

Melbourne Rudolf Steiner Seminar



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.

Steiner Education is the most rapidly expanding education in the world, with five Steiner streams integrated into Victorian State schools and 40 independent schools throughout Australia.

The Seminar has been conducting courses for 42 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 69801TAS, CRICOS 071548J}, as well as part-time certificate courses and professional development programs.

We are an approved VET FEE-Help provider for local students, who in addition, may be eligible for Austudy.

The Seminar offers courses at three campuses:

The Michael Centre

37A Wellington Park Drive Warranwood 3134, Victoria Australia, tel. (03) 9876 5199

email: <mailto:admin@steinerseminar.com>

Sydney Rudolf Steiner College

Parsifal campus

307 Sussex St

Sydney, N.S.W., 2000

Tel.: (02) 9261 4001

email: admin@parsifalcollege.edu.au

Glenaeon campus

Glenaeon Rudolf Steiner School

5a Glenroy Avenue

Middle Cove, N.S.W., 2068
tel. (02) 9417 3193
email: info@glenaeon.nsw.edu.au

In Sydney the first year of the Advanced Diploma is offered at the Parsifal campus and the second year is at the Glenaeon campus.

Enrolment for International Students is only available in Melbourne.

The Seminar is committed to training and supporting participants to teach children with imagination, a sense of truth and a feeling of responsibility. Copies of the Seminar's Policies and Procedures can be viewed on-line at [Steiner Education - Melbourne Rudolf Steiner Seminar](#)

¹ A.C.N. 081 055 110 RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

2. The Course

Course Structure

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

The course also provides a rich experience for students seeking to develop themselves in accordance with their deepest nature and to find their true path in life.

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.

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

The course runs four days per week, Monday - Thursday, 9:00 a.m. - 2:30 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.

The syllabus, containing a description of all modules studies in the course, is summarized on the website and is provided to students upon successful enrolment.

Practical placement

Practical placement 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 do four teaching practicums in Rudolf Steiner schools, over the two year period.

Testimonials from past students.

Nina (Brazil):

"I decided to do my Steiner teacher training here in Australia for in this wonderful country this stream is very strong and I can gain experience before coming back to my birthplace, Brazil.

I am doing the first of two years at Melbourne Rudolf Steiner Seminar, located in an astonishing place surrounded by nature. I love everything that am experiencing here. Getting to know better Steiner's ideas it is being an awesome gift. The course is very well structured, offering an essential balance between theoretical and creative lessons. The teachers are amazing human beings: each one of them is lovely and brings us their own huge personal and professional experience. The office staff are very friendly and helpful as well. And I am very glad to meet not only Australians, who are pretty lovely, but also people from all

over the world, since I have classmates from *Korea, China, South Africa, Indonesia and England*.

I feel really blessed for having this opportunity and I am thankful for everything I am coming across!"

Toshi (Japan):

"I heard about this course when I was living in Japan. It was a big decision to make to come to Australia and do the course but it was worth doing. Teaching staff were amazing and all the teachers were very kind to us, especially to the international students. I got a lot of support from the people around me.

I made a lot of friends from all over the world. It is my treasure of my life. My two years in the course was like a dream. I learned a lot and my way of how to see the world changed slowly. I was glad that I did this course. This course changed the whole of my life.

Now I have a job in Australia and am working at a Steiner kindergarten. Be brave and get on this boat. You will see the different world. You can change yourself!!"

Hang (Vietnam):

"I learnt a lot about Steiner education that I would not have learned in Vietnam. I have learned a lot by being able to discuss Steiner education with all the lecturers.

Being able to discuss education issues with all the other students has been very helpful. Doing the practical rounds in the school have been of great value.

The meeting of the foreign students each day is very helpful. All my questions can be answered

The Michael Central is a wonderful venue: the rooms are very beautiful and inspire me

I learned a lot from the great variety of subjects. I would learn a lot more if my English was better!"

Tashi (Bhutan):

“To start with, I really regret my Steiner course has finished!! I enjoyed it so much that I wish I could continue. From the very first day I knew it was exactly what I was looking for: engaging and fun teachers, challenging but not overcomplicated material and great classmates.”

In our daily classes we not only improve our English but also have fun spending great time with people from all around the world.

During my time here, I've enjoyed an amazing multicultural atmosphere made up of incredible, dynamic, kind and qualified staff, as well as a comfortable environment which encourages you to achieve your goals.”

Herman (South Africa):

“I have been reading Steiner's work for some time and was looking forward to start experience the practical side of Steiner's teachings. The Steiner Seminar picked me up at the airport and I slept the first night at a private home. The next day the school had a living space for me. Though it can be difficult finding a place to stay the Seminar really looked after me. I would recommend that future students get a driver's licence before coming to Australia. Distances are large and cars are very cheap and easy to get. Public transport is also a very easy option and very reliable.

Though I was late with getting my visa it was easy for me to catch up with the studies. I do highly recommend that you read some of Steiner's basic books before starting the course. The sheer volume of information can be a bit overwhelming. For me especially the practical artistic classes are very rewarding and it feels like I am back in primary school again.

At this moment there is lots of part-time work available, even if you don't have any qualification. Though it is hard work to study and support yourself most international students are doing it. Melbourne is also the cultural city of Australia, so if that is something that you like then why not!? One last thing... remember to bring a jacket for the winter.”

Delivery Modes - Flexible Learning

Full time study

This course has a strong emphasis on experiential learning. Full time study over one year is a very appropriate form of study in order to maximize the benefits of

this course for the student. Some modules are delivered over several terms in a certain sequence. Some modules 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 nine 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 modules through an exhibition and presentations.

Part time Study

A part time option of this course is available for those who have other commitments and are unable to free themselves for a year. This course is currently organized two days a week 9.00 – 2:30pm and coordinated with the fulltime course on these days. Modules are scheduled in such a way that all modules can be studied within two years. Some of the modules may be offered as weekend events or as evening sessions.

The module 'Introduction to Anthroposophy' is a pre requisite for enrolment into most of the other modules. Melbourne Rudolf Steiner Seminar will offer other modules in such a way that the day is balanced between artistic and cognitive activities. Beside the official schedule of study Melbourne Rudolf Steiner Seminar encourages individual choices and pathways and the enrolment into more modules where possible

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: Certificates/Statements of Attainment

A certificate is issued by the Seminar on completion of the course. Where the course is not fully completed, statements of attainment are issued for all completed units.

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

Re-issuing of certificates

Misplaced certificates cannot be re-issued. However a statement of attainment will be forwarded.

Pathways

The Advanced Diploma of Rudolf Steiner Education (course code 69801TAS CRICOS CODE 071548J) provides three pathways to a Bachelor of Education to the following Australian universities: University of Technology in Sydney; Deakin University in Melbourne and the Charles Darwin University.

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

Upon completion of the Advanced Diploma of Rudolf Steiner Education, students may gain credit for two years of study 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, with five Steiner streams integrated into Victorian State schools and 40 independent schools throughout Australia.

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.

Recognition of Prior Learning & Credit Transfer

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

Assessment

The Melbourne Rudolf Steiner Seminar will ensure that assessment processes:

- Recognize the principles and proper operation of Recognition of Prior Learning;
- Allow accelerated progress towards completion of assessment tasks and demonstration of competency when required by participants; and
- Are relevant, appropriate, fair, flexible and recognize the requirements of the participant and the national training recognition system.

Each module you do is assessed by the tutor who delivers the module.

Refer to the website for a copy of the Assessment Policy which includes information on:

- **Requirements to receive the qualification**
- **Policy on non-completion of a module**
- **Exit Points**
- **Assessment Appeal**

3. Support Mechanisms for Maximizing Participants' Completion of the Course



Language, Literacy and Numeracy Support

The Melbourne Rudolf Steiner Seminar acknowledges that all vocational education and training includes language, literacy and numeracy tasks. Our tutors provide materials, resources and assessment tasks at a level of complexity required in the workplace for that competency only. Tutors also provide opportunities for repeated and supported practice.

Tutors, course coordinators and office staff have many years' experience in the education field and can assist participants with matters relating to their course. They also have available information on appropriate other personnel who may be approached for support and assistance. The Melbourne Rudolf Steiner Seminar has a staff member qualified to assess language, literacy and numeracy levels. The Seminar has an Access and Equity Policy.

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 Tyler, Warranwood 9844 3577,
- Tania Hungerford-Gerth: tel. 0401 850 177
- Gunther Zimmerman: tel. 0417 309 276

Individual Tutoring

Where a student is having difficulties in relation to a particular subject the tutor may offer individual tutoring and/or discussion to help the student's progress and understanding.

Individual Needs

There is provision for students to request an individual pathway for completion of the course. This request may be caused by illness, which has prevented the student from completing a module, or by specific life circumstances. In such cases Melbourne Rudolf Steiner Seminar offers flexible solutions such as mutually negotiated extensions for assignments or completion of modules at a later stage.

4. Enrolment

Access and equity

The Melbourne Rudolf Steiner Seminar recognizes that adult education is a need and right for all adults. It exists with a primary commitment to fair access and

equity in the provision of its program of courses, irrespective of gender, culture, age, location, disability or disadvantage.

Enrolment and induction

The Seminar considers all applicants irrespective of religion, race, gender or varying abilities. The Seminar works within the parameters of the Equal Opportunity and the Disability Discrimination Acts.

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.

On receipt of an enrolment application the Seminar conducts an assessment meeting, which could involve a personal or telephone interview, to decide upon the application. Details are available in the Seminar's Enrolment Policies and Procedures.

It remains the determination of the Seminar to approve any application.

At the beginning of the year there will be an induction/orientation process whereby course content, timetables and other relevant information will be discussed.

Withdrawal

From courses

To withdraw from an accredited course or module

- Write and inform the course coordinator of your intentions
- Complete and return a Withdrawal form available from Office.

Withdrawal/Exemption from Lectures for an Extended Period of Time

All requests of this nature should be put in writing to the course Coordinator. Each request will be considered on a case-by-case basis and assessed according to its merits within the policies of the Seminar.

5. 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](#)

Payment Options

Local students.

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

International students.

Fees are invoiced quarterly and paid in arrears.

All fees must be paid by the due date.

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

Fee Help

Students of the Seminar who are Australian students may apply for VET FEE-HELP assistance. This is an Australian Government scheme which covers all course fees on deferred payment arrangement. Details may be found on the Seminar website or: [VET FEE-HELP](#) . Application is made through the Seminar upon enrolment.

Refunds

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

6. 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.

Participant feedback

Participants will be asked to complete satisfaction surveys on course completion. 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 Melbourne Rudolf Steiner Seminar will ensure that course participants:

- are treated fairly and equitably according to its stated policies and Code of Practice
- receive accurate information about
 - course content,
 - course competencies in specific modules including assessment procedures and tasks which must be completed successfully for a certificate or statement of attainment to be awarded,
 - tutors,
 - venues,
 - dates and times,
 - fees and charges

All participants will be given such information in a reasonable and fair time.

If a participant feels that they have been unfairly treated he/she may lodge a complaint in accordance with the Seminar's Communication Policy available from the office or on-line.

Accidents

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

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

See Student notes for more detailed information.

Smoking

All classes operate in a smoke-free environment.

Code of Student Conduct

Students enrolling in the Accredited Courses of Melbourne Rudolf Steiner Seminar Ltd agree to abide by the following code of student conduct.

1. Students arrive at sessions on time to minimise disruption to fellow students and tutors.
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 tutors.
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 tutors. 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 involved in group work with fellow students share resources equitably and work to fulfil responsibilities of participation in a cooperative manner.
10. The Seminar will make all determinations about breaches of this code. Determinations may include suspension of or cancellation of the students enrolment.

Attendance

See "Assessment".

Plagiarism

Plagiarism is a form of cheating. To ensure you do not plagiarise someone else's work, you must declare the sources from which you derived material or ideas.

The penalties for plagiarism are severe and may result in a fail grade being awarded.

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 information collected and stored includes:

- Name and address
- Date of birth
- Biography
- Employment status
- Education achievement
- Ethnicity

The Melbourne Rudolf Steiner Seminar will use a participant's name and address for communication purposes. This information is required as a condition of enrolment and your permission is sort on the application/enrolment form. This may be to send information about your current course, other courses which we offer or to send out certificates or invoices. Your name and address will be on a print out for other students for car-pooling purposes.

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.

Student Code of Practice

Standards of Quality in Training Delivery and Student Support

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.

The welfare and progress of the students will be in the centre of the considerations and dealings of the Seminar. All students are treated with respect.

All tutors are available for individual conversation and counseling if approached by a student.

The Melbourne Rudolf Steiner Seminar will act in accordance with principles of adult learning and tutors are expected to maintain high professional standards in the delivery of the course at all times.

All students are accepted into the Seminar and assessed on their individual merits in accordance with the Melbourne Rudolf Steiner Seminar's principles of access and equity.

Grievances will be responded to with respect and within a reasonable time frame.

The Melbourne Rudolf Steiner Seminar values student feedback and has appropriate procedures in place.

Care is taken in helping International students in settling into studying in a new country.

The Melbourne Rudolf Steiner Seminar is committed to monitoring and ongoing development of all its courses.

The Melbourne Rudolf Steiner Seminar applies principles of anti discrimination, equity and access in its course delivery.

The Melbourne Rudolf Steiner Seminar will treat all course enquiries with respect and deal with them promptly.

Students receive accurate and up to date information about the status and outcomes of the studies which they are undertaking.

Both staff and students are made aware of their rights and responsibilities.

7. General Information

Hours

Administrative staff are available from 8:30 am until 4.00 pm from Monday to Thursday. Some staff members are part-time and are not available at certain times.

Contacts

General

If assistance is required from staff during office hours, phone (+ 61 3) 9876 5199, email contacts as above.

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
- Library at the Melbourne Rudolf Steiner School and also at the Michael Centre
- 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.

Breaks

Tea and coffee are provided for course participants. Please ensure that the kitchenette is left clean and tidy after your break.

Policies

For a full policy document, please contact the office. Policies include

- Privacy
- Communications Policy
- Assessment
- Enrolment
- Access and Equity Policy
- RPL Policy and Procedure
- Harassment and Anti-discrimination Policy

Many policies are also available on-line at [Steiner Education - Melbourne Rudolf Steiner Seminar](#)