



Sydney Montessori Training Centre

STUDENT HANDBOOK

0 to 3 AMI Diploma

2021

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.



Table of Contents

Contact Information	3
Application and Enrolment	7
Probation and Financial Assistance	9
Training Course	10
Written Examinations	13
Required Readings	15
Evaluation	16
Grading Criteria	17
Policies	21
Additional Information	25
Faculty	28
Appendix A: Requirements for Certification	29
Appendix B: SMTC Student Contract	31
Appendix C: Student Code of Conduct	35
Appendix D: Additional Fees Schedule	36
Appendix E: Tuition fees, cancellation and refund policy	38

SYDNEY MONTESSORI TRAINING CENTRE (SMTC)

AMI Montessori Diploma (0 to 3) Student Handbook

Contact Information:

Administration: 756 Darling Street, Rozelle NSW 2039
Phone: (02) 9395 2799
Email: admin@montessoritrainingcentre.com.au
Website: www.montessoritrainingcentre.com.au

Training Locations:

Training Centres Sydney: 756 Darling Street, Rozelle NSW 2039
Building 2, North Head Sanctuary, Manly, NSW 2095
Training Centre Melbourne: Kalker Montessori Centre, 1-3 Estelle Street, Bulleen, VIC 3105

Pedagogical Staff 0 to 3:

Sara Brady Director of 0 to 3 Training

Details of our pedagogical staff for other courses can be found on our website:
<https://www.montessoritrainingcentre.com.au/about/our-educators/>

Board of Directors:

Tara Taylor Director and Chair
Andrew Duff Director and Treasurer

Sally Connellan Director
Karen Bennetts Director
Dale Anthony Director

Association Montessori Internationale (AMI)

Founded in 1929 by Dr Maria Montessori (1870 – 1952)
Headquarters:
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1075 CN Amsterdam
The Netherlands



Ph: +31 -20 -679-8932

Email: info@montessori-ami.org

Website: www.montessori-ami.org

President: Philip O'Brien

Executive Director: Lynne Lawrence

The policies and procedures outlined in this Student Handbook are correct at the date of publication, 20 December 2020, and are applicable for courses commencing in the year 2021. If it becomes necessary to make changes to policies and procedures outlined in this Handbook, students will be notified promptly in person or via email.

WELCOME

Congratulations on your decision to embark on an AMI Montessori training program and thank you for choosing SMTC as your training institute. AMI Montessori courses are renowned globally for their holistic approach and rigour. Undertaking the course will open many possibilities for you and we look forward to supporting you in your endeavours throughout the course.

About SMTC

SMTC was established in late 2018 as a not-for-profit entity with the sole purpose of making regular high-quality Montessori training available and accessible in Australia.

SMTC is delighted to be authorised to deliver Association Montessori Internationale (**AMI**) Montessori courses. AMI was established by Maria Montessori and has affiliated training centres around the world. AMI courses are recognised internationally for their authenticity and quality.

SMTC offers AMI training courses in the following:

- AMI Montessori Orientation Certificate 0 - 3 years
- AMI Montessori Assistants to Infancy Diploma 0 - 3 years
- AMI Montessori Orientation Certificate 3 - 6 years
- AMI Montessori Diploma 3 - 6 years
- AMI Montessori Foundation Course
- AMI Montessori Orientation Certificate Primary 6 - 12 years
- AMI Montessori Diploma Primary 6 - 12 years

The dates for upcoming courses are available on SMTC's website at:

<https://www.montessoritrainingcentre.com.au/courses/>

The respective AMI Montessori Diploma training course, along with local teacher accreditation requirements, certifies graduates to become a Montessori Director in either the 0 to 3, 3 to 6 or 6 to 9 and 9 to 12 years' classroom.

The Orientation Certificate courses are short courses for those interested in the Montessori philosophy and/or in becoming a Montessori Assistant.

The Foundation course provides a basic understanding of essential developmental theory for a child aged 3 to 6 years old and pedagogical principles as applied in Montessori education. It is also a prerequisite for those wanting to enrol in the 6 to 12 Diploma whom do not already hold an AMI 3 to 6 Diploma.

Qualification Authorising Body

The AMI Diploma and AMI Certificates are awarded by AMI and do not currently form part of the Australian Qualifications Framework.

The AMI Diploma does not automatically qualify the holder to teach or work. The State or Country in which the AMI Diploma-holder wishes to work may have other teaching or early childhood requirements that must be fulfilled. For example, in New South Wales primary school teachers must be accredited to teach through the NSW Education Standards Authority and in Victoria, teachers must be accredited to teach through the Victorian Institute of Teaching.

The AMI Certificate does not automatically qualify the holder to work as a teacher's aide or assistant. The state or country in which the AMI Certificate-holder wishes to work may have other assistant requirements that must be fulfilled.

It is the responsibility of students to investigate local jurisdictional requirements that may apply to their situation.

Our Staff

Our administration team can be contacted during business hours from 8:30am to 4:00pm, Monday to Friday (closed some school holidays). Our trainers can be contacted by email for support and questions throughout the course. Whilst we understand that during the course there may be times at which students may need to contact our trainers outside of regular business hours, we ask that where possible students make every effort to make this contact during weekdays and within regular business hours.

Each AMI course is under the direct supervision of an AMI Trainer, the Director of Training, who delivers the course and is responsible for all pedagogical matters. The Trainers are appointed by AMI to conduct the course. Each Director of Training is a very experienced Montessori practitioner who has also completed the extensive AMI Training of Trainers (**TOT**) programme.

The Trainer is assisted by other academic staff, some of whom may be candidates in the TOT programme. Local and international guest lecturers with a specialist expertise may deliver specified parts of the course content by invitation.

Examinations are presided over by an external AMI examiner.

Locations

SMTC training is offered in Sydney and Melbourne. From time-to-time other courses are also offered in other parts of Australia.

Please note that these premises are located on school grounds (Melbourne) and in a busy pedestrian area which is shared with an Infant Community program for the 0 to 3 age group (Sydney). Students are required to dress and behave accordingly and movement through the grounds should be quiet and unobtrusive. Smoking and alcohol are not permitted on the premises at any time.

Car Parking

The school car parks at the Melbourne premises are not to be used during school hours. Parking is available at Melbourne, opposite the school behind the tennis club. The parking area is accessible from Furneaux Grove.

The Sydney (Rozelle) premises have no on-site parking and street parking is available outside the training centre on the surrounding streets. Please be aware that some of this parking has a two-hour limit, however, there is free all-day parking within walking distance. We suggest students consider the excellent bus links to and from our Sydney campus for transportation.

The Sydney (Headlands) premises has all day free street parking available.

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 (outlining academic and employment history), transcripts of previous tertiary study, certified copies of qualification certificates and two signed letters of recommendation, one professional in nature and one a character reference, together with a short autobiographical essay (details further below). 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.

Essay

The short autobiographical essay outlined above should describe the applicant's past experiences and future direction, particularly relating to working with children. It must be written by the applicant in their own words, be typed and approximately two pages in length. The essay should address the following questions:

- Why do you wish to follow Montessori training?
- How did you learn about the course?

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

Completed applications should be returned with supporting documents to:

Email: admin@montessoritrainingcentre.com.au

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.

When undertaking a course in Sydney or undertaking a practical component at a New South Wales school, students must obtain a 'Working With Children Check' from the NSW Office of the Children's Guardian prior to commencement of the course:

www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check

When undertaking a course in Melbourne or undertaking a practical component at a Victorian school, students must obtain their 'Working With Children Check' or hold current registration with the Victorian Institute of Teaching prior to commencement of the course:

<https://www.workingwithchildren.vic.gov.au>

Where courses or teaching practice are conducted in other locations the Working With Children Check, or equivalent in that jurisdiction, must be provided prior to commencement of the course.

Clearances should be forwarded to admin@montessoritrainingcentre.com.au prior to course commencement.

As SMTC shares its premises with a school and/or an Infant Community, students will not be permitted to undertake the course or their teaching practice and observations without proof of one of these checks. Further, a student's enrolment in the course may be suspended or result in dismissal if a check above becomes invalid or expires without replacement during the term of the course or practical component.

Confirmation of Enrolment

All applicants are notified of the outcome of their application by letter. Successful applicants will receive a confirmation of enrolment letter. Please be aware that your place is not confirmed until such time as the applicant makes their first payment towards the course fees in accordance with the fee schedule for the relevant course.

Enrolment Policy

Students wishing to apply for the course should do so prior to at least one month prior to commencement of the relevant course 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 limits for a course have been reached, a waiting list may be established.

Overseas Students

Overseas students are responsible for ensuring that they have all appropriate governmental permissions prior to arrival at SMTC and are eligible to study in Australia. This includes having a visa which enables the student to study in Australia and complete the entire course. Please be aware that SMTC is currently unable to offer visa sponsorship and it is the student's responsibility to apply for and obtain an appropriate visa. Proof of visa status may be required by SMTC from the student and SMTC may suspend the student's enrolment in the course or immediately dismiss the student from the course where a visa, or proof of visa, is inadequate or not provided.

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 6 is needed in reading and writing;
- A minimum score of 6 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 language requirements for registration as a teacher in NSW are governed by the NSW Education Standards Authority (**NESA**) and in Victoria by the Victorian Institute of Teaching. Please refer to the NESA or the Victorian Institute of Teaching websites, as applicable, for further details.

<http://www.educationstandards.nsw.edu.au/wps/portal/nesa/home>

<https://www.vit.vic.edu.au/registering-as-a-teacher>

Other states and territories of Australia and other jurisdictions around the world will have their own language and other requirements which students are responsible for independently researching, if applicable to them.

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.

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 into the course. This status is effective through the first 6 weeks of the 0 to 3 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 6-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 Training Centre Manager on:

admin@montessoritrainingcentre.com.au or +61 2 9395 2744.

TRAINING COURSE

Course Title

The complete title of the course is AMI (Association Montessori Internationale) Montessori Diploma, Assistants to Infancy 0 to 3.

The Diploma of the Association Montessori Internationale:

Students should note: successful completion of the AMI Assistants to Infancy Course is conditional upon meeting specified course requirements.

Taken into consideration are:

- regular attendance (minimum 90%) at lectures, observations, practical sessions with the materials, and practice teaching
- submission of albums containing illustrated notes of didactic materials
- preparation of specified classroom materials
- written papers and practice teaching and observation reports.

Passing grades must be achieved on written theory and practical examinations. In addition, students must pass an oral examination conducted by a Board of Examiners from the Association Montessori Internationale.

The Diploma is awarded by the Association Montessori Internationale and does not form part of the Australian Qualifications Framework.

AMI is considered as the worldwide leader in Montessori education. Its certified training is acknowledged for its rigour and authenticity and the AMI Diploma is internationally recognised. All *Association Montessori Internationale* Diplomas state the holder has “*Studied the principles and practice of the Montessori method for children from birth to 3 years of age*” and has “*passed the written and oral examinations*”.

Awarding of this AMI Diploma does not qualify the holder to train other teachers.

Jurisdictional Requirements to work in Child Care

The AMI Diploma as it stands, does not automatically qualify the holder to teach. The state or country in which the AMI Diploma-holder wishes to work may have other teaching requirements that must be fulfilled. In Australia, all persons wishing to work and care for children 6 years and under must be accredited under ACECQA (<https://www.acecqa.gov.au/qualifications/qualification-requirements>)

Students are responsible for independently researching requirements applicable to them in order to ensure they are meeting their own registration and other requirements in the state or country in which they work.

Course Units

The courses units in the AMI Diploma are:

Theory and Psychology, including:

- Child development
- The role of the adult
- The role of the environment - preparation of the home and infant community as an aid to human development
- Development of movement and language.

All lectures converge around the central concept of education as a help to life; the study of the child, family, community, and human relations; and self-awareness in young children. Special consideration is given to the development of movement, early language activities, and independence.

Medical/Developmental

- Anatomy and physiology
- Obstetrics – background information on pregnancy, birth, and the puerperium (the first 8 weeks after birth)
- Nutrition
- Hygiene (including child health and safety)
- Child neuropsychiatry (information on the child's personality development and child neuropsychiatry including contemporary issues in education and special educational needs).

Methodology by subject

- Psycho-sensory theory and demonstrations
- Home environment – theoretical introduction and demonstrations
- Communities – theoretical introduction and demonstrations.

Practicum and Observation

- Supervised practice
- Observations- practical training for observation of children in maternity hospitals, homes and infant communities
- Practicum -in an infant community

Additional Sessions

- Theory discussions
- Review sessions
- Classroom management
- Parent-infant sessions
- Supervised reading sessions

Course work

- Preparation of reference albums and curriculum albums
- Material Making- handmade materials.

This course is a study of Montessori pedagogy and current medical and psychological approaches to child development from birth to three years. It includes a minimum 400 hours of classroom-based training including lectures and supervised practice, and a minimum of 250 hours of observations of children from birth to three years.

AMI Requirements for Certification

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 (found in Appendix A), that is signed by the Director of Training and the student upon acceptance into the course.

The AMI 0 to 3 Diploma is granted upon satisfactory completion of the following course requirements:

- A minimum of 90% attendance at lectures and practical sessions with the materials.
- Submission of original reference albums.
- Assigned material-making projects.
- Observation notes and summaries.
- Practice teaching as scheduled; and
- Passing grades on both written and oral examinations.

Admission to the training course does not guarantee certification.

The course requirements and guidelines are intended 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.

Albums

Each student will complete a personal reference album of their own written and illustrated exercises for each of the curriculum areas covered in the course subjects. These exercises must be written according to the prescribed format. 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 0 to 3.

Albums are evaluated regularly by the training staff and practising Montessori teachers under the guidance of course staff. Written feedback is provided to students as they are evaluated. Based on this evaluation feedback, students should become aware relatively early in the course if they need extra assistance in this area and a plan can be put in place with the trainer for this assistance to be provided promptly by training staff.

The list of presentations and illustrations required and due dates will be provided on an assignment sheet issued during the course by academic staff. Album work will be returned with comments indicating if corrections are to be made. Corrections must be made and are the responsibility of the student.

Binders should be purchased for the cumulative album in each area:

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 60 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.

Sessions are structured to create a dynamic situation in which students can individually demonstrate how they would practically present activities to the child and then to discuss constructively with the group the effectiveness of that presentation and its essential elements. To relate the practicalities of the materials in respect of the development of the child.

The Training Centre is available for independent practice 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. Unsupervised practice is recommended for at least two hours a week at which times notes may be used.

Required Materials and Supplies

Each student is required to prepare specific materials for classroom use.

SMTC advises that the student budgets approximately \$1,000 for material making and other course supplies including notebooks, coloured pencils and associated supplies such as folders, binders and dividers.

Written Papers

Theory papers are written by students during the course. Criteria for assessment of written assignments include:

- Accuracy of topics.
- Capacity to carry out independent research.
- Understanding of research topic.
- Depth and relevance of research.
- Logical thought process presented in written form.
- Presentation (spelling, grammar, layout, referencing, etc.); and
- Ability to submit work on time (time management skills).

Observation and teaching practice

Observation is at the core of the Montessori guide's work. During the course students undertake 250 observation hours of children of different ages. Work experience for a mandatory number of hours in 0-3 environments must also be completed satisfactorily. Each student undertakes a self-assessment of their practice and is also assessed by those responsible for the environment.

Criteria used to assess these reports include:

- Attention to detail.
- Ability to record observed detail in a meaningful and useful way.
- Ability to observe and assess how the details recorded directly relate to child development.
- Ability to draw conclusions from the detail recorded; and
- Diligence in the recording of timed observations.

Observation Reports are read by staff and written feedback is provided.

As students are working and in environments with children, confidentiality is expected.

If students have concerns or questions about anything they observe in an environment, they are encouraged to raise this directly with the Director of Training in the first instance.

Criteria used for assessment of a student's contribution in the prepared environment include:

- Personal qualities such as, responsibility, a calm demeanour and a positive outlook.
- Human relations such as a respect for and a rapport with children.
- Communication skills such as the ability to model effective oral and written expression.
- Planning abilities such as the planning of effective learning experiences appropriate to the needs and interests of the children.
- Ability to use appropriate strategies and to work with individual children, small groups and larger groups.
- Curriculum competency, knowledge of and ability to integrate the curriculum content areas and competence in the use of specific Montessori early childhood educational materials.
- Professionalism such as self-evaluation and the maintenance of confidentiality.
- Demonstrated ability to keep detailed records on individual children.

Teaching Practice Reports are read by SMTC staff and written feedback is provided.

Written Examinations

The course schedule sets out the dates for written examinations and all students are expected to be available to present the exams on those dates.

There are two written examination papers: Paper A and Paper B.

Paper A contains theory questions on key Montessori concepts including: child development, the role of the adult, the role of the environment, the study of the child, family, community, and human relations, self awareness in young children, development of movement, early language activities, and independence. The questions are worded from a different perspective from year to year.

Paper B contains questions which reflect the basic Montessori principles and how these underpin the key materials in each of the curriculum areas. While this paper is more practically oriented than Paper A, questions are worded so that they are different to those asked in the Oral Exam.

In each paper, 4 questions out of a choice of 7 need to be answered. A selection of examination questions is submitted by the academic staff to the Pedagogical Committee of AMI. The official examination questions are chosen by this committee from those submitted. At the discretion of the Director of Training, one question on each paper may be a compulsory question.

Oral Examinations

Each student is required to demonstrate his or her knowledge during an oral examination before an examining committee selected by AMI and the Director of Training. Any student sitting for the examination is required to be available during the entire examination period.

At this examination students are required to present Montessori educational materials in all four areas of the Montessori prepared environment and are evaluated on the basis of demonstrated competence with the materials and on their ability to articulate knowledge of the relationships between the materials and the supporting theory.

Criteria for assessment include:

- Competence in the presentation and knowledge of the Montessori educational materials.
- Ability to articulate knowledge and understanding of the relationship between these materials and the supporting theory.

- Ability to integrate one part of the course with all other parts.
- Demonstrated critical thinking.

Required Individual Homework

Students should be advised that a considerable number of hours should be allotted for their course work outside of scheduled lectures. A minimum of 10 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.

Please note it is also highly recommended that you allow for at least 5 hours of observations of children in different age groups each week.

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:

By Dr Maria Montessori:

- Education for a New World
- The Absorbent Mind
- The Child in the Family
- The Discovery of the Child
- The Formation of Man
- The Secret of Childhood
- 1946 London Lectures

By Silvana Quattrocchi Montanaro, MD:

- Understanding the Human Being.

Medical text (Provided by AMI)

Recommended Readings

- By Lise Elliot: What's Going On In There?
- By Eric Ericson: Childhood and Society
- By Louise Kaplan: Oneness and Separateness
- By Ashley Montague: Touching
- By E.M. Standing: Maria Montessori, Her Life and Work
- By Daniel Stern: Interpersonal World of The Infant

Ongoing Observation of Students by Academic Staff

Throughout the academic year, there are continuous opportunities for academic staff to observe students and assess their progress.

These include:

- Participation in seminars and tutorials.
- Contribution to small group and whole group discussions.
- Practice teaching and observations.
- Practice with the Montessori educational materials.

These observations enable staff to provide ongoing feedback to students about their progress and to provide additional support as needed.

Criteria for assessment include:

- Ability to absorb and understand philosophical issues.
- Capacity for independent, original thought.
- Capacity to ask valid questions relevant to discussions.
- Attention to detail (to the analysed movements) when working with and presenting Montessori educational materials.
- Evidence of the social skills that will be required for respectful communication with parents and children.
- Ability to translate the theoretical underpinnings into practical situations.

Conferences

Conferences with the student and the Director of Training are scheduled during each semester or module and again at the conclusion of the written examinations but before the oral examinations. During these conferences, a student's performance is reviewed and feedback is given about their completed work and progress within the course.

Aspects of the course which are discussed and reviewed include:

- Student's essay writing and research skills.
- Practice teaching and Observation reports.
- Time management.
- Work with the Montessori materials.
- The progress of required reading and additional texts.
- The Student Code of Conduct.
- Personal well-being and health.

Students have the opportunity to ask questions and request assistance.

Additional conferences are arranged when required. However, the student's academic progress remains the student's responsibility.

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 by Training Centre staff and AMI trained teachers. 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.

SMTC recommends that students keep a copy, even if in the form of photographs, of all work submitted, to address the unlikely circumstance that the work is misplaced or lost.

However, please keep in mind our plagiarism and reproduction or recording of course lectures and materials when storing copies, in electronic form or otherwise, as breaches may lead to dismissal from the course.

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.

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 Resubmission 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.

The Training Centre will advise you at the start of the course of the procedure for submission of coursework and albums (and their corrections), including via Learning Management Systems.

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.

There will be a \$275 fee for each late album submitted after the albums' final due date which must be paid prior to the album being reviewed by Training Centre staff and returned to the student.

Grading Criteria

The AMI 0 to 3 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 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 each material.

Grading Criteria for Observation and Practice Teaching:

Written observation notes will be due on dates as advised during the course. Raw notes addressing the assignment topic, as well as the summary paper and assignments, 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:

Written papers are marked by SMTC academic staff according to specific criteria. All written papers are identified by a letter/number code and not by student name until marking is complete. Each question is marked out of 25 and the total pass mark for all four answered questions is 50%. Evaluation of the written exam is completed prior to the oral exam and students are given oral reviews of their performance prior to the oral exam. An independent invigilator is present for the extent of the written exams.

Criteria for assessment include:

- Depth of understanding of the subject matter.
- Relevance of the information given.
- Use of appropriate examples and illustrations.
- Integration of theory and practice.

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. 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.

Students for whom English is not the native language will be allowed extra time according to AMI guidelines, where applicable.

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 area is required to pass the oral examination.

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.
- General theory about the particular area.

Notification of Results:

Albums:

Evaluators will make written comments for refining or correcting 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 written and oral examinations. 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 0 to 3 Diploma.

Make-up / 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 \$275.00 per late 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 (within 12 months). The examinations may be taken the second time at any certified AMI 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 \$220 for resitting the written exam and \$220 per subject area up to a maximum of \$440 for resitting the oral exam during already scheduled exam blocks. If the student resits the exam at another training centre, that centre will impose a financial assessment for the service.

If SMTC schedules special exams for a group of students, the fees will vary and will be calculated based on the costs of the relevant arrangements.

Other Fees schedule

SMTC makes available a schedule of additional fees from time to time which are applicable to this course. A copy of this is available on SMTC's website . The schedule applicable at the start of your course is set out in Appendix D.

Issuance of AMI 0 to 3 Diploma

AMI will award the AMI Diploma to those students who have satisfied AMI examiners in each of the above requirements. The AMI Diploma must bear the signatures of the President and the Executive Director of AMI and be signed by the Director of Training for the course. The AMI Diploma certifies that the person has successfully completed the AMI 0 to 3 Course.

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

SMTC POLICIES

Plagiarism

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 which is available in the “student information” tab of the SMTC website. To avoid any misunderstandings, this form must be forwarded in to the Training Centre Manager before the assignment in question is completed.

Reproduction or Recording of Course Lectures and Materials

The albums that the students prepare and submit for examination are intended for that student’s 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.

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

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 by the Training Centre’s administration team.

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. All parts of the permanent file remain in the sole possession of SMTC and the Director of Training and may be only be accessed by them to the extent required for a legitimate and lawful purpose. Further, each student authorises SMTC and the Director of Training to provide AMI with a copy of relevant student records where required by AMI guidelines or on receipt of a reasonable written request by AMI.

Records are only accessible by others if required by law or otherwise only upon written request and authorisation by the student to the Director of Training or, if the relevant Director of Training is unavailable for an extended period, to the board of SMTC.

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.

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.

Dropout, Leave of Absence (LOA) and Deferred Course Requirements (also known as the second-year extension policy)

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 will apply, on behalf of the student, to AMI to defer a student's course requirements for up to 12 months because of such extraordinary circumstances.

Extraordinary arrangements may include attending the next course offered by SMTC, if there is the same course or course modules occurring in the timeframe 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 or Training Centre Manager 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 on SMTC's website under the tab "student information" or can be requested from the Training Centre Manager admin@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. 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

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.

If the student is participating in a webstreamed session of the course, the internet use by the student should be for the purposes of streaming the session only.

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, AMI or any individual SMTC staff or directors 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.
- Providing false documentation in relation to enrolment or absence procedures.
- 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 or on the premises, 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 concludes 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's 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 fees refund and cancellation

Tuition fee refunds will be determined by the SMTC Board in accordance with the Tuition Fees, Cancellation Refund Policy and the circumstances, including of any of dismissal outlined in the handbook. A copy of the policy is included in Appendix E.

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, video recording or similar recording technology is strictly prohibited during lectures. 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. Except where required by law, student records are not released by SMTC to anyone other than AMI or 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 admin@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 may not be brought into practice areas.

Protection of Personal Belongings

Students are asked to bring only those items necessary. SMTC strongly urges students to protect their valuables by not leaving them unattended. SMTC is not responsible for any loss of, or damage to, personal belongings.

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 bags during lecture and practice sessions. If you are concerned that an emergency call might be missed, please speak privately to the course staff.

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 or others involved in governance positions in the Montessori community, permission to audit a lecture may be requested from the Training Centre in consultation with the Director of Training.

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

COVID-19 (Pandemics)

All students, staff and visitors to any SMTC site must strictly comply with SMTC's COVID-19 or Pandemic safe policies applicable for that site at the time. Visitors who do not comply will be denied entry or asked to leave the premises immediately. We thank you in advance for your co-operation in ensuring the health and safety of our community. This may include retaining details of your attendance and providing them to Government authorities if necessary.

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 and Discrimination 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 or discrimination.

It is the obligation and responsibility of every employee, student, and volunteer to ensure that the Training Centre is free from sexual harassment and discrimination.

SMTC is fully committed to its obligation to eliminate sexual harassment and discrimination in the workplace. Our policy is available in the "student information" tab on our website.

Time Commitment

Time management skills will be valuable. 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.

FACULTY FOR 2021



Sara Brady

Sara holds AMI Diplomas at both Assistants to Infancy (0-3) and 3-6 levels. She has a Masters in Education from Loyola College in Maryland.

Sara has worked extensively in a variety of Montessori settings: long-day care, pre-school and Montessori in the home. She has enjoyed working in Nido and Infant Communities as well as parent-infant classes. Sara lives in Sydney, Australia with her husband and three children.

Sara is qualified as an AMI Assistants to Infancy trainer and is also an examiner at this level. She conducts teacher training internationally and is currently a 0-3 Director of Training in Dallas – North Texas, China and Sydney. Sara delivers 0-3 Training for the Sydney Montessori Training Centre.

APPENDIX A: AMI REQUIREMENTS FOR CERTIFICATION



ASSOCIATION MONTESSORI INTERNATIONALE Founded by Dr Maria Montessori in 1929

Koninginneweg 161
1075 CN Amsterdam
Netherlands

T: +31 20 6798932
E: info@montessori-ami.org
W: www.montessori-ami.org

AMI Agreement Schedule II

REQUIREMENTS FOR CERTIFICATION

FOR AMI Assistants to Infancy TRAINING COURSES

Admission to the course does not guarantee certification. Basic requirements (hereunder) must be met by each student in all areas of the course. Individual training centres may have additional requirements.

Eligibility

- A. In order to be eligible to sit for the written and oral examinations a minimum attendance 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.
- Attendance at supervised practical sessions (minimum 60 hours)

Certification

- B. In order 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 & B) and oral examinations
 2. To complete:
 - (i) compilation and submission of acceptable and original albums in all areas.
 - (ii) compilation and submission of acceptable materials as required by the course.
 - (iii) observation and observation reports.



- (iv) 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 the 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 charged 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 recommendations 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 enrolled 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 examinations the following year (within 12 months). These arrangements will be settled in conjunction with the Director of Training. All the expenses involved are for the account of the student.

Fail Status

Students who fail Paper A, Paper B and two out of four 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 that will result in suspension or dismissal from the course are:

- Plagiarism in all its forms and facilitating academic dishonesty on the part of another student.
- Students caught in acts of academic dishonesty during written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade recorded for the course.
- Undisclosed recording of any kind on the premises of the Training Centre.

The undersigned declare that these 'requirements and conditions' have been presented to the student, who has 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 – AMI DIPLOMA COURSE

This contract refers to your enrolment on the following Sydney Montessori Training Centre (**SMTC**) AMI Montessori Diploma Course (known as the '**Course**'): AMI Montessori Diploma (0 to 3).

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 6 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 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, participation record, conduct or demeanour, indicates that you will or are likely to be unable to comply with any of the course requirements, 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) subject to any concession in SMTC's Tuition Fees, Cancellation and Refund policy. 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, 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), SMTC 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, you will be required to complete the course 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, SMTC may at its discretion permit you to sit, or resit, those examinations. You may be required to attend 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 AMI 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 AMI 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 strict requirements under Australian law, including but not limited to, the Migration Act and Regulations and the Education Services for Overseas Students Act. In order that SMTC may fully comply with its obligations under 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 '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, throughout the duration of the course (including any period of deferral) always comply with all the requirements as set out in the Student Handbook including but not limited to, 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 Student 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 Student 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,

Alison Birdsall, Training Centre Manager On behalf of the SMTC

.....
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:

Student 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 Student 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:

Appendix D: Schedule of additional fees

SCHEDULE OF ADDITIONAL FEES – AMI DIPLOMAS (as of December 2020)

Type of fee	Description of fee	Amount All amounts include GST.	Payment timing
Album late fee	Applicable to each album submitted after the album's final due date	\$275	Must be paid prior to Album being read by trainer and relevant readers
Additional written exam	Where the student joins an exam block of another SMTC course for the same type of AMI Diploma. This applies to an exam re-sit or where the student has elected not to sit the relevant exam with their cohort.	\$220	Must be paid prior to SMTC finalising the exam schedule
Additional oral exam	Where the student joins an exam block of another SMTC course for the same type of AMI Diploma. This applies to an exam re-sit or where the student has elected not to sit the relevant exam with their cohort.	\$220 per subject area OR \$440	Must be paid prior to SMTC finalising the exam schedule
Special written exam and/or oral exam resits	Where SMTC arranges an exam block for an individual student or a group of students outside of the exam blocks for the student's course. Fees will be determined with regard to the circumstances involved.	TBD	Must be paid prior to SMTC finalising the exam schedule
Late observation (trainer supervised)	Where a student does not complete an observation requiring trainer attendance and trainer paperwork review and special arrangements need to be made.	0-3 Course (per Observation Album) \$605 3-6 and 6-12 Courses \$165	
Late teaching practice (trainer supervised)	Where a student does not complete a teaching practice requiring trainer attendance and trainer paperwork review and special arrangements need to be made.	\$550	
Late materials fee	Applicable to materials submitted after the final due date	\$165	Must be paid prior to materials being read by trainer.
Additional administration work	Students may request copies of materials held by SMTC - whether in electronic or paper form. This can take substantial time and resource of the training centre to complete and, as such, we are forced to impose a charge for this time to cover our costs.	\$50 per hour (including GST). Alternatively, if SMTC outsources this to a copy centre, cost plus an administration fee of \$50.	A reasonable estimate of the time and cost involved will be made by SMTC in advance and must be paid by the student before SMTC will commence the work. If the work takes longer or external costs are higher, SMTC may invoice the student for the additional time over and above the estimate.
Student postage requests	Where students request albums or course materials to be posted to	External postage or courier cost plus an	The fee must be paid prior to SMTC sending the materials.

	them by the training centre. An example is a late album that was provided in paper format.	administration fee of \$50.	
Lost training centre books or materials	Where a trainer agrees to lend a material or book of the training centre to the student becomes responsible for the item whilst in their care. Where the item is lost or materially damaged whilst in the student's care, the student should replace the item.	Replacement cost of item.	
Replacement testamur fee	The fee SMTC charges to replace a SMTC AMI qualification testamur where the student declares they have lost this.	\$200	Note that SMTC may not be able to issue a replacement in all circumstances due to AMI restrictions on replacements. If we are unable to do so, we will advise you prior.

* Where a student is subject to multiple additional fees, SMTC will endeavour to identify efficiencies that may enable SMTC to reduce the combined additional fees for a student, depending on the particular circumstances. However, students should expect to pay the fees above where relevant. In order to minimise exposure to additional fees, students are strongly encouraged to have completed all other relevant course requirements before sitting exams.

Appendix E: Tuition fees, cancellation, and refund policy

Fees, Cancellation and Refund Policy

All fees are due and payable on their due date.

Course enrolments are not transferable to another person.

Course fees may be paid either in full prior to commencement of course or in accordance with an SMTC authorised instalment plan.

Where you pay in accordance with an instalment plan, you may still be liable for instalment payments should you withdraw from the course as outlined in this policy.

You can pay your fees directly to SMTC Via direct transfer into our bank account

Receipts will be issued to you upon receipt of your payment.

The price for all goods and services are in Australian Dollars (AUD) and include GST where applicable. All transactions are in Australian Dollars (AUD) and include GST where applicable.

Cancellation of Enrolment and Fee Refund Policy

All requests for cancellation of enrolment and request for fee refunds must be advised in writing.

To request a refund, please email admin@montessoritrainingcentre.com.au with a completed SMTC “request for fee refund form”.

All refunds must be approved by the Board or their authorised delegate. Exemptions to the refund conditions may only occur where the student has extenuating, or compassionate grounds as determined by the Board or delegate.

Where you are paying in accordance with an instalment plan, you remain liable for all instalment payments post your cancellation of enrolment except to the extent that the payment would meet the refund criteria in this policy.

Our refund terms and conditions are set out below for each type of course offered by SMTC.

AMI DIPLOMA COURSES



Prior to trainer interview

- Cancellations are permitted. This is determined to be the 'withdrawal with-no-penalty' cut-off date. SMTC will refund 100% of the total course fees paid in respect of your enrolment in the course.

After trainer interview but prior to course start date:

- SMTC will refund 100% of the course fees you have paid to us less \$500. This is the non-refundable deposit and supports SMTC to cover its administrative costs.

Less than 10 days of course start date:

- SMTC will refund 85% of the total course fees for the course. Students paying by instalment remain liable for 15% of the total course fees for the course if this amount has not been received by SMTC.

Between 10 days and 3 months from the course start date:

- SMTC will refund 70% of the total course fees for the course.
- Students paying by instalment remain liable for 30% of the total course fees for the course if this amount has not been received by SMTC.

Where the training course is of 15 months or less in duration:

Between 3 months and 6 months of the course start date:

- SMTC will refund 35% of the total course fees.
- Students paying by instalment remain liable for 65% of the total course fees for the course if this amount has not been received by SMTC.

6 months or more from the course start date:

- Refunds are not permitted, except with Board approval on compassionate grounds.
- Students paying by instalment remain liable for 100% of the total course fees for the course if this amount has not been received by SMTC.

Where the training course is more than 15 months in duration:

Between 3 months and 6 months from the course start date:

- SMTC will refund 50% of the total course fees.

- Students paying by instalment remain liable for 50% of the total course fees for the course if this amount has not been received by SMTC.

Between 6 months and 12 months from the course start date:

- SMTC will refund 25% of the total course fee.
- Students paying by instalment remain liable for 75% of the total course fees for the course if this amount has not been received by SMTC.

More than 12 months from the course start date:

- Refunds are not permitted, except with Board approval on compassionate grounds.
- Students paying by instalment remain liable for 100% of the total course fees for the course if this amount has not been received by SMTC.

AMI ORIENTATION COURSES & FOUNDATION COURSE

Prior to course commencement

- SMTC will refund 80% of the total course fee (the remaining 20% is the non-refundable deposit).

By the end of the second day on which scheduled classes occur

- SMTC will refund 50% of the total course fees.

After the end of the second day on which scheduled classes occur

- No refund is permitted, except with Board approval on compassionate grounds.

WORKSHOPS and REFRESHERS

Prior to course commencement

- 80% of course fees are refunded (the remaining 20% is the non-refundable deposit).

After commencement of the course

- No refund is permitted, except with Board approval on compassionate grounds.

ADDITIONAL FEES SCHEDULE

- SMTC does not offer a refund of payments in respect of fees in our additional fees schedule unless SMTC has not carried out its function in respect of any such fee in the relevant time frame, in which case 100% of the relevant additional fee is refundable.

What are compassionate grounds?

Within 8 weeks of cancellation or termination of their enrolment, a student may make a written application to the Board for exceptions to this policy on compassionate grounds or due to extenuating circumstances.

Depending on the circumstances, the Board may, in its absolute discretion:

- permit the student to re-join the equivalent course in the future (where the course trainer and AMI also agree), subject to such conditions as SMTC sees fit; in which case all or part of the tuition fees held by the training centre will be applied towards the student's re-enrolment in the equivalent course in the future (but no refund is permitted including if the student does not complete all or part of the future course).
- permit a refund of all or some of the tuition fees above the amount otherwise stated in this policy.

The student is required to provide evidence to support their claim for relief on compassionate ground to the satisfaction of SMTC, acting reasonably. Examples may include medical certificates suitable to SMTC.

Date of termination or discontinuance

Termination of a student's enrolment will be taken to occur on earlier of the occurrence of any of the following events:

- When SMTC receives written notice of the student's intention to discontinue the training program.
- When the student's enrolment is terminated by SMTC by written notice for a violation of a published SMTC policy, which provides for termination.
- When a student, without notice to SMTC, fails to attend classes for fifteen consecutive days on which a class is held.
- Where in-person attendance in Australia is required, when a student is found to be ineligible to study in Australia and their enrolment is terminated by SMTC.

Termination of your enrolment by SMTC

If your attendance, 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 as specified in the Student Handbook, then SMTC is entitled to direct that you discontinue the course. You will only be entitled to a refund of any course fees or other amounts as stated in this policy. A student in this situation may make a written application to the Board for exceptions to this policy on compassionate grounds or in extenuating circumstances as outlined above.

Discontinuation of course by SMTC

In the unlikely event that SMTC is unable to deliver the course in full and discontinues the course, the student will be offered a full refund of all course fees paid to date. Alternatively, enrolment in another suitable course by SMTC may be offered at no extra cost to the student. The student has the right to choose between a refund of course fees or to accept a place in another SMTC course. If the student chooses a placement in another course, the student will be required to sign a statement that indicates their acceptance of the placement.

Notice in advance of the discontinuance must be provided by SMTC to students in writing.

SMTC shall communicate the options above to the student within fourteen days following discontinuance of the course. Refund payments due to the student will be made within a further fourteen days of the student notifying SMTC of its decision to accept a refund and providing SMTC with relevant bank account details to process the refund.

Refund payments

SMTC cannot process a refund payment until we receive a student's bank account details. Please provide these by submitting our "request for fee refund form".

Where course fees were paid for by a School, employer or centre, please be aware that we are generally obliged to issue a refund to that entity rather than directly to the student unless the entity provides written authorisation to our satisfaction for SMTC to pay the refund directly to the student.

SMTC defers the start date of the course

If SMTC defers a course commencement date by more than the timeframes set out below, SMTC will offer a full refund of total course fees to the student. Alternatively, the student may elect to commence the same or equivalent course at the deferred time proposed by SMTC. The relevant timeframes are:

- AMI Diploma - the course start date is deferred by more than 21 days.
- Foundation course - the course start date is deferred by more than 3 days.
- Orientation course- the course start date is deferred by more than 1 day.
- Workshops, Refreshers, and other courses - the course start time is delayed by more than 90 minutes.

Late Payment of Fees

Should you anticipate difficulties in meeting your payment of fees, written communication should be addressed to the Training Centre Manager within 14 days of the payment falling due. An explanation of the circumstances as well as a payment plan should be included.

Please forward details to admin@montessoritrainingcentre.com.au

SMTC may charge a late payment fee of 5% of the amount outstanding should payment be more than 30 days overdue.

Debt Recovery of Fees

In the event of any default in payment, the student shall pay to SMTC its costs of, and incidental to, the recovery of such sums as may be due from the Student to SMTC including all mercantile and like fees and legal fees and charges on a solicitor/own client full indemnity basis and any filing fees, taxes or any other fees payable, assessed or incurred in relation to such recovery process.

Where a school or employer agrees with SMTC to pay fees on the student's behalf, SMTC may also pursue the school or employer for the unrecovered fees in event of any default in payment. SMTC may pursue the unrecovered fees from the school or employer without first taking action against the student, or pursuing any other available recourse, and may be enforced despite any neglect or omission to enforce any rights against the student.

Additional Fees Payable

Additional fees may become payable by students in the circumstances outlined in SMTC's "Additional Fees Schedule" included in the SMTC Student Handbook for your course or, if there is no handbook for your course, as posted on SMTC's website.

Policy review and communication

The Policy shall be reviewed every year, or in the event of a change of a relevant law, event, organisational change or information that would demonstrate the need for a review.

Any change to this policy should be communicated to the following people via email within 7 days of the policy changes being approved by the SMTC board:

- All board members.
- All staff members; and
- Current students participating in or enrolled in SMTC courses.

It should also be uploaded to the SMTC's website under the "student information" tab.

Last update

This version of the policy has effect from December 2020 for all courses commencing from the start of the 2021 year. SMTC reserves the right to update this policy from time to time.