

THE HILLS REGIONAL SKILLS CENTRE

ADMINISTRATION and COURSE HANDBOOK

WRAP — 2011

THE HILLS REGIONAL SKILLS CENTRE
Administration and Course Handbook
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General Information

The Hills Regional Skills Centre (THRSC) has been established by Redeemer Baptist School with infrastructure support from the Australian National Training Authority (ANTA) following the approval of the NSW Department of Education and Training and the NSW Board of Vocational Education and Training (BVET).

The Centre offers a range of VET IN School courses as well as post-school courses. Courses for teachers in WRAP and Training & Assessment are offered to assist teachers and associated educational personnel in their vocations.

Code of Practice

1. The Hills Regional Skills Centre (THRSC) is a cross-sectoral centre set up to provide VET courses for senior secondary school students and post-school trainees. Courses are accredited by NSW VETAB and qualifications are nationally recognised.
2. THRSC determines that the delivery of the courses is of the highest order by the provision of:
 - Fully qualified staff in terms of teaching and industrial experience. All staff are provided by the Ministry Order of Redeemer Baptist Church.
 - Well planned and documented programmes including assessment procedures and competency outcomes.
 - Adequate classroom and specialist areas.
 - State of the art equipment.
 - Provision of work placements.
3. THRSC will provide to trainees, parents and home school, full details of courses, enrolment conditions, assessment procedures and appeals, and details of articulation into further training.

4. THRSC has a policy of providing for trainees with specific disabilities and facilities have been designed accordingly. It is fully aware of anti-discrimination requirements.
5. The fee details will be clearly set out in the Handbook and Enrolment booklet and will be paid either by the home school (VET in schools students) or directly by the trainee.
6. Conditions of Enrolment and termination are fully described in the Handbook and Enrolment booklet as sent out each year.
7. THRSC will meet all requirements of Occupational Health and Safety, and ensure that equipment is safe and properly maintained and that appropriate protective gear is worn by all students and staff.
8. THRSC will ensure that it has full knowledge of, and compliance with, all requirements of VETAB as an RTO, and BOS as a provider of VET in schools.
9. THRSC will ensure that appropriate certification is supplied to all trainees on the satisfactory completion of the courses.
10. For VET in schools students, all communication in the first instance will be via the home school of each student but THRSC accepts the pastoral responsibility to ensure that all students are given the opportunity to gain full benefit from the courses being studied.

Professional Teaching Courses

COURSE A 91303NSW Certificate III in WRAP

COURSE B 91304NSW Statement of Attainment towards a Vocational Graduate Certificate in WRAP

COURSE C 91304NSW Vocational Graduate Certificate in WRAP

Course outlines for courses offered are presented in this Handbook.

Course Title

TRAINING COURSE A

Certificate III in WRAP (A Writing Approach to Reading)

AQTF Qualification:

91303NSW Certificate III in WRAP: A Writing Approach to Reading

Vocational Outcomes

Assistant for Integrated, Systematic Literacy Instruction: Teacher, Teacher's Aide and Parents

UNITS OF COMPETENCY

CODE	TITLE	
ELLPRE301A	Develop basic Phonemic Awareness Instruction	Core
ELLPRE302A	Construct resources for Spelling Vocabulary Instruction	Core
ELLPRE303A	Model practices for Phonics Instruction	Core
ELLPLE301A	Develop a positive relationship for learning	Core
ELLSLP301A	Develop Literacy Learning practices	Core

Training Course Description

This course entails three days face-to-face training for six hours each day. It may be completed in a range of training options dependent on the needs of the client.

Timing*

3 days of training: 9:00 a.m.– 4:00 p.m.

*All course times are negotiable and will be dependent on the training option selected.

Course Title

TRAINING COURSE B

Course in WRAP Literacy Instruction — Stage 1

AQTF Qualification:

Statement of Attainment towards 91304NSW Vocational Graduate Certificate in WRAP (A Writing Approach to Reading)

Vocational Outcomes

Applying and Integrating Strategies which support Spelling for Writing and Reading: Literacy Teacher

Prerequisite:

Certificate III in WRAP (or equivalent)

UNITS OF COMPETENCY

ELLSWR801A	Plan and organise for the integration of Phonological and Phonemic Awareness instruction in Spelling
ELLSWR802A	Plan and organise strategies for Spelling Instruction
ELLSWR803A	Develop instruction and practice for sequences of instruction in Integrated, Systematic Literacy
ELLMEP801A	Analyse and present theory applied to practice for instruction in Spelling, Writing and Reading
ELLAEP801A	Develop strategies for assessment in Integrated Systematic instruction
ELLAEP802A	Evaluate practice in Integrated, Systematic Literacy Instruction

Training Course Description

This course entails six days face-to-face training for five hours each day. It may be completed in a range of training options dependent on the needs of the clients.

Timing* 6 days of training: 9.00 a.m.– 4 p.m.

*All course times are negotiable and will be dependent on the training option selected.

Course Title

TRAINING COURSE C

Course in WRAP Literacy Instruction — Stage 2

AQTF Qualification:

91304NSW Vocational Graduate Certificate in WRAP (A Writing Approach to Reading)

Vocational Outcomes

This course provides teachers with competencies to instruct: spelling lesson to sentence level; writing lesson and text structure; reading lesson and text comprehension.

Prerequisite:

Statement of Attainment towards 91304NSW Graduate Certificate in WRAP (Course B above, or equivalent).

Corequisite:

100 hours practice of Integrated, Systematic Literacy Instruction in a classroom or tutorial setting.

UNITS OF COMPETENCY

ELLSWS801A	Design activities and models for effective and accurate sentence construction through word usage
ELLSWS802A	Design activities for building sentence structures for Writing
ELLSWS803A	Develop objectives and models for instruction of the grammatical demands of selected Text Types
ELLTWS801A	Model the Writing Process for composing texts which convey information
ELLTWS802A	Design and plan models for texts which convey information in an interesting or entertaining way

ELLTWS803A	Annotate a Narrative Text model for Writing and sequence writing instruction to develop extension
ELLRTC801A	Develop Metacognitive Strategies to model Comprehension of texts
ELLRTC802A	Develop and model strategies for finding the main idea of texts
ELLRTC803A	Develop strategies for précis writing

Training Course Description

This course entails 9 days face-to-face training for 6 hours each day. It may be completed in a range of training options dependent on the needs of the clients.

Timing*

9 days of training: 9:00 a.m.– 4.00 p.m. in three segments:

3 days: Spelling for Writing and Reading — 18 hours

3 days: The Writing Lesson and Text Structure — 18 hours

3 days: The Reading Lesson and Text Comprehension — 18 hours

*All course times are negotiable and will be dependent on the training options dependent on the needs of the clients.

Conditions of Enrolment

The following requirements apply to all enrolments.

1. Regular attendance must be maintained and enrolment may be terminated if the trainee is absent on two consecutive sessions without a valid reason.
2. The use of illegal drugs, alcohol and cigarettes on The Hills Regional Skills Centre campus or on work placement could result in termination of enrolment at The Hills Regional Skills Centre.
3. Violence and verbal abuse towards staff or fellow students will not be tolerated and may lead to termination of enrolment.
4. All set work must be submitted on the date specified by the staff of The Hills Regional Skills Centre.
5. Notwithstanding the above conditions, The Hills Regional Skills Centre may, in its sole and absolute discretion, terminate enrolment at any time.

Enrolment Procedures

All applications are made on the forms provided by THRSC.

Applications must be lodged one month prior to the course commencement but enrolments may be accepted at other times if The Hills Regional Skills Centre considers it appropriate to do so.

Competency Assessment — Appeals

Appeals against competency assessments must be lodged with the class teacher within two weeks of receiving advice of the assessment results. All assessment appeals will be assessed by the Appeals Committee. Results of appeals will be presented in writing within two weeks of the appeal being lodged.

Appeal Procedures

On receiving notification of assessment results trainees may appeal using the following procedures:

1. Appeals must be lodged with the class instructor within two weeks of receiving advice of the assessment results.
2. The appeal will be sent to the Appeals Committee consisting

of:

- Principal
 - THRSC Centre Director
 - VET Coordinator
3. The instructor will be requested to justify their assessment of competency in writing.
 4. The verification of the assessment decision will take into consideration whether the method of assessment and decision is based on:
 - Validity
 - Reliability
 - Fairness
 - Flexibility
 5. Results of appeals will be presented in writing to trainees and instructors within two (2) weeks of the appeal being lodged.

Recognition of Prior Learning Policy

It is to be recognised that Recognition of Prior Learning (RPL) is an integral part of the delivery of VET programs. The policy of The Hills Regional Skills Centre is to take RPL into account as follows:

1. Completion of a certification from another RTO under the ARF covering competencies in courses being delivered at The Hills Regional Skills Centre will be incorporated into the record of competencies of The Hills Regional Skills Centre.
2. Statements of attainment from another RTO under the ARF covering competencies in courses being delivered at The Hills Regional Skills Centre will similarly be incorporated into the record of competencies of The Hills Regional Skills Centre.

NOTE: 1 and 2 must take into account the currency of the Certification on Statements of Attainment to ensure that the current industry standards are met. This will be assessed by the Principal, Headmaster, Centre Director or his delegate.

3. The Hills Regional Skills Centre will assess competencies

achieved informally working in industry that can be seen as being directly related to the courses being delivered at The Hills Regional Skills Centre. Support for this assessment may include:

- Reference from a qualified professional
- Job description
- Verified curriculum vitae
- Challenge testing
- Portfolios

Applications for Recognition of Prior Learning should be made to the Centre Director, on the Application for RPL forms.

Fees

Fees are payable by the employing school or trainee and must accompany the application for enrolment. 80% of fees are refundable if enrolment is withdrawn prior to commencement of the course. Fees are not refundable once the student has commenced classes. Fee levels will be reviewed annually and will be published in the Enrolment Information booklet.

Grievance Procedures

Trainees who wish to express concerns in relation to enrolment, course delivery or assessment should follow the following procedures:

1. Concerns should be referred in the first instance to the teacher with a copy provided by mail or email to the Centre Director.
2. The matter will then be referred to the VET Coordinator for resolution.
3. The Centre Director will communicate the findings and action to the trainee and/or employer.
4. Appeals can be lodged in writing with the Principal, Redeemer Baptist School.
5. Any grievance that is not satisfactorily resolved will be referred to a Sydney based member of the Institute of

Arbitrators and Mediators Australia for dispute resolution.

6. If a complaint or appeal cannot be satisfied with the above processes, trainees may contact VETAB (http://www.vetab.nsw.gov.au/complaints_rtos.php) or the National Training Complaints Hotline (telephone: 1800 000 674).

Withdrawal

One week's written notice of withdrawal must be provided to the Centre Director prior to the commencement of the course in order to be eligible for the refundable proportion of fees.

Hours of Operation

If courses are delivered at Castle Hill House the hours of operation will be between 9am and 4pm. Flexible delivery including hours of operation will be determined by the instructors in conjunction with THRSC.

Care of Site and Equipment

Castle Hill House is a heritage listed building just recently faithfully restored. All trainees must take care not to damage the property and will be expected to accept directions of staff as to the use of the property.

The Hills Regional Skills Centre has been fitted out with expensive and 'state-of-the-art' equipment. Trainees will be expected to replace equipment damaged due to carelessness and blatant misuse.

Car Parking

Car parking at Castle Hill House is provided. Entry must be from the Francis Street entrance.

Transport

Regular bus services operate to and from Parramatta railway station and the City from the bus stop in Old Northern Road.

Mobile Phones

Trainees are required to turn off mobile phones while participating in classes.

Enquiries:

The Centre Director

Dr M.K. Shaw

(02) 9630 6311

THRSC Campus No:

(02) 9894 3444

Location

