

**THE GOWRIE (QLD) Inc.**  
**VOCATIONAL EDUCATION AND TRAINING PROGRAM**

**CODE OF PRACTICE**

**Preamble**

The Gowrie (Qld) involvement in vocational education and training is a means to providing further opportunities for the professional development of people in children's services. The delivery of this training is in keeping with the Gowrie (Qld) Training and Consultancy Mission Statement:

***'Better outcomes for children by developing reflective practices in  
parents, professionals and managers.'***

In support of this mission statement, The Gowrie (Qld) is committed to practices that best facilitate the optimum learning of students. To this end, the vocational education and training program shall adopt the following practices in relation to students, teaching staff and program management.

**1. FRAMEWORK**

As a Registered Training Organisation, The Gowrie (Qld) has agreed to operate within the Principles and Standards of the Australian Quality Training Framework. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

**2. POLICY DEVELOPMENT**

All policies and procedures in relation to vocational education and training courses are regularly reviewed and monitored to ensure best practice. Policies are developed in consultation with all relevant stakeholders. Students and employers are given copies of or have access to all policies that accompany this Code of Practice. These policies and procedures include:

- , Access and Equity Policy
- , Refund Policy
- , Recognition of Current Competency
- , ECA Code of Ethics
- , Grievance and Appeals Policy
- , Student Assessment
- , Workplace Health and Safety Policy

### **3. ORGANISATIONAL OBLIGATIONS**

The Gowrie (Qld) has an obligation to provide the structure and means by which students have the best possible opportunity to successfully complete the requirements of the course. Therefore The Gowrie (Qld) undertakes to fulfill the following responsibilities:

#### **3.1 Legislative requirements**

The Gowrie (Qld) Inc. will meet all legislative requirements of State and Federal Government. In particular, Workplace Health and Safety, Workplace Relations, Staffing Standards and Vocational Placement Standards will be met at all times.

#### **3.2 Continuous improvement**

A quality improvement process is in place that includes feedback from organisational staff, students and employers. Feedback from these sources is regularly evaluated and incorporated into practices. The Gowrie (Qld) has also agreed to participate in external monitoring and audit processes required by the state training agency. This covers random quality audits, audit following complaint and audit for the purposes of re-registration.

#### **3.3 Student and employer Information.**

Students and employers are provided with information regarding the structure of the organisation, course details, vocational outcome, details of fees, support services and all policies and procedures as outlined in the Student Information Guide before the commencement of the course.

Workplace Practicum Mentors and Employers will be supplied with all necessary information so when students are on workplace practicum, that they can fulfill their obligation to support and verify the student's on-the-job assessment.

#### **3.4 Management and administration.**

The Gowrie (QLD) has policies and administrative strategies that ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and safeguards student fees until used for the purposes of training. Adequate insurance policies are in place.

Comprehensive records are kept of student details and assessment results. These are available for perusal when requested by students. Students will be issued with assessment results and qualifications in a timely manner. These will be appropriate to the competencies that they have achieved and in accordance with national guidelines.

## **4. RIGHTS AND RESPONSIBILITIES**

### **4.1 Rights and responsibilities of teaching staff.**

To ensure best practice in the area of teaching and learning, teaching staff have the following rights and responsibilities.

#### **Rights**

All teaching staff have a right to:

- , expect that students will approach their work with initiative, diligence and enthusiasm.
- , be provided with the necessary physical and human resources to enable them to carry out their work to the best possible standard.

#### **Responsibilities**

All teaching staff have a responsibility to:

- , undertake professional development opportunities that ensure that they continue to upgrade the knowledge and skills required to effectively work with students.
- , give regular feedback to students about their participation in the course.
- , liaise with employers and give them feedback about students
- , be supportive of students with special needs and provide assistance to any students experiencing difficulties in the course.(Refer to Access and Equity Policy.)
- , be familiar with, and actively integrate into their practices all elements of the ECA National Code of Ethics.

### **4.2 Rights and responsibilities of students**

To ensure maintenance of an environment that is conducive to learning, students have the following rights and responsibilities.

#### **Rights**

All students have a right to equitable access to The Gowrie (Qld) training materials and support and:

- , be treated with dignity and respect.
- , confidentiality of information.
- , a safe and healthy environment.
- , be able to participate in any evaluation of the course and its implementation.

#### **Responsibilities.**

All students have a responsibility to:

- , become familiar with the ECA National Code of Ethics and integrate them into their practices.
- , approach the course with diligence and enthusiasm.
- , make known any particular requirements so that appropriate support can be provided.
- , be respectful of the rights of others, the training institution and the workplace.
- , follow the policies, procedures and guidelines that relate to the place of work.
- , complete all assessment tasks as required in the course.

#### **4.3 Rights and responsibilities of employers**

To ensure effective relationships between all stakeholders, employers have the following rights and responsibilities:

##### **Rights**

All employers have a right to:

- , expect that The Gowrie (Qld) will fulfill all their obligations as a Registered Training Organisation.
- , information regarding the progress of the student on a regular basis

##### **Responsibilities**

- , All employers have a responsibility to:
- , provide time for their student to fulfill the requirements of the course.
- , support the student throughout their training.
- , provide any feedback to The Gowrie (Qld) that may help them to improve the training that they are providing.

## **5. TEACHING AND LEARNING**

Suitably qualified teaching staff who are conversant with the practices and principles of children's services are employed to deliver the course. They possess a recognised qualification and expertise in early childhood care and education.

All teaching and learning practices within the vocational education and training program are in keeping within the broader philosophy of The Gowrie (Qld). This means that in developing teaching strategies, staff:

- , seek to establish trusting relationships with students and other staff whereby their abilities and interests are understood;
- , model the interpersonal skills and understandings of empathy, genuineness, effective conflict resolution, assertiveness and negotiation;
- , are respectful of the different learning styles, backgrounds of experience and

- , competencies of students;
- , tailor experiences and teaching strategies to meet the individual needs of students,
- , model and demonstrate in their effective teaching practices;
- , have an expectation that students will take responsibility for their own learning;
- , provide opportunities to use ideas and resources in practical ways;
- , present module material in ways whereby students will not only see the links between modules but also the links into practice;
- , support the notion that learning is a two way process and that teacher and student will learn from each other; and
- , respect students' efforts to participate with course material and respond in positive ways to their thinking.

## **6. LINKS WITH EMPLOYERS**

Teaching staff will make regular links with employers and Workplace Practicum Mentors. The purposes of these links are to ensure that an understanding exists about the role of each party and to ensure the ongoing support of the student. These links will be maintained via:

- , employer and Workplace Practicum Mentor information packs;
- , discussions with employers and Workplace Mentors when tutors are visiting students in the workplace; and
- , telephone discussions when issues arise.

## **7. SANCTION**

The Gowrie (Qld) will honour all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligations of this code or supporting regulatory requirements, we may have our registration as a training organisation withdrawn.