



# Student Handbook

Australian Paramedical College





# Student Handbook

## Student Handbook Disclaimer

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) Student Handbook contains information that is correct at the time of publication. Changes to legislation and/or APC policies may impact the currency of the information included. APC reserves the right to vary and update information without notice. Students are advised to seek any changes in information and/or updates by contacting APC via the below contact details.

This handbook has been prepared as a resource that assists students to understand their obligations, and those of APC.

<sup>1</sup> All students must read, understand, be familiar with the content, and adhere to the policies and procedures outlined in this handbook.

Further information can be obtained by contacting:

Australian Paramedical College  
A: PO Box 2262, Burleigh BC QLD 4220 P:  
1300 377 741  
E: [compliance@apcollege.edu.au](mailto:compliance@apcollege.edu.au)

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<sup>1</sup> Every student enrolling with APC must confirm in writing that they have read the contents and understand the information provided in this workbook. Students are to confirm this via the enrolment form



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## Important APC Details | Contacts

### Australian Paramedical College

Registered RTO Provider Code: [32513](#)

#### Head Office:

**Address:** 1/20 Kortum Drive, Burleigh Heads, QLD 4220

**Postal:** PO Box 2262 Burleigh BC QLD 4220

**Telephone:** (07) 5520 2522

**Email:** [support@apcollege.edu.au](mailto:support@apcollege.edu.au)

**Website:** <https://apcollege.edu.au/>

#### Student Support:

##### Student Success Team

**Telephone:** (07) 5520 2522

**Email:** [support@apcollege.edu.au](mailto:support@apcollege.edu.au)

#### Trainer/Assessors Team

**Telephone:** (07) 5520 2522

**Email:** [trainer@apcollege.edu.au](mailto:trainer@apcollege.edu.au)

#### Other:

**Telephone:** (07) 5520 2522

**Email:** [compliance@apcollege.edu.au](mailto:compliance@apcollege.edu.au)



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## Welcome to the Australian Paramedical College

Industry Pathways Pty Ltd, operating as Australian Paramedical College (APC) is a Registered Training Organisation ([RTO 32513](#)).

Our main aim at APC is to support you in discovering, enhancing, and building your abilities, whilst preparing you for opportunities in the paramedical and/or health care community sector.

During your enrolment at APC, you will enhance and construct your individual strengths and abilities while discovering new ones, as well as developing personal and vocational skills that will prepare you for your chosen career aspirations and rest of your life.

In Australia, only Registered Training Organisations (RTO's) can issue nationally recognised outcomes. As an RTO, we deliver nationally recognised outcomes for the below:

- HLT31115 Certificate III in Non-Emergency Patient Transport
- HLT31120 Certificate III in Non-Emergency Patient Transport
- HLT41115 Certificate IV in Health Care
- HLT41120 Certificate IV in Health Care
- HLT51015 Diploma of Paramedical Science
- HLT51020 Diploma of Emergency Health Care
- Various individual unit of competency

Our courses are delivered through a variety of training and assessment methods that are inclusive, but not limited to:

- Face-to-face Clinical Workshops where you will receive additional learning training, and the opportunity to apply your skills and be assessed in a practical environment.
- Online learning where you can gain an understanding and knowledge for the healthcare environment via assessment
- Constant healthcare trainer/assessor support from Monday-Friday 8am-5pm QLD time

## Legislation

As an RTO, APC is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications.

This includes:

- *Standards for Registered Training Organisations (RTOs) 2015*
- *National Vocational Education and Training Regulator Act 2011*



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APC abides by a range of other legislative requirements at both a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Copyright*
- *Equal Opportunity*
- *Fair Work (including harassment and bullying)*
- *Privacy and Personal Information Protection*
- *USI's (Unique Student Identifier)*
- *Workplace Health and Safety*

APC is dedicated to following the provisions of the VET Regulatory Framework. More information about the Framework and Regulations can be found through accessing the Regulator of Australia's Vocational Education and Training (VET) sectors website and is available in a video and PDF format.

<https://www.asqa.gov.au/news-publications/news/understanding-australias-vet-sector>

## Code of Practice

As a responsible member of the VET community, APC abides by their Code of Practice which outlines the expectations of how our organisation and staff are to behave. Similarly, APC has expectations for student behaviour, outlined in the Student Code of Conduct.

The APC Code of Practice must be accessed and reviewed via the APC [website](#) prior to enrolment to ensure you understand our commitment and responsibilities.

## Policies, Procedures, Forms and Documents

It's important to APC that all our students have a clear understanding of our policies and processes. They are the framework of how we operate to support your learning journey and will provide insight into how we interact and provide our learning services to you. APC's policies and procedures underpin our operations, support quality practice, training and assessment, and identify how we operate in accordance with the Standards for Registered Training Organisations (2015) as set out by the Regulator of Australia's Vocational Education and Training (VET).

If you require further information to understand the documents and/or APC's operations, please do not hesitate to contact APC.

These documents below can be found and accessed via the website link provided in the section above, linking students to the policies and procedures.



# Student Handbook

These can also be provided to students via electronic/hardcopy upon request.

*Fees & Payments Policy*

*Refund Policy*

*Support Policy*

*Recognition Policy*

*Access & Equity Policy*

*Privacy Policy*

*APC Code of Practice*

*Student Code of Conduct*

*Course Progression and Duration Policy*

*Enrolment Policy*

*Complaint and Appeals Policy*

*APC Code of Practice*

*Financial Management Policy*

*Academic Integrity Policy*

*Transition Responsibility*

*Training and Delivery Policy*

## Privacy

APC strongly supports the privacy and confidentiality of its students.

All information is collected and stored in accordance with the *Privacy Act 1988* and the associated Australian Privacy Principles.

Australian Paramedical College may collect your personal information for assessment purposes. The information will only be accessed by authorised employees of APC, or as follows.

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training.

This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- Populate authenticated VET transcripts
- Facilitate statistics and research relating to education, including surveys and data linkage pre-populate RTO student enrolment forms
- Understand how the VET market operates, for policy, workforce planning and consumer information
- Administer VET, including program administration, regulation, monitoring and evaluation

You may receive a student survey which could be administered by a government department, NCVER employee, agent, third-party contractor or other authorised agencies. Please note you can opt out of the survey at the time of being contacted.



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NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

The APC Privacy Policy must be reviewed prior to your course start date.

## Images and Videos

APC may request to use images and/or videos of students for learning, marketing, and information purposes. Where this may occur, you will be asked to complete a consent form to release photographic, video (including voice) and images to the public and agree to allow APC to use the same.

## Release of Information

If you require APC to share your information at any time, you must confirm this in writing before details will be released.

APC will not release information to a third party without a student's consent.

## Accessing Your Records

If you wish to access information that cannot be found on your student portal you can call, write, or email to the following:

**A:** PO Box 2262, Burleigh BC QLD 4320  
**P:** (07) 5520 2522  
**E:** [support@apcollege.edu.au](mailto:support@apcollege.edu.au)

## Enrolment

APC's enrolment process may vary, depending on the type of qualification you intend to study. A copy of the Student Handbook is provided to you to read and confirm you have understood its contents. APC's enrolment policy is available on our [website](#) to support your understanding.

An enrolment form and medical declaration must be completed to confirm enrolment. Where applicable, other additional information such as practitioner declaration and evidence of previous studies may be required.

Australian Paramedical College offers students 'flexible payment options' via Debit Success if they chose to complete their course via a payment plan. Information on fees relating for our courses is made available to each student prior to enrolment. Students are provided with an invoice outlining the relevant course deposit and fee schedule required for enrolment to proceed.



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APC will not enrol a student into a course without first disclosing all fees and payments required, payment terms/conditions, methods, enrolment date and progression for your course.

**\*Note:** enrolment is not confirmed until agreed enrolment fees have been paid and all required documentation has been reviewed and signed off as understood. Recognition to Prior Learning (RPL) and/or Credit Transfers (CT) cannot be processed until enrolment fees have been confirmed.

**\*\*Note:** On course completion, Testamurs (qualifications) and Statements of Attainment will not be issued until all fees have been paid.

## Entry Requirements

Whilst there are no regulatory pre-requisites for our qualifications, the following is required to support enrolment and allow for successful completion within all courses which Australian Paramedical College provide:

### Physical Capacity

Students must possess the physical capacity and flexibility to freely walk, bend, twist, push, pull, carry heavy weight, perform safe lifting techniques, and participate in general health care and ambulance duties. All students will be required to perform, at a minimum, 2 minutes of uninterrupted CPR on an adult, child, and infant manikin to support the course competency outcomes.

### Communication

Students must be able to speak, read and write the English language, possessing literacy and numeracy skills to support studies at their chosen course level. Our learning and assessment materials involve theoretical/practical communication techniques, requiring a clear understanding of verbal and written English skills. Students are to possess complex communication skills that align with their roles and responsibilities, such as the ability to read and write reports, calculate medications, communicate detailed protocols, and make recommendations for improvement, etc.

### Knowledge and Skills

APC courses require students to possess cognitive, technical, and critical thinking knowledge and skills. This gives students the ability to select and apply a range of methods, tools, resources and information to complete learning and assessment activities. This may include the ability to read and write reports, research, calculate medications, respond to real life scenarios, understand, and follow detailed protocols and operate under time critical conditions.

On successful completion students shall have gained the competencies to apply knowledge and skills to demonstrate autonomy, judgement, and defined knowledge responsibility in their area of study.



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Additional entry requirements for APC Courses may include the following, but are not limited to:

- Minimum age requirements of 16 years
- Potential students must be an Australian or New Zealand permanent Resident/Citizen or an individual that holds a visa (excluding student) which allows them to undertake a VET level training course in Australia
- Requirement to identify and engage with an industry/provider/organisation to complete any mandatory placement/work experience
  - \*Note: HLT31115/HLT31120 Certificate III in Non-Emergency Patient Transport is not required to complete clinical placement.
- Mandatory access to an electronic device that has the appropriate software and capacity to utilise learning and assessment materials
- Access to an internet connection with sufficient capacity to download course materials (e.g. broadband connection)

When seeking placement, students may be required to obtain specific requirements when identified by the Host Organisation such as First Aid/CPR certificates, Working with Children Check, police check etc.

It is the student's responsibility to organise and address any required pre-requisites if requested by the organisation.

**\*Note:** Students must source their own placement and are made aware of this prior to enrolment. APC will support a student seeking placement with recommendations and suggestions, advertising placement opportunities to students where possible.

## Unique Student Identifier (USI)

A Unique Student Identifier (USI) is mandatory for all APC students undertaking our courses. A USI allows students to link their completed studies to a secure online record.

This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards. As an RTO, APC cannot issue Unit of Competency outcomes without a USI.

If you do not have a USI, please visit <https://www.usi.gov.au/your-usi/create-usi> for more information, and instructions on how to apply.

The transcript will show your nationally recognised training from 2015 onwards in the one record. This will show all outcomes from *competent (C), not yet competent (NYC), continuing* etc.

You will also be able to access your USI account to download or print your USI Transcript and/or share it with registered training providers if you wish.



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## Enrolment Process

The enrolment process is inclusive of:

- Application and identification of suitability for preferred course
- Enrolment proposal generation (if applicable). See Recognition policy for more information)
- Confirmation of fees paid for enrolment and payment agreement
- Access, read and ensure understanding of the required policies and procedures as per the terms and conditions
- Complete the enrolment form and medical declaration, confirming you have read the required information and that your personal information is true and correct.
- Submit your enrolment form and medical declaration to finalise enrolment

## Enrolment Dates

APC operates on a system of rolling start dates (intake dates).

Students may begin their studies once the above requirements are confirmed. They will be emailed their confirmation of enrolment, alongside a customised training plan and details to access the student portal, Moodle.

For any clinical workshops or face-to-face training, you will be advised of the mandatory requirements, dates and information by the Student Success Team.

**\*Note:** Students may not attend the Clinical Workshop/s until the required theoretical work has been completed.

## Training Plans

As part of the overall enrolment process, APC will develop a personalised training plan for your learning progression. It will address the duration of your course, requirements, as well as possible considerations of your personal circumstances.

Your training plan will be developed with consideration of the following recognition options:

- Credit Transfers
- Recognition of Prior Learning

## Access and Equity

APC will assist all students to identify and achieve their desired learning outcomes and are committed to providing through our training and assessment and supports diversity.



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APC will ensure all participants have the right resources available to allow for successful course completion. This includes flexible delivery and reasonable adjustment where necessary, including language, literacy and numeracy (LLN) support.

APC students presenting or identified as requiring LLN support during the pre/post enrolment process will be advised by APC staff of the support measures available and where necessary, through referral to support agencies. Further information is available via the Student Support Policy.

All potential students must read the Student Support Policy available via our [website](#) that contains additional information on the various support options available.

APC may request students to participate in an LLN assessment where required. Results from the assessment will not be shared with any other organisations or entities and are maintained on your personal student file. The LLN assessment supports your learning journey and highlights any of the required core skills you may need assistance with throughout the course.

Students identified as having significant LLN and/or Learner Support needs (e.g. English language) may be referred to external support agencies and will be advised of any optional studies to support their learning journey, where necessary.

Where an individual has been identified with low level LLN that may not meet the requirements for the enrolment in our qualifications, APC will identify an ideal study level. Where possible, APC will offer internal course options and consult with the student to identify any external, optional study paths that may assist them in fulfilling their learning and career aspirations.

It is the responsibility of all APC staff and students to uphold commitment to access and equity principles. Additional information is outlined in the APC Code of Practice, Student Code of Conduct, Access and Equity Policy and the Student Support Policy.

## External Support Services

APC considers the physical and psychological wellbeing and welfare of its students as paramount.

If you are experiencing difficulties and/or require counselling or personal support, there are several professional organisations well equipped to offer services.

Including, but not limited to:

- Lifeline: 13 11 14 or [www.lifeline.org.au](http://www.lifeline.org.au)
- Beyond Blue: 1300 22 4636 or [www.beyondblue.org.au](http://www.beyondblue.org.au)
- Salvation Army: 13 SALVOS (13 72 58) or [www.salvos.org.au](http://www.salvos.org.au)



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## Fees and Payments

APC is committed to the disclosure of all course fees and charges to a potential student and/or approved third party(s) responsible for fees (e.g. an employer).

APC aims to provide transparent information related to the fees and charges for all courses available. All students will be advised of the fees, charges, and arrangements for payment upon application and prior to course enrolment.

Course fees as per below:

<b>HLT51015 Diploma of Paramedical Science &amp; HLT51020 Diploma of Emergency Health Care</b>	
<b>Total Cost</b>	\$11,338
<b>Course Requirements</b>	17 units Clinical Placement (160 hours) Face-to-Face Clinical Workshop 1 & 2 (7 days each)
<b>Study Method</b>	Blended & Face-to-Face
<b>Recognition</b>	Overall course cost will be dependent on individual credit transfer unit outcomes.

  

<b>HLT41115 Certificate IV in Health Care &amp; HLT41120 Certificate IV in Health Care</b>	
<b>Total Cost</b>	\$6,450
<b>Course Requirements</b>	16 units Clinical Placement (80 hours) Face-to-Face Clinical Workshop 1 (7 days)
<b>Study Method</b>	Blended & Face-to-Face
<b>Recognition</b>	Overall course cost will be dependent on individual credit transfer unit outcomes.

  

<b>HLT31115 Certificate III Non-Emergency Patient Transport &amp; HLT31120 Certificate III in Non-Emergency Patient Transport</b>	
<b>Total Cost</b>	\$4,950
<b>Course Requirements</b>	13 units Face-to Face Clinical Workshop (HLT31115: 3 days, HLT31120: 5 days)
<b>Study Method</b>	Blended & Face-to-Face
<b>Recognition</b>	Overall course cost will be dependent on individual credit transfer unit outcomes.

*Course fees are subject to change at the discretion of Australian Paramedical College and will be updated where required. All fees are correct as of December 2021.*



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## Payment Options

APC accepts various methods of payment for course fees. Payment for courses can be made in the form of cash, credit card or Direct Deposit.

APC offers a payment plan via Debit Success that supports students in paying off their course fees following an initial enrolment fee (this will be dependent on your course/payment option chosen). Please contact APC if you have any questions related to course fees.

In some instances, students may be eligible for specific concession fees. Students of Aboriginal or Torres Strait Islander origin, and/or holders of concession cards like Health Care Card, Pensioner Concession Card or Veteran Affairs Pensioner Concession Card, may be eligible. Please contact the College to discuss these specific conditions.

## Other Fees

Other fees and/or charges that may be relevant to your enrolment, study and issuance of a completed qualification may include:

- Enrolment Proposal (recognition)
- Additional attempts on assessments resulting in a student being re-enrolled in a unit of competency.
- Hardcopy learning and assessment resources
- Fees associated with withdrawal or cancellation as per our refund policy
- Cancellation of Clinical Workshop (students will be invoiced \$200 if they student cancel, change their mind, are cancelled due to theory not completed, or due to not attending their secured workshop).
- An administration fee may be applied for APC to re-issue a copy of your Testamur, Certificate and/or Statement of Attainment.

## Failure to Make Payment/s

All course fees must be paid by their due date. Outstanding fees may result in cancellation of your enrolment. APC will not issue a Testamur, Statement of Attainment or transcript until all outstanding fees have been paid.

If payments are not made as stated in the agreed terms with APC/Debit Success, it may be necessary to suspend enrolment until your payment is received. If you are experiencing any issues meeting your fee requirements, please contact APC.



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## Refunds

Should a student wish to cancel or withdraw from a course, an administration fee will apply and/or a full or partial refund may be applicable. This information is outlined in our refund policy via the APC website.

All students must confirm that they have read and understood the terms outlined in the refund policy before they are accepted to officially enrol into a course.

## Course Withdrawal and Cancellation

Should you need to withdraw from a course, you must advise APC by submitting a course withdrawal/cancellation form. You must contact the Student Success Team via phone or email to receive a copy of this form.

Once your application is received, and you will be advised of the course withdrawal and any possible refund outcomes within five business days from the submission of the form. All students have the right to have a decision reviewed.

The withdrawal/cancellation of enrolment form can be requested via [support@apcollege.edu.au](mailto:support@apcollege.edu.au).

APC applies a non-refundable administration fee for any cancellations or withdrawals.

## Deferring Study

A Deferment of Study request will only be considered in exceptional circumstances where matters outside of a student's control have prevented them from being able to progress in their course. APC will review applications on a case-by-case basis and make decisions at its discretion.

If approved, a Deferment of Study is offered on a month-to-month basis, and students can receive a maximum of three (3) months deferment throughout their course.

Please refer to the course duration and progression policy for further information.

## Extending Study

An Extension of Study request will only be considered within the final three (3) months of a student's course enrolment – i.e., three (3) months from their course end date.

An Extension of Study request will only be considered for students who have demonstrated significant progress through their course, including through completing the majority of their theory, practical or clinical placement requirements. APC will review applications on a case-by-case basis and make decisions at its discretion.



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If approved, an Extension of Study on a month-to-month basis. In exceptional cases, APC may offer a three (3) month extension in one block (rather than month-to-month). Students may receive a total of twelve (12) months of extension throughout their course.

Please refer to the course duration and progression policy for further information.

## Course Cancellation by APC

Where APC suspend the delivery of a course from its registered scope, APC will make every effort to identify for the student an optional provider of the equivalent course, inclusive of addressing the refund terms as outlined above.

Students may have the option to transfer to an optional delivery date of the course where applicable.

## Course Information

Once enrolment is confirmed and required fees have been paid, you will be given access to your student portal and materials, intake date, and personalised training plan.

APC may recommend optional supporting textbooks, but do not provide textbooks for students. These are recommended resources and not mandatory, however are ideal for training and assessment. Learner Guides are provided to students to assist with assessment.

## Training Materials

APC will provide electronic access to the student portal and a simulated Q Paramedical module supporting policies and processes for learning and assessment.

APC will provide access to a simulated physical learning environment at our Clinical Workshops.

## Required Student Resources

A current email address from each student is required for all enrolments.

You must ensure you have access to the following for your online learning at a minimum:

- a computer/tablet with Microsoft Office or equivalent
- a landline or mobile phone
- internet access
- printer, photocopier and scanner

Each students' computers/tablets need to have the following minimum specifications:

- Internet access/connection
- 4GB of RAM
- Adobe PDF Reader or equivalent



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- Enabled use of a web camera and headset with microphone.
  - Specific requirements for Window users:
    - Windows 10 or equivalent
    - 2 gigahertz (GHz) or faster processor recommended
    - 4GB of RAM memory or higher
    - 10GB of free space on the computer
  - Specific requirements for Mac OS users:
    - MacOS 10.14 or higher is recommended
    - 2 gigahertz (GHz) or faster processor recommended
    - 4GB of RAM memory or higher
    - 10GB of free space on the computer

Once enrolment is confirmed, a welcome email will be sent (to the provided email address) with your log in details allowing you to access the student portal.

You will be provided with a training plan to support your studies and progression.

A training plan includes an outline of scheduled dates to keep you on track with your course in the required timeframe. Students won't be penalised if they don't have their units submitted in time for these dates, but it is highly recommended to use these dates as a guide.

## Course Duration

How long your course will take depends on several factors. There are standard course durations for each course.

- HLT31120 Certificate III in Non-Emergency Patient Transport - 12 months
- HLT31115 Certificate III in Non-Emergency Patient Transport - 12 months
- HLT41115 Certificate IV in Health Care - 18 months
- HLT41120 Certificate IV in Health Care - 18 months
- HLT51015 Diploma of Paramedical Science - 24 months
- HLT51020 Diploma of Emergency Health Care - 24 months

Your own efforts, commitment to submitting assessments on time, your study load and any recognition of units may all have an impact on the duration it takes to complete.

Students are expected to adhere to their customised training plan to support completion of studies in the identified duration. Each unit has a start and end date and by following these as best you can, you will be able to complete the course within or faster than the allocated timeframes.



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## Competency Based Training and Assessment (CBT)

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to do 'something'. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace at the expected level. Assessment is based upon the learning outcomes expected from each Unit of Competency.

### How Does Assessment Work in CBT?

Unlike the traditional school system of grading assessments on a scale such as A to F, assessments of CBT determines if you have the required skills and knowledge or have not yet acquired them.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. If a student's performance in the assessment does not demonstrate the requirements, rather than receiving a fail, competency-based assessment means the student is marked as 'Not Yet Competent' and more training is required to get to the point of being 'Competent'. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate to our qualified assessors that you can perform to the required standard is to be classified as Satisfactory (S) in each of the unit assessment tasks. When all unit assessment tasks (inclusive of any placement requirement) results in a Satisfactory (S) outcome you will be deemed Competent (C) in the unit of study.

Issuance of the qualification requires a Competent (C) outcome for all units within a qualification, inclusive of placement requirements.

Assessment tasks include and may be a combination of the following, but are not limited to:

- Clinical Placement
- Responses to verbal questioning
- Written responses to theory questions (short and long)
- Responding to case studies
- Research and response
- Simulated workplace observations and activities
- Facilitating a project
- Submitting a written report
- Compiling a portfolio of work evidences and examples



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APC maintains industry engagement for each of the training products delivered that outlines the required approaches for the conduct of assessment to meet the mandatory Standards for Registered Training Organisations 2015 and the qualification outcomes.

## Training and Assessment

All APC trainers and assessors meet the required qualifications as identified in the Standards for Registered Training Organisations 2015 and evidence that they have ongoing sufficient, current and relevant industry experience to train and assess the courses delivered by APC.

Included in our APC training and assessment strategies are practices that promote flexibility for learning and assessment. This means we will work with students to provide learning and assessment options that are responsive to individual needs, and that maximise learning outcomes and access to learning activities.

## Submitting Assessments

You are required to complete assessments in full for all units within a qualification. You will receive detailed instructions on the requirements for assessment, including its context and purpose. Ensure that you talk to your trainer/assessor to clarify anything that is not clear to you.

Your individual assessments will be reviewed, and the outcome will be identified by the assessor as either *Satisfactory (S)* or *Not Yet Satisfactory (NYS)*.

Competency (C) across a unit can only be achieved once a student has been identified as *Satisfactory (S)* for the collective assessment tasks within a unit of competency, inclusive of any placement/practical workshop requirements.

Where an assessor deems you as *NYS* for an assessment task, you will be required to reattempt this assessment. You will have three (3) attempts for theoretical assessments, and two (2) attempts for practical assessments. If you are deemed *NYS* for a final attempt, you will be required to re-enrol in the unit of competency.

## Assessment Feedback

You will receive feedback from your assessor regarding the outcome of each of your assessment items within 21 business days from submission. This feedback will support and guide you in any re-assessment required.

## Resubmissions

Where an assessor deems you as *NYS* for an assessment task, you will be required to reattempt this assessment.



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You will have three (3) attempts for theoretical assessments, and two (2) attempts for practical assessments.

If you receive feedback on your assessment submission that identifies your submission as NYS, you will need to review the feedback and address the required areas of the assessment(s) outcomes. Students must ensure to provide additional and/or accurate evidence to support a Satisfactory outcome and resubmit for their units of theory, or through the application of practical demonstrations with your assessor.

Where a student is deemed NYS for all three (3) theoretical attempts, they must consult with a trainer via a phone appointment for a final attempt. If a student is deemed NYS on their final attempt, they are required to re-enrol into the unit and pay any/all applicable fees. APC staff will make every reasonable effort to support you to succeed in your studies and unit outcomes. Please talk to your trainer/assessor for more information. If a student is deemed NYS for a practical component after the permitted number of attempts, they are required to reattend the full clinical workshop to allow for additional training and reassessment.

## Late Submission of Assessment

Students are suggested to follow the start/end dates for each of their units of study, as per their training plan.

Students will not be penalised if they do not have their assessments in by the unit 'end date' on their training plan. Despite this, if a student does fall behind in their studies and not complete their course in it's entirely before their course end date, further fee's may be applicable for extensions.

Students that are failing to progress and/or submit assessments in a reasonable time may be asked to enter into a student progression agreement to support completion of studies.

Please refer to the course duration and progression policy on the [website](#) for further information.

## Reasonable Adjustment

Reasonable adjustment will be applied (where required) to increase achievements in vocational qualification.

The need for reasonable adjustment may be identified during or after enrolment where an LLN assessment has been conducted or LLN support required.

APC will ensure any reasonable adjustment applied towards assessments will not compromise the integrity of assessment, elements, and performance criteria of the unit of competency.

Adjustments to assessment will not provide an unfair advantage/disadvantage to students and must be documented and identified with the assessment outcomes.



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## Clinical Placement

In the case where your course of study requires completion of clinical placement hours, a Clinical Placement Agreement is required. The agreement is provided by APC and completed between yourself, the Host Organisation, and APC.

Placement is not outlined on a student's training plan as it can be completed at any time following a student's satisfactory attendance and completion of their applicable workshop/s. Clinical Placement is to be sourced by the student as advised prior to enrolment, with assistance provided by the Clinical Placement Coordinator.

## Recognition Process

Australian Paramedical College aims to provide the best learning experience possible for students. Recognition of Prior Learning (RPL) and Credit Transfer (CT) allows students to have previous experience and learning recognised as part of their enrolment. Students will be made aware of potential RPL/CT opportunities at the time of enrolment. Students may email [rpl@apcollege.edu.au](mailto:rpl@apcollege.edu.au) once enrolled if they wish to apply/request recognition for their enrolment.

Students must identify their 'Recognition' intent on enrolment or at the very point of commencement with APC, ensuring the customised development of a training plan that is personalised and effective to meet the student's needs.

Please refer to the Recognition Policy on our [website](#) for more information regarding Recognition of Prior Learning (RPL) and Credit Transfer (CT) eligibility and processes.

## Assessment Evidence Requirements

All assessment evidence must be:

- Authentic – Must be your own work
- Sufficient – Must demonstrate competency over a period and repetitiveness. The evidence must be enough so that the assessor can make an accurate judgement regarding competency
- Current – Must demonstrate up to date knowledge and skills.
- Valid – It must be relevant to what is being assessed

## Foundation Skills

All training and assessment delivered by APC encompass 'Foundation skills' as per unit requirements.

Foundation skills are non-technical skills that support application and participation in the workplace, the community, and in adult education and training.



# Student Handbook

Examples of foundation skills include things such as communication skills, literacy skills interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self/time-management.

## Academic Integrity, Plagiarism and Referencing

When it comes to properly acknowledging where information has come from, students should be aware of, and confident referencing and identifying the source of any information that is not your own work.

Learning to formal reference will support a student's pathway for higher Education Studies.

All work that a student submits must be their own. By submitting an assessment and signing the student declaration, it confirms that you agree the submission of assessment is your own. Plagiarism is taking someone else's work and/or ideas, images and passing them off as your own. It is a form of cheating and is taken seriously by APC.

APC shall provide four (4) warnings to students found cheating and/or plagiarising depending on the severity. APC provides an appeal process for students that can be provided (if required).

### **Warning 1:**

You will receive notification and be required to re-work the assessment and resubmit the unit using your own words and/or proving relevant references where required.

### **Warning 2:**

You will receive notification and be **suspended for a period of 1-3 months** in which time you cannot participate in online studies, assessment tasks or workshops during the suspension period. You will then be reinstated to commence studies again online.

### **Warning 3:**

You will be **withdrawn from the relevant unit(s)** and required to re-enrol. The unit(s) fee shall be incurred again by you; the student, and you must re-submit all the units(s) Assessment Tasks in full for the unit.

### **Warning 4:**

Your will be withdrawn from the course of study, and will not be eligible to re-enrol with Australian Paramedical College

Please ensure you read the Academic Integrity Policy on our [website](#) for more information.



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## Complaints and Appeals

As a student, you have the right to lodge a complaint/appeal if you disagree with an outcome or any issue with which you feel aggrieved. Students are encouraged to speak with the relevant individual in the first instance. Where you are not satisfied with the outcome of that discussion, you may submit a formal appeal and request a formal review.

Please see APC's Complaints and Appeals Policy and Process on our [website](#) for more information.

## Where to Get Help

You can talk to your trainer/assessors for help in understanding how to complete your assessments. If you require help with any other area, please contact the Student Success Team for additional information.

## Student Conduct

APC's Student code of code outlines the expected behaviour of students enrolled with APC, inclusive of when representing APC for any clinical placement activities. This is the student's fundamental responsibility throughout the entirety of enrolment and participation with APC.

In the case that a student breaches this code of conduct, the following may be applied:

- Issuance of a Verbal or Written Warning
- Removing a student from a Clinical Workshop or Clinical Placement venue
- Removing a student from their course and ending their enrolment with APC.

For the avoidance of doubt, students who breach this Code of Conduct are not eligible for a refund of any Course Fees they have paid.

APC may also inform state authorities of potential breaches where students refuse to comply with APC's directions, or where their behaviour poses a threat to the safety of themselves or others.

Excessive breaches of the student code of conduct will result in removal from the college.

Please review the Student Code of Conduct on our [website](#) for more information and specific requirements.

## Workplace Health and Safety (WHS)

Workplace health and safety legislation applies to everyone at APC. All staff, students and visitors have a responsibility to ensure the workplace is safe and that their own actions do not put the health and safety of others at risk.



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Students will receive WHS information on the first day of their workshop/s, with any additional need for WHS information addressed e.g. onsite information. Students are asked to report any incident or hazard immediately.

## Smoking, Drugs and Alcohol

APC is a smoke-free environment. Smoking is prohibited in all buildings and only permissible at designated locations away from building entrances; there is to be no smoking within four (4) metres of a building entrance. This is inclusive of interstate venues being utilised.

Any student under the influence of drugs and/or alcohol is not permitted on APC premises, to use APC facilities or equipment, or to engage in any APC activity.

Students taking prescription medication have a duty to ensure their own safety, and that the safety of others is not affected. There is no specific requirement for a student to disclose use of prescription medication. A student may wish to disclose this information where it may impact on their studies, other students, or course progression.

## Student Feedback

APC is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time but will also specifically ask for it at the completion of your study related to your enrolment, training and assessment, support and general engagement and experience with APC.

Students are required to complete the Feedback Survey required for data collection by the VET regulator. No personal information is disclosed in these general course surveys.

Students may be required, by the VET Regulators, to participate in student surveys current and post completion of studies regarding student engagement, provision of information and support, conduct, processes and delivery of training and assessment.

## Issuing Qualification and Certificates

It is APC's responsibility that once all units of competency are deemed competent and provided all fees are paid, APC will award the student with their qualification in the form of a Testamur and transcript. This will be done within 30 business days of the aforementioned requirements being met. This meets the issuance requirements identified in the Standards for RTOs 2015.

Where a student has been deemed as 'Not Yet Competent' in one (1) or more of the enrolled units of study, the student will not be issued a full qualification, however APC will issue a Statement of Attainment for all units deemed as Competent.



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## APC Responsibilities

It is APC's responsibility to all students that it must at all times:

- Provide quality training and assessment
- Comply with the Standards for Registered Training Organisations (2015)
- Comply with the National Vocational Education and Training Regulator Act (2011)

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