Student Handbook

Australian Paramedical College

Student Handbook Disclaimer

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) Student Handbook contains information that is correct at the time of publication. Changes to legislation and/or APC policies may impact the currency of the information included. APC reserves the right to vary and update information without notice. Students are advised to seek any changes in information and/or updates by contacting APC via the below contact details.

This handbook has been prepared as a resource that assists students to understand their obligations, and those of APC.

All students must read, understand, be familiar with the content, and adhere to the policies and procedures outlined in this handbook.

Every student enrolling with APC must confirm in writing that they have read the contents and understand the information provided in this workbook. Students are to confirm this via the enrolment form.

Further information can be obtained by
contacting: Australian Paramedical College
A: PO Box 2262, Burleigh BC
QLD 4220 P: 1300 377 741
E: support@apcollege.edu.au

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Important Details | Contacts

Australian Paramedical College
Registered RTO Provider Code: 32513

Head Office:
Address: 1/20 Kortum Drive, Burleigh Heads, QLD 4220
Postal: PO Box 2262 Burleigh BC QLD 4220
Telephone: 1300 377 741
Email: support@apcollege.edu.au
Website: https://apcollege.edu.au/

Student Support:
Team Telephone: 1300 77 741
Email: support@apcollege.edu.au

Other:
Telephone: 1300 377 741
Email: compliance@apcollege.edu.au

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Welcome to the Australian Paramedical College

Industry Pathways Pty Ltd, operating as Australian Paramedical College (APC) is a Registered Training Organisation ([RTO 32513](#)).

Our main aim at APC is to support you in discovering, enhancing, and building your abilities, whilst preparing you for opportunities in the paramedical and/or health care community sector.

During your enrolment at APC, you will enhance and construct your individual strengths and abilities while discovering new ones, as well as developing personal and vocational skills that will prepare you for your chosen career aspirations and rest of your life.

In Australia, only Registered Training Organisations (RTO's) can issue nationally recognised outcomes. As an RTO, we deliver nationally recognised outcomes for the below:

- HLT31120 Certificate III in Non-Emergency Patient Transport
- HLT41120 Certificate IV in Health Care
- HLT51020 Diploma of Emergency Health Care
- Various individual unit of competency

Our courses are delivered through a variety of training and assessment methods that are inclusive, but not limited to:
- Face-to-face Clinical Workshops where you will receive additional learning training, and the opportunity to apply your skills and be assessed in a practical environment.
- Online learning where you can gain an understanding and knowledge for the healthcare environment via assessment
- Trainer/assessor support from Monday-Friday 8am-4pm QLD time

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Legislation

As an RTO, APC is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications.

This includes:

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

APC abides by a range of other legislative requirements at both a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Copyright*
- *Equal Opportunity*
- *Fair Work (including harassment and bullying)*
- *Privacy and Personal Information Protection*
- *USI's (Unique Student Identifier)*
- *Workplace Health and Safety*

APC is dedicated to following the provisions of the VET Regulatory Framework. More information about the Framework and Regulations can be found through accessing the Regulator of Australia's Vocational Education and Training (VET) sectors website and is available in a video and PDF format.

https://www.asqa.gov.au/news-publications/news/understanding-australias-vet-sector

Code of Practice

As a responsible member of the VET community, APC abides by their Code of Practice which outlines the expectations of how our organisation and staff are to behave. Similarly, APC has expectations for student behaviour, outlined in the Student Code of Conduct.

The APC Code of Practice must be accessed and reviewed via the APC website prior to enrolment to ensure you understand our commitment and responsibilities.

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Policies and Procedures

It's important to APC that all our students have a clear understanding of our policies and procedures. They are the framework of how we operate to support your learning journey and will provide insight into how we interact and provide our learning services to you. APC's policies and procedures underpin our operations, support quality practice, training and assessment, and identify how we operate in accordance with the Standards for Registered Training Organisations (2015) as set out by the Regulator of Australia's Vocational Education and Training (VET).

If you require further information to understand the documents and/or APC's operations, please do not hesitate to contact APC.

These documents below can be found and accessed via the APC website. These can also be provided to students via electronic/hardcopy upon request.

Privacy

APC strongly supports the privacy and confidentiality of its students.
All information is collected and stored in accordance with the *Privacy Act 1988* and the associated Australian Privacy Principles.

Australian Paramedical College may collect your personal information for assessment purposes. The information will only be accessed by authorised employees of APC, or as follows.

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training.

This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- Populate authenticated VET transcripts
- Facilitate statistics and research relating to education, including surveys and data linkage pre-populate RTO student enrolment forms
- Understand how the market operates, for policy, workforce planning and consumer information
- Administer VET, including program administration, regulation, monitoring and evaluation

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You may receive a student survey which could be administered by a government department, NCVER employee, agent, third-party contractor or other authorised agencies. Please note you can opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Please refer to the Privacy Policy and Privacy Notice available via the APC website.

Images and Videos

APC may request to use images and/or videos of students for learning, marketing, and information purposes. Where this may occur, consent will be requested prior or at enrolment.

Release of Information

If you require APC to share your information with a third party at any time, you must confirm this in writing before details will be released. APC will not release information to a third party without a student's consent.

Entry Requirements

Whilst there are no regulatory pre-requisites for our qualifications, the following is required to support enrolment and allow for successful completion across all courses:

- Age: Be at least 16 years of age (parental consent required if under 18)
- Education: At least year-10 high-school or equivalent
- Residency: Be an AUS/NZ citizen, AUS PR, or hold an approved temporary visa
- Driver's license: Hold a current driver's license*
- Technology: Have regular access to a computer and internet, and be comfortable with online study and assessments
- Language, Literacy and Numeracy: Short quiz to check basic English and math skills, and help us better support you through your course (unless already holding equivalent or higher qualification)
- Health: Medical declaration to ensure you are fit to study
- Clinical placement requirements (details on following page)

*You may apply and enrol holding your learner's (L) licence, however, you will need a provisional licence (P) before attending workshop 1 (approx. 12 months into your course)

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New Zealand students (offshore and on shore – blended learning and assessment) will be following the same program as Australian students. All materials will be online for the students to complete online learning and complete assessment task. New Zealand students will travel to Australia to complete their workshops at any of our locations in Australia. While the student is on Australian soil, they will need to complete their USI and forward it to the Student Success Team.

Additional entry requirements include the following, but are not limited to:

Physical Capacity

Students must possess the physical capacity and flexibility to freely walk, bend, twist, push, pull, carry heavy weight, kneel, perform safe lifting techniques, and participate in general health care and ambulance duties.

Communication

Students must be able to speak, read and write the English language, possessing literacy and numeracy skills to support studies at their chosen course level. Our learning and assessment materials involve theoretical/practical communication techniques, requiring a clear understanding of verbal and written English skills. Students are to possess complex communication skills that align with their roles and responsibilities, such as the ability to read and write reports, calculate medications, communicate detailed protocols, and make recommendations for improvement, etc.

Knowledge and Skills

APC courses require students to possess cognitive, technical, and critical thinking knowledge and skills. This gives students the ability to select and apply a range of methods, tools, resources and information to complete learning and assessment activities. This may include the ability to read and write reports, research, calculate medications, respond to real life scenarios, understand, and follow detailed protocols and operate under time critical conditions.

Clinical Placement Requirements

When seeking placement, students may be required to obtain specific requirements prior to commencement. This will be dependent on the chosen organisations requirements including but not limited to the below:

- Current first aid/CPR certificate
- Working with Children Check/Blue Card
- National Police Check
- Up to date vaccination status (refer to vaccination policy on our website)
- Purchase of additional non-tuition items as listed below

It is the student's responsibility to organise and address any required pre-requisites if requested by the organisation.

Note: Students must source their own placement and are made aware of this prior to enrolment. APC will support a student seeking placement with recommendations and suggestions, advertising placement opportunities to students where possible.

Enrolment

APC's enrolment process may vary, depending on the type of qualification you intend to study. A copy of the Student Handbook, alongside all policies and procedures is provided to students for reading prior to enrolment. APC's enrolment policy is available on our website to support your understanding of this specific process.

An enrolment form and medical declaration must be completed to confirm enrolment. Where applicable, other additional information such as practitioner declaration and evidence of previous studies may be required.

APC offers students 'flexible payment options' via Debit Success if they chose to complete their course via a payment plan. Information on fees relating for our courses is made available to each student prior to enrolment. Students are provided with an invoice outlining the relevant course deposit and fee schedule required for enrolment to proceed.

APC will not enrol a student into a course without first disclosing all fees and payments required, payment terms/conditions, methods, enrolment date and progression for your course.

Note: enrolment is not confirmed until agreed enrolment fees have been paid and all required documentation has been reviewed and signed off as understood. Recognition to Prior Learning (RPL) and/or Credit Transfers (CT) cannot be processed until enrolment fees have been confirmed.

Note: On course completion, Testamurs (qualifications) and Statements of Attainment will not be issued until all fees have been paid.*

Unique Student Identifier (USI)

A Unique Student Identifier (USI) is mandatory for all APC students undertaking our courses. A USI allows students to link their completed studies to a secure online record.

This system was implemented by the Australian Government in 2015, and details student outcomes from 1 January 2015 onwards. As an RTO, APC cannot issue any nationally recognised outcomes without a USI.

If you do not have a USI, please visit https://www.usi.gov.au/your-usi/create-usi on how to apply.

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As an RTO, we are required to report in February of each year to our regulators for student enrolments and outcomes. This results in the regulators updating USI transcripts once a year with APC data after the month of February

Enrolment Process

APC operates on rolling monthly start dates (intake dates). The process is inclusive of the below:

- Application and identification of suitability for preferred course
- Recognition options determined (details below)
- Confirmation of fees paid for enrolment and payment agreement
- Access, read and ensure understanding of the required policies and procedures as per the terms and conditions
- Complete the enrolment form and provide any required documentation to finalise enrolment

Students may begin their studies once the above requirements are confirmed. They will be emailed their confirmation of enrolment, alongside a customised training plan and details to access the student portal, Moodle.

For any clinical workshops or face-to-face training, you will be advised of the mandatory requirements, dates and information by the Student Success Team prior to commencement of this component.

Recognition Options

Recognition options available for students who wish to have previous experience and learning recognised as part of their enrolment. Recognition Prior Learning (RPL) and Credit Transfer (CT) are applicable for all APC courses.

Students are made aware of the recognition process prior to enrolment. Students are advised to email rpl@apcollege.edu.au once enrolled if they wish to apply/request recognition for their enrolment if it was not already discussed prior to course commencement.

Please refer to the Recognition Policy available via the APC website for more information.

Course Duration

How long your course will take depends on several factors. There are standard course durations for each course.

- HLT31120 Certificate III in Non-Emergency Patient Transport - 12 months
- HLT41120 Certificate IV in Health Care - 18 months
- HLT51020 Diploma of Emergency Health Care - 24 months

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Your own efforts, commitment to submitting assessments on time, your study load and any recognition of units may all have an impact on the duration it takes to complete.

Students are expected to adhere to their customised training plan to support completion of studies in the identified duration. Each unit has a start and end date and by following these as best you can, you will be able to complete the course within or faster than the allocated timeframes. Students won't be penalised if they don't have their units submitted in time for these dates, but it is highly recommended to use these dates as a guide. Students that are failing to progress and/or submit assessments in a reasonable time may be asked to enter into a student progression agreement to support completion of studies.

Training Plans

As part of the overall enrolment process, APC will develop a personalised training plan for your learning progression. It will address the duration of your course, requirements, as well as possible considerations of your personal circumstances. Your training plan will be developed with consideration of any recognition option requested.

Reasonable Adjustment

Reasonable adjustment will be applied (where required) to increase achievements in vocational qualification. An application form can be provided on request for specific assessment tasks.

The need for reasonable adjustment may be identified during or after enrolment where an LLN assessment has been conducted or LLN support is deemed necessary.
APC will ensure any reasonable adjustment applied towards assessments will not compromise the integrity of assessment, elements, and performance criteria of the unit of competency.
Adjustments to assessment will not provide an unfair advantage/disadvantage to students and must be documented and identified with the assessment outcomes.

Fees and Payments

APC is committed to the disclosure of all course fees and charges prior to enrolment into a course.

APC aims to provide transparent information related to the fees and charges for all courses available. All students will be advised of the fees, charges, and arrangements for payment upon application and prior to course enrolment.

Please review the Course Fees & Payments Policy on our website for further details of any other fees that may apply.

APC accepts various methods of payment for course fees. Payment for courses can be made

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in the form of cash, credit card or Direct Deposit.

APC offers a payment plan via Debit Success that supports students in paying off their course fees following an initial enrolment fee (this will be dependent on your course/payment option chosen). Please contact APC if you have any questions related to course fees.

Failure to Make Payment

All course fees must be paid by their due date. APC will not issue a qualification, Statement of Attainment or transcript until all outstanding fees have been paid.

If payments are not made as stated in the agreed terms with APC/Debit Success, it may be necessary to suspend enrolment until your payment is received. Outstanding fees may result in cancellation of your enrolment where rectification efforts have not been made. If you are experiencing any issues meeting your fee requirements, please contact APC.

Extension of Study

An extension of study request will only be considered within the final three (3) months of a student's course enrolment – i.e., three (3) months from their course end date.

An extension of study request will only be considered for students who have demonstrated significant progress through their course, including through completing the majority of their theory, practical or clinical placement requirements. APC will review applications on a case-by-case basis and make decisions at its discretion.

If approved, an extension of study on a month-to-month basis. In exceptional cases, APC may offer a three (3) month extension in one block (rather than month-to-month). Students may receive a total of twelve (12) months of extension throughout their course.

Please refer to the course duration and progression policy for further information.

Please review the Course Fees & Payments Policy on our website for further details of any fees that may apply.

Deferment of Intake

Intake deferrals only relate to students who want their intake date deferred and have not commenced yet. Once students have commenced, then Deferment of Study requests apply

Requests for an intake date deferral on compassionate grounds will be considered on a case-by-case basis. Payment plans are not automatically deferred and must be requested separately.

Approved deferrals of more than 90 days will require a current market price review, and admin fees may apply.

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All deferrals will have a set re-intake date which must be complied with. The time allowed to complete study will also be extended by the deferred time.

APC's Refunds and Cancellation Policy will still be based on the original Agreed intake date on invoice.

Please review the Course Fees & Payments Policy on our website for further details of any fees that may apply.

Deferment of Study

Once your intake date has passed, a deferment of study request will only be considered in exceptional circumstances where matters outside of a student's control have prevented them from being able to progress in their course. APC will review applications on a case-by-case basis and make decisions at its discretion.

If approved, a deferment of study is offered on a month-to-month basis, and students can receive a maximum of 90 days deferment throughout their course.

Please refer to the course duration and progression policy for further information

Please review the Course Fees & Payments Policy on our website for further details of any fees that may apply.

Course Cancellation by APC

Where APC suspend the delivery of a course from its registered scope, APC will make every effort to identify for the student an optional provider of the equivalent course, inclusive of addressing the refund terms.
Students may have the option to transfer to an optional delivery date of the course where applicable.

Course Refunds and Cancellation

Should you need to withdraw from a course, you must advise APC by submitting a course withdrawal/cancellation form. You must contact the Student Success Team via phone or email to receive a copy of this form.

Once your application is received, and you will be advised of the course withdrawal and any possible refund outcomes within five business days from the submission of the form. All students have the right to have a decision reviewed.

The withdrawal/cancellation of enrolment form can be requested via support@apcollege.edu.au.
APC applies a non-refundable administration fee for any cancellations or withdrawals.

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All students must confirm that they have read and understood the terms outlined in the refund policy before they are accepted to officially enrol into a course. The Refund Policy is available via the APC [website](#) for more information.

Training Materials

APC will provide electronic access to the student portal and simulated resources supporting training and assessment.

APC will provide access to a simulated physical learning environment at our Clinical Workshops.

APC may recommend optional supporting textbooks, but do not provide textbooks for students. These are recommended resources and not mandatory, however are ideal for training and assessment. Student Learner Guides and activity answers are provided to students to assist with learning, training and assessment.

Required Student Resources

A current email address from each student is required for all enrolments.

You must ensure you have access to the following for your online learning at a minimum:
- a computer/tablet with Microsoft Office or equivalent
- a landline or mobile phone
- internet access
- printer, photocopier and scanner

Each students' computers/tablets need to have the following minimum specifications:
- Internet access/connection
- 4GB of RAM
- Adobe PDF Reader or equivalent
- Enabled use of a web camera and headset with microphone

Specific requirements for Window users:
- Windows 10 or equivalent
- 2 gigahertz (GHz) or faster processor recommended
- 4GB of RAM memory or higher
- 10GB of free space on the computer

Specific requirements for Mac OS users:
- MacOS 10.14 or higher is recommended
- 2 gigahertz (GHz) or faster processor recommended
- 4GB of RAM memory or higher
- 10GB of free space on the computer

Purchase of non-tuition items:

APC Clinical Workshop – Dress Code

Thank you for booking into your Clinical Workshop with APC! Below, you will find some suggestions to assist you in purchasing the mandatory requirements to attend your workshop. Please contact the Student Success (1300 377 741 or support@apcollege.edu.au) if you have any queries.

Stethoscope:

Suggested brand Littman
- o https://www.medshop.com.au/

Pen light:
Suggested Prestige Pupil Gauge Disposable Penlight
- o https://www.medshop.com.au/

Safety Glasses:

- Bunnings, Big W, Officeworks

Black leather shoes (Steel cap not necessary):

- Big W Blacksmith Chippie https://www.bigw.com.au/product/black smith-chippie-steel-cap-work-boots- black/p/834358-black/

- Coalface Workwear Mongrel Zip https://coalfaceworkwear.com.au/produc t/mongrel-boots-951020-black-high-leg- zipsider-boot/

Work Safety Pants:

- Kmart Workwear reflective pants https://www.kmart. com.au/product/wo rkwear-reflective-pants/1548882

- Totally Workwear https://www.totallyworkwear.com.au/search?q=work%20safety%20pants

- Workwearhubhttps://www.workwearhub.com.au/products/bisley-original-cotton-drill-work-pants-navy?variant=34352167747723&currency=AUD&gad_source=1&gclid=CjwKCAiA0syqBhBxEiwAeNx9N32J8VqrgPtZ5FdvsUaUk3YY7ifodbzqdwfeB10njnXYVwJ-LdsIqhoCzfsQAvD_BwE

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Competency Based Training and Assessment (CBT)

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 at the expected level. Assessment is based upon the learning outcomes expected from each Unit of Competency.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. If a student's performance in the assessment does not demonstrate the requirements, rather than receiving 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 is to be classified as Satisfactory (S) in each of the unit assessment tasks. When all unit assessment tasks (inclusive of any placement requirement) results in a Satisfactory (S) outcome you will be deemed Competent (C) in the unit of study.

Issuance of the qualification requires a Competent (C) outcome for all units within a qualification, inclusive of placement requirements.

Training and Assessment

All APC trainers and assessors meet the requirements identified in the Standards for Registered Training Organisations 2015. This includes qualifications, professional development and ongoing industry currency and engagement.

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

APC maintains industry engagement ensuring currency, suitability and best practice as per the Standards for Registered Training Organisations 2015 and the qualification outcomes.

Theoretical Assessment collection methods:

Written reflections, short answer, Q&A, case studies, assignments, multiple choice, long answer and research responses.

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Practical Assessment collection methods:

Face to face or video demonstrations, developed evidence (e.g. action plans, checklists, reports, simulated patient care reports, vehicle checklists, WHS documentation), simulated scenario based assessment tasks

Clinical Placement collection methods:

Host/organisational placement agreements, supervisor qualifications, logbooks, third party reports, timesheets, reflective practice assessment task, workplace sampling (de-identified), additional reviews and reports, placement coordinator interactions, reviews.

Recognition Assessment collection methods:

Portfolio of evidence via each unit of competency RPL Kit, competency conversation (zoom), resume, role statements/job descriptions, performance reviews, workplace reports, scope of practice, professional registrations, statements of attainment, professional development and workplace training, third party reports, workplace documents (de-identified), qualification/transcripts.

Individual Learning Plans

In cases where students are requiring additional support, an individual learning plan will be put in place. This plan will be filled out by the representative APC staff members and emailed and discussed with the student. The plan will outline the areas of support and methods/activities that the students can do to assist with their learning. The student will be required to complete the feedback column outlining the activities that were conducted. A phone conversation maybe conducted to confirm the knowledge of the student before going back to a workshop or releasing another unit via the student portal. Individual Learning Plans will be kept in Zoho on the student's file.

Submitting Assessments

You are required to complete assessments in full for all units within a qualification. You will receive detailed instructions on the requirements and submission details for each assessment task. Ensure that you talk to your trainer/assessor regarding anything that is not clear to you.

Assessment Feedback and Resubmissions

You will receive feedback from your assessor regarding the outcome of each of your assessment items within 21 business days from submission. This feedback will support and guide you in any re-assessment required.

Your individual assessments will be reviewed, and the outcome will be identified by the assessor as either *Satisfactory (S)* or *Not Yet Satisfactory (NYS)*.

Where an assessor deems you as NYS for an assessment task, you will be required to reattempt this assessment via the resubmission form.

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APC staff will make every reasonable effort to support you to succeed in your studies and unit outcomes. Please talk to your trainer/assessor for more information. If a student is deemed NYS for a practical component after the permitted number of attempts, or do not attend the scheduled full workshop days, they are required to reattend the full clinical workshop to allow for additional training and reassessment.

Please refer to the Assessment Policy located on our website for further details

Clinical Placement

Where an enrolment requires completion of clinical placement hours, a Clinical Placement Agreement is required. The agreement is provided by APC and completed between yourself, the Host Organisation, and APC.

Placement is not outlined on a student's training plan as it can be completed at any time following a student's satisfactory completion of their applicable workshop/s. Clinical Placement is to be sourced by the student as advised prior to enrolment, with assistance from the Clinical Placement Coordinator where necessary.

Issuing Qualification and Certificates

It is APC's responsibility that once all units of competency are deemed competent and provided all fees are paid, APC will award the student with their qualification in the form of a Testamur and transcript. This will be done within 30 business days of the aforementioned requirements being met. This meets the issuance requirements identified in the Standards for RTOs 2015.

Where a student has been deemed as 'Not Yet Competent' in one (1) or more of the enrolled units of study, the student will not be issued a full qualification, however APC will issue a Statement of Attainment for all units deemed as Competent.

Where a student cancels their enrolment, a Statement of Attainment may be issued for units completed (where applicable). Please note that most units have a practical component to be completed at the clinical workshops, so unless this has been attended you may not be eligible for a Statement of Attainment as units were not completed in full.

Where to Get Help

You can talk to your trainer/assessors for help in understanding how to complete your assessments. If you require help with any other area, please contact the Student Success Team for additional information.

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External Support Services

If you are experiencing difficulties and/or require counselling or personal support, there are several professional organisations well equipped to offer services such as:

- 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

Academic Integrity, Plagiarism and Referencing

When it comes to properly acknowledging where information has come from, students should be aware of, and confident referencing and identifying the source of any information that is not your own work.

All work that a student submits must be their own. By submitting an assessment and signing the student declaration, it confirms that you agree the submission of assessment is your own. Plagiarism is taking someone else's work and/or ideas, images and passing them off as your own. It is a form of cheating and is taken seriously by APC.

Severe breaches of this policy may not receive prior warning and may be acted upon immediately by the college.

Where a student is discovered to have committed multiple violations of the academic integrity policy in one instance, such as cheating on multiple assessment tasks, they may be immediately deemed to have committed a second or third offense due to each occurrence.

Please ensure you read the Academic Integrity Policy on our website for more information and details on what occurs where a breach is identified.

Responsible and ethical use of Artificial Intelligence in Training and Assessment

Students can only use AI tools in compliance with the APC's ethical standards and values, upholding principles of honesty, integrity, and respect for intellectual property.

What is AI with respect to education?

AI refers to the development of computer systems that can perform tasks that typically require human intelligence, such as learning, problem-solving, and decision-making. In the context of learning and education, AI can play a pivotal role in augmenting traditional teaching methodologies by providing personalised and adaptive learning experiences tailored to individual student needs. AI-powered educational tools and platforms offer interactive and engaging interfaces, fostering student participation and knowledge retention. AI is a powerful tool, and used correctly is a valuable addition to most programs of study.

However, AI is also considered to be largely untrustworthy at this stage. AI can generally only repeat what has been said by other sources on the internet, it has very limited capacity to critically interpret data and can be easily tricked. Where limited or incomplete data is available AI is often biased in its

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responses to questions. AI may also violate intellectual property laws as it could take data or wording from a copyrighted source.

For example, Chat GPT may seem intelligent, but it's just mimicking what it has read on the internet. Chat GPT doesn't understand the question you are asking; it simply responds to the question by copying an existing response it locates on the internet. Chat GPT is designed to provide a unique response, but it cannot know if its response is technically accurate.

While AI like Chat GPT may be very good at providing lists of well-known and established concepts (for example: which direction does blood flow through the heart?), it will regularly return incorrect responses to nuanced or specific questions (for example: Which medication is best to administer to a patient with chest pain?).

Responsible Use of AI

Students are encouraged to use AI tools to augment their *learning* experience. Acceptable uses of AI in learning activities includes:
- Using AI to generate responses to specific *student driven* questions for the purpose of *learning*. For example, a Student Learner Guide may refer to a specific process, such as learning how the heart pumps blood, it is acceptable for a student to utilise AI to assist with their learning for this topic. The student may consult AI with a question such as "explain to me how the heart pumps blood" or "how do the valves of the heart impact on blood flow?", etc… This is an example of using AI to help a student learn a concept, or to help the student connect multiple related concepts together.
- Using AI to generate practice exams for the purpose of revision.
  For example, the student may ask an AI tool to generate a series of knowledge-based questions based on the movement of blood through the heart.

Students are generally prohibited from using AI tools as part of their *assessment* activities. Unacceptable uses of AI in assessment activities includes:
- Using AI to generate responses to written questions asked in assessment tasks.
  Example: A student uses AI to generate a response to a written assessment task, and then copies and pastes that response and submits the answer as an attempt.
  It is unacceptable to use copy and paste of *any* part of an AI generated response in an assessment task, even if the student rewords sections of the response this would be unacceptable.
- Using AI to generate responses to multiple choice questions asked in assessment tasks.
  Example: A student enters a multiple-choice question into AI to determine what the correct response should be.
  It is unacceptable to submit answers to any assessment task that were not generated by the student.

Students are encouraged to seek guidance from the APC Trainers and Assessors on the appropriate use of AI technologies within their respective fields of study.

Consequences of Violations when using AI

Violations of this policy may result in disciplinary actions, including but not limited to academic or monetary penalties, suspension, or expulsion, in accordance with the APC's Student Code of Conduct.

Use of AI technology to assist with submitting assessment tasks is considered a Risk Rating 3 outlined in this policy and may result in the student receiving a Not Yet Satisfactory result for the unit, and they will be required to pay additional fees to undertake the unit again; or the student may be expelled from the APC and not allowed to re-enrol.

The APC reserves the right to investigate any suspected breaches of this policy and take appropriate actions to uphold the integrity of the academic environment.

Academic Misconduct

Academic misconduct is involvement in any of the below acts, which are prohibited by students enrolled with APC:

- **Plagiarism** - The reproduction of original creations of another author (individual, collective, organisation, community or other type of author, including anonymous authors or AI) without due acknowledgment.
- **Fabrication** - The falsification of data or information for assessment purposes.
- **Deception** - Providing false information concerning an assessment activity —e.g. falsely claiming to have submitted work, or allowing another student or individual to complete an assessment task on your behalf.
- **Cheating** - use of another's work to copy and submit as your own (eg. an APC student, a non-APC student, AI, or any other person). This includes whether the person who's work is submitted is aware of the cheating or not.
- **Collusion –** when more than one individual contributes to a piece of work that is then submitted as the work of the individual (e.g. when another student writes an answer to an assessment for you, or any other behaviour from another individual to assist you to cheat). Collusion can also occur when a student does not take reasonable steps to ensure prevention of other students using their work (e.g. providing your completed assessment to another student, placing your answers in an open forum, or allowing someone else to do so)
- **Bribery** - Providing assessment answers or test answers for money or favour.
- **Sabotage** - Acting to prevent others from completing their work. This includes cutting pages out of library books or wilfully disrupting the experiments of others.
- **Trainer/Assessor misconduct** - any acts by APC Trainer/Assessors that equate to academic misconduct.
- **Impersonation** - assuming a student's identity with intent to provide assessments to advantage a student.

Further information can be found in the Assessment and Academic Integrity policy.

Access and Equity

APC will assist all students to identify and achieve their desired learning outcomes and are committed to providing through our training and assessment and supports diversity.

APC will ensure all participants have the right resources available to allow for successful course completion. This includes flexible delivery and reasonable adjustment where necessary, including language, literacy and numeracy (LLN) support.

APC students presenting or identified as requiring LLN support during the pre/post enrolment process

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will be advised by APC staff of the support measures available and where necessary, through referral to support agencies. Further information is available via the Student Support Policy.

All potential students must read the Student Support Policy available via our website that contains additional information on the various support options available.

APC may request students to participate in an LLN assessment where required. Results from the assessment will not be shared with any other organisations or entities and are maintained on your personal student file. The LLN assessment supports your learning journey and highlights any of the required core skills you may need assistance with throughout the course.

Students identified as having significant LLN and/or Learner Support needs (e.g. English language) may be referred to external support agencies and will be advised of any optional studies to support their learning journey, where necessary.

Where an individual has been identified with low level LLN that may not meet the requirements for the enrolment in our qualifications, APC will identify an ideal study level. Where possible, APC will offer internal course options and consult with the student to identify any external, optional study paths that may assist them in fulfilling their learning and career aspirations.

It is the responsibility of all APC staff and students to uphold commitment to access and equity principles. Additional information is outlined in the APC Code of Practice, Student Code of Conduct, Access and Equity Policy and the Student Support Policy, which can be obtained on request.

Complaints and Appeals

As a student, you have the right to lodge a complaint/appeal if you disagree with an outcome or any issue with which you feel aggrieved. Students are encouraged to speak with the relevant individual in the first instance. Where you are not satisfied with the outcome of that discussion, you may submit a formal complaint or appeal and request a formal review.

Please see APC's Complaints and Appeals Policy and Process on our website for more information.

Student Conduct

APC's Student code of code outlines the expected behaviour of students enrolled with APC, inclusive of when representing APC for any clinical placement activities. This is the student's fundamental responsibility throughout the entirety of enrolment and association with APC.

In the case that a student breaches this code of conduct, the following may be applied:

- Issuance of a Verbal or Written Warning
- Removing a student from a Clinical Workshop or Clinical Placement venue
- Removing a student from their course and ending their enrolment with APC.

For the avoidance of doubt, students who breach this Code of Conduct are not eligible for a refund of any Course Fees they have paid.

APC may also inform state authorities of potential breaches where students refuse to comply with APC's directions, or where their behaviour poses a threat to the safety of themselves or others. Excessive breaches of the student code of conduct will result in removal from the college.

Please review the Student Code of Conduct on our website for further details.

Workplace Health and Safety (WHS)

Workplace health and safety legislation applies to everyone at APC. 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.

Students will receive WHS information on the first day of their workshop/s, with any additional need for WHS information addressed e.g. onsite information. Students are asked to report any incident or hazard immediately.

Smoking, Drugs and Alcohol

APC is a smoke-free environment. Smoking is prohibited in all buildings and only permissible at designated locations away from building entrances; there is to be no smoking within four (4) metres of a building entrance. This is inclusive of interstate venues being utilised.

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

Students taking prescription medication have a duty to ensure their own safety, and that the safety of others is not affected. There is no specific requirement for a student to disclose use of prescription medication. A student may wish to disclose this information where it may impact on their studies, other students, or course progression.

Student Feedback

APC 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 related to your enrolment, training and assessment, support and general engagement and experience with APC.

Students are required to complete the Feedback Survey required for data collection by the VET regulator. No personal information is disclosed in these general course surveys.

Students may be required, by the VET Regulators, to participate in student surveys current and post completion of studies regarding student engagement, provision of information and support, conduct, processes and delivery of training and assessment.

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APC Responsibilities

It is APC's responsibility to all students that it must at all times:

- Provide quality training and assessment
- Comply with the Standards for Registered Training Organisations (2015)
- Comply with the National Vocational Education and Training Regulator Act (2011)
- Advise learners of any changes to agreed services at all times that will impact enrolment

Please refer to our website for further information, or email compliance@apcollege.edu.au with any questions you have.