SCHOOL OF EDUCATION

GRADUATE DIPLOMA IN EDUCATION
(EARLY CHILDHOOD) – GD108

PROGRAM ADVICE BOOKLET 2020

Please note: Information contained in this booklet is subject to updates
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CONGRATULATIONS & WELCOME

Dear Students

Congratulations on receiving a place in our Graduate Diploma in Education (Early Childhood) Program at RMIT University. This will be the beginning of a wonderful new career. We hope you find our program exciting and satisfying.

THINGS YOU WILL NEED TO DO

1. Working with Children’s Check

The Victorian Government requires all students undertaking professional experience in Victorian schools to complete a Working with Children Check. This includes students working or volunteering in early childhood centres, primary schools and secondary schools. Pre-service teachers must supply evidence of a current WWCC prior to the commencement of placement. For instructions on how to apply, or how to update “details of organisation” if you have a current WWCC can be found at: https://sites.rmit.edu.au/educationplacements/working-with-children-check-wwcc/

Failure to do so will mean you will not start Professional Experience in Semester 1, 2020 in alignment with university and state government policy.

If you have a WWCC please check that it does not need renewal.

Please note: students who fail a Working with Children Check are unable to participate and complete the Graduate Diploma in Education (Early Childhood) Program.

2. Work Integrated Learning Agreement

You must complete the Work Integrated Learning (WIL) Agreement and upload it onto RMIT InPlace. The Agreement is located on the Education Placements website along with the InPlace instructions. https://sites.rmit.edu.au/educationplacements/forms/

3. Timetabling

This excerpt is taken from the RMIT class timetable website:

Higher education courses

Preferential class allocation

The preferential model provides you with the opportunity to indicate your preferred classes during the advertised preference entry period, so your preferences can be taken into account. It’s a fairer system for all students. Go to step 2 to find out when and how to enter your preferences.
Find out more about how and when to timetable.

About myTimetable

- myTimetable is easy to use, with a simple interface, and it’s mobile friendly.
- myTimetable refreshes every hour, which means if you change your enrolment in Enrolment Online, you can timetable after only 60 minutes.
- You can feed your RMIT timetable to your personal calendar with iCal.
- You need to log in to myTimetable even when it’s in read-only mode.

Students will now have the opportunity to select their preferred classes during the “preference entry period”. During this time, it is only a “preferred” selection, this does not mean that the classes you have selected will be your timetable.

Students will be able to then review and adjust their timetable if required.

Please note: Students who will be undertaking the program online will NOT be required to timetable.
KEY CONTACTS

PROGRAM ADMINISTRATIVE OFFICER

TBA
Room 220.03
Phone: 9925 7480
Email: education.he@rmit.edu.au

PROFESSIONAL EXPERIENCE ADMINISTRATOR

Claudia Johnstone and Sharon Murphy
Room: 220.03
Phone: 9925 7944
Email: education.placements@rmit.edu.au

PROGRAM MANAGER

Julie Carmel Room: 220.03 (ECE@Poplab)
Phone: 9925 7804
Email: julie.carmel@rmit.edu.au
PROGRAM OVERVIEW

Program Code: GD108
Program Title: Graduate Diploma in Education (Early Childhood)
Duration: Full-Time 1 year, Part-time 2 years

PROGRAM ENTRY

You must have successfully completed an Australian bachelor degree, or equivalent, in any discipline. Successful applicants are required to complete a Working with Children Check prior to commencing the program.

To register with the Victorian Institute of Teaching (VIT), all applicants who did not complete their initial tertiary qualification in English at an approved institution in Australia, Canada, New Zealand, the Republic of Ireland, the United Kingdom or the United States of America need an academic IELTS score of 7.0 or higher with no individual band score less than 6.5 for Reading and Writing and 6.5 in Speaking and Listening.

For a full list of requirements please go to www.vit.vic.edu.au.

PROGRAM STRUCTURE

The Graduate Diploma program incorporates 96 credit points with a minimum of 60 days of practical teaching experience in educational settings.

Classes are generally held during normal business hours. There are opportunities to complete some courses in intensive mode.

PROGRAM DELIVERY

Courses in our program are delivered in a range of modes (see calendar):

- Face to face - held during or after hours and includes lectures, workshops and laboratory classes
- Online components
- Intensive
- Blended
7 DAY EXTENSION AND SPECIAL CONSIDERATION FOR COURSE WORK

EXTENSIONS

Extensions

Extension of time for assessment tasks may be granted where circumstances beyond your control have prevented submission by the published due date. An application for extension of time must be lodged with your tutor or the course coordinator, preferably prior to, but no later than one working day before the due date for submission. The application form provided by the University must be used. Supporting evidence must be supplied with your application.

An extension of up to seven calendar days may be granted if good reason can be demonstrated according to the eligibility criteria specified in University Policy. Grounds normally considered for extension include serious illness or psychological condition, loss or bereavement, and hardship/trauma. You will be notified within no more than 2 working days of the date of lodgement as to whether the extension has been granted.

All assignments will be marked as if submitted on time. Late submissions of assignments without special consideration or extension will be automatically penalised at a rate of 10% of the total marks available per day (or part of a day) late. For example, if an assignment is worth 20 marks and it is submitted 1 day late, a penalty of 10% or 2 marks will apply. This will be deducted from the assessed mark. Assignments will not be accepted if more than five days late, unless special consideration or an extension of time has been approved.

Extensions beyond seven calendar days are not granted by tutors, lecturers, course coordinators or the School of Education. To apply for an extension of time greater than 7 calendar days students must lodge an application for Special Consideration.


Extension Application Form: [http://mams.rmit.edu.au/seca86tti4g4z.pdf](http://mams.rmit.edu.au/seca86tti4g4z.pdf)

Please attach your extension form to your assignment submission

When emailing the extension form to your lecturer, please use for the file name your name and the word 'extension'.
SPECIAL CONSIDERATION

Students seeking an extension of more than seven calendar days (from the original due date) must lodge an Application for Special Consideration form under the provisions of the Special Consideration Policy, preferably prior to, but no later than 2 working days after the official due date, late applications will only be accepted in exceptional circumstances.

Special Consideration can be applied for online. The application must be accompanied by documentary evidence. Applications made on medical or psychological grounds must include a completed Impact Assessment Statement from a relevant qualified practitioner, registered with a recognized body, for example a doctor, psychologist, psychiatrist or social worker.

An expert panel convened by the Academic Registrar will consider applications for Special Consideration. Applications will be considered based on the impact the documented incident is perceived to have had on your academic performance. The expert panel will consult with a relevant Program Coordinator where academic advice is deemed to be required. A decision on the outcome of the application will be made within 10 working days.

Any confidential information (including medical evaluations) is deemed confidential by the Academic Registrar and is not forwarded to the school.

We encourage students to apply for Special Consideration in a timely manner.

RMIT University Special Consideration, online application and Impact Statement:

http://www.rmit.edu.au/students/specialconsideration
PLACEMENT

This program has 60 days compulsory supervised professional experience.

There are four placement courses, these are:

TCHE2561 Theory and Practice: Two to Eight (20 days = 3–5 years)
TCHE2365 Theory and Practice: Birth to Two (10 days = Birth-2 years old) (under 24 months)
TCHE2560 Learning Across the Early Childhood Curriculum (20 days = 3-5 years)
TCHE2558 Educational Leadership and Management in Early Childhood (10 days = 3-5 years)

Please note: Placement CANNOT be undertaken in PREP/FOUNDATION classes.

Students who fail a Working with Children Check are unable to participate and complete the Graduate Diploma in Education (Early Childhood) Program. (Further information is provided on page 11).

PLACEMENT ALLOCATIONS

All placement centres will be sourced and allocated by the PX Office.

The only exception to this is those students who live in regional (country) Victoria or reside interstate. These students will source their own placement, provide an “Acceptance Form” to the PX Office, and upload the form to InPlace (at least 2 weeks before placement).

RULES FOR ATTENDING PLACEMENT

You are required to attend the centre for all the days specified. You are expected to commence placement following the same schedule as your Mentor. You will be required to remain later in the day to consult with your Mentor, prepare for your teaching and attend meetings etc. Most days you should not expect to finish before 5:00pm. These are FULL-TIME (7) hours, excluding lunch.

It is important to contact the centre prior to placement and confirm your daily starting and finishing times. Where possible, arrange a time to visit the centre and your Teacher Mentor. This is your opportunity to meet staff, find out the centre dress code, sun protection policy and car parking arrangements.

It is important to note, students CANNOT undertake placement where they work, where they have family or a pecuniary (monetary) interest.

The Placement team will provide a placement booklet with more details at the commencement of the semester.
INTERNATIONAL STUDENTS ONLY

PROFESSIONAL EXPERIENCE

The university will arrange your placement.

Please ensure your address details are correct as the placement administrator will try to locate a centre near where you live, however this is sometimes not possible and may need to locate a centre further away.

ENROLMENT

All international students MUST enrol into courses with a class number ending in (ECE). These courses are face to face, on campus delivery. Only students with the appropriate visa may enrol online in limited circumstances.

LEAVE OF ABSENCE

You can only be approved to undertake LOA for compassionate and compelling circumstances. These are circumstances that:

- are outside of your control;
- impact on your ability to study in the requested study period; and
- are documented by evidence

LOA applications must be approved by International Compliance before consideration by the relevant School/College. Please stay enrolled into the program while your application is being assessed.

Prior to submitting an LOA, you should firstly check with the Department of Immigration and Border Protection (DIBP) for advice on how taking an LOA will impact you.

USEFUL LINKS

RMIT ESOS, student visa and enrolment information:

http://www.rmit.edu.au/study-with-us/international-students/apply-to-rmit-international-students/student-visas

DIBP’s student visa information: https://www.homeaffairs.gov.au/
## 2020 PROFESSIONAL EXPERIENCE CALENDAR

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<td>Schools commence 28 January</td>
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<td>3-Feb</td>
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<td>Monday 27 Jan - Public Holiday</td>
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<td>10-Feb</td>
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<td>17-Feb</td>
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<td>24-Feb</td>
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<tr>
<td>2-Mar</td>
<td>1</td>
<td></td>
<td>Session 1</td>
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<td>9-Mar</td>
<td>2</td>
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<td>Session 2</td>
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<tr>
<td>16-Mar</td>
<td>3</td>
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<td>Session 3</td>
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<tr>
<td>23-Mar</td>
<td>4</td>
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<td>Session 4</td>
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<td>30-Mar</td>
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<td></td>
<td>Session 5</td>
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<tr>
<td>6-Apr</td>
<td>6 MSB Split Week</td>
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<td>School holidays: 30 March - 14 April. 31 March Census</td>
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<td>13-Apr</td>
<td>6 MSB Split Week</td>
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<td>Easter 10 April - 14 April MSB 9 - 15 April</td>
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<td>20-Apr</td>
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<td>Session 7</td>
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<td>4-May</td>
<td>9</td>
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<td>11-May</td>
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<td>18-May</td>
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<tr>
<td>25-May</td>
<td>12</td>
<td></td>
<td>Session 8 and 9 (9 is online)</td>
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<td>1-Jun</td>
<td>13</td>
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<td>8-Jun</td>
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<tr>
<td>15-Jun</td>
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<td>22-Jun</td>
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<td>29-Jun</td>
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<td>6-Jul</td>
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<td>13-Jul</td>
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<td>20-Jul</td>
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<td>Session 1</td>
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<td>27-Jul</td>
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<tr>
<td>3-Aug</td>
<td>3</td>
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<td>Session 3</td>
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<td>10-Aug</td>
<td>4</td>
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<td>17-Aug</td>
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<td>24-Aug</td>
<td>6</td>
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<td>Session 6</td>
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<td>31-Aug</td>
<td>MSB</td>
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<td>Session 7</td>
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<td>7-Sep</td>
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<td>Session 8</td>
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<td>14-Sep</td>
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<tr>
<td>21-Sep</td>
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<td></td>
<td>EC Placement</td>
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<td>28-Sep</td>
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<td>5-Oct</td>
<td>11</td>
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<td>12-Oct</td>
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<tr>
<td>19-Oct</td>
<td>13</td>
<td></td>
<td>Session 9</td>
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<tr>
<td>26-Oct</td>
<td>14</td>
<td></td>
<td>Session 10</td>
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<tr>
<td>2-Nov</td>
<td>15</td>
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<td>3 Nov Melb Cup</td>
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<tr>
<td>9-Nov</td>
<td>16</td>
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<td>16-Nov</td>
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<td>23-Nov</td>
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<td>30-Nov</td>
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<td>7-Dec</td>
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<td>14-Dec</td>
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<td>21-Dec</td>
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<tr>
<td>28-Dec</td>
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PROGRAM STRUCTURE
### 2020 FULL TIME

**SEMESTER ONE**

Complete the following Four (4) Courses:

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<thead>
<tr>
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<th>COURSE TITLE</th>
<th>CLASS NUMBER</th>
<th>CREDIT POINTS</th>
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<tbody>
<tr>
<td>TCHE2195</td>
<td>Children, Education Settings and Society</td>
<td>2769 (ECE) 2775 (ONLI)</td>
<td>12</td>
</tr>
<tr>
<td>TCHE2558</td>
<td>Education Leadership and Management in Early Childhood (10 days Professional Experience)</td>
<td>2777 (ECE) 2778 (ONLI)</td>
<td>12</td>
</tr>
<tr>
<td>TCHE2559</td>
<td>Inclusive Education in Early Childhood</td>
<td>2845 (ECE) 3471 (ONLI)</td>
<td>12</td>
</tr>
<tr>
<td>TCHE2560</td>
<td>Learning Across the Early Childhood Curriculum (20 days Professional Experience)</td>
<td>2846 (ECE) 3470 (ONLI)</td>
<td>12</td>
</tr>
</tbody>
</table>

**SEMESTER TWO**

To be advised.

### 2020 PART TIME

**SEMESTER ONE**

Please contact Program Manager Julie Carmel for advice.

**SEMESTER TWO**

To be advised.
Canvas LMS system is used by RMIT. You will be able to access your course content and announcements, submit assignments, and receive your grades and feedback.

Canvas is accessed through myRMIT. Use the Canvas Mobile Learn app to access many of these features on mobile devices.

For further information and to access the User guides please refer to this link: https://www.rmit.edu.au/students/support-and-facilities/it-services-for-students/canvas
ACADEMIC INTEGRITY

Academic integrity is about honest presentation of your academic work. It means acknowledging the work of others while developing your own insights, knowledge and ideas.

The following information is published on the RMIT website; please take the time to read this as it is important:

WHY IS ACADEMIC INTEGRITY IMPORTANT?

Academic work in a university depends on the practice of academic integrity as a core value. It is an important part of academic life for both staff and students, and essential to academic thought and practice. All work produced must acknowledge the sources of ideas presented and cite the original written work which informed it.

HOW DO I ENSURE MY OWN ACADEMIC INTEGRITY?

You can achieve academic integrity by honestly submitting work that is your own. Presenting work that fails to acknowledge other people’s work within yours can compromise academic integrity. This includes:

- plagiarism
- cheating in an exam
- copying or submitting whole or parts of computer files as if they are your own (e.g. web sites).

You must reference the following types of information:

- thoughts, ideas, definitions or theories
- research and other studies
- statistics
- information from the Internet, including images and media
- designs or works of art
- facts that are not common knowledge.

For assistance visit Referencing Styles.

If you don’t reference information in your work, it is assumed that:

- it’s your own idea
• it’s common knowledge, eg you wouldn’t need to reference that Sydney has the largest population in Australia

• it’s common knowledge in your field of work or study, eg children generally learn to read in Grade 1

To maintain academic integrity:

• Make sure you understand how to reference your sources.

• Don’t leave your assignments around for others to read.

• Make sure you take your USB out of the computers in the library or the labs.

• When photocopying or making notes from texts, make sure you record all bibliographic information.

• Make sure your work clearly distinguishes between the ideas of others and your own ideas. If you’re not sure how to do this, check with your program staff about requirements for referencing. You could also make an appointment at the Learning Skills Unit.

• The School of Education uses the APA reference system. This link can be located via the Library website.
COURSE GUIDES

RMIT Course guides are comprised of two parts:

PART A: COURSE OVERVIEW

Contains information such as the description, credit points, an overview of assessment, resources and learning outcomes. It is available to the public and is a high level outline about the topics covered in a course.

PART B: COURSE DETAIL

This contains detailed information such as the teacher and learner directed hours, campus, instruction mode (e.g. face to face, online, WIL), a weekly teaching schedule, and detailed information about assessment tasks and resources being used. The Part B: course details are specific to a teaching period, so make sure you are looking at the Part B for the semester and year for which you are enrolled.

ACCESSING A COURSE GUIDE

Course guides can be found via the:

➢ Students/myRMIT website
➢ Student Essentials
➢ Program and Course Information
➢ Course Guides (Here you need to click the Higher Education course guides)

You will also find information for Handbooks (Program Guides), Class timetables, Enrolment Program Structures etc.


SUPPORT AND FACILITIES

Here you will be able to find information about the different support areas and facilities RMIT offers to all students.

This can include but not only subject to: IT Help, Counselling, Health, Accommodation and Equitable Learning Services.

It is recommended you familiarise yourself with this information should you require one or more of these services during your time at RMIT.

For further information please refer to this link:

https://www.rmit.edu.au/students/support-and-facilities
JOIN THE QUEUE BEFORE YOU VISIT

Most queues at RMIT Connect are managed using your mobile device. There are four simple steps:

1. **Virtual check-in**
   Secure your place in line by joining the virtual queue via the QLESS app, SMS or website (you can do this even before you arrive at RMIT).

2. **Status updates**
   You will immediately receive a notification of your expected wait time, and status updates as you move through the queue.

3. **Now serving!**
   When you’re near the front, you’ll then receive a message that we are ready to see you soon.

4. **Need more time?**
   If using the QLESS app, you can move your place back in the queue from your mobile device.
OPENING HOURS

Monday - Thursday: 9am-5pm
Friday: 10am-5pm

Call us

Call (+61 3) 9925 5000

Service Point Locations
LIBRARY

INTRODUCTION TO THE LIBRARY, – KEY INFORMATION FOR STUDENTS

Libraries available at each RMIT University campus. There are two city-based Library sites: Swanston and Carlton. The Bundoora campus Library site is at Bundoora West and at the Brunswick campus.

Each Library site offers extensive services, facilities and study space. There are also comprehensive collections of books, periodicals (print and online) and other course-related materials, such as videos, magazines, computer software, tapes, slides, films, newspapers and maps.

You can also access Referencing and Endnote for your assignments and training sessions are available if you need assistance, just enquire at the library or check out the web link below for further information.

For further information about the library we would advise referring to this web link: http://www.rmit.edu.au/library.

- **Library**: information about the Library and its resources, online Library tutorials, Library classes, booking computers and study rooms
- **Browse**: Subject guides >> Education >> Select the relevant guide
- **Quick links**: Renew loans, check Library opening hours, help with referencing your work
- **Need help?**: Ask a Librarian service (chat and email); Library phone number
1. Study support for students


EQUITABLE LEARNING SERVICES

As per the RMIT website: “Equitable Learning Services (ELS) are dedicated to providing equal opportunities for all. Discover who we are, what we do, how we can help you and what you can do for us.”

“The role of Equitable Learning Services is to ensure that students with a disability who want to be actively and positively included in all aspects of RMIT life can do so. ELS also provides staff and students, whether in VE or Higher Education sectors, information and assistance in relation to disability related matters.”

For further information please visit this website:

https://www.rmit.edu.au/students/support-and-facilities/student-support/equitable-learning-services

USEFUL LINKS

The Victorian Institute of Teaching Registered Teacher Standards

Australian Qualifications Framework

Australian Children’s Education and Care Quality Authority:

Australian Institute for Teaching and School Leadership (AITSL)
https://www.aitsl.edu.au/
FREQUENTLY ASKED QUESTIONS

1) Can I work at my workplace during placement?
NO. Students CANNOT work in their workplace during placement as this causes a “conflict of interest”. It is important that students undertake placement in centre where they do not know anyone to get a “better learning experience”.

2) I am a part-time student can I attend placement on a part-time basis?
NO. Students studying part-time will need to complete placement on a full-time basis. 7 hours per day not including lunch.

3) Do I need a Working With Children Check (WWCC)?
YES, all students are always required by law to carry their WWCC while on placement. If you do not have your WWCC with you on the day, you will not be able to fulfil your placement and will be sent home. Please note: this day will not be counted towards your WIL requirements.

4) Can I undertake placement in a Primary School?
NO. Placement is only with children from Birth to 5 years – kindergarten or early learning centres – NOT PREP/FOUNDATION!! Please note: Some primary schools do have early learning centres attached and placement may be undertaken in these if they are registered and have children under 5 years old.

5) Can I undertake placement outside of scheduled dates?
NO. The placement schedule is designed for a reason – these dates are set and CANNOT be changed. This also means placement cannot be undertaken 1 or 2 days a week, it MUST be completed as a block of 20 days or 10 days per semester as scheduled.

6) Who should I contact when I’m out on placement if I need advice?
In the first instance speak with your Mentor at the centre; if you feel the issue needs to be escalated you can contact the PX team.
7) If I am sick while I’m out on placement, what should I do? Who should I contact?
If students are at the centre and fall ill, please inform your Mentor first, secondly you will need to inform the placement team. For any days missed you will be required to make these up at a later stage, you will need to contact the placement team to arrange suitable days as soon as possible.

8) Will this degree be accepted by AITSL? I will need to undertake a Skilled Migration Test after I complete my degree?
AITSL only accredits Primary and Secondary Education programs. The only Early Childhood programs AITSL accredits is when it is Early Childhood AND either Primary and/or Secondary.

However, if people want to migrate to Australia AITSL performs the skilled migration assessments for early childhood programs including GD108. The GD108 program met AITSL's requirements in 2016 for migration, however as requirements can change students are advised to check details with AITSL.