



Learner Policy

All learners undertaking training with Murray House Resource Centre (MHRC) must agree to:

- Before attending the course, review information about the course to ensure that it meets your needs. For information about any of our courses, you are invited to:
 - Refer to the appropriate course outline and/or
 - Speak with a staff member, trainer/assessor or manager
- Before attending the course, advise MHRC of anything which may affect your ability to successfully undertake the course.
 - This could include physical limitations, dyslexia, English language difficulties and numeracy.
 - This information will help us to advise you about the suitability of the course, and talk about adjustments that could be made to improve your learning experience.
 - More information on the support that we offer is in our Learner Support pamphlet.
- Provide all details requested in the MHRC enrolment form, including a Unique Student Identifier (USI). USI's can be obtained from www.usi.gov.au. More information is in our USI pamphlet.
- Attend classes during the advertised hours for the course and participate actively and enthusiastically in all training activities.
- Always behave in a courteous and respectful manner towards your trainer and other participants.
 - In accordance with MHRC disciplinary policy, those who disrupt the learning of others due to objectionable, anti-social and / or other counter-productive behaviour, will be counselled and, if the behaviour continues, may be asked to leave the course. (More information on our expectations from students are in our Code of Practice.)
- Take responsibility for your own learning. This includes:
 - Approaching the learning with a positive attitude
 - Reading your training materials, completing the activities and asking questions
 - Undertaking additional research if required
 - Completing any project work/assignments
 - Managing your assessment paperwork
 - Monitoring your own progress and discussing any concerns with your facilitator
 - Seeking support from MHRC or your employer, as appropriate.
 - Working with your employer to ensure you have suitable opportunities to complete your post-course assessment.
 - If you are unable to complete your assessment within the designated timeframe, contact a MHRC Training Advisor to request an extension.
 - Retain a copy of all assessments submitted.
 - Ensuring that all work submitted is your own.
 - Your trainer will explain plagiarism and the meaning of 'original work' early in your training.

Approved date:		Review date:	