

Induction

Website Induction: At induction you will need access to a computer, internet connection, printer, scanner, Microsoft Office 2007 or equivalent, Adobe Reader X or equivalent, web browser - Chrome or Firefox.

Language, Literacy and Numeracy Screening: You will have completed a language, literacy and numeracy assessment at enrolment. Results can be found in your Individual Learning Plan (ILP) Intro Unit.

Learning Resources

All students are provided with access to a range of learning resources to support the development of essential skills and knowledge.

This includes:

Textbooks: You are provided with access to the e-textbooks that relate to your course. Instructions for accessing these can be found in the Textbook tab in your Student Portal.

Readings: These are accessed via hyperlinks within the assessment.

Trainer Support: You can access support by attending study sessions at the College, scheduled online chat session, or by using the 'Need Help' button in your Student Portal.

Student Portal Login: <https://student.childcarecollege.com.au>

ICCC Website: <https://childcarecollege.com.au/>

Facebook: <https://www.facebook.com/pages/International-Child-Care-College/106915429331557>

Pinterest: <http://www.pinterest.com/intchildcarecol/>

Twitter: <https://twitter.com/IntChildCareCol>

Study and Assessment Practices

Students should set aside approximately four hours each week for independent study. Students have a responsibility to complete all tasks by the dates listed in their Individual Learning Plan (ILP) This will ensure there is sufficient time to complete any resubmissions and for marking.

All assessments must be Satisfactory by the end of your contract to be eligible to receive your qualification. While every effort is made, the College cannot guarantee that any assessments submitted within the last three business days of the contract will be marked by the end of contract.

There are a number of ways in which you will be assessed in this course, including:

- **Theory Assessment Task**
- **Workplace Assessment Task**
- **Observation Assessment**

These assessments are accessed via the Individual Learning Plan (ILP) tab in your Student Portal. Most of your units will use these three types of assessments.

Partnership Arrangements for Training and Assessment: The College has an approved Third-Party arrangement in place to support the facilitation of required training. Please refer to the Student Handbook for detailed information.

Reasonable Adjustment: Reasonable adjustment is a term used when modifying the learning environment or making changes to the training and assessment delivered to assist a learner with a disability. Students can request reasonable adjustment where access to facilities or required resources prohibit the learner from completing the activity.

Student Collaboration:

Students may work together on an assessment but are required to identify the students and write the responses in their own words to show competency. This should be discussed with your trainer as this is not appropriate for all assessments.

Assessment Outcomes

All assessment outcome results can be accessed via the student portal and your ILP. For each assessment undertaken you will be assessed as either:

- **Satisfactory** – this means you have demonstrated your understanding, well done. Review the feedback on your ILP to deepen your understanding.
- **Not Yet Satisfactory** – this means you have demonstrated some skills but need to provide additional information. Read the feedback on your ILP for instructions and guidance.

Note: Only two resubmits will be accepted for each assessment, if the 2nd resubmit is Not Yet Satisfactory the student will be deemed Not Yet Competent in this unit.

On completion of all the required assessment tasks for a unit of competency you will be assessed as either:

- **Competent** - this means you have met all the requirements for this unit.
- **Not Yet Competent** – this means you are Not Yet Satisfactory in one or more of the assessments for this unit.

Students deemed Not Yet Competent will not be eligible to receive their qualification and would need to apply at the end of their training contract to re-enrol in this unit.

Student Appeals:

You can appeal if you disagree with an assessment decision. All students' appeals must be made in writing using the appeals section on the assessment cover sheet. Appeals must be lodged within 28 days of the decision or finding is informed to the student.

Assessment Returns:

You will be notified of your assessment results via email. All assessments receive written feedback, which will assist in deepening your understanding of the content you have just studied.

Student Participation and Support Plan

The College implements a process to identify and support students who are not meeting the due dates as set out in their ILP. There are three levels within this process

Level 1

The student is two units or four assessments behind in their set due dates. The Trainer will organise a meeting to discuss the students' progress and determine ongoing goals with the students. If these are not met the student moves to Level 2.

Level 2

The student has not met the goals set in the Level 1 meeting. The ICCC Training Manager will meet with the students, and any other relevant parties, to review the student's application to training and determine appropriate courses of action.

Level 3

The student is not meeting the goals set and has been identified as 'not working towards' their qualification outcome. This may result in the training contract being terminated.

Troubleshooting

Access your Student Portal to:

- Reset your password
- Find information on your progress and outstanding assessments
- Find enrolment information
- Find your training contract end date
- Check the contact details we have listed
- Access assessments and observation information

Use the Need Help button on your Student Portal when you:

- Are having difficulty accessing your e-textbook
- Need to change your contact details
- Need assistance with an assessment question
- Have difficulty accessing a reading or template
- Have difficulty uploading an assessment
- Have uploaded the wrong assessment
- Have pressed submit but forgot to upload a document

Call your Trainer when you need to:

- Reschedule a planned visit or book a new visit
- Ask questions related to your training or workplace

Call the College for information on:

- Accounts or setting up a payment plan
- Making changes to your training contract
- IT assistance and support

Read the Student Support sheet for information on:

- Government and community services that can assist you with career and training information, financial assistance, literacy and disability support and a range of health services

Read the Student Handbook for detailed information on:

- WHS
- Code of Conduct
- Enrolment
- Training with ICCC
- Third Party Arrangements

Workplace Study Time Record

Name:

Workplace:

Workplace Supervisor/ Contact Person:

Study Time Methodology Abbreviation Key

Workplace Supervision/Mentoring = WS/M	Demonstrations = D	Time Off The Floor = TOTF
Assessment Support = AS	Assessment Review = AR	

Year/ Month	Day & Date	Study Time	Area / Unit Studied	Method of Study	Trainee Initial	Supervisor Initial

Total hours