



Home Modifications Course for Occupational Therapists (OTs) Course Guide

Including:

CPPACC4020 - Provide access advice on building renovations -
CPP40821 Certificate IV in Access Consulting and
CPPACC5016 - Provide expert access advice on renovations to private
dwellings - CPP50721 Diploma of Access Consulting



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Welcome to Access Institute

A Message from (Ms) Joe Manton - Director of Access Institute

Thank you for considering Access Institute's Home Modifications Course for Occupational Therapists.

This course has been specifically developed for Occupational Therapists who are involved in, or are seeking to develop their practice in, the assessment and recommendation of home modifications. It provides the practical skills and technical knowledge required to undertake home modification assessments for a diverse range of clients and funding contexts, including the NDIS, and to contribute effectively to both minor and complex home modifications.

The course incorporates two nationally recognised units of competency from the Access Consulting Qualifications Program delivered by Access Institute:

- CPPACC4020 – Provide access advice on building renovations
- CPPACC5016 – Provide expert access advice on renovations to private dwellings

Occupational Therapists play an important role in supporting people to live safely, independently and with greater choice in their own homes. Effective home modifications require an understanding not only of the individual, their functional abilities and goals, but also of the built environment and the practical and technical considerations involved in modifying a home.

The course brings together your existing occupational therapy knowledge of the person, their abilities, activities and goals with practical knowledge of accessibility and the built environment. You will develop skills in assessing existing dwellings, identifying environmental barriers, considering appropriate modification options, understanding relevant accessibility and technical requirements, interpreting plans and drawings, and developing and communicating practical recommendations. This extends from minor modifications through to complex home modifications involving significant changes to bathrooms, kitchens, entrances, circulation spaces and other areas of a dwelling.

The course does not seek to turn Occupational Therapists into builders, designers or access consultants. Rather, it provides additional knowledge and practical skills that complement your occupational therapy expertise and support you to work confidently with clients, builders, designers, access consultants and other professionals involved in home modification projects.

A key focus of the course is recognising that home modification is not simply about applying a standard or prescribing a standard solution. Every person and every

Home Modifications Course for Occupational Therapists – Course Guide

home is different. Effective recommendations must consider the individual, the activities they need and want to undertake, their current and future needs, the existing environment, and what is reasonable, practical and achievable.

The course draws on Access Institute's extensive experience in accessibility, accessible design and assessment of the built environment, with a strong emphasis on practical application and real-world home modification scenarios.

We would be delighted to welcome you to Access Institute.

Warm regards,

(Ms) Joe Manton
Director
Access Institute

Inaugural Fellow of the Access Consultants Association

Williamson Fellow

Diploma of Access Consulting

Universal Design Professional

Certificate IV in Training and Assessment

Grad. Dip. Welfare Administration

Specialist Disability Accommodation Assessor

Livable Housing Design Guidelines Assessor

Livable Housing Design Standard Assessor

Changing Places Assessor

1. About this Course Guide

Thank you for your interest in the Home Modifications for OTs Course delivered by Access Institute.

This Course Guide has been designed to provide you with the information you need before enrolment. It explains the Home Modifications for OTs profession, the learning program available, how the course is delivered, and what you can expect throughout your learning journey.

We encourage you to read this guide before completing your Enrolment Form. If you have any questions after reading it, our team will be pleased to assist you.

2. Why Study with Access Institute?

Access Institute (RTO 22404) is Australia's leading specialist Registered Training Organisation dedicated to Access Consulting, Universal Design and access to the built environment.

For more than 30 years, we have worked with governments, industry, building professionals and the disability sector to improve accessibility and inclusion throughout Australia. Our nationally recognised qualifications have been developed in consultation with industry and are designed to prepare graduates for real professional practice.

Unlike many training organisations that deliver qualifications across numerous industries, Access Institute specialises exclusively in access and Universal Design in the built environment. This specialist focus enables us to continually update our courses to reflect changes in legislation, Australian Standards, industry practice and policy, ensuring our students receive training that is current, relevant and practical.

This course has been specifically developed for qualified and registered Occupational Therapists seeking to strengthen their knowledge and skills in the assessment, specification and implementation of home modifications for people with disability, older people and others with access-related needs. It has also been developed to incorporate an understanding of the requirements of NDIS minor and complex home modifications.

Learn from Industry Professionals

Our trainers are highly experienced practitioners and industry leaders who continue to work within the industry. Throughout the course, they draw on real projects and practical examples to explain how access requirements are applied in professional practice.

Training sessions encourage discussion, questions and the sharing of experiences, allowing students to learn not only from the trainers but also from the diverse professional backgrounds of other participants.

Practical Learning

Home Modifications is a practical profession requiring technical knowledge, problem-solving skills and professional judgement.

For this reason, our courses focus on applying knowledge rather than simply learning theory. Throughout the course you will work through:

- practical examples;
- real-world case studies;
- group discussions;
- workplace scenarios;
- problem-solving activities.

Our goal is to help you develop the confidence to apply your knowledge immediately in professional practice.

Designed for Working Professionals

Most of our students balance study with employment, business and family commitments.

Our course has therefore been designed to provide flexibility while maintaining a high standard of learning. Students benefit from:

- live online training;
- comprehensive learning resources;
- flexible assessment completed over a 4-month period;
- experienced trainers with current industry expertise;
- ongoing administrative and academic support.

A Diverse Learning Community

Students come from a wide range of backgrounds, including:

- Community Health Care;
- Aged Care;
- Rehabilitation ;
- Disability services;
- Private practice;

- NDIS sector.

This diversity enriches the learning experience by providing opportunities to share different perspectives and practical experiences from across the built environment.

Our Commitment to Students

We are committed to providing a learning experience that is professional, practical and supportive.

When you study with Access Institute you can expect:

- nationally recognised training;
- experienced industry practitioners;
- practical learning resources;
- fair and transparent assessment;
- responsive student support;
- a respectful and inclusive learning environment.

Our objective is not simply to help you complete a Course. We aim to equip you with the knowledge, practical skills and professional confidence to contribute to creating more accessible and inclusive communities.

3. Demand for Home Modification Assessors

There is a growing need for Occupational Therapists with specialist knowledge and skills in assessing residential environments and recommending home modifications for people with disability, injury or changing functional needs. This is particularly relevant for Occupational Therapists working with participants of the **National Disability Insurance Scheme (NDIS)**.

Home modifications funded through the NDIS can range from relatively straightforward changes to complex projects involving bathrooms, accessways, ramps, lifts and significant structural alterations. The NDIA requires home modification assessments to provide evidence about the participant's disability-related needs, the modifications recommended and how those modifications will assist the participant to achieve greater safety, independence and participation within their home.

A specialised area of occupational therapy practice

The NDIS identifies a **Home Modification Assessor** as an Occupational Therapist with special qualifications and experience.

Home Modification Assessors have an important role in assessing a participant's disability-related needs, recommending supports within the home and undertaking assessments for both minor and complex home modifications. Complex modifications may also require the Occupational Therapist to work collaboratively with building construction practitioners, builders, designers, architects, engineers and building surveyors.

This creates opportunities for Occupational Therapists who develop additional expertise in the built environment and home modifications to expand their professional practice and provide specialist assessment services to NDIS participants.

Nationally recognised training relevant to NDIS home modification assessment

The two nationally recognised units incorporated into the **Home Modifications for Occupational Therapists Course** have particular relevance to this area of practice:

CPPACC4020 – Provide access advice on building renovations

CPPACC5016 – Provide expert access advice on renovations to private dwellings

Successful completion of CPPACC4020 and CPPACC5016 provides substantial evidence of training pathways that contribute to demonstrating the specialist education and training expected of Occupational Therapists undertaking Category B Minor and Complex home modification assessments.

Developing the skills to work with the built environment

Occupational Therapists already bring essential expertise in understanding the person, their functional abilities, activities, goals and support needs. Home modification assessment requires this clinical knowledge to be combined with an understanding of the **built environment** and the practical and technical considerations involved in modifying a dwelling.

The Home Modifications for Occupational Therapists course has been developed to strengthen this additional area of professional practice. It provides Occupational Therapists with practical knowledge of accessibility, residential environments and home modifications while incorporating nationally recognised training that has been historically identified in NDIA guidance as relevant to Home Modification Assessor practice.

For Occupational Therapists seeking to work with NDIS participants requiring home modifications, developing these additional skills can support an expanded and specialised area of professional practice.

Important: Completion of this course should not be represented as automatic accreditation or approval as a NDIS Home Modification Assessor. Occupational Therapists are responsible for ensuring that they meet the NDIA's current requirements relating to professional registration, qualifications, training, skills and experience.

Applying Knowledge Learned Whilst working

Most students who enrol in the Home Modifications for OTs course continue working in their existing profession while studying. The knowledge and skills gained throughout the course can often be applied immediately in the workplace, allowing students to build confidence and experience as they progress through the course.

4. The Home Modifications Course for OT's

One Integrated Learning Course

Access Institute delivers an integrated Home Modifications Course for OTs leading to two nationally recognised units of competency:

- **CPPACC4020 - Provide access advice on building renovations - CPP40821 Certificate IV in Access Consulting and**
- **CPPACC5016 - Provide expert access advice on renovations to private dwellings - CPP50721 Diploma of Access Consulting**

The course has been designed to accommodate students from a wide range of professional backgrounds and levels of experience.

The course integrates the two units of competency into one integrated learning course. This means students learn together throughout the course, sharing knowledge and experience

This integrated approach reflects the way Home Modification Assessors work in practice, collaborating with professionals from many different disciplines to achieve the best outcomes for their clients.

Recognition of Prior Learning (RPL)

RPL allows eligible students to have existing knowledge and skills assessed against the requirements of the two units of competency.

Evidence may include previous study, professional qualifications, employment experience or demonstrated workplace competency.

Where competency can be demonstrated, students may receive credit for part of the units reducing unnecessary duplication of learning.

Students wishing to apply for RPL will be provided with an **RPL/CT Applicant Guide** to assist with this process. Students should note this on the relevant section in their **Enrolment Form**.

Note: RPL submissions must be received at least 2 weeks prior to course commencement to allow time for assessment.

Credit Transfer (CT)

CT applies where a student has previously completed nationally recognised units of competency that are equivalent to units within the qualification.

Unlike RPL, CT recognises previously completed nationally recognised training rather than workplace experience or professional knowledge.

Where equivalency is confirmed, CT will be granted in accordance with national training requirements.

Additional Opportunities – Unique to Access Institute Students

Completing the 2 units of competency can contribute to a broader professional journey in Access Consulting. These units contribute to Access Consulting qualifications. Dates are now available on our website. In addition, many graduates continue their professional development through unique Access Institute specialist courses including:

- Specialist Disability Accommodation (SDA) Assessor;
- Livable Housing Design Guidelines (LHDG) Assessor;
- Livable Housing Design Standard (LHDS) Assessor;
- Changing Places Assessor;
- Universal Design;
- Continuing Professional Development (CPD).

5. Your Learning Journey

Designed for Working Professionals

The Home Modifications Course for OTs has been designed to provide a flexible learning experience that enables students from across Australia to undertake nationally recognised training while continuing their professional and personal commitments.

Most of our students continue working throughout the course. Our delivery model combines live online training with self-directed learning and assessment, allowing you to study at a pace that fits around your work and family responsibilities. Students are provided with four months from course commencement to submit required assessment tasks.

The course is designed to develop not only your technical knowledge, but also your confidence in applying that knowledge in professional practice.

Live Online Training

Training is delivered live online via Zoom. Live online delivery enables students from anywhere in Australia to participate without the need to travel.

Each training session combines:

- trainer presentations;
- practical examples;
- real project case studies;
- group discussions;
- question and answer sessions;
- demonstrations; and
- activities that reinforce your learning.

Students are encouraged to participate actively throughout each session by asking questions, contributing to discussions and sharing their own professional experiences.

Learning from Experienced Professionals

Our trainers are practising professionals who continue to work within the industries they teach including occupational therapy, modifications access consulting as well as specialist disability accommodation

This means the examples, discussions and advice provided throughout the course are based on current industry practice rather than theory alone.

Students benefit from learning not only the technical requirements, but also how experienced professionals approach complex situations, communicate with clients and apply professional judgement when developing practical solutions.

Your Learning Resources

Following enrolment, you will receive access to a comprehensive range of learning resources that have been specifically developed for the Home Modifications Course for OTs.

These resources are designed to support your participation during the live training sessions and to assist you when completing your assessment.

Your learning resources include:

- Learner Guide;
- Home Modifications templates
- Assessment Guide;
- Assessment Section;
- Student Support Guide;
- Student Portal Guide;
- Course Timetable;
- Presenter PowerPoints;
- Videos;
- Reference documents and templates.

Each resource has been developed for a specific purpose and works together to support your learning throughout the course.

Australian Standards

The following required Australian Standard must be purchased by Students

The Australian Standard listed below must be purchased from Standards Australia and provided by students for use throughout the Course. Use of these will commence on Day 1 of the course.

Access Institute is not permitted to provide these directly to students as they are Copyright © to Standards Australia.

Note: It is critical that the exact Standard name and date listed below is purchased.

Australian Standard 1428.1- 2021 - Standards Australia, www.standards.org.au

Australian Standards may be obtained from Standards Australia on a user-pays basis, and from public and some university libraries. Consumers who have complex needs or issues can contact the Commonwealth Department of Industry, Science and Resources to seek advice and assistance to access referenced Australian Standards on a case-by-case basis.

In its Distribution and Licensing Policy Framework (November 2019), Standards Australia outlined a commitment to make Australian Standards for personal, domestic or household use available at no cost to end users. In August 2023, Standards Australia launched the Reader Room platform, which offers free read-only access for non-commercial (personal, domestic, or household) use to Australian Standards' publications, including AS 1428.1.

The Student Portal

Your learning resources are accessed through the Access Institute Student Portal.

The Student Portal is your online library, providing convenient access to the course materials you will use throughout your studies.

You can download your learning resources at any time and refer to them whenever you need them.

A separate **Student Portal Guide** explains how to access the portal and locate the resources relevant to your qualification and pathway.

Assessment

Assessment has been designed to reflect the way Home Modification Assessors work in professional practice.

Rather than completing separate assessments for each unit assessment is integrated and based on professional work experience.

This approach allows you to demonstrate your ability to apply clinical practice, legislation, technical standards and professional judgement in practical situations, rather than simply recalling information.

Information about the assessment process is provided in the Assessment Guide issued after enrolment.

Students submit **one integrated assessment portfolio** at the end of the course.

Students have up to **4 months from course commencement** to complete and submit their assessment portfolio.

Support Throughout Your Studies

We recognise that returning to study can sometimes be challenging, particularly when balancing work and personal commitments.

Throughout your enrolment, our training and administration team are available to provide support with:

- course administration;
- navigating the Student Portal;
- understanding assessment requirements;
- clarification of learning resources;
- reasonable adjustment, where appropriate; and
- general guidance throughout your studies.

If you need assistance, we encourage you to contact us as early as possible. Our aim is to help you successfully complete your qualification.

6. Course Dates and Confirmation

The following is next current scheduled course dates for 2026.

Standard Program (3 days): 6, 7, 8 October 2026

Dates for future courses are released once the current advertised course has commenced.

To provide the best possible learning experience, each course requires a minimum of 15 enrolments before it can proceed.

Students are encouraged to enrol as early as possible, as course places are allocated in order of enrolment and payment of fees.

Access Institute reviews enrolment numbers on an ongoing basis. Once the required minimum enrolment number has been reached, all enrolled students will be advised by email that the course has been confirmed.

If the minimum enrolment number has not been reached earlier, Access Institute will make a final decision no later than two weeks prior to the scheduled commencement date. All enrolled students will then be advised by email whether the course will proceed as scheduled or, if necessary, be offered the opportunity to transfer to the next available course.

Note: In addition, to attending all scheduled sessions, students must also successfully complete all required assessments and submit these within 4 months of course commencement.

7. Your Learning Journey Summary

The following outlines the typical student journey from enquiry through to graduation.

Stage	What Happens
1. Enquiry	Discuss the course and enrolment options with Access Institute or go to our website.
2. Enrolment	Submit your Enrolment Form and any required supporting documentation.
3. Welcome	Receive your Getting Started Pack and access to the Student Portal.
4. Training	Attend the scheduled live online training sessions.
5. Learning	Review your learning resources and progressively complete your Assessment Sections.
6. Assessment	Submit your completed assessment portfolio, that includes all your completed Assessment tasks for evaluation.
7. Completion	Receive feedback and, where necessary, complete any required resubmissions.
8. Graduation	Receive your nationally recognised Statement of Attainment.

8. Important Information Before You Enrol

Making an Informed Decision

Choosing to undertake a nationally recognised course is an important decision. Before enrolling, it is essential that you understand what is expected of you as a student and what you can expect from Access Institute.

Below is a summary of the key information you should know before enrolling. It is not intended to replace Access Institute's policies and procedures, but rather to provide an overview of the matters that are most relevant to prospective students.

If you have any questions after reading this guide, we encourage you to contact us before submitting your enrolment documentation.

Entry Requirements

Anyone can undertake the course to improve their understanding of home modifications. However, only OTs with Occupational Therapy Qualifications and AHPRA registration are eligible to receive Statements of Attainment once they have submitted required assessments and these have been deemed competent. However, to successfully complete the course you should:

- have appropriate language, literacy and numeracy skills;
- be comfortable using a computer and common software applications;
- have reliable internet access suitable for live online training;
- have access to a computer with a webcam and microphone; and
- be able to participate in live training sessions and complete assessment activities.

Course Fees and Payments

Current course fees are outlined in the **Schedule of Fees and Charges** in **Appendix A**.

Your enrolment confirmation will outline:

- the course fee;
- payment due dates; and
- the available payment options.

Unless alternative arrangements have been approved by Access Institute, course fees must be received prior to course commencement. For students enrolling from government agencies a Purchase Order from the organisation prior to course commencement will be accepted to confirm enrolment.

If you have any questions regarding fees or payment arrangements, please contact us before enrolling. Enrolment is not confirmed until the enrolment deposit is received.

Attendance

The live training sessions are an important part of the learning experience. Attendance at these sessions is required.

They provide opportunities to:

- learn directly from experienced trainers;

- participate in discussions;
- ask questions;
- work through practical examples; and
- learn from the experiences of other professionals.

If exceptional circumstances prevent you from attending a scheduled session, please contact Access Institute as soon as possible so we can discuss the options available.

Student Support

Access Institute is committed to supporting students throughout their learning journey.

Support may include:

- administrative assistance;
- clarification of assessment requirements;
- access to trainers during the course;
- reasonable adjustment where appropriate;
- additional learning support where reasonably practicable; and
- referral to external support services where appropriate.

Further information is provided in the **Student Support Guide** provided after enrolment.

Academic Integrity and Artificial Intelligence (AI)

Access Institute expects all assessment work submitted by students to be their own.

You are encouraged to use learning resources to support your studies. Artificial Intelligence (AI) tools may also assist with research, brainstorming or improving your understanding of a topic.

However, assessment submissions must demonstrate **your own knowledge, understanding and professional judgement**.

Students may be asked to discuss or explain submitted work to verify its authenticity.

Access Institute's Academic Integrity and AI Use requirements are explained in detail within the relevant policy.

Privacy

Access Institute respects your privacy and handles personal information in accordance with Australian privacy legislation.

Personal information collected during your enrolment is used only for purposes associated with:

- your training and assessment;
- student administration;
- issuing qualifications;
- mandatory government reporting; and
- meeting regulatory requirements.

Your information will only be disclosed where authorised by you in writing or required by law.

Complaints and Appeals

Access Institute is committed to providing a fair, respectful and professional learning environment.

If you are dissatisfied with any aspect of your training, assessment or the services we provide, you have the right to access our Complaints and Appeals process.

We encourage students to raise concerns as early as possible so they can often be resolved quickly and informally.

Where this is not possible, formal complaints and appeals procedures are available.

Withdrawals, Deferrals and Extensions

We understand that personal and professional circumstances can change.

If you experience circumstances that affect your ability to continue your studies, please contact Access Institute as soon as possible.

Depending on your circumstances, options may include:

- an extension of time;
- deferral of your studies (where available).

These matters are managed in accordance with Access Institute's policies and the conditions of your enrolment.

Issuing Your Statement of Attainment

When you have successfully completed all assessment requirements and any outstanding administrative requirements have been finalised, Access Institute will issue your nationally recognised Statements of Attainment.

To enable this, you must have a valid **Unique Student Identifier (USI)**.

If you do not already have a USI, you will need to obtain one before your qualification can be issued. Access Institute can assist you with this if necessary.

9. Frequently Asked Questions

The following are some of the questions we are most frequently asked by prospective students. If your question isn't answered here, please contact Access Institute. We'll be happy to discuss your individual circumstances.

Do I need to be a qualified and registered OT?

Anyone can undertake the course to extend their knowledge, but only a qualified OT registered with AHPRA is eligible to receive a statement of attainment once they successfully complete the relevant assessment tasks.

Can I receive Recognition of Prior Learning (RPL)?

Possibly.

If you have relevant qualifications, workplace experience or previous training, you may be eligible for Recognition of Prior Learning (RPL) or Credit Transfer.

Each application is assessed individually against the requirements of the qualification.

If you believe you may be eligible, we encourage you to discuss this with us before enrolling.

How is the training delivered?

Training is delivered live **online using Zoom**.

The sessions are interactive and include trainer presentations, practical examples, group discussions, case studies and opportunities to ask questions.

You'll also receive comprehensive learning resources to support your studies between training sessions.

Will I need to travel?

No.

The course is delivered online, allowing students from throughout Australia to participate without the need to travel.

All you need is a reliable internet connection, a computer with a webcam and microphone, and a suitable place to study.

How much time should I allow for study?

The amount of time varies depending on your previous knowledge and experience.

In addition to attending the scheduled live training sessions, you should allow regular time to:

- review your learning resources;
- undertake additional reading where required;
- complete your assessment activities; and
- prepare your assessment portfolio.

Students who work consistently throughout the course generally find the workload very manageable.

How long do I have to complete the course?

Students have **up to 4 months from the commencement of the course** to complete and submit their assessment portfolio.

This provides flexibility for students balancing study with work and personal commitments.

What support is available if I need help?

Throughout your studies you will have access to support from both our training and administration teams.

Support is available for:

- course administration;
- assessment enquiries;
- clarification of learning resources;
- technical questions;
- reasonable adjustment, where appropriate; and
- general guidance throughout your enrolment.

We encourage students to seek assistance as early as possible whenever they need it.

What equipment do I need?

To participate successfully you will need:

- a computer or laptop;
- reliable internet access;
- a webcam and microphone;
- access to email; and
- a quiet place to participate in the live training sessions.

For the best learning experience, we recommend using two screens where possible. This allows you to view the trainer's presentation on one screen while referring to your learning resources or taking notes on the other.

What learning resources do I need to provide?

Australian Standards

The following required Australian Standard must be purchased by Students

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Note: It is critical that the exact Standard name and date listed below are purchased.

Australian Standard 1428.1 2021 - Standards Australia, www.standards.org.au

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Can I continue working while studying?

Yes.

Most Access Institute students continue working throughout the course.

The course has been specifically designed to support working professionals by combining scheduled live training with flexible assessment completed over a 4-month period.

What qualification will I receive?

Students who meet relevant requirements as an Occupational Therapist and successfully complete all requirements of the course, will receive the nationally recognised Statements of Attainment for the two units of competency in which they are enrolled.

What employment opportunities are available post-course?

Home Modification Assessors may work in a range of settings, including:

- **Private occupational therapy practices** providing home modification assessments.
- **NDIS service providers** supporting participants requiring minor or complex home modifications.
- **Hospitals and health services**, particularly rehabilitation and discharge planning.
- **Community health services** supporting people to remain safely at home.
- **Aged care services**, including home-based aged care programs.
- **Government and community organisations** delivering disability, housing or home modification programs.
- **Home modification and building organisations**, working alongside designers, builders and other construction professionals.
- **Independent consultancy**, providing specialist home modification assessment and advice directly to clients and other organisations.

10. Enrolling with Access Institute

You're Ready to Take the Next Step

When you decide to enrol, our team will guide you through each step of the process and provide the information and support you need to commence your studies with confidence.

We look forward to welcoming you to Access Institute.

The Enrolment Process

Enrolling is straightforward.

Step 1 – Contact Access Institute

If you have any questions about:

- the course;
- RPL;
- CT;
- course suitability; or
- your professional background.

We encourage you to contact us before enrolling if you have any questions. We are happy to discuss your circumstances and help you select the most appropriate pathway.

Step 2 – Submit Your Enrolment

Complete and submit the **Enrolment Form** together with any **supporting documentation** that may be required.

This includes:

- evidence of qualifications;
- professional registrations or licences.

Note: you can access an Enrolment Form online via our website or contact admin@accessinstitute.com.au for an Enrolment Form. You will need to submit this as well as any required documentation via email.

Step 3 – Enrolment Confirmation

Once your Enrolment Form has been received, Access Institute will confirm:

- your Enrolment Form as been received and send you an invoice;
- once you have paid your invoice Access Institute will forward you further details of your Enrolment.

Step 4 – Receive Your Getting Started Pack

Prior to the commencement of the course, you will receive access to the resources you need to begin your studies.

These include:

1. Getting Stated Guide;
 2. Student Portal Guide;
 3. Course Timetable;
 4. Assessment Guide;
 5. Student Support Guide;
 6. Student Portal Course Materials List;
- Student Portal Login details;
 - other course resources relevant to your qualification and pathway.

The resources in the Getting Started Pack has been designed to work together and will guide you throughout your learning journey.

Step 5 – Commence Your Learning

On your first training day you will:

- meet your trainers and fellow students;

- receive an overview of the course;
- learn how the course operates;
- become familiar with your learning resources; and
- begin developing the knowledge and skills required for undertaking home modifications.
- From that point onwards, your learning journey begins.

Staying Connected

Throughout your enrolment, Access Institute is committed to supporting you.

If you need assistance at any stage, we encourage you to contact us promptly. Whether you have an administrative question, need clarification about your studies, or require additional support, our team is here to help.

Our aim is to provide a positive, supportive and professional learning experience from your first enquiry through to the successful completion of your qualification.

Appendix A – Schedule of Fees and Charges

Home Modifications Course for OTs

The following fees apply to students enrolling in the Home Modifications Course for OT's.

All fees are quoted in Australian Dollars (AUD) and are GST-free where applicable to nationally recognised training.

Home Modifications Course for OTs Fee: \$1,500.00 (GST Exempt)

Recognition of Prior Learning

RPL is only assessed once enrolled and course fees are paid. There may be a charge for assessing RPL. If any charge applies, you will be provided with details of this prior to RPL assessment occurring.

Credit Transfer

There is no additional **charge** for assessing applications for Credit Transfer and above the standard course fee

Replacement Documents

Item	Fee
Replacement Statement of Attainment	\$100

Extension Fees

Students are provided with **4 months** to complete all assessment requirements. Fees may be applicable as per Access Institutes **Course Extension Policy**.

Conditions of Enrolment

- Course fees must be received in accordance with the Access Institute Fee Schedule and the student's Tax Invoice.
- Unless otherwise agreed in writing, course fees must be received prior to course commencement.
- Students approved for a payment arrangement must comply with the agreed payment schedule with all fees received prior to course commencement

Refunds

- Students who withdraw **more than 14 days before course commencement** are liable for a **minimum cancellation fee of 50% of the full course fee**.
- Students who withdraw **within 14 days of course commencement**, or after the course has commenced, are **not eligible for a refund**, and **100% of the course fee remains payable**.
- Any applicable Fees for **RPL** and **CT** must be paid before assessment.
- Once an RPL or CT assessment has been undertaken, **no refund of course fees will be provided** if the student withdraws at any time.
- All course fees must be paid (or Government Purchase Order provided) **prior to course commencement** for a student to participate in training and access learning materials.
- Students are responsible for ensuring they have a suitable internet connection for online delivery. Where technical issues prevent participation, refunds will not be provided; however, reasonable alternative arrangements will be offered where possible to enable completion of course requirements.

Course Changes and Cancellation by Access Institute

- Access Institute reserves the right to cancel, postpone, reschedule or change the mode of delivery of any course where necessary.
- If Access Institute cancels a course, **all Course fees paid will be refunded in full**.
- Access Institute is not responsible for any costs incurred by students relating to travel, accommodation, airfares or other associated expenses resulting from course changes or cancellations.
- Enrolled students will be advised by email of course confirmation **no later than two weeks prior to the scheduled commencement date**.
- If Access Institute cancels a Course every effort will be made to provide notification as early as practicable.

Notes

- Fees are reviewed periodically and may change for future intakes.

Appendix B – Student Resource Guide

To support your learning, Access Institute provides a comprehensive suite of resources. Each document has been developed for a specific purpose and together they provide a structured and supportive learning experience.

Resource	Purpose
Course Guide	Helps prospective students understand the course and enrolment process before making an enrolment decision.
1. Getting Started Guide	Provides important information to help students prepare for their first day of training and understand how the course operates.
2. Student Portal Guide	Demonstrates how to access and navigate the Student Portal and locate course resources.
3. Course Timetable	Lists all training dates, delivery times, topics and trainers throughout the course.
4. Assessment Guide	Explains the assessment process, submission requirements, assessment outcomes and academic integrity expectations.
5. Student Support Guide	Explains the support services available and where students can obtain assistance during their studies.
6. Course Materials List	Lists Learner Guide, Assessment Section and resource documents in the Student Portal
Learner Guide	The primary learning resources containing the knowledge and information required throughout the course.
Assessment Section	The assessment activities completed by students to demonstrate competency across the qualification.
Presenter PowerPoints	Copies of trainer presentations used throughout the live online training sessions.
Videos	Supplementary learning resources that reinforce key concepts and provide additional explanation.
Reference Documents	Legislation summaries, technical information and other supporting resources used throughout the course.
Templates and Forms	Practical NDIS documents used during learning, assessment and course administration.

How These Resources Work Together

Each document has been designed to perform a specific role.

- **Before the course**, the **Course Guide** helps you decide whether the qualification is right for you.
- **At enrolment**, the **Getting Started Pack** (documents 1-6) provides everything you need to know to commence your Course.
- **Throughout the Course**, the **Learner Guides, PowerPoints, videos** and reference documents support your learning.
- **When completing assessment**, the **Assessment Guide and Assessment Sections** explain what is required and how to prepare your assessment portfolio.
- **Whenever you need assistance**, the **Student Support Guide** explains the support available and how to access it.

Together, these resources have been designed to provide a structured, consistent and supportive learning experience from your initial enquiry through to the successful completion of your qualification.

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