

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 CRICOS 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10527NAT, CRICOS code 086202A

Melbourne Rudolf Steiner Seminar



Student Handbook

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1. About the Seminar

The Melbourne Rudolf Steiner Seminar offers a range of programs based upon the work of Rudolf Steiner.

The Seminar's courses are focused on providing training and further education for anyone interested in the education given by Rudolf Steiner and Anthroposophy and seeking employment in one of the many Steiner schools Australia wide. Steiner Education is the most rapidly expanding education in the world, with seven Steiner streams integrated into State schools and 45 independent schools throughout Australia.

The Seminar has been conducting courses for 44 years for local and international students and is a member of Steiner Education Australia, the National Association of Steiner Education providers.

We are a fully government credited and nationally recognised training centre, offering a full-time course, the **Advanced Diploma in Rudolf Steiner Education**, (course code 10527NAT, CRICOS 086202A).

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Melbourne Rudolf Steiner Seminar Ltd cooperates with the VET Regulator and is legally compliant, at all times in accordance with the Standards for Registered Training Organisations 2015.

In addition Melbourne Rudolf Steiner seminar offers part-time non- accredited certificate courses and professional development programs.

The Seminar is committed to training and supporting participants to teach children with imagination, a sense of truth and a feeling of responsibility.

The Melbourne Rudolf Steiner Seminar is committed to high ethical standards in all areas of its course delivery and in its dealing with students and staff. All trainers and staff are expected to maintain high professional standards in the delivery of the course at all times. Copies of the Seminar's Policies and Procedures can be viewed on-line at steinerseminar.net.au

The Advanced Diploma in Rudolf Steiner Education is delivered at:

The Melbourne Rudolf Steiner Seminar

37A Wellington Park Drive Warranwood 3134, Victoria Australia

tel. (03) 9876 5199

email: office@steinerseminar.com

2. The Course

Course Structure

This is a full-time course of study of two years' duration which equips students with a comprehensive grounding in anthroposophy, and in the theory and practice of Steiner Education.

Over the course of the year the students are involved in a broad range of studies which are theoretical, practical and artistic, described in brief below.

In the first year, students take a series of foundation units in the strands of humanities, sciences and arts.

Students must complete all 1st year units before continuing into the 2nd year of the course.

The second year further develops the student's knowledge and experience in teaching by studying child development, the Steiner curriculum, and undertaking *Professional Experience* placement in schools.

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The course comprises only of core units. There are no elective units.

The course runs three days per week (except during the practicum – see the *Practicum Handbook*) Tuesday - Thursday, 8.30 a.m. – 4.00 p.m. over four terms, from early February to November (see our website for term dates). The term dates fall *generally, but not always*, within the State school term calendar.

80% Attendance is a Requirement for all units.

The syllabus, containing a description of all units studied in the course, is summarized on the website. The complete course outline is available on the Seminars Internal website on commencement of course.

Entry requirements:

To maximize your chances of success, the Seminar has some important entry requirements. These are stated in our *Local Student Enrolment Policy* available on the Seminar's website or in the office. In addition, the Melbourne Rudolf Steiner Seminar is committed to ensuring that all enrolled students get a fair chance and the support they may need to succeed in an environment of equal opportunity.

If an applicant requires additional educational support, the Seminar will ascertain what reasonable adjustments can be made and will assess current resources available for any special support which may be required. See the *Seminar's Student Support Policy*.

Course delivery

Full time study

This course has a strong emphasis on experiential learning. Full time face to face study is a very appropriate form of study in order to maximize the benefits of this course for the student. Some units are delivered over several terms in a certain sequence. Some units are delivered in conjunction with others to allow a multi-faceted approach to certain topics. Thus the course presents itself as a cohesive whole.

The study year is organized into four terms of approximately eight weeks with study and recreational periods in between. Each of the terms ends with a festive presentation of some of the students' achievements. The study year ends with a comprehensive final presentation of the students' works in all units through an exhibition and presentations.

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External Study

There is no provision for external study at this stage

On-line Study

There is no provision for on-line study at this stage

Qualifications: *Testamurs, Records of results and Statements of Attainment*

The qualification issued by the Melbourne Rudolf Steiner Seminar is nationally recognized.

The only exit point for the Advanced Diploma in Rudolf Steiner Education is at the end of 2nd year after term 4. No qualifications are issued if the student leaves before completing all units offered over 2 years of the course. A Statement of Attainment will only be issued if a student successfully completes one or more units of competency of an accredited course but does not meet the requirements for a qualification. The Statement of Attainment will list all of the units of competency achieved.

The Seminar adheres to Standard 3 of the *Standards for Registered Training Organisations 2015* and ensures that it issues, maintains and accepts AQF certification documentation in accordance with the Standards and provides access to learner records. Qualifications are issued in line with the Seminar's *Issuing Qualifications Policy*.

Re-issuing of certificates

The RTO permits the replacement of certification documentation at a cost of \$50 and assumes responsibility for authentication and verification of replacement documentation.

Pathways

The Advanced Diploma of Rudolf Steiner Education (course code 10527NAT CRICOS CODE 086202A) provides two agreed pathways to a Bachelor of Education to the following Australian universities: The Australian Catholic University and the Charles Darwin University.

Employment as a teacher in all Australian states requires registration with the appropriate teacher registration body, for which a tertiary course, such as the Bachelor of Education, is required.

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Upon completion of the Advanced Diploma of Rudolf Steiner Education, students may gain credit toward a Bachelor of Education with universities mentioned above. These qualifications together enable students to teach in Steiner schools as well as government and other independent schools in Australia.

Career

Steiner Education is the most rapidly expanding education in the world.

Graduating students will be well equipped to seek work within enterprises working out of the education and philosophy of Rudolf Steiner, such as in Steiner schools and curative work with disabled children and adults, of which there are facilities in Sydney and Melbourne. Steiner based workplaces, such as bio-dynamic farms, ethical investment, biodynamic food processing, therapeutic massage; nursing, art therapy, also find it to their advantage to employ staff who have a foundation in Steiner's philosophy and its application in various areas of work and study.

3. Recognition of Prior Learning & Credit Transfer

Refer to the *RPL/CT policy* on the Seminar website.

4. Professional Experience

Professional experience is structured workplace learning that helps prepare you for the workforce. It is part of your course, designed to help you better understand what you have learned by putting it into practice in the classroom.

As teaching is a vocational profession, the Seminar feels that it is very important to provide students with as many opportunities as possible to experience the rich environment of a Steiner school classroom. There, students 'learn by doing' under the guidance of experienced professional teachers.

This is a unique opportunity, while under the supportive supervision of another professional teacher, to get to know oneself as a teacher; that is, students learn to be comfortable with their **professional persona of a teacher**. This persona will support them when they come to have a class of their own.

Students take part in three 'professional experience' teaching practicums (work based training) in Rudolf Steiner schools comprising 10 weeks in total, over the two year period. **Travel to rural or interstate areas may be required.**

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5. Assessment

The Melbourne Rudolf Steiner Seminar has training and assessment practices in place that ensure that you will be trained and assessed in accordance with the requirements of the standards for Registered training Organisation 2015.

Each unit is assessed by a fully accredited trainer (i.e. A Certificate IV in training and assessment). All units have a 80% Attendance Requirement.

It is important that you refer to our website and make yourself familiar with the following *policies relating to*

- *Assessment Policy*
- *RPL policy*
- *Special Consideration Policy*
- *Resubmission Policy*
- *Assessment Appeals Policy*
- *Issuing Qualifications Policy*

6. Withdrawal

To withdraw from the accredited course complete and return a Withdrawal form available from Office.

Please see the Seminar *Tuition fee policy*

7. Support available to Students

Internal website

The Melbourne Rudolf Steiner Seminar has an internal website, which all students are expected to access on a regular/weekly basis. This website is continually updated with assessment details, resources, policies and other important information. Each student is allocated an email address, which is used by the Seminar to communicate with students. Students are expected to familiarize themselves with this site and refer to it regularly.

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Language, Literacy and Numeracy Training and Support:

The Melbourne Rudolf Steiner Seminar (MRSS) establishes a student's capacity to succeed through the entry requirements.

The Seminar may offer out of hour's LLN skills tutorials as outlined in *Student Support Services policy*.

Medical Support

Melbourne Therapy Center (appointment necessary)

221 Wonga Rd

Warranwood VIC 3134

(03) 9876 3011

And alternatively:

Seymour Street Medical Clinic No appointments necessary

11 Seymour St

Ringwood

9955 0606

Counsellors

The Seminar Coordinators offer individual support to students.

Additionally, students may elect to seek external counselling if experiencing personal difficulties.

For counselling support services, see the details of counsellors below:

- Steve Theiler 0418 337 506

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- Siegfried Gutbrod 0410 763 656
- Caroline Bates 0414 647 455
- Tania Hungerford-Gerth: tel. 0401 850 177
- Günter Zimmerman: tel. 0417 309 276

8. Financial Information

The Melbourne Rudolf Steiner Seminar is a nonprofit organisation committed to maximizing accessibility to the education it offers by striving to keep all its course costs to an absolute minimum.

Course Costs

Course costs are available on application or at Steiner Education - Melbourne Rudolf Steiner Seminar www.steinerseminar.com

Payment Options

Local students

Fees are invoiced a term in advance. Payment may be made in cash, by cheque, electronic transfer.

International students

Fees are invoiced in advance as per the International Fee Paying Arrangement on www.steinerseminar.com under course fee information.

All fees must be paid by the due date.

For further information about Seminar fees, please refer to the ***Tuition Fee policy***.

Vet Student Loans

VET Student Loans are a loan from the government to help you pay part of your course fees. The Advanced Diploma of Rudolf Steiner Education 10527NAT is a VET Student Loan approved course and the Melbourne Rudolf Steiner Seminar is an approved provider. Please refer to the VET Student Loan Page and Policy available on the Seminar's website.

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Refunds

For further information on the Seminar's Refund process see the *Tuition Fee policy*. This includes the Tuition Assurance provisions.

9. Student Rights and Responsibilities

Access to Personal Records

Students' personal records will be made available upon request. Please speak with Office staff to arrange a time. Please see the Seminar's *Privacy Policy*.

Participant feedback

Participants will be asked to complete student satisfaction surveys on a yearly basis. Furthermore, they will be asked to complete student unit evaluations on a quarterly basis. These are important documents as the feedback received is acted upon and are an important tool in our commitment to continual improvement.

Grievances and Complaints

The Seminar has a comprehensive Communications policy that includes complaints and appeals.

In the case where a student's complaint relates to a general Seminar matter, he/she may lodge a general complaint in accordance with the Seminar's *Communication Policy including complaints and appeals* available from the office or on-line on the Seminar's Website at www.steinerseminar.com

In the case where a student's complaint is related to an assessment, the Seminar will follow the steps outlined in the *Assessment Appeals Policy*. This is available on the Seminar's Website and from the office.

Accidents

Accidents or injuries need to be reported immediately. An incident report folder is housed in the main office for this purpose.

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First aid

A large First aid kit is housed in the main office and contains items to enable basic first aid to be carried out. The Melbourne Therapy Centre (Medical Centre) is located at: 215 Wonga Rd, next door to the Steiner School, tel. 9876-3011.

Public liability insurance

Course participants are covered by our public liability insurance.

Safety procedures

The Seminar '*Critical Incident Policy*' and the '*Seminar Fire and Evacuation Plan*' are available on the Seminar website.

Smoking

All classes operate in a smoke-free environment.

Code of Student Conduct

Each person will act at all times in a "reasonable" manner that shows respect to all other persons and their property.

Definitions:

Respect is an attitude shown towards others by a reasonable person.

A **reasonable** person is able:

- To be sensitive to the norms of the community
- To acknowledge that others may have viewpoints and values and beliefs which are valid even though they may differ
- To understand that another person may have reasons and/or circumstances affecting their behaviour in any given situation
- To reflect upon his or her own behaviour in considering how best to communicate and/or resolve issues
- And to act in consideration of the above, including consideration of the nature of the relationship between any person concerned.

Students enrolling in the accredited course of the Melbourne Rudolf Steiner Seminar Ltd agree to abide by the following expectations of their conduct:

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1. Students arrive at sessions on time to minimise disruption to fellow students and trainers.
2. Students participate in all tutorial activities in a courteous, respectful manner refraining from interruption or argument with awareness of the rights to equal participation by all students. Language used does not cause offence to fellow students or trainers.
3. Students do not participate in any course activities while under the influence of alcohol or drugs other than those medically prescribed.
4. Students refrain from smoking while on Seminar/School premises and during course events/activities.
5. Students adhere to the policy on harassment in all their interactions with fellow students, staff, school personnel and school students and their parents.
6. Students dress in a manner which does not offend fellow students and trainers. In addition students on a school campus are asked to dress in neat casual clothes at all times with those teaching in primary classes being especially mindful of individual school requirements for the need for plain clear colours without major motif/logo.
7. Students respect the classroom and outdoor environment and do not vandalize or disfigure the structures or aesthetics of any surroundings.
8. Students either at the Seminar or during work experience or on school campuses maintain professional confidentiality of all that they have witnessed.
9. Students adhere to the Seminar's *Communications including Complaints and Appeals Policy*.
10. Social Media:
 - a. Students, studying for the teaching profession and completing their work experience/practicum in schools, must be aware of the possible impact of their public profiles. All social media postings must be within the ethical standards and code of conduct for the teaching profession.
 - b. Students will not post inappropriate or derogatory comments about the seminar or the schools/workplaces they visit during their work experience/practicum time. This also includes any persons involved in their study at the Seminar. (Any concerns must be voiced directly to a Seminar representative and/or via the Complaints procedure.)
 - c. Students may not at any time exchange private details, social media contacts or phone numbers with school students from their work experience/practicum times.
11. Students involved in group work with fellow students share resources equitably and work to fulfil responsibilities of participation in a cooperative manner.

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12. The Seminar will make all determinations about breaches of this code. Determinations may include suspension of or cancellation of the student's enrolment.

Attendance & Punctuality

Over and above regular (minimum 80%) attendance of classes, students are required to attend all student presentations and performances.

Specifically, these events outside of Seminar business hours include:

- Midwinter Festival, held on the evening of the last day of Term 2;
- Drama Play performance and rehearsals in second and third term (first year students);
- Presentation Evening: last Friday evening of Term 4.

Punctuality

It is important that students arrive *before* the start of any session. Not only is it good manners to do so but it is also an essential part of professional teacher conduct. Taking responsibility for that now directly assists in your professional preparation. In addition, group dynamics is an important part of the work the seminar, and late arrival has a definitely disruptive influence as does the ringing of mobile phones.

Privacy

The Seminar is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

Information privacy is important. As a requirement and for our own purposes, the Seminar staff request personal information from participants in our courses.

The Melbourne Rudolf Steiner Seminar understands that privacy is a right and staff endeavors to respect that right. To view our *Privacy Policy*, please contact the office or see the Website www.steinerseminar.com.

10. General Information

Contacts

General

If assistance is required from staff during office hours, phone (+ 61 3) 9876 5199, email contacts via office@steinerseminar.com.

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Emergency

For emergency contact outside office hours phone 9739 1244.

Public holidays

The Melbourne Rudolf Steiner Seminar is closed on public holidays. Please note this includes the long Cup weekend, leading up to the second Tuesday in November.

Facilities and Equipment

Participants have available for their use:

- Quiet space for study and small group meetings
- Student Library at the Seminar
- 2 Student laptops with internet access available outside of class times
- Photocopying, at a nominal cost, and printing of course related material.
- Toilets including disabled access.

Parking

All day parking is available in the car parks at the Michael Centre, 37A Wellington Park Rd Warranwood 3134.

Breaks

Tea and coffee are provided for course participants. Please ensure that the kitchenette is left clean and tidy after your break. There will be a weekly roster regarding set up and clean up.

Policies

Policies are available on the website and in a folder in the office.