

Melbourne Rudolf Steiner Seminar Ltd

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Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A

Student Handbook



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1. About the Seminar

The Melbourne Rudolf Steiner Seminar (the Seminar) offers a range of courses based upon the work of Rudolf Steiner.

These courses are focused on providing training and further education for persons interested in the pedagogical indications given by Rudolf Steiner and Anthroposophy, and seeking employment in one of the many Steiner schools Australia wide. Steiner Education is one of the most rapidly expanding pedagogies in the world, with 45 independent schools throughout Australia and seven Steiner streams integrated into Australian State schools.

The Seminar has conducted courses over 45 years for local and international students and is a member of Steiner Education Australia, the National Association of Steiner Education providers.

We are a government accredited and nationally recognised training centre, offering a full-time course, the **Advanced Diploma in Rudolf Steiner Education**, (course code 10825NAT, CRICOS Course code 107755A).

The Seminar cooperates with the VET Regulator and operates in accordance with the *Standards for Registered Training Organisations 2015* issued by ASQA.

In addition, the Seminar offers part-time non-accredited certificate courses and professional development programs.

The Seminar is committed to training and supporting participants to teach children with imagination, a sense of truth and a feeling of responsibility.

The Seminar is committed to high ethical standards in all areas of its course delivery and in its dealing with students and staff. All trainers and staff are expected to maintain high professional standards in the delivery of the course at all times. Copies of the Seminar's Policies and Procedures can be viewed on-line at www.steinerseminar.com

The Advanced Diploma in Rudolf Steiner Education is delivered at:

The Melbourne Rudolf Steiner Seminar
37A Wellington Park Drive Warranwood 3134, Victoria Australia
tel. (03) 9876 5199
email: office@steinerseminar.com

2. The Course

Course Structure

This is a full-time course of study of two years' duration which equips students with a comprehensive grounding in anthroposophy and in the theory and practice of Steiner Education.

Over the course of the two years, the students are involved in a broad range of studies which are theoretical, practical and artistic as outlined below.

Students must complete all 1st year units before continuing into the 2nd year of the course.

The course is comprised only of core units. There are no elective units.

The course runs three days per week (except during the practicum – see the *Practicum Handbook*) Tuesday – Thursday, 8.30 a.m. – 4.00 p.m. over four terms, from early February to November (see our website for term dates). The term dates fall *generally, but not always*, within the State school term calendar.

Full attendance is strongly preferred for all units, and formal review procedures are triggered if attendance for any unit falls below 80% to help ensure all learning requirements are satisfied.

The syllabus contains a description of all units studied in the course and is available on the Seminar's website at www.steinerseminar.com.

Entry requirements

As part of facilitating successful outcomes for all students, the Seminar has some important entry requirements. These are stated in our *Local Student Enrolment Policy* available on the Seminar's website or in the office. In addition, the Seminar is committed to ensuring that where possible, all enrolled students are provided with the support they may need to succeed in an environment of equal opportunity.

If an applicant requires additional educational support, the Seminar will ascertain what reasonable adjustments can be made and will assess current resources available for any special support which may be required. See the Seminar's *Student Support Policy*.

Course delivery

Full time study

This course has a strong emphasis on experiential learning. Full time face-to-face study is the appropriate form of study in order to maximize the benefits of this course for the student. Some units are delivered over several terms in a certain sequence. Some units are delivered in conjunction with others to allow a multi-faceted approach to certain topics. Thus the course presents itself as a cohesive whole.

The study year is organized into four terms of approximately eight weeks with study and recreational periods in between. Each term ends with a festive presentation of some of the students' achievements. The study year ends with a comprehensive final presentation of the students' works in all units through an exhibition and presentations.

External Study

There is no provision for external study at this stage.

On-line Study

As is evident above, experiential learning is strongly emphasized in course delivery, however, in view of the potential for lockdowns in the current era, some provision is available for on-line study. This will be determined at the time of such an event arising since fluid response capabilities are required to accommodate the range of uncertainties now faced by course providers and students.

Qualifications: *Testamurs, Records of Results and Statements of Attainment*

The qualification issued by the Seminar is recognized nationally.

The only exit point where a qualification is granted for the Advanced Diploma in Rudolf Steiner Education is at the end of 2nd year after term 8. No qualifications are issued if the student leaves before completing all units offered over the 2 years of the course.

A Statement of Attainment will only be issued if a student successfully completes one or more units of competency of the course but does not meet the requirements for a qualification. The Statement of Attainment will list all of the units of competency achieved.

Standard 3 of the abovementioned Standards requires that the Seminar issue, maintain and accept AQF certification documentation in accordance with the Standards, and provide access to learner records. Qualifications are issued in line with the Seminar's *Issuing Qualifications Policy*.

Re-issuing of certificates

The Seminar permits the replacement of certification documentation at a cost of \$100, and assumes responsibility for authentication and verification of replacement documentation.

Pathways

The Advanced Diploma of Rudolf Steiner Education (course code 10825NAT CRICOS Course Code 107755A) provides an agreed pathway to a Bachelor of Education to Charles Darwin University (which may include an on-line option) and to the Australian Catholic University.

Employment as a teacher in all Australian states requires registration with the appropriate teacher registration body in that state, for which a tertiary course, such as the Bachelor of Education, is required.

Upon completion of the Advanced Diploma of Rudolf Steiner Education, students may gain credit toward a Bachelor of Education with the universities mentioned above. These two qualifications together enable students to teach in Steiner schools, as well as government and other independent schools in Australia.

In addition to the formal pathways, students may also negotiate credits for the Advanced Diploma in applications to other tertiary bodies, however the Seminar cannot provide assurance that those bodies would grant credits in such individual circumstances.

Career

Steiner Education is the one of the most rapidly expanding pedagogies in the world.

Graduating students will be well equipped to seek employment within enterprises working out of the education and philosophy of Rudolf Steiner, such as in Steiner schools and curative work with disabled children and adults, of which there are facilities in Sydney and Melbourne. Steiner-based workplaces, such as bio-dynamic farms, ethical investment, biodynamic food processing, therapeutic massage, nursing and art therapy, also find it to their advantage to employ staff who have a foundation in Steiner's philosophy and its application in various areas of work and study.

3. Recognition of Prior Learning & Credit Transfer

Refer to the *Recognition of Prior Learning Policy* on the Seminar website.

4. Professional Experience

Professional experience is structured workplace learning that helps prepare students for the workforce. It is part of the course, designed to help students better understand the teachings by putting them into practice in the classroom.

As teaching is a vocational profession, it is very important that students are provided with as many opportunities as possible to experience the rich environment of a Steiner school classroom. There, students learn by doing under the guidance of experienced professional teachers.

This is a unique opportunity, while under the supportive supervision of another professional teacher, to get to know oneself as a teacher; that is, Seminar students learn to be comfortable with their professional persona of a teacher. This persona will support them when they come to have a class of their own.

Subject to the flexibility required to deal with lockdowns in the current era, students take part in three professional experience teaching practicums (work based training) in Rudolf Steiner schools comprising 10 weeks in total over the two year period. Travel to rural or interstate areas may be required.

5. Assessment

The Seminar has training and assessment practices in place which ensure that students are trained and assessed in accordance with the requirements of the ASQA standards.

Each unit is assessed by a fully accredited trainer, who has a Certificate IV in training and assessment.

It is important that students refer to the Seminar's website and make themselves familiar with the following policies:

- *Assessment Policy*
- *Recognised Prior Learning (RPL) policy*
- *Special Consideration Policy*
- *Resubmission Policy*
- *Assessment Appeals Policy*
- *Issuing Qualifications Policy*
- *Attendance Policy*

6. Withdrawal

To withdraw from the accredited course, students need to complete and return a Withdrawal form which is available from the Seminar Office.

Please also see the Seminar *Local Student Enrolment Policy and Procedures* and *Tuition Fee Policy*

7. Support available to Students

Internal website

The Seminar has an internal website, which all students are expected to access on a regular/weekly basis. This website is continually updated with assessment details, resources, policies and other important information. Each student is allocated an email address, which is used by the Seminar to communicate with students. Students are expected to familiarize themselves with this site and refer to it regularly.

Language, Literacy and Numeracy Training and Support

The Seminar facilitates a student's capacity to succeed through the entry requirements.

The Seminar may offer out-of-hour's LLN skills tutorials as outlined in *Student Support Services policy*.

Medical Support

Medical support is available only a short walk from the Seminar during business hours from:

Melbourne Therapy Center (includes integrative and anthroposophical medicine. Appointment is necessary)
221 Wonga Rd
Warranwood VIC 3134
(03) 9876 3011

Alternatively, a short drive from the Seminar is the following general practice with the longest opening hours in the area:

Seymour Street Medical Clinic (No appointments necessary)
11 Seymour St
Ringwood
9955 0606

Counsellors

The Seminar Coordinators offer individual support to students.

Additionally, students may elect to seek external counselling if experiencing personal difficulties. For counselling support services, students may contact any of the following:

- Steve Theiler 0418 337 506
- Eltham Counselling (03) 9431 3933
- Günter Zimmerman: tel. 0417 309 276

8. Financial Information

The Seminar is a nonprofit organisation committed to maximizing accessibility to the education it offers by striving to keep all its course costs to an absolute minimum.

Course Fees

Details of course fees are available on application or on the Seminar's website at: www.steinerseminar.com

Payment Options

Local students

Fees are invoiced a term in advance. Payment may be made in cash, by cheque or by electronic transfer.

International students

Fees are invoiced in advance as per the International Fee-Paying Arrangement noted on the Seminar's website (www.steinerseminar.com) under Course Fee Information.

All fees must be paid by the due date.

For further information about Seminar fees, please refer to the ***Tuition Fee policy***.

Vet Student Loans

VET Student Loans from the government aim to help students pay part of their course fees. The Advanced Diploma of Rudolf Steiner Education 10825NAT is a VET Student Loan approved course, and the Seminar is an approved provider. Please refer to the VET Student Loan Page and Policy available on the Seminar's website.

For additional information, see the Vet Student Loan website <https://www.education.gov.au/vet-student-loans>

Refunds

For information on the Seminar's refund process see the **Tuition Fee Policy**. This includes the Tuition Assurance provisions.

9. Student Rights and Responsibilities

Access to Personal Records

A students' personal records will be made available to the student upon request. Please speak with Office staff to arrange a time. Please see the Seminar's *Privacy Policy* for more details.

Participant feedback

Participants will be asked to complete student satisfaction surveys on a yearly basis. They will also be asked to complete student unit evaluations on a quarterly basis. The feedback received is acted upon and is an important tool in our commitment to continual improvement.

Grievances and Complaints

The Seminar has a comprehensive Communications policy that includes complaints and appeals.

In the case where a student's complaint relates to a general Seminar matter, they may lodge a general complaint in accordance with the Seminar's *Communication Policy Including Complaints and Appeals* available from the office or on-line on the Seminar's Website at www.steinerseminar.com

In the case where a student's complaint is related to an assessment, the Seminar will follow the steps outlined in the *Assessment Appeals Policy*. This is available on the Seminar's website and from the office.

Accidents

Accidents or injuries need to be reported immediately. An incident report folder is housed in the Seminar's main office for this purpose.

First aid

A large First Aid kit is housed in the kitchen of the main office and contains items to enable basic first aid to be carried out.

The Medical Support section above includes contact details of local clinics.

Public liability insurance

Course participants are covered by the Seminar's public liability insurance.

Safety procedures

The Seminar's *Emergency and Critical Incident Policy* and the Seminar's *Fire and Evacuation Plan* are available on the Seminar's website.

Smoking

All classes operate in a smoke-free environment.

Code of Student Conduct

Each person will act at all times in a manner which a reasonable person would agree shows respect to all other persons and their property.

In the context of the Seminar's operations, it is considered that a **reasonable** person is able:

- To be sensitive to the norms of the community,
- To acknowledge that others may have viewpoints and values and beliefs which are valid even though they may differ from their own,
- To understand that another person may have unknown reasons and/or circumstances affecting their behaviour in any given situation,
- To reflect upon their own behaviour in considering how best to communicate and/or resolve issues, and
- To act in consideration of the nature of the relationship between any persons concerned.

Students enrolling in any course presented by the Seminar agree to abide by the following expectations in relation to their conduct:

1. Students arrive at sessions on time to minimise disruption to fellow students and trainers.
2. Students participate in all tutorial activities in a courteous, respectful manner refraining from interruption or argument with awareness of the rights to equal participation by all students. The words spoken should not be intended to cause offence to fellow students or trainers.
3. Students do not participate in any course activities while under the influence of alcohol or drugs other than those medically prescribed.
4. Students refrain from smoking while on Seminar/School premises and during course events/activities.

5. Students adhere to the policy on harassment in all their interactions with fellow students, staff, school personnel and school students and their parents.
6. Students dress in a manner which does not offend fellow students and trainers. In addition, students on a school campus are asked to dress in neat casual clothes at all times with those teaching in primary classes being especially mindful of individual school requirements for the need for plain clear colours without major motif/logo.
7. Students respect the classroom and outdoor environment and do not vandalize or disfigure the structures or aesthetics of any surroundings.
8. Students either at the Seminar or during work experience or on school campuses maintain professional confidentiality of all that they have witnessed.
9. Students adhere to the Seminar's *Communications including Complaints and Appeals Policy*.
10. Social Media:
 - a. Students, studying for the teaching profession and completing their work experience/practicum in schools, must be aware of the possible impact of their public profiles. All social media postings must be within the ethical standards and code of conduct for the teaching profession.
 - b. Students will not post inappropriate or derogatory comments about the seminar or the schools/workplaces they visit during their work experience/practicum time. This also includes any persons involved in their study at the Seminar. (Any concerns must be voiced directly to a Seminar representative and/or via the Complaints procedure.)
 - c. Students may not at any time exchange private details, social media contacts or phone numbers with school students from their work experience/practicum times.
11. Students involved in group work with fellow students share resources equitably and work to fulfil responsibilities of participation in a cooperative manner.

The Seminar will make all determinations about breaches of this code. Such determinations may include suspension or cancellation of the student's enrolment.

Attendance & Punctuality

Over and above regular full attendance of classes, students are required to attend all student presentations and performances. Specifically, these events outside of Seminar business hours include:

- Midwinter Festival, held on the evening of the last day of Term 2;
- Drama Play performance and rehearsals in second and third term (first year students);
- Presentation Evening: last Friday evening of Term 4.

Punctuality

It is important that students arrive *before* the start of any session. Not only is it good manners to do so, but it is also an essential part of professional teacher conduct. Taking responsibility for punctuality during the course directly assists a student's professional preparation. In addition, group dynamics is an important part of the Seminar's work, and late arrival has a disruptive influence, as does the ringing of mobile phones.

Privacy

The Seminar is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

Information privacy is important. As a requirement and for the Seminar's purposes, the Seminar staff request personal information from students.

The Seminar understands that privacy is a right, and staff endeavor to respect that right. To view the Seminar's *Privacy Policy*, please contact the office or access the website www.steinerseminar.com.

10. General Information

Contacts

General

If assistance is required from staff during office hours, phone (+ 61 3) 9876 5199, or email office@steinerseminar.com

Emergency

For emergency contact outside office hours phone (+61) 0402 855 655.

Public holidays

The Seminar is closed on public holidays. Please note this includes the Melbourne Cup weekend, leading up to the second Tuesday in November.

Facilities and Equipment

Participants have available for their use:

- Quiet space for study and small group meetings
- Student Library at the Seminar
- 2 Student laptops with internet access available outside of class times
- Photocopying, at a nominal cost, and printing of course related material.
- Toilets including disabled access.
- Tea room kitchenette facilities.

Parking

Free all-day parking is available in the car parks at the Michael Centre, 37A Wellington Park Rd Warranwood 3134.

Breaks

Tea and coffee are provided for course participants. Please ensure that the kitchenette is left clean and tidy after your break. There will be a weekly roster regarding set up and clean up.

Policies

Seminar policies are available on the Seminar website (www.steinerseminar.com) and in a folder in the office.