



**Access  
Institute**

Creating exceptional  
opportunities.

## **Bridging Course**

**CPP50721 Diploma of Access Consulting**

**(bridging Certificate IV in Access Consulting upgrade to  
Diploma of Access Consulting)**

**A Nationally Accredited and Recognised Qualification**

**Course Information Handbook**

**Delivered Live Online via Zoom and Self-Paced Learning**



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## **Purpose of this Course Information Handbook**

The purpose of this Handbook is to provide an overview of:

- Access Institute as a Registered Training Organisation (RTO) – 22404
- the nationally accredited and recognised training program and qualification CPP50721 Diploma of Access Consulting
- policies and procedures relevant to enrolment in the CPP50721 Diploma of Access Consulting (bridging).

Prior to enrolling in the course please read this Course Information Handbook. If students still have any questions, please contact Access Institute as per the contact details in the back of this Handbook. Email contact is preferred.

Note: There must be a minimum number of enrolments received by Access Institute, 2 weeks prior to course commencement, in order for this course to proceed. This number varies according to the course type and location.

Confirmation that a course will or will not proceed as scheduled, will be provided to each enrolled student, via email, no later than 2 weeks prior to course commencement date.

## **Access Institute**

Access Institute is recognised as the key provider of education relating to access and Universal Design in the built and external environment in Australia.

Our qualified and Accredited Access Consultants and trainers are leaders in addressing access and Universal Design in the built and outdoor environment and acknowledged as experts in access advice relating to buildings, facilities, services and programs.

We develop and deliver nationally recognised training programs. Our training programs attract Continuing Professional Development (CPD) points from a wide range of professional organisations.

We have provided an extensive range of access audits, access appraisals, research and evaluation projects, consultations, advisory and training services across Australia for more than 30 years.

Access Institute is accredited as a Registered Training Organisation (RTO) with the Australian Skills Quality Authority (ASQA). An RTO is a training organisation registered by a state/territory registering body in accordance with the Australian Quality Training Framework (AQTF). Each RTO has a defined scope of registration. Access Institute's current scope of registration includes delivery of the nationally accredited CPP50721 Diploma of Access Consulting. This includes 25 units of competency.

**The benefits of successfully completing a nationally accredited course are:**

- receipt of a nationally accredited qualification
- attainment of knowledge and skills that are recognised throughout Australia.

As an RTO, Access Institute provides students with:

- knowledge and skills to work effectively in a rapidly expanding industry
- training delivery by qualified and accredited practitioners who are currently working in the access industry and other relevant fields
- a commitment to providing support and services conducive to achieving competency
- inclusive and innovative training methods
- a pathway to career development.

## **Student Identification / Proof of Identity**

It is a mandatory requirement for students to supply current legible photographic identity evidence with their Enrolment documentation, in the form of government-issued photo identification, e.g. passport, driver's licence, proof of age card, working with children check or Australia Post Keypass.

## **Unique Student Identifier**

### **Do you need a USI?**

From January 2015 it is compulsory for all students enrolling in nationally recognised training to obtain a Unique Student Identifier (USI). This number will be the students own personal student number which can be used across all educational institutions.

If students do not already have a USI, the student will need to create one prior to enrolment. Please create a USI by visiting <http://usi.gov.au>.

Access Institute is prevented from issuing students with a nationally recognised VET qualification or statement of attainment when a student completes their course unless have a Unique Student Identifier (USI).

If a student would like Access Institute to apply for a USI on their behalf they must authorise us to do so and declare that they have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>.

## **Legislative Compliance**

Access Institute conducts regular reviews to ensure ongoing compliance with Commonwealth and State's/Territory legislative and regulatory requirements that govern the delivery of accredited training programs. Access Institute has policies that reflect relevant legislative requirements, including, but not limited to, Workplace Health and Safety, Harassment, Anti - Discrimination, Equal Opportunity and Vocational Education and Training legislation.

## **Competency of Facilitators and Assessors**

Access Institute training Facilitators and Assessors are industry experts with relevant experience and qualifications in both the access and training industries. In addition to their current industry practice, they also hold qualifications and/or accreditation by registering bodies. Facilitators and Assessors work in the field of access consulting and also participate in continuous professional development programs to maintain currency in their areas of expertise.

## **Course Overview**

The aim of this Bridging course is to provide students who have completed the CPP40811 or CPP40821 Certificate IV in Access Consulting a pathway to upgrade to the CPP50721 Diploma of Access consulting. Once completed, the Diploma provides candidates with a premium nationally recognised qualification as an Access Consultant. The course provides students with the skills required to become an effective Access Consultant in an ever growing, lucrative and interesting field of work.

The course is delivered live online via Zoom by access industry experts with specialist training skills. There is plenty of time for discussion and questions, with more than 30 years of practical expertise shared by trainers.

The course incorporates the additional required units of competency to upgrade to the Diploma. These are listed in the Course Structure below.

### **What is the role of an Access Consultant?**

An Access Consultant plays a crucial role in ensuring that built environments, facilities, and infrastructure are designed, constructed, and maintained to be accessible and inclusive for all individuals. These environments could be permanent like commercial buildings, recreation and tourism centres, schools and houses, or outdoor spaces like streetscapes and playgrounds, or they could be temporary structures used for festivals and events. Inclusion of people with both permanent and temporary disabilities, older adults, families with young children, multi-generational families, tourists, and all communities where gender equity and cultural

considerations are paramount in consideration of access to the built and service environment are all addressed by effective Access Consultants.

**Access Consultants** have expertise in relevant standards and regulations, as well as an understanding of the principles of Universal Design and how to apply these, particularly in the built and service environments. Access Consultants work to make sure that buildings and public spaces are compliant with relevant laws, such as the Disability Discrimination Act 1992 and the National Construction Code (NCC) as well as considering the principles of Universal Design. Key aspects of an Access Consultants role are:

**Assessment and Compliance:** Access Consultants assess existing structures and new construction projects to determine if they meet the necessary access standards and compliance requirements. They review architectural plans, building, facility, and event designs, and as well as parks and outdoor spaces to identify potential barriers and recommend necessary upgrade actions.

**Universal Design Advice:** Many Access Consultants provide advice over and above minimum access compliance requirements and use the principles of Universal Design to advise clients on ways that their projects can be inclusive for everyone. This ensures that as many people as possible regardless of age, gender or ability can use the building, facility, or service to the greatest extent possible. This assists in future proofing and eliminates the need for retrofitting to meet particular individual requirements.

**Design Reviews:** Access Consultants collaborate with architects, designers, and builders to ensure that access and Universal Design principles are integrated into the initial design phase of a project. This may include making recommendations for accessible entrances, pathways, ramps, and the provision of amenities like bathrooms and parking, as well as functional considerations within a space that address the needs of all users.

**Access Audits:** Access Consultants conduct access audits of public and private spaces to evaluate their compliance with relevant regulations as well as consideration of the principles of Universal Design. They write reports detailing areas that may need upgrade and provide recommendations for improvements.

**Documentation and Reports:** Access Consultants prepare detailed reports and documentation that outline accessibility issues, proposed solutions, and where necessary, cost estimates for improvements. These reports are often used in planning and decision-making processes.

**Expertise in Standards:** Access Consultants must stay updated on access standards, codes, and regulations. In Australia, some of these standards include the:

- Disability (Access to Premises - Buildings) Standards 2010
- Australian Standards for Access and Mobility such as AS 1428 suite
- Specialist Disability Accommodation (SDA) Design Standard 2019
- Australian Building Codes Board (ABCB) – Livable Housing Design Standard 2022

- Changing Places Specifications 2020
- The Workplace Gender Equality Act 2012 and the Workplace Gender Equality Amendment 2023

**Specialist Expertise and Accreditation:** Many qualified Access Consultants have prerequisites to become Specialist Disability Accommodation Assessors and Home Modification Assessors for the National Disability Insurance Scheme (NDIS), as well as Changing Places Assessors and Livable Housing Design Assessors.

**Advocacy:** Access Consultants often advocate for access and inclusion on behalf of people with disabilities, promoting the removal of barriers and the creation of more accessible environments.

**Dispute Resolution:** Access Consultants can be involved in dispute resolution processes when conflicts arise related to access and inclusion. They may provide expert opinions and guidance to resolve access and inclusion-related disputes.  
**Research and Innovation:** Some Access Consultants engage in research and innovation related to access and inclusion, working on ways to improve design, technology, and practices to enhance access and inclusion in various settings.

**Access Consultants** play a vital role in making public and private spaces more inclusive and ensuring that everyone has equitable access to the built environment and services. Their work helps Australia meet its legal obligations and creates a more accessible and equitable society.

## **National Recognised Qualifications**

The first national qualifications and units of competency for access consulting were endorsed in 2005 in recognition of the emergence of this significant industry sector and were included in PRD01 Property Development and Management Training Package.

The access consulting sector offers services across nineteen main areas of activity. People working as Access Consultants, and organisations providing access consulting services, may provide the full range or may choose to offer only some of these services.

The range of Access Consulting services are:

- Facilitate the development of Disability Discrimination Act Action Plans
- Assist in the development of policy planning
- Conduct building access audits
- Assess building plans
- Work with building development teams
- Provide advice on renovations
- Provide advice on renovations to private dwellings
- Develop designs for accessible buildings
- Provide advice on accessible transport buildings and conduct access audits



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- Provide advice on accessible transport conveyances and conduct access audits
- Provide advice on accessible educational facilities and conduct access audits
- Provide advice on accessible aged care facilities and conduct access audits
- Provide advice on accessible playgrounds and conduct access audits
- Provide advice on accessible urban streetscape design and conduct access audits
- Provide advice on accessible rural and national parks and conduct access audits
- Teach, lecture and present seminars
- Prepare expert witness reports and give evidence in court
- Provide expert judgement, information and advice
- Serve on a Building Code of Australia Access Panel.

The packaging rules for the qualifications ensure that they meet industry requirements and reflect the broad range of working environments of Access Consultants.

Access Consultants holding the Diploma of Access Consulting may work alone or as part of a team and would typically conduct access audits and provide advice on a range of access issues, depending on their area of expertise. Access Consultants working in the building industry would also provide access advice in relation to the Deemed to-Satisfy provisions of building legislation.

### **Professional Recognition of the Qualification**

The CPP50721 Diploma of Access Consulting is a nationally accredited and recognised training program. A range of professional associations accept these qualifications under their professional development programs and allocate Professional Development Points (CPD) for students who have completed them. Further details are available from each professional association in relation to their CPD programs. Students who complete the course will hold a qualification in Access Consulting.

### **Mandatory Qualification required for Access Consultants**

The Certificate IV in Access Consulting or the Diploma of Access Consulting is a mandatory minimum level qualification required by many organisations wishing to engage Access Consultants across Australia. This includes the National Disability Insurance Agency (NDIA) in relation to Specialist Disability Accommodation Assessors.

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The Certificate IV qualification underpins the entry level for Access Consultants wishing to operate in the profession of access consulting and provides surety to organisations that the graduate holds the minimum skillset relevant to access consulting.

The Certificate IV in Access Consulting or the Diploma of Access Consulting are minimum requirements for both Associate and Accredited Membership of Association of Consultants in Access Australia (ACAA).

The Diploma of Access Consulting provides a higher level qualification than the Certificate IV therefore it is expected successful candidates will acquire more skills and knowledge than that afforded by the Certificate IV in Access Consulting.

### **Course Structure**

To attain the CPP50721 Diploma of Access Consulting via this Bridging course, each student must be deemed competent in 15 Core Units and 10 Elective Units.

Based on a student's Certificate IV in Access Consulting Testamur Access Institute will conduct a Recognition of Prior Learning/Credit Transfer (RPL/CT) evaluation.

The following units must be completed in addition to those completed in the Certificate IV in Access Consulting:

#### **Units to be completed**

<b>Unit Code</b>	<b>Unit Description</b>
BSBOPS504	Manage business risk
CPCCSV5004A	Apply legislation to urban development and building controls
CPPACC5003	Apply anthropometric principles to accessible building design and fitout
CPPACC5004	Apply building codes and standards to accessible large-scale buildings
CPPACC5006	Apply ergonomic principles to accessible building design and fitout
CPPACC5007	Apply mechanics of human body functions to accessible building design and fitout
CPPACC5010	Provide access advice on the design of the built environment
CPPACC5020	Undertake research on access issues
CPPACC5005	Interpret and apply building control legislation when assessing large-scale buildings for access

These units are determined by the Training Package associated with the course and approved under the AQTF. The AQTF provides a comprehensive, nationally consistent framework for all qualifications in post compulsory education and training in Australia. Go to [www.training.gov.au](http://www.training.gov.au) website to access more details about the content of each of the units.

**All assessments must be completed and submitted within 12 months of course commencement.**

## **Course Delivery Timetable**

The Bridging Course for CPP50721 Diploma of Access Consulting is delivered live online using Zoom, over a total of 3 days. In addition, a range of assessment tasks are required to be completed post course.

See **Course Dates 2025** section of this handbook for more information.

Delivery online starts at 10.00am - Melbourne time and usually concludes at approximately 4.30 p.m. Delivery days can incorporate online presentations as well individual or group activities, depending on the units being covered on a particular day.

For example, some days you will be participating in presentations for the whole session (with short breaks in between) other days you may have a presentation and then a break for you to undertake assessment tasks and then come back for discussion and feedback.

**A timetable for each day will be provided prior to course commencement.**

## **Entry Requirements and Language, Literacy and Numeracy**

The prerequisite for entry into the CPP50721 Diploma of Access Consulting (bridging) course students would have successfully completed the Access Institute Certificate IV in Access Consulting before attending the Diploma of Access Consulting Bridging course.

Students will also need to be able to:

- read, comprehend and write a range of texts within a variety of contexts
- use and respond to spoken English language including some unfamiliar material within a variety of contexts
- recognise and use some of the conventions and symbolism of formal mathematics including measurement, graphs and simple statistics, use of maps and directions and an introductory understanding of the use of formulae and problem solving strategies

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- be able to use basic computer programs e.g. MS Word, Excel, PowerPoint etc. as well as the internet for undertaking research.

In addition, students must be able to demonstrate that they have had relevant experience working in the broader built environment or access industry. This could include experience as a Building Surveyor, Architect, Access Worker, Occupational Therapist, Builder, Building Designer, Statutory Planner, Engineer, Facilities Manager, Buildings Management and/or Maintenance Worker and Disability Services Worker, (*supporting the needs of people with disabilities to access the built environment*) or similar area.

A potential student's experience as well as language, literacy and numeracy skills may be assessed by Access Institute for the purpose of ascertaining their likely ability to cope with the requirements of the course.

Although Access Institute will make every effort to accommodate the particular needs of individuals, as a matter of ethical conduct, it will not enroll a student if it becomes clear that it would be impossible for the student to successfully complete the course. In those circumstances Access Institute will assist the student, where possible, to find a suitable alternative. If it is determined by Access Institute that the student will not be able to successfully complete the course due to a particular learning need, after the student has commenced the course, Access Institute will provide a refund of the paid fees less any costs incurred by Access Institute. See the **Fees, Charges and Refunds** section of this Handbook for further information.

### Learning Materials

Access Institute will provide students with learning materials relevant to each of the units of competency contained in the course. Any learning materials provided by Access Institute in soft copy can be printed and downloaded but not transmitted or altered. Some materials **may** also be provided in hard copy.

Students will also be required to undertake research and development of a range of materials as part of the learning process.

Students will need access to a computer (or similar) and their own internet connection suitable for accessing the internet during the online sessions.

As students will also be required to undertake assessment tasks as part of the course completion, they will need access to a computer suitable for use in the completion of the assessment process.

### Learning Support

During the course, students will be supported by:

- Trainers and assessors during the live online Zoom sessions, and available by phone and email outside of the session delivery times, as well as via Zoom

if necessary; (Students can contact the relevant trainer via email to make a time for a phone call or Zoom meeting if necessary)

- Extensive Learner Guides incorporating comprehensive learning materials and resources;
- Administrative support in relation to understanding of any administrative requirements relating to courses.

Students are encouraged to use the support services offered by Access Institute.

## **Recognition of Prior Learning (RPL) and Credit Transfer**

RPL is the recognition of learning or competencies that have been previously achieved. Once enrolled, students may be able to apply for RPL if they can demonstrate sufficient experience and successfully complete all of the assessment tasks and questions from the relevant units of competency.

Credit transfer allows students to count relevant, successfully completed studies – achieved at TAFE colleges, accredited private providers, professional organisations or enterprises and universities – towards their current course or qualifications.

Credit transfer works by students receiving credit for units they have previously completed and are exempt from retaking them, therefore reducing the study load. Students must provide a certified copy of evidence that they have previously completed the relevant units.

If you are interested in RPL or applying for credit transfer, please contact Access Institute prior to enrolment in the course for further information. Applications for RPL and credit transfer must be received by Access Institute at least 3 weeks prior to course commencement, to allow time for assessment. Students enrolling later than three weeks prior to course commencement will be advised on RPL on a case by case basis.

The fee for application for RPL or credit transfer assessment is equivalent to the course fee.

**Please note:** RPL/CT Applications cannot be accepted once a Course has commenced.

1. Students undertaking this bridging course, who have successfully completed Access Institute CPP40811 Certificate IV in Access Consulting, will receive RPL or Credit Transfer for the relevant units of competency from their Certificate IV that are also delivered by Access Institute in the Diploma of Access Consulting;

Or

2. Students undertaking this bridging course, who have successfully completed Access Institute CPP40821 Certificate IV in Access Consulting, will receive Credit Transfer for the relevant units of competency from their Certificate IV that are also delivered by Access Institute in the Diploma of Access Consulting

## **Course Dates 2025**

In addition, to attending all scheduled sessions, students must also successfully complete all required assignments and assessment tasks and submit within 12 months of course commencement.

**Note:** There must be a minimum number of enrolments received by Access Institute, 2 weeks prior to course commencement, in order for this course to proceed. This number varies according to the course type and location.

Confirmation that a course will or will not proceed as scheduled, will be provided to each enrolled student, via email, no later than 2 weeks prior to course commencement date.

**Note:** The following are the only dates for delivery of this course in 2024 / 2025 at this time.

### **Delivered Live Online via Zoom – 3 days**

**Course 1: 20, 26, 27 March 2025**

**10.00a.m. to 5.00p.m. (approx.) plus individual tasks**

**Total Course Fee** **\$2,000.00** (No GST is applicable)

**Instalment Plan:**

Upon Enrolment Fee: \$1,000

Balance of Course Fee (13 March 2025) \$1,000

### **Delivered Live Online via Zoom – 3 days**

**Course 2: 17, 18, 19 June 2025**

**10.00a.m. to 5.00p.m. (approx.) plus individual tasks**

**Total Course Fee** **\$2,000.00** (No GST is applicable)

**Instalment Plan:**

Upon Enrolment Fee: \$1,000

Balance of Course Fee (10 June 2025) \$1,000

## **Delivered Live Online via Zoom – 3 days**

**Course 1: 10, 11, 12 September 2025**

**10.00a.m. to 5.00p.m. (approx.) plus individual tasks**

**Total Course Fee** **\$2,000.00** (No GST is applicable)

### **Instalment Plan:**

Upon Enrolment Fee: \$1,000

Balance of Course Fee (3 September 2025) \$1,000

## **Invoices**

Once an enrolment form is received, Access Institute will forward invoices to each student via email, indicating course fees and due dates. All fees must be received by Access Institute no later than 24 hours prior to the starting date of the course in order for a student to be eligible to participate in the course and have access to the learning materials on the Student Portal.

To support high quality training, numbers of students enrolled in each course are limited. Enrolment is not guaranteed or confirmed until fees are received by Access Institute and Access Institute has confirmed enrolment with the student via email.

## **Refunds**

If a student withdraws from a course after they have confirmed their enrolment. i.e. submitted their enrolment form to Access Institute, a minimum fee of 50% of the full course fee will apply if withdrawal occurs more than 14 days prior to course commencement.

If a student withdraws from a course within 14 days of the course commencement, no refund will be provided and 100% of the total course fee will apply.

All fees for assessment of Recognised Prior Learning (RPL) or Credit Transfer (CT) undertaken by Access Institute, must be received before assessment of RPL or CT is undertaken. If a student withdraws from a course after RPL or CT assessment has been undertaken, no refund of course fees will be applicable.

All fees and charges must be received by Access Institute prior to course commencement in order for a student to participate in the course.

If a student's internet connection is unstable or drops out during a session delivery, no refund of course fees will be applicable. Alternatives will be offered for completion of any course requirements.

## **Cancelation of Course by Access Institute**

Access Institute reserves the right to cancel any course at any time. If a course is cancelled by Access Institute ALL course fees paid by a student will be refunded. Access Institute reserves the right to change the mode of course delivery as required. i.e. webinar, teleconference, face to face etc. Access Institute reserves the right to change course dates if necessary.

Access Institute does not take responsibility for any participant's costs associated with any such cancellation or date change related to airfares, travel or accommodation.

Confirmation that a course will or will not proceed as scheduled, will be provided to each enrolled student, via email, no later than 2 weeks prior to course commencement date.

Access Institute will endeavor to notify students as early as possible of any course cancellation or change of date.

## **Non-course Fees and Charges**

In addition to course fees, additional fees may be charged for the following services:

- Recognition of Prior Learning (RPL)
- assessment of Credit Transfer (CT)
- reissuing a Statement of Attainment
- external counseling services.

## **Funding**

Access Institute does not receive any external funding for the course development or delivery therefore all training is developed and delivered on a user pays basis.

Some prospective students may however, be eligible for individual funding under some State or Federal government skill development programs, based upon certain eligibility criteria. Prospective students will need to investigate these options directly with relevant government departments or other relevant funding bodies.



## **Assessment**

Assessments are conducted in a fair, reliable, valid and flexible manner in line with regulated requirements, to ensure students can achieve competency in a reasonable timeframe. At the start of the training program, Access Institute provides students with assessment guidelines so they are aware of what they need to demonstrate to be deemed competent. Evidence of competency must be authentic, sufficient, valid and current.

A mix of assessment methods will be used. These may include:

- the ongoing testing of knowledge in relation to access to the built environment including legislation, codes and other regulatory requirements, industry terminology and technical requirements
- observations by the facilitators (in the classroom and/or the workplace)
- applied and research based assignments assessment tasks
- written workplace-based tasks/assignments
- class exercises, role plays, presentations, group work.

All materials submitted by students for assessment will be retained by Access Institute for a period of 6 months from the course completion date. If students wish to have their assessment materials returned after this date, they must submit a 'request for return of assessment materials' via letter or email to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) within this time frame. If this does not occur student assessment materials may be destroyed.

Any 'request for return of assessment materials' must include the students name, course name, location of delivery and date of completion, as well as the postal address where the student assessment materials are to be returned.

If students wish to have their assessment materials returned, a fee will apply to cover the cost of administration and postage. This fee will be provided to the student upon receipt of their 'request For Return Of Assessment Materials'.

Access Institute recommends that students keep a copy of any assessment materials sent to Access Institute as Access Institute is not responsible for loss of these.

Further details regarding students results and assessment are detailed in Access Institute Retention of Student Results and Assessment Records Policy.

## Extension of Time to Submit Assessment Material

Access Institute acknowledges that on occasions there may be factors that can impact on a student's ability to successfully complete their studies within the prescribed 12 month timeframe.

Students are therefore given the opportunity to apply for **one** extension of time to submit assessment material beyond the prescribed 12 month timeline, if any of the following factors apply:

1. The student has been ill for more than 1 month within the prescribed 12 month timeline; (a medical Certificate is required to verify this occurrence).
2. A direct family member of the student has been ill for more than 1 month within the prescribed 12 month timeline and the student has been required to undertake 'carer' responsibilities for that family member; a Statutory Declaration is required to verify this occurrence.
3. If the student believes there are other significantly unusual or extenuating circumstances that have impacted on the student's ability to submit the assessment material within the prescribed 12 month timeframe – this does not include 'being too busy'.

Any extension is granted at the prerogative of Access Institute Assessor and Access Institute reserves the right to refuse any application for an extension.

No more than one extension will be granted. A fee of \$50 per application applies.

The maximum time for an extension is an additional 12 months from the initial assessment due date. All decisions are final.

## Required 'Tool Kit' - Reference Materials

As with all professions a 'Tool Kit' is required to perform all the tasks necessary. To be an Access Consultant you require a 'Tool Kit' that includes a range of reference materials

**Students will require access to reference materials listed in the course timetable and available on the Access Institute Student Portal prior to course commencement.**

This can be either in hardcopy or electronically. Students will need to arrange this prior to the course commencement, e.g. a laptop, iPad or similar device with documents stored on these or have documents in hardcopy format.

## **Required Reference Materials**

Students will be provided with a range of reference materials via the Access Institute Student Portal. Comprehensive Course Learner Guides will also be provided for each unit of competency. Students will also be provided with a list of all reference materials relating to each unit of competency, prior to course commencement.

Students will need access to these reference materials in order to complete the course. These reference materials can be downloaded onto your own device from the Student Portal and used electronically or printed in hardcopy.

## **Course Materials**

Access Institute uses VETtrak, an Integrated Student Management System (SMS) which is a user-friendly way for students to access information about their training via the internet. Students will have access to unit Learner Guides, Assessment Sections and relevant resources via the VETtrak Student Portal.

Note: These documents are copyright© protected and cannot be forwarded to a third party.

**WARNING:** access to the VETtrak Student Portal requires internet access therefore it should not be relied upon to open these documents during the sessions, particularly if the internet is unstable.

### **Students must have access to the following documents for every session:**

Your:

- Printed copy of the Learner Guide, Assessment Section and reference materials; or
- A computer on which the Learner Guide, Assessment Section and reference materials has been downloaded.
- If provided by Access Institute, the course timetable.

Upon Course Confirmation, Access Institute will supply enrolled students with log in details to the Student Portal, via email. It is essential prior to attending the first session that students have done this as they will need these documents in class.

For any queries regarding the above, or any other matter, please contact us at [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) , or 03 9988 1979.

## **Internet access and Wi Fi and Zoom**

Access Institute recommends downloading all required reference documents to a computer for ease of storage.

We will be using Zoom for the online delivery. Students don't need to download Zoom to participate in the session but may wish to download this to their computer and test this in their own time to get an idea of how it works. It is a free program.

<https://zoom.us/>

Access Institute cannot guarantee internet access at any time. If the internet connection drops out whilst the sessions are being delivered live, enrolled students will be provided with instructions of how the session will continue.

## **Accessing the Online Training Sessions**

Access Institute will provide students with details of how to access the online sessions.

We will be using software called **Zoom**. We can deliver a meeting or webinar via this program.

We will forward you a link via email to connect to the Zoom Sessions.

**You do not need to download any software** (*You can if you wish, download Zoom, it is not necessary. You may however wish to do this and have a practice in using Zoom before the session, to familiarise yourself with it if you wish*).

Basically we will be having a 'meeting' over the internet. You will be able to see and hear the trainer and also see the PowerPoint or other training material the trainer wishes to show you, on your computer screen.

You will also be able to talk and ask questions and the trainer will be able to talk to you. Everyone will be able to hear and talk to each other just like a live meeting.

If you have trouble with access to Zoom during the meeting you can call our office on 03 9988 1979 or email at [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) and we will try and assist you.

## **Access Institute Policies**

Access Institute has a range of policies to support the provision of high quality training and assessment and to support the ongoing professional operation of the organisation.

These include:

## **Access, Equity and Anti-Discrimination**

Access Institute is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with State and Australian Government legislation. In the event of a situation that is considered by either staff or students to be in violation of Access Institute's Access and Equity Policy, staff and students are required to report the situation to Access Institute management. Programs are designed and, wherever possible, facilities set up to enhance flexibility of delivery in order to maximise the opportunity for access and participation by all prospective students.

## **Appeals and Complaints**

Access Institute has a documented policy and process for lodging a formal complaint/appeal should the need arise. A complaint/appeal is any expression of dissatisfaction reported by a student. This can be service related e.g. communications with administrative staff, training related, safety related or purely dissatisfaction regarding Access Institute or a staff member in general.

Any complaint/appeal to Access Institute must be lodged in writing. All written complaints/appeals lodged will be brought to the attention of Access Institute RTO Manager within 24 hours of being received. We will act on any complaint found to be substantiated. The complaint/appeal will be investigated within 14 days. An independent mediator will make final decisions in the event a third party mediator is required.

Access Institute will ensure that as promptly and as fairly as possible, the student making the complaint is satisfied with the remedial action. The student making the complaint/appeal will receive the outcomes/decisions including reasons for the decision in a written statement within 21 working days of lodging their complaint/appeal.

Grievance and appeal matters of an academic nature are to be resolved within one year of course completion date.

## **Confidentiality**

Access Institute has a strict confidentiality policy. In the event that a student discloses any information about a particular situation he/she might be facing we do not discuss or disclose this information to others without the student's consent.

## **Student Records**

Access Institute has a secure record keeping system that utilises both paper and electronic formats. We maintain a record of each student's enrolment, progress, attendance, assessment documentation and any complaints/appeals and resolution for 6 months after completion of the relevant training program. A record of results (for example: transcript, statement of attainment or certificate) is kept for 30 years and will be made available to students on request or via the Student Identifier Scheme [www.usi.gov.au](http://www.usi.gov.au) It is important that students keep a copy of any RPL assessment documentation that they may wish to forward to Access Institute

## **Discipline**

Access Institute adheres to the principles of adult learning. The learning environment shall facilitate the learning of all students without interference or disturbance from others and encourage students to respect and protect the rights of others. Students will uphold the standards of Access Institute when they are engaged in training and assessment activities.

Misconduct means any conduct that is prejudicial to good order and discipline. The following forms of misconduct will not be accepted and disciplinary actions apply:

- willful damage or removal of property
- cheating or attempting to cheat or assisting any other students to cheat by any means, including plagiarism, (copying someone else's work and claiming it to be your own) or excessive use of AI to answer assessment questions
- negligent or disorderly conduct towards a staff member or fellow student, including assault or harassment (verbal or physical)
- being under the influence of alcohol or drugs
- smoking in any Access Institute building or training centre
- consistently arriving late to classes
- using mobile phones during delivery sessions apart from accessing learning materials or in an emergency (either text or talk)
- bullying or harassment of students, staff or trainers
- disrespectful comments or actions towards another student, staff or trainers

## **Illness Policy**

Access Institute adheres to an Illness Policy for students and staff members. Access Institute advises that if students are experiencing diarrhoea, fever, flu, coughing, weeping wounds, mild respiratory or cold symptoms, vomiting, any symptoms of COVID19 or similar, to exclude themselves from any 'face to face' classroom based sessions and to seek medical attention.

## **Financial Management**

Access Institute applies sound and accountable financial practices within its day-to-day operations and maintains its adherence to equitable refund policies.

## **Marketing**

Access Institute management and staff are committed to marketing its training and assessment services in an accurate, ethical and responsible manner ensuring that all students are provided with timely and necessary information.

## **National Recognition**

Access Institute will at all times abide by the national recognition formed between all states/territory of Australia. Access Institute will recognise all nationally accredited qualifications or Statements of Attainment through the provision of certification showing all requirements as detailed within the Australian Qualifications Framework.

## **Workplace Health and Safety**

Access Institute is committed to providing and maintaining a safe and healthy environment for the benefit of all students, visitors and employees.

Management of Access Institute is responsible for ensuring that the level of Workplace Health and Safety is not compromised and recognises its obligations under State and Australian Government legislation.

Access Institute will not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or an offensive learning work and learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexuality or age.

## **Online Learning and Distance Learning**

Access Institute offers online learning for the Certificate IV and Diploma of Access Consulting and associated units of competency. These courses are delivered in a variety of ways. Some course delivery is undertaken using Zoom or Skype technology in live virtual classrooms. Some is undertaken independently by students.

Therefore, students need access to a computer or similar device and a mobile phone suitable for accessing the course and materials.

Trainers are available after all sessions, and on an ongoing basis throughout the duration of the course completion, to support students.

Students can contact trainers by email with questions or alternatively can contact trainers via email to make a time for a phone discussion or live discussion via Zoom where necessary.

Trainers and students are provided with training on the use of the relevant online technologies.

Course content and assessments are in line with the requirements of relevant ASQA Standards.

Access Institute will proactively contact students, give prompt feedback on work submitted and encourage real-time interaction to enhance and encourage positive communication and maintain student motivation in their studies.

If a delivery mode is changed during a student's enrolment, a refund will be made available for the part of the course where the delivery has changed, if the student does not wish to proceed with the new delivery method.

## **Privacy**

**Access Institute follows strict privacy policies in conjunction with the Privacy Laws. It is important for Access Institute to collect certain personal information from students so that it can manage enrolment and training progression. Access Institute collects personal information from students with prior knowledge and consent and uses it only for the purposes for which it was collected.**

All forms, files, results and records of any student are deemed confidential. Records are accessible only to relevant staff members of Access Institute and only for relevant and appropriate use. This means student records can only be released to other parties with the student's written permission, (or in circumstances dictated by law). Access Institute removes personal information from its system where it is no longer required. Students have the right to access the personal information Access Institute has about them at any time and provide any necessary corrections. The *Privacy Amendment (Private Sector) Act 2000* prevents Access Institute from providing any student details to any person other than the student as required by law. All matters in relation to enrolment, results, fees or any other issue can only be discussed with the student unless a written permission from that student is provided allowing access to the information.

Access Institute has implemented technology systems, policies and measures within its control to protect the personal information that it has from unauthorised access and improper use.



## **Provision of Information**

Clear and accurate advice is provided to all enrolling students at Access Institute. Initial contact, orientation and the commencement of studies is supported by the provision of timely information concerning enrolment procedures, vocational outcomes, fees, access and equity, guidance and support, complaints and appeals procedures and RPL arrangements or credit transfer.

## **Quality Control/Continuous Improvement**

Access Institute will collect feedback from employers, students, facilitators/assessors and other staff members on a systematic and regular basis. Access Institute is committed to continuous improvement, seeking to enhance its services the best it can to meet expectations.

## **Frequently Asked Questions**

### ***“Where does the CPP50721 Diploma of Access Consulting fit in the Australian Qualifications Framework (AQF)?”***

The CPP50721 Diploma of Access Consulting is a qualification that fits into the Vocational Education and Training Sector. The table below shows you where a Diploma level qualification such as the CPP50721 Diploma of Access Consulting fits into the AQF.

Vocational Graduate Diploma
Vocational Graduate Certificate
Advanced Diploma
<b>Diploma</b>
Certificate IV
Certificate III
Certificate II
Certificate I

### ***“What does competency mean?”***

Competency is the formally recognised ability to perform a task under specified conditions to a precise standard. Units of competency are national industry approved standards that outline the knowledge and skills necessary for effective performance in the workplace. National Training Packages consist of a number of units of

competency covering such topics as:WHS, technical skills, communications, quality control and many other aspects of a job. Each unit defines the industry benchmark for performing a workplace task.

***“What happens if a student is deemed ‘Not Yet Competent’?”***

Access Institute provides learning and assessment support to students in order to help them achieve competency. After 3 series of coaching and reassessments, if students are still unable to demonstrate competency, it is our suggestion that the student resit the program.

***“What is the difference between a Testamur, Statement of Attainment and a Certificate?”***

Testamurs and Statements of Attainment are issued in accordance with AQF Standards. A Statement of Attainment is evidence that a student has achieved competency set for a unit of competency which forms part of a qualification. A Testamur is issued when a student has been deemed competent in all units that make up a full qualification.

## **Enrolment**

Each student must complete and submit to Access Institute a Course Enrolment Form. This is available on the Access Institute website [www.accessinstitute.com.au](http://www.accessinstitute.com.au) or upon request [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

Forward this to Access Institute by email to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or send by mail to P O Box 255, North Melbourne, 3051.

Once enrolled, students will be provided with further details and an invoice, as well as any necessary pre-course materials.

To support high quality training, numbers of students enrolled in each course are limited. Enrolment is not guaranteed or confirmed until fees are received by Access Institute as per the requirements detailed on the Enrolment Form and Access Institute has confirmed enrolment with the student via written (email) communication.

## **Access Institute Contact Details**

For further information about Access Institute, please contact Access Institute:

Email: [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

Telephone: (03) 9988 1979      Website: [www.accessinstitute.com.au](http://www.accessinstitute.com.au)