


# Murray House Resource Centre

Registered Training Organisation #2068

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Email: [admin@mhr.org.au](mailto:admin@mhr.org.au)



<b>DURATION OF COURSES:</b>	8.30am - 3.30pm Daily	
<b>UNIQUE STUDENT IDENTIFIER:</b>	As of 01/01/2015 all students of accredited training must have a USI. Register at <a href="http://www.usi.gov.au">www.usi.gov.au</a> .	
<b>WHAT TO BRING:</b>	Photographic Identification A USB device to save research, resources and assignments (or we can email to you)	
<b>WHAT TO WEAR:</b>	Smart casual clothing, no singlets or thongs. Whilst the training room has air conditioning, we recommend light layers to ensure comfort.	
<b>LOCATION:</b>	Murray House Resource Centre, 14 James Street Pinjarra 	
<b>DISABILITY ACCESS:</b>	<ul style="list-style-type: none"> <li>• Toilets</li> <li>• Double door entry</li> </ul>	<ul style="list-style-type: none"> <li>• Flat entrance</li> <li>• Touch screen &amp; Stand Up computers</li> </ul>
<b>CATERING:</b>	Morning Tea & Light Lunch of sandwiches or salads provided (if you have special dietary requirements we would appreciate it if you could bring your own food.) A refrigerator and microwave oven are available for your use.	
<b>PARKING:</b>	There is ample parking available in the public car park located behind MHRC	
<b>PROVIDED:</b>	<ul style="list-style-type: none"> <li>• <u>Student Manual &amp; Induction</u></li> <li>• <u>Notebook, Pens, highlighters</u></li> <li>• <u>Hard copy resources</u></li> </ul>	
<b>TERMS OF PAYMENT:</b>	<b>Credit Card (2.5% surcharge applies), cash or cheque. Purchase order number is required if the company is paying for you. Payment plans available by request.</b>	
<b>CANCELLATION POLICY:</b>	We require 24 hours' notice if you wish to cancel a booking please see our <a href="#">Fees Policy</a> .	

## Training

Each qualification/course is available through flexible delivery modes including face to face, distance or self-paced learning, 1 to 1 tutoring or a combination. Many of our clients are shift workers and we are happy to discuss a training program that will suit your timetable.

## Assessment requirements.

Our accredited courses and Qualifications are nationally recognised and competency based. After attending training you will be required to complete structured assessment activities to demonstrate your skills and knowledge. Specific information about assessment requirements will be provided when you enrol in a course.

## Access to a workplace environment for assessment tasks

For some of our courses you may need access to workplace documentation and/or support from your employer to complete projects. This will be discussed with your trainer in your pre-course interview, prior to enrolment.

## Language, literacy and numeracy requirements

Please see our [Learner Support Policy and Procedure](#)

## National recognition

We recognise qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. If you have already achieved some of the units delivered in our qualifications you will need to present evidence in the form of Transcripts or Statements of Attainment.

## Recognition of Prior Learning (RPL)

Where you have developed skills and knowledge through your working career you may be eligible for RPL. The RPL process involves providing valid evidence that demonstrates conclusively that you possess the necessary skills and knowledge to be deemed competent against all mandatory requirements of the unit. Evidence is information gathered which, when matched against all requirements of the unit, provides proof of competency. Evidence can take many forms and may be gathered from a number of sources.

Eligibility for RPL must be established with a trainer/assessor in a competency conversation and more specific information about obtaining RPL for all or part of a qualification will be sent to you on application.

As with any other assessment of competency RPL must meet all requirements of the Training Package and the AQF. It must be conducted in accordance with the Principles of Assessment: (valid, reliable, flexible and fair) and meet the Rules of Evidence: (valid, sufficient, current and authentic) and meet other workplace and/or regulatory requirements

## Course Costs

Murray House Resource Centre is a Not-for-Profit organisation which means that we are able to provide training and assessment at a fair cost. Please contact us and information on specific course costs will be sent to you. Payment plans are also available. Please see our [Fees Policy](#)