

The Course in Facilitating the Living with Cancer Education Program

**Pre-enrolment
Student
Handbook**

Locations

CANCER COUNCIL VICTORIA

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Table of Contents

About Cancer Council Victoria	4
Selection	4
Enrolment and Induction	5
Course Information	5
Support Services	5
Language, Literacy and Numeracy Assessment	5
Flexible Learning and Assessment Procedures	5
Fees and Refunds	5
Complaints and Appeals	6
Reassessments and Appeals	6
Access and Equity	6
Privacy	7
Student Access to Records	7
Mutual Recognition Policy	7
Skills Recognition Assessment	7

Student Information

About Cancer Council Victoria

Cancer Council Victoria is a non-profit charity that provides a range of programs and services aimed at reducing the incidence of cancer and providing support for people who have cancer. It is the largest non-government provider of cancer research funds in Victoria.

We deliver training and health promotion messages to all areas of the community, and as a Registered Training Organisation can provide the accredited course - Living with Cancer Education Program.

Selection

Potential students are selected if they have completed professional health training in a field such as social work, nursing, occupational therapy, medicine, physiotherapy or other relevant professions.

All applicants with relevant and significant workplace experience will be considered.

Cancer Council's selection process reflects our Access and Equity policy outlined . This policy ensures that student selection decisions comply with equal opportunity legislation.

Enrolment and Induction

Potential students for the ***Course in facilitating the Living with Cancer Education Program*** (LWCEP) will be asked to complete an application form and lodge it within two (2) weeks prior to commencement of the course.

Pre-reading material will be forwarded to the applicant two (2) weeks prior to commencement of the course.

A Cancer Council trainer will refer to this handbook again during induction. They will also show students amenities available and introduce participants to training staff who can assist with any queries participants may have during their time at the Cancer Council.

Course Information	<p>The <i>Course in facilitating the Living with Cancer Education Program</i> consists of 2 modules making up a total of 12 hours duration.</p> <p>The course covers group facilitation skills, adult learning techniques, marketing skills, and also orients participants to the facilitators' manual and videos. The course provides a chance to network with other professionals who will be program providers as well as Cancer Council staff.</p>
Support Services	<p>Student welfare and guidance is available from Cancer Council staff who are experienced in student counselling. They are able to help with any issues that may arise and can also refer to other services as appropriate. Students have access to the Cancer Council Victoria Learning and Development Coordinator and she is contactable on 9635-5018. The Course Coordinator is available to all clients on completion of the course and can be contacted on 9635 5312.</p>
Language, Literacy and Numeracy Assessment	<p>The Cancer Council Victoria acknowledges that all Vocational Education and Training Courses is delivered include language, literacy and numeracy tasks. As a result, Cancer Council trainers provide materials, resources and assessment tasks at a level of complexity required in the workplace for that competency only. Trainers also provide opportunities for repeated and supported practice.</p>
Flexible Learning and Assessment Procedures	<p>Cancer Council Victoria is receptive to requests for flexible delivery of training and assessment. Cancer Council Victoria will do its best to provide flexibility in access to course materials and assessment tasks.</p> <p>Assessment of the learning outcomes incorporates the principles of competency based assessments. Assessment includes oral presentations, participation in individual and group activities and completion of a case study.</p> <p>Potential students who are unable to access Cancer Council courses are offered guidance on alternative training and referred to appropriate services.</p>
Fees and Refunds	<p>The Cancer Council's fees are set at \$200 per course excluding the cost of resources.</p> <p>Payments are not processed until the potential student has attended the <i>Course in facilitating the Living with Cancer Education</i>.</p>

Complaints and Appeals

Cancer Council has an established process for dealing with complaints and appeals. If you would like to make a complaint or appeal please contact the course coordinator.

The Complaints and Appeals policy and procedure is available from the course coordinator.

If you would like to lodge a complaint or an appeal regarding the course to an external organisation the National Training and Complaints Hotline can be contacted on 1800 000 674.

Reassessment and Appeal

Students can appeal against assessment outcomes. This will be discussed with you prior to commencement of the assessment. If you decide to appeal, we will ask you to complete the complaints and appeals form. The Course Coordinator will then review the appeal and contact you to discuss and arrange a re-assessment if appropriate.

Access and Equity

Cancer Council Victoria is a community organization with a strong focus on assisting people to obtain maximum benefit from the programs and services we provide. We are committed to ensuring that those most in need are given every opportunity, through counselling and discussion, to select and access the options that best suit them.

Clients and participants from all target groups, regardless of status or background, are assisted to the absolute best of our ability and are treated equitably in every aspect. Cancer Council has a comprehensive Access and Equity policy that you can access by contacting the Course Coordinator.

Cancer Council has a commitment to provide equitable educational opportunities to ensure clients with disabilities, have the opportunity to:

- access all aspects of the curriculum
- participate in all aspects of the curriculum
- demonstrate their knowledge and skills
- gain positive outcomes.

Assessment is an integral part of effective teaching and learning. Cancer Council Victoria ensures that assessment is fair and equitable to all clients. For clients with disabilities there are provisions made for the application of special consideration to ensure they have an equitable opportunity to demonstrate their knowledge and skills. Special consideration does not provide the clients with an advantage over their peers but enables them to demonstrate the full extent of their learning.

Privacy	<p>Cancer Council Victoria has a detailed Privacy Policy . This can be viewed on the Cancer Council Victoria website http://www.cancervic.org.au/about/about-this-site/privacy/ . Please contact the Course Coordinator if you would like a hard copy of this document. In brief, we will not disclose any information that we gather about you to any third party. We use the information collected only for the services we provide. No client information is shared with another organization. If a third party requests information about you, we will obtain your written consent prior to release of any information.</p>
Student Access to Records	<p>Student results and qualifications are issued in a timely manner and in accordance with national guidelines.</p> <p>Student records are recorded, kept confidential and securely stored. Students may access their personal records at any time. This can be arranged through the Course Coordinator. Students must provide a verifiable form of identification when seeking to access their own record.</p>
Mutual Recognition	<p>The Cancer Council Victoria will ensure that an individual's learning and skills are recognised, irrespective of how or where they have been acquired. We acknowledge and support Mutual Recognition as one of the most important features of the Australian Quality Training Framework. We will accept the credentials issued by any other Registered Training Organisation based in any Australian State or Territory.</p>
Skills Recognition Assessment	<p>Skills Recognition Assessment includes:</p> <ul style="list-style-type: none"> • Recognition of Prior Learning (RPL) <p>Recognition of Prior Learning is a form of assessment used to determine whether a person has achieved through formal or informal learning and experience, the required learning outcomes of a module or modules.</p> <p>Procedure:</p> <p>If you feel you might be eligible for Recognition of Prior Learning the Cancer Council is pleased to offer you this facility.</p> <p>Skills recognition assessment (RPL) shall be available to all prospective candidates. The Course Coordinator is responsible for the application and assessment of RPL. Candidates may apply for recognition of their learning and skills by supplying evidence of:</p>

- Previous recognised training undertaken
- Work and life experiences
- Non formally recognised training undertaken

Candidates may make application to the Course Coordinator who will identify the relevant forms that need to be completed.

Candidates could be invited to attend an interview process to discuss the application. Further information/documentation may be requested. An assessment and verification of the application will be undertaken.

Applicants will be notified of the assessment decision. Skills recognition assessments and outcomes will be recorded and relevant qualifications/Statements of Attainment will be issued where applicable.

Candidates may appeal a decision. Appeals should be lodged with the Course Coordinator.