

KAL Multimedia Training



General Course Information for Students - 2010

Centre Policy & Conditions of Participation

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KAL Multimedia Training

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KAL Multimedia Training

MISSION STATEMENT

“To provide Quality Education to Students in Small Groups”

COURSE INFORMATION FOR STUDENTS

KAL Multimedia Training has a reputation for delivering quality educational programs and services to a diverse range of clients. Our organisation caters for the one-to-one and small group training situations, thus allowing more in-depth knowledge to be passed on to students in a range of areas such as multimedia, community services, training and assessment, business, information technology and work based training.

KAL Multimedia Training teaching staff have recognised expertise in their fields, both in industry experience and training. They are skilled in Competency Based Training techniques, with empathy and understanding of the needs of people from many diverse and disadvantaged backgrounds, as well as for a variety of corporate industries' needs, and consequently are able to pass on their wealth of knowledge to the students.

KAL Multimedia Training staff embrace the principle of continuous improvement in all aspects of the organisation's work. Furthermore, they place emphasis on involvement from industry and community stakeholders in the development of course delivery and assessment strategies that meet the needs of learners. These include quality training facilities and up-to-date equipment used in presenting its courses, with the addition of flexible on-line learning as well as classroom and workplace delivery.

In accordance with the stringent requirements of government bodies, KAL Multimedia Training maintains policies and management practices that ensure a high level of professional standards in the marketing and delivery of training services, and always safeguard the interests and welfare of its clients. As a member of ACPET (Australian Council of Private Education & Training), KAL Multimedia Training abides with the Code of Ethics, as set out by the organisation.

This company is particularly committed to the delivery of training to educationally and socially disadvantaged persons. This company is also committed to expanding into the creative cultural industry and has opened an extra arm in mid 2008, “Broken Mirror Productions” with the aim to support and achieve this goal. It also believes that this delivery should be commercially viable, so that it can allow for the growth of online flexible learning in order to reach a greater and more versatile community. More students can participate in its innovative programs, with emphasis on social inclusion and skilling the labour forces.

EDUCATIONAL STANDARDS



In accordance with the stringent requirements of Skills Victoria, KAL Multimedia Training maintains policies and management practices, which will ensure a high level of professional standards in the marketing and delivery of training services, and will always safeguard the interests and welfare of its clients.

As a member of ACPET (Australian Council of Private Education & Training), KAL Multimedia Training abides by the Code of Ethics, as set out by the organisation.

KAL Multimedia Training takes pride in its record of achievement and is committed to maintaining the highest professional standards of its trainers, and the quality of the training facilities and up to date equipment used in presenting its courses.

AQTF COMPLIANCY

KAL Multimedia Training have pride in their high level of compliancy within the Private and Public VET sector.





ACPET is the national industry association for independent providers of post-compulsory education and training. We represent training organisations who offer a wide range of courses including higher education, English language and vocational studies.

THE BENEFITS OF STUDYING AT A PRIVATE COLLEGE ARE NUMEROUS:

- Choice – a wide range of accredited courses are available across most industry sectors;
- Niche – courses can be targeted to specific industry needs;
- Outcome driven – recognising the personal financial commitment of students or their parents, private colleges focus on achieving the goal for their students' employment;

RESPONSIVE TO INDUSTRY NEEDS – BEING INDEPENDENT, PRIVATE COLLEGES CAN READILY ADAPT TO INCORPORATE CHANGES IN MARKET FORCES ACROSS ALL INDUSTRIES;

- Flexible teaching hours and days;
- Security of tuition fees – tuition assurance schemes provide peace of mind that tuition is guaranteed;
- Close industry ties – equation to job pathways for graduates;
- Experienced teaching staff – many of whom actively work in the field they teach;
- Open to student's needs;
- Pathways into public universities – many private providers have partnerships with universities which recognise prior learning;
- Commitment to learning – promoting a culture of learning, achievement and ambition

At a private college, your career options are endless. Private colleges provide a genuine alternative.

Natural medicine / Tourism & Hospitality
Business Administration / Fashion / Hairdressing
Real Estate / ELICOS / Aviation / Legal Studies
Music / Horticulture Support
Security / Acting / Multimedia / Dance
Health & Beauty / IT / Interior Design Photography

KAL MULTIMEDIA TRAINING CENTRE LOCATIONS

Brunswick Office:

2B Staley Street, Brunswick, 3056.

(Parking is available along Staley Street and Blyth Street)



PLEASE NOTE THE FOLLOWING OPENING HOURS FOR STUDENT ENROLMENTS:

9:30am to 4:30pm, Monday to Thursday (Friday by appointment only)

FACILITIES

The training centre has been set up to cater for classes of small groups, 8-15 people, with the following facilities available:

- Up to date high performance desktops computers with 22" monitors
- High performance laptops
- Multimedia /screen production labs
- Sound and narration recording facilities
- Digital cameras, DV video cameras, HD Cameras, scanners and printers
- Disabled chair lift access
- Disabled toilet facilities
- Ergonomic chairs & furnishings
- Student Lounge – with tea/coffee and kitchen facilities
- Conference facilities
- Multiple training rooms

KAL Multimedia Training

EQUITY

KAL Multimedia Training caters for people with physical disabilities and learning disabilities, allowing for reasonable adjustment with assessment for all people who are disadvantaged due to disability, mature age, LL&N and foreign background. Students who have special needs for their learning are to include details in their enrolment form and will be required to see the equity officer regarding their needs.

For more detail, please see our website www.kalmultimedia.com.au

BACKGROUND OF KAL MULTIMEDIA TRAINING

KAL Studios was established in 1979 by Karen-Anne & Robert Montgomery, specialising in wedding & portrait photography, video production, training and computer services

In April 2000, the KAL Studios opened a base for their intensive multimedia training, providing a range of courses and delivering specialist education to small groups in the areas of business, multimedia, video production, information technology and trainer education.

KAL Multimedia Training has had extensive experience in the photographic and education industries, with Karen & Robert bringing their own individual specialties to the business. They have been involved in the development as well as the presentation of workshops, seminars & courses for both government and independent organisations, in the areas of photography, multimedia, computer & business training fields.

KAL Multimedia Training produces:

- Training videos
- CBT (Computer Based Training) packages and booklets
- Training manuals
- Research and development of training materials for the accredited training packages
- Website training products
- Corporate training materials

for educational (TAFE & Secondary) and for corporate businesses, as well as government funded training schemes.

In its constant pursuit of excellence, KAL Multimedia Training has achieved an ISO 9002 Quality Assurance Rating and is a Registered Training Organization (RTO) with the Office of Training and Further Education in Victoria, Skills Victoria to AQTF standards

KAL Multimedia Training

OUR STAFF

Our Trainers are mature people who have years of experience in working with youth, both within the Job Network system as Job Club Leaders, Intensive Assistance Consultants and Case Managers, as well as the secondary education system as teachers, careers counsellors and advisors.

They have worked with students from a diverse background, including Koories, people from non-English speaking countries, people with disabilities, persons returning to the workplace and the retraining of business staff with the changes in technology. Our staff have extensive industry experience in the communications, education and community services, multimedia and information services (library) fields.

They have extensive experience in Equal Opportunity, confidentiality and empathy as well as duty of care.

MANAGEMENT

Robert Montgomery – Director / CEO

Bachelor of Engineering (Production)-honours (Swinburne), Graduate Diploma in Management (Swinburne), Graduate Diploma in Information Communication Technology Education (Melbourne), Diploma of Education (Hawthorn)
Certificate IV in AWPT, Certificate IV in TAA, 20 years of teaching experience, 22 years of industry experience in small business management - photographic

Karen-Anne Montgomery – Training Manager

Bachelor of Adult and Vocational Education*, Diploma of Library & Information Services (Swinburne), Advanced Diploma of Multimedia, Diploma of Commercial floristry, Management Operations in Change Management & OHS (Swinburne), Diploma of Information Technology (Interactive Multimedia), Advanced Diploma in Screen, Certificate IV in AWPT, Advanced Diploma in Community Services Management, Diploma of Business Administration, Diploma of TAA.(TAA50104)
20 years of industry experience in Video Production, Multimedia and Photography

TRAINING & SUPPORT STAFF

Felicity Montgomery – Accounts-Payroll / Auditing - Trainer & Assessor

Bachelor of Commerce, Diploma of Business Administration, Certificate IV in Training and Assessment, Certificate III in IT (Software Applications), Graduate Diploma in Chartered Accountancy, MYOB Certified Consultant, Masters of Taxation*
Certificate IV in TAA

Shannon So – Multimedia Developer / IT / Trainer – Assessor

Bachelor of Information Technology*, Associate Diploma in Computer Programming, Diploma of Multimedia, Certificate IV in Assessment and Workplace Training, Certificate IV in TAA, Diploma in TAA

Douglas Montgomery – Screen / Multimedia - Trainer / Assessor

Bachelor of Science (Chemistry), Bachelor of Arts (Dramatic Arts), Graduate Diploma of Education, Diploma of Screen, Certificate IV in Assessment and Workplace Training, Certificate III in Screen, Certificate IV in TAA

Cathryn Thomas – Screen / Multimedia - Trainer / Assessor

Bachelor of Arts (Theatre, English) with Honours in Theatre, Certificate IV in Training and Assessment, Certificate III in Business Administration

Ade Djajamihardja – Screen - Trainer / Assessor

19 years of professional film & television experience - management & practitioner. 11 years of designing and running courses for industry & community., including feature films, short films, television, drama, comedy, light entertainment, infotainment, sport, music, news, event television (in three countries).
Certificate IV in Training & Workplace Assessment.

Malcolm Eley – Community Services Co-ordinator / First Aid –Trainer / Assessor

20 years in the Health sector , Diploma of Remote Locality Advanced Healthcare, Diploma of Perioperative Procedures, Diploma of Paramedical Science, Certificate IV in Healthcare Support Supervision, Certificate IV in Frontline Management, Certificate II in Pathology

Helen Dwyer – Childcare – Trainer /Assessor

Advanced Diploma in Children's Services, Diploma in Children's Services, Certificate IV in Training and Assessment

Rebecca Pace – Childcare – Trainer /Assessor

Advanced Diploma in Children's Services, Diploma in Children's Services, Certificate IV in Training and Assessment*

Karen Thompson – Childcare – Trainer / Assessor

Bachelor of Education (early Childhood and Primary), Certificate IV Training and Assessment, Advanced Diploma of Children's services

Cheryl Damaggio – Administration / Accounts / Enrolment Officer

Certificate III in Business Administration, Certificate IV in Business Administration*

Jessica O'Riley – Administration Officer

Certificate III in Business Administration, Certificate IV in Business Administration,* Bachelor of International Relations*



KAL Multimedia Training

Kyle Waight – IT Technician

Certificate IV in Interactive Digital Media, Diploma of Screen and Media*, Certificate IV in Training and Assessment*

Boden Tennent – Screen Trainers Assistant / IT Tech Assistant

Certificate II in Cooking, Certificate IV in Interactive Digital Media* Bachelor of Arts Degree in Digital Art*

Lucy Velthuyzen – Administration Assistant

Certificate III in Business Administration, Certificate IV Business Administration*

Cally Saavedra – Administration Assistant

Certificate III in Business Administration *

PLUS Sessional Trainers and Guest Lecturers from Industry

* indicates courses being currently completed by staff



KAL Multimedia Training

COURSES AND TRAINERS

The Table below shows the subject areas and the Training Staff who support these areas.

Subject Areas	Trainer / Assessor	
Business Administration	Cathryn Thomas Felicity Montgomery	Robert Montgomery
Teamwork / Frontline Management	Ade Djajamihardja Karen Montgomery	Robert Montgomery Cathryn Thomas
Business Management	Robert Montgomery	Felicity Montgomery
Project Management	Ade Djajamihardja	Karen-Anne Montgomery
Accounting	Felicity Montgomery	Robert Montgomery
Training & Assessment	Ade Djajamihardja Shannon So Douglas Montgomery Helen Dwyer	Karen-Anne Montgomery Robert Montgomery
Multimedia / Screen	Karen-Anne Montgomery Kyle Wright	Douglas Montgomery Shannon So
Digital Imaging	Shannon So Boden Tennent	Karen-Anne Montgomery
Animation	Shannon So Boden Tennent	Karen-Anne Montgomery
Web Design	Shannon So	Karen-Anne Montgomery
Video Production	Karen-Anne Montgomery Shannon So Kyle Wright	Ade Djajamihardja Douglas Montgomery
Video Operation	Karen-Anne Montgomery Shannon So Kyle Wright	Ade Djajamihardja Douglas Montgomery
Multimedia Authoring	Shannon So Kyle Wright	Karen-Anne Montgomery
Childcare	Helen Dwyer Rebecca Pace	Karen-Anne Montgomery
Community services	Arthur Rance Helen Dwyer	Malcolm Eley Rebecca Pace
Food Handling	Karen-Anne Montgomery Douglas Montgomery	Robert Montgomery
Work Skills	Karen-Anne Montgomery Robert Montgomery	Ade Djajamihardja Malcolm Eley
IT Skills	Karen-Anne Montgomery Shannon So	Douglas Montgomery
IT Networking	Shannon So	
PC Management	Shannon So	Karen-Anne Montgomery
PC Building	Shannon So	Douglas Montgomery
Programming Languages	Shannon So	

For more details on courses please see Course Information Booklet for Qualifications. Course Details, Timetables and Centre Policy can be found on our website at www.kalmultimedia.com.au or send us an email to training@kalmultimedia.com.au and request course details.

KAL Multimedia Training

COURSES

The centre is equipped with all the necessary up-to-date equipment to deliver the following recognised AQF courses (Training Packages) and modules within them:

Business Services

- BSB20107 Certificate II in Business
- BSB30107 Certificate III in Business
- BSB30407 Certificate III in Business Administration
- BSB40507 Certificate IV in Business Administration
- BSB50407 Diploma of Business Administration

Assessment & Workplace Training

- TAA40104 Certificate IV in Training and Assessment
- TAA50104 Diploma of Training and Assessment

Community Services

- CHC20108 Certificate II Community Services Work
- CHC30308 Certificate III in Home and Community Care
- CHC30708 Certificate III in Children's Services
- CHC51008 Certificate IV in Children's Services (Out of School Hours Care)
- CHC50908 Diploma of Children's Services (Early Childhood Education and Care)
- CHC51008 Diploma of Children's Services (Out of School Hours Care)
- CHC60208 Advanced Diploma of Children's Services
- CHC60308 Advanced Diploma of Community Sector Management
- CHC80208 Graduate Diploma of Relationship Counselling

Film, Television, Radio and Multimedia

- CUF20107 Certificate II in Creative Industries (Media)
- CUF30107 Certificate III in Media
- CUF40107 Certificate IV in Screen & Media
- CUF40207 Certificate IV in Interactive Digital Media
- CUF50107 Diploma of Screen & Media
- CUF50207 Diploma of Interactive Digital Media
- CUF60107 Advanced Diploma of Screen & Media

Information Technology

- ICA20105 Certificate II in Information Technology
- ICA30105 Certificate III in Information Technology
- ICA50905 Diploma of Information Technology (Multimedia)

Course information booklets are available under each Training Package Section Heading



KAL Multimedia Training

OPENING HOURS & TRAINING DATES

KAL Multimedia Training's hours of business for students to contact trainers are between 9.30am to 4.30pm Monday to Friday.

Please leave a message with the receptionist with your contact number. Your Trainer, the Training Manager or CEO will return your call as soon as they are available.

Formal class tutorials are conducted on the following days:

- **Children's Services Classes**
 - Certificate III in Children's Services - Wednesday
 - Diploma of Children's Services - Thursdays
 - SBAT Students – Wednesdays (9.30am-3.30pm)
 - Advanced Diploma of Children's Services - Saturdays

- **Information Technology, Multimedia / Screen & Business Studies Classes**
 - Monday: Certificate III in IT
 - Tuesday: Certificate IV in Screen and Media
 - Wednesday: Certificate III in Media, Certificate III Business Administration
 - Thursday: Basic IT, Certificate II in IT
 - Friday (by appointment): Practical Training, Workshops & Assessment
 - Evening Classes (by appointment): TBA – Fee for Services

- **Corporate & private class sessions can be conducted by arrangement**

Contact Details:

Training Manager

Phone: (03) 9380-5593 – FAX: (03) 9388-2111

Email: training@kalmultimedia.com.au

You will be given a Course Timetable for your Training Program, along with your Training Plan & Assessment Guide, which covers what is required for your chosen course. A list of formal tutorial class dates will be in your orientation kit. Please confirm any non-attendance dates in which you have commitments in your workplace or school and will be unable to attend.

Public Holidays for 2010 (KAL CLOSED)
Re-open for 2010 – 11th January
Australia Day – Tuesday 26th January
Labour Day – Monday 8th March
Easter Break – Friday 2nd April to Monday 5th April
Anzac Day – Monday 26th April (<i>sub. for Sunday 25th April</i>)
Queen's Birthday – Monday 14th June
Cup weekend – 1st & 2nd November

School Term Dates for 2010
Term 1 - 1 February (students start) to 26 March - teachers begin Term 1 on 27 January
Term 2 - 12 April to 25 June
Term 3- 12 July to 17 September
Term 4 - 4 October to 17 December

KAL Multimedia Training

Flexible learning will be set for each student to complete from the enrolment day through to the commencement of formal tutorial classes, for new students, the week beginning after Labour Day weekend in March.

ENROLMENT PROCEDURE

All students are required to complete the following prior to enrolment:

- Complete a current year enrolment form
- Participate in generic skills testing to enable us to assess any assistance you may require for your training. This could include:
 - LL&N Testing: This will gauge if you require any assistance
 - Computer Skills: To enable you to complete flexible learning requirements for your course and to communicate with other students as well as your trainer
 - Learning style testing: With this we gauge the best method for you to study and present your assignments
 - Training Need Analysis & RPL or RCC Interview
 - Training Plan or Course Discussion
- Pay your course fees – Tuition and General Materials

At this point, you will be issued with:

- Your student number and password
- Your student card
- Your WebCT ID & Password
- Your Training Plan
- Your General Course Information for Students Guide
- Your first assignment task and course pre-reading
- Course timetable of tutorial sessions

VTAC STUDENTS (COMPLETING YEAR 12)

KAL Multimedia Training does not require you to apply via VTAC for entry into Diploma and Advanced Diploma Courses. Direct enrolment is the preferred method.

KAL Multimedia Training

AUSTRALIAN STUDENT TUITION ASSURANCE SCHEME (ASTAS)

“The peace of mind of protected fees.”

ASTAS facilities comply with AQTF standard 3.4 and national protocols for accreditation and approval for higher education courses delivered by private providers. The scheme ensures the safeguard of your tuition fees should the course be unable to run or continue running, due to the college's inability to present the course. The scheme enables students to be relocated with minimal disruption to studies into a comparable course.

CENTRE POLICY & CONDITIONS OF PARTICIPATION

The centre is located in Brunswick, within the Moreland City Council area.

There are prospective employers within this centre. Students are asked to remember this at all times and to act in a professional manner. As well as the conditions below, students are to adhere to the regulations.

Conduct

Any student, who does not conduct themselves in a respectful and professional manner at all times will be referred to the CEO, who will have the discretion to ask the student to leave the course.

Friends and Family

As KAL Multimedia Training is a secure access building, friends are welcome only under the authority of the CEO or Training Manager, and then must be signed in & out with photo ID to be displayed.

Dress Code

It is asked that students come dressed in either neat casual or corporate wear. SBAT students will be issued with a KAL polo shirt, which can be worn with blue jeans or black pants. For safety reasons, footwear such as thongs are not acceptable, unless for medical reasons.

Mobile Phones and Pager:

Please turn mobile phones off or put them on silent mode during class times.

CD Players & Music

During formal class tutorials, listening to CDs and music is prohibited. Students who require a print to audio translation programs are the only exception. Music is allowed during private study sessions, on the condition that the volume is low and it does not disturb any other students or staff members.

Car Parking

All day parking is available in areas around the campus. Please take care to look at the parking time restrictions.

ATTENDANCE

It is expected that students will arrive **at least 5 minutes prior** to the commencement of the scheduled class. Class will start right on the scheduled time.

Students who arrive after 15 minutes into the start of the class, without informing reception or the trainer, will have to wait until a class break to attend, e.g. morning tea.

KAL Multimedia Training

Sign-in

All students will sign-in on the Class Attendance sheet for each class.

Absent from class:

Please phone or email administration or inform the trainer in advance if you are going to be absent from class. Receptionist Message Service is available 24 hours on 9380 5593.

A medical certificate will be required if you are ill – please give the medical certificate to administration to place it into your file when you are back in class. Students are required to attend a minimum of 80% of classes to pass the course (with the exception of online students). Please inform the trainer at the beginning of the class if you need to leave early and the reason.

Some courses and funding do require a compulsory 100% attendance rate by the student. You are responsible for finding out from your teacher if a 100% attendance rate is required.

Please note: All accredited full-time and part-time courses offered by KAL Multimedia Training have an enrolment fee. No student will be permitted to attend classes until fees have been paid or arrangements have been made for their payment.

Attendance and being late for class

Being late for class may result in you being marked absent. It is up to you to keep us informed of any illness. If you are unable to attend classes for any reason, please let us know. Also, if you are having any difficulty with your work or experiencing subject difficulties please speak to the Training Manager or your trainer.

FEES

A detailed overview of Fee Costs is available as an addendum to this guide. Please ask the Administration Office for a copy of the Fee Costs.

Payment of Fees

All fees **must be paid at least one term in advance**. This means prior to the starting of the course or attendance of the student. All fees include general materials & course books. For flexible learning courses, all material must be paid for prior to it being sent out.

If you are having the course paid for under government funding we require a confirmation of funding prior to the commencement of the course. An invoice will then be issued to the relevant body for payment.

All invoices to Job Networks or government bodies shall be at the full cost of the course, not discounted or under any other government funding program. Should funding not be paid, the student is liable for the all costs of the invoice.

You have the choice of paying fees per year or per term. If there is any reason for late payment then this needs to be discussed with the CEO. Non-payment of fees may result in your being refused access to the teaching facilities. Results WILL NOT be released until fees are paid.

Dishonoured and stopped cheques will incur an additional fee of \$30.00 as an administration and dishonour fee.

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Overdue Fees

Once fees are overdue by thirty (30) days and no arrangement has been made with the organisation regarding late payment then the matter will be sent to a debt collector for settlement.

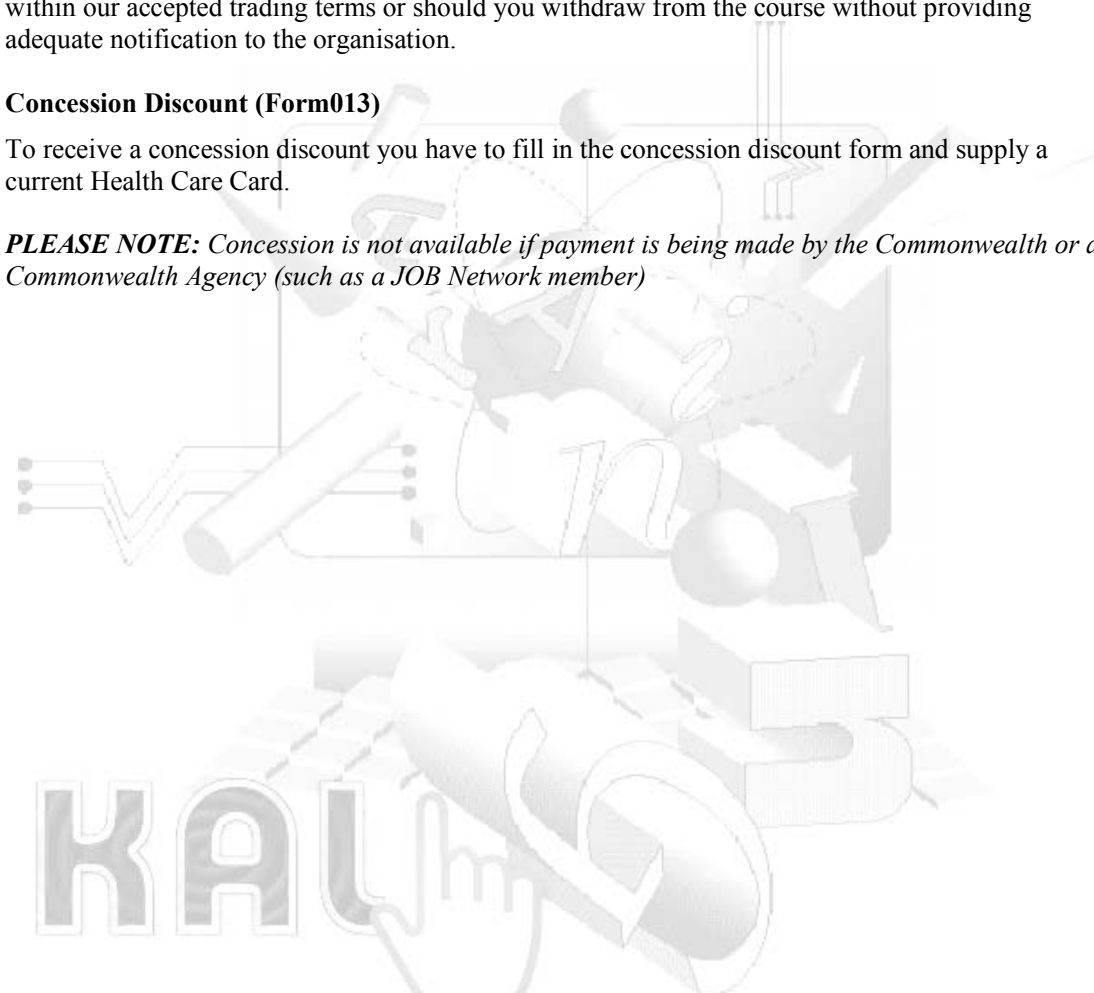
You are now given prior and reasonable notice of penalties that you may incur for late payment. Should the matter of any unpaid fees require referral to a debt collector or solicitor, you will become liable for a debt recovery penalty (which may equate to up to 30% of the debt sum) as the costs of recovery.

You acknowledge your liability for payment of these additional costs should you fail to pay fees within our accepted trading terms or should you withdraw from the course without providing adequate notification to the organisation.

Concession Discount (Form013)

To receive a concession discount you have to fill in the concession discount form and supply a current Health Care Card.

PLEASE NOTE: Concession is not available if payment is being made by the Commonwealth or a Commonwealth Agency (such as a JOB Network member)



KAL Multimedia Training

Fees Payable

Definitions:

Enrolment fee: The fee paid to KAL Multimedia Training to cover all administrative costs. This is classified as the General Course Materials Fee.

General Course Materials Fee: The fee paid to cover the materials used to run the course. This includes general photocopying of course materials handed to students, text & reference book licenses used for courses in PDF format, disposable course materials, general replaceable course materials (batteries, light globes, etc), student card, flexible learning administration set up fees, student insurance for work placement, Trainer / Assessor traineeship record books, evidence paperwork & achieve stock, binding and laminating of student assignments, orientation activities including generic skills, internet access and network account, use of institute equipment- such as computers, scanners, printers, CD/DVD burners, cameras, use of academic library (video/DVD & text) and other items noted on amenities list.

This fee is **non-refundable** and is included within the first Term fees for all VET students.

Tuition Fee: The fee paid to KAL Multimedia Training that covers the actual cost of tuition of any course or module.

Government Funded Programs:

Tuition Fee for Traineeships (ATTP)

Available for Certificate II through to Advanced Diploma in selected traineeship courses. This tuition fee covers the teacher cost only. This is for funded traineeships and not for “fee for service” traineeships. Students must be employed for less than 3 months full-time or 12 months part-time to be eligible for funding. A trainee however may be eligible for Skills Victoria Funding, see brochure.

General Course Materials Fee

This fee is **non-refundable** and is included within the first Term fees for all VET students.

Course text books

This includes texts, workbooks and flexible learning CDs required for the course. These are at the cost of the student and not included in the Tuition or General Materials fee, unless specially arranged in writing with the Training Manager.

Student Stationery needs

In general ALL students are required to provide their own basic materials (e.g. a notebook, pen, pencil and highlighter) as required. A pack of floppy disks or a USB flash drive (128Mb) for storing computer files is also required by all students. These are available for purchase from student administration. For **Multimedia, IT and Screen Students**, a USB portable hard drive of 40G minimum for storing of files and video footage is necessary. These can be ordered (at educational prices) through the IT Trainer or purchased from an IT hardware supplier

Work Placement Fee (Courses which require work placement only)

For students who require a work placement (e.g. Childcare, AWPT) a Work Placement Fee will be charged, unless already working within the industry.

KAL Multimedia Training

Workplace Assessment Fee (Fee for Service Students & Re-Assessments)

For students who require a work placement assessment (e.g. Childcare, TAA) a Workplace Assessment Fee will be charged.

This includes:

- Pre-assessment & feedback (up to 1 hour)
- On site final assessment & feedback (up to 3 hours)

An additional cost will be incurred if you require reassessment or if the workplace is non-metro Melbourne (POA)

Students do have the option of arranging an outside assessor for workplace assessments. This must be an independent non-biased assessor who has qualifications in the assessment area as well as a Certificate IV in Training and Assessment. Please see the Training Manager for more details regarding conditions and assessor requirements.

REFUND POLICY

1. No refund will be granted until an **Application for Refund** form has been lodged with KAL Multimedia Training. You need to hand in a complete documentation including the application form, the Student I.D. card and copies of all receipts of funds that have been paid already.
2. Upon cancellation of a course or module **by KAL Multimedia Training** a full refund of all fees will be made automatically to the student (tuition and enrolment fees). In these circumstances the refund will be mailed to the student (or credit card refund) within two weeks of the cancellation of any classes. Enrolment may be transferred to another course on agreement of the student and KAL Multimedia Training.
3. Prior to commencement of a course, a student will be required to give **four** weeks notice of withdrawal from the course (in writing) to obtain a full refund **minus an administration fee** not exceeding **\$450** or \$50 per course module or unit of competency. Withdrawal must be received in written format with the official withdrawal form and stamped by reception.
4. After commencement students will be required to give **four** weeks notice of withdrawal from the course to obtain a refund of payments relating to the remainder of the course modules not commenced after the **four** weeks notice, less the administration fee of the course. The refund will be given within four weeks of the written notification from the student.
5. Full fee paying students only, not for pre-adjusted course fees: R.P.L. (Recognition of Prior Learning) upon receipt of an **RPL exemption** form, signed by the student and Director of **KAL Multimedia Training** and with an **Application for Refund** form, complete with receipt indicating that the student had enrolled in that module, a full refund of that module's tuition fee will be made to the student less the fees for RPL per unit.
6. Students enrolled in fee for service, who gain a traineeship after the commencement of the course, and a government pre-training agreement is in place, will receive a refund on the payments made less traineeship enrolment fees, only when the funding is confirmed.
7. Refunds do not apply to concession rates paid, as this is the lowest payable amount.
8. Approval for student refund of fees must be approved in writing by the **Director, Office Manager or Training Manager** of **KAL Multimedia Training**.

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9. For self-paced, flexible learning and online courses, commencement date is deemed the date of enrolment and monies paid. For all courses which have a WebCT learning component, the maximum administration fee for cancellation applies when the set-up has been completed.

RECOGNITION OF PRIOR LEARNING – RPL & RCC (FORM 07 AND 08)

Prior Learning is knowledge, skills or competencies that you have already acquired. You may have acquired them through life experience, on the job training (RPL), previous study (RCC) or just a hobby.

If you think you are eligible for Recognition of Prior Learning (RPL) or Recognised Current Competency (RCC) qualification then you need to discuss this with an appropriate member of staff.

You will be required to complete an application for RPL/ RCC form along with the supplementary form for each RPL/ RCC application. For each RPL/ RCC application there is a \$150.00 fee per unit of competency, which covers the cost of the RPL/ RCC assessment, unless a workplace assessment is required.

Credit Transfers (Form 016)

If you have studied the same subject or a similar subject at another institution then you can receive a credit transfer. There is no fee attached to credit transfers, all you have to do is complete the Application for Credit Transfer form.

Kal Multimedia Training recognizes awarded competencies, certificates and/ or statements of attainment gained from Australia RTO's According to AQTF standard 7.

TRANSITION TO WORK, PARENTS RETURNING TO EARNINGS, TRAINING ACCOUNTS

The cost of books and other training materials may be included in the funding cost. If the cost of the course exceeds the cost of funding, the student is liable for the balance of cost. Under special arrangements for concession on balance, please see the Training Manager.

If for any reason funding for an enrolled course is refused by the government funding body, the student is liable for the training fee costs.

Students who are under any government funding programs are under the same conditions for cancellation of or withdrawal from training as above, with an additional administration fee for the invoicing and additional paperwork required for the program. This fee will depend upon time involved and will be a minimum of \$395 to a maximum of \$500. Any fees will be taken out of the payment due by the third party funding source.

Fee for invoicing and additional paperwork required for the program. This fee will depend upon time involved and will be minimum of \$395 to a maximum of \$500. Any fees will be taken out of payment due to third party funding source

STUDENTS EXPERIENCING DIFFICULTIES WITH STUDY

Students who are experiencing any difficulties in their study are requested to speak to Cathryn Thomas (Office Manager) or Robert Montgomery (CEO).

Any discussions will be in confidence.

Following discussion, arrangements may be made to provide the student with a 'buddy', mentor or trainer to assist the student.

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Depending on the nature of assistance recommended the student may take up the offer of assistance at the suggested fee depending on circumstances (there may be no fee required).

Help and Problems: If you require help in any area during the course please see the following trainers: *(Appointments may be necessary - please contact Reception at Student Administration)*

<i>Extra Tuition on subjects</i>	Trainer in the Area
<i>Grievance or Guidance in any area</i>	See Training Manager or Office Manager
<i>Work Placement</i>	Contact Reception to make a time with Employment Officer
<i>Absentee from class</i>	Contact Student Administration
<i>Withdrawal from course</i>	Discuss the problem with Training Manager and request withdrawal form from Student Administration
<i>RPL or Credit Transfer of units</i>	Contact Administration for a consultation time

For students who require help due to disability please contact the Training Manager or your Trainer.

CHANGE A COURSE

A student may change his/her course/subject details by completing an Amendment to Enrolment Form, obtaining authorisation from the Training Manager or CEO as appropriate, and lodging the form with the Student Administration and, where additional hours are involved, paying any additional fees required.

WITHDRAWAL FROM COURSE (FORM 012)

All students withdrawing from a course **have to fill in a withdrawal form.**

If students are in arrears with their school fees and leave the organisation then they will continue to be charged school fees until such time as they formally give notification that they are withdrawing. Fees will be charged up to the date of notification of withdrawal (stamped & receipted by reception).

All **unpaid fees** are to be paid within seven working days of withdrawal. If payment is not received then the institute reserves the right to take appropriate action to recover unpaid amounts. This also includes any books or training materials loaned to the student.

If the student is under a traineeship with KAL Multimedia Training and they leave the program before 15 weeks, all student training costs are liable by the student.

A student may have his/her enrolment in a program withdrawn by the Student Administration when:

- (a) the penalty of expulsion or suspension has been imposed under the Student Discipline Rule and when any appeals arising out of the imposition of that penalty have been disposed of; or
- (b) the student has notified the Student Administration in writing that he/she no longer wishes to continue with the program for which they were enrolled; or
- (c) the student has failed to attend classes for the program for four consecutive weeks and the student has not notified the Student Administration of his/her intention to continue the program and received approval to so continue; or

KAL Multimedia Training

(d) after considering advice from the Trainer and other relevant departments, the Student Administration determines that the applicant has failed to make satisfactory progress towards the completion of an approved program during the previous semester or year of study enrolled at the organisation.

A student whose enrolment in all subjects is withdrawn shall forthwith cease to be an enrolled student of the organisation and shall no longer have the right as an enrolled student which includes:

- (a) to enter and to remain in any of the precincts of the organisation; or
- (b) to participate in any classes, examinations or tests conducted by the organisation; or
- (c) to participate in any other activities of or under the control of the organisation.

A student shall cease to be an enrolled student on completion of the accredited course/s in which he/she was enrolled.

PERSONAL DETAILS (FORM 014)

If for any reason your personal details change during the year then you need to let the KAL Multimedia Training administration know as soon as possible, (e.g. change of address, phone numbers, account details etc.). Please note: No student information may be given out without the student's permission except to government bodies for reporting purposes. If you wish to have details of your results or information given to an employer a signed authorisation form will need to be completed.

GRIEVANCE PROCEDURE (FORM 036)

If for any reason you have a complaint, a grievance procedure is in place to deal with such matters. At all times this will be dealt with in a confidential manner. All grievance forms should be given to either the Training Manager or CEO.

For a concern/complaint to be dealt with, a Grievance Form (036) must be completed in writing, signed by the student and handed to Student Administration for immediate attention. If the complaint can not be resolved internally, a student welfare officer or Academic Director will appoint an independent person to review the complaint within 14 days. The independent person will be selected from an ACPET (Australian Council of Private Education and Training) Member Institute. The person making the complaint will be given the opportunity to formally present their case to the independent person.

The independent person will seek to obtain all relevant information pertaining to the complaint and will make a written statement of his/her findings and the reasons for the decision. If the student and Institute are satisfied with the report then the final outcome is to be noted on the grievance form. The Grievance Form is then to be signed by the student and the Training Manager or CEO.

At this point the grievance will be considered closed.

If further action is required then this shall be noted on the Grievance Form and signed by the student. A further ten days will be available to negotiate a solution to the grievance with a further independent person (with approval of the student) to assist in the resolution of the grievance.

KAL Multimedia Training

COURSE INFORMATION GUIDES

Each course is comprised of core units, which are compulsory. Elective Units are available as per course outline. See COURSE INFORMATION GUIDE for details on each course and your assessment tasks.

TIMETABLES

These will be provided with the enrolment kit, and are subject to change as necessary at any time. It is the student's responsibility to make sure they have a current timetable for their course. A copy will also be available online on your course webCT.

EDUCATION SOFTWARE AND STUDENT REQUIREMENTS

KAL Multimedia Training is the education reseller of software for a number of our sponsoring companies. Students may purchase full versions of software for educational purposes. See Student Administration or the Training Manager for details on prices. Hardware is also available.

Software includes:

- Macromedia – MX Studio, Director, Authorware, Breeze
- Adobe – Photoshop, Premiere, Encore, Acrobat, Illustrator, In-design
- Ulead – Media Studio Pro, Video Studio, PhotoImpact, Cool 3D
- Pinnacle capture cards and software
- MYOB AccountRight software

KAL NEWSLETTER

For up to date news on what's happening at KAL Multimedia Training and hints on assignments, see the KAL Multimedia Training Newsletter - emailed to you in February and June.

CLIENT SATISFACTION SURVEYS

The client segments are: students, employers and teaching staff.

Respondent anonymity must be maintained in order to encourage honest responses in all our surveys. Participation in the survey by all stakeholders is appreciated, as this is a requirement of Skills Victoria funding of your course. Consideration of results is incorporated into the RTO's continuous improvement plan (review process) to better meet the needs of the clients.

Timing: The core questions must be asked once during the government funded training program and are administered in conjunction with the existing client satisfaction survey in June and for new students in December of the school year or at some other time convenient to the RTO.

June: *All current students are asked to fill out surveys (2 weeks given to get results back)*

December: *All current students are asked to fill our surveys (2 weeks given to get results back)*

Online or end of large group of students (Not in normal calendar time line:) *Will be asked to fill out the survey at the completion of their scheduled class time. (2 weeks given to get results back)*

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These surveys will be used to complete a section of the KAL Multimedia Training continuous improvement feedback from students.

As of 2009, all students are required to complete an additional quality indicators survey for AQTF. These will be given twice yearly and sent out through the SMARTA-DATA system to all online students.

USING MULTIMEDIA LABS

The multimedia labs are available for use outside of class hours provided they are booked at reception and are not required for use by staff members. It is imperative that no food or drinks are taken into the teaching labs. Food and drinks should be consumed within the student recreational areas.

KAL Multimedia Training has 13 Multimedia computers each with the latest Intel Quad Core 64 bit computer systems and:

- 22" LCD Monitor
- HDD of 20-40G for Programs
- 500G HDD for video footage
- Student HOME drives within the master server
- 4G RAM
- CD writer / or DVD burner
- FDD
- Microphone
- Speakers / Headphones
- DV & Analogue Capture cards
- Cable Internet Access
- Network Access
- Scanner (Negative & positive)
- Colour & Laser Printer Access
- Video Camera to download footage (Analogue , DV or HD) available
- TV & SVHS VCR for tape transfer

Software includes the latest versions of:

- Windows XP Pro
- MS Office XP 2003 (Word, Excel, Access, PowerPoint, Publisher, Producer, FrontPage, Outlook, Info path, Visio, Project)
- Visual Basic, Java, C++
- Macromedia- MX Studio (Flash, Dreamweaver, Fireworks & Freehand) On selected PC's- Director, Breeze (Robo Presenter) Robo Demo
- Adobe- Premiere, PhotoShop, PhotoShop Elements, After-effects, Encore, Acrobat. On selected PC's – illustrator, In-Design
- Ulead – Media Studio Pro, Video Studio, Cool 3D, PhotoImpact, DV Movie Factory
- Avid Liquid
- MYOB AccountRight

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Internet Usage

Use of the internet, email and chat lines, are for student use during appropriate class times and for research of assignment work as required outside of these times. The usage is limited to course related sites, except for the time between 12noon and 2pm. Should you require full internet access outside of these times for research, please ask the trainer in charge and access will be granted. Any student who is found downloading bulk material such as music, video footage, inappropriate pictures or websites will be given a warning then, on second offence, asked to leave. A fee for downloading will be charged for inappropriate usage. Should you accidentally visit an inappropriate site and a cookie gets downloaded onto a computer or an inappropriate pop-up occurs please inform the network administrator or student administrator, so it can be removed.

Use of Equipment

All care is to be taken when using the centre's equipment. When a student uses any equipment owned by the centre, they are responsible for that equipment. Should it be broken, damaged, lost or stolen while you are using it you are responsible for the costs of repair or replacement of the equipment.

WEBCT

The KAL Multimedia Training webCT is located at www.tafevc.com.au/kal or it can be accessed through www.kalmultimedia.com.au.

Our online campus is administrated through the Department of Education (DET) through TAFE VC VISTA (Virtual Campus).

The webCT is the flexible learning component for the studies of our students. Your trainer will be able to track your progress and discuss any problems you might have. If you need additional information please do not hesitate to contact your trainer.

Your course will be set-up with self-paced activities for you to work through to enable you to complete your studies. All of your assignments will be listed on your webCT, plus reference readings and materials which KAL Multimedia Training has purchased licences for you to download and print. Bound hardcopies of materials are available from the student administrator for a printing fee.

You can use a range of communication tools during your course including:

- Email
- Discussion boards
- Voice direct
- Chat
- Calendar

Messages and notices will be sent to you via webCT.

Please only access the communication tools through your enrolled course. Links will be set-up to the KAL Multimedia Training server, which you will need your KAL student number to access.

Instructional classes on the use of the online campus are held in February and July, prior to the beginning of semester classes. Basic IT skills classes are also available. Please book a time in with the student administrator. These classes are at no cost to enrolled students, as they form part of the generic skill set of your course.

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See the TAFEVC student starter kit course for details on how to use webCT or the TAFEVC VISTA Student Guide as a pdf or hardcopy.

Face to Face tutorial sessions will also be part of your training.

webCT Email

This is an internal mail system for students and trainers only.

Your trainer will contact you through your email account on the webCT. Please make sure that you forward this to your regular email account, and check it on a regular basis.

It is presumed that you have received an email, when it is sent to you.

Catapult

As a continuous improvement, Kal Multimedia Training is working towards using the Catapult Online System from July 2010 for business administration students.

Questions for your Trainer Online

Please allow up to 3 working days for an answer, when you email a question to your trainer online. Weekends and days when KAL is closed do not count as working days. If you need to discuss a problem with your trainer on the phone, please include a contact number and times available.*

You may talk directly to your trainer via webCT online at **TALK DIRECT**. It is less expensive than a phone call. Again, you will need to book a time.

If you require a more urgent reply, please email training@kalmultimedia.com.au

*Please allow enough time to allow for the fact that your trainer may be teaching or doing a workplace assessment and may not be able to get back to you straight away.

ID CARD

Once you have enrolled, you will be issued with a Photo ID card. If you lose your ID card then you need to see Student Administration and pay \$15.00 for a replacement.



Your student card also doubles as your student badge while in the building during the course. For Childcare students these are also worn during work placement.

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EXCURSIONS

If you are under 18 years of age and are required to go on an excursion then your parent or guardian may be required to complete an excursion permission form.

SBAT STUDENTS WITH CARS

It is KAL Multimedia Training's policy that SBAT students who drive must not carry younger students in their cars for trips during the lunch periods.

MEAL AREAS AND OTHER FACILITIES

Food and Drinks

No eating or drinking in the computer room or classrooms.

A kitchen and student lounge area is available in our training locations for student use. The kitchen has a microwave, kettle to boil water, fridge, etc.

It is suggested that items are labelled with your name when placing in the fridge. A cupboard labelled KAL Multimedia Training under the sink is available for student use.

Please clean up after yourself.

Smoking

Smoking is not permitted in the building. Please smoke only in the designated outside areas.

Toilets

Toilet facilities are located on-site - disabled toilets are also available behind kitchen area for those who require it.

Rubbish

Please dispose rubbish in the bins provided. If you make a mess, then please clean up after yourself.

Child Care

The closest childcare centres to Brunswick are:

- ABC Brunswick, 62 Blyth St, Brunswick (Ph: 9387 1111)
- Brunswick Creche & Day Nursery, 82 Glenlyon Rd, Brunswick (Ph: 9380 1740)

Help with childcare gap payments are provided by JET (for information please see Administration)

Reception & Staff Lunch

We do ask students not to disturb KAL Multimedia Training staff during the time of 12.30pm- 1pm daily.

NON-Student and Staff areas

Due to the nature of materials and privacy of student records etc., students may not enter into staff areas unless accompanied by a staff member.

KAL Multimedia Training

MEDICAL REQUIREMENTS

The nearest medical facilities are:

- Brunswick Medical Group, 4 Blyth St, Brunswick, (Ph: 9387 1977)
- Community Medical Centre, 11 Glenlyon Rd, Brunswick, (Ph: 9380 4297)
- Brunswick Dental Group, 266 Sydney Rd, Brunswick, (Ph: 9380 1305)

First Aid:

A First Aid kit is available in the kitchen area. Please see Reception prior to using this. Accidents need to be reported in the Accident Report Book, listing the time and location of the accident as well as nature of the accident.

POLICE STATION

Nearest Police Station is:

- 630 Sydney Rd, Brunswick, Phone: 8378 6000

POST OFFICE

Nearest Post Office is:

- 625 Sydney Rd, Brunswick, Phone: 9384 1520, Fax: 9384 1520

ATM MACHINES

Nearest ATM Machines in **Brunswick** are:

- NAB ATM, 416-418 Sydney Rd, Brunswick
- Commonwealth Bank ATM, 130 Sydney Rd, Brunswick

PUBLIC TRANSPORT

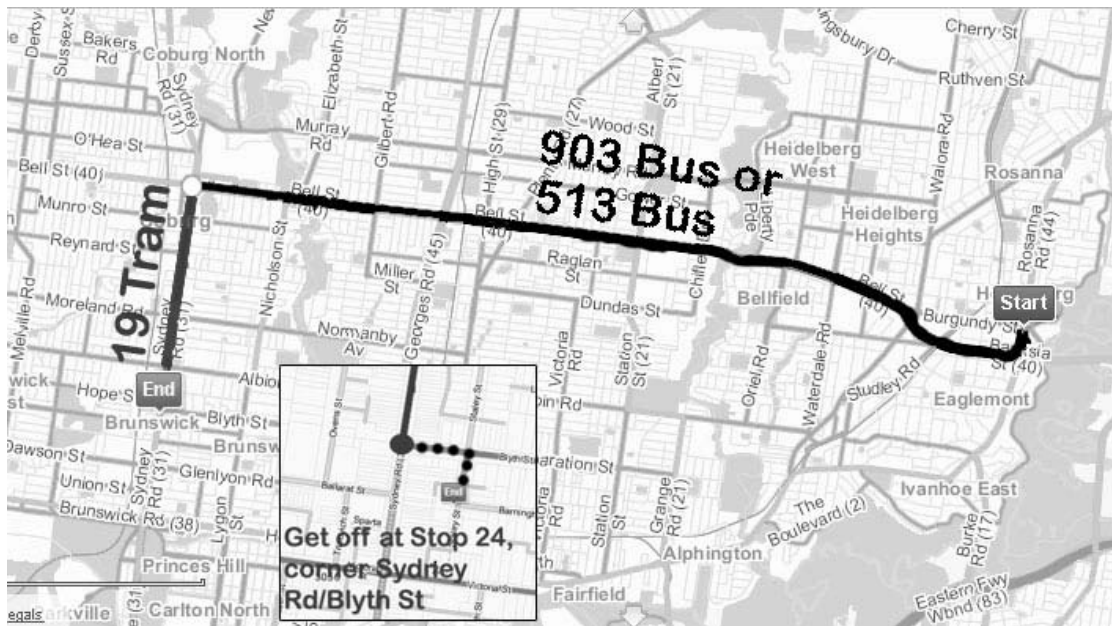
Nearest Bus, Tram and Train Stops in **Brunswick** are:

- Bus: 508 Alphington stops on Blyth St (Moonee Ponds via Northcote & Brunswick)
- Tram: Tram 19 stops on intersection Sydney Rd and Blyth St (North Coburg to City Elizabeth St)
- Train: Brunswick Train Station (Upfield Line) – about a 10 minute walk to KAL Multimedia Training Office

Transport between Heidelberg and Brunswick Office

From Heidelberg to Brunswick (~1h and 1 change):

- Take Bus 513 towards Glenroy or Bus 903 towards Altona
- Get off at stop Bell St/Sydney Rd
- Take Tram 19 towards City
- Get off at stop Sydney Rd/Blyth St
- Walk 120 metres to KAL Multimedia Training Office Brunswick



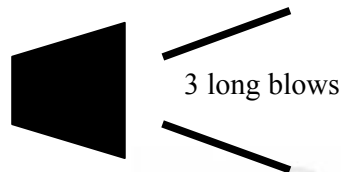
Alternatively, the Brunswick campus may be accessed by catching a train on the Hurstbridge line to Alphington, then catching Bus 508 to Moonee Ponds and getting off at Sydney Rd/Blyth St.

From Brunswick to Heidelberg (~1hr and 1 change)

- Take Tram 19 on Sydney Rd towards North Coburg
- Get off at stop: 34-Bell St/Sydney Rd
- Walk to Sydney Rd/Bell St
- Take Bus 513 towards Eltham or Bus 903 towards Mordialloc
- Get off at stop Burgundy St/Hawdon St
- Walk 330 metres to KAL Multimedia Training Office Heidelberg

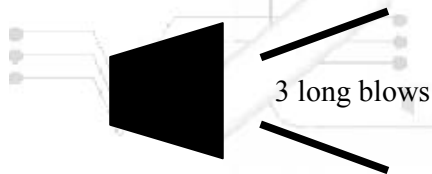
EVACUATION PROCEDURES

- 1.** Upon hearing the **WHISTLE**– (safety officer holds)



Await instructions from your **TRAINER or AREA WARDEN** and remain alert at all times

- 2.** Upon hearing the **EVACUATION WHISTLE** (Which will be followed by an evacuation **NOTICE** over the **SPEAKER PHONES**)



TRAINERS or AREA WARDEN will coordinate STUDENTS & STAFF MEMBERS in the following areas- depending on your location at the time of the alarm warning.

Brunswick UPSTAIRS: at the top of the stairs

Brunswick DOWNSTAIRS: in the front exit in the foyer

Heidelberg: in the rear exit foyer

Once assembled, personnel are to **calmly** exit the premises via the **nearest, safest exit**, to meet at the deemed safe location for the area.

YOU WILL HAVE SIMULATED EVACUATION DRILLS AT LEAST MONTHLY. THESE ARE WITHOUT PRIOR NOTICE, SO PLEASE KNOW WHAT YOU WILL NEED TO DO.

TRAINERS need to know AT ALL TIMES who is in their CLASS FOR A HEADCOUNT. It is very important that each student puts his/her name on the sign-in sheet, for EVERY class he/she attends.

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ASSESSMENT

How will I be assessed?

Your progress through the training program is monitored continuously by your training facilitator and/ or workplace supervisor.

If you are studying full time, KAL Multimedia Training may (by arrangement) organise a work placement for you so that you can develop your skills in a work environment.

With training packages, your assessment for each competency involves a *workplace project*.

Ideally, you will undertake it in an actual workplace, but if this is not possible KAL

Multimedia Training will simulate a workplace environment for you.

Your trainer will explain how the project is assessed and give you an approximate timeframe to complete the project. Wherever possible, they will arrange for your project to assess more than just one competency, and make the appropriate entries in your competency record book or assessment register.

If you feel that you are struggling with a particular competency and that you are not ready for the final assessment, speak to your trainer. They may be able to give you some extra tutorial work or practice or even reassure you that you are indeed ready to be assessed!

Under government funding, students must be able to prove a reasonable level of participation within the course per month to comply with government funding.

Project due days

All work must be handed in by the due date. It is KAL Multimedia Training's policy *not to accept late work*.

If you cannot meet a deadline then you must speak to your subject teacher to see what arrangements can be made. If you believe there are special circumstances then you can complete a deferred assessment form available from the CEO or Training Manager.

Marking System

Training Packages are competency based.

Results awarded:

- C Competent
- NC Not complete
- NYC Not yet complete
- NA Not Assessed
- WD Withdrawn
- CT Credit granted on the basis of Credit Transfer
- RPL Credit granted on the basis of Recognition of Prior Learning
- RCC Credit granted on the basis of Prior Education and Currency

A result of "WD" will be given to a student who has withdrawn from a module enrolment by completing a withdrawal form countersigned by the Head of Department. In such a case, the student's academic transcript will reflect withdrawal in good standing.

KAL Multimedia Training

If a grading system is required for universities, the student may apply to have their results converted to the following grading system:

- 85% - 100% HD High Distinction
- 75% - 84% D Distinction
- 65% - 74% C Credit
- 50% - 64% P Pass
- 0% - 49% N Fail

However, these results are not part of the competency based system and can only be used for entry into the relevant university.

Assessment methods

The project method of assessing your competency usually requires you to put together a portfolio of your work and other documents as evidence of what you can do, but you might also be assessed in other ways for some competencies. The common methods of assessments are summarized in the following:

Portfolio

A collection of documents and work samples kept as evidence that project tasks have been completed satisfactorily. These documents may include correspondence related to the project, any templates you developed and training materials you prepared, observation checklists and “third-party” reports completed by your workplace facilitator or assessor.

Observation checklist

A checklist completed by your assessor or supervisor as they observed your performance on relevant tasks - part of your portfolio evidence.

Interview or written test

The assessor interviews you or sets you a written test to assess your underpinning knowledge about one or more of the competencies demonstrated. Questions may be about your project, and designed to assess the processes you used in working on it and your ability to transfer your skills and knowledge to other similar projects.

Oral presentation

You make an oral presentation about your project to a small group; usually including your assessor and other interested parties such as your facilitator and colleagues.

Third party reports

Written or oral reports from third parties with an interest in the project - clients, collaborators, supervisors, colleagues, peers and so forth.

Practical Assessment

Some courses units require practical assessments. These can be either in your workplace or in a simulated work environment.

Assignment Format Requirements

When presenting your written assignments the following requirements apply for your trainer to mark them, or they WILL be returned unmarked.

KAL Multimedia Training

Assignment Cover Sheet

Place this on the cover of your assignment; it will be stamped by student administration with the receipt date. Sign this sheet verifying that the assignment is your own work. Copies are available from student administration or softcopy from webCT FORMS site (Student starter kit).

Assignments are to be in the following format:

- Typed unless handwritten was required by your trainer
 - FONT- Use Arial or Times New Roman
 - FONT SIZE: 12 point unless you have headings
 - BOLD is for heading not the body of the assignment
- **Questions** are to be included within the assignment
- **Your Name** is to be placed in the footer
- **Assignment Title in the header**
- Softcopy of the assignment is to be placed on webCT or handed in on a CD or emailed to your trainer. This is for your portfolio of evidence for your qualification.

UNIT NOT DEEMED COMPETENT

Should you not successfully pass a unit of competency then *you will be expected to repeat or resubmit the entire work*. This can be done at any time, but please be aware that you will not receive your award until all units required are successfully completed. If you are required to repeat a unit, you will not be charged for the next assessment. If you require more than 2 attempts to pass a competency you may be charged an assessment fee. Please note, workplace assessments are charged per visit.

Required to Show Cause

If your performance in the course is not at a level that is deemed to be acceptable for the course you are attending, then the CEO or Training Manager will make contact with you to attend an interview to determine the reasons for your poor performance. For instance there might be medical reasons, personal or family situations that can affect your study. All assistance will be given to help you achieve a complete result. Failure to attend this interview and achieve a satisfactory conclusion could result in the termination of your course.

GETTING YOUR AWARD

KAL Multimedia Training will issue credentials and /or Statements of Attainment to students who satisfactorily complete the requirements of the nationally recognised course or endorsed Training Packages within our Scope of registration on completion of the course modules. This Statement of Attainment is recognized within the Australian Qualifications Framework, issued under the authority of The Victorian Registration & Qualifications Authority.

At the completion of your course **you must** complete an application form which will be given to you by your Trainer/Assessor or from Student Administration.

There is no cost to students to receive their award, however please allow up to 6 -8 weeks to gain sign off of the Trainer/Assessor signatures, completing of administration databases and printing, embossing & laminating of the award. Awards which are not picked up by the student from the Administration office, no responsibility is taken for the delivery by Australia Post.

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Re-Prints of Copies of SOA Statements or Certificates

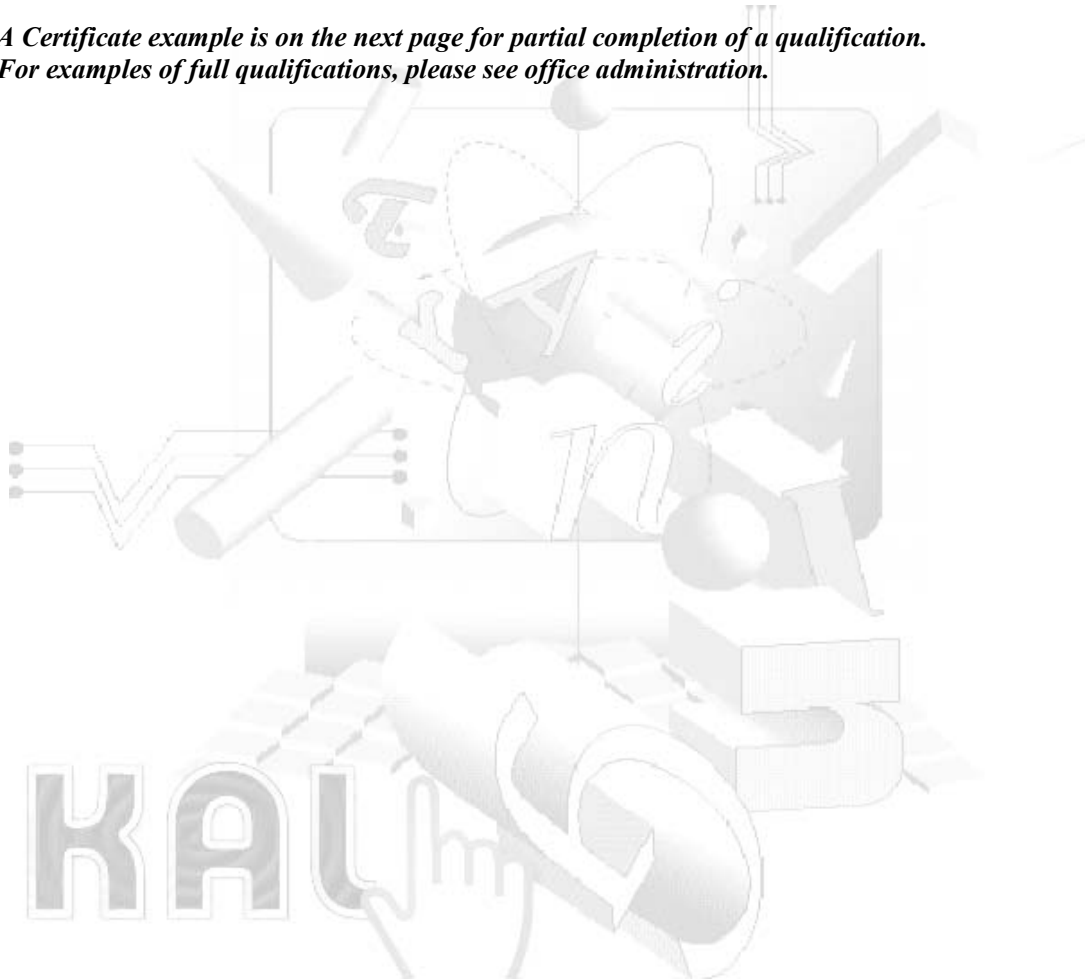
All re-prints of certificates or copies of SOA DOES incur an administration cost. This is \$20 for an SOA or \$45 for a Certificate. If we have to go into the Archived files, an additional fee of \$40 applies for each search.

An Application form must be filled in prior to the search and printing, plus the payment must be paid.

Forms and Checklists

Forms, checklist, coversheets and other administration requirements are available on webCT under FORMS. These are also available in hardcopy from student reception.

*A Certificate example is on the next page for partial completion of a qualification.
For examples of full qualifications, please see office administration.*



KAL Multimedia Training

Example of Certificate: *For partial completion of a qualification/accredited course*

KAL Multimedia Training

Provider Number: 29815



STATEMENT OF ATTAINMENT

This is a statement that

FirstName Surname

has been assessed as having successfully completed the following units of competency, in partial completion of the following qualification and nationally recognised course

TAA40104 Certificate IV in Training and Assessment

Unit code	Unit Title	Mark
TAA40104C	Assess competence	C
TAA40104D	Design and develop learning resources	C
TAA40104E	Deliver and assess training	C
TAA40104B	Establish and manage a training environment	C
TAA40104A	Establish and manage training	C

On: dd/mm/yyyy

Certificate Number: 90000

Karen-Anne Moutsonery
Training Manager

Qualifications are issued on registration with the Australian Government Department of Education, Skills and Training. For more information visit <http://www.nes.gov.au>

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22 Stoker St, Brunswick 3056

Phone: (03) 9380 5593

