



TrEd College

Diploma of Nursing Student Handbook

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“We acknowledge the traditional custodians of the land of North Sydney and Sydney CBD, the Cammeraygal and Wallumedegal of the **Kuringgai** Tribe whose cultures and customs have nurtured and continue to nurture this land, since the Dreamtime. We pay our respects to Elders past, present and future.”





"When a person decides to become a nurse, they make the most important decision of their lives. They choose to dedicate themselves to the care of others. "

-Margaret Harvey, PhD, RN

Diploma of Nursing HLT54121

TrEd College, level 2, 1 James Place. North Sydney 2060, NSW, Australia NO: 40797 CRICOS Provider Code: 03471E			
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TrEd College's nationally accredited HLT54121 Diploma of Nursing will provide you with the qualifications that you need to become an enrolled nurse and obtain practical on-the-job experience under the supervision of a qualified Registered Nurse.

**Subject to accreditation by ANMAC, approval by the NMBA, and successful completion of the course by the student.

Course Focus

- This qualification reflects the role of an enrolled nurse working under supervision of a registered nurse.
- This qualification covers the application of skills and knowledge required to provide nursing care for people across the healthcare sector.
- A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units

Career Outcome

Enrolled Nurse

** Subject to accreditation by ANMAC and approval by the NMBA and successful completion of the course



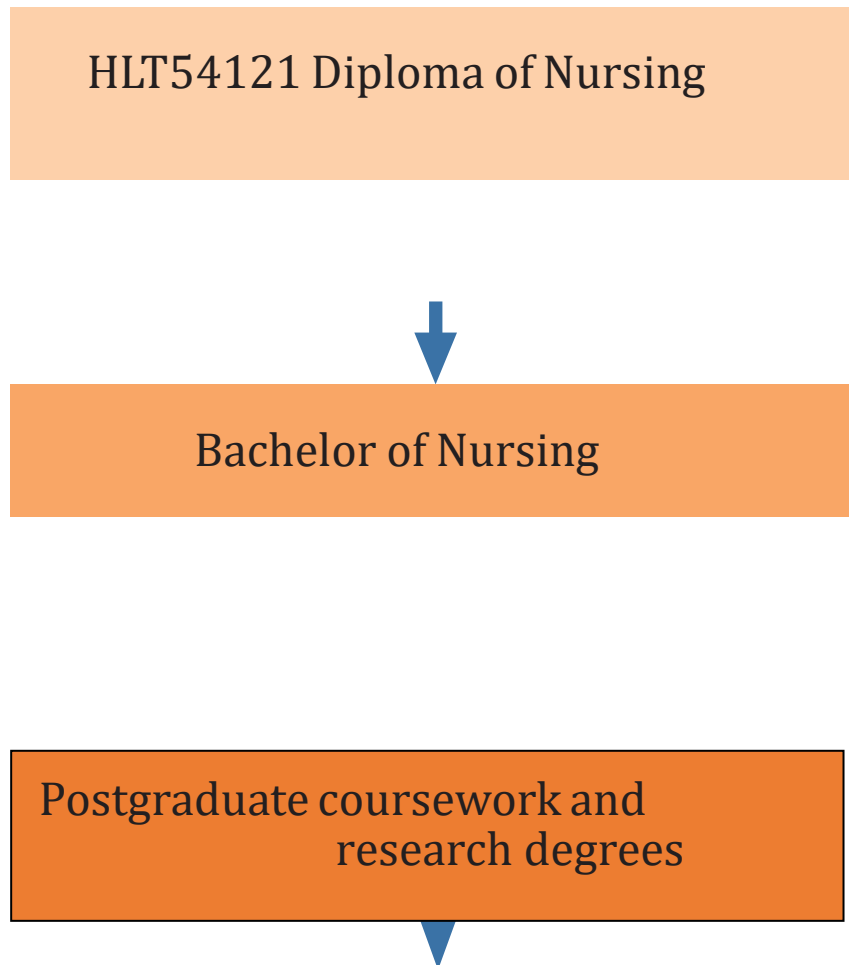
Career Opportunity

Diploma of Nursing is a nationally recognised qualification that allows you to assume the role of an enrolled nurse working alongside the supervision of a registered nurse. After completing this qualification, you can apply your skills and knowledge to provide nursing care for people in the health



sector. With a HLT54121 Diploma of Nursing qualification which has been approved by the Nursing and Midwifery Board of Australia (NMBA), the qualification holder is eligible to apply to the Australian Health Practitioner Regulation Agency (AHPRA) for registration as an enrolled nurse.

With your HLT54121 Diploma of Nursing qualification, you have the opportunity to enroll in the next step.



Units of Competency

The following Units of Competency are part of your Diploma of Nursing Training.

** All unit descriptors are from Training.gov.au

CORE UNITS

CHCDIV001 Work with diverse people.

This unit describes the skills and knowledge required to work respectfully with people from diverse social and

cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.

CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety.

The unit describes the skills and knowledge required to identify Aboriginal and/or Torres Strait Islander cultural safety issues in the workplace, model cultural safety in own work practice, and develop strategies to enhance cultural safety.

CHCPRP003 Reflect on and improve own professional practice

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

HLTAAP002 Confirm physical health status.

This unit describes the skills and knowledge required to obtain and interpret information about client health status and to check a client's physical health. It requires a detailed knowledge of anatomy and physiology.

HLTAAP003 Analyse and respond to client health information.

This unit of competency describes the skills and knowledge required to analyse client health information and then to plan appropriate health services within the scope of own role. It requires an in-depth knowledge of anatomy and physiology.

HLTENN035 Practice nursing within the Australian healthcare system

This unit describes the skills and knowledge required to practice as a nursing professional within the Australian health care system, providing health care across the lifespan of people in a range of health and community care services or environments.

HLTENN036 Apply communication skills in nursing practice.

This unit describes the skills and knowledge required to apply effective communication skills with a person, family or carer and with other Healthcare professionals in a variety of healthcare settings

HLTENN037 Perform clinical assessment and contribute to planning nursing care.

This unit of competency describes the skills and knowledge required, within the scope of practice, to perform preliminary and ongoing physical health assessments of all body systems, gathering data that contributes to a person's individualised health care plan.

HLTENN038 Implement, monitor and evaluate nursing care plans.

This unit describes the skills and knowledge required to implement nursing care as outlined in a person's

plan of care, evaluate outcomes of care provided, record and report progress, and respond to an emergency.

HLTENN068 Apply a palliative approach in nursing practice.

This unit describes the skills and knowledge required to provide nursing care using a the palliative approach in care environments such as hospitals, home and community care, hospices and long-term care facilities.

HLTENN039 Apply principles of wound management in the clinical environment

This unit describes the skills and knowledge required to apply contemporary wound management principles to the care of various types of wounds. It involves working with the interdisciplinary healthcare team to contribute to the assessment, treatment and ongoing management of a person's wounds

HLTENN040 Administer and monitor medicines and intravenous therapy

This unit describes the skills and knowledge required to administer and monitor medications and intravenous (IV) therapy including calculating dosage requirements, interpreting written instructions from an authorised prescriber, assessing the person for medication effectiveness and side effects, and responding to an allergic pharmacological reaction.

HLTENN041 Apply legal and ethical parameters to nursing practice

This unit describes the skills and knowledge required within work legal and ethical parameters in professional nursing practice, including supporting rights and meeting duty of care requirements.

HLTENN042 Implement and monitor care for a person with mental health conditions

This unit describes the skills and knowledge required to contribute to the nursing care and management of a person with a mental health condition.

HLTENN043 Implement and monitor care for a person with acute health problems

This unit describes the skills and knowledge required to contribute to the care of the person with an acute health problem by performing clinical nursing skills and interventions that support the person's health care needs and assist them to regain optimal function and lifestyle.

HLTENN044 Implement and monitor care for a person with chronic health problems

This unit describes the skills and knowledge required to contribute to the care of a person with chronic health problems by performing nursing interventions that support the person's needs and assist them in maintaining an optimal lifestyle.

HLTENN045 Implement and monitor the care of the older person

This unit describes the skills and knowledge required to perform nursing interventions to support the social and emotional well-being and nursing care needs of the older person in both acute care settings and residential care environments.

HLTENN047 Apply nursing practice in the primary health care setting

This unit describes the nursing skills and knowledge required to work in a primary healthcare environment including community-based, educational, occupational and informal settings, and in general practice.

HLTINF006 Apply principles of infection prevention and control

This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks.

HLTWHS002 Follow safe work practices for direct client care

This unit describes the skills and knowledge required for a worker to participate in safe work practices to ensure their own health and safety, and that of others in work environments that involve caring directly for clients. It has a focus on maintaining safety of the worker, the people being supported and other community members.

ELECTIVE UNITS

BSBPEF402 Develop personal work priorities

This unit describes the skills and knowledge required to monitor and obtain feedback on own work performance and access learning opportunities for professional development.

CHCPOL003 Research and apply evidence to practice

This unit describes the skills and knowledge required to establish the information needed, gather information, and critically analyse the information for relevance to own work. This unit applies to health and community service workers who need to research existing information to support and improve their work practice. It does not cover primary research.

HLTAID011 Provide first aid

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

HLTENN057 Contribute to the nursing care of a person with diabetes

This unit describes the skills and knowledge required to provide nursing care to a person with diabetes including assessing needs, planning and implementing complex nursing interventions, evaluating outcomes, and educating the person on his/her condition and available resources.

BSBLDR414 Lead team effectiveness.

This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion. The unit applies team leaders, supervisors, and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provides leadership for the team and bridge the gap between the management of the organisation and team members.



Semester Breakdown

Semester 1	
Unit code	
HLTENN035	Practice nursing within
CHCDIV001	Work with diverse people
HLTENN036	Apply communication skills in nursing practice
HLTENN041	Apply legal and ethical parameters to nursing practice
HLTAAP002	Confirm Physical Health Status

HLTINF006	Apply principles of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care
HLTAID011	Provide first aid. (Elective)
HLTENN037	Perform clinical assessment and contribute to planning nursing care
HLTENN045	Implement and monitor the care of the older person
Clinical placement 1 – foundation skills 80 hours	

Semester 2

Unit code	Unit title
CHCPRP003	Reflect on and improve own professional practice
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
HLTAAP003	Analyse and respond to client health information
HLTENN038	Implement, monitor, and evaluate nursing care plans
HLTENN042	Implement and monitor care for a person with mental health conditions
HLTENN068	Apply a palliative approach in nursing practice.
Clinical placement 2 Progressive skills 120 hours	

Semester 3

Unit code	Unit title
BSBLDR414	Lead team effectiveness (Elective)
HLTENN039	Apply principles of wound management in the clinical environment
HLTENN040	Administer and monitor medicines and intravenous therapy
HLTENN044	Implement and monitor care for a person with chronic health problems
Clinical placement 3 Advanced Skills 120 hours	

Unit code	Unit title
CHCPOL003	Research and apply evidence to practice
BSBPEF402	Develop work priorities (Elective)
HLTENN047	Apply nursing practice in the primary healthcare setting
HETENN057	Implement and monitor care for a person with diabetes (Elective)
HLTENN043	Implement and monitor care for a person with acute health problems
Clinical work placement 4 Complex Skills 120 hours	

Clinical Work Placement

On the completion of each semester of learning, students will complete a clinical work placement. Clinical placements will be arranged by TrEd College with our placement partners and facilities. Clinical placements are a compulsory part of the course and will prepare students for working life as an Enrolled Nurse. A total of 440 hours of clinical work placement is required and incorporates all the units of learning you have completed in the semester. Students must complete and be found competent in all clinical work placement assessment tasks to be able to move on to the next semester of study.

To ensure the students are ready and confident to attend Clinical work placement, students will complete an Objective Structured Clinical Assessment or OSCA as they are called, prior to commencing clinical work placements. Whilst on clinical work placement you will be supported by a clinical facilitator and a preceptor. Clinical Facilitators coordinate your clinical experience and ensure you are completing your clinical placement objectives and set goals. The facilitators will be either employed by the clinical work placement partner facilities or they may be TrEd College employees. Preceptors are facilities employees that work in the facilities, they are there to guide you through tasks and supervise you while you build your confidence. ***Students must not attend any nursing task without supervision.***

Can students find their placement?

No, students are not permitted to find their own placements. TrEd College rigorously screens all clinical work placement partners to ensure the students are safe and well supervised whilst on clinical placement, clinical placement partners are aware of the legal and academic requirements for having students in the facility and that students are not treated as “another member of staff” giving the student the experiences that they will need to successfully complete their clinical work placement requirements.

It is the responsibility of the individual student to arrange transport to and from clinical work placements. TrEd College will endeavour to consider the student’s preferences and where possible find clinical work placements close to the student’s home or facilities that are easy to get to via public transport.

What are the shifts?

At TrEd College we endeavour to give you a complete view of nursing shifts. With that in mind, you will be expected to do a mix of earlier (morning) and late (afternoon) shifts. You will not be expected to do night shifts until your final clinical work placement, even then this is a rare situation. Please embrace the opportunity to learn on different shifts. Rostering is not scheduled by TrEd College, the clinical work placement facilities will organise student rosters as per their needs and staff experience on the shift.

Clinical work placements are divided into 4 blocks, they are:

SEMESTER 1: Foundation of Professional Practice – (Foundation Skills) Australian Health Care System, working with diverse people and cultural sensitivity, legal and ethical parameters, communication skills and interprofessional interaction, anatomy and physiology and relation to health status, assisting clients with ADLs, introduction to conducting client assessment and provision of safe and ethical nursing practice.

SEMESTER 2: Fundamental Knowledge and Nursing Skills - (Progressive Skills) Performing client assessment, gathering health information, analysing data, reporting findings, active involvement in individualised care planning strategies, performing holistic nursing interventions and patient Centered care in partnership with the multidisciplinary team, awareness of nursing care in the rural and community settings and cultural safety for Aboriginal and/ or Torres Strait Islander people.

SEMESTER 3: Principles of Nursing Practice in Sub-Acute and Therapeutic Nursing - (Advanced Skills) Perform comprehensive nursing assessment, active involvement in the planning of care, implement planned nursing care with a multidisciplinary team including medication administration, respond to and provide safe, patient-centred care for clients with acute illness, special and complex healthcare needs, chronic diseases, co-morbidities, and challenging behaviours, monitor and evaluate the outcome of interventions in collaboration and supervision of an RN, acute care and medication management in the work environment with direct RN supervision, application of evidence-based practice and healthcare setting.



Lifelong Learning

SEMESTER 4: Complex Care and Special Needs (Complex Skills) - Providing holistic and safe nursing care to clients with acute illness and chronic disease, performing a comprehensive nursing assessment, active involvement with a multidisciplinary team in the planning, and active engagement in problem-solving and adapting critical thinking approach when making decisions about clinical issues and implementation and evaluation of care plan, medication administration under direct RN supervision. Observation of students in the classroom, simulation environment and when undertaking research skills in the library or self-directed learning and application of research skills in a health environment.

Graduate Attributes



Communication and Cultural Safety

Ethical, Social, and Professional considerations

Interprofessional Education

Application to Enrol

In order to meet our accreditation with the Australian Nursing and Midwifery Accreditation Council, the applicants must meet minimum standards to enter the HLT54121 Diploma of Nursing. Below is a quick introduction to the necessary requirements.

- Year 12 or equivalent; OR An Australian Certificate III in Individual Support or disabilitywork; OR
- For students wanting to apply as a mature age entry, be 21 years of age or older; AND
- Undertake Language, Literacy, and Numeracy (LLN) testing from an Australian Government approved provider and demonstrate competency at exit level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy;
- AND Provide evidence of meeting at least one of the Nursing and Midwifery Board of Australia (NMBA) English language standards prior to enrolment <http://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx> (If you are required to provide evidence in the form of an English test please)

NOTE: Australian students who have successfully completed an Australian Grade 12 certificate with an English subject and students who have undertaken a formal English language skills test (for example, the International Language Testing System) that meets program entry criteria referred to in criterion 6.1a, need only undertake the numeracy component of the LLN test.

All applicants must also satisfy the following:

- Provide their Unique Student Identifier (USI) at the time of application if they already have one or authorise TrEd College to apply for one on their behalf.
- Students must be 18 years of age prior to course commencement.
- Applicants are required to declare their physical and mental fitness to safely perform the duties associated with direct care work.

NOTE: Under National Law, TrEd College is required to notify the Australian Health Practitioner Regulation Agency if a student undertaking clinical training has an impairment that may place the public at substantial risk of harm.

Admissions Criteria

TrEd College has in place an admission criterion for courses in its scope as required by its 'Application and Enrolment Procedure for VET Courses' to ensure that applicants meet industry requirements. students who wish to apply for this course must meet the following requirements.

Applicants are required to be 18 years and above and need to have obtained a Senior Secondary Certificate of Education or a Year 12 pass.

OR

Be of mature age, which can be demonstrated by a candidate who is at least 21 years old and has a qualification at Certificate II level or higher OR has 2 years of industry experience in a role that requires the use of written documentation and communication. All the applicants are required to have successfully completed an ACSF test and demonstrate competence as working at Level 4 for all indicators to enroll for this qualification (issued within the last 12 months from the time of admission). Find out more here: <https://www.employment.gov.au/download-acsf>

- A satisfactory National Police Clearance/ Australian Federal Police Clearance Certificate (AFP)/NCC will be required for all practical placements.
- Students must complete the immunisation process before the practical placement start date as some facilities will not provide placement to students without immunisation. This includes COVID 19 and Flu vaccine.
- Current Working with children check.

It is also essential for the student to possess basic computer skills. Aboriginal and Torres Strait Islanders are encouraged to apply.

For Detailed criteria please visit our website Admissions Requirement for both Domestic and international Diploma of Nursing students.

The administration–student support services staff will collect your details; this will include the completion of an enrolment form and provision of your USI. If you do not have a USI, the college will assist you through the process enabling you to create your own USI. Within the enrolment form, you are asked if there may be anything that you feel may affect your learning, such as reading and writing concerns. If this is identified or you simply wish to improve your language, literacy, and numeracy, the administration staff will make an appointment for you to see the Student Support LLN Officer. The Student Support LLN Officer will discuss with you your needs and any potential barriers to the successful completion of your desired learning activity.

The Student Support LLN Officer in consultation with the individual will develop a plan whereby barriers may be managed or removed. This may include a range of structures to develop you for your language, literacy, and numeracy level and advise you on what to do next. This may include deciding what course is best for you or what you need to do before entering a selected course.

The Nursing and Midwifery Board of Australia (NMBA) has several provisions in place, and it is a requirement of registration that you can demonstrate and legally declare yourself to be of good character to practice in the field of nursing. The interview is an opportunity for us and you to discuss the requirements of nursing as a profession, including the NMBA registration.

To enroll in a course as an overseas student at TrEd College, applicants must complete an International Student Course Acceptance and Student Agreement Form along with the Student Interview Questionnaire. The form should be completed in full and submitted by mail with full payment to:

TrEd College, level 2, 1 James Place. North Sydney 2060, NSW, Australia NO: 40797 CRICOS Provider Code: 03471E			
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Address: Level 2, 1 James Place, North Sydney NSW 2060

Ph: +61 02 9870 7688

Email: info@tredcollege.edu.au

It is your responsibility to inform TrEd College if you have a disability or medical condition that may impact your placement. All students will need to disclose this through the Admissions form or the enrolment form to ensure their safety and any potential risk to others may be assessed. Talk to your Educator or student support services team about any requirements or adjustments that might need to be made. Information about your disability will only be shared with you with your approval.

Under National Law, TrEd College is required to notify the Australian Health Practitioner Regulation Agency if a student undertaking clinical training has an impairment that may place the public at substantial risk of harm.

Study Funding

If you are a domestic student, you may be entitled to government funding under the “Smart and skilled” or VET student Loan (VSL) program. If you are an Aboriginal or Torres Strait Islander, you have an opportunity to apply for the DREAMS scholarship. Please discuss this with your student support officers to see if you are eligible.

RPL and Credit Transfers

If you have studied another health industry course in Australia, you may be entitled to a credit transfer (CT) or RPL (recognition of prior learning). If you think you may be entitled, please speak to your student support officer and ask for an application form. You must provide a certified copy of the transcript for the course you completed. The Head of Nursing will review the application and your transcript and determine if you qualify for units to be RPL or CT.



Attendance Policy at TrEd College

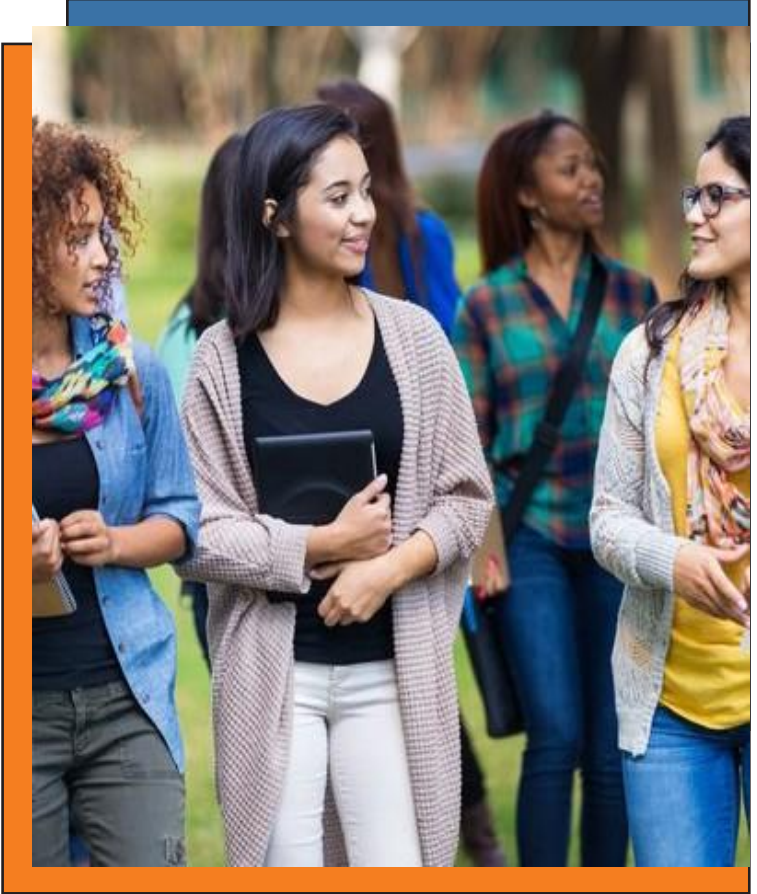
Students must attend on a full-time basis. This means you must attend the College each day of the course as required by TrEd College. You must maintain a minimum of 80% attendance. Your attendance will be recorded at each session. If you cannot attend a class, the student must notify the student support officer and bring supporting evidence e.g. Medical Certificate.

Please Note: No consideration can be given to extended absences, if you are an international student your COE will be canceled, if you are a domestic student your enrolment will be cancelled. Check the attendance policy on the website.

Attendance Monitoring & Warning System

The College will attempt to inform students as soon as possible if it is noted that attendance is dropping. However, it is the student's responsibility to ensure that attendance is above 80%. All students need to keep contact details up to date especially emails to ensure you get your warning letters.

You will receive reminder emails, a warning letter once attendance is likely to fall below 80%, and once it has dropped below 80% you will receive a 2nd Reminder letter and finally an intent to cancel enrolment via PRISMS for International Students and Local Students via cancellation of enrolment once the attendance falls below 70%. As a TrEd College Student, you can appeal the low attendance letters and intent to report however it must be done within 20 working days of the date of the intention to report notice. Please see the complaints and appeals section in the handbook for more information.



Punctuality

Punctuality dramatically affects your understanding of the class material. All trainers/assessors are expected to provide an overview at the beginning of the session so that you have some appreciation of the context of the material being presented. If you are late, you will miss this crucial information. Students who arrive late are also a distraction to all the other students in the class and this affects the communication of ideas. In addition, trainers/assessors often must waste time going over the material a second or third time, which detracts from the quality of the teaching they can offer to students who made the effort to be in class on time. If you are more than 15 minutes late you must wait until the class break to enter the class, so as not to interrupt the learning of other students.

Deferment, Suspension and Leave of Absence

For an international student, all approved leave, deferment, and suspension will be recorded on PRISMS and may affect your student visa and length of CoE. Domestic students your enrolment will be updated in the database with new dates given if applicable for completion.

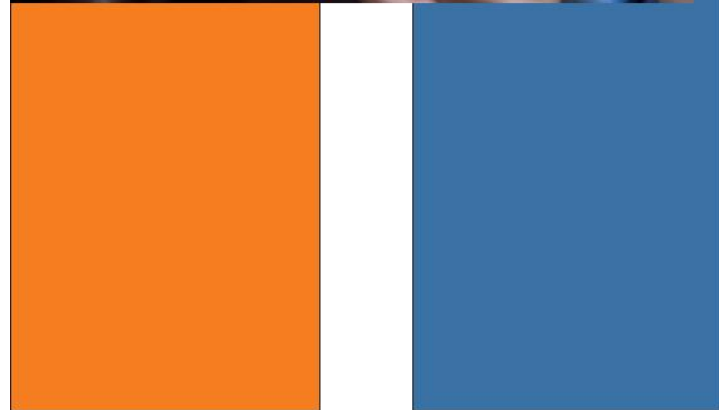
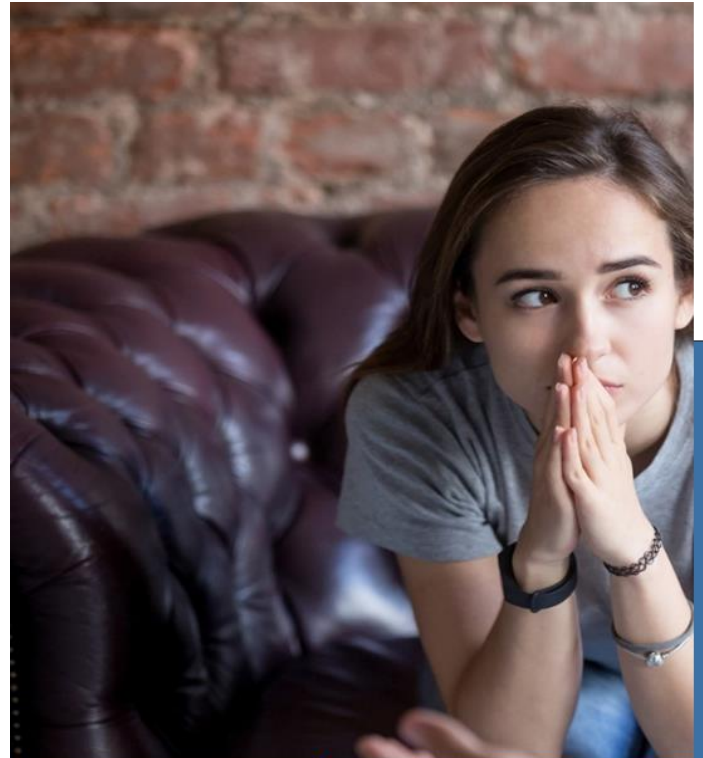
Extension

An extension is a request for additional time to complete course requirements including assessments, simulation-based assessment, and clinical placements (if appropriate). To be granted an extension you must apply in writing via email to the Head of Nursing as early as possible and prior to the due dates (except for circumstances that prevent you from doing so). You must include the following information in your request:

- Explanation in writing regarding your inability to complete the course requirements with the original due dates
- Evidence to further support your circumstances and your request i.e. medical certificate

Deferral, Leave & Course Suspension

Leave of absence, deferral of studies, and course suspension by international students are permitted only in compassionate or compelling circumstances such as serious illness, death in the family, or for some other reason. Students will be required to provide evidence of compassionate or compelling circumstances. Students who require a deferral, leave or suspension must first have an appointment with the student services support manager to determine the best option or any other options available to the student. Students still seeking a deferral from their enrolled course must complete a 'Deferral from Enrolment Request Form' available on the TC website www.tredcollege.edu.au or from the TC campus and must include relevant evidence. E.g a medical condition, will require a medical document. The decision for a deferral will be at the discretion of the Campus Manager all factors including but not limited to the next available course intake, student's visa requirements, student's reason, and student's academic performance will be considered by TC. Students will be informed regarding the outcome of their request to defer by the Student Support Services Manager. The outcome of the student request for deferral will be recorded on the student management system, under the student's profile in Accelerate and PRISMS if you are an international Student TC



allows for only 1 deferral per student, per course.

Note: Students along with TC will need to follow and comply with COE variation requirements.

Cancellation or Withdrawal

Withdrawal

Withdrawing from a training program removes any claim to re-enroll in the same program. You are however entitled to receive a Statement of Attainment for any units of competency achieved (this will be issued to you within thirty (30) days of receiving the Withdrawal form). You must give formal notice of your intent to withdraw by completing and submitting the Course Withdrawal Form available from the TrEd website or from the front desk where Student Support Services is situated. Where the reason for withdrawal relates to dissatisfaction with the delivery of the training by TrEd College, the National Training Manager and the Student Support Services Manager will arrange a meeting with you to discuss this and attempt to resolve the issues so that you can continue in your course. Where you are dissatisfied with the outcomes of this discussion, you may also access TrEd Colleges Complaints and Appeals Process and Request for Fees Refund process. Where a student is still not satisfied with an outcome/decision made by TrEd College, students have a right to further action and can contact the Overseas Student Ombudsman via the following link www.ombudsman.gov.au/making-a-complaint/overseas-students

Withdrawn students may be able to enroll in another course/program delivered by TrEd College. However, the reasons for the withdrawal may be considered in any decision to accept the student into a later program.

Students wishing to withdraw must complete the following:

- Complete the Request to Withdraw Form (and any of the forms mentioned above)
- Book an appointment with the National Training Manager & the Student Support Services Manager

International Students Transfers and Cancellations:

Students must complete six months of their principal program of study (except under exceptional circumstances) before changing providers in accordance with Standard 7 of the National Code 2018 of the ESOS Act. Students who have completed less than six months of their principal course with the college may transfer to another provider only if they are released by the college. For release approval student must apply for a transfer via Student Support Officer. Circumstances in which Transfer will not be granted is the student has not made satisfactory academic progress and is seeking a transfer to avoid being reported to immigration or has not genuinely engaged with the college's intervention strategy, has not attended the course as required and is seeking a transfer to avoid being reported to immigration and/or the student owes course fees to the college.

A student may seek to internally appeal any decision within 20 working days of the outcome of cancellation and follow the external appeal process should the internal appeal not be of a satisfactory outcome to the student.

Student course progression plan

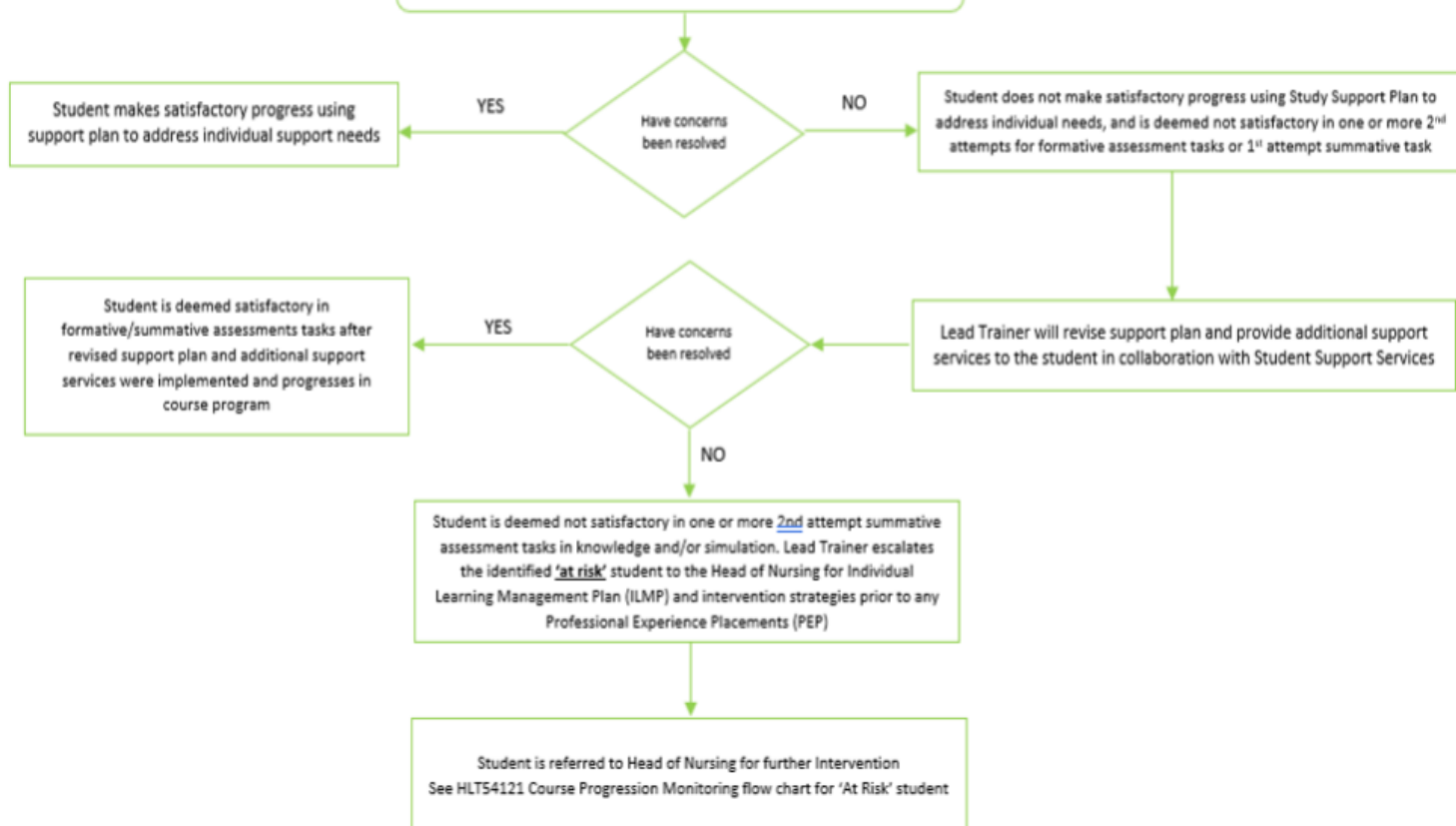
Early identification of potential risk for students not progressing in course program

Students are monitored during classroom teaching, simulation training and allocated hours for structured online learning

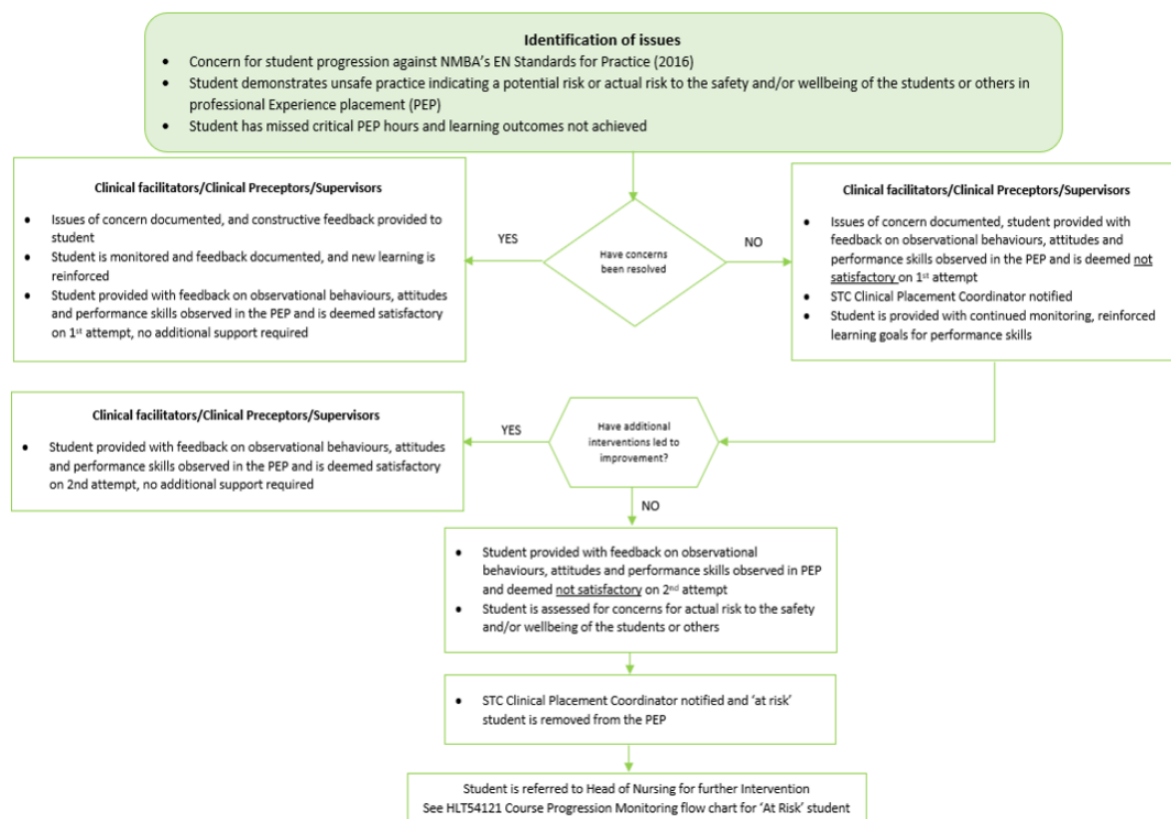
Identification of issues

- Student fails to actively participate in classroom activities and/or structured online learning and/or simulation activities and fails to complete any 1st attempt formative assessments tasks
- Student did not submit a formative or summative assessment task by the due date or extended due date (confirmed in VETtrak)
- Written and researched work submitted by student indicates academic skills support required for learning
- Student self-identified information technology learning skills needs to complete course work
- Student self-identified for counselling for social and emotional wellbeing or mental health issues
- Student attendance is less than 85% of scheduled hours for on campus or in Professional experience placement.

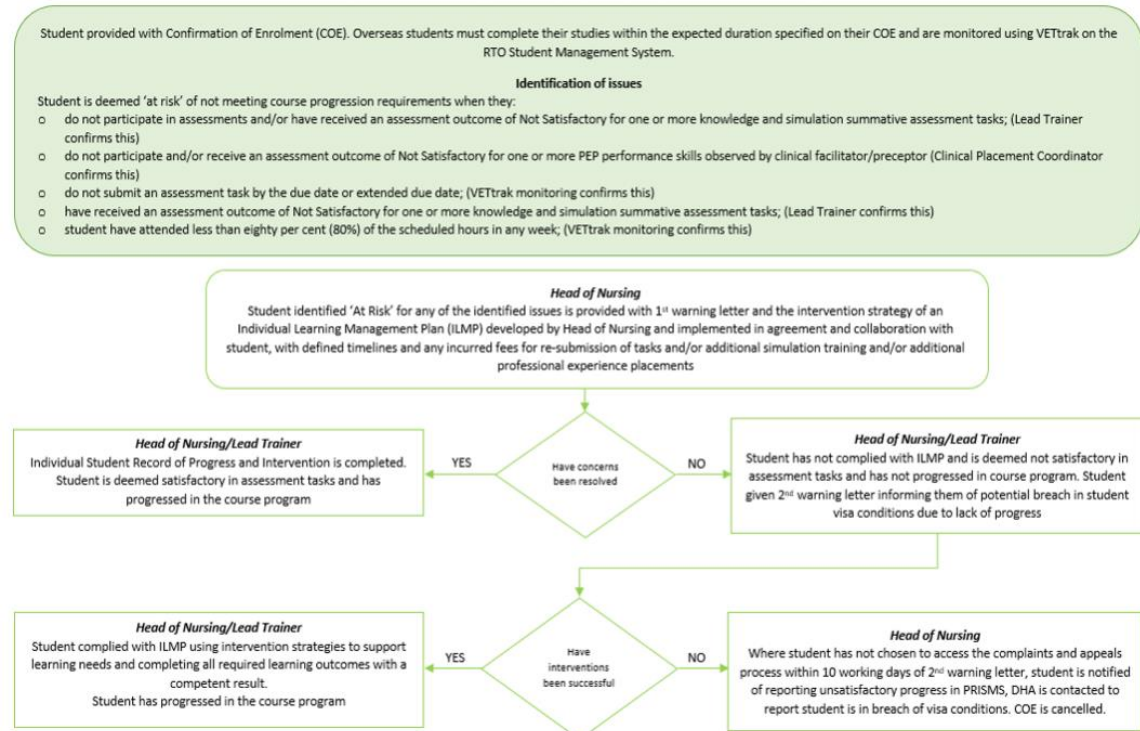
Lead Trainer and Assessor will prepare a Student Study Plan addressing **potentially at-risk** student requiring individual support



Student Course progression plan for units assessed in Professional Experience Placement



HLT54121 Diploma of Nursing Course program progression monitoring flow chart



Assessments

All accredited courses at TrEd College involve assessment processes. Assessments serve the purpose of allowing

all our enrolled students to provide evidence of their skills and abilities against the competencies of the course or qualification.

On Canvas(LMS) you will have access to the semester's class timetable and the assessment timetable. These timetables will guide you through the course units and the associated assessments. The timetables will be the most important documents throughout each semester.

During the first lesson of each unit, your trainer will advise you of the assessments required for that unit. All assessments must be submitted on or before the due date. Students must meet all assessment criteria outlined in the assessment, which may include assessment tasks, exams, work placements, labs, simulated assessments, practical tasks, OSCA, and attendance requirements to be deemed competent.

In keeping with the requirements of competency-based training, assessments conducted by our organisation demonstrate compliance with the four key assessment principles of validity, reliability, flexibility, and fairness.

For the Diploma of Nursing units, to be Competent in the unit you Must:

- Be marked Satisfactory with all assessments for that unit
- Be marked Satisfactory with the associated OSCA assessment
- You must complete clinical placement hours that are connected to the unit

Theory Assessment

To be marked Satisfactory with the assessment you must answer all questions correctly. You will be allowed 2 attempts to complete the assessments Satisfactorily, you will only have to redo the questions you got incorrect. If you have not been satisfied with the 2nd attempt, you will be required to meet with the Head of Nursing to discuss any issues you may be having and create a strategy to help you complete the task. At this meeting you will be asked to sign a Learner contract, this contract will lay out the strategies that you and the Head of Nursing have agreed upon. After a third attempt, if you are still Not Yet Satisfactory you will be asked to repeat the unit. This will delay the end date of your course and incur additional costs.

Penalty Fee Schedule

situation	fee
Late submission	\$ 10 per day late
Multiple Choice Questions re-attempt	\$ 30
Short Answer Questions/case studies/projects	\$ 50
Practical assessments/role play	\$ 100
fine for plagiarism/ lack or poor referencing	\$ 100
OSCA	\$ 200

Laboratory

Throughout the course, you will be attending practical skills and workplace simulations. These sessions are 100% compulsory, it is expected that if you miss a lab due to illness you will have a medical certificate and you will make an appointment with your trainer to make up that session. To be safe in the laboratory all students must wear the appropriate clothing or TrEd College uniform. Black waterproof

shoes, college scrubs or black pants (no jeans, leggings, or tracksuit pants), clean high-neck shirt. Long hair must be tied up, and no jewelry except for a plain wedding band, or stud earrings.



No food or drinks are permitted in the laboratory, and mobile phones will be confiscated if brought into the laboratory

without the educator's permission. Nurses don't sit during their shift therefore it is expected that whilst in the laboratory you will treat it like a ward and not sit on any of the beds except when you are playing the role of patient.

OSCA

What is OSCA? Good question!

The Objective Structured Clinical Assessment (OSCA) is a clinical Assessment to assess the student's knowledge, skills, and competence. All students will complete an OSCA at the end of each semester in preparation for the Clinical placement. The OSCA will cover all the practical skills that were taught in each unit in the semester. The students are to be competent in the OSCA to qualify to attend Clinical placement.

Academic Integrity

What is Academic Integrity?

Academic integrity is performing your duties as a student in an ethical, honest, and responsible in the highest standard and upholding the six fundamental values: honesty, trust, fairness, respect, responsibility, and courage, in absolute regard.

What does this mean for a student?

As a TrEd student, you are part of an academic community imbued with the core values of ethics, respect, diversity, professionalism, and excellence, and upholding the principles of academic integrity.

Academic Integrity Values:

The Academic values are Honesty, Trust, Fairness, respect, responsibility, and courage.

Academic misconduct

Academic misconduct is:- Plagiarism: using others' work and presenting it as your own, collusion: producing work as a group and presenting it as your own. Cheating: the action of dishonesty to gain an unfair advantage, and fraud is the falsification of data. To help avoid any of the above TrEd College uses a program called Plagiarism Checker X, this program checks your assessment for any type of misconduct. To learn more TrEd College has embedded a learning module for all students to complete prior to assessments being open to you.

Consequences of Committing Academic Misconduct

Depending on the manner and impact of the misdeed, the consequences may range from loss of marks to expulsion from the institute. Possible consequences may include:

- Resubmitting an assessment with a significantly lower maximum awarded mark.
- Doing a substitute assessment with a significantly lower maximum awarded mark.
- Having a zero mark for the assessment may or may not result in an overall failing mark for the unit.
- A failing mark for the unit.
- Withdrawal from the course by the school.
- Suspension from the school.
- Expulsion from the school.

Referencing

When completing an assessment, to avoid plagiarism all research materials should be referenced using the APA 7th edition referencing style. To help you understand the referencing style TrEd has embedded a guide for you in the Academic Integrity shell of Canvas.

Student Support - What if I need extra help?

TrEd College will use a combination of our own available services on campus listed below, and the services of referral agencies to either provide or refer you to their services at the cost of the student. The below student support service professionals are available on campus and free in-house for all TrEd College Students:

- Education Support Officers
- Admin Student Support Manager/Officer
- Student Support LLN Officer
- Student Welfare Officer
- Education Support: Aboriginal Torres Strait Islander & Cultural Linguistic Officer
- IT Support Officer

- Trainers and assessors

Students support Services Programs.

- One-on-one support from our trainers/ assessors, including providing you with their phone and email contact details.
- Workshops available for LLN
- Study groups where you can work in groups with our Education Support Officers
- Library services
- Workshops for simulation-based training withour Lab Manager
- Soft skills/career workshops
- Access to computers, printers, student common room, student quiet room/study areas
- Student counselling services
- Access to general information about local facilities, info on transport etc all available under the guidance of our student support service manager

Further referral services to agencies can be made by TrEd College at the cost of the student. See below referral services include but are not limited to:

- Counselling referral services
- Medical Services Referral
- Legal Services Referral
- Housing / Accommodation Services Referral
- Employment Services Referral
- English language skills referral
- Financial planning referral
- Specialist appointments

If you require support, this information is available online at www.tredHealthcare.college.edu.au, or you can complete a self-referral form on campus. All referrals will be confidential and only shared with the relevant departments for which you have indicated a

referral.

Counselling at TrEd College

Counselling provided by our Welfare Counsellor is available to those studying at the College, on matters ranging from private concerns to living issues. Students can see the counselor for a variety of reasons. Everyone finds themselves in difficult circumstances at some time in their lives. Sometimes students want to speak to someone who is professional, confidential, and separate from family and friends.

Reasons to speak with the Counsellor and make an appointment if you are having personal difficulties, or just want to talk about:

- Your special needs
- Your disability
- Relationships
- Family issues
- Ongoing problems with anxiety, stress, shyness, depression, low self-esteem
- If you need moral support in attempting something challenging



The College will provide access to welfare-related support services to assist students at no additional cost to the student. This includes College counselling services, you can make contact by emailing counsellor@tredcollege.edu.au. In some cases, The College counsellor may refer the student to an external provider. This referral will be at no additional cost, however, the external provider might have their service fees and students may have to pay the external provider.

Additional support from trainers

The trainers are here to support you. All the Education staff are professionals in their chosen industries and have many years of experience. They hold a Certificate IV in vocational education and training. The trainers are available to the students between the hours of 3:30 PM and 4:30 PM for extra tutorials Monday to Friday by booking an appointment with them. The laboratory is also open from 3:30 PM and 4:30 PM by appointment for students who would like extra practice with their practical skills. The book-in sheet will be posted on the lab window daily. The staff member that will be in the lab will vary according to a rotating roster.

SWOT

SWOT (Study Without Teaching) week is an opportunity for students to revise their study material generally in preparation for OSCA assessments and prepare for their upcoming placement. The week is usually free from classes however, students may use this time to make up for those missed sessions over the usual teaching period. SWOT is also used for students to catch up on any assessment they have to resubmit or practice in the laboratory.

ESOS Framework

The College is committed to providing you with a quality education and protecting your rights. The Australian Government requires providers of education to overseas students to ensure that they have a safe, enjoyable and rewarding place to study. These laws are known as the ESOS framework and include the National Code and ESOS Act.

Protection for International Students

As an International student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au> CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course, including location, match the information on CRICOS.

Your Rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your providers' agents.
- Your right to sign a written agreement with your provider before, or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

Your right to know:

1. Who the contact officer is for the International

TrEd College, level 2, 1 James Place. North Sydney 2060, NSW, Australia NO: 40797 CRICOS Provider Code: 03471E			
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students

2. If you can apply for course credit
3. When your enrolment can be deferred, suspended or cancelled
4. How to use your provider's StudentSupport Services
5. What your provider's requirements are for satisfactory progress in the courses you study
6. Provider attendance requirements
7. Consequences of changing your providers
8. How to access the provider's complaints and appeals processes.

Your Responsibilities as an International Student

- Inform TrEd College as soon as you change your address.
- Ensure you satisfy all your visa conditions.
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay.
- Meet all the written agreements you have signed with TrEd College.
- Follow the TrEd College student code of conduct
- Maintain Satisfactory Course Progress
- Maintain the required attendance required by TrEd College

Contact Details as an International Student

TrEd Admissions- P or E

TrEd Student Services Officer - P or E

ESOS Helpline - 1300 615 262 or go to www.internationaleducation.gov.au

Visa Helpline from Home Affairs - 131 881 or go to www.homeaffairs.gov.au

Records and Trainer

What about my records?

TrEd College accepts responsibility for providing secure storage of student records. There is safe storage on and off the campus as per AQF standards. We have a privacy policy to protect all student's information. Students and staff information will not be given to any person or organisation unable to produce written proof of legal right to that information. Students' information and records will not be

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used for any purpose other than that related to their training. All staff and student details are stored per relevant privacy policy and security legislation.

All course attendance at TrEd College is recorded on class rolls. Educators are responsible for keeping rolls up to date and securing rolls while courses are in progress. At the end of the course, TrEd College retains the class roll.

Records of Credentials issued (Qualifications and Statements of Attainment) are kept and are available for re-issue for 30 years as required by the National Vocational Regulations Australian Quality Skills Authority. Re-issuance of certificates requires a \$40 fee and can be arranged by appointment by contacting TrEd College.

Privacy Policy

Personal information includes any information or opinion about an identified individual or a reasonably identifiable individual. For further information visit the Office of the Australian Information Commissioner website.

The types of personal information that TRED® collects may include an individual's name, phone number, email address, address, nationality, date of birth, and educational history. Due to the nature of the services provided by TRED®, some of the information we collect may be sensitive information, including details about an individual's religion, race, or ethnic background. It is not common practice for TRED® to collect information about an individual's medical history, political opinion, sexual preference, or criminal record unless such information is required in order to process a student's application for admission, enrolment, and education. TRED® will only collect sensitive information with an individual's consent.

Personal information may be collected by TRED® in a number of circumstances, including when an individual:

- lodges an inquiry through TRED®'s online inquiry service;
- applies for admission to a TRED® facility;
- registers or enrolls for a class or course offered by TRED®;
- attends a seminar; or
- applies for employment with us.

We generally collect personal information directly from the individual concerned, although there may be occasions when information is collected from third parties, such as a family member who contacts us on the individual's behalf, from our contractors who supply services to us, through our partner institutions or from a publicly maintained record. If an individual does not provide the information requested by us, we may not be able to provide them with our services.

If you provide personal information to us about someone else, you must ensure that you are entitled to disclose that information to us and that, without us taking any further steps required by privacy laws, we may collect, use, and disclose such information for the purposes described in this Privacy Policy. For example, you should take reasonable steps to ensure the individual concerned is aware of the various matters detailed in this Privacy Policy, including our identity and how to contact us, the purposes for which we collect personal information, our information disclosure practices, the individual's right to obtain access to the information we hold about them and the consequences for the individual if the information is not provided. The individual must also provide the consent set out in this Privacy Policy with respect of how TRED® will deal with their personal information.

Legislation

Information about current legislative and regulatory requirements impacting you as a student can be found at <https://www.legislation.nsw.gov.au/>

Social Media

All Diploma of Nursing students are required to be familiar with and follow the social media policy set by AHPRA. Please follow the links below and read them before commencing the course.

[https:// www. nursingmidwiferyboard. gov. au/Codes-Guidelines-Statements/Codes-Guidelines/Social-media-guidance.aspx](https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines/Social-media-guidance.aspx)

Social media has become an important platform for student interaction. All students are expected to act professionally when communicating online on social media platforms where TrEd College is involved.

Complaints and Appeals Procedure

The first point of reporting any complaint or grievance is to your Educator or to your Education Support Officer (ESO) assigned to your class. The Educator and ESO should attempt to resolve, in an informal manner, any complaints to do with course delivery. If this outcome is not achievable, or if the source of the grievance is the Educator or ESO, the student should refer the grievance to the Student Support Services Manager. The Student Support Services Manager must then investigate the grievance, document action taken in order to resolve the dispute, and review the effectiveness of those actions to ensure that the grievance is effectively resolved.

If this outcome is not achievable and a grievance or dispute still exists, the National Training & Development Manager must become involved and handle all further escalations, including escalation to the Academic Board and another party not previously involved in the grievance will review the case. The appellant and the Chairperson will mutually agree on the independent person. This panel will provide a report in writing to the aggrieved party. This documentation is to be held as part of TrEd College's Records Management System.

The Full complaints and Appeals policy and procedure can be found on the website and with the Student Support officer if needed.

Complaints and Appeals must be lodged ASAP or within 20 days from receipt of the intent to cancel or any decision made and sent to you by the TC team. TC team has 10 days to get back to you with an outcome. If you are unhappy with the outcome, please see the external appeals page for further information on applying for external review. Check our website for the detailed Complaints and Appeals policy.

Student Feedback

Your feedback matters to us. We value your feedback on our service at any time during the process from enrolment to completion of your course. TrEd College are committed to the continuous improvement of our students' experience and hearing our students is of importance to us which is why we have provided multiple platforms for students to leave feedback and suggestions.

Below are ways students can leave feedback and suggestions:

- **Unit of Competency Feedback** – will be conducted by the educator on the last delivery day of the unit.
- **Quarterly/Mid Semester Student Feedback** – will be conducted by the Lead Educator to capture the students' overall learning experience for the past quarter or mid-semester.
- **End of Course Satisfaction Feedback (AQTF Learner Questionnaire will be utilised)** – will be conducted by the National training Manager on the last day of the course.
- **Suggestion Box** available in the Student Breakroom which will be reviewed fortnightly by Management
- **Student Representative Council** – TrEd College management staff will meet with TC SRC monthly to review campus practices and ways of improvement, including student and campus events and projects.
- Students are also encouraged to contact Student Support Services directly on the below email to leave feedback: **studentsupport@tredcollege.edu.au**



For Emergency assistance with Police, Ambulance and Fire call 000

Emergency and Health Services

Below are phone numbers you should know:

- The College Student Services Officers (02)8263 1200
- Australian Health Management 1800 888 942
- Department of Home Affairs 131 881
- Health Services Australia (MedicalExamination) (02) 8396 0600
- PublicTransportInformationLine(Timetables,routes etc) 131 500
- Telephone Directory Service 12455
- International Directory Service 1225
- LifelineCounselling Service (TelephoneCounselling) 131 114
- Translating and Interpreting Service (24hours) 131 450
- Domestic Violence Line (24 hours) 1800 656463
- The College Counsellor 02 82631200

Counselling and Mental Health Services available 24 hours:

- Lifeline (24 Hour Counselling) 13 1114
- Salvo Crisis Line 9331 2000
- International student's emergency line
- International Student OSHC World Care (24hour) 1800 814 781

Specialist and Welfare Telephone Services:

- Domestic Violence Service 1800 656 463
- Rape Crisis Centre 9819 6565
- Women's and Girls' Emergency Centre 93605388
- Poisons Information Service 13 112

Community Services

- ARAFMI (Assoc. of Relatives & Friends ofthe Mentally Ill 9805 1883
- Abortion Grief Counselling 1300 363 550
- Alcohol & Drug Info Service 9361 8000
- G-Line (Gambling Counselling) 1800 633 649
- Men's Line Australia 1300 789 978
- Pregnancy Help Line 1300 139 313
- SIDS NSW (Sudden Infant Death SyndromeSupport) 1800 651 186
- Alcoholics Anonymous Central South, West9799 1199, City East 9387 7788 North 9488 9820
- Gay & Lesbian Counselling Service 92072800
- Donna Maria Pre & Post Natal Support Network 1300 555 578
- Ted Noffs Foundation (Drug & Alcohol Counselling) 1800 151 045

- SANE Helpline (Mental Illness Info & Referral) 1800 187 263
- OCD Support Group 1800 626 055
- Mental Health Info Service 9816 5688

Housing

- Tenants Union of NSW Hotline 9251 6590
- Youth Emergency Accommodation Line (Recorded info) 9318 1531

Money & Credit

- Credit Helpline 1800 808 488
- Money care Counselling Service 9633 5011
- Fair Trading 1800 802 055
- Welfare Rights Centre 9211 5300

Department of Industrial Relations:

- Wage line 1300 369 945
- Workplace Rights Hotline 1300 737 841
- Employment 1300 369 925
- Human Rights & Equal Opportunity Commission (02) 9284 9600

Legal

- International Students Legal Advice Service 9698 7645
- Legal Aid (Sydney Head Office) 9219 5000
- Ombudsman's Office of NSW 9286 1000
- Combined Community Legal Centres group (NSW) 9212 7333



**“TrEd on the path to
healthcare success”**

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