

STUDENT HANDBOOK

Part A – All Students

Section 1 – Introduction

About the Australian Learning Group (ALG) Student Handbook

The ALG Student Handbook is in 2 sections:

- PART A – ALL STUDENTS
- PART B – INTERNATIONAL STUDENTS - ADDITIONAL INFORMATION

This Handbook outlines the policies and procedures of ALG for all students. As appropriate, the handbook is updated to reflect any changes in policies and procedures.

All students are expected to abide by the information within this handbook or subsequent versions of it.

About the Australian Learning Group Pty Ltd

The Australian Learning Group (ALG) currently operates under three trading names:

- NSW School of Massage
- Australian College of Sport & Fitness
- Australian College of Dance
- 4Life College

ALG delivers nationally recognised qualifications in the Fitness, Massage Therapy and Dance Teaching industries.

Training is offered as both campus-based learning and distance education learning, with some programs enabling students to enrol across Australia.

About NSW School of Massage

Since 1985 the NSW School of Massage has been providing students with the necessary skills and qualifications required to become a skilled and confident professional massage therapist. We are accredited with the Australian Traditional Medicine Society (ATMS) and our courses are recognised by Association of Massage Therapists (AMT), the Australian Association of Massage Therapists (AAMT) and other industry associations.

The School has an excellent reputation producing graduates of a very high standard. We are very highly regarded within the industry. You can expect a "family" feel as you study with us providing you with a genuinely caring and supportive environment. By typically limiting our massage class sizes to 20 students, we find that our students learn quickly and thoroughly, and bond easily with other class members.

Graduate students will also be able to register with the leading associations for massage professionals such as the Australian Association of Massage Therapists and Australian Massage Therapists.

About Australian College of Sport and Fitness

The Australian College of Sport & Fitness (ACSF) provides professional education and qualifications for the fitness industry.

All courses combine hands on practical experience with a good grounding in the core principles of fitness theory.

We are focused on getting you "job ready". Emphasis is placed on providing you with experience and contacts in the industry even before you graduate.

Graduates will also be able to register with Fitness Australia or Physical Activity Australia, the leading associations for fitness professionals.

About Australian College of Dance

The Australian College of Dance (ACD) provides professional education and qualifications for the dance teaching industry.

Students will enjoy programs that are fun and "hands-on". This approach to learning means they will get plenty of practical experience in Dance across our range of course options.

The college offers home study programs Australia-wide as well as CRICOS accredited classroom courses on our campuses.

4Life College

4Life College provides professional education and qualifications in the fields of child care, disability care, aged care, mental health, community services and counselling.

Our courses are ideal for students who have a passion for caring for others and assisting to build a stronger community through providing essential services to people from all walks of life.

Training includes work-placements and students will experience practical real-world scenarios in order to be prepared for the workforce upon graduation.

Industry Associations

ALG qualifications are recognized by all industry associations who recognise Australian national vocational education and training qualifications.

In deciding on an industry association to join, graduates should ensure their association recognize and accept membership based on national vocational education and training qualifications.

Standards for Registered Training Organisations (RTOs) 2015

ALG is a Registered Training Organisation and as such the assessment structure used by ALG follows the Australian Qualification Training Framework as follows:

- C = Competent
- NC = Not Competent

A student is deemed either 'Competent' or 'Not Competent' as a result of the successful or unsuccessful completion of relevant assessment in relation to the competencies/elements studied.

Students who have failed assessments may re-sit the assessment until competency is reached and in line with our policies in this area.

Responsibilities of ALG

ALG understands and abides by its responsibilities to ensure the health, safety and welfare of all the employees, students and clients. These responsibilities include but are not limited to:

- Having workers' compensation insurance
 - Supporting rehabilitation programs to assist injured employees
 - Reporting all serious accidents as required by law
 - Maintaining an accident record register in which details of all injuries are shown
 - Registering all workers' compensation claim forms and medical certificates within the required time
 - Providing safe systems of work
 - Providing safe premises
 - Providing information, instruction, training and supervision
 - Providing a suitable working environment and facilities
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Responsibilities of Staff, Contractors and Students

Staff and students have the following obligations and responsibilities:

- Comply with ALG's policies and procedures
- Behaving in a way that prevents harm to themselves and others
- Following the Work Health & Safety (WHS) policies of ALG
- Reporting any accidents immediately

- Not entering ALG's on-site or off-site campuses whilst under the influence of non-prescription drugs or alcohol
- Refraining from entering ALG's on-site or off-site campuses whilst suffering from communicable or contagious illness
- Obtaining medical certificates whenever possible or when required
- Keeping copies of all submitted forms and certificates

Contact Details

Visit www.alg.edu.au for all contact details.