

HERC Student Handbook

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Introduction

Welcome to your studies with the Health Education and Research Centre (HERC), delivered in partnership with the Australian Nursing and Midwifery Education Centre (ANMEC).

This handbook is designed to support you throughout your course. You can access it anytime via the Student Resource Hub on Moodle. During your induction and orientation, we'll show you how to find it so you can refer to it whenever needed.

Inside, you'll find essential information about policies, procedures, and support services. Once enrolled, you can also access these policies directly through the Student Support Hub on Moodle or via the ANMEC website [here](#).

About this Handbook

This handbook includes important information and references to documents, policies, and procedures relevant to students undertaking their training through HERC.

Most policies available on the Student Hub in Moodle are developed and maintained by ANMEC and apply to all students studying under the ANMEC–HERC third party agreement.

However, in some areas, HERC follows its own site-specific policies and procedures to reflect local operations and requirements. Where this is the case, the handbook will clearly identify and explain the differences, so you know which policies apply to you.

1. About us

The Australian Nursing and Midwifery Federation (ANMF) has existed 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 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

HERC's mission is to maximise the full potential of its facilities allowing students to achieve the highest level of academic distinction and preparation for professional competitiveness by ensuring equal access and educational excellence.

1.2. Third-party arrangement

ANMEC is the Registered Training Organisation (RTO) responsible for your enrolment, certification, and academic oversight. While you are officially an ANMEC student, your training is delivered by the Health Education and Research Centre (HERC) in Hobart, Tasmania, under a formal third-party agreement approved by the national training regulator, ASQA (Australian Skills Quality Authority).

This arrangement allows ANMEC and HERC to work together to deliver nationally recognised qualifications using local trainers, facilities, and support services. Regardless of whether you are studying at ANMEC in South Australia or through HERC in Tasmania, you will receive the same high-quality learning experience. All course materials, policies, and teaching practices are aligned across both sites, and ANMEC regularly monitors and reviews the training to ensure it meets national standards.

2. Site information

Most of your training will take place at HERC's campus in Hobart, Tasmania. Depending on your course, you may also be required to attend some sessions online or at other approved locations. Your timetable and orientation will provide full details of where and how your training will be delivered.

HERC

Tasmania:

Health Education and Research Centre

182 Macquarie Street

Hobart Tasmania, 7000

Phone: (03) 6223 6777

E-mail: info@herc.tas.edu.au

Web: Herc.tas.edu.au

2.1. Opening hours

Our campus is open from **8:00 AM to 4:30 PM, Monday to Friday**. To keep things safe and secure, students shouldn't be on site outside these hours unless you've got special permission from your educator.

2.2. Parking

There's no free parking available onsite at HERC. If you're driving, you'll need to use nearby parking meters or public car parks at your own expense. We encourage students to consider using public transport where possible — it's often more convenient and cost-effective.

Please note that the parking area underneath the HERC building is reserved for ANMF (Tasmania Branch) staff only. To help keep everyone safe, students should avoid walking or gathering in areas shared with vehicles, including the St Helen's Hospital car park.

During business hours, students should enter HERC through the main side entrance, located down the driveway. This helps keep pedestrian access safe and organised.

3. Student safety

If you spot anything unsafe—like a hazard or something that doesn't seem right—please let your educator, a staff member, or reception know straight away. If there's an incident, injury, or even a near miss, it's important to report it immediately. Your educator will help fill out an incident form to make sure everything's properly recorded.

3.1. Security

To keep your stuff safe, try not to leave wallets, phones, or other valuables unattended or in empty classrooms. We can't take responsibility for lost or stolen items.

If you lose something, check the lost property box at the administration desk. The team there can help you out.

Students don't have access to office or admin areas, but if you need to chat privately with a staff member, there are rooms available.

3.2. Student identification (ID) cards

You'll get a photo ID card when you start your course. Please wear it at all times while you're on campus or out on placement—unless your educator tells you otherwise.

If you lose your card, let us know right away. A replacement card costs \$40.

4. Student Support

If you're dealing with something that's affecting your ability to study, whether it's personal, emotional, financial, or anything else, you can talk to your educator or the Education Support Team about it. They're not just here to support your learning; they're also available to help with non-training related matters. By having a conversation, we can connect you with the right support services, such as counselling, Success and Wellbeing Services, or one-on-one academic support. You don't have to face challenges alone—help is available.

If you would like to know more about how ANMEC supports students, you can read our Student Support Policy available in the Student Hub on Moodle.

4.1. Skills for Education and Employment (SEE)

As a HERC student, you may be eligible to access the Skills for Education and Employment (SEE) Program, a free initiative funded by the Australian Government. The SEE Program helps build your confidence and skills in areas like reading, writing, maths, and digital literacy — all of which can support your success in vocational education and future employment.

Training is flexible and can be delivered in the classroom, online, or in the workplace, depending on your needs. If you're facing challenges with study skills, language, or foundational learning, this program can be a great support. It's available to eligible students aged 15 and over who have left school, including those on certain visas with work rights.

In addition to SEE, HERC offers local support services to help with your wellbeing and academic success. These may include assistance with disability support, financial hardship, housing, or mental health.

To learn more about the SEE Program and check your eligibility, visit the SEE Program [website](#), or contact a SEE provider directly using the details below.

Provider	PH	Website
Work and Training	03 6214 5177	Skills for Education and Employment (SEE) Program - Department of Employment and Workplace Relations, Australian Government

4.2. Counselling

Free counselling sessions are available to all HERC students, and it's here to support you with anything that might be affecting your wellbeing or ability to study. Whether you're feeling overwhelmed, dealing with personal issues, or just need someone to talk to, help is just a conversation away. If you would like to discuss access to counselling, please ask your

educator or the Education Support Team. Or, if you prefer, you can contact the counselling provider directly using the information below. The counselling sessions are confidential, free, and designed to help you feel supported.

Campus	Provider	PH	Support
HERC	Relationships Australia	1300 364 277	3 appointments with a counsellor available to all students free of charge

4.3. Disability and Reasonable Adjustment

At HERC, we are committed to supporting students with disabilities, learning differences, and other barriers to education. We believe every student deserves equitable access to learning and the opportunity to thrive in a safe, inclusive environment. Our team works actively to identify and where possible remove obstacles that may impact your ability to participate fully in your training. If you're facing challenges—whether physical, cognitive, emotional, or situational—we encourage you to reach out so we can understand your needs and provide the right support.

Students who disclose a disability or learning barrier have the right to request reasonable adjustments to support their success, provided those adjustments maintain the integrity of the assessment, align with the inherent requirements of the course, and are within the capacity of the organisation to implement without causing unjustifiable hardship. These adjustments may include changes to course delivery, assessment formats, learning materials, physical access, or the use of assistive technologies. Once you share your needs, we'll work with you to develop a personalised Plan for Reasonable Adjustment that outlines the supports required. You can start this process by speaking with your educator or the Education manager. All requests are handled confidentially and respectfully, and we're here to ensure your learning experience is fair, accessible, and empowering.

There is more information on how reasonable adjustment and assessments in section 8.5 below. If you would like to understand HERC's process for reasonable adjustments, you can access the Reasonable Adjustment Procedure in the Student Support Hub on Moodle.

4.4. Access and Equity

At HERC, we are deeply committed to ensuring that all students—regardless of background, identity, or circumstance—can study in an environment that is safe, inclusive, and free from discrimination. We uphold the principles of access and equity, and actively support students

from historically disadvantaged groups, including Aboriginal and Torres Strait Islander peoples, people with disabilities, culturally and linguistically diverse communities, and those from rural or low socio-economic backgrounds. We also uphold and protect the rights of students as outlined in Australian law, including the right to study free from discrimination based on age, race, gender identity, sexual orientation, disability, religion, and other legally protected characteristics. Our goal is to create a learning space where every student feels respected, valued, and empowered to succeed.

If you ever feel that you've been treated unfairly or discriminated against, we encourage you to speak up. We have a clear and confidential complaints process in place to ensure that your concerns are heard and addressed appropriately. You can raise issues with your educator, the education manager, or lodge a formal complaint through our designated channels (for more information see 11.6 below). We take all reports seriously and are committed to resolving them in a fair and timely manner. Discrimination, harassment, and bullying have no place in our organisation, and we will take all necessary steps to protect your rights and wellbeing. Your safety and dignity matter, and we're here to support you every step of the way.

For more information on HERC's commitment to access and equity, you can read our Access and Equity policy on the Student Resource Hub on Moodle.

4.5. Academic Support

At HERC, we understand that every student learns differently and may need extra support at different stages of their training. That's why we offer a range of academic support services designed to help you build confidence, strengthen your skills, and succeed in your studies. Whether you're looking for help with assignments, understanding course content, or improving your study techniques, our team is here to assist.

You can access one-on-one academic support by booking time with an educator who can work with you on specific challenges or goals. Our Student Support Officer is available to help you with learning and study skills development, time management and other study skills. No matter where you're at in your learning journey, academic support is available to help you stay on track and reach your goals.

For information on the academic support available at HERC contact the education manager or speak to your educator or the administrative staff.

5. Emergency procedures

Your safety is important to us. HERC has clear emergency procedures in place to protect students, staff, and visitors in the event of incidents such as fire, medical emergencies, or other critical situations. All students are expected to follow staff instructions, know evacuation routes, and participate in safety drills. If you have a disability or health condition that may affect your response during an emergency, please notify your educator so we can make appropriate arrangements to ensure your safety.

5.1. 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.

5.2. 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 as quickly as possible.

5.3. Management of injury and illness

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

- Immediately notify the educators or education support team.

- There are First Aid Officers in the building and the Education Support Team can find one of these people to assist.
- 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 the Education Support Team immediately (call 200 on phones in training rooms).
- If the person is not breathing, attempt CPR.
- Access first aid kits and defibrillators if necessary (students must consult a staff member before accessing a First Aid Kit).

5.4. First aid kits and automated external defibrillator (AED)

In Tasmania, first aid kits are available on all floors. An AED is available in the ANMF reception on level 1.

5.5. All other emergencies

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.

6. Facilities

Our campus is designed to support your learning with modern, purpose-built spaces. Here's what you'll have access to:

- Skills labs for hands-on, simulated learning
- Laptops in classrooms and desktop computers around campus
- Printing, copying, and scanning
- Free online access to a wide range of learning resources
- A library collection with up-to-date journals and articles
- Internet access and tech systems to support your studies
- Wi-Fi for study use while on site

Just a reminder: when using any equipment or facilities, please follow the guidelines in our Use of Equipment and Facilities by Students Policy available in the Student Resources Hub on Moodle. Finally, be aware of the Simulation Laboratory Code of Conduct posted on the walls of each simulation laboratory.

6.1. Libraries

As a HERC student, you have access to a specialised library service provided by the ANMF (Tasmanian Branch). The library offers a range of resources to support your studies, including clinical texts, journals, internet and Wi-Fi access, computers, printing and photocopying, and inter-library loans from participating libraries.

If you need help using library resources, improving your research skills, or navigating information technology, support is available during library hours. You can book time with the library team through HERC administration — just ask at reception or email to arrange a session.

6.2. Computers

Computers and laptops are available for student use in the Computer Lab. These are great for:

- Word processing and internet research
- Accessing Moodle and course materials
- Completing and submitting assessments

Please note: we can't take responsibility for any data stored on these computers, so make sure to back up your work. Also, be sure to follow the Information Technology for Students Policy available in the Student Resources Hub on Moodle when using campus technology.

6.3. Printing and Copying

Library computers are networked to a printer. Students should speak to administrative staff for assistance with photocopying, printing, and scanning. There is a cost for printing and copying. Funds can be added to printing cards (Tasmania) via the Education Support Team.

6.4. Kitchen Facilities

We've got kitchen areas available for you to use during your breaks. Here's what you'll find:

- Microwaves and a fridge (please label your food!)
- Filtered water
- Vending machines for snacks (located on level 3 outside the simulation laboratory)
- Nearby food outlets within walking distance

Please help keep the kitchen clean by:

- Tidying up after yourself
- Using the dishwasher (load and unload)
- Keeping things hygienic
- Putting rubbish in the bins provided

Any food left in the fridge at the end of the week will be thrown out, so don't forget to take it home!

If you bring drinks into class, make sure they're in a sealed, spill-proof container.

6.5. Dining and Outside Areas

There are plenty of indoor and outdoor spaces where you can relax during breaks. Just a couple of things to keep in mind:

- Clean up after yourself
- Don't sit in areas that block traffic lanes or pedestrian access

7. Studying with Us

Your first day kicks off with orientation and a few admin tasks. Make sure to bring something to take notes with—either a notebook and pen or your laptop/tablet.

7.1. Orientation

Orientation will include sessions where you will:

- Meet your educators and classmates
- Learn emergency evacuation procedures
- Take a tour of the campus
- Get the lowdown on key policies and how things work
- Overview of your course and how to use Moodle (our online learning system)
- Info about any financial commitments
- Get your photo taken for your student ID
- Try on uniform shirts for sizing
- Set group expectations and classroom norms
- Intro to library resources and info literacy skills

7.2. Timetables and training plans

You'll get your course timetable at the start of your program. If there are any changes, we'll let you know via email and Moodle. It's super important to check your student email regularly so you don't miss updates or announcements.

7.3. Scheduled program breaks

Some courses include scheduled breaks, which will be listed in your timetable. Outside of these breaks, please avoid taking leave unless it's absolutely necessary. If something unexpected comes up, chat with your educator or the Education Support Team as soon as you can.

7.4. Teaching Strategies

We use a mix of teaching styles to keep things engaging and help you learn in different ways. These might include:

- Lectures
- Self-directed and online learning

- Problem-solving activities
- Reading and research
- Role plays and simulations
- Demonstrations and hands-on practice
- Projects and group work
- Practical learning in simulated work environments
- Video and virtual demonstrations

7.5. Meal breaks

If your class runs for more than three hours, you'll get a short break about halfway through. Please return to class within 15 minutes or as directed by your educator.

For full-day classes, you'll get a lunch break of at least 30 minutes.

7.6. Key forms

Need to request something or get support? You'll find all the key forms in the Student Resource Hub on Moodle, including:

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

7.7. Training Locations

Sometimes, you'll have the chance to visit external organisations as part of your course. These visits are a great way to connect what you're learning with real-world experiences.

You'll get all the details—like times and locations—via email well in advance, so you'll have plenty of time to prepare. Just a heads-up: you'll need to organise your own transport to get there.

8. Assessments

Your course is made up of units of competency, and to pass each one, you'll need to show that you've met the required skills and knowledge. This usually means completing a mix of assignments and assessments.

We use a variety of ways to assess your learning, including:

- Classroom activities and tasks
- Group assignments and presentations
- Online multiple-choice quizzes
- Workbooks and written assignments
- Practical skills assessments
- Clinical or vocational placement assessments

At the start of each unit, you'll get a clear outline of what's expected and when assessments are due.

All written assignments are submitted through Moodle. If something unexpected comes up—like illness or personal circumstances—talk to your educator. They may be able to give you extra time to complete your work.

For more details on things like extensions, late submissions, or retaking assessments, check out the Student Assessment Policy in the Student Resource Hub on Moodle.

8.1. Formatting Assignments

When submitting written assignments on Moodle, please use a Word document. This makes it easier for educators to give feedback directly on your work.

8.2. Retention of assessments

We're required to keep all submitted work for two years, so make sure you save a copy for yourself if you want to keep it.

This includes your original logbook, which will be kept in hard copy by ANMEC and HERC after you finish your course, as per national training regulations.

8.3. Submitting Assignments

You'll get your assignment due dates during orientation, along with an assessment planner or course timetable. You can also check Moodle anytime for the latest info.

All assessments—whether hard copy or electronic—must be scanned and uploaded to Moodle so your results can be verified and processed. This includes:

- Skills assessments
- Simulated patient documents
- Clinical or vocational placement assessments
- Any other assessment documents, even those completed on external websites

You'll learn how to submit assessments during orientation and throughout your course. If an assessment isn't automatically uploaded to Moodle, it's your responsibility to scan and upload it by the due date. Missing this step could affect your progress in the course.

8.4. Assessment of Assignments

Once your assignments are marked, you'll receive feedback from your educator, and you'll be able to view your completed assessments on Moodle.

8.5. Reasonable Adjustments to Assessments

At HERC, we are committed to ensuring that all students have a fair and equitable opportunity to demonstrate their competence. If you have a disability, learning difference, health condition, or other barrier that may affect your ability to complete assessments in the standard format, you may be eligible for reasonable adjustments.

Reasonable adjustments are negotiated between you, the education manager, and our other education specialists. These adjustments are designed to support your individual needs while maintaining the integrity of the assessment and the core requirements of your health training. To access adjustments, you'll need to disclose your needs and work with us to develop a personalised plan. This process is confidential and focused on finding practical solutions that enable you to succeed.

Examples of reasonable adjustments may include:

- Providing oral assessments instead of written tasks
- Allowing extra time or rest breaks during assessments
- Using assistive technologies such as screen readers or speech-to-text software
- Offering assessments in accessible formats (e.g., large print or simplified language)
- Allowing the use of interpreters or scribes
- Adjusting the physical environment to reduce sensory or mobility barriers

While adjustments are tailored to your needs, they must still allow you to demonstrate the essential skills and knowledge required for safe and effective practice in the health sector. If

you think you may need an adjustment, please speak to your educator or course manager as early as possible.

9. Behaviour and personal presentation

We want you to feel confident and professional—both in class and on placement. That's why we have some expectations around behaviour and presentation that help create a positive learning environment for everyone.

Before you start, you'll be asked to read and sign the Student Code of Conduct, which outlines what's expected during your time with us.

9.1. Classroom Behaviour

In class, we ask that you support your own learning—and your classmates'—by:

- Staying focused on the task at hand
- Thinking actively and engaging with new ideas
- Sharing relevant experiences
- Listening respectfully and with an open mind
- Getting involved in group work
- Encouraging others to participate
- Treating everyone with kindness and respect
- Using positive language and avoiding put-downs
- Keeping your phone on silent or vibrate during class (unless you're expecting an urgent call)

For full details, check out the Code of Behaviour Policy and the Student Code of Conduct in the Student Resource Hub on Moodle.

9.2. Attendance requirements

Showing up and getting involved is a big part of your success at HERC. You're expected to attend all scheduled classes, learning activities, and vocational placements, and to complete your assessments as outlined in your training plan or timetable.

Being on time is important—it sets the tone for your learning and reflects the professionalism expected during placement. Remember you'll need to be at class from the start of the day right through to the end, as shown on your timetable. Make sure you plan ahead so you can be there for the full day

If you're going to be absent, please let us know before class starts:

 Email: info@herc.tas.edu.au

 Phone: (03) 6223 6777

For full details, check out the Course Attendance Policy in the Student Resource Hub on Moodle.

9.3. Dress Code

In the health industry, you'll often be working closely with others—so personal hygiene, grooming, and professional presentation are really important. This isn't just about looking the part—it's also about meeting Workplace Health and Safety (WHS) and infection control standards.

Wearing a uniform helps reflect the professional role you're training for. Specific dress code rules apply during practical sessions, assessments, and vocational placements. If these aren't followed, you may be asked to leave the session or placement.

9.4. Acceptable attire

When attending classes, you'll need to wear:

- Your uniform shirt or top
- Black or navy trousers
- Closed-in, non-slip shoes

This applies to all students, except those in sterilisation courses (who still need to follow the general dress code) or those who haven't yet received their uniform. You must also wear your Student ID card to all sessions.

In skills labs, appropriate clothing and footwear are required at all times for safety.

9.5. Unacceptable attire

To keep things professional and safe, the following clothing is not allowed:

- Activewear, sportswear, jeans, or beachwear
- Tight, revealing, or see-through clothing (including midriff tops)
- Open-toed shoes, thongs, or high heels

These items aren't suitable for a healthcare setting. If you wear inappropriate clothing or don't wear your uniform properly, you may be asked to go home—and in serious cases, it could be considered unprofessional behaviour.

9.6. Personal presentation for vocational placement

When you're on placement, your appearance should be professional at all times. You must wear your Student ID card and a clean, well-maintained uniform for every shift.

Your uniform includes:

- Student polo shirt or scrub top
- Navy or black trousers for aged care
- Navy or black trousers, nursing skirt, or culottes for enrolled nursing
- A navy or black cardigan or vest (not to be worn during client care)
- Comfortable, closed-in, non-slip black or navy shoes

You'll be told about any extra requirements before your placement begins.

10. Communication

Clear and timely communication is a big part of your success at HERC. Whether it's checking your student email, asking questions, or staying updated on course changes, knowing how and where to connect with staff and educators will help you stay informed and supported throughout your studies. This section outlines the key ways we'll stay in touch with you—and how you can reach out when you need help or have something to share.

10.1. Mobile Phones

Mobile phone use during training and assessment varies depending on the course you're enrolled in. Some courses may allow limited use of phones for learning activities, while others may require phones to be switched off or kept away during class time.

You'll be informed of the specific mobile phone expectations for your course during your orientation session.

10.2. Student Emails

Before you enrol, we'll send all your documents and info to your personal email. Once you're officially enrolled, you'll be given a student email account, and this is what we'll use to communicate with you throughout your course.

Make sure you know how to access your HERC email address easily from your laptop/phone/computer. This will make your life a lot easier as a student at HERC.

It's your responsibility to check your student email regularly—this is where you'll get updates about assessments, feedback, timetable changes, and other important info.

10.3. Keeping your information up to date

If your contact details change (like your phone number or address), please let us know as soon as you can.

If your name changes, you'll need to provide official documents as proof.

If your course funding is linked to your employer, you must notify us in writing within 5 working days of any changes to your employment.

✉ Email your updated information to info@herc.tas.edu.au

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

10.4. How to ask a question

Whether it's about your course, admin stuff, or vocational placement — we've got you covered.:

-  Just email **info@herc.tas.edu.au** and your question will be directed to the right person.
-  You can also check out **Moodle** for course details, policies, and helpful resources.

10.5. Requests for Feedback

From time to time, we'll ask you to share your thoughts about your training and assessments.

Feedback might be collected through:

- Classroom visits
- Online surveys
- Direct chats with students
- The Student Consultative Committee

We encourage you to take part—your input helps us make things better for you and future students.

10.6. Noticeboards

Keep an eye on the noticeboards in the education centre—they're updated with info about courses, programs, industry news, and career opportunities.

In some cases, students can post notices too. If you do:

- Include your name, contact details, and the date
- Remove your notice once it's no longer relevant

If you're unsure where the noticeboards are or what can be posted, just ask at reception.

10.8. Messages for Students During Class Time

If someone needs to get a message to you during class, they can leave it at reception. If it's urgent, a staff member will pass it on.

Please note: only education centre staff are allowed to interrupt classes.

10.8. Class Cancellation Process

If your educator can't run a class, we'll do one of two things:

1. Find a substitute educator so class can go ahead as planned. You won't be notified in this case.
2. Cancel the class and let you know as soon as possible. If you still want to come in, a classroom will be available for self-directed learning.

If a class is cancelled, you'll get a text message sent to the phone number you've registered with us. Don't worry—you won't miss out. Any cancelled hours will be rescheduled, and your educator will let you know when the catch-up session will happen.

11. Policies

We have a range of policies designed to support your learning journey and ensure a safe, respectful, and professional environment for everyone.

You can find key policies on the ANMEC website, and additional ones are available on Moodle in the Student Resource Hub.

As a student, it's important to understand and follow these policies. They cover everything from behaviour and attendance to academic integrity and safety. A few important ones are highlighted below.

11.1. Smoking and Vaping

Our campus—including buildings and car parks—is a smoke-free and vape-free zone, in line with the ANMF Federal Smoke-Free Work Environment Policy.

For full details, check out the Smoking and Vaping Policy on Moodle.

11.2. Academic Integrity

Academic integrity means being honest, fair, and responsible in your studies. It's about doing your own work, using sources correctly, and giving credit where it's due. We understand that adjusting to academic expectations can take time, so the beginning of your course is treated as a learning period. If you make a mistake early on—like forgetting to reference properly—we'll guide you through it and help you learn. However, serious or intentional misconduct, such as cheating or plagiarism, can lead to failing an assessment, a unit, or even being removed from the course.

To support academic integrity, we use Turnitin, a tool that checks your written work for originality. It helps identify plagiarism and also flags content that may have been generated using AI tools. When you submit assignments through Moodle, Turnitin compares your work to a huge database of sources and gives a similarity report. This helps your educator give feedback and ensures your work meets academic standards. If you're ever unsure about referencing or using sources, just ask your educator or check the resources on Moodle—we're here to help you succeed!

For full details, see the Academic Integrity Policy in the Student Resource Hub on Moodle.

11.3. Copyright

It's important to respect copyright laws when using materials during your studies. Under the Copyright Act 1968, you can download internet files to your own device if copyright allows it—but you'll need to use your own storage device.

Many of the resources provided on Moodle are copyrighted and are for your private study only. You're welcome to print or download them for personal use, but if you're unsure whether something can be used or shared, check with your educator or the librarian.

11.4. Credit Transfer (CT)

If you've completed units with another Registered Training Organisation (RTO), you might be eligible for credit transfer—meaning you won't need to repeat those units.

To explore this, check out the Credit Transfer Policy in the Student Resource Hub on Moodle, and reach out using the contact details in Section 2 to chat with a staff member about your eligibility.

11.5. Recognition of Prior Learning (RPL)

RPL is a way to recognise your previous learning—whether it's formal, informal, or gained through work experience. If you've already developed skills or knowledge relevant to your course, you might not need to complete certain units again.

For more info, see the Recognition of Prior Learning Policy in the Student Resource Hub on Moodle, and contact us using the details in Section 2 to discuss your options.

11.6. Complaints and Appeals

If something isn't working for you—whether it's about your course, services, or anything else—you have the right to make a complaint. We take all concerns seriously and aim to resolve them fairly. To make a complaint you can speak to a staff member and explain to them issue you are experiencing. You can also make a complaint in writing, by email, and by phone, and staff are available to help guide you through the process.

Complaints contact methods:

Staff member: Speak to your educator or the education manager.

Phone: 03 6223 6777

Email: info@herc.tas.edu.au

Writing: Hard copy complaints can be provided to the Education Support Team

If you're not satisfied with the outcome, you can submit an appeal. To lodge an appeal, you can submit your reasons in writing, either by email from your HERC student account to info@herc.tas.edu.au, or by speaking directly with an educator, education manager, or the ANMEC Director of Education.

You'll find the Complaints and Appeals Policies on the in the Student Resource Hub on Moodle, including how to lodge a complaint and what to expect from the process.

11.7. Privacy and Confidentiality

We're committed to protecting your privacy and keeping your personal information confidential. This applies to both staff and students. ANMEC has a student friendly privacy statement available on our website.

You're also expected to respect the privacy of others—especially when working in group settings or on placement.

For full details, see the Privacy Policy in the Student Resource Hub on Moodle.

12. Entry requirements and course fees

At HERC, we want to make sure you have a clear understanding of your course fees before you enrol. You'll receive all the details about tuition costs, payment conditions, and any additional charges upfront, so there are no surprises. All information regarding our fees (including any additional payment information) can be found on our website:

www.herc.tas.edu.au

Once you have all the right information you might be ready to enrol. To enrol in a course at HERC, you'll need to meet certain entry requirements. These can vary depending on the course you're applying for, so it's important to check the specific details for your chosen qualification. Some courses may have extra requirements, especially those leading to professional registration.

12.1. Fees

Before enrolling, you'll receive all the information you need about course fees and payment conditions. You'll need to agree to these in writing before your enrolment is finalised.

You can find fee details in the Course Cost section of each course page on the HERC website.

For more information about course and incidental fees, check out the Course Fees Policy on Moodle.

You can also speak to a member of staff by either sending an email via info@herc.tas.edu.au or asking the Education Support Team.

12.2. Payment Default Notice

It's important to stay on top of your course payments to avoid any disruptions to your studies. If fees aren't paid on time, we may need to begin debt recovery proceedings, and you could be responsible for any costs involved in that process.

If payments are overdue, your access to Moodle may be temporarily blocked until the issue is resolved. Also, your qualification or statement of attainment won't be issued until all outstanding fees are paid in full. If you're having trouble with payments, please reach out early—we're here to help.

13. Course progression and completion

To successfully complete your course at HERC, it's important to stay on track with your learning and meet the course progression requirements. These help ensure you're gaining the skills and knowledge needed for your future career. Below is a summary of what's expected, along with how you'll receive your certificate or statement of attainment once you finish.

13.1. Course Progression requirements

To progress through your course and graduate, you'll need to:

- Complete all assessments to a satisfactory standard by the due dates listed in your course documents
- Attend and successfully complete all required vocational placements
- Maintain at least 80% attendance for scheduled classes and 100% attendance for simulated activities

These requirements are essential for all students. If you're studying the Diploma of Nursing, there are some additional progression requirements. You can find these in Appendix 3 of the Course Progress Policy on Moodle.

13.2. Issuance of certificates and statements of attainment

Once you've completed all your assignments, assessments, and logbooks, and your tuition fees are fully paid, you'll receive your official documents. These include your Testamur (certificate of qualification) and/or Statement of Attainment for completed units.

You'll get your assessment results within 21 days of finishing each unit, and your AQF certification (your official qualification) will be issued within 30 calendar days of being marked competent—provided your course is complete and all fees are paid. For more details, check out the Student Assessment Policy and Issuance of Certification Documentation Policy on Moodle.

13.3. 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.

14. Document History and Version Control:

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

Last amendment:	June 2025	Next Review:	June 2026
Sponsor:	Megan Corlis		
Contact Officer:	Yanni Cotis		

Version	Date Approved	Approved by	Brief description
8	November 2021	Administration Coordinator	Final
9.01	10/11/2022	Compliance Officer	Major Amendments
9.0	24/11/2022	Director	Final
9.01	30/01/2023	Compliance Manager	Minor Amendments
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