

1. I received my student resource centre (SRC) login details so what happens now?
2. Which units do I start first?
3. Why doesn't the options button do anything when I log into the student resource centre?
4. What happens when I finish my course work?
5. What do I have to submit with the assessment?
6. How do I order my next unit?
7. Do I have to wait for my results before starting the next unit?
8. Do I have to pay my administration fee again?
9. I am a little nervous about handing in my first assessment?
10. Why are there a few different field placement record forms in the various assessment items?
11. Which field placement resources do I complete?
12. How do I complete my orientation?
13. Log in issues?
14. What is a Queensland Blue Card?
15. How do I get my Blue Card?
16. What if I'm not from Queensland?
17. What does, "waiting for approval" mean in my student home page?
18. What if I can't upload my assignments in the Student Resource Centre?
19. What if I'm using a Mac?
20. Why do my typed answers in the provided assessment documents not fit exactly on the provided lines?
21. Why can't I save my typed answers in the provided assessment document?
22. How do I upload my assessments to my Student Resource Centre?

I received my student resource centre (SRC) login details so what happens now? See Online Video Log into the student resource and explore its layout by clicking on the Options button in the top left hand corner. (If a menu doesn't drop after clicking the Options button you may not be using [Internet Explorer](#)).

Soon you will become familiar with the layout and where to access resources, assessments, bulletin board articles and personal documents. To obtain the detailed SRC user guide, download it from the SRC Bulletin Board or at <http://www.studychildcare.com.au/Forms/src.pdf>. Video presentation here

The first step is to then open up the orientation material in the "academic documents" and review the student's guidelines in the course and student handbooks. Once you have read these sign and return the orientation "Orientation Acknowledgement Form". You are then ready to proceed through your units.

Which units do I start first?

Students paying and studying by the unit will complete and submit each unit at a time. Each consecutive unit will be displayed as the student proceeds through the entire course.

Students who have paid in full will notice that all the course units are displayed. Progress through each unit at a time in an ordered sequence to consistency of study is maintained. Index

Why doesn't the options button do anything when I log into the student resource centre?

9 out of 10 times the user isn't using Internet Explorer. (Internet Explorer is what you use to surf the net often called a web browser). Please use internet explorer on your computer or download it from: <http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>

What happens when I finish my course work?

You submit it to the College (your assessor) for marking. This can be done by uploading it the assessments area of the student resource centre. Other methods include emailing it to your assessor or mailing it to the College.

What do I have to submit with the assessment?

An assessment cover sheet located in your assessments area. Uploading Assessment Video

How do I order my next unit?

As you have already been entered into our student database, all you have to do is send an email with your name and student number requesting your next unit? Ensure you have included your payment details. Due to seasonality in student enrolments, processing can vary from 1 day to 1 week. Additional units can be ordered before completing current units to avoid any study downtime.

Do I have to wait for my results before starting the next unit?

No. You don't have to wait on your current assessment to commence your next unit. Just email us at admissions@studychildcare.com.au with the name of unit you wish to receive and how you wish to pay. Once payment is received we will add your new unit to the student resource centre. Index

Do I have to pay my administration fee again?

No. This is a once only payment so additional units only require payment for the individual unit and nothing else.

I am a little nervous about handing in my first assessment?

Many students needlessly contact the assessor to check if their first assignment is okay or up to standard. This is very normal and usually based on *first time assessment fears* rather than having completed what was asked in the assessments. After the first assessment submission jitters are over, second unit students rarely require reassurance that their assignments are up to standard. The student resources are very self explanatory and easy to follow.

The usual reply from the assessor in this situation (first assignment jitters) is to send in the assessment and the assessor will provide you with any recommended alterations (if at all required). This is not a fail or a "not yet competent" recording on your results but a friendly recommendation to assist you on how to improve the assignment and future assignments. Most of the time the first assignment is fine and the student has already started the next unit. Index

Why are there a few different field placement record forms in the various assessment items?

The assessment resources have been constructed to cover all aspects of the national training package. This caters to various learner needs and forms of assessment strategies. This sometimes leads to a doubling up of field assessment resources.

Which field placement resources do I complete?

To maintain consistency with your field placement assessments, record all field assessment records in your College Field Placement Record Book. Your copy is located in the orientation area of the student resource centre.

How do I complete my orientation?

In the student resource centre select the options button in the top left, click academic documents, click the radio button under course/qual. at the top of the page. You will then see your orientation material in the modules/ competencies area below. Index

Log in issues?

Most log in issues occur because the user is not Internet Explorer or has entered incorrect login or password information. After these fail send through your issue to studentservices@studychildcare.com.au to check and rectify your situation. Ensure you are using the correct access address: <http://teams.softwaredreams.com.au/acece/src/>

What is a Queensland Blue Card?

A check performed by the Queensland Commission for Children and Young People to see if a person is eligible to work in the areas of child-related work. If a person is eligible, they are issued a positive notice letter and a blue card.

How do I get my Blue Card?

Visit <http://www.ccypcg.qld.gov.au/employment/bluecard/applications.html> under student placements. You can either get this completed by a justice of the peace where you live or come to the college to have it completed. This is state governmental regulation that we assist you in obtaining and not issued by the College. Index

What if I'm not from Queensland?

The requirement for suitability checks for staff and volunteers working with children and young people varies greatly across Australia. The following information and internet sites are a guide to obtaining information on police clearances and checks. [Guidelines and Training Programs](#).

Additional information is available from the relevant States and Territories. [Index](#)

[National](#)

[Australian Capital Territory](#)

[New South Wales](#)

[Northern Territory](#)

[Queensland](#)

[South Australia](#)

[Tasmania](#)

[Victoria](#)

[Western Australia](#)

What does, “waiting for approval” mean in my student home page?

“Waiting approval” means your results for the unit have not yet been confirmed by College senior management. Each unit requires a competency grade for the theory supported by a competency grade for the field placement. Final approval is then provided by senior management confirming all assessments are in accordance with the national training package, current industry regulations and College accounts.

These procedures are followed to ensure accuracy of assessment results prior to being released to the student. Once your assessor has received your assessment and field placement book for the particular unit, your result(s) for that unit will be marked competent and the date completed. [Index](#)

What if I can't upload my assignments in the Student Resource Centre?

This is often due to individual computer security settings. [Index](#)

Internet Explorer Settings:

To set the correct Internet Explorer settings follow the steps below:

Step 1: Open Internet Explorer and select Tools > Internet Options.

Step 2: Go to the security tab and select the trusted sites icon. Below this icon is a sites button. Select this button which will open a Trusted Sites screen where you can enter the TEAMS site into the sites list to make TEAMS a trusted site and apply special permissions.

Step 3: At the bottom of the Trusted Sites screen there is a tick box for “Require server verification (https:) for all sites in this zone”. Make sure this tick box is not selected otherwise you will not be able to put the TEAMS Site into the list. Enter the following addresses into the address line at the top of this screen and select the Add Button:

<http://teams.softwaredreams.com.au>

<http://203.149.66.78>

<http://203.149.70.178>

<http://203.149.77.190>

Select the ok button once you see the address in the Websites list.

Step 4: Towards the bottom of the security tab select the Custom Level button to open up the settings for this zone. Make sure every option is set to enable except the option of “Use Pop-up Blocker” – this option should be set to disable. If the setting shows different Options such as Low safety, High safety etc, select Low safety. Any settings with other options can be left as they are automatically set. Once all the setting have been changed select the OK button.

Step 5: Select Ok to the Internet Options screen to take you back to the Internet Explorer page. This completes the settings that need to be set for TEAMS. [Index](#)

The second option is to email your assignments to your assessor or mail them directly to the College:

Australian College of Early Childhood Education
100 St Albans Road
St Albans VIC 3023
Australia

What if I'm using a Mac?

Unfortunately the student resource centre does not support Macs. Please advise student's services who can propose other course options.

Index

Why do my typed answers in the provided assessment documents not fit exactly on the provided lines?

Lines have been provided in each activity to give students an approximate guide as to how lengthy an answer is required. These activities have been designed for use by students who might wish to print out their activities as well as students working on-line. Please don't be concerned if some of the typing is obscured by the lines. It only happens occasionally and does not pose a problem for College assessors when marking students work.

Why can't I save my typed answers in the provided assessment documents in my Student Resource Centre?

To save your typed answers in your provided assessment file (Adobe Acrobat) you must first save it to your computer (i.e. desktop). If you open it up in the Student Resource Centre, enter your answer and then close the file, you will lose your work.

Once saved to your computer, work from this document. This means enter your answers in the provided fields and then save it again to your computer. If you do not save this assessment file to your computer you can't save your work. Once completed you can then upload your work for assessing to the Student Resource Centre. Your assessment can also be e-mailed to your or student services.

Finally, always ensure you keep a copy of your work for safe keeping!

INDEX

How do I upload my assessments to my Student Resource Centre?

For a video presentation visit:

http://www.studychildcare.com.au/course/SRC_Assessments/index.html