



**2024**  
*Training  
Information  
Booklet*

**Australian**  
**Doula College**  
HONOURING LIFE'S TRANSITIONS



RTO Code 41475

*please read entire booklet for all information*

# 2024 Training Dates

## Birth and Post Natal - Accredited Doula Training

### 11123NAT Certificate IV in Doula Support Services

ENTERPRIZE/NAT Unit Delivery Method	Location	Course Dates
Face to Face	Brisbane 1	Weekend 1: 9-11th February Weekend 2: 1-3rd March
Face to Face	Melbourne 1	Weekend 1: 15-17th March Weekend 2: 19-21th April
Face to Face	Sydney 1	Weekend 1: 22-24th March Weekend 2: 10-12th May
Face to Face	Brisbane 2	Weekend 1: 12-14th July Weekend 2: 9-11th August
Face to Face	Melbourne 2	Weekend 1: 13-15th September Weekend 2: 18-20th October
Face to Face	Sydney 2	Weekend 1: 11-13th October Weekend 2: 15-17th November
Virtual 1	Zoom	March 6th, 7th, 13th, 14th, 20th, 21st
Virtual 2	Zoom	October 16th, 17th, 23rd, 24th, 30th 31st
Correspondence 1	Online	13th February + 1 contact class
Correspondence 2	Online	14th May + 1 contact class
Correspondence 3	Online	13th August + 1 contact class
Correspondence 4	Online	12th November + 1 contact class
Contact Class: "The Essence of Being a Doula"	Zoom	20th March, June 26th, August 28th, Nov 20th

\*Correspondence students must attend one Contact Class before completing thier modules to gain a qualification.



# 2024 Training Dates

## End of Life - Non-Accredited Doula Training

Module Delivery Method	Location	Course Start Dates
EOL 1	Online	27th February*
EOL 2	Online	28th May*
EOL 3	Online	27th August*
EOL 4	Online	26th November*

\*End of Life students must attend one Contact Class before completing their modules to gain a qualification.

Contact Class 1: "The Essence of Being a Doula"	Zoom	20th March
Contact Class 2: "The Essence of Being a Doula"	Zoom	26th June
Contact Class 3: "The Essence of Being a Doula"	Zoom	28th August
Contact Class 4: "The Essence of Being a Doula"	Zoom	20th November

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# About us

The Australian Doula College (ADC) is an integrated organisation providing education, support and continuity of care for birth and end of life doulas and anyone needing support through any one of life's many transitions.

Through our network of qualified and experienced educators, doulas and other practitioners, we can offer a variety of services, training, information programs and support.

At the ADC we believe that the first and last breath are the biggest life transitions you make and that you and those around you deserve to understand your choices and feel supported, ensuring you and your family has the best experience possible.

We provide up to date information in a relaxed and caring environment over several teaching spaces around the country, offering in-person classes or online correspondence learning.

We want to share our experience with you, so that you can be better equipped doulas. At the ADC we take a holistic approach to life's transitions, believing if you have a better understanding of the options available and 'what to expect' you can help create a more positive experience.

***We will support and empower you on your journey into the world of Doula-ing.***

*"Renee Adair is an incredible teacher and amazing woman. Her commitment to her students and this work is nothing short of inspiring. Renee is the real deal! Meeting her and being taught by her was a huge turning point in my life. She instilled me with confidence, she gave me exceptional tools and she taught me to be a Doula from my heart. From my first trainee birth I felt completely empowered and knowledgeable and Renee was there to support me every step of the way. Her training is precise, thorough, deep and real. I highly recommend her training and doula's."*

*- Imogen Bailey*



# *Our founder, Renee Adair*

Renee Adair is the founder and director of the Australian Doula College, the Groundwork Program and the ADC's charity-arm Doula Heart Network. She first began working with women and babies in 1994 as a Massage and Aromatherapist and Reiki Practitioner and in 1998 after the home births of her two biological children she began studying and working as a Doula and Childbirth & Early Parenting Educator.

Renee then worked for the Australian Red Cross at a young women's health program/refuge in Sydney's East, setting up both the outreach and childbirth and early parenting education programs for that service.

Working In collaboration, Renee helped produce the first research on Doulas in Australia which was published in the Journal of Perinatal Education in 2013. She has spoken on a variety of radio programmes, at conferences and seminars and is a regular contributor for a range of publications, websites and podcasts.

Renee has worked to change the way we think about Doula support launching an End of Life Doula Training for the College in 2021 with a view for the wider community to see Doula support though a broader lens, supporting all major life transitions, not just in the birthing space.

In 2019 Renee proudly partnered with Charles Darwin University to co facilitate Accredited Doula training for Indigenous women in the remote First Nations community of Galiwin'ku. She now sits on the official Galiwin'ku steering committee to restore Birthing on Country. Renee has sat on the Consumer Advisory Board of the Australian College of Midwives, trained thousands of Doulas and supported hundreds of women, their partners and families through pregnancy, birth, early parenting and end of life over the course of her career.



A fierce advocate for human rights, the proud mother of three adult children and three grandkids, blends her life's work, spending downtime with her family, friends and fur babies.



# *RTO information*



Welcome to the **Professional Development Centre (PDC) trading as ACDCS [RTO ID 41475]**, a leading training provider across NSW and beyond. We work with students and industry to ensure training needs are met. We specialise in community services and disability programs, and with a range of partnerships we are building our programs to meet the workforce needs of the industry.

## **STUDYING THROUGH THE PROFESSIONAL DEVELOPMENT CENTRE (PDC)**

The Professional Development Centre (PDC) offers exceptional, person-centred training to staff of the disability and community sectors.

As a Registered Training Organisation (RTO) registered with Australian Skills Quality Authority (ASQA), we have an obligation to ensure the quality of the nationally recognised training and assessment we deliver. We must comply at all times with the Standards for RTOs 2015 which are part of the VET Quality Framework. To ensure compliance we have developed comprehensive internal policies, procedures and systems that guide our compliant operations and we must participate in audits with ASQA upon their request. In addition, we must ensure that any third parties that we work with who have any involvement in your training and assessment comply as well. This includes our training partners, marketing brokers and sales people where applicable.

**As the RTO we have the responsibility to issue your AQF certification documents in line with our issuance policy upon successful completion of your training.**

## **RTO Contact Details**

<https://www.acdcs.edu.au/contact-us>

Jessica Hawkins

[jess@jbtrainingau.com](mailto:jess@jbtrainingau.com) or 0427 364 806

For further information please visit

<https://training.gov.au/Organisation/Details/41475>



NATIONALLY RECOGNISED  
TRAINING



# *RTO information...*

## **Enrolment**

PDC accepts applications from all students who meet the entry requirements published in the course information. Applications are accepted on a first come, first served basis but if a course is full, you will be offered a place in a course starting at a later date.

To apply to enrol in a course, you must complete a Registration/Enrolment Form **after your discover discussion with admin**. If you are applying for a course that has entry requirements you will also need to provide the necessary evidence (as indicated on the Course Outline) such as verified copies of qualifications, CV or other evidence.

If you are applying for Credit you should indicate this on your enrolment and supply certified copies of your transcripts so we can assess your application for Credit.

Upon approval of your application/enrolment, you will be sent further information about the next steps, payment arrangements and how you can get started in your course.

## **Unique Student Identifier (USI)**

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognised training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must either:

- Provide us with your USI, or
- Provide us with permission to access or create your USI on your behalf.

For information about exemptions for individuals please review this webpage:

<https://www.usi.gov.au/training-organisations/training-organisation-requirements/exemptions-individuals/how-apply>

If you are providing us with permission to access or create your USI we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose.

If you would like to create your own USI, please visit:

<http://www.usi.gov.au/Students/Pages/default.aspx>

We are unable to issue a qualification or a statement of attainment unless we have a valid USI or a notice of exemption from the registrar.





# *RTO information...*

## **Credits**

A credit is formal recognition of the previous studies you have completed for the purpose of reducing the units or modules that you are required to complete in the course you are enrolled in with us.

PDC can grant you credit towards your course for units of competency or modules that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit/ module in your course, and the subject or unit you have completed.

There is no charge to apply for Credit.

To apply, fill in the Credit Application Form and submit it as part of your enrolment/application. You can apply for Credit at any time however it is best you do this as part of your enrolment so that Credits are known upfront and you are not required to do any work that you otherwise may not have needed to do. Make sure you attach certified copies of transcripts from your previous study. In some cases we may ask for additional information about the subject or unit you previously studied so we can determine equivalence. Your Credit Application may be returned to you if you don't provide the required information. In some cases, Credits may lead to a reduction in the course fees as there is less work involved in offering your course. This will be advised to you in writing.

You will be advised in writing of the outcome of your Credit Application.

## **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

PDC has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course.

If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether or not RPL might be suitable for you. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

A trainer/assessor will be available to assist you throughout this process.

To apply for RPL, you will need to fill in a part of the kit and return it with an RPL Application Form. Your application will then be assessed for suitability and you will then be contacted by an assessor to progress the RPL process.

From here, usually the RPL process involves gathering evidence to demonstrate skills, knowledge and experience, responding to questions, completing tasks and depending on the area, observation of your work skills in your workplace.

Fees are applicable for Recognition of Prior Learning and you will be advised of these fees upon contacting us.

For more information about submitting an application for RPL, contact the Professional Development Centre.



# *RTO information...*

## **Assessment arrangements**

At the beginning of each unit or cluster, your assessor will go through the arrangements for assessment with you and you will be given all the details about the assessment requirements. Assessment will take place by Australian Doula College Trainers and Assessors.

At this time you will:

- Be provided with detailed assessment instructions for each task/requirement which includes the criteria that you'll be assessed against.
- Be informed of relevant due dates or timing of assessments to be conducted

Your assessor will go through all of the arrangements with you and you can ask them any questions you have.

## **Submitting your assessments**

You must submit written assessment tasks via the Australian Doula College CANVAS site.

You must keep a copy of all tasks that you submit as we are not able to return copies because we must keep them as evidence in your file. Additionally, we will not be held responsible for any items that go missing in the post. If this occurs, you will be asked to re-submit the work.

Written work will be marked within 14 days of receipt. Your assessor will provide you with written feedback.

## **Assessment outcomes**

Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). You must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for a unit. If one or more of your tasks are assessed as Not Satisfactory, you will be given an overall outcome for the unit of Not Yet Competent (NYC). You can have 2 further attempts to complete the task and achieve a Satisfactory outcome. You will be given a timeframe for your resubmission and advised what you must include in your re-submission.

If, after the third attempt, you are still assessed as Not Satisfactory for a task, you will need to complete additional training and assessment to support you in achieving a Competent outcome. This may incur an additional fee for self-funded students as identified in the fees and charges information.

## **Reasonable adjustment in assessment**

Some students may need modifications to assessments due to disability, illness or special considerations – this is called reasonable adjustment.

Reasonable adjustment can involve:

- Making training and assessment resources and methods more accessible e.g. providing learner workbooks in an audio format or on different coloured paper.
- Adapting physical facilities, environment and/or equipment eg. setting up hearing loops.
- Making changes to the assessment arrangements e.g. more time allowed for assessments.
- Making changes to the way evidence for assessment is gathered e.g. written questions asked orally

Please speak to your assessor if you think that you may need an adjustment made.

Note these adjustments are made at the discretion of your assessor based on your identified needs.



# *RTO information...*

## **Appealing assessment decisions**

If you do not agree with any assessment decision, you can lodge an assessment appeal. Please refer to the Complaints and Appeals section in this handbook for information about how to lodge an appeal.

## **Support services**

We are committed to ensuring that you get all the support you need to be successful in your studies. You may not have studied for a while and or you might need help with study skills. You may also need assistance with skills such as reading, writing and maths.

The enrolment form you complete will help us to identify any support you need and depending on the course you are enrolling in, you may also be required to complete a test that assesses your language, literacy and numeracy skills. Based on the information you provide in your enrolment and/or the results of your language, literacy and numeracy test, we will contact you to discuss your support needs.

Your support needs can also be discussed at any point during your course.

Services that we can offer to you include:

- One to one support from our trainers/assessors including providing you with their phone and email contact details
- Classes to assist with study skills.
- Study groups where you can work with your fellow students.
- Referral to relevant external services.
- Specialist support services for students with a disability.
- Personal counselling

Contact us to discuss your support needs.

## **Fees, Charges and Refunds**

For our fees, charges and refunds policy please head to <https://www.acdcs.edu.au/policy>.

## **Complaints and Appeals**

For information on complaints and appeals please head to <https://www.PDC.edu.au/policy>.

## **Our Contact Details**

<https://www.acdcs.edu.au/contact-us>

Jessica Hawkins [jess@jbtrainingau.com](mailto:jess@jbtrainingau.com)

0427 364 806



# *Birth & PostPartum Doula Training*

## **Our Birth and PostPartum Doula training is accredited!**

Certified courses help you learn, grow and build your skills and assures the conformity of a course to an organisations standards. Any organisation can offer certified training.

Accredited training, on the other hand, means that a course has been developed to nationally recognised standards and approved by ASQA, the Australian governing training body, who authenticates and validates the content - meaning you'll get national recognition for your training! You can also be assured that all of your trainers and assessors are required to undergo accredited training to remain compliant.

We believe that doulas should receive the highest level of accredited training available to them and that clients deserve to know their doula has been trained to the highest standards available and practise under a Code of Conduct and Ethics.

Students can enrol in the 11123NAT Certificate IV in Doula Support Services and complete a full Certificate IV (18 months and 12 units) or the ENTERPRISE/NAT units only (12 months and the 4 Doula units).

The 4 Doula ENTERPRISE/NAT units are comprised of 17 modules and 3 student experiences and are self-paced, giving you the flexibility to work around other commitments, finishing the modules in your own time.

Students can choose to complete the training via correspondence or blended training. We work on a first come first served basis and as there are no waiting lists, classes fill quickly.



When you choose the face to face or virtual training, you receive additional in-person or zoom classes. These classes are kept small and intimate, keeping the learning environment a safe and reassuring space where you are able to get the most out of the training.

Topics covered include:

- the mechanics of labour
- the needs of the mother and baby
- possible fears and challenges for parents
- homebirth
- hospital policies and procedures
- post-natal issues
- breastfeeding
- the role of the doula
- setting up your doula business

See pages 7 and 8 for modules listing.



# 11123 NAT Certificate IV in Doula Support Services



## QUALIFICATION DESCRIPTION

The 11123NAT Certificate IV in Doula Support Services is an 18 month course providing vocational education and training in practical and theoretical skills relevant to the provision of Doula support services and the underpinning knowledge required to apply these skills in a variety of workplace situation.

The qualification is delivered via a Third Party Arrangement, in partnership with the Professional Development Centre trading as the Australian College of Disability and Community Services (ACDCS) [RTO 41475]

Professional Development Centre (trading as ACDCS) is the Registered Training Organisation that will issue the 11123NAT Certificate IV in Doula Support Services on successful completion of the full course (12 units of competency) or a Statement of Attainment on completion of the Enterprise/NAT units only. Refer to page iii for further RTO information.

Skilled ADC trainers and assessors will provide training and assessment of 11123NAT Certificate IV in Doula Support Services on the RTO's behalf. The training will be available via various delivery methods.

## ENTERPRISE/NAT UNITS ONLY

The Doula enterprise units of this course, called the Enterprise units of competency/NAT units, may be studied separately and upon completion, students will receive a Statement of Attainment for this portion of the qualification..

Students may elect to complete the units via multiple training options:

- face to face
- virtual
- correspondence only

All of the assessments are undertaken online via an online learning platform.

If you decide to undertake the full Certificate IV after completing the ENTERPRISE/NAT units, you can simply pay to upgrade to the Certificate IV and continue with the remaining 8 modules.

Please see more information regarding training delivery options listed on pages 13 and 14.

## ENTRY REQUIREMENTS FOR STUDENTS

Students must be 18 years or over and show proficiency in written and spoken English such as demonstrated passes in year 10 English or equivalent. This is validated at time of enrolment.

All students are required to undertake an LLN indicator using the online tool to indicate any support measures that may be required by students to complete the course.



# Course Outline

This qualification consists of 12 units of competency with 4 Doula ENTERPRISE/NAT units .

NAT11123001 ENTERPRISE/NAT	Prepare for work as a birth doula
NAT11123002 ENTERPRISE/NAT	Promote an empowering birth experience
NAT11123003 ENTERPRISE/NAT	Provide doula support services during labour and birth
NAT11123004 ENTERPRISE/NAT	Provide post-natal doula support service
BSBMED301	Interpret and apply medical terminology appropriately
BSBINS410	Implement records systems for small business
CHCCOM005	Communicate and work in health or community services
HLTAAP002	Confirm physical health status
HLTAID011	Provide First Aid
HLTWHS001	Participate in workplace health and safety
CHCPRP003	Reflect on and improve own professional practice
CHCPRT025	Identify and report children and young people at risk



# Training Modules Overview

In order to complete the ENTERPRISE/NAT Units, you must successfully complete the following modules and their components.

## *module one*

Course expectations. Your core beliefs and attitudes towards birth. Clarifying the Doula role.

## *module two*

First trimester of pregnancy - mum, partner and baby. Relief of early discomforts. Pre Natal testing. Sexual and reproductive health rights. Journal keeping. Creating your own relaxation space.

## *module three*

Second trimester – mum, partner and baby. Nutrition and exercise in pregnancy. Natural remedies. Relaxation tools. Homebirth. Consent in pregnancy and labour. Third trimester and complications

## *module four*

Positions of the baby. Optimum birthing positions. Birth preparation. Effective communication. The Doula Heart Network charity arm. The Groundwork Program.

## *module five*

Pre-labour. Medical inductions. Fear in birth. Fears of the Doula. Childbirth complications.

## *module six*

Early vs established labour. Endorphins. Dads/partners. Doulas and support people.

## *module seven*

Transitions in life. Transition in birth. 2nd stage of labour. Indigenous birthing culture. Understanding the LGBTQI+ community.

## *module eight*

Reassessment of the Doula role. Doula research and statistics. Your doula bag. Birth plans and preferences. Positive affirmations. Maternal decision making.

## *module nine*

Pain and its contributors. Methods of pain relief, natural and medical.

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# Overview ...

## *module ten*

Caesareans. VBAC. Understanding the microbiome and vaginal seeding.

## *module eleven*

Unexpected outcomes. Grieving and healing. Miscarriage, termination and stillbirth laws. End of Life Doulas.

## *module twelve*

Self-awareness. Self-care. Personal supervision – why and who? De-briefing

## *module thirteen*

Siblings at birth. Introducing older children. 3rd Stage complications. Placenta encapsulation. Lotus birth.

## *job board ready*

What you need for your Student Birth Experiences

## *module fourteen*

Breastfeeding. Bottle-feeding. Working with mums for the best outcome. Resources

## *module fifteen*

Baby growth and development. Vitamin K and Hep B. Routine newborn checks. Procedures and screening.

## *module sixteen*

Understanding sleep and settling for babies. New parents support. 24 hr clock. Baby massage and bathing.

## *module seventeen*

The role of the postnatal doula. 4th trimester. Traditional postnatal practices. Postnatal depression. Working with complex needs clients. Professional boundaries.

## *getting started*

Starting your Doula business. Working under agreements. ADC Community and ongoing support. Welcome to the Doula sisterhood!





# ENTERPRISE/NAT Unit Delivery Options

## Face to Face Option

The face to face training is kept small and intimate giving students a safe space to share and get the most out of classes. Training is held over 6 days, split into 2 long weekends - see website for dates and locations.

You will have 12 months to complete the training at your own pace, via the online learning platform for the ENTERPRISE/NAT units or 18 months for the full 11123NAT Certificate IV in Doula Support Services.

## Virtual Option

Also kept small and intimate, virtual is a wonderful alternative for those students who want some personal contact but cannot make in-person training. This option gives you the opportunity to connect with fellow students and be guided by an experienced educator through key aspects of the curriculum.

Held via zoom over 6 days, between 9:30am-2:30pm, you will have 12 months, at your own pace, to complete the training via our online learning platform for the ENTERPRISE/NAT units or 18 months for the full 11123NAT Certificate IV in Doula Support Services. .

## Correspondence Option

The correspondence training is provided through CANVAS Online Learning System. This training is self paced and has no virtual or face to face components. You will be assigned to a class with a dedicated correspondence educator who you are able to liaise with throughout your studies, raise questions and seek support.

Including the 3 birth experiences, you have 12 months from the commencement date to complete the course for the ENTERPRISE/NAT units or 18 months for the full 11123NAT Certificate IV in Doula Support Services. .

To keep you connected and assist with your studies, all students are encouraged to join the ADC Community. Membership is \$50 for students.

There are three required reading texts students need to purchase:

1. Ina May's Guide to Childbirth - by Ina May Gaskin
2. The Doula Book - by Klaus Kennel & Klaus
3. Birth - by Catherine Price and Sandra Robinson

*The course was so much more in depth than I expected and I loved every aspect of it. I have learnt so much about myself and about being a Doula. I loved that the class size was small and intimate. I felt comfortable at voicing my opinions no matter what the subject was, knowing I wouldn't be judged, laughed at or made to feel my opinion didn't matter. I loved our discussions during class and always looked forward to coming to class.*

Allison Azzopardi



International students are welcome to contact us for study options outside of Australia.

Please be aware, course fees are in Australian dollars (AUD) and the course is written for Australia so we recommend you research the policies and traditions of your own country and note the differences as your course progresses.

Please note, the RTO and College are not CRICOS certified for international students wishing to study in Australia.

## Student Birth Experiences

To gain your qualification, all students will need to successfully support 3 birth experiences as a Student Doula. Before attending, students must

- Have paid for their course in full
- Completed:
  - NAT11123001 Prepare for work as a birth doula
  - NAT11123002 Promote an empowering birth experience
  - NAT11123003 Provide doula support services
  - Module 14 of NAT11123004 Provide post-natal support services
- Demonstrate openness and an ability to integrate knowledge and feelings
- Develop a resources list for pregnant women and new parents
- Have a current First Aid, CPR and WWCC
- Actively create a local network where you could locate potential clients
- Liaise with Doula Support Services at the College regarding clients
- Ensure potential clients are processed through Doula Support Services as a small fee is charged to the client



# *ADC Student Community*

At the Australian Doula College we strongly believe in the importance of ongoing support and education for those studying and working in the doula space.

We have set up the ADC Community to connect students and College graduates, give you access to our well-stocked resource centre and Webinar library to assist with your studies and Community members have the ability to attend a Doula Heart Network job as a student experience.

It is equally as important for clients and their families to know their doula is updating their skills regularly and is a part of a trusted and supportive community. Being an ADC Community member is a great way to remain supported and mentored while you are working as a doula as well as having your bio hosted on our Doula Directory.

As a current student you can join the Student Community for \$50. Once you graduate, you can purchase Community Membership for \$110 which includes additional benefits. Full 11123NAT Certificate IV in Doula Support Services students will receive complimentary Student Community Membership for 1 yr.

## **Community Benefits for Students:**

- Resource Centre - access to our 'members only' resource centre with monthly updates
- Online Community Group - a private Facebook community to connect with each other
- Use of the ADC Member Badge to show current membership.
- Doula Heart Network Program - you can do a DHN job as a student experience
- Events and Social Media invitations to promote the work of doulas, the College and yourself.
- Early bird access and special offers for events, retreats and discounts in the shop.
- Affiliations and Partnerships, such as access to affiliated insurance.



# Your Investment

The 11123NAT Certificate IV in Doula Support Services in Doula Support Services training investment: **\$7500**

- Pay in 6: Initial payment of \$1275 upfront to secure your place in the class with 5 payments of \$1275 beginning the week your intake commences
- Payment plan: Initial payment of \$1150 upfront to secure your place in the class. Weekly payments of \$271 begin 1 week prior to your intake commencing for 24 weeks.

The ENTERPRISE/NAT Units Only courses may be paid in 3 or via a 16 week payment plan.

## Correspondence \$3,490:

- Pay in 3: Initial payment of \$1214 upfront to secure your place in the class with 2 payments of \$1213 beginning the week your intake commences
- Payment plan: Initial payment of \$950 upfront to secure your place in the class. Weekly payments of \$168.25 begin 2 weeks prior to your intake commencing

## Virtual \$3,790:

- Pay in 3: Initial payment of \$1314 upfront to secure your place in the class with 2 payments of \$1313 beginning the week your intake commences
- Payment plan: Initial payment of \$950 upfront to secure your place in the class. Weekly payments of \$187 begin 2 weeks prior to your intake commencing

## Face to Face \$3,990:

- Pay in 3: Initial payment of \$1380 upfront to secure your place in the class with 2 payments of \$1380 beginning the week your intake commences
- Payment plan: Initial payment of \$950 upfront to secure your place in the class. Weekly payments of \$199.40 begin 2 weeks prior to your intake commencing

The Initial payment to secure your place in a class includes course administration fees and a \$150 payment plan admin fee that is not included in the course cost. All instalments are taken automatically when you save your card details.

Governing bodies prohibit payment in full from individual students but organisations or companies may pay in full for staff or members. If you have staff/members wishing to study, prior to them registering, please contact [studentadmin@australiandoulacollege.com.au](mailto:studentadmin@australiandoulacollege.com.au) for information and invoice details.

All course payments and administration fees are non-refundable, however, you may transfer. Please see the refund and transfer policy on pg 29.

**Please let us know if you are pregnant or have additional needs before enrolling, attending class or while studying. We can then do our best to accommodate needs, as well as provide additional information for those who are pregnant regarding a study module and the student experiences.**



# Your Investment Terms & Conditions

## 1. Definition and Payment

- 1.1 "ADC" shall mean Doula Spirit Pty Ltd T/A Australian Doula College.
- 1.2 "Student" shall mean the Student as specified above.
- 1.3 Time for payment for the Services shall be of the essence and will be stated on the invoice. If no time is stated then payment shall be due seven (7) days following the date of the invoice.
- 1.4 At ADC's sole discretion, payment for approved Students shall be made by instalments in accordance with an ADC payment plan.

## 2. Acceptance

- 2.1 The Student accepts that, with the approval of the ADC, the training course may be deferred for a period not exceeding three (3) months.
- 2.2 When you pay your tuition via a payment plan, a \$150.00 plan administration fee will be charged in addition to your course cost. This fee is non-refundable, cannot be used toward full payment but may be transferred, see clause 2.3.
- 2.3 Once a payment has been made, it may be transferred, once, to a course commencing within 12 months of that payment, however, no changes can be made 14 days prior to the commencement of the class.
- 2.4 Notification and details of payment plan commencement shall be sent within the month prior to classes commencing. If a Student does not initiate their payment plan instalment on the required date, they will not be given access to the learning platform. If a payment plan is not initiated and the Student has not made or responded to contact for 14 days prior to their classes commencing, they will be removed from the course and any admin payments forfeited.
- 2.5 All administration and course fees, once paid, are non-refundable.
- 2.6 Once the Doula Training Course has commenced (either by personal attendance or by start date) the Student shall still be liable for the full cost of the course in the event that the Student cannot complete the course for any reason.

## 3. Default

- 3.1 Interest on overdue invoices shall accrue from the date when payment becomes due daily until the date of payment at a rate of 2.5% per calendar month and such interest shall compound monthly at such a rate after as well as before any judgement.
- 3.2 In the event that the Student's payment is dishonoured for any reason the Student shall be liable for any dishonour fees incurred by ADC.
- 3.3 If the Student defaults in payment on any invoice when due, the Student shall indemnify ADC from and against all of ADC's costs and disbursements, including on a solicitor and own client basis and in addition all ADC nominees costs of collection.
- 3.4 If any account remains overdue after thirty (30) days then an amount of the greater of \$20.00 or 10.00% of the amount overdue (up to a maximum of \$200) shall be levied for administration fees which sum shall become immediately due and payable.
- 3.5 Without prejudice to any other remedies the ADC may have, if at any time the Student is in breach of any obligation (including those relating to payment), ADC may suspend or terminate the supply of Services to the Student and any of its other obligations under the terms and conditions. ADC will not be liable to the Student for any loss or damage the Student suffers because ADC exercised its rights under this clause.

## 4. Privacy Act 1988

- 4.1 The Student agrees for ADC to obtain from a credit reporting agency a credit report containing personal credit information about the Student in relation to credit provided by ADC.
- 4.2 The Student agrees that ADC may exchange information about the Student with those credit providers named in a consumer credit report issued by a credit reporting agency for the following purposes:
  - (a) to assess an application by the Student; and/or
  - (b) to notify other credit providers of a default by the Student; and/or
  - (c) to exchange information with other credit providers as to the status of this credit account, where the Student is in default with other credit providers; and/or
  - (d) to assess the credit worthiness of the Student.
- 4.3 The Student consents to ADC being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).
- 4.4 The Student agrees that personal credit information provided may be used and retained by ADC for the following purposes and for other purposes as shall be agreed between the Student and ADC or required by law from time to time:
  - (a) provision of Services; and/or
  - (b) marketing of Services by ADC, its agents or distributors in relation to the Services; and/or
  - (c) analysing, verifying and/or checking the Student's credit, payment and/or status in relation to provision of Services; and/or
  - (d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Student; and/or
  - (e) enabling the daily operation of Student's account and/or the collection of amounts outstanding in the Student's account in relation to the Services.
- 4.5 ADC may give information about the Student to a credit reporting agency for the following purposes:
  - (a) to obtain a consumer credit report about the Student; and/or
  - (b) allow the credit reporting agency to create or maintain a credit information file containing information about the Student.

I certify that I have read and understand the PAYMENT TERMS AND CONDITIONS (above) of Doula Spirit Pty Ltd T/A Australian Doula College which form part of, and are intended to be read in conjunction with this Enrolment Form. By making a payment I agree to be bound by these conditions.



# *End of Life Doula Training*

*(non accredited)*

With the Australian Doula College, you have an opportunity to train in many areas where Doula support and education is needed and wanted.

Our End Of Life (EOL) Doula training takes you on a journey of exploration. You will be given the space to look into and examine your own thoughts and feelings around death and dying whilst gaining the necessary and relevant information to assist those at the end of their life and/or their loved ones. It's important to understand the law in this space and to gain the confidence you need to help your client/s find their voices and plan their end of life, their way.

Our EOL Doula training is entirely online and you will have 9 months to complete the course. There is a great deal of video content, articles, stories and resources and you are supported by a dedicated EOL educator. One contact class must be attended before you complete your modules. The College also offers student support and learning for those who join the ADC Student Community and graduates in the Membership programme can have their bio displayed on our Doula Directory.

Being a Doula is an opportunity to assist others through any one of life's many transitions. This End Of Life Doula Training will give you an opportunity to successfully support people at a deep level while you learn a little more about yourself in the process.

## ***Student Experience***

If you have had a lived experience with the passing of a family member or close friend, you may not be required to complete a student experience. If you have not, you have the opportunity to do a student experience of creating an Advanced Care Plan, volunteering in palliative care or end of life support.



### **ALREADY AN ADC BIRTH AND POSTPARTUM DOULA?**

***This great course can be undertaken as a Masterclass and can be completed within 3 months. The Masterclass option is only open to graduated students of the ADC.***



# Course Overview

## *module one*

The Essence of being a Doula.  
Understanding Human rights, What is an EOLD, Transferring your Skills, Natural Therapies, Holding Space, Creating Meaning and Legacy.

## *module two*

The Australian Landscape At End Of Life.  
What is death Literacy, Advanced care Planning, What Does End of Life Look Like and Where, Organ Donation, Voluntary Assisted Dying, Modern medicine, What does active dying look like? Dying with Dementia, Vigils and Rituals at End of Life, Sudden and unexpected death, Law at End of Life.

## *module three*

Empathy and Compassion  
The Compassionate Charter, Compassionate Communities

## *module four*

Self Awareness and Care.  
Fears of the Doula, Fears of the Dying, Transitions, Self Care

## *module five*

Experience on the front line.  
Elizabeth Kubler- Ross, Stories, Death letter Project Stories from the front line.

## *module six*

After Death Care.  
After Death Body Care, Funeral Services, Burial & Cremation Options, What is Loss, Grief and Bereavement, Care for the Living.

## *module seven*

Your EOL Business.  
Resources, Insurance, Self care, Setting up your Business.  
Your student experience: if you haven't had a hands-on EOL experience, you are required to have one as an ADC Student.  
Membership and Continued Support.



# *Ongoing Support for students and graduates*

At the Australian Doula College we strongly believe in the importance of ongoing support and education for those studying and working in the doula space.

We have set up the ADC Community to connect students and College graduates, give you access to our well-stocked resource centre and Webinar library to assist with your studies and Community members have the ability to attend a Doula Heart Network job as a student experience.

It is equally as important for clients and their families to know their doula is updating their skills regularly and is a part of a trusted and supportive community. Being an ADC Community member is a great way to remain supported and mentored while you are working as a doula as well as having your bio hosted on our Doula Directory.

As a current student you can join the Student Community for \$50. Once you graduate, you can purchase Community Membership for \$110 which includes additional benefits. Full 11123NAT Certificate IV in Doula Support Services students will receive complimentary Student Community Membership for 1 yr.

## **Community Benefits for Students:**

- Resource Centre - access to our 'members only' resource centre with monthly updates
- Online Community Group - a private Facebook community to connect with each other
- Use of the ADC Member Badge to show current membership.
- Doula Heart Network Program - you can do a DHN job as a student experience
- Events and Social Media invitations to promote the work of doulas, the College and yourself.
- Early bird access and special offers for events, retreats and discounts in the shop.
- Affiliations and Partnerships, such as access to affiliated insurance.





# Course Investment

Investment for our EOL Doula training course is **\$2651** (\$2410 +gst)

This includes all your course content (required reading texts additional).

You may pay in full or opt to pay via Payment Plan of 8 weekly instalments. The payment plan requires payment of \$650 in administration fees to secure your place in a class. This includes a \$150 payment plan fee that is not included in the course cost and is not refundable or transferable if you later decide to pay in full.

Payment plans commence on the Thursday 2 weeks prior to your class start date.

Please let us know if you are pregnant or have additional needs before enrolling or while studying. We can then do our best to accommodate needs, as well as supply you with additional information for those who are pregnant regarding a study module and the student experiences.

All course payments and administration fees are non-refundable, however, you may transfer. Please see the refund and transfer policy on pg 25.

The required reading texts for your training are:

- "Caring for the Dying" By Henry Fersko-Weiss
- "Finding Meaning: The Sixth Stage of Grief" By David Kessler
- "The Needs of the Dying" by David Kessler

*"The course was truly informative, well laid out and established, and mind-opening, and made me very aware of so much that I had not previously considered, known of, and thought about. The modules evolved in such a way to assist me in laying a solid foundation for what I had to learn about regarding my own self discovery, the role of a doula, legislation and law, culture, history, resources, and so much more. Such a wealth of knowledge and information is contained within."*

*- Elisha LÉstrange*



# Your Investment Terms & Conditions

## 1. Definition and Payment

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- 1.4 At ADC's sole discretion, payment for approved Students shall be made by instalments in accordance with ADC's payment plan.

## 2. Acceptance

- 2.1 The Student accepts that, with the approval of the ADC, the training course may be deferred for a period not exceeding three (3) months.
- 2.2 When you pay your tuition via a payment plan, a \$150.00 plan administration fee will be charged in addition to your course cost. This fee is non-refundable, cannot be used toward full payment but may be transferred, see clause 2.3.
- 2.3 Once a payment has been made, it may be transferred, once, to a course commencing within 12 months of that payment, however, no changes can be made 14 days prior to the commencement of the class.
- 2.4 Notification and details of payment plan commencement shall be sent four (4) weeks prior to classes beginning. If a Student does not initiate their payment plan instalment on the required date, they will not be given access to the learning platform. If a payment plan is not initiated and the Student has not made or responded to contact for 14 days prior to their classes commencing, they will be removed from the course and any admin payments forfeited.
- 2.5 All administration and course fees, once paid, are non-refundable.
- 2.6 Once the Doula Training Course has commenced (either by personal attendance or by start date) the Student shall still be liable for the full cost of the course in the event that the Student cannot complete the course for any reason.

## 3. Default

- 3.1 Interest on overdue invoices shall accrue from the date when payment becomes due daily until the date of payment at a rate of 2.5% per calendar month and such interest shall compound monthly at such a rate after as well as before any judgement.
- 3.2 In the event that the Students payment is dishonoured for any reason the Student shall be liable for any dishonour fees incurred by ADC.
- 3.3 If the Student defaults in payment on any invoice when due, the Student shall indemnify ADC from and against all of ADC's costs and disbursements, including on a solicitor and own client basis and in addition all ADC nominees costs of collection.
- 3.4 If any account remains overdue after thirty (30) days then an amount of the greater of \$20.00 or 10.00% of the amount overdue (up to a maximum of \$200) shall be levied for administration fees which sum shall become immediately due and payable.
- 3.5 Without prejudice to any other remedies the ADC may have, if at any time the Student is in breach of any obligation (including those relating to payment), ADC may suspend or terminate the supply of Services to the Student and any of its other obligations under the terms and conditions. ADC will not be liable to the Student for any loss or damage the Student suffers because ADC exercised its rights under this clause.

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  - (b) to notify other credit providers of a default by the Student; and/or
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  - (a) provision of Services; and/or
  - (b) marketing of Services by ADC, its agents or distributors in relation to the Services; and/or
  - (c) analysing, verifying and/or checking the Student's credit, payment and/or status in relation to provision of Services; and/or
  - (d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Student; and/or
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I certify that I have read and understand the PAYMENT TERMS AND CONDITIONS (above) of Doula Spirit Pty Ltd T/A Australian Doula College which form part of, and are intended to be read in conjunction with this Enrolment Form. By making a payment I agree to be bound by these conditions.



# Scholarships

The Australian Doula College is proud to offer three scholarships annually for anyone who has a passion for doula work but are unable to afford full tuition for our Birth and Postnatal or End of Life Doula training.

The full scholarships, valued up to \$3,990 each are in honour of three inspiring, trailblazing women that touched the heart of our founder Renee Adair.

Applications for our scholarships are open each year from 1st -30th September.

Early and late applications will not be accepted.

Applicants will be informed of the outcomes in early December for classes in the following year.

A \$250 admin fee is required from the winners

Applications are reviewed by the ADC Director, the ADC team and advisors and all decisions are final.

To apply for a scholarship please visit the About Us page on our website between the dates above.

[www.australiandoulacollege.com.au](http://www.australiandoulacollege.com.au)

Elaine L awurrpa Maypilama  
Annual Scholarship



Sarah Buck  
Annual Scholarship



Marie Burrows  
Annual Scholarship



# *Our Charity Arm*

## **Doula Heart Network**

Running alongside the ADC is our goodwill arm, the Doula Heart Network (DHN) which supports and serves underprivileged, marginalised and/or disadvantaged women, families and individuals.

Since its inception in 2004, the DHN has provided goods, care, respect and support to over 500 women and children. The DHN was created after the College founder and director, Renee Adair had worked in a young women's refuge, part of the Australian Red Cross, for over three years.



The DHN believes that no-one should ever birth or die alone, and no-one should ever be judged or receive any less care because of their race, colour, religion, age or personal situation.

Not only do we provide support, information and education during many of lifes transitions but we also offer a variety of other services, including but not limited to:

- Transport
- Attending appointments
- Supplying practical goods like baby clothes, bedding, furnitre and kitchen ware
- Extended family support during times of need
- Food parcels
- Community referrals
- Brokerage for items like getting a birth certificate issued and needed medications

The DHN encourages the words of love and non-judgment for anyone seeking and needing support at the first or last breath and any transition in-between

ADC Community members can volunteer with the DHN and Student Community members can attend DHN jobs for their student experiences.



# *The Groundwork Program*

The Groundwork Program (GWP) is a family focused support service working with a variety of families with varying, often complex needs. The ADC's unique in-home education and support is tailored to provide a solid foundation for our clients in whatever situation they find themselves in.

The purpose of the programme is to ensure mothers, families and individuals receive the personalised services they require to achieve what is most important to them, given their circumstances.



The GWP was born out of a decade of fee-free services offered via the Doula Heart Network. At the start of 2016 a Family and Community Services Manger saw the value in Doula support and wanted long-term, ongoing support from us as a provider and for it to be paid. The rest is history.

We predominately offer, however are not limited to: support and education during pregnancy, birth, and in the postpartum period. When working for the Groundwork Programme our Doulas are operating their own business and come on board as a contractor for the ADC.

The GWP is a fee-for-service provider who works with child protection agencies and those who are self / plan managed NDIS participants among others.

Doulas who are Community members can apply to join the GWP upon graduation and help support families in need.

*"I want to thank you for all your hard work you and your team have put into the two families I have referred. The notes provided have been invaluable and assisted in measuring future needs. Without your service we are unsure where this family would be today"*

*S.G – Child Protection Caseworker Parramatta*



# Projects and Collaborations



Doula Heart Network



Galiwin'ku Djakamirr Project



PANDA  
Perinatal Anxiety & Depression Australia



YOTHU Basket Project

CHILDREN  
BY CHOICE  
ASSOCIATION INCORPORATED



MothersMilkBank  
Charity



CHARLES  
DARWIN  
UNIVERSITY  
AUSTRALIA



Evaheld



ACDCS Australian College  
of Disability &  
Community Services

OWNED & OPERATED BY CENTRE FOR DISABILITY STUDIES



disAbility  
Maternity Care

Australian  
Doula College  
HONOURING LIFE'S TRANSITIONS

# Media

*Doulas are filling the gap where postnatal care is lacking during the 'fourth trimester.'* Wiriya Sati spoke with Renee Adair, new mothers and doulas about the important role of support in the post natal period.

[Read >](#)

The VBAC is Back, article by Jodie Thomson from "The Child." [Read >](#)

What is an EOL Doula?

Rev. Crews is joined by Renee Adair, learn all there is to know about the End of Life Doula profession.

[Listen >](#)

What does a Doula do? ABC Radio interviewer Sarah McDonald talking to Renee Adair and Laura Penning about a Doula's role. [listen here >](#)

Inside the World of Human Placentophagia, article by Jackie Dent for The Sydney Morning Herald's "Daily Life" featuring Renee Adair, Dr Andrew Bisits and others.

[Read >](#)

6 ways to reduce perineal tearing during birth, by Joanna Bounds for "Kidspot NZ." Renee Adair and the Australian College of Midwives talk about ways to reduce tearing. [read here >](#)

Birth as a Rite of Passage, Birth Doulas and Remembering Who We Are, Renee Adair's recent interview for Reconnected. Me Podcast with Lucy Lichtenstein. [link to interview >](#)



# General Information

## ADC Code of Conduct and Ethics

### AUSTRALIAN DOULA COLLEGE DOULAS PRACTICE UNDER THE FOLLOWING CODE OF CONDUCT AND ETHICS:

At the ADC we believe we have a duty of care to our clients, our students and members. With this in mind, we ask that all of our doulas follow our Code of Conduct and Ethics. This ensures a professional service at all times and supports the welfare and care of our doulas and our clients.

1. Doulas are accountable for their own practice and behaviour in whatever environment they are working in.
2. Doulas offer non-biased information and support and do not give advice. Their support and knowledge allow the client to make their own informed decisions and then the doula supports those decisions without prejudice or judgement.
3. Doulas understand the limitations to their services and refer on to other appropriate health professionals and resources.
4. Doulas may never knowingly support or participate in a medically unassisted home birth.
5. Doulas may never knowingly participate in physician-assisted suicide, euthanasia practices or any form of intentional ending of life or burial outside of the law in their State or Territory.
6. Student doulas must not charge a fee or falsely advertise their services.
7. Doulas never perform clinical or medical tasks, diagnose medical conditions or give medical advice, even if trained as a health professional prior to becoming a doula.
8. Doulas will accurately represent their level of education and experience and must not mislead other doulas, clients or other professionals (i.e. websites, leaflets, emails, interviews, etc.) as to their level of education and experience.
9. Doulas will always practice with a client/doula agreement and are required to keep records for all jobs.
10. Doulas uphold confidentiality between all clients, students and educators of the ADC according to the Australian Privacy Act.
11. Doulas who work under the umbrella of the Australian Doula College uphold our integrity and respect all clients, their families and other health professionals.
12. Doulas must all be trained in first aid and CPR and hold current certificates.
13. Qualified doulas must have current public liability insurance.
14. Doulas must have a current working with children or police check.





# *Computer and Technology Requirements*

You will access your learning materials through the CANVAS Student Online Learning System. In order to complete your studies you will require the following:

- a computer, laptop, tablet or mobile device (note: phones can have glitches on online learning platforms and it is recommended you use a desktop or laptop)
- reliable internet connection
- phone, webcam or built in camera for webinars and Zoom Hubs
- Google Chrome is recommended rather than Safari
- Microsoft Office or equivalent for Word (Excel and Powerpoint may also be utilised)
- Adobe PDF or equivalent
- Zoom. Free download is available <https://zoom.us/signup>
- enough space on your device or an external hard-drive to save your assignments and research papers as well as your modules for future reference once complete
- some students may be required to upload photographs or video so access to a mobile device or camera with video will be required a mobile phone with voicemail capabilities for when you are on-call for your experiences

## *Refund and Transfer Policy*

In order to secure your place in a class, payment is required. When you pay via the payment plan, a \$150 plan administration fee is charged on top of the course costs, at the time of enrolment. this fee is not refundable but may be transferred to another course, please see below conditions.

Should you not be able to make your class, please notify us in writing prior to one calendar month before class commencement. Your payment is able to be transferred, once, to a class beginning within 12 months of of the original payment. No further transfers will be possible.

No changes can be made within 14 days of classes commencing.

All course administration fees, payments and payment plan instalments are non-refundable and once the training has begun, you are responsible for full payment of all course fees.

If you need to defer your studies at any time during your course, you may do so for up to 3 months if your request is made in writing.

Please let us know if you are pregnant before enrolling or attending class, or during your course, as you will require additional information regarding one module and your student experience/s. If you have any questions, please reach out before enrolling.



## *Contact us*

### **Australian Doula College (ADC)**

Student Co-ordinator

Tel: 0414 959 059

[studentadmin@australiandoulacollege.com.au](mailto:studentadmin@australiandoulacollege.com.au)

Level 1, 61-65 Shepherd Street,  
Marrickville, NSW, 2204

Tel: (02) 9518 0841

[admin@australiandoulacollege.com.au](mailto:admin@australiandoulacollege.com.au)

[www.australiandoulacollege.com.au](http://www.australiandoulacollege.com.au)

**Australian  
Doula College**  
HONOURING LIFE'S TRANSITIONS

### **Professional Development Centre (PDC)**

trading as ACDCS [RTO ID 41475]

Jessica Hawkins

Tel: 0427 364 806 (Perth office)

[jjess@jbtrainingau.com](mailto:jjess@jbtrainingau.com)

[www.acdcs.edu.au](http://www.acdcs.edu.au)



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