



RTO 21526

MONASH STUDENT ASSOCIATION

Training and Professional
Development

Information Booklet

Auslan Introduction

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MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

www.msatraining.edu.au

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.



MONASH STUDENT ASSOCIATION
Training and Professional
Development

Monash Student Association (Clayton) Inc.
RTO No. 21526

Program Information

MSA Training and Professional Development works in collaboration with industry and training specialists to develop a program that is flexible and relevant to industry needs.

All courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete both within the classroom and at home.

This booklet will guide you through a range of information relevant to this particular certificate. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts



Course enquiries:

Customer Service Officer

msa-monashtraining@monash.edu

03 990 53180



Group bookings:

Professional Development Officer

msa-monashtraining@monash.edu

03 990 51074

Auslan Introduction

Course description

Auslan is a highly sought-after skill for individuals working in any sector or industry. Expanding and developing communication skills is useful no matter the workplace.

This introductory course will teach you how the basics of the visual-gestural language. Learn the foundation of Australian Sign Language and how to effectively communicate with the Deaf and hard-of-hearing community.

What do you learn?

- **Finger spelling (alphabet)**
- **Introducing oneself**
- **Introducing others**
- **Talking about family**
- **Following directions**
- **Giving instructions**
- **Understand Deaf culture**
- **Key differences between spoken and visual-gestural languages**

Why study this course?

This course has been developed to provide skills and knowledge for:

- Communication
- Teamwork
- Problem-Solving
- Initiative and enterprise
- Self-management
- Learning



Where can I study this course?

This course is available at:

- On campus at Monash University Clayton
- At your workplace – for private groups of 8 or more

About the trainers

Terence is a highly experienced Auslan trainer with over 40 years of experience. He is a native Deaf signer and is heavily involved in the Deaf community. Terence appreciates the beauty of Auslan and ensures his students are taught a raw and uncut version of the language.

Mim is an experienced trainer and facilitator who is passionate about human rights. In alignment to Auslan, she is inclusive and respectful and embraces equal rights for all. Mim also works as a tutor for hearing parents of Deaf babies.

Entry and attendance requirements

Both Domestic and International students may enrol.

Students need to attend 75% of the course to be eligible to receive a Certificate of Achievement on the final day.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop (optional but highly recommended). Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide.

Assessment methods and resources

Assessment quizzes include short answer and true or false questions to ensure learner understanding. Trainers often assign homework to students before their next class to strengthen their practical skills. Homework tasks may include preparing a presentation in Auslan to be delivered in class. Wherever possible, the focus is on working with tasks and templates that are used in real-world situations.

Students are provided with a handbook outlining and covering all of the course content. PowerPoint presentations are also provided to each student to further their learning. These resources are included in the course cost. Other recommended resources include:

- [Auslan Signbank](#)
- [Auslan Dictionary – Apple Store](#)
- [Auslan Dictionary – Google Play Store](#)

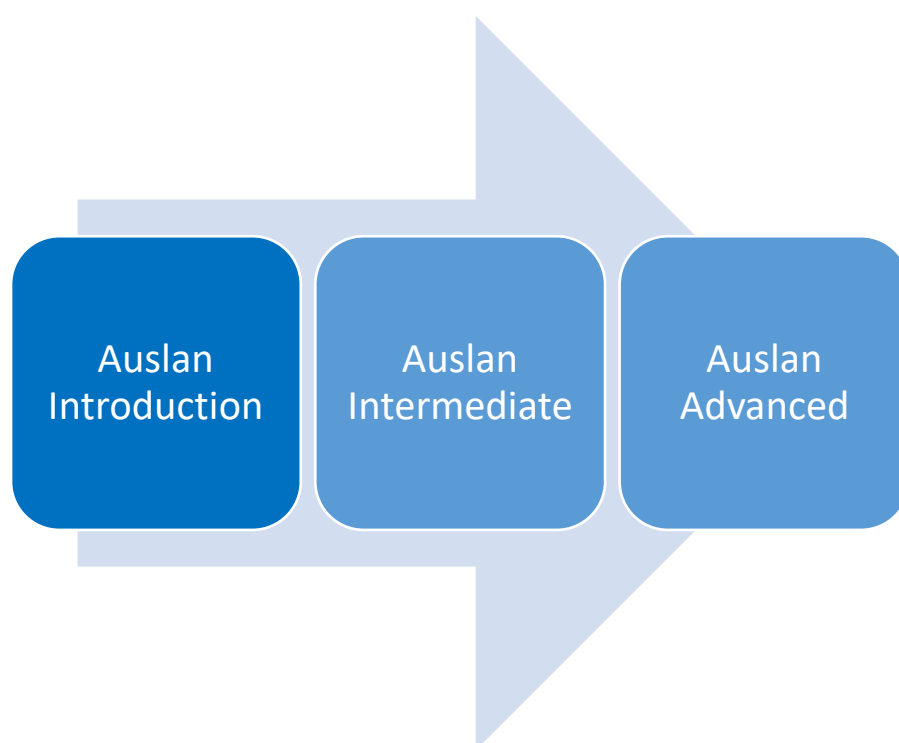
Learners rights

Once the student commences the nominated course, MSA Training and Professional Development will deliver the Training Program using competency-based training principles and practices in accordance with the AQTF (Australian Quality Training Framework)

MSA Training & Professional Development is dedicated to making training accessible for all individuals. All trainers have undergone Monash diversity and equity training to ensure all students are treated fairly in learning environments and situations.

Pathways

After achieving this certificate, students may wish to progress to the Auslan Intermediate short course. MSA Training & Professional Development's Auslan courses are designed to feed into each other to create a smooth learning journey.



Timetable

This short course is run between 6-8 weeks, depending on the intake.

This timetable and the order of content is subject to change. Please speak to the office for more information or to confirm dates.

This is not a self-paced course. Students will need to attend each session on campus.

Fees

Full Fee	Concession	MSA+
\$345.00	\$327.75	\$310.50

These fees are inclusive of all learning materials and assessments.

Course fees must be made prior to course commencement.

Further discounts are available to private group training with bulk student enrolments.

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy in the Student Information Handbook and on our website for the relevant details.

Students eligible for concession prices include Monash and other students, Monash Staff, Monash Alumni, Health Care Card and Pension Card holders. Students wishing to access the MSA+ discount must be an MSA+ member.

Refunds and Transfers

Refer to the Refund/Transfer policy, which is listed on our website, regarding impacts on payment plans should you wish to withdraw, as once the course commences you will still be required to pay your fees in full, including any remaining instalments.

Additional fees

Item	Fee
Transfer fee	\$50.00
Refund fee	\$300.00
Re-Print of Certificate	\$22.00
Learner Guide replacement fee	Varies \$5-\$200 per hardcopy book.

RTO Cessation

MSA Training and Professional Development is committed to ensuring that students have the best possible opportunities to complete their training qualification. Should MSA Training and Professional Development be directed by ASQA or the Department of Education and Training to transfer their students to another RTO, or where MSA Training and Professional Development is ceasing operations as an RTO, suitable arrangements will be made for all currently enrolled students to transfer to another RTO.



How to enrol

***Due to COVID-19, we are no longer taking enrolment appointments at our office.
All enrolments are to be done online.***

- Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website).
- Complete an enrolment form electronically by selecting “ENROL” on your desired intake.
- If you are applying for a Concession/ MSA+ rate; insert the details of any relevant cards such as healthcare cards or pension cards.
- Once received, our team will be in touch to discuss your application and finalise your enrolment.