

ATHLETE AND SPORT EDUCATION - AFL INDUSTRY PROGRAMS

Conditions of Enrolment

AFL SportsReady has brought all of its AFL, AFLW, AFLPA, AFLCA, AFL Umpires and AFL Industry programs into one department that will focus on all areas of Athlete and Sports Education. This has enabled AFL SportsReady to offer better resourcing for its AFL programs.

Athlete and Sport Education provide a range of non-accredited courses to meet the needs of the AFL Industry. All AFL Industry programs at AFL SportsReady are run by our Athlete & Sports Education Team who are highly qualified and have extensive experience in elite sports, adult education, career guidance, course design and online course development. This broad range of experience and skills enables the team to create innovative and tailored learning solutions to maximise the outcomes for both players, their Clubs and the broader AFL Industry.

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LMS USAGE POLICY

In 2013 Athlete and Sport Education (ASE) established a Learning Management System (LMS) available to students. This policy governs the use of the LMS. The LMS is used in all courses as a means of supporting and enhancing student learning and facilitating access to learning materials.

Acceptable and Unacceptable Use of the LMS

- Access to the LMS will be provided by a unique login and password
- Account holders must take all reasonable steps to protect their account from unauthorised use
- Users are responsible for all activity performed with their account
- Logins may not be utilized by anyone apart from the individual to whom it has been issued
- Users must not allow others to perform any activity with their accounts. Similarly, users must not perform any activity with accounts belonging to other users
- Users are responsible for maintaining the security of their passwords
- Passwords should NEVER be shared, written down, or stored electronically

LMS User Accounts and Access

- Users will have access to their course or online portal for 6 months after the closing date for the final assessment (if no final assessment, 6 months after the end date of the course). After this time all assessment items/assignment and activity completion reports will be downloaded and stored and users removed
- User accounts not enrolled in any course will be removed

LMS Content and Copyright

Copyright in the LMS and content in the LMS is owned by ASE or its third party licensors. Some content on the ASE LMS may also be subject to other intellectual property rights held by ASE or a third party.

While we endeavor to ensure that all content published on the ASE LMS is correct at the time of publishing we make no warranty about the accuracy, completeness or reliability of that content. You must not rely on that content and should confirm the relevant information with the originating or authorising body. ASE is not responsible for the actions of third parties (including users of ASE LMS). Users should keep a copy of all assessment tasks.

Cookies

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Site or a third-party to recognize you and make your next visit easier and the Site more useful to you. Essentially, cookies are a user's identification card for the LMS servers. Web beacons are small graphic files linked to our servers that allow us to track your use of our Site and related functionalities. Cookies and web beacons allow us to serve you better and more efficiently, and to personalize your experience on our Site.

[More information on cookies](#)

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ENROLMENT

Athlete and Sport Education uses the enrolment form to gather your personal information to enter into their Learning Management System. The Student enrolment form also contains questions about existing educational and vocational attainment, special needs and cultural background. Athlete and Sport Education will review the suitability of the course, based on the information gathered through the enrolment process to determine if this course is suitable.

It is extremely important that all sections of the enrolment form are fully completed with the correct information and that this information is kept up-to-date during your enrolment. Enrolment information is kept for a period of 5 years.

SPECIAL NEEDS

If you have special needs, for example, a disability or cultural or lifestyle need that might impact on training or assessment, you are still entitled to the same educational opportunities as everyone else. If you believe you have special needs, you should talk to your Educator as soon as possible.

CHANGE OF PERSONAL DETAILS

It is the student/trainees responsibility to notify Administration or their Educator of any updated personal information to ensure all data is current. Please note; if information is not provided, important information and/or documentation may not be received.

REFUNDS

Students may withdraw up to one (1) week before course commencement without incurring a financial penalty. Refunds will not be given at all after this point. No Concession rates are available.

CERTIFICATE OF COMPLETION

On successful completion of all units within a course, Athlete and Sport Education will issue a Certificate and/or Statement of Attainment which will be emailed to the student email address on file in the Learning Management System.

For students withdraw prior to course completion, but have completed one or more subjects, a Statement of Attainment will be issued. This will list the subjects that have been successfully completed. The Statement of Attainment will be emailed to the student email address on file in the Learning Management System.

Generally, a Certificate and/or Statement of Attainment (as appropriate) will be issued within four weeks of the final assessment and completion. Each certificate is generated with a unique code which can be verified online by a third party. All Certificates and/or Statement of Attainments will be kept for a period of 5 years are issue.

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ACCESS AND EQUITY

Athlete and Sport Education promotes, encourages and values diversity and is committed to providing quality education to all students in a learning environment that is free from discrimination, harassment, bullying and vilification. The access and equity policy ensures that:

- all students have equitable access to training irrespective of their age gender, race, religion, culture, linguistic background, marital status, geographic location, socio-economic background, disability, sexual preference, family responsibility or political conviction
- the student enrolment process is bias free, non-discriminatory and in line Equal Opportunity legislation
- the learning environment is free from harassment, discrimination and victimisation
- all students have equitable access to training resources, facilities, equipment, support services, information, educators and support staff, materials, assessment opportunities and training opportunities
- course material is designed to take into account a range of student needs
- assessment processes are fair, valid, reliable and consistent
- all students have been provided with and have access to information relating to feedback and complaints

CHEATING AND PLAGIARISM

Athlete and Sport Education is committed to quality training and assessment and will not tolerate plagiarism in any circumstances. Plagiarism is the act of using someone else's work or ideas as if they were your own without giving proper credit to the source. If materials from published authors is used to support submitted assessment work, students must cite and reference the works correctly. If students are unsure on how to do this, the assigned Educator should provide assistance.

Please note that information on the internet is not necessarily true and is not free from copyright. As there are varying degrees of plagiarism and cheating, each suspected case will be adjudicated individually by the Director of Education.

WITHDRAWING FROM COURSE

If a student wishes to withdraw from a qualification, the student must notify Athlete and Sport Education in writing.

STUDENTS AT RISK

A student at risk, is defined as any student who has fallen significantly behind in their course work and is at risk of not completing within the enrolment dates. Athlete and Sport Education has a number of procedures and tools to identify students at risk. When a student is identified at risk, the educator will make contact with the student to discuss a plan to be put in place.

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APPEALS

Athlete and Sport Education supports all participants to lodge a complaint or appeal as deemed appropriate. We are committed to providing an effective and fair process to resolve matters through appropriate resolution processes. . All complaints and appeals will be dealt with in a constructive and timely manner. You have the right to appeal an assessment result you believe to be unfair, incorrect or inappropriate. Complaints and Appeals should be submitted in writing to the National Projects Manager.

Appeals against an assessment result must be received in writing within 6 months of the assessment being marked. Assessment items are kept for a period of 1 year.

EXTENSIONS

A student has the right to request an extension **prior to the due** date if they feel they will not complete their assessments by the agreed submission date. Students are required to email the National Projects Manager in writing who will assess the extension request and reply to the student within 3 working days if the request has been successful. Note that not all extension requests are granted.

EVALUATION AND FEEDBACK

Evaluation forms an important component of each of our courses and each course will have an evaluation survey which is used to inform changes before the next course intake. In courses with a length of 12 months or more, course materials will be reviewed every 3 years.

CONFIDENTIALITY AND PRIVACY

Athlete and Sport Education, as part of AFL SportsReady, will ensure it meets its legal and ethical requirements in relation to students' personal information as per the Privacy Act 1998 and according to the privacy laws of each state and territory that we operate in. State and territory privacy laws are listed in the AFL SportsReady Records Management Policy and Procedure. Refer to the 'AFL SportsReady and SportsReady Education Privacy Policy' available at: <https://aflsportsready.com.au/live2017/wp-content/uploads/2018/03/AFL-SportsReady-Privacy-Policy-Final-Version-1.2-Last-Reviewed-January-2018.pdf>

Note: The conditions of enrolment contained in this document relate specifically to non-accredited AFL Industry Courses. Nationally Accredited Training is delivered through SportsReady Education, the education arm of AFL SportsReady and may be subject to additional conditions and requirements.