



## CODE OF PRACTICE MHRC

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### **Information, Advice & Support Services**

MURRAY HOUSE RESOURCE CENTRE (MHRC) is a Registered Training Organisation (RTO #2068) and is committed to integrating Access and Equity principles within all our services provided to our clients. All staff recognise the rights of learners and provide information, advice and support that is consistent with our Code of Practice. Regardless of cultural background, gender, sexuality, disability or age, you have the right to learn in an environment free from discrimination and harassment, and be treated in a fair and considerate manner. If you feel that any staff member is not abiding by our Code of Practice, please report your complaint or grievance to your trainer or anyone in our organisation, or complete our complaint and appeals form.

We provide and support the following services within our Code of Practice:

### **Client selection, enrolment & induction / orientation procedures**

We provide clear information on the qualifications and courses that we offer. This includes the location of training, any required skills or knowledge and any additional training pathways. Our enrolment process requires you to complete an enrolment form and provide as much relevant information as possible to ensure we provide training to suit your need. All information collected is kept confidential and subject to our Privacy Policy in this Code of Practice. We also conduct an induction on the first day of training and go through this Code of Practice to ensure that all learners understand the information contained in this Code of Practice.

### **Course information**

Specific course overviews have been developed for all of the courses that we currently offer on our website. <https://rto.mhr.org.au>

### **Fees & charges**

Information on fees, charges and refunds are clearly documented available on our website. <https://rto.mhr.org.au>

### **Provision for language, literacy & numeracy assessment**

We provide advice, support and help for any language, literacy and numeracy assistance on request. We will also monitor the needs of our learner's language, literacy and numeracy skills through our enrolment forms, and through the learning process. If at any time we feel a learner requires any language, literacy and numeracy assistance we will either provide this or tailor learning and assessment materials to match learner needs. Refer to our Learner support policy.

### **Learner support**

We currently offer support through RPL (Recognition of Prior Learning) assessment, options in learning, advice on career pathways, one on one tutoring, pre-course interviews and training needs analysis.

### **Flexible learning and assessment procedures**

Our training and assessment procedures are flexible and take into account learner needs. We will ensure that:

- All required resources for the delivery of any course are in place and maintained in good working order
- Training and assessment will only be conducted by qualified staff
- All training and assessment will be to the nationally set standard prescribed in the relevant Training Package or accredited course material.

This means that training and assessment you receive with us is done in accordance of the national quality training framework and any qualifications you achieve with us will be recognised anywhere in Australia.



### **Welfare and guidance services**

We are committed to the welfare of all learners. During training, we include guidance in: Occupational Health and Safety; review of payment schedules when requested; learning pathways and possible RPL opportunities; provision for special learning needs; provision for special cultural and religious needs and provision for special dietary needs.

### **Appeals, complaints and grievance procedures**

We have a documented procedure that covers any appeals, complaints or grievances. Should you have an appeal, complaint or grievance, contact the manager for more detailed information. Email: [rtoadmin@mhr.org.au](mailto:rtoadmin@mhr.org.au)

### **Disciplinary procedure**

To ensure all learners receive equal opportunities and gain the maximum from their time with us, these rules apply to all people that attend any of our sessions. Anyone who displays dysfunctional or disruptive behaviour may be asked to leave the session and/or the course.

Dysfunctional behaviour may include:

- continuous interruptions to the trainer whilst delivering the course content
- smoking in non-smoking areas
- being disrespectful to other participants
- harassment by using offensive language
- sexual harassment
- acting in an unsafe manner that places themselves and others at risk
- continued absence at required times

Any person who is asked to leave a session or course has the right of appeal through our appeals process.

### **Staff responsibilities for Access and Equity issues**

All MHRC staff have been inducted in their responsibilities for our access and equity principles. Our staff act in accordance with our Code of Practice and all learners are made aware of their rights and responsibilities. All learners have access to all courses that we conduct irrespective of gender, culture, linguistic background, race, or disability.

### **Recognition of Prior Learning (RPL) arrangements**

Recognition of prior learning assessment is available to all learners. If you believe you have relevant skills and abilities that you have attained in your past and previous work roles, please contact the relevant course trainer. They will discuss the evidence requirements you will need to provide and support documentation as required.

### **Fee Refund Policy**

Please refer to the refund policy.