



INTERNATIONAL COLLEGE OF
KENSHUSEI

Student Orientation



***Kenshusei Industry Partnering Program
Sports Coaching courses specialising in
martial arts***

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WELCOME

Welcome to the “International College of Kenshusei”. The literal translation of the Japanese term “Kenshusei” is special student, and that is exactly what you will become when you enter our programs. We appreciate you choosing our college to further your education we look forward to helping you gain your nationally recognised career path qualifications. The following information is to help you during your time with *Kenshusei*.

WHAT IS AN RTO?

A Registered Training Organisation (RTO) is an accredited training provider that has been approved under the Vocational Training and Education Act of 1990. An RTO is regularly assessed by the Office of Training and Tertiary Education to ensure that all training and education courses offered are delivered in adherence to the Australian Quality Training framework. As an RTO, ICK offers nationally recognised training courses that eventually lead to nationally recognised qualifications. A list of the accredited courses appears later in this document.

INDUSTRY PARTNERING ARRANGEMENTS

In an endeavor to provide realistic, industry specific training and career path qualifications, *Kenshusei* have developed a partnering relationship with the organisation you are about to enrol. Industry partnering is a standard procedure in Vocational Education and Training that ensures that all the training and education you will receive meets the requirements of the Australian Quality Training Framework.

To verify that this school is an authorised *Kenshusei* partner, go to www.kenshusei.com.au/Locations

ABOUT *Kenshusei*

The College began in Bendigo central Victoria in 1994 under the direction of local martial arts exponent Mr Barry Johnston, now director of the International College of Kenshusei. Mr Johnston holds a 5th Dan in traditional Karate (former Australian representative of the 1981 *Kyokushin* full contact Karate championships in Jakarta). Mr Johnston also has a sound knowledge of the security and fitness industries, having worked in both disciplines for many years prior commencing the college.

Kenshusei is a Japanese term that translates as ‘special student’ and that is exactly what you become when you join our programs.

The original focus of the college was in the development of training programs for the martial arts industry. *Kenshusei* has been involved in the writing of generic courses for the fitness and martial arts industry including the ANTA approved course in ‘martial arts to music instruction’. *Kenshusei* has recently assisted curriculum writers from Sport and Recreation Australia (now called Service Industry Skills Commission) in the development of the martial arts units of competence for Australia’s first ever Sports Coaching qualification for the industry. Since 1999 the ICK have specialised primarily in the sport coaching and fitness industries. ICK is responsible for the onsite training for many of Australia’s sport coach’s recognised under the Australian Qualifications Framework, including: - swimming, martial arts (all disciplines), football, golf, tennis and rowing. Most qualifications offered by the college are now accepted in Australia as minimum standards necessary to become a sports and or fitness coach.

Mission Statement

The Mission of the International College of Kenshusei is twofold:

First, it is our objective to offer the best training and education programs possible. It is our intent to develop an organisation of quality and integrity that offers our clients nationally endorsed qualifications in a flexible learning environment. Our goal is to develop an organisation with a level of excellence where all work for the good of the program. We want to develop a synergistic group where the ‘whole’ of the organisation is greater than the sum of its parts.

Second, we want to establish *Kenshusei* as an international training and education organisation. We want *Kenshusei* to be considered a world leader in the field of education and training. Our goal is to be at the cutting edge of the industries that we serve and to continually develop new and innovative ways to market and implement our programs. We want *Kenshusei* to be known for delivering quality courses and services. We want to be the innovators, not the imitators.

COURSES OFFERED

The following list is courses offered by the International College of Kenshusei. Please refer to the particular course brochure for course modules and outcomes offered at your branch of the International College of Kenshusei.

Sport Coaching

Certificate II Sport (Coaching)
Certificate III Sport (Coaching)
Certificate IV Sport (Coaching)
Diploma Sport (Coaching)

Fitness

Certificate III Fitness
Certificate IV Fitness

Sport and Recreation

Certificate II Sport & Recreation
Certificate III Sport & Recreation
Certificate IV Sport & Recreation

Security

Certificate II Security
Certificate III Security

Misc. Courses

Senior First Aid
Certificate IV in Training and assessment
Course in Martial Arts to music

ASSESSMENT

Before full certificates are issued the student will need to be assessed as competent in the particular units of competence that make up the qualification. Final assessment will consist of the development of a personal portfolio containing evidence of: -

1. Regular course participation, which may consist of evidence of completion of workbook activities, attendance at formal Kenshusei workshops, attendance records supplied by relevant authorised instructor via the Kenshusei web portal.
2. Practical assessment completed by the Kenshusei industry partner you have enrolled demonstrating competence in the physical and tactile requirements.
3. Theoretical assessment, conducted on line via the Kenshusei web system demonstrating understanding of the theoretical subject matter.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL recognises the skills you have gained from other courses, life experience, work experience and training provided at work. The RPL process measures your skills against the outcomes of a course or module.

RPL includes course/module exemptions. RPL does not include Credit Transfer.

It is important to apply for RPL if you think you already have some experience that might be relevant to your course.

The advantages of RPL are:

You can work out whether your experience and/or training is similar to that required by the course/module for which you have enrolled. (Note: results can only be entered after enrolment.) If you have already achieved some of the outcomes you might not have to do some of those again, thereby saving time and effort. It means that you only have to do modules which are new and challenging.

It recognises that you are commencing with many skills - that you are not a total beginner.

If you would like to move ahead with the RPL process please apply with this partner organisation or Kenshusei direct for further information. Refer to the fees and charges policy below for costs involved in applying for RPL.

CERTIFICATES

Certificates are issued once all work tasks have been finalised, assessments completed successfully and portfolio requirements for assessing RPL has been addressed

FEES AND CHARGES

There are several fees associated with International College of Kenshusei courses. These include:

- Enrolment fees
- Course fees
- RPL fees
- Student service and general amenities
- Materials and other charges

Enrolment fee

A minimum fee is required when submitting your application to the ICK. Fees will vary according to the certificate level listed below:

Certificate II	\$550
Certificate III	\$650
Certificate IV	\$750
Diploma	\$850

Course fee

You may take advantage of generous discounts by paying for the balance your course in full. However we have structured payment plan that is convenient and affordable to help you with your repayments.

RPL fee

A minimum of \$250 **per certificate level** will apply for students wishing to claim for RPL. When there is insufficient evidence to grant RPL for certain units of competence, a standing fee of \$70 per unit of competence will apply for the ICK.

Student services and amenities fees

Students undertaking courses via flexible delivery or distance learning may be required to pay a student services and general amenities fee (no greater than \$70 per full day of training) for exciting training workshops conducted by *Kenshusei* specialist trainers.

Materials and other charges

Students will be required to pay for personal use items purchased through the institute, e.g. class materials, safety wear, computer disks, excursions, field trips, camps etc.
Information on these costs is available from the Course Administrator.

Note; the Vocational Education and Training Act 1990

Ministerial Directions to Councils of TAFE Institutes and Universities with TAFE Divisions.

Schedule 1 Directions about Fees and Charges – 1.22(b) to recover no more than the actual costs of providing goods and materials to individuals.

For fee exemptions please speak to your college representative or contact *Kenshusei* direct on **1300 666 112**

REFUNDS

Students that decide not to continue with their course four weeks or more prior to the commencement date will be granted a full refund.

Any student who decides not to continue with their course less than four weeks prior will be charged an administration fee of \$44 or 50% of the total course (whichever is greater).

Any student who cancels less than 2 days prior to the course will not receive any refund.

Once the course has commenced the student is also unable to claim a refund. Payments will continue until course is fully paid for. For extenuating circumstances you must apply in writing to the CEO.

LANGUAGE, LITERACY AND NUMERACY

We are an equal opportunity college and are open to everyone. If you require any assistance with the language, reading or numerical sections of your course, please speak to our representative or contact the

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Kenshusei admin team on **1300 666 112**. We will endeavor to provide you with appropriate learning tools, resources and help.

ICK assessments are designed to the level of the workplace and all assessments are set according to the AQTF standards.

FLEXIBLE DELIVERY

For the convenience of our clients and in keeping with achieving economies of scale, *Kenshusei* offer flexible delivery arrangements for students to achieve their goals. Flexible delivery consists of a combination of home study, face to face workshops, online learning and assessment tasks, on the job practical and tactile sessions.

STUDENT SUPPORT SERVICES

The staff at the International College of Kenshusei, provide a supportive service to current and prospective students. The service focuses on the achievement and aspirations of all students and trainees by providing services that enhance a quality and enjoyable learning environment. The service also encompasses information provision, and personal assistance to the community, including personal assessment and referral. The range of FREE and CONFIDENTIAL services include:

- Personal counselling
- Careers and course information
- Disability support
-

COMPLAINT POLICY

All students will be provided with a copy of the Complaint Policy and Procedure document on request to ensure:

- All disputes or complaints will be handled professionally and confidentially in order to achieve a speedy resolution.
- All parties have a clear understanding of the steps involved in the complaint policy.
- Students are provided with details of external authorities if required.
- All complaints are managed fairly and equitably and as efficiently as possible.

Students may raise any matters of concern relating to assessment, the quality of the teaching student amenities, discrimination, sexual harassment and other issues may arise.

The policy provides an avenue for most complaints to be addressed. However in some cases alternative measures need to be explored because of individuals and the merits of each case.

The International Colleges of Kenshusei will encourage parties to approach a complaint with an open view and to attempt to resolve problems through discussion and conciliation.

Where a complaint cannot be resolved through discussion and conciliation, we acknowledge the need for an appropriate external and independent agent to mediate between the parties.

COMPLAINT STEPS:

The complaint procedures relating to the delivery of training and/or the assessment involves the student initiating the following:

- Discussion with relevant instructors about the complaint.
- Corrective Action Record (CAR) form to be filled in.

A copy of the CAR is to be given to the student. If it is unable to be resolved, the complaint can be taken before the Course Administrator. If it is still unable to be resolved, the complaint can then be taken to the Chief Executive Officer. If the complaint is still unresolved, it may be referred to an independent body for review.

If the complaint can not be resolved internally, The International College of Kenshusei will advise the student of the appropriate body where they can seek further assistance. The International College of Kenshusei will resolve all complaints fairly and equitably in the shortest possible time.

WHO WILL BE TRAINING YOU?

All trainers and assessors at the International College of Kenshusei are well qualified and have years of experience in their particular field. All trainers and assessors hold qualifications higher than those that they are training as well as the Certificate IV in Assessment and Workplace Training. You will find all staff to be very knowledgeable in their respective fields and very approachable.

STUDENT CHARTER

The student charter sets out rights and responsibilities of students in relation to training at, and membership of the International College of Kenshusei. ICK plays an important role in many industries and is committed to the creation, transmission, preservation and application of knowledge and skills. ICK has a particular interest in fostering lifelong learning for the professional workforce in Australia and overseas. It places high value on the quality of teaching, learning and research and on personal and institutional integrity.

Your rights

In pursuing its mission, ICK recognises the following rights of its students:

- To experience high quality teaching
- To expect that learning experiences provided will be challenging and stimulating
- To expect that course content will be up to date
- To be treated with respect and courtesy by staff and fellow students, in an environment free from harassment
- To know what is expected of them in each area of study
- To know how and when their work will be assessed
- To receive fair, timely and useful feedback
- To know what is expected of them in each area of study,
- To know how and when their work will be assessed;
- To receive fair, timely and useful feedback on their performance and progress;
- To have a say about the value, relevance and effectiveness of their academic programs and the teaching they experience;
- To be informed about how their views are taken into consideration in enhancing the teaching and content of programs;
- To have predictable and reasonable access to staff;
- To have access to supportive staff who are able to assist them in times of need;
- To have access to quality facilities and resources necessary for achievement of their training goals;
- To expect that courses satisfy the requirements of relevant authorities and organisations;
- To be excluded from activities that far exceed the physical or medical capabilities of the student;
- To learn in an environment free from prejudice, discrimination, and harassment;
- To have access to adequate procedures for dealing with grievances

Your responsibilities

In exercising their rights, ICK students are expected to accept the following responsibilities:

- To enforce and extend to all students the reciprocal rights outlined above;
- To participate fully in the range of experiences which make up their course of training;
- To become self-motivated and self-directed learners;
- To prepare for class and to be on time;
- To make the best possible use of opportunities that the International College of Kenshusei provides;
- To be professional, punctual, and honest and carry out their duties fairly and efficiently;
- To submit work which is their own;
- To provide to the instructing staff feedback which is honest and fair;
- To treat fellow students and staff with openness, honesty and courtesy;
- To enhance the learning experience of other students by participating in a positive and learning conducive environment;
- To respect and be courteous to staff, other students and members of the public that they may meet;
- To respect the property of other students and the International College Of Kenshusei;
- To behave at all times in such a way that does not bring the International College Of Kenshusei in to disrepute;
- To abide to all lawful instructions given by staff;
- To disclose all details which may be relevant to the instructing staff's decision to include students in certain activities and/or the course;
- To notify staff immediately of any medical or health conditions, old or otherwise, that will inhibit or

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restrict activity

- To advise the instructors prior to participating in activities of any injuries a student has had in the past or has sustained, so as an informed decision can be made by both parties on whether that student's participation will be allowed
- To take responsibility for the safety and welfare of all students, staff and public and not to engage in conduct that may impede on the safety and welfare of all students, staff and public

FAILURE TO ATTEND SCHEDULED COURSES

Failure to attend timetable classes may result in a student having to re-enrol in the particular unit of competency at a later scheduled date, or hiring the services of an ICK trainer to be funded at the students own cost from \$80.00 per hour.

ACCESS AND EQUITY

ICK is committed to integrating Access and Equity principles within all its services that we provide to our clients. All staff recognise the rights of students/clients and provide information, advice and support that is consistent with our Mission Statement and this Code of Practice should be treated in a fair and considerate manner while you are studying with us. If at any time, you feel that we are not abiding by our Code of Practice then please report this to your supervisor/trainer or equity officer, or complete our complaints and grievance form (CAR). Regardless of cultural background, gender, sexuality, disability or age you have the right to study in an environment that is free from discrimination and harassment and complaints for grievance. Arrangements can be made to provide learning at an alternate location that would normally stop you from attending a first floor venue.

Please contact our Access and Equity officer on **1300 666 112**

MUTUAL RECOGNITION

The International College of Kenshusei will recognise units of competence and qualifications issued by other registered training organisations that are recognised under the requirements of the vocational education and training act of 1990. Qualifications need to be copied and verified then presented to The International College of Kenshusei for recognition.

GENERAL OBLIGATIONS

- To accept and be bound by the above Student Charter and fulfil the responsibilities outlined;
- To accept and be bound by any credit or payment arrangement that has been entered into by the International College of Kenshusei and that particular student and that they take full responsibility for any debit.

HOW TO ENROL

Request an enrolment pack from *Kenshusei* office direct and ask for an application form to be sent out to you, or download an application form and enrolment form from our website at www.kenshusei.com.au

Return the completed application and enrolment forms and return it to the *Kenshusei* representative with the applicable enrolment fee or RPL fee.

Head Office Details:

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Phone: 03 54 441890
Email: admin@kenshusei.com.au