



3.7 Student Manual Policy

The Healesville Living and Learning Centre provides information to students that is informative, accurate and relevant.

The HLLC will produce and provide to students a manual which includes:

- Scope of Registration
- Application processes and selection criteria
- Fees and charges and refund policy
- Course information relating to competencies to be achieved during training, course content, delivery
- Assessment procedures and practices
- Facilities and equipment available
- Support services available
- Student grievance procedures, policy and practices
- Access and equity principles
- Recognition of Prior Learning
- Qualifications to be issued to the participant on completion of the course
- A copy of our Policy Manual is available and displayed at Reception.
- A copy of the Centres' Mission Statement will be included in the Student Manual.

Procedure

The program coordinator will review the student manual prior to the course commencing.

HLLC will produce two student manuals

1. Student manual for general adult education courses.
2. Student manual for accredited courses.