

CLASS LOCATIONS

GISBORNE

MRFEC – Hamilton Street Gisborne

- Classroom 1
- Classroom 2
- Craft Room
- Meeting Room
- Senior Citizens Room
- Kitchen Mechanics Hall

MACEDON RANGES HEALTH SERVICES

Neal Street Gisborne

SUNBURY

SUNBURY NEIGHBORHOOD HOUSE

531 Elizabeth Drive, Sunbury

RIDDELLS CREEK

Riddells Creek Neighbourhood House
59 Main Rd Riddells Creek

OFFSITE CLASS

Classes that are advertised as offsite -students will receive a map with their receipt.

Macedon Ranges Further Education Centre Inc.

Centre Office
Front of Mechanics Hall,
Hamilton Street, Gisborne 3437

Office Hours:
Monday to Thursday 9-15am to 4-00pm

Student Information Booklet.pub Updated 24th June 2009

STUDENT CODE OF CONDUCT

Students have a responsibility to:

- Respect other students and staff regardless of race, gender, cultural, religious and linguistic background.
- Discrimination and bullying will not be tolerated.
- To be on time to classes and attend regularly in order to facilitate the learning process.
- Notify the office staff or tutors of non-attendance to classes.
- To leave the tea/coffee area clean and tidy.
- Not treat any Centre equipment in such a manner that may cause damage.
- Not to add, delete or change any computer configuration, or alter any settings of equipment contained within the Centre.
- Leave the room in the manner in which they found it.
- Make themselves aware of the evacuation plans.
- Turn off mobile phones during class
- Abide by the Centre's non smoking policy.

Macedon Ranges Further Education Centre Inc.

P.O. Box 68
Gisborne
Victoria, 3437

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Homepage: www.mrfec.net.au

M.R.F.E.C. Inc



Macedon Ranges Further Education Centre Inc.

**STUDENT INFORMATION
BOOKLET**

Front of Mechanics Hall,
Hamilton Street
Gisborne, 3437

Thank you for enrolling in a class at Macedon Ranges Further Education Centre, the information provided in this booklet is to assist you with any queries that you may have. If anything is not covered in this booklet please don't hesitate to contact the Centre Office, where you may view a copy of the Centre Policies. We will be only too pleased to offer assistance. Macedon Ranges is a Non Profit Organisation run by a Committee of Management to provide programs and activities to suit the needs of the local community. If there are other programs that you would like to see the Centre offer, or if you have a skill that you think that may be of benefit to the Centre, please contact the Centre Office. We are committed to ensuring that we offer programs to all people on an equal and fair basis irrespective of race, gender, cultural, religious or linguistic background.

ENROLMENTS: - Are accepted by fax, mail, phone or in person. The date will be advertised on the webpage www.mrfec.ssc.net.au and in the course guide. If there are more enrolments for a course than available places, a ballot will occur.

- Part payments will be accepted, however the course must be paid for in full 7 days prior to the course commencing.

STUDENT CONFIDENTIALITY: Protecting your privacy and your personal information are important to us. It is the policy of MRFEC to maintain the highest level of confidentiality of the information it collects from our students. The Centre complies with the Privacy Act. Personal information on our enrolment forms is required by the Commonwealth Government for statistical purposes. Students who wish to have access to their records need to provide the Centre Co-Ordinator the request in writing, and the information will be provided within 7 days.

ACCREDITED COURSES: Please note that for accredited courses there may be pre-requisites required, please check the course information carefully in the brochure. Courses and modules are competency based and assessments are required. These are outlined in the course information sheets please check prior to enrolment.

CLASS CANCELLATIONS: Classes with insufficient numbers 7 days prior to the advertised commencement date will be cancelled by the Centre. A credit note or cheque for the full receipted fee will be issued. The Board of Management and Staff reserve the right to rearrange, cancel or adjust courses if necessary – giving notice to all students.

STUDENT CANCELLATIONS:

Requests for student cancellations of course placing **must be received in writing by the Centre 7 days prior to the commencement date for a full refund to be issued**, as to comply with the Refunds section—Ministerial Policy on Fees and Charges. If a request is made with less than 7 days prior to the commencement date a full refund will be issued if a replacement student is available.

PUBLIC HOLIDAYS : There are no classes on Public Holidays unless otherwise stated.

CHILDCARE :

Childcare is available for limited classes, please refer the course guide. No children are allowed to attend classes with their parents or guardians unless they are enrolled as a student.

CONCESSIONS :

Are available to recipients of Pensioner Concession Cards for most classes please refer to the course guide. For students experiencing financial difficulties, assistance may be available, please contact the Centre Office.

CLASS MATERIALS:

Please refer to the course guide for each particular course as this varies. If a class states 'please pick up list of materials on enrolment,' please ensure that you receive this list with your receipt.

EVALUATION FORMS:

These are available for students to complete at the completion of each course, and are used as an improvement mechanism. They will either be handed out via the tutor or are available from the foyer area or the Centre Staff. There is a student suggestion box located in the foyer for students to lodge their forms. These are treated as strictly confidential.

RPL Recognition of Prior Learning, if you have skills gained from previous studies or industry experience you may be able to gain exemptions through the RPL process, for further details please contact the Centre Co-Ordinator.

CERTIFICATES:

Please refer to the course guide for details of classes where certificates are issued. For accredited classes these may require students to undertake some assessment tasks. If you require a certificate to be reissued please forward your request in writing to the Centre Office.

FIRST AID:

First aid kits are available at all class sites. Please refer to your class tutor as to the location. If an accident occurs during a class please fill out an incident report located in the first aid cabinets and contact the Centre Office.

TEA AND COFFEE:

Is available for most classes, this works on an honour system and students are requested to clean up after themselves.

COMPLAINTS AND APPEALS:

Any person completing one of our courses has the right to discuss a concern they have regarding anything in relation to the Centre. If the concern cannot be resolved a grievance form is available at the Centre Office. Alternatively they may wish to complete an evaluation form so that they can remain anonymous. All concerns will be given due respect.

GST:

Some courses may attract GST, please refer to the Course guide.

STUDENT SUPPORT SERVICES.

Students at MRFEC have the following services available to support them whilst they are attending classes at the Centre; - Out of class hours computer available for use – please book via the Centre Office, photocopying facilities, Childcare assistance for some classes, reference material from the Centre Office, literacy and numeracy assistance whilst in a course, advice on courses available in the local area and other Adult Community Providers.