TPA QUEENSLAND SCHOOL PARTNERSHIP HANDBOOK

Connect 'n' Grow ®

A WORLD WHERE HEALTH PATHWAYS HAPPEN THROUGH QUALITY EDUCATION

RTO 40518

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1.   Introduction

The School Partnership Handbook contains operation requirements across the lifecycle for the delivery of Connect'n'Grow (CnG) VET Programs. This Handbook is a "How to Guide" for all Schools.

This Handbook is designed to support Program Managers and Trainers in meeting CnG's requirements for delivering of the CnG's VET Programs.

1.1   Core Partnership Principles

CnG's requirements are based on the follow Core Principles:

a)   Student engagement – Students should be providing the opportunity to engage in their learning in meaningful ways

b)   Student outcomes – Training should be leading towards improving a student's pathways to work or further study

c)   Quality – Systems and processes should:
   I.   improve the experience of all stakeholders
   II.   continuously improve all aspects of the student learning journey
   III.   provide assurance that regulatory and contractual standards are met

d)   Mutually Beneficial Partnerships – Working together as partners to produce better outcomes for all.

1.2   School Partnership Governance

This School Partnership Handbook is one part of CnG's governance of training delivery with schools, which comprise:

a.   School Partnership Third-Party Agreement (TPA)

b.   Queensland School Partnership Handbook

c.   Student Handbook – The policies and expectations for students

1.3   Key Contacts

The key contacts are identified in the School Partnership Third-Party Agreement including:

a.   CnGs Relationship Manager, which is the CnGs primary contact in relation to the agreement and administrative issues.

b.   admin@connectngrow.edu.au for all enrolment and system issues.

c.   training@connectngrow.edu.au for all scheduling of incursion training and any training issues.

d.   School's Program Manager, which will be the primary contact in the school.

e.   School's Principal, for escalated strategic engagement.

2.   Regulatory Obligations

CnG is committed to delivery of high-quality training and assessment to students by CnG and its school partners. CnG will ensure quality assurance through the monitoring of the Third-Party Agreement (TPA).

2.1   ASQA Standards for Registered Training Organisations 2015

CnG must comply with the requirements of the standards to retain its registration as an RTO.

2.2   Third Party Agreements and Skills Assure Supplier Requirements

CnG is a Skills Assure Supplier (SAS) and is authorised to deliver Queensland Government funded programs under the SAS Funding Agreement as specified in the TPA.

Funding is available for the following qualifications:
a)   HLT23221 Certificate II in Health Support Services
b)   CHC22015 Certificate II in Community Services

2.3   Third Party Agreement

This formal third-party partnership agreement with the school for the delivery of the CnG's VET programs is a prerequisite for access to funded programs, and a requirement under the ASQA Standards for Registered Training Organisations 2015.

For qualifications which are delivered under a Funding program, such as VET In School, require CnG to deliver 50% of services associated with any Qualification listed on the Suppliers Delivery Schedule.

Services means Training and Assessment and any other deliverable of the SAS under this Agreement or the Department's Policies.

2.4   50% Delivery Rule

In accordance with the requirements of the Funding Agreement relative to the VETiS program,
a)   CnG, as a Skills Assure Supplier, will deliver no less than 50% of the Units of Competency in any Funded Program, this may include self-paced learning or face-to-face training and assessment; and
b)   The school will deliver the balance of training.

3.   CNG VET Programs

The programs to be delivered by CnG have been agreed in the TPA.

The delivery of training for each CnG VET Program is governed by the relevant Teaching and Assessment Strategy (TAS) developed by CnG. The TAS is designed to ensure adherence to relevant compliance obligations and provide the method and guidance for the delivery of training.

Qualification link to Training.gov.au

HLT23221: Certificate II in Health Support Services
CHC22015: Certificate II in Community Services
HLT33115: Certificate III in Health Services Assistance
CHC32015: Certificate III in Community Services

Credential*

AIN NanoqualTM On request

First Aid NanoqualTM On request

4.   Pre-enrolment Processes

4.1   Marketing and Recruitment

Acknowledging the restrictions which apply to marketing as contained, noted in the Agreement and specified in the Funding Agreements, the following applies to all materials:

a)   Any proposed changes to the provided marketing materials, or alternative presentation of the programs, must be approved by CnG before publishing (printed or digital).

b)   Marketing information must be current. Documents received from previous years must not be used. CnG will email the approved marketing versions during Term 2 each year for the next school year. If you require these earlier, please contact admin@connectngrow.edu.au.

c)   QLD schools cannot refer to the Queensland Government's Vocational Education and Training in Schools (VETiS) funding in any published marketing with regard to a CnG qualification; nor promote or advertise CnG as being a Skills Assure Supplier.

For quality assurance purposes, CnG will periodically request a copy of the school's student handbook and or VET Subject Selection information to protect the ongoing interests of our partnership.

4.2   Health Careers Pathways Plan

In the terms prior to enrolment the parties will implement the Health Careers Pathways Plan with a view to assisting the School to maximise their enrolments by noting key dates for development and delivery of information, marketing materials or scheduling of events.

4.3   Prospectus

CnG will provide a prospectus with a range of information to support decision making, which may include the following:

a)   School Marketing Consent & Requirements

b)   VET Subject Selection/Senior Handbook documents

c)   Parental Information Letter with information. Relating to:
   i.   Student Fees and Funding
   ii.   CnG's Privacy obligations
   iii. Photography Consent
   iv.   Refund Policy
   v.   Continuity of Service, etc.

5.   Admission and Enrolment Processes

See: TPA Clause 5 – General Obligations

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5.1 Responsibility

As per the TPA, the school is responsible for advising CnG of the students to be enrolled in each unit of competency.

5.2 Enrolment requirements

CnG reserves the right to not enrol a student if they are of the view that the student's likelihood to succeed in the training would result in additional distress for the student, the School or CnG.

The School is responsible for:

a) Ensuring that students are academically able to operate at the level required to undertake a Certificate II (AQF Level 2) and/or III (AFQ level 3), as relevant

b) Identification of students with Special Needs and the support that will be provided by the School (E.g. learning, behavioural, other)

c) Ensuring that students complete any Language, Literacy and Numeracy assessment as specified by CnG

d) Provide CnG with confirmation by the Program Manager that the above requirements have been met

e) The confirmation VETiS and Confirmation of Service form

Students with Special Needs who require assistance or who may require reasonable adjustment are also to be identified before enrolment is confirmed.

5.3 Confirmation of School Preparedness Pre-Enrolments

Pre-enrolment requirements that MUST be met prior student enrolment are:

a) School Partnership Third-Party Agreement is signed by all parties, and

b) Confirmation that the school has at least two trainers who both meet trainer human resource qualification requirements specified in Schedule 3 of the Third-Party Agreement, prior to training delivery commencing by the school trainers.

5.4 Required Student Enrolment Information

CnG will send the Program Manager the following for completion and return:

a) CnG Confirmation of Enrolment Form, including VETiS funding requirements, with following details:

    i. Confirmation that the student has met the admission requirements, and where relevant, the supports being provided

    ii. Student particulars:

- students Unique Student Identifier (USI) and Learning Unique Identifier (LUI)
- student name, date of birth, and Australian or New Zealand citizenship
- school year currently enrolled
- statement from the school concerning all VET qualifications previously attempted and outcomes, i.e. statements of attainment or qualifications issued AND if the previous qualification was completed, the letter from the school must include how it was subsidised.

b) Confirmation of Language, Literacy and Numeracy Requirements, including:
   i.   Confirmation that the students meet the required LLN level.
   ii. Confirmation of any Special Needs the student has or support in the classroom.

5.5   Guarantee of Service

The Program Manager will be sent a Guarantee of Service Email, for a student to successfully enrol into a CnG's

program, which must be returned together with confirmation of students who have indicated they wish to access the Vocational Education and Training in Schools (VETiS) Funding from the Queensland Government.

5.6   Key Timeframes

Event	Time
Commence enrolment process	Anytime
Final date for enrolments	Last school day of Term 1
VETiS Confirmation Form	7 days from being sent by CnG
Fees and Charges – Invoiced	Term 2
CnG Report to DESBT*	30 days from enrolment
Certificate II completion	12 months from enrolment
Certificate II & III completion	24 months from enrolment

* the Department of Employment, Small Business and Training (DESBT)

5.7   Student Withdrawals

To withdraw a student a Student Withdrawal Form needs to be completed, available on the Trainers Portal on the Learning Management System (LMS). It can be completed on the student's behalf if they have left the school. The student does not need to sign the form to withdraw. The form must be sent to the CnG for action.

6.   Completion and Issuing Certificates and Statements of Attainment

Trainers are required to provide the following prior to a student being signed off:
a) Student Record of Training
b) Completion and Confirmation of Competence for each student

6.1   Student Record of Training (SROT)

The Trainer is responsible for the completion of duly completed SROT.

The SROT is a requirement of the Funding Agreement for student undertaking a funded program. CnG has changed its SROT process to enable a more streamlined approach.

The attributes of the new approach are:

a) One SROT form per unit of competency

b) The student signs the form ONCE at the first session of training they attend

c) Trainers record student attendance at each session of training

d) The Trainer signs the form at the end of delivering all training confirming student attendance

e) Once signed by the Trainer the SROT form can be uploaded to the LMS via the SROT Course.

f) The SROT form for each unit can be found in the CnG Trainers Portal under Trainers Resources.

g) Student names can be added to the form once the enrolment process is complete.

h) A student cannot be signed off as having completed training until the SROT is signed by the student and the Trainer.
   i. Completion and Confirmation of Competence for each student
   ii. Where the EHT is of the view that a student may not be competent, notwithstanding that the Trainer has signed them off as competent, the EHT may request the student undertake a confirmation of competence as designed by the EHT.

6.2 Completion and Confirmation of Competence for each student

Where the EHT is of the view that a student may not be competent, notwithstanding that the Trainer has signed them off as competent, the EHT may request the student undertake a confirmation of competence as designed by the EHT.

Completion of training occurs once:

a) The Student Record of Training has been signed off and submitted to CnG.

b) The student has been assessed as competent by the trainer.

c) The EHT endorses that both steps have met CnG's satisfaction.

6.3 Issue of Certificates or Statement of Attainment

Once a student has completed a qualification a Certificate can be issued.
Where units of competency are completed a Statement of Attainment can be issued.
The Certificate and/or Statement of Attainment will be emailed to the student and a copy sent to the school Program Manager.

Certificates and Statements of Attainment are emailed within 30 days of completion. CnG will complete all records required by regulators.

7.   Fees and Charges

7.1   Amounts

The fee amounts are contained in the School Partner Agreement and published on CnG's website: https://connectngrow.edu.au/fees-charges/

a)   Student Fees are paid by the Qld Government for programs funded under the SAS Funding Agreements, as per the TPA

b)   Program Fees are payable by the school. As schools may elect to pass on the Program Fee to students, but that is a school decision.

7.2   Invoices

CnG will invoice the School in Term 2 following the confirmation of the official enrolment.

7.3   School Refund Policy

This only applies for students who are enrolled on a fee-for-service basis:

a)   Students who:
   i.   withdraw from the program before the cut-off (end of term 1), and
   ii.   CnG's is notified of this withdrawal before the end of Term 1, will:
   iii. not incur the participant fee, and
   iv.   be issued a Statement of Attainment for any competencies successfully completed.

b)   Students who:
   i.   withdraw from the program AFTER the cut-off (end of term 1), but before Term 3/Semester 2, and
   ii.   CnG's is notified of this withdrawal before the commencement of Term 3,
   iii. will:
   iv.   incur a 50% participant fee up until the last school day of Semester 1, and
   v.   be issued a Statement of Attainment for any competencies successfully completed.

c)   Students who:
   i.   withdraw from the program in Term 3 / Semester 2, and
   ii.   CnG's is notified of this withdrawal after the commencement of Term 3, will:
   iii. incur a 100% participant fee, and
   iv.   be issued a Statement of Attainment for any competencies successfully completed.

7.4   Commitment to Services

Where our qualification is discontinued, whether at CnG's discretion or otherwise, CnG will adhere this Commitment to Service to minimise the disruption to students, which requires CnG to:

a)   provide a Statement of Attainment for the units of competency successfully completed,

b)   replace units of competency which cannot be delivered with compatible units of competency,

c)   identify an alternative provider for the learner, and/or

d)   provide a refund for any fees collected relating to units not yet completed.

8.   Trainer Quality Requirements

As required under the TPA, a school must ensure that:

a)   They have a least two trainers who hold qualifications to deliver CnG's VET programs.

b)   The Trainers meet the qualifications in the Trainer Duty Statement in the Third Party Agreement.

c)   Trainers maintain currency of their qualification to deliver training by undertaking ongoing professional development requirements are specified in the Third Party Agreement.

d)   That should a trainer leave or no longer deliver the Program that CnG are immediately notified and a new trainer is identified.

9.   Training and Assessment

9.1   Teaching and Assessment Strategy (TAS)

a)   The training must comply with the TAS.

b)   The trainers must deliver the training using the training resources and assessments supplied by CnG. And which are made available using Canvas Learning Management System (called CnG Hub).

c)   A Trainer may request to use other learning resources from the Expert Health Trainer, who will either make a determination or refer the matter to the relevant person in CnG.

d)   CnG will audit the training delivery and assessment as part of the quality assurance process as required by regulation.

9.2   Work Experience

There is no mandatory requirement for students to participate in work experience in a health or community service facility (expect where specified within the AIN NanoqualTM); however, we highly encourage all students to complete a minimum of 20 hours work experience to strengthen their skills, knowledge and employability.

CnG considers work experience to be a very important means of learning for the Certificate III qualifications.

Upon completion of work experience and evidence provided by the workplace, students receive a CnG Certificate specific to the number of hours completed.

9.3   Placement

a)   Placements of 80 hours are required as part of the Assistant in Nursing NanoqualTM.

b)   The school shall identify locations for the students to undertake placement and advise CnG to put in place appropriate placement agreements and approve the appropriate checklist completed.

NO placement can be commenced prior to:

c)   the student being enrolled in the Units of Competency

d)   the online Workplace Induction being successfully completed, and

e)   the required assessable tasks having been undertaken in a simulated (school) training environment.

f)   Insurance - CnG will arrange Voluntary Workers Personal Accident Cover prior to the placement being undertaken. Our Insurer is committed to protecting their personal information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth).

Schools should advise the Relationship Manager no less than one term in advance of any placement to ensure that the placement providers have been approved and signed the appropriate agreements and other obligations are complied with.

9.4   Assessment and Competence

"High-quality training and assessment mean students are well equipped for employment or further study; their qualification is seen as credible when they enter the job market; and they are judged by employers as holding the skills and competencies specified in their qualification.

In turn, high-quality training and assessment means that employers can have confidence that vocational education and training (VET) graduates in the workplace will safely and productively apply the skills described by their qualification." (ASQA Standards)

In ensuring that the CnG delivers students high quality training and assessment all assessment must meet the requirements of the Standards and particularly Clauses 1.8 to 1.12—Conduct effective assessment which is set out the Principles of Assessment and Rules of Evidence.

Principles of assessment		CnG Requirements
Fairness	The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs. The RTO [including the partner school] informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.	School Partnership Third Party Agreement Clause 8.5 Learners' needs should be assessed at the beginning of the qualification to determine if, and if so, what reasonable adjustments would be required. CnG will offer Language, Literacy and Numeracy (LLN) assessment to schools that have not undertaken this a similar assessment.

Principles of assessment		CnG Requirements
Flexibility	Assessment is flexible to the individual learner by: • reflecting the learner's needs • assessing competencies held by the learner no matter how or where they have been acquired • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment o requirements, and the individual.	These will be addressed in the Training and Assessment Strategy

Principles of assessment		CnG Requirements
Validity	Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires: • assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance • assessment of knowledge and skills is integrated with their practical application • assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations • judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment o requirements.	These will be addressed in the Training and Assessment Strategy
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.	

Rules of Evidence		CnG's Requirements
Validity	The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unitof competency and associated assessment requirements.	Assessment as per the Training and Assessment Strategy
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.	Assessment as per the Training and Assessment Strategy
Authenticity	The assessor is assured that the evidence presented for assessment is the learner's own work.	Assessment as per the Training and Assessment Strategy It is the responsibility of the Trainer to assure themselves that the work submitted for assessment is authentically the student. The EHT may audit assessment as part of a peer review process and retains the right to ask a student to resubmit or present for reassessment.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.	Assessment as per the Training and Assessment Strategy

9.5   Competency Reporting

Assessment submissions are required to be made to CnG for each term of the training program.

Alerts for non-submissions and/or non-compliant submissions will be sent to the nominated Program Manager (and Principal, if required) to be acted upon within 30 days.

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9.6   Scheduling of Incursions and/or Training and Assessment

The scheduling of an Incursions is done via the the online booking system.

Training delivered by our EHT's is providing students with a more authentic learning experience due to the sharing of true-to-life experiences from current and qualified healthcare/human services professionals who are specifically skilled and have industry-currency to deliver these units.

Our experience shows that students learn more effectively in vocational training settings when they have the opportunity to undertake practical tasks/activities in training. These are best delivered over longer periods of time (ensuring adequate time for practicing important vocational skills).

10.   Resources and Infrastructure

10.1   Learning Management System

CnG Canvas LMS, called CnG Hub is the online learning management system to support student learning and assessment.

Students will require access to a computer with the relevant browser specifications to ensure students have limited interruptions to their learning as outlined in Appendix A Facilities & Equipment.

10.2   Data Management and Breach

CnG takes data management seriously with a range of protections to safeguard information.

In the case of a data breach of our systems holding personal information about our schools, their staff and their students, the Program Manager and Principal will be notified after containment has been secured and the level and extent of risk ascertained.

10.3   Facilities & Equipment

The quality of the facilities used for delivery of the VET programs has a significant impact on the levels of student engagement. CnG encourages consideration of the investment in purpose developed facilities with the appropriate equipment to maximise learning.

CnG also acknowledges that not all schools are able to make this investment, particular for new programs. In order to ensure that a minimum level of facilities are available the facilities and equipment required by the school are outlined in Appendix A Facilities & Equipment.

10.4   IT Requirements

Students will require access to the below IT requirements to enable them to actively participate in learning.

Item and Minimum Specifications

Screen Size
Resolution of 1024 x 600

Operating system
Please note that you will need an operating system that can run the latest compatible web browsers Windows 10 and newer; Mac OSX 10.6 and newer; or Linux - ChromeOS

Computer Speed, RAM and Processor
a computer 5 years old or newer; 1GB of RAM; and 2GHz processor

Internet Speed
512kbps

Supported Browsers

We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Please check the compatibility of your browser, click on this link. (This details the versions supported for common browsers including Chrome, Firefox, Edge Respondus Lockdown Browser, and Safari).

If you have upgraded your browser and still receive a "Your browser does not meet the minimum requirements for Canvas" warning banner, try logging out of Canvas and deleting your browser cookies.

Domain Names

The following domain names need to be accessible by students and or teachers:

instructure.com

https://connectngrow.instructure.com https://h5p.com

http://ap-southeast-2.cdn.h5p.com https://CnG.jobreadyplus.com/

If videos are blocked the following domain name needs to be unblocked:

http://ap-southeast-2.cdn.h5p.com/

11. Quality Assurance

The purpose of quality assurance is to ensure that the products and services provided meet or exceed the requirements and expectations of the School and CnG.

Quality assurance is measured through:

a) the collection of information to enable the evaluation of CnG's VET Programs through feedback, including training and assessment strategies and practices and their contribution to increasing student participation, experience, progression, and outcomes, and

b) provision of a quality assessment as a basis for developing solutions any identified gaps or opportunities

12. Continuous Improvement

CnG is investing in its relationship management approach to assist schools maximise the benefits from students undertaking CnG VET programs. The Relationship Manager will work with the school accessing the deep expertise within CnG.

The primary aim of relationship management is to improve the student outcomes and support schools in
developing strategies which are based on the continuous improvement in the quality of the offer, not merely baseline compliance.

13. Third Party Compliance Review

CnG must carry out a formal compliance review of all services delivered under the third-party arrangements, as required by the Skills Assure Supplier (SAS) Agreement.

A compliance review must be carried out at least once every year during the Term of this Agreement. Upon completion of the review, CnG will retain a copy of all documentation evidencing the review.

CnG are required to provide DESBT with a copy of the completed compliance review documentation no later than 5 business days after a request by DESBT or immediately, if requested during a performance review or audit.

The completed Third Party Compliance Review must be signed off by the CnG CEO and School Principal

14.   Duty of Care

14.1   Expert Health Trainers

Schools and teachers owe a duty to take reasonable care for ensuring the safety and welfare of CnG's Expert Health Trainers (EHT's) attending the classroom to deliver its Programs. To this end:

a)   Each class must have a registered teacher or staff member assigned to it who is in attendance in class unless agreed otherwise.

b)   EHT's are inducted into the schools' relevant policies and procedures, including student protection.

c)   EHT's are made aware of any students who require additional support of a Teacher's Aid and/or there are students with special and/or high needs.

d)   Schools will ensure EHT's have access to all the appropriate resources for them to be able to provide training and assessment services while onsite, including internet access.

14.2   School Emergencies

The school is responsible for management of all issues where first aid is required including, emergency communications provision of any relevant specialist equipment and having adequate emergency procedures in place with the school staff being aware of the same.

14.3   Classroom management and Student Behaviour

It is the school's responsibility to respond to behavioural issues in the classroom.

15.   Key Contacts

School Relationship Manager (Third party Agreements, Contract queries, New trainer onboarding, Trainer upskilling coordinator, notified when key personnel at the school change)
Nikki Bowes
Nikki.bowes@connectngrow.edu.au
0419 673 836

Training Administration (Incursion scheduling, EHT communication)
training@connectngrow.edu.au

Administration/Systems (Student enrolments, LMS questions, Confirmation of enrolment and Vetis with Program Manger, Invoicing)
admin@connectngrow.edu.au
1300 283 662 Ext 1

Appendix A – Facilities and Equipment – minimum requirement

Facilities and equipment – minimum requirement

- Computers that are accessible to students, including relevant software, internet and printer access
- Access to office equipment and resources
- Access to an allocated sink with running water for hand washing and infection control technique and practice in a room which has impervious floor covering
- A variety of training modes and equipment (eg. treatment room, doctors' room, sick bay)
- Access to an allocated sink with running water for hand washing and infection control technique and practice.
- A variety of training modes and equipment (eg. treatment room, doctors' room, sick bay)

Essential Health Kit items:

The following Health Kit equipment is needed/included per 2 students: Stethoscope, Sphygmomanometer and Digital Thermometer

The following resources are also needed and/or included in a standard initial Health Kit

- Infrared thermometer (4)
- Hand aneriod sphygmomanometer. (4)
- Stethoscope (4)
- Eye Goggles (8)
- Omron standard upper arm blood pressure monitor
- Bodisure weight scales
- Pulse oximeter
- Height measure
- Towel dispenser (If mounting on wall)
- Wall bracket for hand sanitiser (x2) (If mounting on wall)

- Triple wire glove dispenser wall bracket(If mounting on wall)
- Sharps wall/trolley bracket (If mounting on wall)
- Waste or linen trolley
- Sharps collector
- Biohazard spill kit
- A-Frame Clean/Process-Caution Wet Floor Sign
- 2L bucket (2)
- Plastic scoop and scraper kit
- 2 x single white sheets

The following consumables are to be restocked for training at all times:

- Alcohol swabs
- Paper towel
- Hand sanitiser
- Handwash
- Hand moisturiser
- Cutan Alcohol Foam
- Powder Free Gloves (small)
- Powder Free Gloves (medium)

- Powder Free Gloves (large)
- Liquid detergent
- Liquid disinfectant
- Bin Liners
- Disposable aprons
- Face mask with earloop
- Clinell universal wipes

Appendix B – Volume of Learning and Product Disclosure Statement

Volume of Learning

The AQF defines volume of learning as identifying the notional duration of all activities required for the achievement of the learning outcomes of a particular qualification type.

Amount of Training

Formal activities including classes and other activities as well as workplace learning.

The volume of learning allocated to a qualification should include all teaching, learning and assessment activities that are required to be undertaken by the typical student to achieve the learning outcomes. These activities may include some or all of the following: guided learning (such as classes, lectures, tutorials, online study or self- paced study guides), individual study, research, learning activities in the workplace and assessment activities.

CnG Qualifications	Course Duration
HLT23221 Certificate II in Health Support Services	1 Year
CHC22015 Certificate II in Community Services	1 Year
HLT33115 Certificate III in Health Services Assistance	2 Years
CHC32015 Certificate III in Community Services	2 Years

Scheduling of Classes (Amount of Training)

Must meet the minimum required hours as outlined in the CnG Training and Assessment Strategy.

Training Activities

Classes – Traditional face to face, online via Teams

Self-paced/individual study – Online platforms, including the Learning Management System and/or homework reading set by the trainer and pre-recorded lectures.

Industry Visits – Face to face visits by industry experts in the classroom

Workplace Learning – Completion of a workplace learning log which records the duration of activities undertaken.

Assessment Activities – Multiple choice, true/false and short answer, Prctical activities and scenarios, Workplace learning log, Third Party Report, Assessor sign off, Learner questionnaire, Additional activities

Catch up sessions – Traditional face to face, online via Teams

Training and Assessment Validaton

CnG engages with a range of professionals with current industry, vocational and teaching skills, experience and qualifications to

- assist with developing training and assessment strategies and resources,
- guide the relevance of CnG Programs against industry expectation and needs,
- provide a coordinated approach on traineeships, apprenticeships and/or cadetships,
- provides a strategic direction around the delivery of our Programs,
- participate in the validation of CnG qualifications.

These professionals include our Program Trainers, health professionals, independently recognised VET

Consultants and a range of organisational representation, including those from employment, tertiary, training, and the Aboriginal and Torres Straits Islander sectors.

CnG Product Disclosure Statement

CnG Programs are delivered through third party agreements with individual secondary schools, allowing the school to deliver a nationally recognised training product under the auspices of CnG as CnG.

CnG key responsibilities:

- Providing the school with quality training and assessment material including learning resources, training videos, lecture slides, policies and procedures, basic health equipment, trainer manual and assessor guide and mentoring and support from EHT.
- The issuing of all qualifications and statements of attainment within 30 days.
- Reporting all training activity data to the relevant State/Territory Training Authority by the due date. The School key responsibilities:
- Delivering of training and assessment services.
- Provision of support for students requiring language, literacy and numeracy (LLN) assistance.
- Provision of adequate human and physical resources to meet the requirements of the Program being delivered.
- Scheduling of classes

VERSION CONTROL

Version Number	Date	Author	Rational
3.00	23 March 2023	Vanessa Harris	Minor updates and new format
3.01	20 August 2024	Sue Lawman	New Template/Format

Support

Connect 'n' Grow ® has a friendly team of staff who are always there to assist you if you need anything, please contact them on:

1300 283 662

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