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

1. The network organisation signs an annual service agreement with ACOM.

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

3. The network organisation promotes the program and recruits students.
   - Any advertising is approved by ACOM prior to publishing.

4. The network organisation lodges new student information using the Application for Admission form and sends it to ACOM. Access to Moodle will not be granted until this is received.

5. ACOM will issue an invoice to the network organisation based on this unit registrations.
   - This invoice must be paid within 14 days.

6. The network organisation follows a clear plan for how they will provide systematic, regular, learning support and pastoral care to the student.
   - This provides the student with care, encouragement and coaching that is not part of the competency assessment process.

   - This is recorded on the Student Orientation Declaration Form which must be returned to ACOM upon completion.

8. Course content is delivered through the Moodle platform.
   - Students are assigned an ACOM assessor who deals with student enquiries and conducts competency assessment through the Moodle platform.

9. Students follow their organisations Course Plan to complete their studies.

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