



Australian Nursing and  
Midwifery Education Centre

*Learning to care from leaders in health*

In Partnership with



## **Student Handbook**

**2023-2024**

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## Introduction

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This guide is for the use of students of the Australian Nursing and Midwifery Education Centre (ANMEC) and those associated with ANMEC through our Third-Party Arrangement with the Health Education Research Centre (HERC). This guide is introduced to new students during their induction and orientation sessions. Following these sessions, students should ensure they refer to this guide for information, as required.

Copies of the ANMEC HERC Policy Manual can be accessed via the link below:  
<https://www.anmfsa.org.au/education>

Both the policies and the student guide are available to students via the course learning management system (Moodle) once a student is enrolled.

*Note: Some internet search engines may offer better access when accessing web links embedded in this document. If 'Google Chrome' is not allowing the link to be accessed, try seeking access via an alternative browser, e.g. 'Microsoft Edge' or 'Firefox'.*

## Guidance for reading this document

This document refers to ANMEC, and HERC throughout the guide. ANMEC and HERC will be named together when the information is relevant to ANMEC and HERC students. ANMEC will be named singularly when the responsibility for coursework and management by the delivering RTO, must comply with ASQA and ANMAC standards.

This guide contains information for students in relation to both sites of training. Students must follow the policies and procedures of the governing RTO (ANMEC) and should be aware there may be policies relevant to their specific site of training according to the site they attend.

## 1. About us

The Australian Nursing and Midwifery Federation (ANMF) has been established in various forms for over 100 years. There is a branch of the ANMF in all states and territories of Australia. The organisation has always had both an industrial and professional focus, with education being part of its charter.

The Australian Nursing and Midwifery Education Centre is a service of the Australian Nursing and Midwifery Federation (SA Branch). ANMEC has a commitment to quality education for people, meeting the needs of clients of the health and community care sector.

The Health Education & Research Centre (HERC) is a service of the Australian Nursing and Midwifery Federation (Tasmania Branch) and delivers training through a Third-Party Arrangement with ANMEC.

### 1.1. About our vision, purpose & values

To access our philosophy of unity, passion and compassion, integrity and justice, excellence, respect, diversity and organisational growth, click on the links below:

- [ANMEC](#)
- [HERC](#)

### 1.2. Third-party arrangement

Under a Third-Party Arrangement approved by the Australian Skills Quality Authority (ASQA), ANMEC and HERC work together to deliver qualifications to students in both locations, using local educators and facilities.

Policies and procedures and the educational delivery format are aligned for both locations, and all materials and strategies are part of a stringent quality improvement process implemented by both sites.

## 2. Site information

Training will be based at one of two sites located in Adelaide and Hobart respectively. Note that students may be required to attend specific sessions at other locations or online.

### **ANMEC**

#### South Australia:

Australian Nursing and Midwifery Education Centre

191 Torrens Road

Ridleyton SA 5008

PO Box 861

Regency Park BC SA 5942

Phone: (08) 8334 1900

Fax: (08) 8346 2093

E-mail: [training@anmfsa.org.au](mailto:training@anmfsa.org.au)

Web: [Anmfsa.org.au](http://Anmfsa.org.au)

### **HERC**

#### Tasmania:

Health Education and Research Centre

182 Macquarie Street

Hobart Tasmania, 7000

Phone: (03) 6223 6777

Fax: (03) 6224 0229

E-mail: [info@herc.tas.edu.au](mailto:info@herc.tas.edu.au)

Web: [Herc.tas.edu.au](http://Herc.tas.edu.au)

#### 2.1. Opening hours

ANMEC and HERC are open from 8.30 am to 5.00 pm Monday to Friday. Students should not be on site outside these times except in particular circumstances with approval from educator.

#### 2.2. Parking (South Australia)

Car parking for students is available at the rear of the building. Students must not:

- park in any area that is not a car park (for example, driveways, lane or ramp)
- park under the building or in the basement car park (this area is reserved for use by ANMF (SA Branch) staff, company cars and visitors)
- park in disability parking without a permit

The property has automatic gates which open Monday to Friday at 7.30am and close at 6.00pm each night.

There may be specific times when parking onsite is limited. Students may be asked, from time to time, to park offsite to accommodate special events. When parking in the street, please show respect for local residents by parking legally and not obstructing driveways.

Parking is at students' own risk, and responsibility will not be accepted for loss or damage to vehicles.

*If a car is to be left in the car park overnight, concierge **must** be advised.*

### **Parking (Tasmania)**

There is no free parking available onsite at HERC. Parking meters or car parks are available at students' own expense or alternatively, we encourage our students to use public transport.

The parking bay under the HERC building is for the use of ANMF (Tasmania Branch) staff only. We aim to ensure the safety of pedestrians whilst they are accessing our facilities. All students should take care when walking in any area shared with vehicles. During business hours, general access to the HERC should be through the main door at the side of the building, down the driveway.

The parking bay below the HERC building must be clear of people, and students are not to gather in the St Helen's Hospital car park.

### 3. Student safety and wellbeing

Please report any hazards immediately to an educator, staff member or reception. Any incident, near miss or injury, should be reported immediately. An incident and injury form must be completed and returned to concierge immediately after the event.

#### 3.1. Child safety

As ANMEC is a VET in Schools provider, all staff adhere to the Children and Young People (Safety) Act 2017 for South Australia and the Children, Young Persons and Their Families Act 1997 in Tasmania.

For full details see policy 6.12 Safe Environments for Children and Young People and policy 6.13 Mandatory Reporting of Abuse of a Child or Young Person in the [ANMEC HERC Policy Manual](#). Students need to be aware that on most days there will be students under the age of 18 on the premises.

#### 3.2. Security

Students are advised to not leave wallets, purses, money, mobile phones or other valuables unattended or in an empty classroom. We take no responsibility for students' belongings or money.

CCTV (closed-circuit TV) is installed in some areas and may be recording in common areas, the libraries and skills labs.

Students are not able to access office and administration areas. There are meeting rooms available to meet individually with staff if required.

#### 3.3. Student identification (ID) cards

Students are supplied with photo ID cards at the beginning of their course. Students must always wear their student ID cards and ensure that they are visible. This includes whilst attending class and during placement, unless otherwise advised.

South Australian students are required to provide their student ID card to obtain Wi-Fi access for class times and course work onsite.

Loss of a student ID card should be reported immediately. The replacement fee for a new card is \$15 at ANMEC and \$40 at HERC.

#### 3.4. Student wellbeing

ANMEC and HERC are committed to supporting students during their journey. Information on academic and pastoral support available to students can be found below.



<b>Support Type</b>	<b>ANMEC</b>	<b>HERC</b>
Pastoral Support	ACCESS Programs 1300 667 700  <i>3 appointments with a counsellor available to all students free of charge</i>	ASSURE Programs 1800 808 374  <i>3 appointments with a counsellor available to all students free of charge</i>
Academic Support	Interskills 1800 779 574  For Aboriginal and Torres Strait Islander Students: Tauondi 08 8240 0300	SEE – Skills for education and employment. 1300 676 937
Student Support Officer availability	Mon – Fri 1000 - 1700	Mon – Fri 0830 - 1700

For further information see policy 3.4 Student Support in the [ANMEC HERC Policy Manual](#).

## 4. Emergency procedures

In an emergency, South Australian educators or students can call concierge on #8334 1900 (using a mobile). Concierge can then alert emergency services and seek help internally.

**or**

In Tasmania, educators or students can dial 200 on the phones located in the training rooms.

Phones in the Tasmanian sites training rooms are for emergency use only.

### 4.1. Fire and evacuation procedure

Emergency procedures are displayed throughout the buildings at both sites. Students will be advised of the fire and evacuation procedures when commencing their course.

When the fire alarm sounds, students must obey the instructions of the fire wardens. Staff are to assist with collecting attendance rolls.

Please observe the following:

- Go to the designated assembly point.
- Do not stop to collect belongings.
- Move quickly but calmly.
- Crawl if rooms and corridors are full of smoke.
- Do not use lifts.
- Do not leave the assembly point until given permission to do so by fire wardens.
- Do not re-enter the building until told to do so by fire wardens.
- Do not return to the fire with an appropriate fire-fighting appliance unless trained to use that appliance.

### 4.2. Dangerous behaviour procedure

When a person's behaviour is a physical threat to themselves or others:

- Always act to maintain safety of self and others.
- Do not confront the person.
- Leave the room immediately if possible or move out of reach of the person.
- Notify on-site educators or staff (if there are no educators available) as quickly as possible.

### 4.3. Management of injury and illness

If a student or staff member suddenly becomes ill or is injured:

- Immediately notify the educators or concierge.

- Ensure the safety of self and others.
- If the person is unconscious or appears to have a significant injury, the Educator will phone an ambulance on 000 and contact concierge immediately (call #8334 1900 in South Australia (using a mobile) and 200 in Tasmania (landline)).
- If any qualified or competent persons are present, they may provide first aid and commence CPR as required. There is a defibrillator next to Concierge.
- Students must consult a staff member before accessing a First Aid Kit.

#### 4.4. First aid kits and automated external defibrillator (AED)

In South Australia, first aid kits and an automated external defibrillator are available at concierge.

In Tasmania, first aid kits are available on all floors.

## 5. Facilities

Both of our teaching locations have purpose-built state-of-the-art learning and teaching facilities. Facilities include:

- skills laboratories for simulated learning
- Access to laptops when in classrooms and desk computers on site
- access to printing, copying and scanning facilities
- free online access to an electronic library of learning resources
- a relevant, up-to-date library collection which includes journal and internet articles
- technology-based information systems, including internet access
- Wi-Fi access for student study use

All student use of facilities must meet the requirements of policy 3.12 Use of Equipment and Facilities by Students in the [ANMEC HERC Policy Manual](#).

### 5.1. Libraries

The ANMF (South Australian Branch) and the ANMF (Tasmanian Branch) libraries support members, staff and current students with a specialised library service and contemporary clinical resources.

Services also include internet & Wi-Fi access, computer use, printing and photocopying facilities, and inter-library loans from participating libraries.

At ANMEC, library staff offer support within library hours on using library resources, information technology techniques and basic literacy skills. Any student that requires assistance from the librarian at a specific time, whether it is their class day or not, would be advised to check for availability beforehand.

At HERC, library support is available via a booking service provided by administration during library hours.

At ANMEC the librarian can also assist people with any learning needs and requirements please negotiate directly with librarian.

Students can contact staff regarding library services at each site using the below contact details:

South Australia:      email [library@anmfsa.org.au](mailto:library@anmfsa.org.au)      or phone (08) 8334 1969

Tasmania:              email [library@herc.tas.edu.au](mailto:library@herc.tas.edu.au)      or phone (03) 6223 6777

## 5.2. Computers

Several computers are available for student use. In Tasmania, the library space has available computer stations and laptops. In South Australia, computer stations are available in the corridor outside ANMEC classrooms and in the library.

These computers support basic functions such as word processing and internet searches, access to course material via Moodle, and assessment completion and submission (both hardcopy and digital).

ANMEC and HERC take no responsibility for data that students store on the computers. Students' should ensure use of information technology (i.e. computers) meets the requirements of policy 3.13 Information Technology for Students in the [ANMEC HERC Policy Manual](#).

## 5.3. Printing and Copying

Computers are networked to a printer. Students should speak to library staff for assistance with photocopying, printing, and scanning. There is a cost for printing and copying. Funds can be added to Student ID cards (South Australia) at the concierge desk or to printing cards (Tasmania) at the library.

## 5.4. Kitchen Facilities

*Please note: Access to kitchen and eating facilities is subject to change when infection control restrictions are in place. Please check with your Educator.*

A range of kitchen and eating facilities are provided in both locations for students to use. Students are responsible for:

- keeping the kitchen tidy
- loading and unloading the dishwasher
- maintaining the kitchen in regard to cleanliness, tidiness and hygiene
- placing rubbish in the bins provided

Students are responsible for bringing their own meals and snacks. There are also food outlets within easy walking distance and vending machines for snacks. In South Australia, a vending machine is located in the reception area and in Tasmania, it is located on Level 3 outside the simulation lab.

A refrigerator is available for the storage of food and drinks on a daily basis. Any food or drinks must be labelled, and anything left in the refrigerator at the end of the week will be discarded. There are microwaves also available for student use.

Filtered water is available for drinking. Fluids taken into the classroom should be in a sealable, spill-proof container.

### 5.5. Dining and Outside Areas

A variety of inside and outside spaces are available for student use during break times.

Students using any of these areas are responsible for cleaning up after themselves.

Please do not sit outside in any area that is immediately adjacent to traffic laneways or obstructs pedestrian access to the building.

## 6. Studying with Us

The first day of a course will include orientation as well as some administrative tasks. Students should bring writing materials for notetaking and/or a laptop or tablet

### 6.1. Orientation

Orientation will include

- staff and student introductions
- emergency evacuation procedures
- a tour of facilities
- a reminder of organisational policies
- outline of the course and introduction to the Learning Management System (Moodle)
- information about financial commitments
- photos taken for Student ID cards
- sizing of uniform shirts
- establishing of group norms
- library and information literacy skills introduction

### 6.2. Timetables and training plans

Students are provided with course timetables at the beginning of their course. Updates to these timetables will be provided via email and Moodle. It is the responsibility of students to check their student email regularly for timetable changes and other course notifications.

### 6.3. Scheduled program breaks

Scheduled program breaks may be detailed in course timetables, dependant on the course of study students are undertaking. Outside of these scheduled breaks, students should not take leave.

### 6.4. Teaching Strategies

Information may be delivered using a wide variety of strategies. The emphasis is always on learning, maintaining interest and participation. Strategies may include:

- lectures
- self-directed learning
- online learning

- problem-solving activities
- reading
- role plays
- Demonstration and practice
- project-based activities
- group work
- practical learning in a simulated work environment

#### 6.5. Meal breaks

If a session runs for more than three hours, a break will be provided approximately halfway through the session. Students are requested to return to class within 15 minutes or at the time requested by the educator. For classes that run over an entire day, a lunch break of no less than 30 minutes will be programmed.

#### 6.6. Key forms

Forms for use by students are available on Moodle in the Student Resource Hub area. These include:

- Extension request template
- Withdrawal, deferral or transfer request forms
- Support and counselling contact information
- Credit transfer or RPL application forms
- Study and IT Access support including referencing guide

#### 6.7. Training Locations

Some visits to external organisations may be scheduled. Students will receive emailed electronic information about times and locations well ahead of these visits. Students will be required to organise their own transport to external organisations. This does not apply between campuses e.g., South Australia/Tasmania.



## 7. Assessments

Courses consist of units of competency – students must achieve competency against a set of criteria. To successfully complete a unit of competency, students may be required to undertake a number of assignments and / or assessments.

A variety of assessment strategies are used to assess competency. These may include

- classroom activities
- tasks
- group assignments
- classroom presentations
- online multi-choice questioning
- workbooks
- written assignments and essays
- practical skills assessments
- clinical / vocational placement assessment

Students will be provided with assessment requirements and timeframes at the beginning of each unit of competency.

It is expected that students will submit assignments by the due date. All written assignments are submitted via Moodle. See the Moodle Learning Management System relevant to your course for more information. Where a student cannot meet the due date for assessment submission due to unforeseen circumstances or illness, an educator may grant an additional time for the assessment to be completed.

For further information, including information on retaking failed assessments, extensions and late submissions, please see policy 4.6 Assessment in the [ANMEC HERC Policy Manual](#).

### 7.1. Formatting Assignments

For all written assignments submitted on Moodle please use a word document to enable educators to comment on your work.

### 7.2. Retention of assessments

The RTO will retain all submitted work, so students must create their own copy if they wish to keep it.

The only exception to this is the Logbook - the original of the logbook will be retained in hard copy by ANMEC for a period of 6 months after completion of your course with us as per ASQA regulatory requirements.

### 7.3. Submitting Assignments

Due dates for submission of assignments will be provided at the commencement of the course during orientation, in the form of an assessment planner / course timetable. Due dates are also available on the learning management system (Moodle) at all times.

All hard copy or electronic assessments must be scanned and uploaded to Moodle in order for your result to be verified and processed. This includes all skills assessments, simulated patient documents, clinical / vocational placement performance assessments, or other assessment documents including those that are sourced and completed on external websites. Further details on how to submit assessments will be available at course orientation and throughout your course.

All assessments not automatically uploaded into Moodle must be scanned and uploaded by the student by the due date. Failure to do so may impact on your progression through the course.

### 7.4. Assessment of Assignments

Assignments will be marked and include feedback from the educator. Completed marked assessments will be available for viewing on Moodle.

## 8. Behaviour and personal presentation

Students are expected to meet behavioural and personal presentation standards that will enable them to excel both in class and on vocational placement.

### 8.1. Classroom Behaviour

Students are expected to demonstrate a commitment to their own learning and the learning of others by:

- concentrating on the task at hand
- thinking actively about new information and ideas when presented
- sharing their own relevant experiences
- listening quietly, actively, respectfully and with an open mind
- participating actively in group work
- encouraging others to participate and speak
- treating fellow students and staff with respect and consideration
- using positive language when addressing others and avoiding put-downs or negative language
- switching off mobile phones or setting them to silent/vibrate during class time, if an urgent call is expected

For full details of behavioural expectations during this course, see policy 6.10 Code of Behaviour in the [ANMEC HERC Policy Manual](#).

### 8.2. Attendance requirements

Attendance and participation are a significant part of the student experience. Students are expected to attend classes, learning activities and vocational placements and complete assessments as stipulated in the training plan and / or timetable. Punctuality for all training sessions is an expectation and models the behaviour that will be required of students when on a vocational placement.

ANMEC and HERC (whichever site attended) are to be notified of all absences prior to class commencement time. To provide notification of absence please use the contact information below:

#### South Australia:

via email [training@anmfsa.org.au](mailto:training@anmfsa.org.au) or phone (08) 8334 1900

#### Tasmania:

via email [info@herc.tas.edu.au](mailto:info@herc.tas.edu.au) or phone (03) 6223 6777

For full details of attendance requirements see policy 4.1 Course Attendance in the [ANMEC HERC Policy Manual](#).

### 8.3. Dress Code

The nature of health care work often requires the health care professional to work in close physical proximity to both clients and co-workers. It is important that the health care professional is aware of their responsibility for personal hygiene and grooming with regard to Workplace, Health and Safety (WHS) Legislation, infection control and organisational dress code standards.

Specific dress code expectations will be enforced for practical work, assessments, and whilst on vocational placements. Students must be aware that they may be removed from a session or placement if the dress code is not followed.

### 8.4. Acceptable attire

While attending classes, students are required to wear their uniform shirt/top and black or navy trousers with closed in non-slip shoes. This does not apply to students undertaking sterilisation courses or for students prior to being issued with their ANMEC uniform. Appropriate non-slip closed footwear and appropriate clothing for work in the skills laboratory environments are required at all times. Students must wear their Student ID cards to all sessions.

### 8.5. Unacceptable attire

Activewear, sports attire, jeans, beachwear, tight, revealing, or see-through clothing, including tops that expose the midriff, are unacceptable.

Open-toed shoes, thongs, or high heeled shoes are not to be worn. These clothing items are not considered suitable for a health care workplace and are not to be worn to classes or during placement.

### 8.6. Personal presentation for vocational placement

Personal appearance must be professional at all times, and the student ID card must be worn for identification purposes. Uniforms are compulsory and must be clean and in good repair. A freshly cleaned/laundered uniform must be worn for every shift.

Uniform includes:

- student polo shirt or scrub top as appropriate to your course

- appropriate navy or black trousers for aged care
- appropriate navy or black trousers, nursing skirt or culottes for enrolled nursing
- theatre scrubs for sterilisation courses
- navy or black cardigan or vest (not to be worn when engaging in client care)
- comfortable, closed, and non-slip black or navy shoes

Students will be informed of any additional requirements prior to placement.

## 9. Communication

### 9.1. Student Emails

Prior to enrolment all forms are sent to the student's personal email along with some initial VET student loans information.

ANMEC & HERC will issue all students with an email account/address, and this email account is to be used to conduct all communications between the organisation and students throughout their course. It is the student's responsibility to stay connected to the email account to be aware of assessment decisions on Moodle and important communications.

### 9.2. Information updates required from students

Students must inform us of changes to their contact details as soon as is practical.

In South Australia this can be done by emailing change of details to [training@anmfsa.org.au](mailto:training@anmfsa.org.au).

In Tasmania, students must complete a change of details form and submit to [info@herc.tas.edu.au](mailto:info@herc.tas.edu.au)

*Please note: for any name changes, documents showing proof of name change will be required.*

Students whose funding is linked to their employer must notify ANMEC or HERC in writing within 5 working days of any change related to their employment.

### 9.3. How to ask a question

For academic matters, students are requested to either speak with their educator in class at the end of the day or email the training email account with their questions/queries about their course. All information about the course is also available on the learning management system (Moodle).

For administrative questions, students can contact ANMEC and HERC administration staff via the email address listed below:

#### **South Australia**

For general administrative enquiries: [training@anmfsa.org.au](mailto:training@anmfsa.org.au)

For vocational placement enquiries: [anmec.placement@anmfsa.org.au](mailto:anmec.placement@anmfsa.org.au)

#### **Tasmania**

For general administrative enquiries: [info@herc.tas.edu.au](mailto:info@herc.tas.edu.au)

For vocational placement enquiries: [info@herc.tas.edu.au](mailto:info@herc.tas.edu.au)

#### 9.4. Requests for Feedback

To help the RTO continue to improve its educational provision, students are periodically requested to provide feedback in relation to training and assessment.

This feedback occurs through assessment templates, email communications, electronic surveys and/or face to face sessions. We encourage participation as this process is important for the RTO to make changes and improve services.

#### 9.5. Noticeboards

Some information relating to courses, programs, or other relevant industry and career information is posted on the noticeboards located in the education centres. The noticeboards in student areas are available for students to use. Please ensure that notices clearly provide a name with contact details and the date the information is placed on the board. Please remove any notices that are no longer current.

Please check with reception as to the location of the noticeboards for students and the information allowed to be posted.

#### 9.6. Messages for Students During Class Time

Messages for students may be left at reception. If it is necessary to interrupt a class, this will be done by education centre staff. People other than education centre staff are not permitted to interrupt classes.

## 10. Policies

All policies relevant to the governance of ANMEC and HERC are to be found in the ANMEC HERC Policy Manual. A PDF version of the ANMEC HERC Policy Manual can be downloaded [here](#).

Policies cover a wide range of areas relevant to the student journey, including:

- Marketing and recruitment
- Enrolment
- Support and progression
- Training and assessment
- Completion
- Regulatory compliance

Students are responsible for acting in accordance with the organisation's policies and are encouraged to familiarise themselves with the policy manual. Several key policies are highlighted below.

### 10.1. Smoking and Vaping

Students should be aware that both ANMEC and HERC buildings are smoke-free and vape free environments supporting the [ANMF Federal Smoke Free Work Environment Policy](#). For full details see policy 6.16 Smoking in the [ANMEC HERC policy manual](#).

### 10.2. Cheating and Plagiarism

Cheating and / or plagiarism in any form will not be tolerated. Students who assist other students to cheat will be deemed to have also cheated. Cheating and persistent plagiarism may result in the student's expulsion from the course with no refund of fees. For full details see policy 4.7 Cheating and Plagiarism in the [ANMEC HERC policy manual](#).

### 10.3. Copyright

It is the responsibility of students to ensure they do not infringe Commonwealth or State Laws. Australian Copyright Law is contained in federal legislation called The Copyright Act 1968. If copyright permits, students may download copies of internet files onto storage devices. Students must supply their own devices.

Many of the documents provided on Moodle for use by current students are copyrighted. Students may print or download these documents for private study use only. If you are unsure check with your educator or the librarian.



#### 10.4. Credit Transfer (CT)

ANMEC and HERC are committed to recognising the qualifications and statements of attainment issued by any Australian Registered Training Organisation (RTO) and to ensure that students are granted national recognition where appropriate verified evidence is provided.

For full details see policy 2.6 Credit Transfer in the [ANMEC HERC Policy Manual](#). If you think you might be eligible for credit transfer, please use the contact information in section 2 to arrange a discussion with a member of staff.

#### 10.5. Recognition of Prior Learning (RPL)

RPL is an assessment process that involves assessment of an individual's relevant prior learning including formal, informal and non-formal learning.

For full details see policy 2.7 Recognised Prior Learning in the [ANMEC HERC Policy Manual](#). If you think you might be eligible for Recognised Prior Learning, please use the contact information in section 2 to arrange a discussion with a member of staff.

#### 10.6. Complaints and Appeals

All ANMEC and HERC students have the right to lodge a formal complaint concerning academic and non-academic matters, including services provided by ANMEC and HERC.

For full details see policy 3.5 Complaints in the [ANMEC HERC Policy Manual](#). The procedure for lodging a complaint is available to students to download from the [ANMEC](#) website.

A student who is not satisfied with the resolution of a complaint has the right to appeal. For full details see policy 3.6 Appeals in the [ANMEC HERC Policy Manual](#).

#### 10.7. Privacy and Confidentiality

ANMEC and HERC will safeguard the privacy of staff and students and maintain the confidentiality of personal information. Students are expected to respect the privacy of others and to maintain confidentiality where appropriate.

For full details see policy 6.8 Privacy, Confidentiality and Information Sharing in the [ANMEC HERC Policy Manual](#).

## 11. Entry requirements and course fees

Students must meet a number of requirements to be enrolled in a course of student at ANMEC or HERC. Some courses may have a greater number of requirements, where this is the case, information on those requirements can be found below.

### 11.1. Upfront Assessment of Needs and Language, Literacy and Numeracy

Students undertaking a qualification at ANMEC or HERC are required to undertake an Upfront Assessment of Needs (UAN) assessment which includes numeracy and literacy assessment prior to acceptance into the course.

For full details see policy 2.1 Course Enrolment in the [ANMEC HERC Policy Manual](#). The Upfront Assessment of Needs procedure for ANMEC students is available to students to download from the [ANMEC website](#). The Upfront Assessment of Needs procedure for HERC is available from the [HERC website](#).

### 11.2. Specific entry requirements for students applying for the Diploma of Nursing course

There are specific entry requirements to enrol into the Diploma of Nursing qualification. ANMEC are required to gather evidence of the applicant's ability to demonstrate suitable levels of English proficiency. This is to satisfy the Nursing and Midwifery Board of Australia (NMBA) 'English language skills registration standard', which is required for eligibility to **commence** in the program of study.

For full details, see the course requirements section of the Diploma of Nursing page on the [ANMEC website](#).

### 11.3. Fees

When enrolling into a course, it is important that students understand and agree in writing to the payment conditions set out for the course in which they are enrolling. Students will be provided with information and documentation to sign when enrolling.

Information on course costs can be found in the Course Cost section of each courses' page on the ANMEC website and the Fees and Payments section of each courses' page on the HERC website. For ANMEC students, information on VET Student Loans can be accessed on the [ANMEC website](#).

Incidental fees are not part of the cost of the course and are the responsibility of the student. Incidental fees may apply to fee-paying students, employer-funded students, and students accessing government loans (VET Student Loans) or public training funding.

For further information regarding course fees and incidental fees, please see policy 3.1 Course Fees in the [ANMEC HERC Policy Manual](#).

#### 11.4. Payment Default Notice

As per our Credit Terms and Conditions, non-payment of outstanding fees will result in us commencing debt recovery proceedings against you. As a consequence, you will be liable for any and all costs associated with this action.

This will not apply to students accessing VET Student Loans.

Lack of payment of course fees may also result in access to Moodle being blocked until payment is made.

## 12. Course progression and completion

To successfully complete a course, you must make satisfactory course progress. You are making satisfactory course progress if you meet the course progression requirements. Different courses can have different requirements. It is important to ensure you understand the course progression requirements for your course.

Course progression requirements and how and when you will receive your certification of qualifications and/or statements of attainment once you successfully complete your course are detailed below.

### 12.1 Course Progression requirements

To successfully progress through and complete the course, all students are required to meet the following course progression requirements:

- completion of assessments to a satisfactory standard by the due dates as set out in the relevant documents;
- Attend and successfully complete all required vocational placements; and
- attend, at minimum, 80% of scheduled classes.

For further information on course progress see policy 4.2 course progress in the [ANMEC HERC Policy Manual](#).

Diploma of Nursing students have additional requirements over and above those detailed above. For further details on the additional progression requirements for Diploma of Nursing students, see policy 4.2 course progress, appendix 3, in the [ANMEC HERC Policy Manual](#).

### 12.2 Issuance of parchments

Testamurs (certification of qualification) and Statements of Attainment will be issued only after all assignments, assessments and logbooks have been completed and marked as competent and all payment for tuition has been made in full.

ANMEC and HERC will provide students with assessment results within 21 days of the completion date of the unit of competency for which the assessment was undertaken. Students will receive their AQF certification documentation within 30 calendar days of the learner being assessed as meeting the requirements of the qualification in which the student is enrolled if the training program in which the learner is enrolled is complete and providing all fees the learner owes to ANMEC or HERC have been paid.

For further information see policy 4.6 Assessment and policy 5.1 Issuance of Parchments in the [ANMEC HERC Policy Manual](#).

### 12.3. AHPRA Notification

For Diploma of Nursing students, within 60 days of parchments being issued, ANMEC will notify the Australian Health Practitioner Regulation Agency (AHPRA) of student completion. It is then the responsibility of the Diploma of Nursing student to register as an Enrolled Nurse with AHPRA.

## 13. Document History and Version Control:

This document to be reviewed every two years. Any changes to be approved by the ANMEC Leadership Committee.

<b>Last amendment:</b>	24/11/22	<b>Next Review:</b>	November 2024
<b>Sponsor:</b>	Megan Corlis		
<b>Contact Officer:</b>	Yanni Cotis		

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9.01	10/11/2022	Compliance Officer	Major Amendments
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