

MURRAY COLLEGE

of

Health Education

R.T.O. 3975



2012 STUDENT PROSPECTUS



215 Anstruther Street, Echuca, VIC, 3564 Ph (03) 54825107

Website: www.murraycollege.com.au Email: programs@murraycollege.com.au



Murray College provides training in the following Australian Government accredited courses:

Certificate III Allied Health HLT32407

Certificate IV in Massage Therapy Practice HLT40307

Diploma of Remedial Massage HLT50307

Diploma of Traditional Chinese Massage HLT50102

Diploma of Shiatsu and Oriental Therapies HLT50202

**Murray College ABN 47109713288
Australian Registered Training Organisation RTO 3975**

**Please note that not all courses are delivered in the one year.
You can view www.murraycollege.com.au to see what courses are scheduled or
contact the Murray College office for further information.**



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About Murray College of Health Education

In 1982 Owner/Proprietor of the Murray College of Health Education Tuesday Browell created a new dimension to the provision of Health Care in the Echuca-Moama area, in Australia. Murray College quickly established a reputation for providing high quality professional Massage Therapy and Training.

All courses are accredited by the Australian Skills Quality Authority and are part of the Health Training Package. This ensures our courses and facilities abide by current education regulations, and requirements of the State and Federal Government, and enables Australian citizens to apply for Austudy, Abstudy and Youth Allowance.

The Murray College of Health Education plays a major role in the ever-changing Massage Therapy Industry. It is an active member within the industry and College staff have traveled to Massage Therapy Conventions in USA, massaged at the Olympics, and at the World Masters and Australian Masters Games, just to name a few.

Murray College has worked closely with Hands on Health Australia, for the past 15 years, and together, have opened campuses in East Timor and the Philippines. This has enabled College staff to travel overseas to the new campuses, and provided the people of these countries the opportunity to be trained in one of the highest quality massage courses today.

Qualified Therapists continue to undertake post-graduate training to maintain their status as leaders in the profession.

Murray College Campus

The College is situated in Echuca, Victoria with another campus in Orange, New South Wales.

Murray College's training facilities offer Relaxation and Remedial Massage therapy to the public. The team environment enables student Massage Therapists to experience a fully operational clinic.

Murray College's approach to Training

Murray College takes a holistic approach both to its training and assessment. That means you as a student will achieve the national competencies, as listed below, by working through Integrated Learning Activities.



Certificate III in Allied Health CODE HLT32412

Total Hours	350
Clinic Practical Hours	150
Theoretical Hours	200

Overview

Allied health assistants work under the delegation, monitoring and supervision of allied health professionals. They assist in the provision of a range of services including: inpatients, ambulatory care, rehabilitation, outpatients, aged care, and community (paediatric and adult). Their work setting may include hospitals, community health centers, schools and clients homes. Whilst some Allied health assistants only work within one discipline (e.g. OT Assistant), many assistants work across disciplines, providing assistance to multiple health professionals. Occupational titles for these workers may include:

Podiatry assistant	Physiotherapy assistant	Speech pathology assistant
Occupational therapy assistant	Allied health assistant	Therapy assistant

Pre – requisite requirements

Not applicable

Packing of the qualification – course units of competency

15 units of competency are required for award of this qualification, comprised of - :

- 10 core units, plus
- 5 specialisation units

Core units

BSBFLM303C	Contribute to effective workplace relationships
BSBINM301A	Organise workplace information
BSBMED301B	Interpret and apply medical terminology appropriately
HLTAH301B	Assist with an allied health program
HLTAP301B	Recognise healthy body systems in a health care context
HLTCSD201C	Maintain high standard of client service
HLTCSD305C	Assist with client movement
HLTHIR301B	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
HLTWHS200B	Participate in WHS processes

Specialisation units

HLTCSD306C	Respond effectively to difficult or challenging behaviour
HLTHIR404D	Work effectively with Aboriginal and Torres Strait Islander people
HLTHIR403C	Work effectively with culturally diverse clients & co-workers
CHCDIS301C	Work effectively with people with a disability
CHCAC318B	Work effectively with older people
CHCCS401B	Facilitate responsible behavior
HLTCPR201B	Perform CPR
HLTFA201B	Provide basic emergency life support

Note: this course is delivered through Distance Learning.



Certificate IV in Massage Therapy Practice CODE HLT40307

Total Hours	705
Clinic Practical Hours	493
Theoretical Hours	157
Research and Log Book	30
Placement	25

Overview

This qualification provides skills in therapeutic relaxation massage including basic health assessment and treatment and may be used by people working within a clinic or in their own clinic, in an aged care facility, health service, spa facility or a palliative care facility or hospital.

Pre – requisite requirements

Not applicable

Packing of the qualification – course units of competency

25 units of competency are required for award of this qualification, comprised of -

- 10 common units, plus
- 5 specialisation units

Common units

BSBWOR203A	Work effectively with others
HLTCOM404C	Communicate effectively with clients
HLTCOM405C	Administer a Practice
HLTCOM406C	Make referrals to other health professionals when appropriate
HLTCOM408C	Use specific health terminology to communicate effectively
HLTFA301C	Apply first aid
HLHIR301B	Communicate and work effectively in health
HLTOHS300B	Contribute to OHS processes
HLTIN301C	Comply with infection control policies and procedures
HLTAP401B	Confirm physical health status

Specialisation units

HLTREM401C	Work within a massage framework
HLTREM406C	Provide massage treatment
HLTREM407C	Plan massage treatment
HLTREM408C	Apply massage assessment framework
HLTREM409C	Perform massage health assessment



Diploma of Remedial Massage CODE HLT50307

Total Hours	870
Clinic Practical Hours	651
Theoretical Hours	219

Overview

This qualification provides the skills required for competence in remedial massage practice and practitioners at this level may be self employed as independent practitioners or may work within a larger health service. It covers the provision of remedial massage treatment to clients with specific needs such as injury management, rehabilitation, palliative care, aged care, women and children. Practitioners at this level may supervise other massage therapists.

Pre – requisite requirements

Certificate IV in Massage Therapy Practice HLT 40307

Packing of the qualification – course units of competency

- 6 common units,
- 5 specialisation units, plus
- 3 elective units

Common units

HLTCOM502C	Develop professional expertise
HLTCOM503C	Manage a practice
CHCORG428A	Reflect on and improve own professional practice
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements
HLTAP501B	Analyse health information
HLTHIR501B	Maintain an effective health work environment

Specialisation units

HLTREM502B	Provide remedial massage treatment
HLTREM503B	Plan remedial massage treatment strategy
HLTREM504B	Apply remedial massage assessment framework
HLTREM505B	Perform remedial massage health assessment
HLTREM510A	Provide specialised remedial massage treatments

Elective units

HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTREM513B	Provide remedial massage treatment to athletes
CHCDIS301B	Work effectively with people with a disability
CHCAC318B	Work effectively with older people
HLTREM511B	Provide remedial massage treatment for women and children
HLTREM511B	Provide remedial massage treatment within a corporate setting



Diploma Traditional Chinese Medicine Remedial Massage CODE HLT50107

Total Hours	760
Clinic Practical Hours	200
Theoretical Hours	122
Research and Log Book	398
Placement	40

Overview

This diploma level course is part of the health training package and covers the intermediate level of skill in An Mo Tui Na or Traditional Chinese Medicine (TCM) Remedial Massage. The skills are taught within an overall TCM framework and holders of this qualification would usually work in conjunction with practitioners of other TCM areas of practice, or in their own practice.

Pre – requisite requirements

Diploma Massage Common Units (refer to page 8)

Packing of the qualification – course units of competency

- Diploma Massage 6 common units, plus
- 7 specialisation units

Specialisation Units

HLTTCM501B	Apply TCM remedial massage (An Mo Tui Na)
HLTTCM502B	Perform TCM remedial massage (An Mo Tui Na) health assessment
HLTTCM503B	Provide TCM remedial massage (An Mo Tui Na) treatment
HLTTCM504B	Provide traumatology treatments within a TCM remedial massage (An Mo Tui Na) framework
HLTTCM505B	Provide TCM Remedial Massage (An Mo Tui Na) treatment for women and children
HLTTCM506B	Work within TCM remedial massage (An Mo Tui Na) framework
HLTTCM507B	Plan TCM remedial massage (An Mo Tui Na) treatment strategy

Note: Specialised Units are delivered in a contextualised teaching and learning clustered approach within 10 weekend blocks over a 12 month period. Students maintain a Log Book which is assessed and also participate in 3 blocks of clinical practicum to refine their skills over the 12 month period.



Diploma of Shiatsu and Oriental Therapies CODE HLT50207

Total Hours	780
Clinic Practical Hours	208
Theoretical Hours	120
Research and Log Book	412
Placement	40

Overview

This qualification provides the skills required for competence in shiatsu therapy and links these skills to the wider oriental therapies framework. It also covers the provision of shiatsu treatment to clients with specific needs such as women and children.

Pre-requisites requirements

Diploma Remedial Massage Common Units (refer to page 8)

Packing of the qualification – course units of competency

- Diploma Massage 6 common units, plus
- 9 specialisation units

Specialisation Units

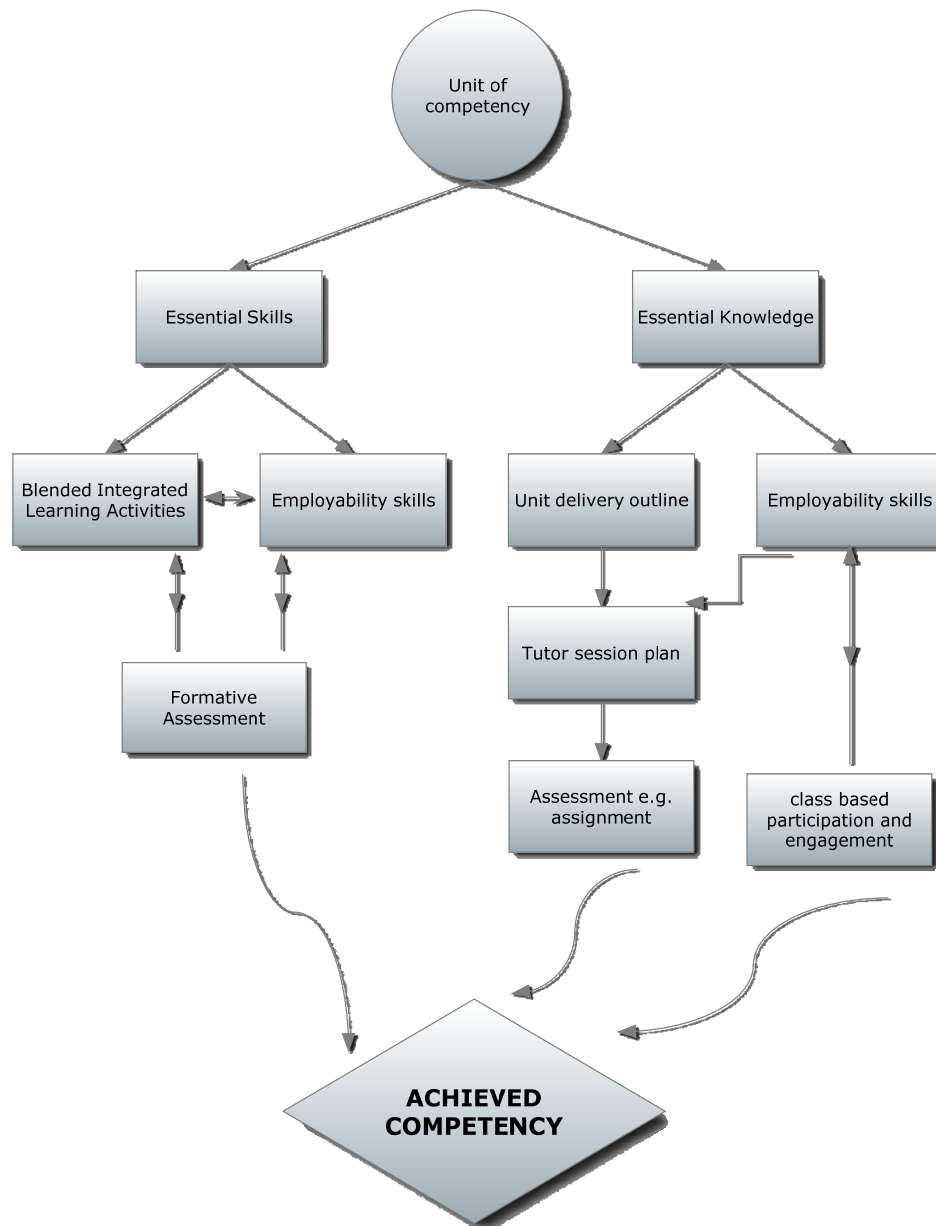
HLTSHU501B	Apply oriental therapies assessment framework
HLTSHU504B	Plan the shiatsu therapies treatment
HLTSHU505B	Provide oriental therapies treatment
HLTSHU506B	Provide specific shiatsu therapy assessment and care
HLTSHU507B	Provide shiatsu therapy treatment
HLTSHU508B	Work within a shiatsu framework
HLTSHU509B	Maintain personal health and awareness as a professional responsibility
HLTSHU510B	Perform shiatsu therapy health assessment
HLTSHU511B	Apply shiatsu therapy assessment framework

Note: Specialised Units are delivered in a contextualised teaching and learning clustered approach within 10 weekend blocks over a 12 month period. Students maintain a Log Book which is assessed and participate in 3 blocks of clinical practicum to refine their skills over the 12 month period.



MURRAY COLLEGE APPROACH TO TEACHING & LEARNING

Murray College takes a holistic approach to teaching and learning, through the application of Integrated Learning Activities. This means that the national units of competency which make up the qualifications are covered in various College modules with integrated learning activities. The tables below reflect how this is delivered.





Certificate IV in Massage Therapy Practice

INTEGRATED LEARNING ACTIVITIES	UNITS OF COMPETENCY	
Module 1 (C4MTPM1) Communication 20 hours	HLHIR301B	Communicate and work effectively in health
Module 2 (C4MTPM2) Massage Therapy 310 hours	HLTCOM404C HLTREM406C HLTREM407C HLTREM408C	Communicate effectively with clients Provide massage treatment Plan massage treatment Apply massage assessment framework
Module 3 (C4MTPM3) Medical terminology 40 hours	HLTCOM408C	Use specific health terminology to communicate effectively
Module 4 (C4MTPM4) Anatomy & Physiology 90 hours	HLTAP401B	Confirm physical health status
Module 5 (C4MTPM5) Clinic and Business skills 70 hours	HLTCOM405C HLTCOM406C	Administer a practice Make referrals to other health professionals when appropriate
Module 6 (C4MTPM6) Workplace Health & Safety 55 hours	HLTOHS300B BSBWOR203A HLTIN301C	Contribute to OHS processes Work effectively with others Comply with infection control policies and procedures
Module 7 (C4MTPM7) Massage health assessment 100 hours	HLTREM409C	Perform massage health assessment
Module 8 (C4MTPM8) Massage practice 20 hours	HLTREM401C	Work within a massage framework
Module 9 (C4MTPM9) First Aid (external provider) 18 hours	HLTFA301C	Apply first aid



Diploma of Remedial Massage delivery

Pre-requisite – Cert IV in Massage Therapy Practice

INTEGRATED LEARNING ACTIVITIES	UNITS OF COMPETENCY	
Module 1 (DRMM1) Applied Anatomy 30 hours	HLTAP501B	Analyse health information
Module 2 (DRMM2) Remedial Therapies 560 hours	HLTREM502C HLTREM503C HLTREM504C HLTREM505C HLTREM510B	Provide remedial massage treatment Plan remedial massage treatment Apply remedial massage assessment framework Perform remedial massage health assessment Provide specialised remedial massage treatments
Module 3 (DRMM3) Practice management, Law and Ethics 120 hours	HLTCOM503C HLTREM501B HLTHIR506C	Manage a practice Maintain an effective health work environment Implement and monitor compliance with legal and ethical requirements
Module 4 (DRMM4) Professional practice 160 hours	HLTCOM502C CHCORG428A	Develop professional expertise Reflect on and improve own professional practice
Elective Stream 1 (DRMSTRM1)	CHCCOM509B CHCCOM510B HLTREM512B HLTREM513B	Provide services for people with a life challenging illness Provide services to clients with chronic diseases or conditions Perform remedial massage treatment within a corporate setting Provide remedial massage treatment to athletes
Elective Stream 2 (DRMSTRM2)	HLTHIR403BC HLTHIR404D	Work effectively with culturally diverse clients and co-workers Work effectively with Aboriginal and Torres Strait Islander people
Elective Stream 3 (DRMSTRM3)	HLTREM511B CHCAC318B CHCDIS301B	Provide remedial massage treatment for women and children Work effectively with older people Work effectively with people with a disability



Diploma of Traditional Chinese Medicine Remedial Massage

Pre-requisite – Diploma Massage Common Units (refer to page 8)

INTEGRATED LEARNING ACTIVITIES	UNITS OF COMPETENCY	
Module 1 TCM Patient Management (DTCMM1) 220 hours	HLTCM501B HLTCM502B HLTCM503B	Apply TCM remedial massage assessment framework Perform TCM remedial massage health assessment Provide TCM remedial massage treatments
Module 2 TCM Treatment and Implementation (DTCMM2) 200 hours	HLTCM504B	Provide traumatology treatment within a TCM remedial massage framework
Module 3 TCM Analysis and Evaluation (DTCMM3) 140 hours	HLTCM506B HLTCM507B	Work within TCM remedial massage framework Plan TCM remedial massage treatment strategy
Module 4 TCM Women and Children Specialised Unit (DTCMM4) 200 hours	HLTCM505B	Provide TCM remedial massage (An Mo Tui Na) treatment for women and children



Diploma of Shiatsu and oriental Therapies

Pre-requisite – Diploma Massage Common Units (refer to page 8)

INTEGRATED LEARNING ACTIVITIES	UNITS OF COMPETENCY	
Module 1 SHU Patient Management (DSHUM1) 435 hours	HLTSHU510B	Perform shiatsu therapy health assessment
	HLTSHU507B	Provide shiatsu therapy treatment
	HLTSHU505B	Provide oriental therapies treatment
	HLTSHU511B	Apply shiatsu therapy assessment framework
	HLTSHU501B	Apply oriental therapies assessment framework
Module 2 SHU Traumatology (DSHUM2) 90 hours	HLTSHU506B	Provide specific oriental therapies assessment and care
Module 3 SHU Analysis and Evaluation (DSHUM3) 170 hours	HLTSHU508B	Work within a shiatsu framework
	HLTSHU504B	Plan the shiatsu therapies treatment
Module 4 SHU Self Care (DSHUM4) 85 hours	HLTSHU509B	Maintain personal health and awareness as a professional responsibility



Additional Elements of the Courses

Level 2 Workplace First Aid*

Completion of Level 2 Workplace First Aid is an integral part of the course and may be completed off site.

Hepatitis B Immunisation*

As Murray College is a Health Care Provider, each student is to be immunised against Hepatitis B. It is the student's responsibility to begin the course of three injections within the first month their certificate course commences, and to provide the College official documentation when the Hepatitis B course is complete, unless a formal objection is lodged.

COLLEGE TRAINING PROGRAMME AND CLINIC HOURS

In keeping with Murray College's holistic approach there is integrated scheduling of learning and practice.

The schedule may vary in its timing from campus to campus, but the content and activities will remain the same. The various campus schedules can be found in the appendix of this prospectus and also on the college website – www.murraycollege.com.au

Generic Overview

Phase 1 – Introduction and Orientation

The course begins with a 2-day weekend workshop followed by 2 days of orientation. This includes basic knowledge of OHS, hygiene control, professionalism, code of ethics, duty of care etc.

Phase 2 – Learning and Practice programme

The following week students attend the College three days a week for approximately for 58 weeks. One day a week is theoretical and the other two are 'hands-on' practical work in the clinic under the supervision of qualified therapists. Some weeks the students are in clinic three days a week.

The Echuca campus has a clinic open to the public 6 days per 51 weeks per year. Exact clinic times will vary from campus to campus. You can find out clinic hours by contacting your local campus or referring to www.murraycollege.com.au.

Students experience all aspects of anatomy, physiology, human movement, symptomatology, biological and behavioral sciences, 10 body systems, psychology etc. Students also have countless opportunities to explore these areas, as each client presents with real diseases, real conditions, and real injuries, with varied medications and contraindications to challenge the student. Each case is discussed with the student with the client present, ensuring the students have as much knowledge and participation in the treatment as possible, including referral to other professionals. Follow up discussions occur between the student and therapist after the client has left, and before that client's next appointment. Students also experience clients as case studies, which allow the student to plan, perform and assess their Massage and Remedial Massage skills.

Off campus activities

A field visit to an anatomical wet lab is also included in Anatomy & Physiology, where students will examine real cadavers, studying the functions of the human body.



Developing professional administrative competence

Also from the first week, students are required to document their work with clients, file client records, take appointments, answer the phone, and issue receipts etc., along with other general reception duties.

Community Service

Each week Murray College attends and provides massage for:

- A disability service for physically & intellectually disadvantaged adults
- A disability service for adults with Acquired Brain Injury
- An Aged-Care facility
- A Hands-on-Health facility

Other activities include massage and promotion at senior citizen days, community groups, local schools etc.

At the end of the Diploma of Remedial Massage course, students participate in clinic control week in which they run the clinic themselves. A therapist is on hand each day for emergencies only. Each student is in charge for a period of time in which they allocate fellow students to clients whilst incorporating all aspects of the remedial massage units. It is a culmination of each student's learning and a report is to be written by each student.

Consolidation Day is the final day of tuition for students. It is a reflection on the past year and individual progress both professionally and personally. Discussions also include future directions and group growth. Murray College takes this opportunity for quality improvement feedback and constructive criticism from students.

Clinic Practical Hours

There are 2 ways that students can fulfill the requirement of their clinical practice. Either by participating in the Murray College campus [internal hours] or by participating at an approved external facility [external hours]. There are up to 50 hours that the student may fulfill off site. Murray College will assist them in this work experience placement.

Internal Hours

Definition: Where a student attends the clinic at Murray College of Health Education for a period of time to practice Massage Therapy.

Internal Hours are credited at the end of every week. It is critical, and the student's responsibility to sign on and off every day attending the clinic (not theory days). Each student nominates their preferred clinic day/s and Rosters are written in advance. It is the student's responsibility to arrange their clinic day/s prior to course commencement.

External Hours

Definition: Where a student attends a clinic (or equivalent) other than that of Murray College of Health Education, for a period of time to practice Massage Therapy. If a student requests to complete external hours, they will need to note the following:

Students can complete up to 50 hours external for any certificate level.

External hours must be completed with a tutor, qualified therapist or health practitioner. Validation is required from the tutor, qualified therapist or health practitioner that you have completed the external hours, claimed (e.g. written letter, signed and dated).

A Murray College approved logbook must be completed for all time accumulated.



Requests for completing external hours must be confirmed and authorised by Murray College Principal or Program Manager.

Theory Hours

Theory hours must be completed in order for a satisfactory result in any course studied. Hours required vary depending on the qualification level.

Internal courses - Theory hours are outlined on the training schedule. Each student is marked competent if the attendance rate for theoretical hours is equal or above 80% once the theory is complete.

External courses - Theory hours change with each individual's requirements.

Total hours include all workshops, field trips, and events. To complete all practical hours within the same time frame as theoretical hours (internal), it is essential for students to complete a minimum of two (2) practical days per week either by internal or external hours.

NOTE: Fees apply to Clinic days for External Study students and students studying selective units. Contact administration for further information

Integrated Learning Activities (ILA)

Murray College takes a holistic approach both to its training and assessment. That means you as a student will achieve the national competencies by working through all Integrated Learning Activities.

By way of assessing the skill and knowledge of our students, Murray College applies Integrated Learning Activities (ILA). There are different ILA for each module and you will be provided with them along with your course material. All ILA are compulsory. If your ILA are deemed unsatisfactory, they will be returned, and you are permitted to re-submit them within a satisfactory time limit. A Nationally Accredited Certificate and a Statement of Results will be presented to you on completion of your course.

Integrated Learning Activities (ILA) are a component of unit workbooks. ILA are a list of assessment criteria outlining specific tasks that are to be completed in the clinic or during your own time. It is the student's responsibility to systematically work through the ILA, maintain accurate records and submit checklist to Program Manager by four (4) weeks after completion of unit theory.

Uniform

Murray College takes pride in appearance and has a set uniform. It is compulsory for each student enrolled at the College to wear their uniform whilst placed in the clinic, during theory training days, on weekend workshops, attending outstations, and events etc. The uniform consists of a maroon polo T-shirt with College logo on the front and a nametag. (Refer to the Welcome Letter on enrolment for prices and ordering information.). Black trousers or shorts, rubber or soft-soled, closed toe shoes (preferably black).

Text Books & Workbooks

All workbooks and textbooks are included in course fees unless otherwise stated (refer to pg. 20 for explanatory table)



Mutual Recognition

Murray College is obliged to recognise any AQF (Australian Qualifications Framework) qualifications and statements of attainment issued by any other RTO (Registered Training Organisation). Please see the program manager for more information.

Recognition of Prior Learning (RPL)

Murray College may provide credits for subjects based on prior learning (e.g. previous study and life experience) that relates to course outcomes. Application form is to be completed prior to course enrolment. (See administration). Fees will apply for all RPL applicants.

Tutoring

Murray College offers additional support to external study students with the opportunity to receive tutoring. The College can arrange for external study students to attend internal study classes, specifically focusing on the problem area/subject.



COURSE FEES

Name	Code	Price
Certificate III in Health Service Assistance (Allied Health Assistant)	HLT31702	\$3,900.
Certificate IV in Massage	HLT40307	Option 1: Internal \$5,000 incl. work books (texts are student responsibility – allow \$250.) Option 2: Internal \$4,500 incl. work books if upfront fee is paid (texts are student responsibility – allow \$250.)
Diploma of Remedial Massage	HLT50307	Internal \$3,960. incl. work books Internal \$3,460. incl. work books if paid upfront
Diploma of Shiatsu and Oriental Therapies	HLT50207	Course cost upon inquiry
Diploma of Traditional Chinese Medicine Remedial Massage	HLT50107	Internal \$3,500 incl. text books Internal \$3,000 incl. text books if paid up front. Cost is based on specialisation units only – refer to page 9)

A deposit of \$500 or 10% (whichever is the greatest), along with your completed enrolment form is required prior to course commencement to secure your position. After this point a payment plan shall be arranged. Text books (excluding Diploma TCM students), Uniform, 1st Aid, Hepatitis B Immunisation and membership of industry association are extra costs to students.

These prices are correct at the time of printing and are subject to change without notification.

Individual Unit Costs For individual unit costs please contact the program manager.

Policy

All student fees accepted more than five weeks in advance of course commencement will be placed in a notified trust account.

All student fees will be refunded if Murray College of Health Education cancels or postpones course commencement by more than four weeks, unless alternative arrangements can be made which are acceptable to the student.

Prior to commencement a student may be required to give a maximum of ten weeks notice of withdrawal from a course to obtain a full refund of payments, minus an administration fee not exceeding \$200.



After commencement, a student is required to provide a maximum of two weeks' notice of withdrawal from the course, to obtain a refund of payment relating to the remainder of the course but not any individual modules commenced. The refund must be given within **four** weeks of notification by the student.

What is covered by fees

What's Covered in the Fees?	Certificate 4 in Massage	Diploma streams	Selective Units
All Related Workshops	Yes	Yes	Yes
All Classes	Yes	Yes	Yes
Level 2 Workplace First Aid*	Compulsory additional cost	Compulsory additional cost	N/A
Hepatitis B Immunisation*	Compulsory additional cost	Compulsory additional cost	N/A
Industry Association Membership	Non-compulsory Additional Cost	Non-compulsory Additional Cost	Non-compulsory Additional Cost
Workbooks	Yes	Yes	Yes
Text Books		Diploma TCM only	
Certificate	Yes	Yes	Yes
All Clinic days at MCHC	Yes	Yes	Compulsory additional cost
Extra Tutoring	Non-compulsory Additional Cost	Non-compulsory Additional Cost	1
RPL	Non-compulsory Additional Cost	Non-compulsory Additional Cost	1
Assessment	Yes	Yes	Yes
Uniform	Compulsory additional cost	Compulsory additional cost	Non-compulsory Additional Cost

Government financial assistance

Students enrolled at the Murray College of Health Education may be eligible for government assistance, i.e. Youth allowance, Abstudy or Austudy. This scheme is means tested through Centrelink and only available to students enrolled in accredited courses. For more information, please contact your local Centrelink office.
Australia Wide: (Ph) 13 10 21.

Disclaimer: Murray College of Health Education will not be held responsible if Austudy students fail to meet their study schedule.

Payment

Murray College has a flexible approach to support students in payment of their fees.

Option 1

Payment in full by start date of course – and you will receive a considerable discount.



Option 2

Individual Payment Plan. This means that a Financial Contract is negotiated to suit the student's needs and is made in consultation with the MCHE Financial Officer. If you choose this option you must liaise with the Financial Officer, and have signed your contract before the course start date.

Fee Protection

Murray College complies with Australian government regulations protecting student fees.

Refunds

Refer to refund policy available from Administration.

Withdrawals

Students wishing to withdraw from a course or subject must complete a Leave of Absence or Course Withdrawal form to officially have your enrolment records updated. Withdrawal forms are available from Administration.

Part-time courses

Enrolment times for part time courses are advertised in local newspapers or may be obtained by telephoning Administration on (03) 5482 5107.

Short courses

The College offers many short courses. Consult your local newspaper for current short course offerings and contact the College for course outline and enrolment details. Fees must be paid in advance.

Full time courses

Contact the College for enrolment details and procedures.

Flexible Delivery courses

Flexible delivery/external study is available. For details contact Administration on (03) 5482 5107.

Credits and Exemptions

Some students may be eligible for a credit or exemption based on their previous study. An application for credit or exemption is available from Administration.

Recognition of Prior Learning

Murray College may provide credits for relevant subjects based on prior learning (e.g. previous study and life experience) that relates to course outcomes. Inquiries concerning RPL need to be directed to Administration. A fee applies to each RPL subject.

Mutual Recognition

Murray College is obliged to recognise any AQF (Australian Qualifications Framework) qualifications and Statements of Attainment issued by any other RTO (Registered Training Organisation). Please see the program coordinator for more information.



EDUCATIONAL INFORMATION
PLEASE CIRCLE

YEAR 9 OR LOWER YEAR 10 YEAR 11 YEAR 12 (VCE)

WHICH YEAR WAS THIS COMPLETED? _____

SINCE LEAVING SECONDARY EDUCATION, HAVE YOU COMPLETED ANY OF THE FOLLOWING?

TRADE CERTIFICATE CERTIFICATE	ADVANCED / TECHNICIAN
OTHER CERTIFICATE	ASSOCIATED DIPLOMA
DEGREE / POST GRADUATE	OTHER ACHIEVEMENT

NAME OF
COURSE _____

YEAR COMPLETED _____ NOT COMPLETED _____

NAME OF
COURSE _____

YEAR COMPLETED _____ NOT COMPLETED _____

DISABILITY (TO ENABLE US TO PROVIDE APPROPRIATE SUPPORT MATERIAL FOR YOUR COURSE)
PLEASE CIRCLE

DO YOU CONSIDER YOURSELF TO HAVE A PERMANENT / SIGNIFICANT DISABILITY? YES
NO

IF YES, PLEASE INDICATE ANY AREA OF DISABILITY WHICH IS APPLICABLE TO YOU:

VISUAL / SIGHT PHYSICAL	HEARING	
INTELLECTUAL	CHRONIC PAIN	OTHER

PLEASE DETAIL ANY ASSISTANCE THAT YOU MAY REQUIRE FROM US IN REGARD TO YOUR DISABILITY:

PLEASE MAKE A BRIEF STATEMENT ON WHY YOU WISH TO STUDY THIS PARTICULAR COURSE:

PAYMENT POLICY

Please contact our Program Manager to secure your enrolment by deposit payment. If you do not attend the course, an administration fee will be deducted before your initial deposit is returned to you. Should you have any queries regarding either this enrolment form, the course you are applying for, or any other service of Murray College of Health Education please contact the Program Manager on 03 5482 5107.

SIGNATURE _____ DATE _____



ATTENDANCE

Students are expected to attend all class days, both practical and theory. Students must notify their tutors or Clinic Manager if unable to attend due to illness or other special circumstances. These days of absence are to be made up as soon as possible. Clinic days include rostered Saturdays and must be attended when rostered; they are part of your contract.

ASSESSMENT

The method of assessment for a student can vary from accumulative assessment to formal practical examination.

1. Before training - This is to observe the level of skills you currently have, and which skills are required to develop your skills.
2. During training - Throughout your training tutors will assess your progress.
3. After training - At the completion of your training, your tutors will verify you have/have not consistently applied these skills at the standard expected.

TUITION

Clinic Tuition

The Clinic provides students with a supervised environment in which to develop their practical skills. It is an integral component of student training.

Theoretical tuition

Tutors are selected for their relevant expertise, and have a minimum of Certificate IV in Training and Assessment.

Delivery modes

Each module requires variation of classroom based and work place environment tuition.



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