THE HILLS REGIONAL SKILLS CENTRE
Administration and Course Handbook

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General Information
The Hills Regional Skills Centre (THRSC) was established by Redeemer Baptist School with infrastructure support from the Australian National Training Authority (ANTA). THRSC is registered by Australian Skills Quality Authority (ASQA) under the legal authority of the National Vocational Education and Training Regulator Act 2011.

THRSC offers a range of VET in school courses in Business, Construction, Information Technology, Hospitality and Electro-technology. THRSC also offers courses to train teachers, teacher aides, parents and health professions in literacy, including WRAP (A Writing Approach to Reading), Coding Aboriginal Languages for Indigenous Literacy, and Early Language and Literacy.

Code of Practice for Literacy Courses
1. THRSC is a cross-sectoral centre set up to provide VET courses for senior secondary school students and post-school trainees. Courses are accredited by ASQA and qualifications are nationally recognised.

2. THRSC determines that the delivery of the courses is of the highest order by the provision of:
   - Fully qualified staff in terms of teaching and industrial experience. All staff are provided by the Ministry Order of Redeemer Baptist Church.
   - Well planned and documented programmes including assessment procedures and competency outcomes.
   - Adequate classroom and specialist areas.
   - State of the art equipment.
   - Provision of work placements.

3. THRSC will provide to trainees and employers (on request), full details of courses, enrolment conditions, assessment procedures and appeals, and details of articulation into further training.
4. THRSC has a policy of providing for trainees with specific disabilities and facilities have been designed accordingly. It is fully aware of anti-discrimination requirements.

5. The fee details will be clearly set out in the Handbook and Enrolment booklet and will be paid either by the employer or directly by the trainee.

6. Conditions of Enrolment and termination are fully described in the Handbook and Enrolment booklet as published each year.

7. THRSC will meet all requirements of Work Health and Safety, and ensure that equipment is safe and properly maintained and that appropriate protective gear is worn by all students and staff.

8. THRSC will ensure that, as a Registered Training Organisation, it has full knowledge of and compliance with all requirements of ASQA.

9. THRSC will ensure that appropriate certification is supplied to all trainees on the satisfactory completion of the courses.
Courses in WRAP (A Writing Approach to Reading) Literacy

**COURSE A** 10033NAT Certificate III in WRAP

**COURSE B** 10034NAT Statement of Attainment towards Vocational Graduate Certificate in WRAP

**COURSE C** 10034NAT Vocational Graduate Certificate in WRAP

Course outlines for courses offered are presented in this Handbook.
Course Title
TRAINING COURSE A
Certificate III in WRAP (A Writing Approach to Reading)

AQF Qualification:
10033NAT Certificate III in WRAP (A Writing Approach to Reading)

Vocational Outcomes
Assistant for Integrated, Systematic Literacy Instruction: Teacher, Teacher’s Aide and Parents

UNITS OF COMPETENCY

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>ELLPRE301C</td>
<td>Develop basic phonemic awareness instruction</td>
<td>core</td>
</tr>
<tr>
<td>ELLPRE302C</td>
<td>Construct resources for spelling vocabulary instruction</td>
<td>core</td>
</tr>
<tr>
<td>ELLPRE303C</td>
<td>Model practices for phonics instruction</td>
<td>core</td>
</tr>
<tr>
<td>ELLPLE301C</td>
<td>Develop a positive relationship for learning</td>
<td>core</td>
</tr>
<tr>
<td>ELLSLP301C</td>
<td>Develop literacy learning practices</td>
<td>core</td>
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</tbody>
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Training Course Description
This course entails: three days face-to-face training (6 hours each day); supervised structured workplace-based practice (100 hours); and non-supervised activities required for learning outcome achievements (200 hours).

Timing*
3 days of training: 9:00 am– 4:00 pm
*All course times are negotiable and will be dependent on the training option selected.
Course Title
TRAINING COURSE B
Statement of Attainment towards Vocational Graduate Certificate in WRAP (A Writing Approach to Reading)

AQF Qualification:
10034NAT Statement of Attainment towards Vocational Graduate Certificate in WRAP (A Writing Approach to Reading)

Vocational Outcomes
Applying and integrating strategies which support spelling for writing and reading: Literacy Teacher

Prerequisite:
Certificate III in WRAP (or equivalent)

UNITS OF COMPETENCY

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>ELLSWR801C</td>
<td>Plan and organise for the integration of phonological and phonemic awareness instruction in spelling</td>
</tr>
<tr>
<td>ELLSWR802C</td>
<td>Plan and organise strategies for spelling Instruction</td>
</tr>
<tr>
<td>ELLSWR803C</td>
<td>Develop instruction and practice for sequences of instruction in integrated, systematic literacy</td>
</tr>
<tr>
<td>ELLMEP801C</td>
<td>Analyse and present theory applied to practice for instruction in spelling, writing and reading</td>
</tr>
<tr>
<td>ELLAEP801C</td>
<td>Develop strategies for assessment in integrated systematic instruction</td>
</tr>
<tr>
<td>ELLAEP802C</td>
<td>Evaluate practice in integrated, systematic literacy instruction</td>
</tr>
</tbody>
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Training Course Description
This course entails six days face-to-face training (5 hours each day) and supervised structured workplace-based practice (100 hours for Vocational Graduate Certificate).

Timing* 6 days of training: 9.00 am– 4 pm
*All course times are negotiable and will be dependent on the training option selected.
Course Title
TRAINING COURSE C
Completion of Vocational Graduate Certificate in WRAP
(A Writing Approach to Reading)

AQF Qualification:
10034NAT Vocational Graduate Certificate in WRAP
(A Writing Approach to Reading)

Vocational Outcomes
This course provides teachers with competencies to instruct: spelling lesson to sentence level; writing lesson and text structure; reading lesson and text comprehension.

Prerequisite:
Statement of Attainment towards 10034NAT Vocational Graduate Certificate in WRAP (Course B above, or equivalent).

UNITS OF COMPETENCY

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<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>ELLSWS801C</td>
<td>Design activities and models for effective and accurate sentence construction through word usage</td>
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<tr>
<td>ELLSWS802C</td>
<td>Design activities for building sentence structures for writing</td>
</tr>
<tr>
<td>ELLSWS803C</td>
<td>Develop objectives and models for instruction of the grammatical demands of selected text types</td>
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<tr>
<td>ELLTWS801C</td>
<td>Model the writing process for composing texts which convey information</td>
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<tr>
<td>ELLTWS802C</td>
<td>Design and plan models for texts which convey information in an interesting or entertaining way</td>
</tr>
<tr>
<td>ELLTWS803C</td>
<td>Annotate a narrative text model for writing and sequence writing instruction to develop extension</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
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<tr>
<td>ELLRTC801C</td>
<td>Develop metacognitive strategies to model comprehension of texts</td>
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<tr>
<td>ELLRTC802C</td>
<td>Develop and model strategies for finding the main idea of texts</td>
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<tr>
<td>ELLRTC803C</td>
<td>Develop strategies for précis writing</td>
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**Training Course Description**

This course entails nine days face-to-face training (6 hours each day) and supervised structured workplace-based practice (100 hours for Vocational Graduate Certificate).

**Timing***

9 days of training: 9:00 am – 4.00 pm in three segments:

- 3 days: Spelling for Writing and Reading — 18 hours
- 3 days: The Writing Lesson and Text Structure — 18 hours
- 3 days: The Reading Lesson and Text Comprehension — 18 hours

*All course times are negotiable and will be dependent on the training options dependent on the needs of the clients.
**Conditions of Enrolment**
The following requirements apply to all enrolments.

1. Regular attendance must be maintained and enrolment may be terminated if the trainee is absent on two consecutive sessions without a valid reason.
2. The use of illegal drugs, alcohol and cigarettes at THRSC or on work placement could result in termination of enrolment.
3. Violence and verbal abuse towards staff or fellow students will not be tolerated and may lead to termination of enrolment.
4. All set work must be submitted on the date specified by the staff of THRSC.
5. Notwithstanding the above conditions, THRSC may, in its sole and absolute discretion, terminate enrolment at any time.

**Enrolment Procedures**
All applications are made on the forms provided by THRSC. Applications must be lodged one month prior to the course commencement but enrolments may be accepted at other times if THRSC considers it appropriate to do so.

**Competency Assessment — Appeals**
Appeals against competency assessments must be lodged with the class teacher within two weeks of receiving advice of the assessment results. All assessment appeals will be assessed by the Appeals Committee. Results of appeals will be presented in writing within two weeks of the appeal being lodged.

**Appeal Procedures**
On receiving notification of assessment results, trainees may appeal using the following procedures:

1. Appeals must be lodged with the class instructor within two weeks of receiving advice of the assessment results.
2. The appeal will be sent to the Appeals Committee consisting of:
   - Principal
   - THRSC Centre Director
   - Headmaster
3. The instructor will be requested to justify their assessment of competency in writing.

4. The verification of the assessment decision will take into consideration whether the method of assessment and decision is based on:
   - Validity
   - Reliability
   - Fairness
   - Flexibility

5. Results of appeals will be presented in writing to trainees and instructors within two (2) weeks of the appeal being lodged.

**Recognition of Prior Learning Policy**

It is to be recognised that Recognition of Prior Learning (RPL) is an integral part of the delivery of VET programs. The policy of THRSC is to take RPL into account as follows:

1. Completion of a certificate from another RTO under the AQF covering competencies in courses being delivered at THRSC will be incorporated into the record of competencies of THRSC.

2. Statements of attainment from another RTO under the AQF covering competencies in courses being delivered at THRSC will similarly be incorporated into the record of competencies of THRSC.

   NOTE: 1 and 2 must take into account the currency of the Certification on Statements of Attainment to ensure that current industry standards are met. This will be assessed by the Principal, Headmaster, Centre Director or his delegate.

3. THRSC will assess competencies achieved informally working in industry that can be seen as being directly related to the courses being delivered at THRSC. Support for this assessment may include:
   - Reference from a qualified professional
   - Job description
Applications for RPL should be made to the Centre Director.

**Fees**

Fees are payable by the employing school or trainee and must accompany the application for enrolment. 80% of fees are refundable if enrolment is withdrawn prior to commencement of the course. Fees are not refundable once the student has commenced classes. Fee levels will be reviewed annually and will be published in the Enrolment Information booklet.

**Grievance Procedures**

Trainees who wish to express concerns in relation to enrolment, course delivery or assessment should follow the following procedures:

1. Concerns should be referred in the first instance to the teacher with a copy provided by mail or email to the Centre Director.

2. The matter will then be referred to the VET Coordinator for resolution.

3. The Centre Director will communicate the findings and action to the trainee and (if relevant) the employer.

4. Appeals can be lodged in writing with the Principal, Redeemer Baptist School.

5. Any grievance that is not satisfactorily resolved will be referred to a Sydney based member of the Institute of Arbitrators and Mediators Australia for dispute resolution.

6. If a complaint or appeal cannot be satisfied with the above processes, trainees may contact ASQA ([http://www.asqa.gov.au/complaints/making-a-complaint.html](http://www.asqa.gov.au/complaints/making-a-complaint.html)) or call ASQA complaints team on 1300 701 801, or email complaintsteam@asqa.gov.au.
Withdrawal
One week’s written notice of withdrawal must be provided to the Centre Director prior to the commencement of the course in order to be eligible for the refundable proportion of fees.

Hours of Operation
If courses are delivered at Castle Hill House, the hours of operation will be between 9am and 4pm. Flexible delivery including hours of operation will be determined by the instructors in conjunction with THRSC.

Care of Site and Equipment
Castle Hill House is a faithfully restored heritage listed building. All trainees must take care not to damage the property and will be expected to accept directions of staff as to the use of the property.

THRSC has been fitted out with expensive and ‘state-of-the-art’ equipment. Trainees will be expected to replace equipment damaged due to carelessness or blatant misuse.

Car Parking
Car parking at Castle Hill House is provided. Entry must be from the Francis Street entrance.

Transport
Regular bus services operate to and from Parramatta railway station and the City from the bus stop in Old Northern Road.

Mobile Phones
Trainees are required to turn off mobile phones while participating in classes.

Enquiries:
The Centre Director
Dr M.K. Shaw
(02) 9630 6311
THRSC Campus No
(02) 9894 3444