

Family Planning

Welfare Association of NT Inc.

REGISTERED TRAINING ORGANISATION
2131

PARTICIPANT INFORMATION

This participant information statement applies to training that is offered by FPWNT. Please ensure that you read the information in this document at the start of your training. Please refer all questions and concerns to the trainers. The requirements outlined by the Australian Quality Training Framework (AQTF) compliance have been used as a guide to the following sections.

Please be aware that some of our courses are accredited and others are not.

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Introduction to Family Planning Welfare Association

Family Planning Welfare NT (FPWNT) would like to welcome you as a participant in one of our training courses. FPWNT uses this as a guide for participants for all training.

Accredited courses

FPWNT is a Registered Training Organisation (RTO) and the Well Women's Health Screening and Aboriginal Health Worker courses we currently offer are accredited courses.

The general requirements to obtain a certificate of accreditation from FPWNT include successful completion of all elements of each unit as described in the relevant unit descriptor. Participants must be assessed as competent in all the Key Competencies. Please see the Learning & Assessment Strategy Information Handbook for further description on these units, their elements and competency assessment process.

1. The Training and Assessment process

1.1 Induction/Admission

Participants must meet the specific unit/course requirements including relevant qualification and prerequisite study where specified.

Where an application is received after a workshop has been filled the applicant will be offered deferred enrolment. In such cases, applicants will be notified as soon as possible by telephone and confirmed by mail or email.

FPWNT will deliver to each workshop participant an admission package. The admission package will include:

Attachment A: Outline of Well Women's Health Screening
Attachment B: Accredited units for RTO courses
Attachment C: Unit assessment table for RTO courses
On Request: FPWNT Code of Practice
Training Code of Practice

It is the participants' responsibility to read the documents noted above.

1.2 Language Literacy and Numeracy (LLN)

The National Reporting System for adult English language, literacy and numeracy for this course is:

Reading

Reads and interprets short simple texts on a personally relevant topic. Locates specific information relating to familiar contexts in a text which may contain data in simple graphic, diagrammatic, formatted or visual form.

Writing

Writes basic personal details about self or others such as name, address and signature. Writes one or two phrases/simple sentences conveying an idea, message or opinion drawing from a modeled text.

Oral Communication

Takes part in short interpersonal exchanges, clarifying meaning and maintaining interaction, for the purpose of establishing, maintaining and developing relationships; exploring issues; or problem solving. Listens for relevant information from oral texts.

Learning Strategies

Indicates own immediate learning needs, short term goals and related (and preferred) strategies.

Numeracy

Locates simple key mathematical information in a familiar real life activity or text. Recognises and uses straight forward mathematical actions which relate to immediate contexts. Uses rough estimation and prior experience to identify purpose and check reasonableness of the process and outcomes of a mathematical activity. Uses everyday informal oral language and representation including familiar symbols and diagrams to communicate mathematically.

Should your educator identify that you need assistance to work through this course because of your ability graded as per the above scale you will be requested to sit with the educator to arrange appropriate means of enabling you to achieve competency.

1.3 Course, Unit, Content and vocational outcomes.

The timetable of learning events will be enclosed with the admission package. It is the responsibility of the participant to read the information enclosed. Facilitators will be available to clarify any items as necessary.

1.3.1 Units of Competency for accredited course

Details of the learning and assessment outcomes of training, mapped against performance criteria are found under attachment B.

1.3.2 Assessment Process -Theory

- There is an expectation that participants will demonstrate their competence by providing satisfactory responses to all of the questions.
- Papers must be returned within 4 weeks of the course.
- Work is marked as **competent/not yet competent**
- Feedback will be provided on participant's assessable work. If work is not assessed as competent initially, an opportunity will be given to the participants to be re-assessed and/or to provide further information to facilitate a competency mark.
- If there are difficulties with this timeframe then participants should contact Family Planning in Darwin. FPWNT will mark written assessments and will send results to the address indicated.
- Allow 4 weeks for notification.
- Marked papers that have achieved a competency pass will not be returned to participants at this stage, however if you wish to discuss your result please contact FPWNT on (08) 8948 0144.
- For guidance on how you will be assessed against the elements of competency please see table 1.

1.3.3 Assessment Time Lines

Written Assessment:

The assessment workbook will be distributed early in the week and should be completed as much as possible throughout the period of the workshop. Participants are required to complete the written assessment within 4 weeks of receiving it.

Presentations

Health Promotion presentations will be displayed and discussed within the workshop.

Scenarios

You are required to complete the scenarios within the time allocated in the workshop.

Clinical Workbook

You are required to have this completed within 12 months of your workshop.

1.4 Client support

It is the participant's responsibility to seek out the support of the FPWNT facilitators as necessary either prior to the commencement of the course, during the course or once the course has been completed. Although the facilitators and trainers will give participants an opportunity to discuss any concerns during the course, contact details will be given as appropriate

1.5 Flexible learning and assessment procedures

Participants are assessed using a range of assessment methods including:

1. Satisfactory completion of the specified nominal hours of instruction. This means **FULL ATTENDANCE** during the formal course period, unless alternative arrangements are made with the facilitators.
2. Participants must successfully complete the practical and theoretical components of the course as outlined in the course information and Unit of Competencies.
3. Participants are requested to contact the facilitators if they are unable to meet the timeframe requirements as outlined.
4. Full participation in course activities.

1.6 Welfare guidance services

Further support and guidance is available post course by the facilitators electronically; by telephone; or during facilitator visits to the rural areas if appropriate. Participants who wish to receive further local support are expected to notify and consult with the facilitators during the course.

1.7 Disciplinary procedures

It is expected that all participants will abide by the Standards and Policies inherent in all community, urban and rural health settings. If you are unsure of your responsibilities, please contact the relevant Registration Board of the NT for further information. If at any time a participant is found in breach of these standards and codes, the participant will be required to submit to the disciplinary procedures as per their Registering Body.

1.8 Staff responsibilities for access and equity as per FPWNT Code of Practice

1.8.1 Legislation and Policy that covers your training: Please note that your role as a participant undertaking accredited training is covered by certain legislation. FPWNT has policies and procedures in place to ensure that we meet our requirements under legislation.

Area of legislation	FPWNT policies and procedures	Policy number
Occupational Health and Safety legislation	Occupational Health and Safety	4.11
Workplace harassment, victimization and bullying	Harassment, workplace bullying and victimization	4.8
Anti-discrimination including equal opportunity, racial vilification	Access and Equity Code of Practice for Staff	4.8
Vocational education and training	RTO manual	

1.8.2 Codes of Practice

A summary of our responsibilities to you as a client can be provided upon request. FPWNT carries two codes of practice:

- 1 FPWNT Staff Code of Practice
- 2 Code of Practice for the provision of accredited training.

Guarantee

FPWNT will at all time honour the guarantees in its Codes of Practice for the provisions of Recognised Vocational Education and Training. These Codes of Practice are made available to participants on request.

1.9 Recognition of Prior Learning (RPL)

Participants who wish to claim recognition for aspects of prior learning in order to gain credit for part or the entire unit will be assessed at a time of mutual convenience prior to the unit and credited appropriately.

When such requests for recognition are made, the unit providers will use appropriate recognised assessor(s). Individual participants or the unit funding body will meet any additional costs that such a procedure may incur (see RPL information kit).

1.10 Details of Qualifications

Certificate of Attendance: This will be issued on request from the participant. The criterion to obtain this is attendance of the theoretical component of the unit/course only.

Statement of Attainment: On achievement of the learning outcomes outlined in the relevant unit information, the participant will be deemed to have successfully completed the units/course and will be issued with a Statement of Attainment to confirm this.

1.11 Mutual Recognition

FPWNT recognises the AQTF qualifications and Statements of Attainment issued by any other Australian RTO. As a participant, if you have received Certificates or Statements of Attainment from another RTO or Family Planning Member Organisation, you are entitled to bring these to the attention of FPWNT when enrolling in the training. Please note there is space provided on the application form for previous qualifications.

2. Complaints, Grievances and Appeals Procedure

2.1 Appeals and complaints procedures

FPWNT aims to maintain a fair and equitable process for dealing with Participant Grievances and Appeals.

This procedure is as follows:

1. Participants are to attempt resolution with the facilitator/educator.
2. If unresolved, the issue must go to the Education Team Manager (ETM).
3. If unresolved or the issue(s) involves the ETM, the participant will appeal in writing to the Chief Executive Officer of FPWNT whose decision is final.

At all stages of the process, the participant will be given an opportunity to present his/her case either in writing or in person (or both, as appropriate).

2.2 External/legal body to seek further assistance with grievance

In the event that a grievance cannot be resolved internally, FPWNT will advise the participant in writing of the appropriate external/legal body through which they may seek further assistance.

2.3 Documentation of grievance or appeal

The outcomes of any grievance or appeal are to be recorded in writing by the most senior officer involved and secured in the participant's file. A copy of this information is to be provided to the participant.

3. Participant Fees/Cost and refund policy

The majority of participants enrolled in FPWNT courses have course fees paid as employees of the Department of Health in which case fees are invoiced direct to the funding body. Independent participants are welcome to enroll provided they meet the prerequisite requirements of the units. Unit costs will be provided upon inquiry. FPWNT's full refund policy can be issued upon request.

4. Access to files/Participant information

Information provided by the participants to FPWNT is private and confidential. This information remains the property of FPWNT.

FPWNT guarantees that this information will be only used for training and education purposes including statistical reporting to the NT Employment and Training Authority.

This information will be retained by FPWNT during the participant's training and for the period of thirty (30) years following the date of completion of training as stated on the Statement of Attainment.

If the participant wishes to obtain a copy of their Statement of Attainment or any other information held by FPWNT, the following conditions apply:

1. A copy or summary of a participant's information including a copy of their Certificate or Statement of Attainment can only be released with written permission from the participant.
 2. If a participant requests a copy or summary of their documentation, the Education Team Manager of FPWNT will be the Officer with the authority to provide this.
 3. If requested, the Education Team Manager of FPWNT may also produce a letter stating what course the participant completed, the date of completion and the level of certification achieved.
 4. Information will only be released directly to the participant or the authorised representative of the participant who provides proof of permission in writing. In this case FPWNT will contact the participant for verification.
 5. FPWNT reserves the right to charge a nominal fee for providing additional copies of Statements of Attainment or certificates and for providing copies of or summaries of information held in the participant's files.
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AHW414A Provide information and strategies in sexual health for women

Overview

These units/ course are to be offered to participants who fulfil the prerequisites by Family Planning Welfare Association NT as elective units of the Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (HLT43907). The primary objective of the units is to develop the knowledge and skills of Aboriginal Health Workers and other health care professionals in the area of women's sexual health including Pap Smear Provision. This area has been identified by the Department of Health and by Family Planning NT as needing an increased emphasis in specific training in order to meet community requirements.

Family Planning NT will be offering the workshop as a full-time program. Places in the units/course will be available to participants undertaking studies in the Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care and to Aboriginal Health Workers and health care professionals already actively working in health centres across the Northern Territory. Applications from outside these groups (e.g. persons working in community health/health promotion) are also welcome subject to approval from FPWNT.

Attachment B

Units of Competency Element and Performance Criteria

Unit 1 AHW414A - Provide information and strategies in sexual health for women.	
ELEMENT 1. Promote healthy sexual practices	
1.1	Identified community and individual client needs are considered In determining priorities and potential areas to be addressed.
1.2	Influences that shape sexuality are discussed in current and historical contexts
1.3	Information on sexual and reproductive health is provided to address identified individual and community needs
1.4	Methods of contraception are explained within a cultural context.
1.5	Sexual practices and attitudes are discussed in relation to their impact on sexual and reproductive health and emotional well being.
1.6	Advice is provided relating to maintaining sexual and reproductively health in line with community needs and organisational guidelines.

ELEMENT 2: Identify and discuss sexual health problems	
PERFORMANCE CRITERIA	
2.1	Risk factors and indicators of sexually transmitted diseases are explained.
2.2	Methods of basic management for sexually transmitted infections are identified and explained
2.3	HIV/AIDS information is prepared and presented within an STI context at a community level.
2.4	Principles and procedures of HIV/AIDS testing are explained and information provided as required.
2.5	Interventions to address issues relating to sexually transmitted diseases in the community are explained as required
2.6	Advice is provided about sexual and reproductive health issues in line with community needs and organisational guidelines
2.7	Information is provided about resources available in the community and state in relation to addressing sexual and reproductive health issues.
2.8	Appropriate referrals are made to address identified STDs, HIV and sexual and reproductive health issues
2.9	Confidentiality is maintained to reflect community and organization guidelines and in line with notification requirements

1.3.4 Elements Assessment Table
How assessment will take place/Assessment Tools

AHW 414A - Provide information and strategies in sexual health for women.

Element	Classroom strategies	Practical Assessment	Theory assessment
Unit 1: Element 1	Health promotion, Sexuality and values, Taking a sexual history, Sexual behavior, Women's health issues, Contraception, Sexual violence, Domestic Violence.	Assessed during Health Promotion Presentation and Role Play Interview Clinical workbook	Assessed through theoretical component of Health Promotion Presentation and the Participant Workbook
Unit 1: Element 2	Sexually transmitted infections, Blood borne viruses, Sexual behavior, Sexual history taking, Health Promotion, Female reproduction, Pregnancy education, Confidentiality	Assessed during Health Promotion Presentation and Role Play Interview Clinical Workbook	Assessed through theoretical component of Health Promotion Presentation and the Participant Workbook