



**SYDNEY Rudolf Steiner COLLEGE**  
**Teacher Training & Adult Education**



# College Handbook

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# 1. About the College

The Sydney Rudolf Steiner College is a nonprofit organization, which offers a range of programs based upon the work of Rudolf Steiner.

The College's courses are focused on providing training and further education for anyone interested in the education given by Rudolf Steiner and Anthroposophy.

Steiner Education is the most rapidly expanding education in the world, with forty independent schools throughout Australia.

We are a fully government credited and nationally recognized training centre, offering a full-time course, the **Advanced Diploma in Rudolf Steiner Education**, (course code 69801TAS, CRICOS 071548J}, as well as part-time certificate courses and professional development programs.

We are an approved VET FEE-Help provider<sup>1</sup> for local students, who in addition, may be eligible for Austudy.

The College was founded in the 1970s and is dedicated to training teachers in a creative, balanced, and wholistic way. It is offered across two campuses, Sydney and Melbourne. In Sydney in semester 1 the course is delivered at Sussex St and in semester 2 at various Steiner schools across Sydney.

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Sydney, N.S.W., 2000  
Ph: (02) 9261 4001  
email: [admin@sydneyrudolfsteinercollege.com](mailto:admin@sydneyrudolfsteinercollege.com)

The Michael Centre  
37A Wellington Park Drive  
Warranwood 3134,  
Ph: (03) 9876 5199  
email: <mailto:admin@steinerseminar.com>

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<sup>1</sup> <sup>1</sup> A.C.N. 081 055 110 RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

Sydney Rudolf Steiner College offers a two-year Advanced Diploma in Anthroposophical Studies. Courses for International Students are only offered in Melbourne at **The Michael Centre** campus.

The College is committed to training and supporting participants to teach children with imagination, a sense of truth and a feeling of responsibility. Copies of the College's Policies and Procedures can be viewed on-line at [www.sydneyrudolfsteinercollege.com](http://www.sydneyrudolfsteinercollege.com).

## 2. The Course—Pathway to a Bachelor of Education

### Training Pathway

The Sydney Rudolf Steiner College offers the following **accredited** course which provides a pathway to a Bachelor of Education at the following Australian universities: University of Technology in Sydney; Deakin University in Melbourne and the Charles Darwin University.

Employment as a teacher in all Australian states requires registration with the appropriate teacher registration body, for which a **four-year** tertiary course, such as the Bachelor of Education, is required. Students who successfully complete the Advanced Diploma of Rudolf Steiner Education may gain credit towards a Bachelor of Education with universities mentioned above.

### Career Pathway

Upon successful completion of their studies, graduates have the flexibility and opportunity to teach in Rudolf Steiner schools as well as government and other independent schools in Australia.

Graduates are also well equipped to seek employment within enterprises working out of the philosophy of Rudolf Steiner, such as curative work with children and adults, for which there are schools and work centres in Sydney and Melbourne; bio-dynamic farms, ethical investment and biodynamic food processing; therapeutic massage; nursing and art therapy.

### Course Structure

This is a full-time course of study, which equips students with a comprehensive grounding in Anthroposophy, and in the theory and practice of Steiner Education.

Through this course, the College offers a unique approach to teacher training. The program is rich in philosophy, the arts and educational practice. Students balance creative and personal development with a thorough grounding in educational theory and practice.

The course also provides a rich experience for students seeking to develop themselves in accordance with their deepest nature and to find meaning in work and life.

The course runs four days per week, Monday - Thursday, 9:00 a.m. - 3:00 p.m. over four terms, from early February to early December (see our website for term dates). The term dates fall *generally, but not always*, within the State school term calendar.

Details of the relevant units can be found on our website. The full syllabus is provided to students upon successful enrolment.

## Practical Placement

Practical placement is structured workplace learning that helps prepare you for the workforce. It is part of your course, designed to help you better understand what you have learned by putting it into practice in the classroom.

As teaching is a vocational profession, it is very important to provide students with as many opportunities as possible to experience the rich environment of a Steiner school classroom. There, students ‘learn by doing’ under the guidance of experienced professional teachers.

This is a unique opportunity, while under the supportive supervision of another professional teacher, to get to know oneself as a teacher—to begin to develop your **professional persona of a teacher**. This persona will support you when you come to have a class of your own.

Students do three teaching practicums, comprising 10 weeks in total, in Rudolf Steiner schools, over the two year period. Travel to rural areas or Interstate may be required.

## Delivery Modes—Flexible Learning

### Full-time study

This course has a strong emphasis on experiential learning. Some units are delivered over several terms in a certain sequence. Some are delivered in conjunction with other units to allow a multi-faceted approach to certain topics. Thus the course presents itself as a cohesive whole.

The study year is organized into four terms of nine weeks with study and recreational periods in between. Each of the terms ends with a presentation of some of the students’ achievements. The study year ends with a comprehensive final presentation of the students’ works in all units through an exhibition and presentations.

### **Part-time Study**

A part-time option of this course is available for those who have other commitments and are unable to free themselves for a year.

*Some units may be offered as weekend events or as evening sessions.*

The unit **Human Psychology** is a pre-requisite for enrolment into most of the other units. This can be studied within the full-time timetable, weekend workshops early in the year **or** by Distance learning which includes a residential. Sydney Rudolf Steiner College will offer other units in such a way that the day is balanced between artistic and cognitive activities.

Beside the official schedule of full-time study, Sydney Rudolf Steiner College encourages individual part-time choices and pathways.

### **External or Online Study**

There is no provision for external or online study at this stage.

However there is a non-accredited **Certificate in Foundations of Rudolf Steiner Education**. Recognition of Prior Learning (RPL) for 6 months of the first year Advanced Diploma may be available upon application.

## **Qualifications: Certificates/Statements of Attainment**

Certificates are issued by the College under the auspices of the **Melbourne Rudolf Steiner Seminar** on completion of accredited courses. Where the course is not fully completed, statements of attainment are issued for all completed units.

The qualifications issued by the Sydney Rudolf Steiner College is nationally recognized.

### **Re-issuing of certificates**

Misplaced certificates cannot be re-issued. However a statement of attainment will be forwarded.

### **Recognition of Prior Learning (RPL) & Credit Transfer (CT)**

Refer to the RPL/CT policy on the Sydney Rudolf Steiner website.

## Assessment

The Sydney Rudolf Steiner College will ensure that assessment processes –

- Recognize the principles and proper operation of Recognition of Prior Learning
- Allow credit transfer to other Steiner Colleges
- Allow accelerated progress towards completion of assessment tasks and demonstration of competency when required by participants
- Are relevant, appropriate, fair, flexible and recognize the requirements of the participant and the national training recognition system.

Please refer to the College website for a copy of the Assessment Policy which includes information on:

- Requirements to receive the qualification
- Policy on non-completion of a unit
- Exit points
- Assessment appeal

## 3. Support Mechanisms for Maximizing Participants' Completion of the Course

### Language, Literacy and Numeracy Support

The Sydney Rudolf Steiner College acknowledges that all vocational education and training includes language, literacy and numeracy tasks. Our tutors provide materials, resources and assessment tasks at a level of complexity required in the workplace for that competency only. Tutors also provide opportunities for repeated and supported practice.

The College coordinators, tutors and office staff have many years' experience in the education field and can assist participants with matters relating to their course. They also have access to information on appropriate personnel who may be approached for support and assistance in accordance with the College Access and Equity Policy.

## **Counselling**

Depending on the nature of the personal life situation the student may wish or require counselling on an ongoing basis. In such a case students are directed to counselling outside the College.

The list below names people who may be of assistance and have an Anthroposophical background. Please note that there may be professional fees involved.

### **Miller Street Therapy Centre**

243 Miller St.  
North Sydney 2060  
Ph: 9922 6699

### **Wholistic Medical Centre**

Dr Narelle Savage (Anthroposophical doctor)  
17 Randle St.  
Surry Hills 2010  
Ph: 0411 024 313

### **Psychotherapy**

Karla Cryer (director and tutor)  
Rozelle  
Ph: 0411 965 997

### **Psychologist**

Lisa Devine (tutor)  
Ph: 0401 367 808

## **Individual Tutoring**

Sydney Rudolf Steiner College also offers individual consultation to its students. Where a student is having difficulties in relation to a particular subject the tutor may offer individual tutoring and/or discussion to help the student's progress and understanding. Students are advised that matters related to personal study can be addressed to the tutor with whom they would like to speak or to the course coordinators.

## **Individual Needs**

There is provision for students to request an individual pathway for completion of the course. This request may be caused by illness, which has prevented the student from completing a unit, or by specific life circumstances. In such cases the College offers flexible solutions such as mutually negotiated extensions for assignments or completion of units at a later stage.

## 4. Enrolment

### Access and equity

The Sydney Rudolf Steiner College recognizes that adult education is a need and right for all adults. It exists with a primary commitment to fair access and equity in the provision of its program of courses, irrespective of gender, culture, age, location, disability or disadvantage.

### Enrolment and induction

The College considers all applicants irrespective of religion, race, gender or varying abilities. The College works within the parameters of the Equal Opportunity and the Disability Discrimination Acts.

If an applicant requires additional educational support, the College will ascertain what reasonable adjustments can be made and will assess current resources available for any special support which may be required.

On receipt of an enrolment application, the College conducts an assessment meeting, which could involve a personal or telephone interview, to decide upon the application. Details are available in the College's Enrolment Policies and Procedures.

It remains the determination of the College to approve any application and entrance in the Diploma and the Advanced Diploma is dependent on a successful interview.

At the beginning of the year there will be an induction/orientation process whereby course content, timetables and other relevant information will be discussed.

### Withdrawal

#### From the course

To withdraw from an accredited course or unit

- Write and inform the course coordinator of your intentions
- Complete and return a withdrawal form available from office

#### Withdrawal/exemption from lectures for an extended period of time

All requests of this nature should be put in writing to the College coordinator. Each request will be considered on a case-by-case basis and assessed according to its merits within the policies of the College.

## 5. Financial Information

The Sydney Rudolf Steiner College is a nonprofit organization deeply committed to maximizing accessibility to the education it offers by striving to keep all its course costs to an absolute minimum.

### Course Costs

Course costs are available on application from the College office or on the website.

### Payment Options

Fees are invoiced a term in advance. Payment may be made by cheque or bank transfer. For bank account details see the College office.

All fees must be paid by the due date.

For further information about College fees, please refer to the **Tuition Fee policy**.

### Fee Help

Students of the College who are Australian citizens may apply for VET FEE-HELP assistance. This is an Australian Government scheme which covers all course fees on deferred payment arrangement. Details may be found on the College website or: [VET FEE-HELP](#). Application is made through the College upon enrolment.

### Refunds

For further information on the College's Refund process see the **Tuition Fee policy**. This includes the Tuition Assurance provisions.

## 6. Student Rights and Responsibilities

### Access to Personal Records

Students' personal records will be made available upon request. Please speak with Office staff to arrange a time.

### Attendance & Punctuality

Over and above regular attendance at classes, students are required to attend all student presentations and performances and to support at least one Steiner school annual fair.

It is important that students arrive *before* the start of any session. Not only is it good manners to do so but it is also an essential part of professional teacher conduct. Taking responsibility for that now directly assists in your professional preparation. In addition, group dynamics is an important part of the work of the College and late arrival has a disruptive influence – as does the ringing of mobile phones.

### First Aid & Accidents

A first aid kit is housed in the office and contains items to enable basic first aid to be carried out. Accidents or injuries need to be reported immediately. An accident report book is housed in the Office for this purpose.

### Grievances and Complaints

The Sydney Rudolf Steiner College will ensure that course participants

- are treated fairly and equitably according to the stated policies and Code of Practice
- receive accurate information about
  - course content
  - course competencies in specific units, including assessment procedures and tasks which must be completed successfully for a certificate or statement of attainment to be awarded
  - tutors
  - venues
  - dates and times
  - fees and charges

All participants will be given such information in a reasonable and fair time.

If a participant feels they have been unfairly treated he/she may lodge a complaint in accordance with the College's Communication Policy available from the office or on-line.

## Mobile phones

Students are asked not to use their phones during class time.

## Participant Feedback

Participants will be asked to complete satisfaction surveys on course completion. These are important documents as the feedback received is acted upon and are an important tool in our commitment to continual improvement.

## Plagiarism

Plagiarism is a form of cheating. To ensure you do not plagiarize someone else's work, you must declare the sources from which you derived material or ideas. The penalties for plagiarism are severe and may result in a fail grade being awarded.

## Privacy

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

Information privacy is important. As a requirement and for our own purposes, the College staff request personal information from participants in our courses. The information collected and stored includes:

- Name and address
- Date of birth
- Biography
- Employment status
- Education achievement
- Ethnicity

The Sydney Rudolf Steiner College will use a participant's name and address for communication purposes. This information is required as a condition of enrolment and your permission is sought on the application/enrolment form. This may be to send information about your current course, other courses which we offer or to send out diplomas or invoices.

The Sydney Rudolf Steiner College understands that privacy is a right and staff endeavors to respect that right.

To view our Privacy Policy, please contact the office.

## Public liability insurance

Course participants are covered by our public liability insurance.

## Safety procedures

See the College office for more information about our OH&S Policy and Procedure.

## Smoking

All classes operate in a smoke-free environment.

## Student Conduct Code

Students enrolling in the Accredited Courses of Sydney Rudolf Steiner College agree to abide by the following code of student conduct.

1. Students arrive at sessions on time to minimise disruption to fellow students and tutors.
2. Students participate in all tutorial activities in a courteous, respectful manner refraining from interruption or argument with awareness of the rights to equal participation by all students. Language used does not cause offence to fellow students or tutors.
3. Students do not participate in any course activities while under the influence of alcohol or drugs other than those medically prescribed.
4. Students refrain from smoking while on College/school premises and during course events/activities.
5. Students adhere to the policy on harassment in all their interactions with fellow students, staff, school personnel and school students and their parents.
6. Students dress in a manner which does not offend fellow students and tutors. In addition students on a school campus are asked to dress in neat casual clothes at all times with those teaching in primary classes being especially mindful of individual school requirements for the need for plain clear colours without major motif/logo.
7. Students respect the classroom and outdoor environment and do not vandalize or disfigure the structures or aesthetics of any surroundings.
8. Students either at the College or during work experience or on school campuses maintain professional confidentiality of all that they have witnessed.
9. Students involved in group work with fellow students share resources equitably and work to fulfil responsibilities of participation in a cooperative manner.
10. The College will make all determinations about breaches of this code. Determinations may include suspension of or cancellation of the student's enrolment.

## 7. General Information

### Hours

Administrative staff are available from 9:00 am until 4.30 pm from Monday to Thursday. Some staff members are part-time and are not available at certain times.

### Contacts

#### *General*

If assistance is required from staff during office hours, phone (+ 61 2) 9261 4001 or email contacts [admin@sydneyrudolfsteinercollege.com](mailto:admin@sydneyrudolfsteinercollege.com)

#### *Public holidays*

The **Sydney Rudolf Steiner College** is closed on public holidays.

### Facilities and Equipment

Participants have available for their use:

- Shared kitchen facilities
- Quiet space for study and small group meetings
- Library at the Sydney Rudolf Steiner College
- Photocopying, at a nominal cost, and printing of course-related material
- Toilets including disabled access

### Parking

All day parking is only available in the public car park across the road from Rudolf Steiner House in Sussex St.

### Breaks

Teas and coffee are provided for course participants. Please ensure that the kitchenette is left clean and tidy after your break.

### Policies & Procedures

For a full policy document, please see the website or contact the office.

Policies include –

- Enrolment
- Assessment
- Student Attendance
- Privacy
- Access and Equity Policy
- RPL Policy and Procedure

- Communications and Complaints Policy
- Harassment and Anti-discrimination Policy

## **Standards of Quality in Training Delivery and Student Support**

- The Sydney Rudolf Steiner College is committed to high ethical standards in all areas of its course delivery and in its dealing with students and staff.
- The welfare and progress of the students will be in the centre of the considerations and dealings of the College. All students are treated with respect.
- All tutors are available for individual conversation and counseling if approached by a student.
- The Sydney Rudolf Steiner College will act in accordance with principles of adult learning and tutors are expected to maintain high professional standards in the delivery of the course at all times.
- All students are accepted into the College and assessed on their individual merits in accordance with the Sydney Rudolf Steiner College's principles of access and equity.
- Grievances will be responded to with respect and within a reasonable time frame.
- The Sydney Rudolf Steiner College values student feedback and has appropriate procedures in place.
- The Sydney Rudolf Steiner College is committed to monitoring and ongoing development of all its courses.
- The Sydney Rudolf Steiner College applies principles of anti-discrimination, equity and access in its course delivery.
- The Sydney Rudolf Steiner College will treat all course enquiries with respect and deal with them promptly.
- Students receive accurate and up to date information about the status and outcomes of the studies which they are undertaking.
- Both staff and students are made aware of their rights and responsibilities.