



# STUDENT HANDBOOK 2019

## **MISSION STATEMENT OF SYDNEY MONTESSORI TRAINING CENTRE**

*The mission of the Sydney Montessori Training Centre is to transform lives and society by broadening access to Dr Maria Montessori's proven approach to educating the human being by delivering high quality AMI training and supporting students enrolled on current and future courses to achieve their intended qualification, in accordance with AMI guidelines.*



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## **SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**

### **AMI Montessori Diploma Primary (6 – 12) Training Course Student Handbook**

#### **CONTACT INFORMATION**

Training Centre: 756 Darling Street, Rozelle NSW 2039  
Administration: 44 Smith Street, Balmain NSW 2041  
Phone: (02) 9395 2799  
Email: [admin@montessoritrainingcentre.com.au](mailto:admin@montessoritrainingcentre.com.au)  
Website: [www.montessoritrainingcentre.com.au](http://www.montessoritrainingcentre.com.au)

#### **Pedagogical Staff:**

Rebecca Dallam	Director of Elementary (6-12) Training
Carol Potts	Director of Foundation (3-6) Training
Ruby Lau	Director of Foundation (3-6) Training
Soula Lerantges	Course Assistant

#### **Board of Directors:**

Tara Taylor	Director and Chair
Andrew Duff	Director and Treasurer
Zoe Ezzard	Director and Training Centre Manager
Kath Corbett	Company Secretary

#### **Association Montessori Internationale (AMI)**

Founded in 1929 by Dr Maria Montessori (1870 – 1952)

Headquarters:

Koninginneweg 161  
1075 CN Amsterdam  
The Netherlands

Ph: +31 -20 -679-8932

Email: [info@montessori-ami.org](mailto:info@montessori-ami.org)

Website: [www.montessori-ami.org](http://www.montessori-ami.org)

President:	Philip O'Brien
Executive Director:	Lynne Lawrence

***If it becomes necessary to make changes to policies and procedures outlined in this handbook, students will be notified promptly.***

## **APPLICATION AND ENROLMENT**

### **Application Materials:**

Candidates will be considered for admission after completion of the application form, and on receipt of all supporting documentation including CV, two-page essay, qualifications and letters of recommendation. Once all documentation has been received, an interview with the Director of Training, and on occasion with the Training Centre Manager will be scheduled. If the prospective student holds an AMI Diploma at another level, one recommendation must be from the previous Director of Training.

### **Application Procedure:**

Applications are accepted on a rolling basis, but students should apply as early as possible to ensure spaces are still available.

Application forms and requirements can be requested by mail, phone or email and can be found at [www.montessoritrainingcentre.com.au/study/how-to-apply](http://www.montessoritrainingcentre.com.au/study/how-to-apply)

Completed applications should be returned with supporting documents to:

Email: [admin@montessoritrainingcentre.com.au](mailto:admin@montessoritrainingcentre.com.au)

Address: 44 Smith Street, Balmain NSW 2041

### **Working With Children Check:**

A Working With Children Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

Students must obtain a “Working with Children Check” from the NSW Office of the Children’s Guardian.

[www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check](http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check)

Clearances should be forwarded to [corporate@montessoritrainingcentre.com.au](mailto:corporate@montessoritrainingcentre.com.au)

Students will not be able to undertake Observations or Teaching Practice without proof of this check.

### **Enrolment Policy:**

Students wishing to apply for the course this academic year should do so prior to **14 January 2019** to ensure placement availability and proper processing of their application. Applications submitted after this date may be accepted based on availability. Late applications will be considered on a case-by-case basis. Once full enrolment has been reached, a waiting list may be established.

## Overseas Students

Overseas students must ensure they have all appropriate governmental permissions prior to arrival at SMTC.

## Language of the Course

All components of the course will be conducted in English. Applicants whose native language is not English are required to demonstrate proficiency in English as determined by:

1) *The International English Language Testing Sydney (IELTS) (Academic).*

- *A minimum score of 5.5 is needed in reading and writing*
- *A minimum score of 5.5 is needed in speaking and listening.*

OR

2) *The International Second Language Proficient Rating (ISLPR)*

A Level 4 score is needed in **all four-skill areas** of listening, speaking, reading and writing, undertaken at approved testing sites where the assessment is teacher focused.

If either of the IELTS or ISLPR exam are not taken, such as in the case of a candidate living in an English-speaking country for many years, the student will be considered to have English proficiency as a native speaker in terms of albums and exams.

It should be noted that requirements for registration as a teacher in NSW is governed by NESA. Please refer to the NESA website for further details. <http://www.educationstandards.nsw.edu.au/wps/portal/nesa/home>

## Course Prerequisites

A tertiary qualification in any field of study is required. However, under special circumstances the Director of Training may make exceptions to this requirement based on other studies, work or life experience. In the case of applicants from non-English-speaking countries, qualifications must be translated into English and certified by an accredited translator.

## Foundation Course

For those applicants not holding an AMI 3-6 Diploma, successful completion of the Foundation Course is a prerequisite. The Foundation Course is an intensive course and immediately precedes the 6 - 12 course. It is designed to give a theoretical overview of the 3 – 6 year-old child and the essence of what the First Plane child experiences, learns and develops.

The concepts, principles and developmental aims of those activities are discussed. The focus and demonstrations are on the materials and activities connected to the 6 - 12 work. This understanding forms the basis of the 6-12 course classroom work.

## Motivation

SMTC recognises that intellectual ability alone does not necessarily make a good student. Interest and motivation may often be determining factors of a student's performance. Accordingly, SMTC will review academic records, work history and life experiences. Applicants must demonstrate personal suitability for training, including emotional maturity, integrity of character, intellectual creativity, independence and the aptitude for psychological insight and understanding.

## **Probationary Status**

Students accepted into the course on probation will be notified of this status at the time of acceptance onto the course. This status is effective through the first 10 weeks of the 6-12 course. If the student is in good standing at the end of the probationary period, the student will be notified in writing that the probationary status has been lifted.

If a probationary student is not in good standing at the end of the 10-week period, the Director of Training will make a final review of the student's participation in the course and a decision will be made regarding the student's continued participation in the course. This decision will be based on an evaluation of work to date, extenuating circumstances, attendance, class participation and the student's commitment to completing the course requirements.

## **Financial Assistance**

For all matters regarding your fees, please contact the Company Secretary, Kath Corbett on:

[corporate@montessoritrainingcentre.com.au](mailto:corporate@montessoritrainingcentre.com.au) or 0451 548 229.

## TRAINING COURSE

### Course Title:

The complete title of the course is 'The Elementary Teacher Training Course of the Association Montessori Internationale (for teaching children ages 6 through 12 years)'.

### The Diploma of the Association Montessori Internationale:

The *Association Montessori Internationale* Elementary Diploma for working with children ages 6 to 12 years is granted:

- Upon satisfactory completion of the course requirements;
- Attendance at lectures and demonstrations;
- Observations, including submission of observation notes and accompanying assignments;
- Practice Teaching;
- Supervised practice sessions with materials;
- Submission of teaching manuals (reference albums) containing illustrated notes on the Montessori materials;
- Samples of classroom materials constructed during the course;
- Passing marks on both written and oral final examinations conducted by AMI Examiners;
- Upon recommendation of the pedagogical staff of SMTC.

The *Association Montessori Internationale* Diploma is internationally recognised. It qualifies the holder to work in a pre-existing 6-12 classroom or to start a new classroom. All *Association Montessori Internationale* Diplomas state the holder has "*Studied the principles and practice of the Montessori method for children from 6-12 years of age*" and has "*passed the written and oral examinations*". The Diploma as it stands, does not automatically qualify the holder to teach.

The state or country in which the Diploma-holder wishes to work may have other teaching requirements that must be fulfilled. In New South Wales, all teachers must be accredited to teach through the **NSW Education Standards Authority** ([www.educationstandards.nsw.edu.au](http://www.educationstandards.nsw.edu.au)).

Students should note:

Awarding of this Diploma does not qualify the holder to train other teachers (as noted on your Diploma).

## Course Requirements

- a) The AMI Diploma is awarded upon satisfactory completion of the components of the course requirements and the attendance requirement listed on the AMI Requirements for Certification document that is signed by the Director of Training and the student upon acceptance into the course.

The courses to be studied in the Diploma are:

	MINIMUM HOURS
❖ Montessori Child Psychology and Theory of Montessori Education	40 hours
❖ Language	70 hours
❖ Mathematics, Arithmetic and Algebra	115 hours
❖ Geometry	40 hours
❖ Geography (including the Sciences)	45 hours
❖ Biology	35 hours
❖ History	30 hours
❖ Music	40 hours
❖ Supervised Practice	150 hours
❖ Directed Practice	60 hours
❖ Reading and Discussion sessions	15 hours
❖ Observation	90 hours
❖ Teaching Practice	120 hours

The course presents an examination of the development of the child in accordance with Dr Maria Montessori's theories, principles and philosophy. Particular emphasis is given to children between the ages of 6 -12 years. The course content includes lectures on:

- Montessori philosophy;
- Psychology (theory and practice);
- Demonstrations;
- Construction of materials;
- Supervised practical sessions with the Montessori apparatus;
- Observation and practice teaching in AMI-approved Montessori classrooms.

Written and oral examinations are conducted by AMI and students reaching a satisfactory standard at these examinations, whose coursework is also satisfactorily completed, will be awarded the '*Association Montessori Internationale Elementary Diploma*'.



- b) The AMI Foundation Course consists of 150 hours of theoretical training plus an additional nine hours of observation of a 3-6 years environment in and AMI-approved Montessori classroom.

The subjects to be studied in the Foundation Course are:

- ❖ The Human Tendencies
- ❖ The Four Planes of Development
- ❖ The Absorbent Mind
- ❖ The Development of Movement and Language
- ❖ The Development of Independence
- ❖ The Sensitive Periods
- ❖ Introduction to Practical Life
- ❖ Introduction to Sensorial Materials
- ❖ Observations (Lecture)
- ❖ Introduction to Language
- ❖ Introduction to Writing
- ❖ Introduction to Mathematics
- ❖ Freedom and Discipline
- ❖ Social Development

### **2019 Course Dates:**

The face-to-face course is conducted at SMTC in Rozelle. The course dates are shown below. Completion of the Foundation Course is required for those students not holding an AMI 3-6 Diploma.

#### ***Foundation Course***

Monday 4 February 2019 – Friday 8 March 2019

#### ***6 - 12 Diploma Course***

Term 1: Monday 11 March 2019 – Thursday 11 April 2019

Term 2: Monday 29 April 2019 – Friday 5 July 2019

Term 3: Monday 22 July 2019 – 27 September 2019

Term 4: Monday 14 October 2019 – Monday 18 November 2019

This schedule includes:

- Observations in AMI-approved Montessori classrooms  
Monday 20 May – Friday 31 May 2019 (2 weeks)  
Monday 12 August – Friday 16 August 2019 (1 week)
- Practice Teaching in AMI-approved Montessori classrooms  
Monday 9 September – Friday 20 September 2019 (2 weeks)  
Monday 21 October – Friday 1 November 2019 (2 weeks)

Lectures are delivered by AMI trainers and pedagogical staff on the Montessori Method, including philosophy, psychology and their practical applications.

The lectures also include demonstrations of all exercises. Periodic sessions with guest lectures may be announced. Opportunities will be provided for some discussion of presented materials.

An introduction and detailed demonstrations of Montessori materials will be presented in each of the nine areas of work: theory, geography, biology, history, mathematics geometry, language, music and art. Additional content covers the development, organisation and administration of the Montessori prepared environment.

**Recording of lectures, whether audio or video, is not permitted. Undisclosed recording of any kind will result in dismissal from the course.**

### **Albums:**

Each student will complete a personal reference album of written and illustrated exercises for each of the nine areas noted above. These exercises must be written out according to the prescribed format and must include original sketches or drawings illustrating the exercises. All charts, demonstrations and impressionistic material must be carefully illustrated and placed within the body of the text. Only materials presented on this course should be included in the album.

Notes and sketches taken during the lectures are the basis from which the student prepares course albums. Taking full, complete notes is required. The process of writing and illustrating albums is an internalisation and restatement of the course content that verifies the student has understood and is able to prepare a coherent record or presentations suitable for children aged six to twelve.

Please note:

*Submission of work that is not original, or is that of another person, constitutes cause for immediate dismissal from the course. Both parties involved passing or sharing work will be accountable and thus subject to consequences. No illustrations, diagrams, photos, etc. downloaded from the internet or obtained from a source other than SMTC pedagogical staff on this training course will be permitted.*

Students who request work from fellow students for legitimate reasons (absence; illness) must request and complete the Permission to Use Student Notes form. To avoid any misunderstandings, this form must be handed in to the Course Assistant before the assignment in question is completed.

The albums students prepare and submit for examination are intended for your own personal use when working with children. They may not be published, shared, distributed or reproduced physically, digitally or in any other form, for any other purpose. All course handouts are provided for students' personal use and may not be published or reproduced for any other purpose than your own studies.

### **Supervised Practice and Independent Practice with Montessori materials**

Supervised practice offers students the opportunity to solidify understanding and techniques of the didactic apparatus before starting work with children in a classroom. Students must practice a minimum of 140 hours under the supervision of SMTC staff. The purpose of these practice sessions is to provide each student with an opportunity for active manipulation of the materials with the accompanying verbalisation. During the time set aside for supervised practice, students are expected to work with the materials, rather than edit notes or complete illustrations. Only practice with the materials meets the AMI requirements for practical sessions. Approximately 2.5 hours of supervised practice will be scheduled each day, and students are required to attend and participate.

The Training Centre is available for independent practice before and after class time, including over the lunch period, during opening hours. Additional hours may be available on a scheduled basis with SMTC staff. Independent practice is the time for each student to become familiar with each exercise before writing that exercise as demonstrated.

## **Required Materials and Supplies**

Each student is required to prepare specific materials for classroom use. These materials include, but are not limited to:

- 5 timelines;
- approximately 100 impressionistic charts;
- various other pieces.

SMTC advises that the student budgets approximately \$1,000 for these materials, and approximately \$2,000 for other course supplies including notebooks, coloured pencils, grid paper, ruler and compass, computer, printer and associated supplies; envelopes or folders, binders and dividers.

## **Observation**

Observation is an essential skill for guiding a Montessori environment. Observing full-size classes of mixed-aged children in a variety of locations helps to develop this skill. Our emphasis when training for the ability to observe is first to develop the skill of observation, then to use that skill in implementing practices that meet the 6-12 child's developmental needs.

Ninety (90) hours of assigned observation will be scheduled by SMTC course staff in the classrooms of three AMI 6-12 Diploma-holders. The observation takes place in three one-week sessions, for a total of three weeks. The student must arrange to stay full school days at the observation site over the week of each session. Students are required to travel to and from those schools that meet the approval of the Director of Training. Suggestions of convenient schools will be solicited from each student, but we cannot guarantee a placement in those locations. Students are generally not permitted to observe at schools where they work. We can offer observation placements in New South Wales, interstate, and in a few overseas locations.

## **Practice Teaching**

Practice teaching offers the student an opportunity to work with children using the Montessori approach and materials. Through this, students can assess first-hand, their ability to work with children of this age group.

Following the required periods of observation and upon successful completion of all course work to date, students will practice teach in selected AMI classrooms. You will spend two consecutive weeks at two different locations, for a total of four weeks. You will work full-time at the assigned location to fulfil the required minimum of 120 hours practice teaching. Suggestions of preferred locations will be solicited from each student, but we cannot guarantee a placement. As the course aims to provide a broad exposure to many different classrooms, you should not expect to complete practice teaching in the same classrooms where you have observed.

## Written Examinations

Written Exams will be scheduled on three consecutive days. The dates for the Written Exams in 2019 are 4 - 6 September.

Day 1: Exam A, covering Montessori theory topics;

Day 2: Exam B Part I, covering Practical Applications of the Material;

Day 3: Exam B Part II, covering Practical Applications of the Material.

## Oral Examinations

Each student is required to demonstrate his or her knowledge of the following subjects during a 3 ½ hour oral examination before an examining committee selected by AMI and the Director of Training. The exams will be held on dates determined by AMI in Amsterdam, during the final weeks of the course. Any student sitting for the examination is required to be in Sydney during the entire examination period. The Director of Training will announce the precise dates as soon as they are confirmed by AMI.

## Subjects

- Language
- Mathematics
- Geometry
- Geography
- History
- Biology

## Required Individual Home Work

Students should be advised that a considerable number of hours should be allotted for their course work outside of scheduled lectures. A minimum of 20 hours each week is usually needed for preparing albums and illustrations, making materials, reading and studying. All album-writing and illustrations are to be done outside of class hours.

## Required Readings

Each student is required to read selected materials and participate in discussions on assigned topics throughout the course. The assigned readings are from the required course reading. If the assigned reading comes from another source, the text will be provided for students:

- Foundation Course Required Reading List for Students
  - The Secret of Childhood – Dr Maria Montessori
  - The Discovery of the Child – Dr Maria Montessori
  - The Absorbent Mind – Dr Maria Montessori
  - The Four Planes of Education – Dr Maria Montessori \*\*
  - Education for a New World – Dr Maria Montessori
  - The Child in the Family – Dr Maria Montessori
  - The Human Tendencies and Montessori Education– Mario M Montessori Snr \*\*
- Diploma Course Required Reading List for Students
  - The Absorbent Mind – Dr Maria Montessori
  - To Educate the Human Potential – Dr Maria Montessori
  - From Childhood to Adolescence – Dr Maria Montessori
  - The Advanced Montessori Method, Vols I & II – Dr Maria Montessori
  - Education and Peace – Dr Maria Montessori
  - The Formation of Man – Dr Maria Montessori
  - The Human Tendencies and Montessori Education– Mario M Montessori Snr\*\*

## Recommended Readings

- Diploma Course Recommended Reading List for Students
  - The Discovery of the Child – Dr Maria Montessori
  - The Child in the Family – Dr Maria Montessori
  - The Secret of Childhood – Dr Maria Montessori
  - Education for a New World – Dr Maria Montessori
  - Psych geometry – Dr Maria Montessori
  - Psych arithmetic – Dr Maria Montessori
  - The Child, Society and the World – Dr Maria Montessori
  - Education for Human Development: Understanding Montessori – Mario M Montessori Jr

## Other Books of Interest

- Understanding the Human Being – Silvana Quattrocchi Montanaro, MD
- Maria Montessori, An Anthology
- Montessori, A Modern Approach – Paula Polk Lillard
- Montessori Today - Paula Polk Lillard
- Maria Montessori, Her Life and Work – E. M Standing
- The 1913 Rome Lectures – Dr Maria Montessori
- The 1946 London Lectures – Dr Maria Montessori

## Book Supplier

Books may be purchased directly from the Training Centre. Please contact the Course Assistant for details.

## Materials required for Graduation

The following charts, timelines and materials will be required for graduation. Please honour the deadlines for materials submission, which will be distributed well in advance.

Geography:	Charts 1a – 12a; 14a – 28a; 1-30; GW1-GW5 and accompanying pieces; U1-U5
Biology Charts:	A – S
History:	Charts H1, H2, H5, H5a, H6, H7, H10
Timelines:	Timeline of Life First and Second timelines of Human Beings The Black Strip The Hand Timeline

## **EVALUATION OF STUDENT WORK**

### **Evaluation of Work:**

All assignments must be completed to the satisfaction of the Training Centre staff. A Satisfactory/Unsatisfactory grading system is used for course work. This system of grading applies to written papers, reference albums, practice with Montessori materials, practice teaching, material construction and any general course assignments. Work must be completed to be considered satisfactory. Numerical grading is used for final written examination papers and final oral examinations. All late assignments affect the final grades in the course.

Students submit regular album assignments that are read, as a service to the student, by Training Centre staff and AMI trained teachers. Only fully illustrated work will be read. Student work is then returned with written comments. Students must keep all comment sheets to make required corrections as soon as possible, while the content is still fresh. No claim is made that all omissions or content errors will be found by readers, although we do our best. Any work submitted through the post should include package tracking for safety.

### **Evaluation Records:**

Training Centre staff are available as advisors to the student throughout the course. The staff keep detailed records of academic progress in relation to album work, practice teaching and practice sessions, observation notes and materials construction. Successful completion of the course will be based on records reflecting complete and satisfactory coursework, as well as satisfactory completion of the final written and oral examinations.

Student conferences are scheduled intermittently throughout the course and students may request a conference at any time, by appointment.

### **Deadline for Completion of Course Work:**

Our experience indicates that students who consistently turn in their work on time are better prepared for the final examinations. As a result, due dates are strict and it is expected that all work will be turned in on time. Students will be notified well in advance of work deadlines. A student may be placed on probationary status as a result of submitting late work on more than two occasions. There will be no guaranteed return date for work submitted late. Exceptions to this policy must be discussed in advance with the Director of Training.

### **Changes, Corrections and Resubmits of Album Work:**

Typed or neatly handwritten illustrated records for each activity demonstrated must be handed in for review as scheduled. Any or all work that does not meet the satisfaction of Training Centre staff must be corrected and resubmitted until it is satisfactory to ensure the work demonstrates clear thought, use of correct grammar and spelling and are complete. The student should change the text or illustrations in the album if the reader has indicated them to be incorrect, unclear or insufficient. If a student is unclear about the action required by a comment, please contact the Training Centre staff as soon as the work is returned. When small corrections are required, there is no need to reprint the album pages; a neatly hand-corrected page will suffice.

If all coursework and albums (and their corrections) have not been submitted in a timely manner for a final check, a student may not sit the written and oral exams. Once a student has completed albums and coursework within the timetable set by the Director of Training, the student may ask to sit for oral exams the following year. The student will have only 12 months in which to complete the examination.

There will be a \$100.00 fee for each late album submitted after the albums' final due date. The final album due dates will be provided once all lectures from the album are complete.

## Grading Criteria:

The AMI 6-12 training course is demanding and exacting, comparable to graduate level work. Throughout the course, the Director of Training will make periodic evaluations of each student's theory and practical work. Any student not performing at the expected standards may be placed on probation or asked to withdraw from the course.

### Grading criteria for albums and papers:

- Submission of album work by the due date;
- Clear and complete written presentations;
- Accurate reflection of the presentations given on the course in which the student is enrolled. Only albums that reflect the course being followed can be evaluated toward this requirement;
- Evidence of understanding the nature of the assignment;
- Neatness and legibility: well-chosen font and adequate spacing;
- Edited for correct grammar, spelling and punctuation including complete sentences, paragraphs and subtitles as required;
- Adequate and accurate illustrations – absolutely no downloaded images should appear in your albums;
- Must be the student's original work.

### **Plagiarism is grounds for dismissal from the course**

#### Grading Criteria for Charts and Materials

- Submission of materials by the due date;
- Completeness, care and accuracy of the materials;
- Attention to detail, including neatness and legibility;
- Includes the student's name written on the back of each material.

#### Grading Criteria for Observation and Practice Teaching

Written observation notes in relation to specific topics will be due on dates as advised during the course. Raw notes addressing the assignment topic, as well as the summary paper, are required for a pass.

During each of the practice teaching assignments, students are required to complete specifically requested records for a pass and submit them by the assigned date.

#### Grading Criteria for Written Examinations

Three final written examinations consist of:

- One 3-hour written exam on Montessori theory
- Two 2 ½-hour written exams on the practical aspects of the Montessori approach

Students select four of seven theory questions to answer. The practical exam, tested over two days, requires the student to answer one of two questions for each of six content areas. Each question is worth 25 points and a passing grade of 50% is required for each of the two parts of the exam.

To achieve a passing score, the student must answer all parts of the question, reflect an understanding of Montessori theory and the ability to relate examples to theoretical points. The answer must include definitions of all relevant terms. Students receive a confidential number; papers read by the course evaluators are not linked to a student until after all papers have been read and scored. Any paper that does not receive a passing grade will be read by at least one additional evaluator. A student failing to achieve a written paper pass will be permitted to re-take exam once, within 12 months of the published results.

Students for whom English is not the native language will be allowed a printed dictionary from their first language to English during the written exam. Those students will be allowed extra time according to AMI guidelines.

### Grading Criteria for Oral Examinations

Each student must show his or her knowledge during an Oral Examination before an Examining Committee. Committee members are selected by AMI from among AMI training centres and others who are qualified examiners. An appointed examiner heads the examination team.

A score of 12.5 out of 25 in each of the six areas is required to pass the oral examination. These areas are: language, mathematics, geometry, geography, biology and history. To receive a passing mark in each subject, the student must demonstrate that s/he knows:

- How to present the concept of the material named on the slip chosen;
- The purposes, direct and indirect aims, and the ages of children to whom the material is presented;
- The activities that preceded the presentation, those that would follow it, and what the presented exercise prepares for;
- Control of error, if any;
- General theory about the particular area;
- Highlights and progression of each of the subjects.

### **Notification of Results:**

An assignment sheet is distributed weekly and this lists the work required to be turned in. Evaluators will make written comments for refining or correcting work, and copies will be returned to the student along with their work. All changes must be made before the final album check. It is best practice to make the necessary changes immediately after the work is returned.

To be eligible to sit for oral exams, all albums must be submitted by the published due dates for final album check.

### **Exams:**

Each student will be notified of the results of the oral examination. For those not passing the exams, a letter outlining the steps for course completion will be posted to an address designated by the student. The decision of AMI examiners is final.

Students must complete the course with the grade of pass in both the written and oral examinations to graduate and be granted the AMI 6-12 Diploma.

### **Make-up of Retake of Work or Examinations:**

Students not completing any portion of the course work satisfactorily must make special arrangements for completion with the Director of Training. As stated previously, the charge for late albums is \$100.00 per album.

Students failing any portion of the final written or oral exams, or those unable to sit for oral exams as a result of incomplete work, may retake the failed portions of the examinations the following year. The examinations may be taken the second time at any certified AMI 6-12 Training Centre during their regularly scheduled examination periods, with prior written approval from that centre. Additional practice with the materials, written work and/or attendance at lectures may be required as a prerequisite for retaking the examinations. Final examinations may only be taken twice, and no later than one year after the first sitting. The SMTC fee is \$200 for resitting the written, and \$350 for resitting the oral exams. If the student resits the exam at another Training Centre, that centre will impose a financial assessment for the service.



## **AMI Requirements for Certification:**

The AMI Diploma is granted upon satisfactory completion of the following course requirements:

- A minimum of 90% attendance at lectures, classroom observation, and practical sessions with the materials;
- Personally prepared reference albums containing illustrated notes on the demonstrations and lectures;
- Assigned material-making projects;
- Observation notes and summaries;
- Practice teaching as scheduled;
- Passing grades on both written and oral examinations.

Admission to the training course does not guarantee certification. Student progress conferences are scheduled intermittently throughout the course and students may request a conference at any time, by appointment.

## **AMI 6-12 Diploma Requirements:**

AMI will award the Diploma to those students who have satisfied AMI examiners in each of the above requirements. The Diploma must bear the signatures of the President and the Executive Director of AMI and be signed by the Director of the Training Course. AMI Diploma certifies that the person has successfully completed the AMI 6-12 Diploma course and is qualified to apply the Montessori approach with children between the ages of 6 and 12.

Please scan or photocopy your Diploma and store the original in a safe place. AMI and SMTC does not issue duplicate Diplomas should they be lost or damaged.

The above guidelines are set forth in order to prepare for the task of guiding children and bringing your course work to a level required for the examination. The course is unique in nature regarding its instruction, intensity and the importance of continuity.

## **SMTC POLICIES**

### **Statement of Confidentiality and Accessibility of Files:**

SMTC retains records through the delivery of the course. Daily attendance records for lectures and supervised practice are maintained by the Training Centre staff. Evaluations of course work, including album work, are held in the centre's office.

Upon completion of the course, or at the time of a student's withdrawal from the course, a permanent file is created and held in the archives. This file contains all of the following, or the appropriate portion thereof:

- Original application for admission and all supporting documents;
- Individual student records from the course;
- Summary evaluations of the Materials Reference Books (albums), materials, observations, and practice teaching;
- Summary sheets with scores from the written and oral examinations;
- A copy of the signed and dated Montessori Diploma.

All student files are held in the strictest of confidence and are accessible only upon written request and authorisation by the student to the Director of Training. All parts of the permanent file remain in the sole possession of SMTC and the Director of Training.

Should a student wish for a verbal reference to be given by the Director of Training for the purposes of education or employment, after making a verbal request of the Director of Training, the student will need to provide written authorisation.

### **Attendance Policies:**

Full attendance and satisfactory participation are required for all lecture/demonstration sessions as attendance records are kept. As a prerequisite for final examinations, students must attend regularly and be punctual for lectures, supervised practice, observation and practice teaching. Due to the intensity of the course work, students are urged to keep their absences due to illness or family emergencies to a minimum. Students are requested to notify Training Centre course staff in advance of an anticipated absence. Excessive absence will impair the student's graduation prospects, and students must attain at least 90% attendance to sit for the written and oral exams.

If you are ill or cannot attend class, please contact the Training Centre staff in a timely manner. Messages will be taken on (02) 9395 2799.

Any absence from the course must have the Director of Training's approval. In the event of extended absence due to medical reasons, the Director will review the individual case. Students must arrange with Training Centre staff to make up course work missed due to excused absence.

Absences affect academic and practical performance. It is the student's responsibility to keep track of their own absences and maintain at least 90% attendance in all aspects of the course. The Director of Training will meet with the student when there have been 3 or more absences and the student may be placed on probation until attendance improves. Seven absences will be grounds for dismissal from the course.

The use of wireless internet during a lecture or supervised practice will count as an absence and be noted on the student record.

### **Dropout, Leave of Absence (LOA) and Deferred Course Requirements:**

Students who drop out or ask to leave the course for a legitimate reason, such as a medical emergency or death in the family, must request special arrangements to complete the course requirements and take the examinations. The Director of Training can defer a student's course requirements for up to 12 months because of such extraordinary circumstances.

Extraordinary arrangements may include attending the next academic year course offered by SMTC or travelling overseas to another AMI Training Centre. If another centre can accommodate the student, it is understood that the student may incur additional fees at their own cost because they are attending a different course.

### **Complaints:**

Should you have a complaint or concern regarding any aspect of the course or environment, please contact the Director of Training immediately. We seek to channel all energies in a positive manner, and a quick resolution of any misunderstanding will help in this regard.

A formal complaint process exists, details of which are available from the Company Secretary at [corporate@montessoritrainingcentre.com.au](mailto:corporate@montessoritrainingcentre.com.au)

## **Questions and Clarification:**

At the end of lectures, there may be time for questions and clarification regarding the concepts and ideas presented. However, we ask that students do not interrupt a lecture when it is in progress as we move at a quick pace and have a lot of content to cover. The time for questions is normally at the end of a lecture, which will be indicated by the lecturer. Questions you may have could also benefit other students, so don't be afraid to ask for clarification. The Director of Training and other pedagogical staff will also be able to answer questions privately as needed.

You are required to understand the concepts presented by instructors to complete the course. Reading your notes at the end of the day is a great way to gain understanding of the material. The entire class benefits from an open mind, and course instructors draw upon their own personal experiences with children. Although ideas are stated theoretically, they originate from direct experience with children in and out of classroom environments. Should your personal experiences differ, please arrange a private appointment with the lecturer for clarification.

## **Internet Policy:**

Wireless internet may periodically be available for student use (with your own device) at SMTC campus. Available times for this use may be before or after class or during the lunch period. Students are not permitted to use the internet while attending a lecture or during supervised practice. This conflicts with your studies as you need to be present to follow the demonstrations and participate in the activities of the group. This is also discourteous to the lecturer and sets the wrong precedent for your own classroom, where devices should not be used for personal reasons during class time. If a student is found to be using the internet during these times, the lecture or practice will be considered as an absence and recorded in the attendance record. No devices of any kind – phone, tablet or computer may be used for internet use during the supervised practical sessions.

## **Social Media Policy:**

Students are expected to maintain confidentiality and demonstrate strong professional ethics on all aspects of the course, including, but not limited to: observation, practice teaching, SMTC and related events. We ask students to work with staff to resolve issues or concerns. Students must not disparage or post negatively about SMTC on any social media.

## **Student Conduct:**

SMTC broadly defines academic dishonesty as an act violating the rights of another student in academic work or involving misrepresentation of the student's own work.

Academic dishonesty includes, but is not limited to:

- cheating on assignments or examinations;
- undisclosed recording;
- plagiarising;
- misrepresenting work done by another person as your own work;
- interfering with another student's work.

SMTC staff will investigate charges of academic dishonesty. When charges are upheld, the student may be placed on disciplinary probation, suspended or dismissed from the course. This information will be recorded in the student's academic record.

### **Dismissal/Authorised Departure of a Student:**

An individual student may be dismissed from the course for behaviour causing a safety hazard to others at SMTC, for disrespectful or disobedient behaviour to another student or a staff member, for plagiarised work, or any other state or determined infraction of student conduct. Students may be asked to discontinue the course for medical, academic or other compelling reasons.

SMTC believes that a positive and constructive working relationship between the Training Centre and the student is essential to the fulfilment of our mission. Thus, SMTC reserves the right to discontinue enrolment of a student if SMTC reasonably conclude that the student's actions make such a positive and constructive relationship impossible. Student behaviours that are neither respectful nor conducive to the community, including irresolvable differences regarding policies, interfere with SMTC' accomplishment of its educational purposes and the student's success.

All students are expected to abide by the conditions established for the course and any arrangement made for their training during the course. Tuition refunds will be determined by SMTC Board in accordance with the Refund Policy and the circumstances of dismissal.

### **Lecture Policy:**

Lectures given by SMTC staff may not be recorded as they are the intellectual property of the speaker. Using speech-to-text programmes, smart pens or similar recording technology is strictly prohibited during lectures without prior written permission from the lecturer. Transcripts of lectures, course handouts, album pages and other course work should not be published on the internet or otherwise distributed without written permission from SMTC.

### **Student Grade Reports and Transcripts:**

Student academic records are maintained by SMTC. You can obtain a transcript by sending a letter of request to SMTC. These are on a pass/fail basis only. Student records are not released to anyone other than the student without the express written consent of the student for that purpose.

### **Disability Statement:**

Students must disclose the need for special learning considerations or accommodations before the course begins. The student is responsible for providing SMTC with a written copy of the supporting diagnostic test results and professional prescriptions for auxiliary aids. Instructors are not required to compromise essential elements of the course or AMI evaluation standards. While SMTC will provide reasonable accommodations as needed, academic success is the student's responsibility.

Details should be sent to [training@montessoritrainingcentre.com.au](mailto:training@montessoritrainingcentre.com.au)

## **ADDITIONAL INFORMATION**

### **Unexpected Closures:**

In the event of an emergency or unexpected closure of the Training Centre, students will be contacted by SMS message and/or email. Please ensure that your contact details are always up to date.

### **Dress:**

The dress standard for SMTC is casual; each student is personally responsible for maintaining an appropriate appearance and manner of dress. Students are required to dress professionally when completing observation and practice teaching in school environments.

### **Food and Drinks:**

Students may bring their lunch or purchase food in the nearby area. A microwave and fridge are available for heating and storing your lunch. Please remove food containers from the fridges at the end of each day. Any containers left in the fridge at the end of the day will be removed. Food placed in the fridge should be in sealed containers or securely wrapped.

Please ensure the kitchen is left in a clean and tidy manner, with all used items washed and returned to the cupboards.

Food and drinks, other than water in a covered container, may not be brought into the lecture room, practice areas or material-making space.

### **Protection of Personal Belongings:**

Students are asked to bring only those items necessary into the lecture space. Large bags and backpacks are to be stored in lockers by the front door, and the door will be locked once lectures begin. SMTC strongly urges students to protect their valuables by not leaving them unattended during non-class times.

### **Smoking:**

SMTC is a non-smoking environment. Smoking is not permitted inside any buildings, enclosed areas or grounds.

### **Alcohol and Drugs Policy**

You are responsible for ensuring your capacity to perform your duties is not impaired using alcohol or drugs and that the use of such substances does not put you or any other person's health and safety at risk.

As a student at SMTC, you must:

- not attend under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at the Training Centre;
- notify SMTC staff if you are aware that your study performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- act to resolve any alcohol or other drug-related problems that you may have;
- consult with the Director of Training if you are concerned about other students or an employee who may be affected by drugs or alcohol.

## **Telephone**

Mobile phones are to be turned off and left in the lockers during lecture and practice sessions. If you are concerned that an emergency call might be missed, please give out the SMTC phone number: (02) 9395 2799. The Course Assistant will notify you in this case.

## **Visitors**

Visitors, including family or friends of students, may tour the classroom when class is not in session by prior arrangement with the Director of Training. For AMI Diploma-holders, permission to audit a lecture may be requested from the Director of Training.

The materials in the practice space are for SMTC students' use only.

## **PERSONAL AND LEGAL CONCERNS**

### **Ethical Conduct:**

SMTC aspires to the highest level of professional behaviour, respect, integrity and the provision of equal opportunity in all we do.

Conduct with a professional and ethical culture is expected from everyone working, studying or being part of our community. We expect you to act ethically, fairly, transparently and with generosity of spirit.

We treat any breach seriously and encourage this to be reported.

### **Sexual Harassment Policy:**

SMTC recognises the right of every employee, student and volunteer to be able to attend the Training Centre and perform their duties and studies without being subjected to any form of sexual harassment. It is the obligation and responsibility of every employee, student and volunteer to ensure that the Training Centre is free from sexual harassment.

SMTC is fully committed to its obligation to eliminate sexual harassment in the workplace.

### **Time Commitment:**

It is to your advantage to keep all outside activities and part-time work to a minimum as the course is demanding and time-consuming. The greater time commitment you make to the course work, the better prepared you will be for AMI examinations, and for your work in the future with children.

### **General Attitude:**

A positive, professional attitude should be maintained during the course, observations and practice teaching. A high degree of independence is also required for success throughout all aspects of the course. Characteristics of behaviour and personality will be considered and related observations may be discussed with you at conferences throughout your training. This is done in fairness to yourself, other students, the faculty and staff, the children and their families with whom you will be working in future. Please feel free to discuss your observations and opinions with the Director of Training.

## MONTESSORI ASSOCIATIONS

### *Association Montessori Internationale*

Founded in 1929 by Dr Maria Montessori (1870 – 1952), the Association Montessori Internationale is the recognised authority on Montessori education and directs schools and studies in affiliated teacher-training institutes around the world. The Association Montessori Internationale was established by Maria Montessori in 1929 and was directed by her son Mario until his death in 1982. Membership is open to all interested individuals.

Headquarters:  
Koninginneweg 161  
1075 CN Amsterdam  
The Netherlands  
Ph: +31 -20 -679-8932

Email: [info@montessori-ami.org](mailto:info@montessori-ami.org)

Website: [www.montessori-ami.org](http://www.montessori-ami.org)

### AMI-EAA

The AMI-EAA, a member-run professional organisation of AMI teachers and trainers, provides a supportive community for the exchange of ideas and promotes the principles of Montessori education. The AMI-EAA newsletter, available to members, highlights lesson extensions, stories from colleagues, as well as tips, booklists, reviews, websites and articles, and other resources shared by members. Membership is free to students of the AMI course. EAA-Talk, a worldwide resources and conversation, is open to graduates of the course. AMI-EAA hosts an annual northern hemisphere summer conference in the US.

Website: <http://www.ami-eea.org>

E-mail: [chair@ami-eea.org](mailto:chair@ami-eea.org)

### *Montessori Australia Foundation*

The Montessori Australia Foundation (MAF) is the national body supporting the diverse Montessori movement in Australia. MAF is a not-for-profit organisation and Registered Charity that provides tailored services to schools and centres, teachers, other professionals and parents within the Montessori sector.

Website: [montessori.org.au](http://montessori.org.au)

E-mail: [info@montessori.org.au](mailto:info@montessori.org.au)

## FACULTY FOR 2019



**Rebecca Dallam**

Rebecca Dallam is the Director of Training at Sydney Montessori Training Centre. She holds the AMI 3-6 (1987) and 6-12 (1996) Diplomas, a Bachelor's Degree in English Literature from Temple University and a Master's Degree in Education from Loyola University.

Rebecca worked in public Montessori education in the U.S. before moving to Australia in 1998. Since then she has worked to bring AMI 6 - 12 training to Australia so that more children can benefit from the Montessori approach to human development. Rebecca has taught at both the 6-9 and 9-12 levels in the US and Australia. As a trainer, Rebecca has worked with parents and teachers in Australia, New Zealand, Japan, China, Russia and Thailand.



**Carol Potts**

Carol is a trustee of the Maria Montessori Education Foundation, the AMI affiliated Training Centre of Aotearoa, New Zealand. She is an AMI examiner and part-time mentor in a 3-6 environment in Auckland, with close to 25 years of experience working with young children and their families.

Carol offers courses in Australia, is part of the training faculty in China and is currently Director of Training for the AMI 3-6 Diploma in Auckland.

Sydney Montessori Training Centre welcomes Carol to Australia in 2019 as one of the Foundation Course trainers.



**Ruby Lau**

Ruby Lau is an AMI Trainer and educational consultant. Educated from an early age in the UK, Ruby has a degree in Psychology and worked in advertising before taking the AMI 3 – 6 Diploma in London. After gaining her Diploma in London in 1985, she worked both in the MMTO School and the training course. She opened her own school in 1990 which she ran for 15 years whilst continuing to work on the training courses.

Ruby now holds AMI Diplomas at the 0-3, 3-6 and 6-12 age levels. She brings her multi-layered experience to mentor and support training staff and students of AMI training institutes and teachers and schools in many parts of South Asia. Ruby serves as a member of the Scientific Pedagogy Group at AMI.

Sydney Montessori Training Centre welcomes Ruby to Australia in 2019 as one of the Foundation Course trainers.



## **APPENDIX A: REQUIREMENTS FOR CERTIFICATION**

(Extract from AMI examination handbook)

Admission to the course does not guarantee certification. Basic requirements must be met by each student in all areas of the course. Individual Training Centres may have additional requirements.

### *Eligibility*

- A. To be eligible to sit for the written and oral examinations a minimum of 90% is required in the following:
- Theory lectures;
  - Demonstrations of materials in each area;
  - Discussions/reviews as organised by the training course;
  - The required reading seminars on Montessori books as stipulated by the training course.

### *Certification*

- B. To receive a Diploma at the end of the training course the following requirements must be met:
1. A pass mark for written (Papers A & B1/B2) and oral examinations
  2. To complete
    - Compilation and submission of acceptable and original albums in all areas;
    - Compilation and submission of acceptable materials as required by the course;
    - Observation and observation reports;
    - Practice teaching as scheduled.

### *Deferral Examination*

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year (within 12 months) and may re-sit each examination only once. It will be necessary to comply with the recommendations made by AMI Board of Examiners. If this necessitates travel to an AMI affiliated training centre other than where you took the course, all expenses involved are for the account of the student, as well as any examination and related fees by the host centre.

### *Failure to Complete Course Work*

Students failing to complete any part(s) of the other requirements (see B2) must fulfil that part(s) the subsequent year (within 12 months) in compliance with the recommendation and dates laid down by the Board of Examiners and/or the Director of Training.

### *Issue of Diploma*

In both cases (B1 and B2, as above) the AMI Diploma will be issued no later than the end of the course/academic year in which the result has been finalised.

### *Courses Offered Once Only in Current Location*

Students deferred who are enrolling at a Training Centre that is offering a one-time course will be informed by the Director of Training of the nearest centre where s/he can appear in the examination the following year (within 12 months). These arrangements will be settled in conjunction with the Director of Training. All expenses involved are for the account of the student.

### *Fail Status*

Students who fail Paper A, Paper B and three out of the six subjects during the Oral examinations have failed the course. Clarification of this will be given by the Director of Training. In this case, if a student wishes to obtain an AMI Diploma it will be necessary to re-take the entire course.

### *Academic Honesty*

The Centre has an obligation to deal with acts of academic dishonesty. Acts of academic dishonesty which will result in suspension or dismissal from the course are: Plagiarism in all its forms and facilitating academic dishonesty on the part of another students.

Students caught in acts of academic dishonesty during the written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade for the course.

The undersigned declare that these 'requirements and conditions' have been presented to the students, who have read and agreed to the contents.

Date:

---

Student's Name

---

Director of Training's Name

---

Student's Signature

---

Director of Training's Signature

## **APPENDIX B: SMTC STUDENT CONTRACT – DIPLOMA COURSE**

This contract refers to your enrolment on the following Sydney Montessori Training Centre (SMTC) AMI Montessori Diploma Course (known as the “Course”):

Set out below are the terms and conditions that will govern the agreement between you and SMTC regarding your participation.

### **1. Enrolment Prerequisites**

- 1.1. You agree that you meet the following prerequisites for the course as specified during your application process (unless you have made special arrangements with SMTC). These prerequisites include:
- (a) proficiency in oral and written English language: If English is not your first language or if your education has been in a language other than in English, a score of 5.5 on the International English Language Teaching Standard (IELTS) or equivalent will be required. If this is required, you must provide SMTC with a certified copy of your IELTS score.
  - (b) capacity to undertake successful tertiary study: You must demonstrate this to the reasonable satisfaction of SMTC, and you may do this by supplying evidence of the successful completion of previous studies and/or your employment history.
  - (c) eligibility to undertake formal full-time study in Australia: Refer to section 5 below.

### **2. Course Requirements**

- 2.1. To be eligible as a graduate of the course for an award of the Association Montessori Internationale (AMI) Diploma you are required to fulfil a number of course requirements to the satisfaction of AMI and SMTC. These include:
- (a) complying with all the requirements of this contract: When you sign this letter, it becomes the student Contract between SMTC and yourself. In this regard, please note carefully the representations and obligations set out in sections 5 and 6 below.
  - (b) signing and complying with all the requirements of the AMI Requirements for Certification: The AMI Requirements for Certification includes details of attendance requirements, assignment work, field experience and examinations. The Director of Training will explain the AMI Requirements for Certification to you at the commencement of the course, and you must sign the document. A copy will be provided to you for your records.
  - (c) complying with all course requirements: The principal formal requirements relating to attendance, participation, classroom observations, professional experience, written and oral assignment work, material reference manuals and examinations are set out in the AMI Requirements for Certification, but you must also comply with any other requirements prescribed by SMTC and the Director of Training.
  - (d) complying with policies: You must also comply with all SMTC and AMI policies set out in the Student Handbook or which may be notified to you by the Director of Training or SMTC during the course.
  - (e) paying fees: You must pay all course fees and other amounts payable by you in relation to the course promptly by the time those fees and other amounts are required to be paid.
- 2.2. You will not be eligible to sit written or oral examinations in relation to the course if you have not adequately complied with all the requirements as set out or referred to in paragraph 2.1.
- 2.3. If there are any circumstances (for example illness), which may prevent you from completing any of the course requirements, you must immediately contact the Director of Training to discuss whether alternative arrangements may be made. Whether satisfactory alternative arrangements can be made will be within the discretion of the Director of Training.

2.4. If your attendance or participation record, or your conduct or demeanour, indicates that you will or are likely to be unable to comply with any of the course requirements, then SMTC is entitled to direct that you discontinue the course. In that event, and even if the reason for the inability is not within your control (such as illness) you will not be entitled to a refund of any course fees or other amounts, and you will remain liable to pay any such fees or other amounts which are unpaid at the time of discontinuance (whether the time for payment has fallen due). All such amounts must be paid within one month after discontinuance or such longer period as SMTC permits.

### **3. Deferral**

3.1. If you do not satisfactorily complete all course requirements within the period of the course, then SMTC may with the approval of AMI in certain circumstances grant you a deferral of up to one year to complete the outstanding requirements. Those circumstances include:

(a) incomplete AMI course work: If you do not complete AMI course requirements (for example material reference manuals (albums), Montessori material-making, supervised practice with materials, classroom observation, practice teaching, assignment work, or attendance at lectures), the AMI Board of Examiners may in its discretion permit you up to the end of the twelve months following the end of the course to complete them. If SMTC does not offer the same course within that twelve months, then you will be required to attend at another AMI centre.

(b) examinations failed or not sat: If you do not pass, or are not permitted to sit, any of the examinations, the AMI Board of Examiners may in its discretion permit you to sit, or resit, those examinations. You may be required to attend at another AMI centre for this purpose.

3.2. In any of the circumstances described in paragraphs 3.1(a) and (b) you will solely be responsible for making the necessary arrangements, and for paying the costs involved. (Refer to Student Handbook, Second Year Extension Policy.)

3.3. In any of the circumstances referred to in paragraphs 3.1(a) and (b), you will not be eligible to receive the relevant Diploma until the end of the year in which you satisfactorily complete the relevant components of the course.

### **4. Award of the AMI Diploma**

4.1. You must satisfactorily complete all the components of the AMI course to be eligible for an award of the AMI Diploma. The Diploma will be awarded at the end of the course to each student who has by that time satisfactorily completed all the relevant components of the course, and has fulfilled all other requirements in relation to the course (including payment of fees).

4.2. Except as described in section 3 above, if you fail any examination, or if you do not satisfactorily complete other course components as described or referred to in paragraph 2.1 above, you fail the course. In such a case, to obtain the AMI Diploma, you will be required, at your own expense, to re-enrol in another course and be a student and comply with all the requirements of that course. You would not necessarily have any priority in relation to an application for enrolment in any such course.

### **5. Undertakings and Obligations regarding Residency and Visa Status**

5.1. SMTC must comply with several strict requirements under Australian law, including the Migration Act and Regulations, and the Education Services for Overseas Students Act. In order that SMTC may fully comply with its obligations under that legislation SMTC must satisfy itself as to various matters regarding your visa and residency status, and your intentions regarding your future in Australia.

5.2. Accordingly, your enrolment as a student in the course will be based on the following representations and undertakings to SMTC:

(a) That you are an Australian citizen, or, if you are not an Australian citizen, that you have supplied to SMTC your visa and passport for inspection, together with any other original documentation relevant to your status as a visitor or a temporary or permanent resident of Australia.

- (b) That you will inform SMTC in writing immediately of any change to your visa status or right of residency in Australia.
  - (c) That you do not hold and have not applied for a student visa under Australian law, that you have no intention of applying for such a student visa, and that you will inform SMTC in writing immediately if in future you intend to apply for an Australian student visa.
  - (d) That if you are not an Australian citizen, it is solely your responsibility to obtain and maintain a valid and appropriate Australian visa which entitles you to participate in the course, and you must always comply with any visa conditions.
- 5.3 SMTC has no responsibility in relation to your obligations described in paragraph 5.2 above to maintain an appropriate visa and to continue to be entitled to be resident in Australia during the continuance of the course.

## **6. General Obligations**

- 6.1. Enrolment as a student in the course will be on the basis that you have agreed to comply with the following obligations:
- (a) That you will always throughout the duration of the course (including any period of deferral) comply with all the requirements as set out in the Handbook including the student Code of Conduct, and the policies on Equal Opportunity, Discrimination and Harassment and Work, Health and Safety.
  - (b) That you will always behave in a manner consistent with the objectives of AMI and SMTC as set out in the Handbook, and to promote the efficient and harmonious running of the course.
  - (c) That you will comply with the requirements of any Code of Conduct or other requirement of any governmental or regulatory authority with which students of the course are required to comply, and which are from time to time notified to you.
  - (d) That you will promptly pay to SMTC all fees or other amounts payable by you as and when such amounts become due and payable, and that if you do not pay any such amount by the due date for payment, or if SMTC agrees to a deferral of payment, then you will pay interest on the amount unpaid, or the deferred amount (as applicable), from the due date until payment, at the rate of 8% per annum, calculated on a daily basis.
  - (e) That you will comply with any reasonable and lawful directions given by SMTC or AMI in relation to the course or your participation in it.
  - (f) That you will notify SMTC in writing immediately upon any change in your details or circumstances which might directly or indirectly relate to your enrolment or position as a student of the course, including any details provided by you in accordance with SMTC Administration Rules referred to in paragraph (a) above.
- 6.2. If you are in breach of any of the obligations set out or referred to in this letter, and the breach cannot be remedied or, if remediable, is not remedied promptly on SMTC's request to you to do so, then, in addition to any other right which SMTC may have arising out of the breach, SMTC will be entitled to direct that you immediately discontinue the course, as to which the consequences provided for in paragraph 2.4 above apply.

If you agree with the terms set out above, please sign this letter where indicated and hand it to the Director of Training. A photocopy will be provided for your records.

Your signature will constitute:

1. your representation that, to the best of your knowledge and belief as at the time of signing, all the information provided in your application for enrolment in the course or in any other correspondence or material provided by you is true, complete and accurate;
2. your acknowledgement that you have read and agree to be bound at all times by all the requirements set out or referred to in this letter, and in any documents referred to in this letter, including the Handbook; and
3. your offer to SMTC to enter into a Student Contract with SMTC on the terms set out in this letter.

On behalf of SMTC, I offer you my best wishes for your success in the course.

Yours sincerely,

Zoe Ezzard

On behalf of the SMTC Board

.....  
I offer to SMTC to enter into a Student Contract on the terms and conditions as set out in this letter, and, if SMTC accepts that offer, I agree to comply with those terms and conditions.

Student Name:

Address:

Date:

Signature:

**APPENDIX C: SYDNEY MONTESSORI TRAINING CENTRE  
STUDENT CODE OF CONDUCT**

As an enrolled student of Sydney Montessori Training Centre, I agree to the following:

- I will follow the highest standards of honesty and integrity. My behaviour will be professional and non-discriminatory;
- I will represent the Sydney Montessori Training Centre and the general Montessori community in an exemplary manner;
- I will discuss confidential information only with the authorised persons;
- I will follow the doctrine of Montessori philosophy of childhood to the best of my ability;
- I will strive to work cooperatively within the Montessori community to promote goodwill and maximise communication;
- I will not knowingly falsify or misrepresent records or facts about myself, other students, children, parents or colleagues and will work to actively suppress harmful behaviours;
- I will not let personal affairs interfere with my responsibilities or my professionalism;
- I will adhere to the policies and procedures as set forth in the course handbook;
- I will demonstrate respect for myself, others and the environment;
- I will treat others with kindness, fairness and respect;
- I will seek to resolve a conflict in a fair and responsible manner;
- I will respect the privacy of others;
- I will submit work that represents my own efforts and originality.

Print Name:

Student Signature:

Date: