexual harassment.

Sexual harassment will not be tolerated under any circumstances and rapid disciplinary action will be taken against any person who engages in this behaviour.

Sexual harassment is a specific and serious form of harassment and is unlawful. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. EmployEase' Sexual Harassment Policy can be viewed on our website at www.employease.com.au. Alternatively, contact the office on (03) 9761 2156 to request a hard copy.

Confidentiality

You will be required to attend clinical placements as part of your studies. During these placements, you may become familiar with information that is confidential to that workplace (for example financial or business affairs, personal affairs and family background of staff and clients, technical information, trade secrets, know-how, formulae, processes, ideas, and inventions). You must not divulge any confidential information that you become aware of during a clinical placement. Breaches of confidentiality will be acts of behavioural misconduct and may result in disciplinary action. Students will be required to sign a Confidentiality Acknowledgement Agreement at their Orientation class and before each clinical placement.

Becoming Registered as an Enrolled Nurse

To be eligible to graduate with the HLT54115 Diploma of Nursing, students must be deemed competent in 25 units of competency (20 core units and 5 electives). In addition, it is mandatory that students demonstrate competence against the required NMBA EN standards for practice.

On completion of your program, EmployEase are obliged to advise AHPRA of your final result and endorse your application for EN registration.

Application Process

Graduates wishing to enter the workforce must register with the Australian Health Practitioner Regulation Agency (AHPRA). The process for registration with the NMBA is available from the [AHPRA](#) website.

Registration Fees

Your initial application will incur an application fee and a fee for annual renewal of registration also applies. Fees are subject to change at the discretion of the Nursing and Midwifery Board of Australia and are available to view on their website.

Course Feedback

EmployEase welcomes feedback from students across all areas of our service delivery. Throughout your training you will be asked to provide feedback via completion of an on-line survey. An email with a link will be sent to you at intervals throughout your course. Please take the time to complete and submit each survey.

You don't have to wait until the course has finished before you tell us what you think. If you have any suggestions while you are undertaking training, please contact the office and speak with the Head of Nursing.

You may also receive a National Centre for Vocational Education and Research (NCVER) student survey and/or an invitation to participate in a Department of Education (DEECD) endorsed project. These surveys assist in the ongoing evaluation and continuous improvement of courses. You may also be contacted by the Victorian Skills Commission for audit or review purposes.

Certificate Issuance

As an RTO EmployEase are required to issue a Certificate within 30 calendar days of a student being assessed as competent in the training program, they are enrolled in. If you do not receive your Certificate, please contact the office. Please note that Certificates and Statement of Attainments are not released to students with outstanding accounts. Replacement Certificates or Statements of Attainment are available at a cost of \$33 (incl. GST) each.

Marketing

Written permission to use student images and/or testimonials in marketing material is gained upon student enrolment and is recorded on the enrolment form. Authority is retained in the student file. Students have the right to withhold or withdraw permission of such rights and should do so by contacting the RTO Operations Manager in writing.

Accessing Student Records

Current and accurate records of student participation and progress is available to students upon request. Requests will be actioned within 7 business days. To request access to Student Records:

- Call EmployEase on (03) 9761 2156 and speak to the Administration Manager or
- Email admin@employease.com.au

Changes in RTO

EmployEase will notify all relevant students, in writing, of any changes at an organisational level which may affect the services being provided. This includes, change of ownership of the training organisation, or third-party training arrangements. Such notification will be provided no later than five days prior to the change occurring.

Complaints

Students who have concerns relating to the delivery of training and/or assessment should, in the first instance, discuss the matter with the relevant trainer, assessor or Head of Nursing (as appropriate). If the concern is unable to be resolved the student may lodge a Formal Complaint.

Lodging a Formal Complaint

1. Complete an EmployEase **Complaints/Appeal Form**. Forms can be downloaded from www.employease.com.au
2. Submit the completed form to EmployEase by email admin@employease.com.au or mail to:
RTO Operations Manager
Employ-Ease Pty Ltd
Level 3, 990 Whitehorse Road
Box Hill Vic. 3128

EmployEase will strive to resolve any complaint within 15 working days of lodgment. Students will be notified of the outcome of a formal complaint, including reasons for the decision.

Complaints must be lodged within 12 months of completion of course class times.

If the formal complaint cannot be resolved internally, EmployEase will direct the participant to the Dispute Settlement Centre of Victoria.

Information about the Dispute Settlement Centre of Victoria can be found at www.disputes.vic.gov.au.

The cost of external mediation will be borne equally by EmployEase and the student. Refer to EmployEase website for entire Complaints Policy.

Please Note: Individuals have the option to register a complaint while anonymous or using a pseudonym. It may be impracticable, however, to investigate and resolve an individual's complaint unless the complainant provides their name or similar information.

Appeals

Assessment Result Appeal

Assessment is the process of collecting evidence and making judgements about whether competency has been achieved. Assessments are carried out in accordance with the *Principles of Assessment and Rules of Evidence*.

Students who feel they have been assessed unfairly should discuss with the Assessor directly. If the matter is not resolved satisfactorily, it should be taken to the Program Coordinator or Head of Nursing in an attempt to resolve the issue at this level. Should the student still be dissatisfied, they have the right to lodge an Assessment Result Appeal.

Lodging an Assessment Result Appeal

The student is the only person who can lodge an assessment result appeal.

1. Complete an EmployEase **Assessment Result Appeal Form**. Forms can be downloaded from www.employease.com.au
2. Submit the completed form to Employ-Ease by email admin@employease.com.au or mail to:
RTO Operations Manager
Employ-Ease Pty Ltd
Level 3, 990 Whitehorse Road
Box Hill Vic. 3128

Assessment Result Appeals must be lodged within 2 weeks of assessment.

EmployEase will strive to resolve any Assessment Result Appeals within 28 working days of lodgment. Students will be notified of the outcome.

Assessment Result Appeals will be reviewed against the Principles of Assessment and the Rules of Evidence.

Refer to EmployEase website for entire Assessment Appeals Policy and Complaints and Appeals Policy.

Legislative Compliance

EmployEase supports and abides by relevant Legislation, Acts and Compliance in regard to Education and Training. The following provides a brief summary of relevant Acts and how they support your participation in training:

NB: The information following are excerpts of the acts sourced via www.comlaw.gov.au, www.legislation.vic.gov.au and other relevant websites identified below.

Charter of Human Rights and Responsibilities Act 2006 (Vic)

The main purpose of this act is to protect and promote human rights.

- Human rights belong to all people without discrimination
- Human rights come with responsibilities and must be exercised in a way that respects the human rights of others.

Child Wellbeing and Safety Act 2005 (Vic)

The Child Safe Standards were introduced by the Victorian Government to improve the way organisations prevent and respond to abuse of children and young people under the age of 18 within their organisations. The Standards seek to create a culture and environment that is supportive and protective.

Competition and Consumer Act 2010 (Cth)

EmployEase complies with Schedule 2 - Australian Consumer Law which protects consumers against misleading or deceptive conduct, unconscionable conduct and unfair practices.

Copyright Act 1968 (Cth)

The Copyright Act 1968 (Cth) allows people to use copyright material without the copyright owner's permission in certain situations.

Key points: The Copyright Act states that if you use less than a certain amount of a copyright item for research or study, the use is deemed to be fair. If the amount used exceeds these limits, the Act sets out a number of factors to be taken into account to work out whether the use of the material is "fair".

If you are reproducing text from a hard copy edition of 10 or more pages, the Act deems that it is fair to copy:

- 10% of the number of pages; or
- one chapter, if the work is divided into chapters.
- For text material published in electronic form, it is deemed to be fair to copy:
- 10% of the number of words; or
- one chapter, if the work is divided into chapters.

The Act deems that it is fair to reproduce an article from a periodical publication (such as a newspaper, magazine or journal) or more than one article if each article is for the same research or course of study. Current and further detailed information can be located on the Australian Copyright website www.copyright.org.au.

Disability Discrimination Act 1992 (Cth)

The objects of this act are:

- to eliminate discrimination against persons on the ground of disability in the areas of work,
- accommodation, education, access to premises, clubs and sport
- to ensure, as far as practicable, that persons with disabilities have the same rights to equality as the rest of the community
- to promote recognition and acceptance within the community of the principle that persons with
- disabilities have the same fundamental rights as the rest of the community.

Education and Training Reform Act 2006 (Vic)

This Act required that all providers of education and training ensure programs are delivered in a manner that supports and promotes the principles and practice of Australian democracy. All Victorians should have access to a high-quality education that maximises their training achievement and promotes enthusiasm for lifelong learning.

Equal Opportunity Act 2010 (Vic)

The purpose of this act is to eliminate and protect against discrimination, sexual harassment and victimisation including racial and religious.

Freedom of Information Act 1982 (Cth)

The Freedom of Information Act 1982 gives you the right to:

- access your personal records
- request that incorrect or misleading information held about you be amended or removed
- seek a review of our decision not to allow you access to a document or not to amend your personal record.
- student has full access to his/her records upon request to the RTO Manager. A written authorisation signed by a student is required.

Occupational Health and Safety Act 2004 (Vic)

The purposes of this act are:

- to secure the health, safety and welfare of employees and other persons at work
- to eliminate, at the source, risks to the health, safety or welfare of employees and other persons at work
- to ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self-employed persons
- to provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards.

EmployEase is committed to providing a safe and healthy learning environment. We make every reasonable effort to prevent accidents and injury and to promote the health, safety and welfare of all students. As a student, you are encouraged to report identified risks or hazards to your trainer/assessor.

Privacy Act 1988 (Cth); Privacy Amendment Act 2012

EmployEase is committed to protecting the privacy of your personal information. Our Privacy Policy sets out the way personal information is handled and can be accessed via www.employease.com.au

Only information that is required by government bodies and is directly relevant to effective service delivery is collected. EmployEase adheres to the 13 Australian Privacy Principles. The APPs set out standards, rights and obligations for the handling, holding, accessing and correction of personal information (including sensitive information). These can be accessed via the following website: www.privacy.gov.au

Racial Discrimination Act 1975 (Cth)

It is unlawful for a person to do any act involving a distinction, exclusion, restriction or preference based on race, colour, descent or national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of any human right or fundamental freedom.

Sex Discrimination Act 1984 (Cth)

It is unlawful to discriminate against persons on the grounds of sex, marital status, or pregnancy. This Act eliminates discrimination involving sexual harassment in the workplace and educational institutions.

Working with Children Act 2005 (Vic)

The purpose of this Act is to assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body. The purpose of a Working with Children Check is to establish a process for assisting in determining whether a person is suitable to work in child related work.

Student's undertaking the Certificate IV in Disability at EmployEase are required to have a Working with Children Check (WWCC) prior to clinical placement.

Enrolled Nurse Standards of Practice (2016) and Code of Professional Conduct as set by NMBA

Compliance

EmployEase complies with the requirements of the:

Australian Qualifications Framework

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

Current and further detailed information can be located via www.aqf.edu.au

Victorian Skills Commission

The Victorian Skills Commission (VSC) is the statutory authority providing for the delivery of vocational education and training in Victoria.

The VSC monitors and provides advice to the Government on the performance of the demand driven Victorian training market, oversees public funding for training and further education, regulates apprenticeships and traineeships and supports industry advisory arrangements.

Current and further detailed information can be located via www.education.vic.gov.au

Standards for Registered Training Organisations 2015

Standards which guide nationally consistent, high-quality training and assessment services in the vocational education and training system www.asqa.gov.au

Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's vocational education and training sector. **ASQA** regulates courses and training providers to ensure the nationally approved quality **standards** are met (see Standards for Registered Training Organisations 2015) www.asqa.gov.au

The Australian Nursing and Midwifery Accreditation Council (ANMAC)

The Australian Nursing and Midwifery Accreditation Council (ANMAC) is responsible for monitoring education providers and programs of study that provide a qualification for the purpose of Registration in nursing and midwifery. Current and further detailed information can be located via www.anmac.org.au

Support Services

Accommodation

Department of Human Services
Ph: 1300 650 172

Tenants Union of Victoria
Ph: 03 9416 2577

Women's Domestic Violence Crisis Service
Ph: 1800 015 188

Wesley Mission Supported Accommodation
(Homeless) Services
Ph: 02 9263 5555

Health Services

Turning Point Alcohol and Drug Centre
Ph: 1800 888 236
Lifeline
Ph: 131 114

Alcoholics Anonymous Australia
Ph: 1300 222 222
Phoenix Psychological Counselling Services
Sarah Daniels
(medical referral required)
Mobile: 0421 794 925

Box Hill Family Clinic
Includes Psychology services
420 Elgar Road
Box Hill Vic 3128
Phone (03) 98992425
Fax (03) 98997909

Legal and Consumer Services

Victorian Legal Aid
Ph: 03 9269 0120
Victorian Equal Opportunity and Human Rights
Commission Victoria
Ph: 1300 292 072

Consumer and Tenant Resources Centre
Ph: 03 9761 0288
Commonwealth Ombudsman
Ph: 1300 362 072

www.employease.com.au