

## CHCPRT025 Identify and report children and young people at risk

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The purpose of this handbook is to provide clear, accurate and timely information to the learners. It outlines the conditions of enrolment, training and assessment requirements, fees and refunds, learner support arrangements, and completion outcomes. The information in this handbook is designed to support informed decision-making and fair participation in training.

### Course Overview

This course involves delivery and assessment of a single nationally recognised unit of competency. Successful completion requires the learner to demonstrate competence against all elements, performance criteria, performance evidence, and knowledge evidence specified in the unit.

Learners who successfully complete all assessment requirements will be issued with a Statement of Attainment.

### Enrolment Process

Enrolment is open to learners who are currently working in the early childhood education and care sector and seeking to strengthen, formalise and refresh their knowledge and skills in identifying, responding to and reporting children and young people at risk, in line with legislative and organisational requirements. Prior to enrolment, learners are provided with sufficient information about the course, assessment expectations, fees, and support services to make an informed decision. Enrolment is confirmed once the enrolment form is completed, required documentation is provided, and the full course fee is paid. By enrolling, learners acknowledge that they have read and understood this handbook.

### Fees and Refund

This unit is delivered on a full fee-for-service basis. All fees are disclosed prior to enrolment and must be paid in full before the course commences. Course fees cover access to learning resources, assessment activities, support and issuance of certification upon successful completion.

Learners may cancel their enrolment at any time by providing written notice. In accordance with transparent and fair fee practices, a refund will only be issued if the learner cancels prior to the commencement of the course. Once training or assessment has commenced, no refunds will be provided, including in cases of withdrawal or non-completion. This reflects the allocation of trainer time, assessment resources and administrative costs from commencement.

## Delivery Mode

This unit is delivered fully online and on a self-paced basis. Learners access all learning materials, assessments, and submission points through the online learning platform.

Learners are responsible for managing their own study schedule within the allocated enrolment period. This delivery mode is designed to provide flexibility while ensuring learners have adequate access to training, assessment guidance, and support from trainers and assessors as required.

## Resources

To successfully participate in and complete this course, learners must have access to appropriate technology and resources to support online and self-paced study. This includes access to a computer or laptop with up-to-date software, a reliable internet connection, and the ability to access the online learning platform.

Learners must also have access to basic office software capable of viewing and editing documents (such as PDF and word processing files).

Some assessment tasks require learners to record and submit video or audio evidence to demonstrate practical skills or communication techniques. Learners must therefore have access to a video recording device, such as a smartphone, tablet, or webcam-enabled computer, and the ability to upload files online.

## Enrolment Duration

Learners will be enrolled in the course for a defined period, which commences on the course start date and ends on the course end date advised at enrolment. Learners are expected to complete all training and assessment requirements within this period.

## Enrolment Extension

Where a learner is unable to complete the course within the original enrolment timeframe, one enrolment extension of up to one (1) month may be granted, provided the learner submits a written request prior to the course end date. Extension requests are considered to support fair access while maintaining course integrity.

## Enrolment Cancellation

If a learner does not complete the course within the original enrolment period and does not request an extension in writing before the end date, the enrolment will be cancelled. In these circumstances, the learner will be required to re-enrol and pay the applicable course fee to continue or recommence the program.

## Assessment and Re-attempts

Assessment is conducted using fair, valid, flexible and reliable methods that allow learners to demonstrate competence. Learners are provided with clear instructions, assessment criteria and feedback. You will be assessed by a competent assessor with relevant industry experience.

Each assessment task may be attempted twice (2) without additional cost. Where a learner has not been deemed satisfactory after two attempts, an additional assessment fee will apply for third attempt and any subsequent attempts. This approach ensures fairness while maintaining the integrity of assessment processes. Re-attempt fees must be paid before further assessment is undertaken. Refer to fee schedule on our website for details.

## Plagiarism and collusion

As a learner completing a nationally accredited program, you are expected to act with integrity and professionalism throughout your learning journey. At Selmar, we treat matters of plagiarism and collusion very seriously and penalties may be applied if our policies are breached.

Plagiarism refers to the presentation and submission of work produced by others as if it was your own. This includes copying and pasting (or re-typing) information directly from any source such as a website, book, article, video, etc. as part of your studies, it's essential for you to be able to read, interpret and understand the information we are presenting to you or that you are researching yourself. Then, when completing your assessments, you are required to write your own responses, in your own words, demonstrating your own knowledge and skills relating to a topic. The only exception to this rule is if you need to use an exact quote from a reputable source to support your response to a question.

Collusion occurs when two or more learners consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of their own individual efforts. Collusion also occurs where there is unauthorised cooperation between a learner and another person in the preparation and production of work which is presented as the learner's own. Ultimately, you are responsible for your own learning experience and outcomes. Remember to always act with honesty, integrity and professionalism. And if you're ever unsure, please reach out to us for further guidance.

## Learner Support

Support services are available to assist learners to successfully complete the course. This includes access to trainer guidance, clarification of assessment requirements, and reasonable adjustments where appropriate.

If you have any questions or need further clarification regarding your training and assessment, please send an email to [learnersupport@selmar.edu.au](mailto:learnersupport@selmar.edu.au). One of our training team members will contact you within two (2) working days.

## Complaint and Appeals

Learners have the right to raise a complaint or lodge an appeal in relation to training, assessment, or any aspect of their participation in the course.

Information on how to lodge a complaint or appeal including timeframes and review processes, is available via the Complaints and Appeals Policy. Learners are encouraged to access this policy on Selmar website or contact the us directly if they require assistance or clarification regarding the process.