

|                        |                    |
|------------------------|--------------------|
| Policy Classification: | RT0016             |
| Document Owner:        | Compliance Manager |
| Approved by:           | RTO Manager        |

|              |           |
|--------------|-----------|
| Version 1.0: | 8.04.2025 |
| Review Date: | 8.04.2026 |

## Mental Health Qualifications Pre-Enrolment Policy

### Policy Overview

At SGSCC we are committed to ensuring that students enrolled in CHC43315 Certificate IV in Mental Health and CHC53315 Diploma of Mental Health will successfully achieve the course requirements. This policy outlines the criteria, procedures, and responsibilities for enrolling students in the Mental Health Qualifications. It aims to ensure that all prospective students meet the necessary academic and professional standards required for successful participation and completion of the program.

### Purpose and Rationale

The Diploma of Mental Health prepares students for careers in mental health services by providing the knowledge and skills necessary to support individuals experiencing mental health issues. This enrolment policy is designed to ensure that students are appropriately qualified and prepared for the academic and practical demands of the course.

This qualification reflects the role of workers who provide self-directed recovery-oriented support for people affected by mental illness and psychiatric disability. Work involves implementing community-based programs and activities focusing on mental health, mental illness and psychiatric disability. Work is undertaken in a range of community contexts such as community based non-government organisations; home based outreach; centre-based programs; respite care; residential services, rehabilitation programs; clinical settings; or supporting people in employment. Work is carried out autonomously under the broad guidance of other practitioners and professionals. To achieve this qualification, the candidate must have completed at least 80 hours of work as detailed in the Assessment Requirements of units of competency.

### Procedures and Implementation

#### 1. Eligibility Criteria:

##### o Academic Qualifications:

- entrant to Cert IV in Mental Health, must have completed a minimum of an AQF Level II or III qualification in a similar discipline (e.g., Individual Support, Early Childhood Education and Care, Disability, Community Services).
- Entrants to Diploma of Mental health, must hold Certificate IV in Mental Health, or being working in the mental health sector.

- **English Language Proficiency:** International students must demonstrate English language proficiency with a minimum IELTS score of 6.0 or equivalent.
- **Self-care requirements:** Mental Health course content may trigger personal experiences and behaviours related to mental health and wellbeing. Entrants into these courses with the purpose of working within the sector to support those with Mental Health concerns. It is our responsibility and duty of care to ensure that all students have access to a safe and supportive environment in these courses. Therefore, if during study of these courses, students are triggered by the content, they must agree to take personal responsibility for their own mental health and address these concerns with a qualified counsellor or psychologist outside of the learning environment. If a student's behaviour begins to affect other students in the course, they may be withdrawn from the course. SGSCC reserves the right to make any decisions in these matters, and any decision made is done so with the interests of all students in mind. Each student is responsible to ensure they care for themselves and protect their own mental health and wellbeing throughout these courses. Should any concerns or triggers arise during the course we recommend that they make regular appointments with a General Practitioner (GP), psychologist, or counsellor and to debrief. It is not the role of the Trainer/Course Facilitator to debrief these concerns with any student. Each student agrees to create a self-care plan for how they will take responsibility for their own mental health and wellbeing while studying mental health. We recognise these topics can be draining and difficult, and may cause students to reflect on their life experiences. It is the student's responsibility to find a way that they can manage these difficulties, while also ensuring they are completing their study to a satisfactory condition.

## 2. Application Process:

- **Information Provision:** All applicants will receive comprehensive information about the course, including course details, tuition fees, and any additional costs, to make informed decisions before applying.
- **Application Submission:** Applicants must submit a completed application form, academic transcripts, proof of English proficiency (if applicable), and a personal statement outlining their motivation for enrolling in the course.
- **Assessment of Applications:** Applications will be assessed based on academic qualifications, work experience, and suitability for the course. Where applicable, interviews may be conducted as part of the selection process.

- **Recognition of Prior Learning (RPL):** Applicants wishing to apply for RPL must provide evidence of their previous qualifications and work experience. The RPL process will be conducted in accordance with SGSCC's RPL policy, ensuring the integrity of the qualification.
- 3. **Enrolment Agreement:**
  - Successful applicants will receive an enrolment agreement outlining the terms and conditions of enrolment, including tuition fees, refund policies, and course requirements. This agreement must be signed and returned before enrolment is confirmed.
- 4. **Orientation:**
  - All enrolled students must attend a mandatory orientation session, which will cover key aspects of the course, including academic expectations, support services, and relevant policies such as attendance and progress requirements.

## Applicability and Responsibilities

- **Applicability:** This policy applies to all prospective students applying for the Diploma of Mental Health at SGSCC, including domestic and international students.
- **Responsibilities:**
  - **Prospective Students:** Must provide accurate and complete information during the application process and meet all eligibility criteria.
  - **SGSCC Administration:** Responsible for providing clear information to applicants, assessing applications fairly, and ensuring compliance with relevant regulations and standards.
  - **Course Coordinators:** Responsible for ensuring that all enrolled students meet the academic and professional standards required for the course.