

course and
enrolment
guide

inclusive training
in literacy, numeracy
and work readiness



who we are

Inclusion Training is a registered training organisation (RTO) that delivers accredited and pre-accredited training in literacy, numeracy and work readiness to people with intellectual disability.

We believe that education is the key to growth socially, developmentally and economically.

Embarking on a life of your own is a big step.

Inclusion Training's qualified Trainers and team of dedicated Volunteer Tutors can help you understand your gifts, grow your skills, and build your unique strengths. They can also help you develop a learning pathway that leads to opportunities for community-based learning and work experience.



training your way

Inclusion Training develops individualised training programs designed to suit your ability and funding structure. Our flexible course options, carefully constructed training materials, and individualised timetables mean that we can accommodate a diverse range of learner needs in our courses.

- Learn at your own pace
- Study a curriculum which is suited to your individual learning needs
- Learn in an intimate class room setting with no more than 10 students per class
- Have complete wrap around supports. We meet and greet you as you arrive in the morning and assist with all tasks inside and outside of the classroom, including personal care, meal time assistance or escorting you to or from taxis or public transport
- Be taught by a qualified and experienced Trainer
- Be supported by Volunteer Tutors who have a desire to help you grow your knowledge and skills
- Celebrate your achievements at the annual presentation



our students

Our courses are designed for a range of learners with disability, significant evidence of a disability or special learning needs which may impact on their learning.

assessment

Participants will be assessed through competency based training and will be required to perform set tasks at specified standards, under prescribed conditions. Our range of assessment methods may include:

- Observation checklists
- Verbal questioning
- Portfolios of completed work

our trainers, tutors and support staff

Our classes are run by qualified Trainers and Assessors. In most classes there is a Student Support Officer and Volunteer Tutors to support the class.

All Trainers and Assessors meet and exceed the regulated qualifications with all holding at least a Certificate IV in Training and Assessment and many holding higher education qualifications in Adult Education. They also have extensive and current vocational competencies and have the experience to support learners with special needs while ensuring they have an enjoyable learning experience.

Learners are invited to attend an interview to discuss eligibility, course preference and enrolment

- » Assessment of access requirements and special needs
- » Language, literacy and numeracy assessment completed
- » Fees, payment, complaints and withdrawal procedures explained
- » Enrolment form completed

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Confirmation of enrolment and commencement date determined

course completion and attendance

Learners must have an attendance rate of at least 80% to be awarded a Certificate of Attainment for the modules they are enrolled in.

Courses run from 9.30am – 3pm, Monday to Friday.

Inclusion Training does not operate outside the hours of 8.30am and 5pm. Learners must not attend classes for more than 8 hours per day.

Courses are designed to be completed 1 to 2 days per week over 1 to 2 years, enabling the pursuit of employment and social or civic participation

enrolling at inclusion training

Learners can enrol at Inclusion Training in January and July each year.

To enrol, contact learn@inclusiontraining.org.au or call (03) 9509 4266.

unique student identifier

All prospective students must have a USI before they can enrol in any course. A USI is available from the following Government website and is free: www.usi.gov.au

You may be eligible for a Government Funded Place. To find out if you are eligible, please contact us.

Individual learning plan developed

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Start your course!



training venues

Training venues are equipped with state of the art audio visual equipment and interactive whiteboards.

Toilets, bathrooms and meal areas are fully accessible.

Phoenix Park Community Centre,
Rob Roy Street, Malvern East



Visy Cares Hub,
Harvester Road, Sunshine

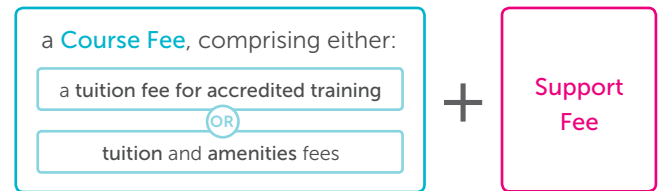


Inclusion Melbourne
Sutherland Road, Armadale



fees

Inclusion Training charges two fees:



course fee

Inclusion Training will invoice all learners a yearly fee based on the Government Subsidised Place Concession fee for the total nominal hours for the course or certificate.

See the cards inserted in the inside back cover of this booklet for this year's course fees.

When a learner has not yet exceeded the nominal hours for a course but (a) wishes to continue with the course, and (b) is within the time limit for the delivery plan, the learner may be able to re-enrol in the course.

support fee

Inclusion Training provides direct support for personal care, meal assistance, independence, self-care and social inclusion at Inclusion Training course delivery sites.

This fee is based on a sliding scale and is dependent on the support needs of the learner.

See the cards inserted in the inside back cover of this booklet for this year's support fee scale.

How to use these cards:

Open Day (optional)



Your Course (choose one)



Course Fees (choose one)



Support Fee (choose one)

Once you have enrolled,
you will also receive:

- 1 Our policies for fees, refunds, withdrawal, absence and student wellbeing
- 2 Our Student Handbook





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InclusionMelb

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Inclusion Training is a Foundation Skills Courses approved provider.

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