The network organisation signs an annual student support agreement with ACOM.

The network organization appoints a Training Coordinator and a Learning Coach.

The network organisation selects from ACOM’s suite of vocational offerings and customises a program based on the learning and development needs of their organisation.

Vocational Education Handbook

ACOM will issue an invoice to the network organisation based on student subject registrations. This invoice must be paid within 28 days.

The network organisation selects from ACOM’s suite of vocational offerings and customises a program based on the learning and development needs of their organisation.

Network Resources

New students complete the Application for Admission form. The training coordinator checks each form and then sends all forms with ID documents to ACOM.

Application Form

The Training Coordinator completes a course plan for their students.

Network Resources

The training coordinator completes an online subject registration for the student group on the ACOM website by the published due dates. When this is received, the training coordinator, the learning coach and the students receive Moodle access.

Subject Registration

ACOM will issue an invoice to the network organisation based on student subject registrations. This invoice must be paid within 28 days.

Network Resources

The training coordinator guides students through an orientation program using the Vocational Education Handbook and other materials provided by ACOM. This is recorded on the Student Orientation Declaration Form which must be returned to ACOM upon completion.

Network Resources

Course content is delivered through the Moodle platform. The network organization is assigned a learning support manager who supports the training coordinator and/or the learning coach who then supports the network organization students.

studentsupport@acom.edu.au

How ACOM Works with a Network Organisation
(Network Organisations provide support to the learning experience but do not assess competencies)