

Course Delivery & Study Requirements

Your course will be delivered via distance education. As a distance learner, it is up to you to make sure you are setting time aside for your study. To successfully complete the course, you may need to dedicate anywhere between 5-15 hours per week to your study.

Learning Materials

Where available, you will have access to electronic copies of the learner resources. We can also send you hard copy learning materials on request when you enrol.

Trainer Support

Our trainers are available to offer support to you via phone, email or help request chat through our student portal. Our trainers will also contact you once a month to check in with you and to ensure you do not require additional support. We hold zoom assessment support sessions for some units that are common across most of our qualifications to give students extra support. These are optional to attend.

Assessment Submission & Due Dates

Theory assessments are submitted through our student learner portal. All assessment questions need to have a valid reference for the assessment to be marked. Referencing information will be provided to you on enrolment. For units that require both theory assessment and practical demonstration in the workplace, you will download a practical skills record from the student learner portal to have tasks signed off by your approved workplace supervisor/s.

Your course will have set assessment due dates. We will set up a training and assessment record document for you at the start of your qualification. The training and assessment record will list the units in which you are enrolled and the order in which they are to be completed. The due dates for assessment submissions will be spread over the duration of your enrolment. This will help you keep on track to finish your qualification in the allotted timeframe.

We understand that work or life can get in the way of study sometimes, and are happy to provide an extension if you are not able to submit your assessments by the due dates. If this is the case, we ask that you please email a trainer requesting an extension.

Alternatively, if you are completing work faster than our set due dates, that's great! You will have access to all of your assessment material at the beginning, so can work at a faster pace if you're able.

Individual Needs

Do you have a disability, medical condition, or individual needs that you may need support with? Talk to our enrolling officers if you need to disclose anything you think will be relevant to your study.

Language, Literacy & Numeracy (LLN) Requirements

If you have completed to at least a year 10 or equivalent level of high school, you should have the necessary LLN skills to complete our qualifications. We are not able to provide LLN support, so if you do not meet these entry requirements, or if you have an identified learning disability where extra support over and above what we can provide is needed, you may need to complete some foundation skills training before enrolling with us.

Please note most South Australian students enrolling in government funded courses will need to complete an online LLN test in line with South Australian Government requirements.

Computer Literacy & Skills

To successfully complete your course, you will require a certain level of computer literacy. You should be familiar with things like:

- Basic use of word processing programs (eg. Microsoft Word), and the ability to save word processing documents in a PDF file format
- Ability to search the internet to conduct research
- Ability to set up an online login to our student learner portal when given access
- Ability to download files from and upload files to our student learner portal

Credit Transfers & Recognition of Prior Learning (RPL)

If you have previously completed units of the qualification you are enrolling into through other study, please provide copies of official certificates/statement of results, statement of attainment or official academic transcripts from the issuing RTO so that we are able to verify that you have completed these units and issue credit transfer/s. Please note we are unable to accept copies of USI transcripts as proof of completion of units.

Please see the student handbook for detailed information on going through the recognition of prior learning (RPL) application process. The RPL application process is undertaken after enrolment.

Centrelink & Study

If you are studying a Certificate III or Certificate IV level qualification and require a letter for Centrelink confirming your enrolment in your chosen course, please indicate this on your enrolment form.

Students who advise Centrelink that they are studying full-time hours understand that a full-time study load is 20 hours per week and that we are required to report to Centrelink on a regular basis on their progression in the certificate. Non-compliance with Centrelink's progression requirements will result in a loss or change in study benefits or even paying back overpaid benefits.

Work Placement Arrangements

As a student enrolling with Health Industry Training, you are required to source a host organisation to complete your work placement. This can be with your current employer if the correct supervisor types are available to you, or it can be with a host organisation where you are completing voluntary placement hours.

We require you to secure your work placement before enrolling with us. This is your responsibility. Sometimes, under exceptional circumstances we may allow you to enrol before sourcing your placement. In this case, you understand that if you are not able to source a suitable host organisation to complete placement hours with you will not be able to complete the qualification and would receive a Statement of Attainment for the units of the qualification you completed which contained theory assessment only.

Some employers may require you to have certain immunisations / police checks / working with children certification etc before being able to commence placement. These are the responsibility of the student and Health Industry Training is not able to assist with these.

If you have had contact with a potential host employer who are wanting to talk to us to get further information, we are happy to contact them if you are able to give us direct contact details of the person you have been liaising with.

Pathology Collection Placement

The Certificate III in Pathology Collection has a mandatory 35-hour work placement requirement. Health Industry Training will organise this for you after you have completed your 2nd block training. This placement will incur a fee separate to our course fees and needs to be completed within 2 months of attending the second block. These 35 hours can be completed in 1 full week or part-time over two weeks. The collection centre companies do their best to place you as close to your home postcode as possible, but some travel may be required. We can give preferences of dates you wish to attend placement, but these cannot always be met exactly, and you will be required to have some flexibility. If you are unable to attend placement, you will not be able to complete the certificate in full.

You will be required to provide proof of immunisation against the following immunisations before attending placement hours: COVID19, Measles Mumps & Rubella (MMR), Varicella (Chicken Pox), Pertussis (Whooping Cough), Hepatitis B and Flu Vaccination.

Diploma of Clinical Coding

Students enrolling in this qualification will need to purchase additional textbooks and software that are not covered under Health Industry Training's course fees.

Block Training

If the qualification you are enrolling into requires you to attend block training, you must complete all of the pre-requisite units and submit assessments for the units being delivered at block before you're eligible to attend. For more information, please refer to the block training schedule linked into your course information email.

Please do not book flights or accommodation to travel to block unless you have received an invitation to attend and confirmation of your eligibility. You will also need to provide proof of at least two COVID19 vaccinations before being able to attend block training at our facility.

Course Fees and Payment Plans

Course fees and payment plan options for each individual course are detailed on our enrolment forms and will inform you if payment of course fees is needed in full upfront, or if you are able to take advantage of our instalment plan options. The maximum deposit we can accept from a student for enrolment into a course is \$1,500.

Instalment payment plans are set up through a third party, a company called Debit Success. Debit Success do not charge account keeping fees or interest on top of our course fees. There will be a one-off administration fee added to your first instalment repayment. The only other time you would be charged fees over and above our course fees is if you default on payment and penalty charges are incurred.

Please note that Certificates or Statements of Attainment for qualifications cannot be released until course fees are paid in full.

Once we have received all the correct enrolment documentation from you, we will send you a payment form so you can indicate how you would like to pay for the course. For deposit payments we can accept card payments or direct deposit into our bank account.

Refund Information

Refunds of course fees are only available in certain circumstances. Please refer to our Refund Policy contained in our student handbook for information on this.

South Australia Learning & Support Services

South Australian students enrolled in funded training can access free learning and support services which can help with things like supporting you to tackle life issues that might stop you from training, offering support to develop your study skills, finding support services in your community, helping you to understand the training system or supporting you after you finish study while you move to further study or into work. We can refer you to the support services upon your request.