



STUDENT HANDBOOK

Medical Administration Training Pty Ltd 2017

Version 3 Feb 2017

Ph. (07) 3205 2290

Fax. (07) 3889 8030

E mail: info@medtrain.com.au

www.medtrain.com.au

Medical Administration Training

A.B.N: 33 106 342 367

Head Office: 503 Gympie Road, Strathpine Qld 4500

PO Box 2145, Strathpine Qld 4500

DISCLAIMER

This Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or Medical Administration Training Pty Ltd policy may impact on the currency of information included. Medical Administration Training Pty Ltd reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting Medical Administration Training Pty Ltd.

This handbook has been prepared as a resource to assist students to understand their obligations and also, those of Medical Administration Training Pty Ltd. Please carefully read through the information contained in this guide. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this Handbook. The staff at Medical Administration Training Pty Ltd are available to answer any questions that you may have regarding the information in this handbook and can be contacted on:

Contact Us

Head Office

Medical Administration Training Pty Ltd

Provider code: 31078

Address: Level 1, 503 Gympie Road, Strathpine Qld 4500

Postal Address: PO Box 2145, Strathpine Qld 4500

Telephone: [07] 3205 2290

Toll Free: 1300 887 082

Fax: 1300 768 760

Email: info@medtrain.com.au

Website: www.medtrain.com.au

Copyright Notice

© Medical Administration Training Pty Ltd
[Qld], Australia, 2017



TABLE OF CONTENTS

| | |
|--|----|
| Contact Us | 2 |
| Welcome | 5 |
| About Us | 6 |
| Getting to MAT Training Facilities | 6 |
| Our Memberships | 7 |
| Legislation | 7 |
| Code of Conduct | 7 |
| Privacy | 8 |
| Access to Your Records | 8 |
| Enrolment | 8 |
| Enrolment Dates | 9 |
| Terms and Conditions of enrolment | 9 |
| Entry Requirements | 10 |
| Unique Student Identifier (USI) | 10 |
| Language Literacy and Numeracy (LLN) | 10 |
| Training and Assessment Plan | 11 |
| Access, Equity & Discrimination | 11 |
| Support | 11 |
| Other Support Services | 11 |
| Fees | 12 |
| Course Fees | 12 |
| Fee for Service Students | 12 |
| Government Subsidies Students | 12 |
| Additional Services Fees | 13 |
| Replacement of Training Materials | 13 |
| Dishonour Fee - Direct Debit Service Agreement | 13 |
| Re-issue of Transcripts | 13 |
| Cancellation Fee | 13 |
| Re-Submission Fees | 13 |
| Course Deferral or Classroom Transfer Fee | 14 |
| Course extension Fee | 14 |
| Re-enrolment fee | 14 |
| Recognition of Prior Learning (RPL) Assessment Fee | 14 |
| Government Funding | 15 |
| Certificate 3 Guarantee program | 15 |
| Higher Level Skills program | 15 |
| Payment of fees | 16 |
| Failure to Make Payment | 16 |
| Cancellation of enrolment | 17 |
| Withdrawals | 17 |
| Application for Refund | 17 |
| Applying for a course deferral/transfer | 17 |
| Applying for a course extension | 18 |
| Transitions | 18 |
| General Course Information | 18 |
| Duration | 18 |
| Volume of Learning | 19 |
| Competency Based Training | 19 |
| How Does Assessment Work in CBT? | 20 |
| Training and Assessment Strategies | 20 |
| Flexible Learning and Assessment | 20 |
| Recognition Processes | 21 |
| Recognition of Prior Learning | 21 |
| Credit Transfer | 21 |
| Foundation Skills | 22 |

TABLE OF CONTENTS

| | |
|---|-----------|
| Assessment Information | 22 |
| Submitting Assessments | 22 |
| Resubmissions | 22 |
| Assessment Questions/Queries | 23 |
| Assessment Feedback | 23 |
| Plagiarism | 23 |
| Referencing | 24 |
| Where to Get Help | 24 |
| Student Conduct | 25 |
| Academic misconduct | 25 |
| Student Responsibilities | 25 |
| Complaints and Appeals | 26 |
| Student Rights under Australian Consumer Law | 26 |
| Workplace Health and Safety | 26 |
| First Aid | 26 |
| Emergency Procedures | 27 |
| Smoking, Drugs and Alcohol | 27 |
| Student Feedback | 27 |
| Surveys | 27 |
| Issuing of Certificates and Statements | 28 |

WELCOME

Welcome to Medical Administration Training!

Congratulations on advancing your education and taking the first step towards your career goals.

The healthcare industry is one of the fastest growing and stable employment industries. Consequently, there is a high demand for qualified people in this area. Our goal is to support and upskill all our students so they can kickstart or change their careers, re-enter the workforce or develop new skills to climb the corporate ladder.

We have strong values which guide us in everything that we do. We will provide you with an industry experienced, qualified trainer to guide you and the resources you need to achieve your qualification.

Our mission is to provide you with an exceptional training experience.

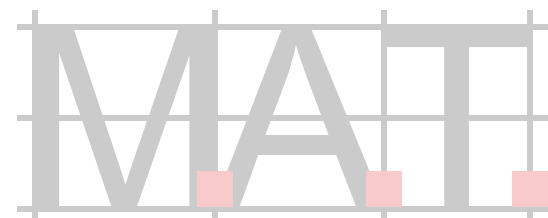
This student handbook contains a range of information which you will need throughout your study. It will also assist you to understand your obligations and responsibilities with Medical Administration Training Pty Ltd. Please take the time to read and understand this information.

Please note, throughout this handbook, Medical Administration Training Pty Ltd may be abbreviated to MAT.

If there is any information you require or wish to discuss further, please contact any of our staff members who will be more than happy to help.

We look forward to assisting you on your learning journey.

A McFillin
Director
Medical Administration Training Pty Ltd



ABOUT US

Medical Administration Training Pty Ltd has been providing specialised training services throughout Australia since 2004 and is approved to deliver Nationally Recognised training in the following areas:

- BSB31115 Certificate III in Business Administration (medical)
- HLT37315 Certificate III in Health Administration
- HLT47315 Certificate IV in Health Administration
- BSB51915 Diploma of Leadership and Management
- HLT57715 Diploma of Practice Management

Our courses are delivered by appropriately qualified and experienced trainers, and through a variety of methods.

We offer training sessions via:

- Self-paced distance study
- Classroom lessons for selected units and locations
- Online modules, and
- A combination of the above

GETTING TO MAT TRAINING FACILITIES

We have Training venues in Brisbane, Melbourne, Sydney and Adelaide.

BRISBANE

By Car: (upstairs) 503 Gympie Road, Strathpine Qld 4500 - Free parking at rear of building

Public Transport: Bray Park train station 5-10 min walk. Local bus services are available

[Click here to view map and get directions](#)

MELBOURNE

By Car: The Royal Melbourne Hospital – City Campus. Meeting Room 1 and 2, Level 5 North West Allied Health Education and Research Centre. Limited parking available on site (fills early) max. \$35 per day). Other car parks in area: [click here](#)

Directions: Take the central lifts to Level 5 and turn right at the North corridor.

[Click here to view map and get directions](#)

Public Transport: No 19 Tram from City. Local bus & tram services available.

SYDNEY

By Car: Rydges Parramatta - 116-118 James Ruse Drive, Rosehill NSW 2142 – complimentary car park available at hotel

Public Transport: Rosehill train station located across from the hotel. Bus service in front of hotel

[Click here to view map and get directions](#)



OUR MEMBERSHIPS

We have partnered with AMRA [Australian Medical Receptionist Association] to provide career outcomes, focusing on industry standards and employer requirements.

AMRA [Australian Medical Receptionist Association] is a professional membership body formed to unite front office staff within the health industry including secretaries, receptionists and administrators.

LEGISLATION

As an RTO, Medical Administration Training Pty Ltd is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

- *the Standards for Registered Training Organisations (RTOs) 2015*
- *National Vocational Education and Training Regulator Act 2011*

Additionally, Medical Administration Training Pty Ltd abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Apprenticeships and Traineeships*
- *Children and Young People*
- *Copyright*
- *Corporations*
- *Employment and Workplace Relations*
- *Equal Opportunity*
- *Fair Work (including harassment and bullying)*

- *Privacy and Personal Information Protection*
- *Student Identifiers*
- *Taxation*
- *Workplace Health and Safety*

Medical Administration Training Pty Ltd is dedicated to following the provisions in the VET Quality Framework.

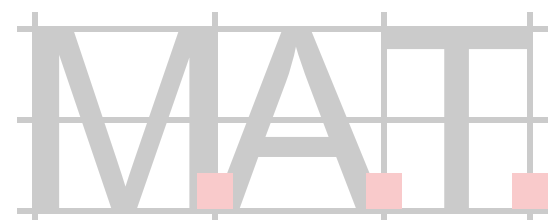
More information about these regulations and legal frameworks can be found at:

- www.comlaw.gov.au which is the Australian Government website for Commonwealth Law
- www.asqa.gov.au which is the website for the regulator of Australia's vocational education and training [VET] sector.

CODE OF CONDUCT

As a responsible member of the VET community, MAT follows a Code of Conduct which outlines how you can expect the organisation and our staff to behave. Similarly, Medical Administration Training Pty Ltd has expectations for student behaviour. These are outlined in the section 'Student Conduct'.

For a copy of the Code of Conduct, [click here](#).



PRIVACY

Medical Administration Training Pty Ltd strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the Privacy Act 1988.

In some cases, as required by law, the Australian Quality Training Framework (AQTF) and Australian Skills Quality Authority (ASQA), personal information about our students may be shared with Commonwealth and State Governments and/or their designated authorities, such as the National Centre for Vocational Education Research (NCVER).

In all other cases we seek the written permission of the student.

For more information regarding our Privacy and Personal Information policy, [click here](#).

ACCESS TO YOUR RECORDS

Students can request access to view their own records. You have the right to view copies of your records unless prescribed exceptions apply, and to request corrections of any information on those records which is in error.

If you would like access to records at any time, you can do so by using the Request for Access to Records form, and please direct your enquiry to our Administration Team.

ENROLMENT

The enrolment process may vary depending on the type of course you intend to study and government funding arrangements. A copy of our Student Handbook will be supplied for you to read and understand.

To make an application for Certificate 3 Guarantee or Higher Level Skills Program Government Subsidies Funding, a Pre Enrolment Eligibility form must be fully completed and submitted to MAT along with the relevant supporting identification documentation supplied in colour and verified by a Justice of the Peace. A MAT staff member will contact you to discuss your eligibility. Should you be eligible for funding, your application will advance to enrolment as below.

An enrolment form must be fully completed, together with any required observations and/or self-assessment regarding special circumstances and/or training needs. Information on the fees and charges relating to your proposed course of study will be provided, and payment terms and methods will be agreed upon.

Students completing full qualification and/or government funded courses will be required to correctly complete a LLN Assessment to be deemed eligible to enrol into the qualification.

A tax invoice and/or direct debit service agreement will be issued to you.

Once all enrolment forms have been processed, you will be enrolled into the qualification or course, allocated a permanent student number and a confirmation of enrolment letter will be emailed to you. Note that enrolment is not confirmed until fees have been paid as agreed.

You will be allocated a trainer and assessor assigned to help you through the course. Your trainer will contact you to conduct your course induction. A Training and Assessment Plan will be issued to students completing full qualification courses.

Your first instalment of course materials will be released. If applicable you will be emailed the Learning Management System (LMS) web address and your login details.

Please note: By submitting your Enrolment form and/or Pre Enrolment Eligibility form, you formally agree to the terms and conditions of enrolment and the student handbook.



ENROLMENT DATES

Medical Administration Training Pty Ltd operates on a system of rolling start dates. This means you are able to enrol and start studying straight away.

TERMS AND CONDITIONS OF ENROLMENT

- The student's formal completion of the enrolment process constitutes an acceptance of all fees and charges associated with the enrolment.
- Enrolment and Administration fees are non-refundable.
- The absence of a signed Direct Debit Service Agreement from a student does not alleviate the student from complying with the terms and conditions of enrolment.
- All course fees are payable as per the payment plan unless otherwise agreed upon prior to the commencement of training.
- If payment is rejected under a direct debit payment plan, due to insufficient funds in your account, we reserve the right to deduct a dishonour fee of up to \$15.00 from your account.
- If there have been two (2) consecutive payments rejected, legal action will be taken.
- Medical Administration Training Pty Ltd reserves the right to cancel or suspend your enrolment if regular payments are not made as per agreement.
- Failure to pay as agreed will result in legal action and an unpaid listing on your credit file through a credit rating agency. All costs of collection including reasonable attorney fees incurred in the collection process will be payable by you.
- Any additional fees and charges applied to non-payment of an agreed payment plan will be passed onto the client.
- Students completing full qualification courses will be supplied with a Training and Assessment Plan. This Training and Assessment Plan must be signed and returned to Medical Administration Training Pty Ltd prior to the commencement of any training delivery.
- Training will be completed in the agreed period unless otherwise agreed in writing.
- Any student attending our venue and if found to be abrupt or abusive in any manner towards the trainer/assessor or other student/s will receive two verbal warnings. If this behaviour continues the trainer/assessor has the right to remove the said person from the course/venue.
- A cancellation processing fee will be charged for any person cancelling from a course. This does not apply to courses cancelled by Medical Administration Training Pty Ltd.
- If you are deemed competent, your certificate will be sent to you by email.
- No certificate will be issued until payment is received in full.
- A fee will be charged for reissuance of certificates and Statement of attainments.
- Medical Administration Training Pty Ltd reserves the right to reject incomplete or unsigned enrolment applications



ENTRY REQUIREMENTS

All entry requirements are listed on individual course outlines. Please contact Medical Administration Training Pty Ltd to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry requirements may relate to things such as:

- Previous workplace experience
- Previous completion of another qualification that is specified as a pre-requisite for a course
- Levels of language, literacy and numeracy skills appropriate for successful completion of the coursework and also, for effective performance in the workplace in the specific job-role
- Access to a relevant workplace and job-role where the required competencies can be learned and practiced
- Access to a computer that has appropriate software and capacity to access learning and assessment materials
- Access to an internet connection with sufficient capacity to download course materials (e.g. broadband connection)
- Access to course specific materials

UNIQUE STUDENT IDENTIFIER (USI)

A USI is required by all Australians undertaking nationally recognised training from 01 January 2015. It is free and easy for you to create your own USI online. Your USI will be made up of a combination of 10 letters and numbers. For example: 3BZ89Y19V4. The main benefit of a USI is it allows students to link to a secure online record of all qualifications and training records and results throughout life.

As an RTO, Medical Administration Training Pty Ltd cannot issue certificates or statements of attainment without a verified USI. Students are encouraged to provide a USI as soon as practical.

If you do not have a USI, please visit <https://www.usi.gov.au/students/create-your-usi> for more information, and instructions on how to apply. For more USI information, [click here](#).

LANGUAGE LITERACY AND NUMERACY (LLN)

All of MAT courses require a minimum level of Language, Literacy and Numeracy. A basic level of computer skills is required for most courses. These are listed on the course outlines.

If you believe your current skill level may not meet the minimum requirements to complete the course, please contact MAT to discuss your options. We may recommend that you undertake independent study to improve your skills before commencing the course. Additional Language, Literacy and Numeracy (LLN) training may be available through Centrelink for registered job seekers.

For further information: www.humanservices.gov.au/customer/services/centrelink/skills-education-and-employment

All students completing full qualification courses with MAT are required to complete a LLN test prior to enrolment.



TRAINING AND ASSESSMENT PLAN

As part of the overall enrolment process, Medical Administration Training Pty Ltd will work with you to develop a customised training and assessment plan for your learning, which will address course requirements as well as your personal circumstances. This includes the opportunity for you to complete a Language, Literacy and Numeracy (LLN) indicator which will identify any areas in which additional support may be required.

ACCESS, EQUITY & DISCRIMINATION

Medical Administration Training Pty Ltd is committed to ensuring that:

- No person is harassed, treated unfairly or discriminated against in their dealings with MAT
 - Full and equal opportunities are promoted to all students, prospective students, staff and other clients
 - Access and equity principles are applied to all aspect of its operations
- To view our full policy please [click here](#)

SUPPORT

MAT is committed to providing educational and support services to students throughout their study and will work to ensure all participants have the resources available to allow successful completion of course requirements.

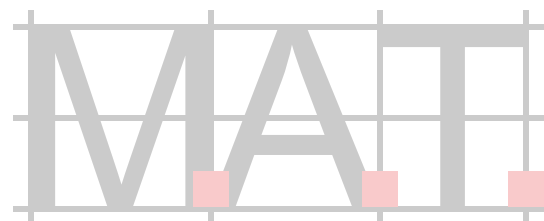
The nature of the support will be determined based on an assessment of the individual's needs. Students are advised pre-enrolment about course study requirements e.g. skill level and equipment. Students who feel or know they require additional support are encouraged to state this upon enrolment, and during the pre-enrolment process.

The following provides some examples of the support services we provide:

- English Language, Literacy and Numeracy (LLN) support
- Flexible delivery and assessment arrangements where necessary
- Computer software training (Microsoft Word, Excel)

OTHER SUPPORT SERVICES

- MAT is at all times concerned for the welfare of its students. If you are experiencing difficulties and/or require counselling or personal support, there are a number of professional organisations well equipped to offer services to help. Included are:
- Lifeline: 13 11 14 or www.lifeline.org.au
- Beyond Blue: 1300 22 4636 or www.beyondblue.org.au
- Salvation Army: 13 SALVOS (13 72 58) or www.salvos.org.au



FEES

Information about fees and charges are documented clearly on our website or can be obtained by contacting Medical Administration Training Pty Ltd.

A number of factors will determine how much your course will cost. This includes things like:

- Which course you will study
- Course duration
- Study load and mode (full time, part time, face-to-face, online etc.)
- Any credits that may be applied through direct credit transfer, recognition of prior learning and/or recognition of current competency
- Your eligibility for subsidies or concessions

Costs will be discussed prior to enrolment with you and/or the third party (such as employer, Job Active provider, school etc.) who will be paying the tuition fees. All fees are subject to change without notice.

COURSE FEES

Our current course fees can be viewed on course outlines, enrolment forms and our fees and charges schedule [click here](#). A non-refundable enrolment and administration fee is included in all our course fees.

FEE FOR SERVICE STUDENTS

All course fees below \$1000.00 must be remitted in full to MAT prior to enrolment being finalised. Any course fees greater than \$1000.00 must be processed via a payment plan. In any case, an enrolment fee is to be paid and a fully completed Direct Debit Service Agreement is required on enrolment.

Should your scheduled instalment default as per your direct debit service agreement, MAT reserves the right to place your studies on hold until the outstanding account has been paid in full, including any dishonour fees.

GOVERNMENT SUBSIDIES STUDENTS

Full co-contribution fees must be remitted to MAT prior to your enrolment being finalised.



ADDITIONAL SERVICES FEES

REPLACEMENT OF TRAINING MATERIALS

Medical Administration Training Pty Ltd will charge a fee to replace any lost training and/or assessment materials that have been previously issued to you. Please speak with your trainer or contact us if replacement materials are required.

DISHONOUR FEE - DIRECT DEBIT SERVICE AGREEMENT

If a payment plan direct debit service agreement is returned unpaid by your financial institution a dishonour fee will be charged.

RE-ISSUE OF TRANSCRIPTS

Medical Administration Training Pty Ltd will charge a fee to re-issue a copy of your Certificate or Statement of Attainment.

CANCELLATION FEE

A cancellation fee may apply for withdrawing from a course.

RE-SUBMISSION FEES

Students are entitled to three initial assessment submissions per unit at no charge. Any subsequent assessment submissions received for that unit may attract a re-submission fee.



COURSE DEFERRAL OR CLASSROOM TRANSFER FEE

Nil charge for first deferral or classroom transfer. A fee will be incurred for every instance after.

COURSE EXTENSION FEE

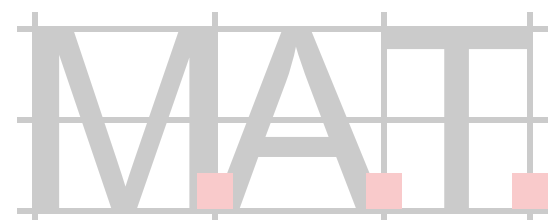
On approval at discretion of RTO Director. A fee will be charged.

RE-ENROLMENT FEE

Applies should a qualification become superseded whilst a student is on deferment or exceeds the course enrolment period- On approval at discretion of RTO Director.

RECOGNITION OF PRIOR LEARNING (RPL) ASSESSMENT FEE

A non-refundable interview fee applies per unit of competency being assessed in addition to unit fee charge applies. To view our full fees and charges schedule, [click here](#).



GOVERNMENT FUNDING

CERTIFICATE 3 GUARANTEE PROGRAM

The Certificate 3 Guarantee gives eligible Queenslanders access to a government subsidised training place, up to and including their first post-school certificate level III qualification in priority training areas. The Certificate 3 Guarantee subsidy for a course is paid to the training provider to reduce the cost of the certificate III course to the student. The amount of subsidy provided by the Certificate 3 Guarantee will vary depending on the demand for skilled workers in a particular industry and the needs of the student.

Are you eligible to participate? To be eligible for the Certificate 3 Guarantee subsidy a participant must:

- be aged 15 years or above, and no longer at school (with the exception of VET in Schools student)
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (including humanitarian entrants), temporary resident with the necessary visa and on the pathway to permanent residency, or a New Zealand citizen
- not hold or be undertaking a Certificate level III or higher qualification (unless the qualification was obtained whilst at secondary school).

Do I need to contribute to the cost of training? Under the program, students undertaking Certificate III level training and non-concessional students undertaking lower-level training will be required to contribute to the costs of their training through a co-contribution fee. The fee may be paid by the student or their employer. Co-contribution fees are listed on our Certificate 3 Guarantee Pre Enrolment Eligibility form and fees and charges schedule.

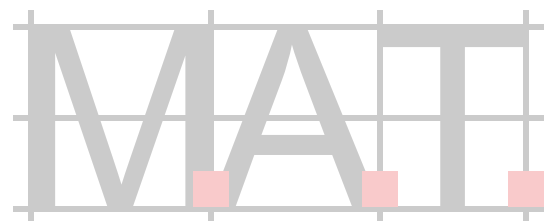
HIGHER LEVEL SKILLS PROGRAM

The Higher Level Skills program gives eligible Queenslanders access to a government subsidised training place, up to and including their first post-school certificate level IV qualification in priority training areas. The Higher Level Skills subsidy for a course is paid to the training provider to reduce the cost of the certificate IV course to the student. The amount of subsidy provided by the Higher Skills Level program will vary depending on the demand for skilled workers in a particular industry and the needs of the student.

Are you eligible to participate? To be eligible for HLS a participant must:

- be aged 15 years or above, and no longer at school (with the exception of VET in Schools student)
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (including humanitarian entrants), temporary resident with the necessary visa and on the pathway to permanent residency, or a New Zealand citizen
- not hold or be undertaking a Certificate level IV or higher qualification (unless the qualification was obtained whilst at secondary school).

Do I need to contribute to the cost of training? Under the program, students undertaking Certificate IV level training and non-concessional students undertaking lower-level training will be required to contribute to the costs of their training through a co-contribution fee. The fee may be paid by the student or their employer. Co-contribution fees are listed on our Higher Level Skills pre enrolment eligibility form and our fees and charges schedule.



PAYMENT OF FEES

Payment of course fees can be made to Medical Administration Training Pty Ltd via:

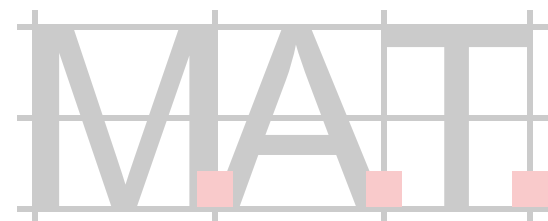
- Credit card (Visa or Mastercard only)
- Debit card
- Electronic funds transfer
- Paypal (where stated)
- Cheques
- Cash
- Payment Plan*

* **Payment Plan** - For any payment plan a formal agreement between MAT and the participant will be put in place. The payment plan agreement clearly outlines all terms and conditions. Fees must be paid by the due date agreed on your invoice or payment plan. This will be clearly stated prior to your enrolment.

FAILURE TO MAKE PAYMENT

If payments are not made according to the agreed terms of the training contract, Medical Administration Training Pty Ltd may find it necessary to suspend training until payment is received. Please note no certificate or statement of attainment will be issued until full payment has been received. Failure of the student and/or their representative to meet payment obligations may result in the outstanding debt being handed over to a registered debt collector. Any fees associated with this service will be added to the total outstanding amount for recovery.

If you are experiencing financial difficulty, please contact Medical Administration Training Pty Ltd as early as possible to discuss options.



CANCELLATION OF ENROLMENT

WITHDRAWALS

Students wishing to withdraw from a training program for any reason must do so in writing and advise Medical Administration within 14 days of the decision. The correspondence should include:

- Student Name
- Contact details (address, phone, email etc.)
- Student Number
- Effective date of the cancellation
- Reason for withdrawal

Students wishing to withdraw from their course or cancel their enrolment will need to refer to the following link to access:

The full Fees, Refunds and Cancellation procedure, [click here.](#)

The fee and charges schedule [click here.](#)

APPLICATION FOR REFUND

Students wishing to make application for refund must do so in writing via the Refund Request Form and advise Medical Administration within 14 days of the decision. Applications will be reviewed and student will be advised of the outcome within 7 working days.

Students wishing to request a refund will need to refer to the following link to access:

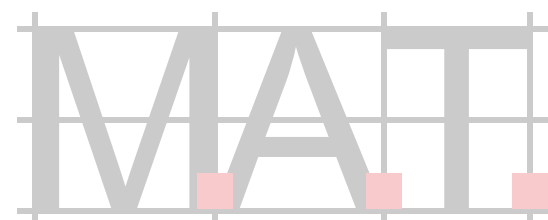
The full Fees, Refunds and Cancellation procedure, [click here.](#)

The fee and charges schedule [click here.](#)

APPLYING FOR A COURSE DEFERRAL/TRANSFER

If a student experiences exceptional circumstances but does not wish to cancel from the course they may apply to defer their studies to a later date. Deferrals must be applied for in writing. Deferral period will be negotiated with each student on an individual basis. In the event that the qualification/course be superseded during the deferment period students may be required to pay a re-enrolment fee and any additional unit fee charges. Nil charge for first deferral or transfer. A fee will be incurred for every instance after.

Students may request one classroom transfer to the next available course date or to external/online mode of study. This request must be made by phone or email at least 10 days prior to initial course commencement date. Should a student fail to contact Medical Administration Training Pty Ltd to advise non-attendance, classroom transfer may not be granted. View fee and charges schedule [click here.](#)



APPLYING FOR A COURSE EXTENSION

Applications for course extension must be made in writing, addressed to the Director and emailed to info@medtrain.com.au at least 30 days prior to your course expiration date. An extension may be granted at the absolute discretion of the RTO Director. Extension Fees Apply. View fee and charges schedule [click here](#).

TRANSITIONS

As we want to ensure you are issued the most up to date qualification should the course in which you are enrolled in be updated in line with national industry standards, Medical Administration Training Pty Ltd reserves the right to transition you into the latest qualification or equivalent.

GENERAL COURSE INFORMATION

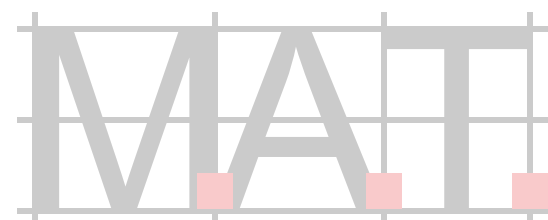
After enrolment, you will be given access to training materials in hard copy and/or digital format. Textbooks are only provided to students who elect to complete their studies via non-online delivery method. You will need to supply your own stationery materials. A confirmation of enrolment/welcome email will be sent along with log-in details so you can access MAT's online learning platform.

You will be advised of assessment due dates, online modules and any applicable classroom session times and details.

DURATION

How long your course will take depends on a number of factors. Included are your own efforts and commitment to submitting assessments regularly and on time, your study load [i.e. full- or part-time] and how many units [if any] are eligible for credit transfer and/or recognition of previous experience and qualifications. Further, the level of the qualification being undertaken will impact on course duration. The Australian Qualifications Framework [AQF] summarises the criteria of different qualification levels and gives an indication of the complexity, depth of achievement, knowledge, skills and levels of autonomy required to achieve a qualification at that level.

The AQF expresses the time expected to gain a qualification as an equivalent to full-time years. This is known as the 'Volume of Learning'.



VOLUME OF LEARNING

Volume of Learning statements provide an indication of the amount of time it is expected that a student would need as a full-time student to achieve the qualification. Volume of Learning figures assume none of the competencies identified in a qualification are currently held.

The listed time frames account for all activities a student would undertake, including supervised training activities, classroom sessions, online modules and/or workplace learning, as well as individual study, practice and learning.

The Volume of Learning for qualifications in the VET sector are:

| AQF Qualification Level | Typical Volume of Learning |
|-------------------------|--|
| Certificate I | 0.5 - 1 year |
| Certificate II | 0.5 - 1 year |
| Certificate III | 1 - 2 years (up to 4 years for some apprenticeship/traineeship agreements) |
| Certificate IV | 0.5 - 2 years |
| Diploma | 1 - 2 years |
| Advanced Diploma | 1.5 - 2 years |

[Taken from: <http://www.aqf.edu.au/aqf/in-detail/aqf-qualifications/>]

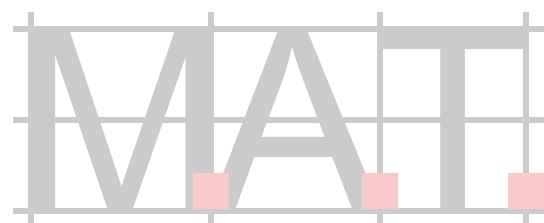
More information on Volume of Learning can be accessed at:

<http://www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-learning-explanation-v2-2014.pdf>

COMPETENCY BASED TRAINING

Competency Based Training [CBT] is an approach to teaching that focuses on allowing a student to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace. Assessment is based upon the learning outcomes expected from each Unit of Competency.



HOW DOES ASSESSMENT WORK IN CBT?

Unlike the traditional school system of grading assessments on a scale ranging from A to Fail, assessment of CBT determines if you have the required skills and knowledge... or not yet.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements, rather than a fail, competency based assessment means the student is marked as 'Not Yet Competent', and more training is required to get to the point of being 'Competent'. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate to our qualified assessors that you can perform to the required standard and be classed as 'Competent' or 'Meeting Requirements', include:

- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written responses to theory questions
- Responding to a role play or case study
- Conducting a project
- Submitting a written report
- Compiling a portfolio of work samples
- A combination of the above

Medical Administration Training Pty Ltd has a Training and Assessment Strategy for each of the qualifications we deliver and we outline our approaches for conducting assessment in those strategies.

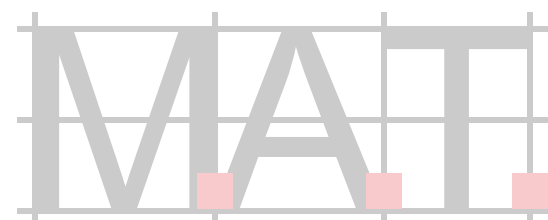
TRAINING AND ASSESSMENT STRATEGIES

Medical Administration Training Pty Ltd staff are appropriately qualified and have sufficient, relevant industry experience to train and assess the courses delivered by MAT. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course whereby this may be the case.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Direct Credit Transfer (DCT). All courses are assessed under the competency based training and assessment criteria established under the AQF.

FLEXIBLE LEARNING AND ASSESSMENT

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, and that maximise learning outcomes and access to learning activities.



RECOGNITION PROCESSES

Medical Administration Training Pty Ltd offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred. These are detailed below:

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has as a result of past study and/or experience. The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment. RPL is an assessment process and you will need to provide evidence upon which your assessor can base their judgement.

Evidence must be:

- Authentic – it must be your own work
- Sufficient – it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
- Current – it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past
- Valid – it must be relevant to what is being assessed

RPL can occur at any time during your course enrolment, however, it is best to commence the process at the start of the course to ensure appropriate arrangements can be made for any additional gap training that may be required.

You may be eligible to apply for RPL on one or more Units of Competency in your course.

If you think you may be eligible to gain RPL, speak to your trainer they will explain the process to you, talk through your work and life experiences, and help you with some ideas about the evidence you might need. You will need to complete the RPL application and attach the necessary evidence of your claim.

- Evidence may include:
- Performance demonstration, and/or skills test
- Evidence document portfolio, task book, projects/case studies or assignments
- Written questions
- interview
- Testimonials, third party reports [statutory declarations], current resume/job description
- Photographic evidence that is clearly dated and verified as your work

If there is sufficient evidence in the application RPL will be granted

CREDIT TRANSFER

MAT recognises all nationally recognised qualifications and units of competency issued by Registered Training Organisations in Australia. A Credit Transfer for a unit of competency may be granted if a student has successfully completed either an identical unit of competency, or one that has been assessed as equivalent in content and outcomes at a Registered Training Organisation within the last 5 years. Medical Administration Training Pty Ltd will seek verification from the issuing RTO before recognising the qualification or statement of attainment.

If you wish to apply for Credit Transfer please complete a Credit Transfer application form. Applications for Credit Transfer must be accompanied by certified true copies of their certificates and/or transcript results as well as detailed course outlines where the unit is not identical. There is no maximum limit to the number of units of competency which may be assessed as equivalent and awarded a credit transfer.



FOUNDATION SKILLS

All training and assessment delivered by Medical Administration Training Pty Ltd contain Foundation Skills. Foundation Skills are a mandatory component of Units of Competency.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of Foundation Skills include things such as communication skills, literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self- and time-management.

ASSESSMENT INFORMATION

SUBMITTING ASSESSMENTS

You are expected to complete assessments for all units in your qualification. You will need to submit assessments by the due date for a result to be recorded. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you. We use a variety of different methods to assess our students. The most commonly used include: Activities, Questions and Projects. Students completing their assessments via our On-Line Learning Management System will only need to press submit to send completed assessments to their Trainer. Hard copy assessment submissions can be emailed, posted or hand delivered to our Head Office. Please note MAT will not accept any liability for lost assessment material. We recommend you post via registered mail and take a scan or photocopy of your assessment for safe keeping.

Head Office:

Medical Administration Training Pty Ltd

Address: Level 1, 503 Gympie Road, Strathpine Qld 4500

Postal Address: PO Box 2145, Strathpine Qld 4500

Email: info@medtrain.com.au

RESUBMISSIONS

If you receive feedback to say your submission was 'Not Yet Competent', you will need to provide more evidence to support your claim for competency. This may mean re-doing some of the theory questions, putting extra or more relevant information into your portfolio, or demonstrating a task again. Your trainer will communicate exactly what is required. You have up to 14 days to complete the resubmission.

Your first three submissions of the same unit assessment will be processed for marking free of charge. A re-submission fee may be charged for any subsequent assessment submissions received by a student. Please refer to the Fees and Charged Schedule on our website to obtain the current Re-Submission Fee.

If, after three (3) resubmissions your work is still 'Not Yet Competent', you will be required to re-enrol in, and re-do the work for the unit, in order to achieve the full qualification.



ASSESSMENT QUESTIONS/QUERIES

If emailing your Trainer for assistance please remember to include the unit code, question number, workbook or assessment page number or assessment task. This will enable your assessor to consider your query and provide a suitable response.

You may phone your Trainer during business hours Monday- Friday 8.30am – 4.30pm.

All queries are responded to on a first in, first-served basis. This ensures all queries are dealt with in an equitable and fair manner.

All of the staff at Medical Administration Training Pty Ltd will take every reasonable effort to help you succeed in your course.

ASSESSMENT FEEDBACK

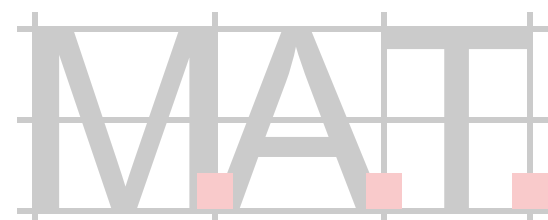
MAT will endeavour to mark your assessment within 14 working days and you will receive feedback via email regarding the outcome of each of your assessment items. To be deemed 'Competent' against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

PLAGIARISM

All work that you submit must be your own. You will have signed a declaration at the commencement of the course that this will be the case.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by Medical Administration Training Pty Ltd. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from



REFERENCING

Referencing is identifying the original author of the information in which you have used. This includes all information whether it be taken from books, magazines, journals and other sources of information.

The following is a guide to referencing:

You should always identify where you have used materials and information from other sources. To do so, identify the source of the information, including author (s), year and page (if applicable), at the end of the relevant information (paragraph, graph or sentence).

If the information is word for word from another source then it must be put in quotation marks and if the information has been paraphrased [i.e. reworded] then a reference to the source will be needed.

Paraphrasing

Paraphrasing is the rewording of another persons' work. If you have chosen to do this then you must reference the original source from where it was obtained, displaying the following:

Books: Author's surname, followed by the first name or initials, book title (underlined, or in italics), edition, publication details (publisher, place, date).

Journal articles: Author's surname, first name or initials, book title (underlined, or in italics), edition, publication details (publisher, place, date).

Chapter of an anthology or book: Name of author of the chapter, date of publication, title of chapter, in (title of book), ed (name of editor,) publisher, place of publication, page numbers of relevant pages.

Online and Electronic materials: Author's surname, first name, title of article, title of complete work, protocol and address, path, date. More information about how to do this can be found at:

APA: <http://libguides.jcu.edu.au/apa>

http://guides.is.uwa.edu.au/ld.php?content_id=17350815

Harvard: https://www.adelaide.edu.au/writingcentre/referencing_guides/harvardStyleGuide.pdf

https://www.library.usyd.edu.au/subjects/downloads/citation/Harvard_Complete.pdf

WHERE TO GET HELP

Talk to your trainer and/or assessor for help in understanding how to complete your assessments. They are happy to support you and can be contacted through our office on 1300 887 082.



STUDENT CONDUCT

Just as Medical Administration Training Pty Ltd has a responsibility to meet expectations of students, legislation, and regulations, so too, do students have obligations they are expected to meet. It is expected that students will participate with commitment in their studies, regularly submit assessment items, and behave in a manner that does not contravene workplace health and safety or the principle of respect for others.

Medical Administration Training Pty Ltd views student misconduct seriously. We expect that our students will behave in an honest, respectful manner appropriate for a learning environment, and in a way that will uphold the integrity of the RTO. Consequences of student misconduct vary up to and including expulsion from the course. Examples of student misconduct include, but are not limited to:

- Academic misconduct including plagiarism and cheating

- Harassment, bullying and/or discrimination
- Falsifying information
- Any behaviour or act that is against the law
- Any behaviour that endangers the health, safety and wellbeing of others
- Intentionally damaging equipment and/or materials belonging to Medical Administration Training Pty Ltd and/or a partner organisation such as a school or workplace

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (warning)
- Suspension from the course
- Student to reimburse the costs incurred by any damage caused
- Cancellation of the course without refund and/or credit
- Matter referred to the police

ACADEMIC MISCONDUCT

Plagiarism and cheating are serious offences. Students engaging in this behaviour will face disciplinary action.

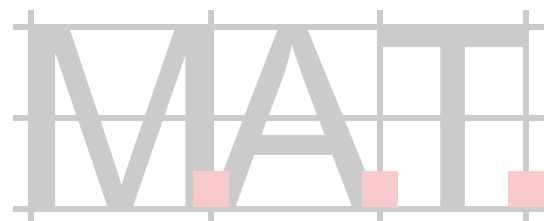
Students found guilty of misconduct have a right to lodge an appeal by following our Complaints and Appeals process.

To view our full Student Code of Conduct and Discipline Policy, [click here](#).

STUDENT RESPONSIBILITIES

Students with MAT are required to:

- Ensure that all the information that they provide to MAT is accurate
- Notify MAT of any contact changes (email, phone, address etc.)
- Advise MAT of any difficulties or problems they may experience with MAT staff, procedures or training
- Report any perceived safety risks as they become known
- Notify MAT if they are unable to attend a scheduled classroom session or appointment with at least twenty-four (24) hour notice prior to the commencement of the activity.
- Make payments for their fees within agreed timeframes
- Make contact with their Trainer/Assessor if requested
- Make satisfactory course progression. View our course progression rule policy [click here](#)



COMPLAINTS AND APPEALS

Whilst as a student, you are able to lodge an appeal if you disagree with a decision regarding an assessment outcome, you are encouraged to speak with your assessor in the first instance. If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision. Follow Medical Administration Training Pty Ltd's procedure for lodging an appeal.

MAT is committed to maintaining an effective, timely, fair and equitable complaints and appeals handling system which is easily accessible and offered to complainants at no charge

To view our full complaints and appeals policy, [click here](#).

STUDENT RIGHTS UNDER AUSTRALIAN CONSUMER LAW

Under the Australian Consumer Law all students have the right to contact their relevant State or Territory Consumer Protection Authority with regard to continued delivery of Training and Assessment Services.

Should MAT cease any part of its Training operations or close, they will advise students of this intention as soon as practical. MAT will endeavour to transfer any outstanding services to another RTO.

To review your rights and obligations under Australian Consumer Law refer to the following links

www.consumerlaw.gov.au

www.accc.gov.au/contact-us/other-helpful-agencies/state-territory-consumer-protection-agencies

WORKPLACE HEALTH AND SAFETY

Workplace health and safety legislation applies to everyone at Medical Administration Training Pty Ltd. All staff, students and visitors have a responsibility to ensure the workplace is safe and that their own actions do not put the health and safety of others at risk.

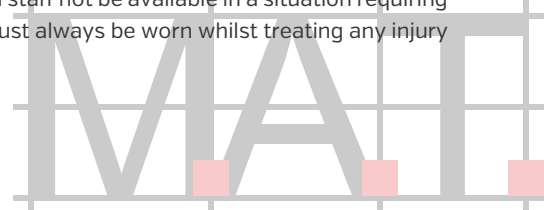
At the commencement of each training program, the trainer or assessor will inform students about any relevant workplace health and safety issues, discuss evacuation procedures and assembly areas.

Please report any incident or hazard immediately.

FIRST AID

Please notify your trainer/assessor or other MAT staff member immediately of any situation requiring first aid.

First Aid kits and First Aid Officers are available at MAT premises. Should MAT's first aid trained staff not be available in a situation requiring first aid, students who are qualified to administer first aid will be permitted to do so. Gloves must always be worn whilst treating any injury involving blood.



EMERGENCY PROCEDURES

In the event of an emergency first call 000 and/or 112 from a mobile device Evacuation Procedures are located in all MAT training facilities

SMOKING, DRUGS AND ALCOHOL

Medical Administration Training Pty Ltd is a smoke-free workplace. Smoking is prohibited in all buildings and only permissible at designated locations away from building entrances; there is to be no smoking within four metres of a building entrance.

Any student under the influence of drugs and/or alcohol is not permitted on Medical Administration Training Pty Ltd premises, to use Medical Administration Training Pty Ltd facilities or equipment, or to engage in any Medical Administration Training Pty Ltd activity.

People taking prescription medication have a duty to ensure their own safety, and that of others, is not affected.

STUDENT FEEDBACK

Medical Administration Training Pty Ltd is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time, but will also specifically ask for it at the completion of your study.

SURVEYS

Medical Administration Training Pty Ltd has an obligation to inform students about the possibility of receiving a survey from the National Centre for Vocational Education and Research (NCVER), during their training term. These surveys are used to gather important data as it provides a picture of employment and further study outcomes following training, as well as what students thought about their training experience. We collect Quality Indicator Surveys from both students and employers.

For Certificate 3 Guarantee and Higher Level Skills funded students there is an additional mandatory survey that is required 3 months after completing your course.

We ask for your cooperation in ensuring that when you receive these surveys, you complete them and return to us in a timely manner. This is your opportunity to provide feedback to ourselves and to relevant Government Departments and funding bodies. Medical Administration Training Pty Ltd uses the results of these surveys to improve the quality of their training and organisation.



ISSUING OF CERTIFICATES AND STATEMENTS

Upon successful completion of your coursework and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements as set for Medical Administration Training Pty Ltd and other RTOs in the Standards for RTOs 2015.

If for some reason Medical Administration Training Pty Ltd ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements. [See also, the section 'Cancellation of Course by Medical Administration Training Pty Ltd']



Now you have all the information, lets start.



MEDICAL ADMINISTRATION TRAINING

☎ (07) 3205 2290

☎ (07) 3889 8030

✉ info@medtrain.com.au

🌐 www.medtrain.com.au