
STUDENT HANDBOOK 2020



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Revision: June 2020

Version: 1.0

Student Handbook

Welcome to Skilling WA

Thank you for choosing Skilling WA as your training provider, and allowing us to play an important role in your learning journey.

We pride ourselves on professional, flexible learning and providing you with the best experience possible to attain your learning goals.

We look forward to hearing of your achievements and providing support where we can. I trust you will enjoy your time with us and wish you every success in your learning.

Rhonda Stacy
Managing Director
Skilling WA

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SECTION 1 INTRODUCTION

The purpose of this handbook is to provide you with a quick reference about training programs, policies and processes, roles and responsibilities guiding you through your learning experience with Skilling WA.

Skilling WA

Skilling WA is registered training organisation (RTO) registered with the Training Accreditation Council (TAC) of Western Australia.

Skilling WA aims to deliver high quality, innovative and engaging training that is relevant to Students, employers, and industry. Our commitment to continuous improvement means we are constantly developing and improving new resources, processes and facilitation methods to remain true to adult learning principles, accommodate individual learner needs, stay engaged with the learning needs and standards of industry, as well as remain ahead in technology.

Skilling WA offers the following training products and services which includes the following:

Nationally Recognised Training (workplace based)

- ✚ BSB51918 Diploma of Leadership & Management
- ✚ BSB42015 Certificate IV in Leadership & Management
- ✚ BSB42618 - Certificate IV in New Small Business
- ✚ BSB30115 Certificate III in Business
- ✚ TLI30319 Certificate III in Supply Chain Operations
- ✚ TLI40619 Certificate IV in Warehousing Operations

As an RTO, Skilling WA is bound to comply with the Standards for Registered Training Organisations 2015 (SRTOs 2015). Training Services provided to Students follow policies and processes we have developed which meet the VET Quality Framework and SRTOs 2015.

Service Commitment

Skilling WA is committed to providing quality training and assessment services to its Students.

We aim to:

- ✚ Provide training and assessment services that meet industry needs and trends;
- ✚ Deliver high quality, innovative and engaging training;
- ✚ Maintain a person-centred approach;
- ✚ Foster relationships with our Students, supporting them through their course;
- ✚ Provide flexible learning opportunities;
- ✚ Provide a supportive, facilitative and open learning environment;
- ✚ Ensure all training is delivered by qualified trainers and assessors with the necessary skills and experience;
- ✚ Ensure all training is continually monitored and improved;
- ✚ Maintain a healthy and effective learning environment for Students;
- ✚ Produce competent and confident workers that benefit the community and industry.

Training Programs

Skilling WA delivers a range of training programs, both nationally recognised and non-nationally recognised, which we can conduct as generalist courses or customised for Students and industry in a workplace based mode. Our focused approach ensures Students' needs are met. Nationally recognised programs have been approved by State and /or Commonwealth Government.

SECTION 2 STUDENT RIGHTS AND RESPONSIBILITIES

Skilling WA conducts training courses at workplace locations to: suit Student and business needs, the course type, and individuals learning styles. The following Student etiquette guidelines will help foster a healthy learning environment for all Students.

Assessment

All assessments must be submitted by the due date. If you are having difficulty completing an assessment, you should discuss it with your trainer/assessor well in advance of the due date. This way the trainer/assessor may be able to offer support or grant additional time. Please note there may be conditions to gaining an extension.

Assessment malpractice

Assessment malpractice includes: cheating, collusion and plagiarism.

Skilling WA regards the integrity of assessment as critical to its professional responsibilities as an RTO and therefore strives to ensure the assessment processes are not compromised. Skilling WA has policies and procedures in place for dealing with assessment malpractice.

Cheating -

All assessments must be 100% your own work. Cheating or the use of another person's work and submitting as your own is cheating and will not be tolerated.

Collusion -

Collusion is the presentation of work, which is the result in whole or in part of unauthorised collaboration with another person or persons. It is your responsibility to ensure that other Students do not have opportunity to copy your work. Group assessments are not permitted.

Plagiarism -

Copying from a published work (including the internet), without referencing, will not be tolerated. This includes presentation of work which has been copied in whole or in part from another person's work or from any other source such as the Internet, published books, and periodicals. This includes systematic re-wording or changing key nouns and verbs.

You must follow referencing guidelines if you take another person's idea, and put it into your own words.

Attendance

Attendance at training is recorded each day regardless of whether this is a workplace visit or a classroom. These records are required for both the engagement with learning and health and safety reasons.

Student attendance is paramount to successful completion of learning and assessment outcomes. Students are expected to be in attendance for all training meetings/sessions.

It is expected that Students arrive to learning session on time and remain for the full duration of the meeting/session. Should it be necessary for you to be absent from training – you must advise the trainer/assessor at least 24 hours prior so that other arrangements can be made. Failure to advise of non-attendance at agreed scheduled meetings could incur a new appointment fee.

Training sessions are designed to provide Students the essential knowledge and skills required for relevant units of competency. It is expected however that Students will undertake additional reading and research.

Punctuality - Classroom Sessions

As a courtesy to other Students and the trainer/assessor, all Students must be punctual throughout the training day, including returning from breaks. Punctuality shows respect and is essential to avoid disruption to other Students and the trainer/assessor.

Behaviour

Students are expected to behave appropriately in a mature and professional manner at all times. All Students are expected to take responsibility for their own learning and behaviour during training and assessment. Misconduct will not be tolerated.

Misconduct includes -

- ✚ Any offensive conduct or unlawful activity (eg Theft, fraud, violence, assault);
- ✚ Interfering with another person's property;
- ✚ Removing, damaging or mistreating Skilling WA property or equipment;
- ✚ Cheating/plagiarism;
- ✚ Interfering with another person's ability to learn through disruptions during training;
- ✚ Breach of confidentiality;
- ✚ Inappropriate language;
- ✚ Serious negligence, including WHS non-compliance;
- ✚ Discrimination, harassment, intimidation or victimisation;
- ✚ Being affected by drugs or alcohol and being unfit to participate in learning activities.

Respect for others

It is expected that the behaviour of all persons in the learning environment (be it in the workplace or class setting) ensure a positive learning experience. Respect for other Students and the trainer/assessor is expected. Skilling WA retains the right at all times to stop and/or remove disruptive Students from the training environment.

- ✚ You will be expected to treat staff and fellow Students with respect and observe any Student etiquette requirements which appear in this handbook or requested by a trainer/assessor.
- ✚ Inappropriate language and actions will not be tolerated.
- ✚ Harassment, bullying and intimidation of staff or fellow Students will not be tolerated.
- ✚ Treat facilities and equipment with due care and respect.
- ✚ You are required to respect the rights of others and treat others in a manner which is fair and non-discriminatory.

Breaks (Classroom Based)

Your trainer will advise of timing for all breaks. Typically though the following break times have been allocated for classroom based learning, however they may vary :

- ✚ **15 minutes** duration for - Morning and afternoon tea breaks
- ✚ **30 minutes** duration for - Lunch breaks

Change of personal details

Students are required to ensure their personal details recorded with Skilling WA are up-to-date at all times. Should your circumstances or details change please update your record with us through email advice to admin@skillingwa.com.au.

Disciplinary Processes

Skilling WA may implement Student discipline processes should a Student be found to be acting inappropriately, due to misconduct or assessment malpractice.

Any breaches of discipline will result in the person being given a 'verbal warning'.

Further disciplinary processes may include:

- ✚ The Student being asked to justify why they should continue to participate in the learning setting;
- ✚ Suspension from training; or
- ✚ Removal from Training.

Dress & Hygiene Requirements

Students are to be well presented and appropriately dressed during all training. Dress requirements include:

- ✚ Neat, comfortable clothing in the classroom environment;
- ✚ Appropriate work attire, including personal protective clothing (PPE) for training in workplace or simulated environments;
- ✚ Appropriate footwear must be worn at all times;
- ✚ Since you will be working in close proximity with others, care with your personal hygiene (clothing, hair, deodorant etc) is requested.
- ✚ Skilling WA provides hand sanitiser and anti-bacterial wipes, please use these during training.

Duty of Care

Under Workplace Health and Safety legislation, Students have a duty of care to maintain a safe environment for both themselves and their fellow Students.

- ✚ Should you be involved in an accident which results in personal injury and/or damage to equipment or facilities, notify your trainer/assessor immediately.
- ✚ If you have a personal health condition which may become critical while attending training, please advise us before commencement of the training. All information will be treated in strict confidence and is only needed so Skilling WA can provide support or treatment should an emergency arise.
- ✚ If you are feeling unwell, please advise us and DO NOT attend training.
- ✚ Skilling WA provides hand sanitiser and anti-bacterial wipes, please use these during training.
- ✚ Please maintain social distancing with others during training and assessment.
- ✚ Emergency procedures and exit plans must be followed.

You have a duty to :

- ✚ Protect your own health and safety and to avoid adversely affecting the health and safety of any other person;
- ✚ Not wilfully or recklessly interfere or misuse anything provided by Skilling WA in the interests of health, safety and welfare;
- ✚ Cooperate with health and safety directives given by staff of Skilling WA;
- ✚ Ensure that you are “fit-for-work” and NOT affected by the consumption of drugs or alcohol.

Evaluation and Feedback

Skilling WA values all feedback from Students as it assists us to continuously improve the products and services we offer. Students are encouraged to provide us with feedback, both positive and constructive.

Skilling WA has developed some feedback forms for you to provide feedback.

At the end of your course with Skilling WA you will receive an online evaluation survey, which we are required to send to you by our regulatory body. Please complete this to provide us with feedback.

You may also receive communication directly from our regulatory body to supply them with feedback regarding Skilling WA performance and your experience with us. Please complete and provide this feedback on our behalf.

Thank you in advance for your commitment to our continuous improvement and your comments.

Student Support services

Skilling WA understands that there may be times when personal issues or circumstances may affect your ability to undertake your training. Skilling WA has identified a number of support services for Students who have special needs, or require additional support and assistance to undertake or complete their learning.

Mentoring & Guidance

Skilling WA can provide Students with mentoring, coaching and guidance on course content, as well as effective learning and study techniques and reasonable adjustments with assessment processes.

Skilling WA offers additional support workshops for learners.

Financial support - Centrelink

Centrelink may be able to assist you in payment for your training. Payments are often subject to asset tests. These may include :

- ✚ Youth allowance
- ✚ Austudy payment
- ✚ Newstart allowance
- ✚ ABSTUDY
- ✚ CentrePay

You should discuss your own personal circumstances and opportunities with your local Centrelink office.

Financial support – Payment Options

Skilling WA offers flexible terms for payment of fees, including payment plans.

Language, Literacy Numeracy (also see Page 11)

Discuss with us your options for further language, literacy and numeracy development.

If a student requires support in Language, Literacy Numeracy, Skilling WA can provide referral to Read Write Now and/or the Reading Writing Hotline.

Read Write Now!

Read Write Now! is a volunteer group set up in Western Australia with volunteer tutors who provide free one-to-one assistance to adults wanting to improve their language, literacy and numeracy.

<http://www.read-write-now.org/>

1800 018 802

Reading Writing Hotline

The Reading Writing Hotline is Australia's national telephone referral service for adult literacy and numeracy.

<http://www.readingwritinghotline.edu.au/>

1300 655 506

Learning Materials

Students receive a full copy of training and /or assessment materials as part of the course fee. Should you lose or misplace the materials you are provided, additional fees for replacement of materials will be incurred.

Making the Most of your Training

It is very important to make the most of your training opportunity. Please note this is your responsibility. To optimize your own learning and successful completion, you should:

- ✚ Attend all training visits/sessions/classes and complete all required reading and learning activities;
- ✚ Prepare well in advance of each training visit/session/class;
- ✚ Be a willing participant;
- ✚ Work with fellow Students, as appropriate;
- ✚ Respect other people's opinions;
- ✚ Ensure you have a clear understanding of the assessment requirements;
- ✚ Take responsibility for the quality of evidence that you submit to the Assessor;
- ✚ Keep track of your progress;
- ✚ Complete and submit all assessments tasks on time, using clear and concise language;
- ✚ Be willing to contact your trainer/assessor if you do not understand the training activity or assessment task.

Mobile Phones

All phones must be turned off during training (visits/sessions/classes), as a courtesy to the Trainer/assessor and other Students. In an emergency where you need to be contacted, please advise your trainer/assessor so that arrangements can be made.

Security (classroom- based)

Do not leave handbags or other valuables unattended. Although the training venues may be reasonably secure, you are ultimately responsible for your own belongings. Skilling WA accepts no responsibility for any belongings which may be stolen or go missing.

SECTION 3 COURSE INFORMATION

Nationally Recognised Training Programs

Nationally Recognised training (NRT) programs are competency based which means that training and assessment focus on the development and recognition of a person's ability to apply relevant knowledge and skills to perform workplace tasks to a specified standard.

The specific skills and knowledge required for particular workplace activities are set out in Units of Competency. Units of competency are grouped together to formulate the completion of a nationally recognised "qualification". Nationally recognised qualifications are outlined in Training Packages. These can be viewed at www.training.gov.au.

Each qualification has a list of foundation skills which describe language, literacy, numeracy and employment skills incorporated that are required for competent performance. For each qualification there are specific skills listed under the following headings:

- ✚ Reading
- ✚ Writing
- ✚ Oral Communication
- ✚ Navigate the world of work
- ✚ Interact with others
- ✚ Get the work done

These skills will be part of the assessment requirements of a nationally recognised course.

Competency

It is important to note that the rules and requirements of a Unit of Competency and a qualification are applied to all Students regardless of where they are, or the mode of training delivery provided. You could be a full time Student in a classroom or the workplace, or you could be applying for recognition of the skills and knowledge currently held.

Each Unit of Competency is made up of the following:

- ✚ Elements;
- ✚ Performance criteria;
- ✚ Foundation skills;
- ✚ Performance evidence
- ✚ Knowledge evidence; and
- ✚ Assessment conditions; and
- ✚ Any pre or co requisites (if applicable).

To be deemed Competent in any Unit of Competency you must be able to provide evidence of the required skills and knowledge to complete work tasks to the standard that is required in the workplace. Skills need to be demonstrated in a range of situations and environments (which could include simulated applications in a learning environment) over a period of time.

Assessment

Assessment is an integral part of your learning if you wish to complete successfully and gain certification.

The assessment process will be explained at your induction and throughout your program. Assessors will also be available to you if you have any questions.

Assessment is the process of collecting evidence and making judgement on whether competency has been achieved to confirm that an individual can perform to the standards expected in the workplace and as expressed in relevant competency standards.

Throughout the training program you will be assessed to see if you have gained the necessary skills and knowledge to achieve the qualification. Your trainer/assessor is required to ensure that the assessment tasks you undertake meet the national principles of assessment and rules of evidence (see below for more information).

Various assessments tasks /activities may be involved including, but not limited to:

- ✚ Observation of performance;
- ✚ Assignments;
- ✚ Written activities;
- ✚ Written / oral questioning;
- ✚ Oral presentations;
- ✚ Workplace performance;
- ✚ Projects;
- ✚ Case studies;
- ✚ Role plays/ simulations;
- ✚ Demonstration of skills;
- ✚ Online assessments;
- ✚ Portfolio of evidence.

Certification will only be given to Students who successfully complete all assessment requirements for a course.

Skilling WA is required to meet stringent quality requirements in the conduct of all assessments.

Skilling WA has carefully constructed and developed assessment resources to meet these quality requirements, as well as be user-friendly to Students.

Principles of Assessment

Skilling WA are required to conduct all assessments in accordance with the following principles of assessment.

Validity	<p>Any assessment decision of the RTO is justified, based on the evidence of performance of the individual Student.</p> <p>Validity requires:</p> <ul style="list-style-type: none"> • Assessment against the unit/s of competency and the associated assessment requirement covers the broad range of skills and knowledge that are essential to competent performance; • Assessment of knowledge and skills is integrated with their practical application; • Assessment to be based on evidence that demonstrates that a Student could demonstrate these skills and knowledge in other similar situations; and • Judgement of competence is based on evidence of Student performance that is aligned to the unit/s of competency and associated assessments requirements.
Reliability	<p>Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.</p>
Flexibility	<p>Assessment is flexible to the individual Student by:</p> <ul style="list-style-type: none"> • Reflecting the Student’s needs; • Assessing competencies held by the Student no matter how or where they have been acquired; and • Drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Fairness	<p>The individual Student’s needs are considered in the assessment process.</p> <p>Where appropriate reasonable adjustments are applied by the RTO to take into account the individual Student’s needs.</p> <p>The RTO informs the Student about the assessment process, and provides the Student with the opportunity to challenge the result of the assessment and be reassessed if necessary</p>

Course Assessment

There will be assessment tasks set for each course regardless of the learning mode. Assessment activities and expectations will be explained to Students, and are outlined within Student / assessment resources.

Evidence

Evidence is the material proof that you have performed the specified competency or task to the required standard. Your evidence requirements will be determined by the Unit of Competency, industry expectations, Government regulations, and your qualifications and current experience. Evidence can take many forms and you will be required to present more than just one piece of evidence.

Assessment tools that we will provide to you set out the exact requirements for evidence for each unit.

Rules of Evidence for Assessment

Skilling WA is required to ensure that all evidence provided by Students, as proof of their competency, meets the following “rules of evidence”.

Validity	The assessor is assured that the Student has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a Student’s competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the Student’s own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Examples of evidence could include one or more of the following:

- ✚ Completed questionnaires – answers to questions;
- ✚ Specific assignment tasks set by your Assessor;
- ✚ Direct Observation of your performance of a task;
- ✚ Certificates and awards;
- ✚ Examples of work completed or special projects;
- ✚ Current licences;
- ✚ Position descriptions and performance reviews;
- ✚ Testimonial / Third party reports;

Your evidence must also demonstrate the following:

- ✚ That you can do the job or task to the required workplace standard;
- ✚ That you Understand why the job should be done in a particular way;
- ✚ That you Handle unexpected issues or problems;
- ✚ That you Work with others ‘in a team’;
- ✚ That you can do more than one thing at a time, e.g. perform the task and be aware of the occupational health and safety requirements;
- ✚ That you know the workplace rules and procedures.

Assessment Submission

Presentation of Assessments/ Assignments

- ✚ Some assessments activities are required to be typed (please see instructions in your assessment tasks).
- ✚ Handwritten assessments are accepted, however handwriting must be clear and easy to read.
- ✚ If you are mailing an assignment, it must be received by the due date. Skilling WA does not accept responsibility for any lost assignments. **Please ensure you keep a copy of your assignment prior to submission.**
- ✚ All assignments are registered as they are received.
- ✚ We endeavour to review/mark all assessments within 10 working days of receipt.
- ✚ Students are entitled to one resubmission of each unit assessment. If a re-submission assessment is still deemed NYC (not yet competent), Students may be offered the opportunity to re-submit at a fee. No further re-submits are allowed. Students must re-enrol in the unit again, paying a further unit fee.

Assessment results

Results of assessment are provided to Students as soon as is practical. These results will be emailed through to you. Assessment results are confidential at all times and will not be given to any other party unless a written request signed by the Student is received in advance.

Reasonable adjustments

Students with difficulties or disabilities are encouraged to discuss with Skilling WA any 'reasonable adjustments' to learning and assessment processes which they consider would be necessary or assist them in the performance of their studies.

Careful consideration will be given to any requests for reasonable adjustment of this nature, and, where reasonably practicable, such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for Skilling WA to accommodate or where another (different) adjustment may be more appropriate.

** Please note - Reasonable adjustments cannot compromise the integrity of competency-based training and assessment.

Extensions for Assessment

It is expected that all assessment tasks are handed in on the due date. Should you require additional time to complete an assessment you must communicate with your assessor and apply for an extension.

Certificates

Types of Certification

In general, four types of certificates are issued by Skilling WA. Certificates can only be awarded by Skilling WA in accordance with our approved qualification scope.

- ✚ **Qualification** – issued under the Australian Qualification Framework (AQF) for nationally recognised training. Full qualifications can only be issued once the Student has been deemed competent across all the relevant units of competency making up the qualification.
- ✚ **Transcript of Results** – accompanies a qualification issued under the Australian Qualification Framework (AQF) for nationally recognised training. This document supplements the qualification listing all units of competency achieved for the qualification.
- ✚ **Statement of Attainment (SOA)** – issued under the Australian Qualification Framework (AQF) for nationally recognised training. Issued when a Student is deemed competent in a unit or a cluster of units of competency. Minimum achievement for a SOA is one unit of competency. You can request a SOA at any time during your training. This may incur a fee.
- ✚ **Certificate of Completion /Attendance** – for non-nationally recognised training. Issued when a Student attends a short course which is not within the Australian qualifications framework (AQF). To receive a Certificate of Completion/Attendance, the Student must have a satisfactory attendance rate.

Certificates will only be posted to Students at their nominated postal address as shown on their Student enrolment. The onus is on the Student to ensure their address details are correct.

Certificates will not be sent to other parties, without the expressed prior written permission from the Student. Duplicate or replacement copies of certificates incur a fee.

Course Delivery

Skilling WA ensures the following resources are in place:

- ✚ Trainers and Assessors with appropriate qualifications, and experience;
- ✚ Course materials appropriate to the methods of delivery and assessment requirements;
- ✚ All necessary copyright authorisations;
- ✚ Appropriate equipment and facilities.

Training and assessment methods used by Skilling WA meet specific quality requirements and are chosen to best suit the unit of competency, while giving consideration to the learning style of the Student. The provision of training often includes a blended approach with a combination of on and off-the-job methods.

A number of delivery methods will be used throughout the training to help you achieve the necessary skills. Learning is a partnership that involves participation from all involved.

Delivery methods may include, but are not limited to:

- ✚ Practical demonstrations
- ✚ audio/visual presentations
- ✚ group participation/ discussions
- ✚ trainer/facilitator instruction
- ✚ practical activities
- ✚ individual projects
- ✚ workplace based training
- ✚ case studies

Flexible Delivery

Flexible delivery focuses on learning rather than teaching and to provide the best possible learning experience for the Student. This means that the Student has greater control over what, when and how they learn.

Skilling WA offers various forms of delivery to accommodate the varying needs of Students. Modes of delivery available for most courses include classroom (face-to-face) environment, workplace –based, correspondence, on-line, Recognition of Prior Learning (RPL) or a combination of these.

Language, Literacy and Numeracy

Each Training Package sets a minimum requirement in language, literacy and numeracy skills of participants, with which Skilling WA must abide.

Skilling WA makes appropriate concessions for language, literacy and numeracy issues of Students where these concessions do not compromise the requirements of the relevant Training Package and the integrity, equity and fairness of assessment.

Where there are entry requirements for courses e.g. literacy in English and numeracy, these are clearly stated in pre-enrolment and enrolment information.

Advice is given to all Students on appropriate actions if there is a need to update literacy and numeracy skills. Skilling WA can assist in providing this additional development prior to completing your enrolment into vocational skills.

If a student requires support in Language, Literacy Numeracy, Skilling WA can provide referral to Read Write Now and/or the Reading Writing Hotline.

Read Write Now!

Read Write Now! is a volunteer group set up in Western Australia with volunteer tutors who provide free one-to-one assistance to adults wanting to improve their language, literacy and numeracy.

<http://www.read-write-now.org/>

1800 018 802

Reading Writing Hotline

The Reading Writing Hotline is Australia's national telephone referral service for adult literacy and numeracy.

<http://www.readingwritinghotline.edu.au/>

1300 655 506

Recognition

Recognition is the collective term and includes:

- ✚ Recognition of prior learning (RPL);
- ✚ Recognition of current competency (RCC);
- ✚ Credit transfer (CT); and
- ✚ Mutual Recognition (MR).

All Students have the opportunity to apply for recognition. This means that you can submit evidence for a Unit(s) of Competency and have it assessed by a qualified Assessor without completing the training with Skilling WA.

Skilling WA believes that no Student should be required to undertake a unit of competency for which they are already able to demonstrate satisfactory achievement of the performance outcomes, as stated in the endorsed training package or nationally recognised course.

Skilling WA always aims to maximise the recognition of a Students prior skills and knowledge whilst maintaining the integrity and standards of the defined learning outcomes of the specific qualification or course of study. Students who consider they already possess the competencies identified in all or part of any course/qualification offered by Skilling WA may seek recognition.

If you think you have the necessary knowledge and skills to match a Unit(s) of Competency or a qualification at the required standard you need to contact our Managing Director on 0434 449 417 who will provide the information you need to complete an application.

Recognition Process

Recognition is a method of assessing if you have evidence of competency for a particular unit of competency that you are enrolled in. It is important to remember that Recognition is an **assessment process** not an assumption of competence.

Recognition is the determination, on an individual basis, of the competencies obtained by a Student through:

- ✚ previous formal training;
- ✚ work experience, and/or
- ✚ life experience.

Recognition therefore determines the subsequent advanced standing to which the Student is entitled in relation to a unit/qualification. The focus of Recognition is what has been learned rather than how, where or when it was learned. Recognition focuses on underpinning knowledge, the demonstration of competence and the currency of that competence to industry standards.

It is important to note, the onus is on the Student to document and present evidence to justify a claim for recognition and present their case to the satisfaction of the Assessor.

Any documents that you provide to support your claim of competency must be the originals rather than copies. Your original documents will be scanned and kept electronically, with the originals being handed back to you. It is also expected that any evidence submitted is your own and if any part of the work is the work of others, that this is formally acknowledged and advised.

Recognition Decision

Regardless of the type of evidence that you submit, Assessors must be confident that the evidence meets the following criteria:

- ✦ Full requirements of the Unit of Competency(s);
- ✦ Any Regulatory requirements;
- ✦ Rules of Evidence (stated previously) including: Valid, Authentic, sufficient and Current. (That it is your own evidence and can be authenticated);
- ✦ That you can perform the competency consistently and reliably;
- ✦ Is at the standard expected in industry and set out in the Australian Qualification Framework (AQF);

To this end, Skilling WA will also need to see you demonstrate the skills as outline in the Unit – therefore Observation assessment by Skilling WA Assessor is a must.

Skilling WA is committed to ensuring that all judgments made by Assessors against the same competency standards are consistent. Your Assessor will examine the evidence that you present and then make a judgment on that evidence which will be either:

- ✦ Competent (C) - you have been deemed competent against all the requirements of the Unit/s of Competency
- ✦ Not Yet Competent (NYC) - you have not yet demonstrated competency to all requirements.

Your assessor will advise you what you can do if you receive a “NYC” for your assessment task. If you are deemed NYC in your initial assessment, you are allowed a second attempt. However, if you are deemed NYC in the second attempt, you will be required to enrol in the unit undertaking the learning component first prior to being assessed again. Please talk to your assessor if you have any concerns.

For further information on Recognition, please see Skilling WA Recognition policy.

Credit Transfer

Skilling WA recognises the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs). Credit Transfer is applicable when a Statement of Attainment or qualification provided by a Student has a unit of competency that is either exactly the same, or has been deemed as “Equivalent” on the www.training.gov.au website, and that unit forms part of the training and assessment program of which the Student is enrolled or is intending to enrol. Students are required to formally apply for Credit transfer, supplying their certificates to Skilling WA for verification. With Credit transfer Student’s are not required to undertake learning in the unit/s again, the Student is exempt.

Special Needs

Students intending to enrol for training with the Skilling WA are requested to advise if they have any physical or other impairment (e.g. English language, literacy or numeracy difficulties, dyslexia, etc) which may adversely affect their ability to successfully undertake training and assessment, prior to enrolment. Students are requested to complete a “Support Services Advice Form” upon enrolment.

Students with disabilities or impairments are encouraged to discuss with the Director any ‘special needs’ and/or ‘reasonable adjustments’ to the study environment which they consider are necessary or would assist them in the performance of their studies.

The Director, in collaboration with the Student, will assess the potential for the Student to successfully complete the training which may include flexible delivery options to optimise the ease and benefit of the Student’s learning, as applicable. Please note – reasonable adjustments cannot destroy the integrity of the Unit requirements.

Trainer and Assessors

All Trainers and Assessors are qualified in training and assessment and the vocational area which they are delivering. They have practical experience and maintain their currency in industry.

SECTION 4 POLICIES

Access and Equity

Skilling WA is committed to promoting, encouraging and valuing equity and diversity with respect to its Students and to providing them with a positive learning environment to achieve success. Skilling WA will ensure services offered are provided in a fair and equitable manner to all Students, free from bias.

Skilling WA abides by equal opportunity principles, providing access to the benefits of training and assessment to all Students regardless of gender, sex, pregnancy, race, marital status, sexuality, age, family/carer responsibilities, culture, linguistic background, disability, transgender, political conviction or religious belief.

All Students have equitable access to training resources and facilities, support services and information, trainer and assessors, learning and assessment materials and opportunities.

For further information, see Skilling WA Access & Equity Policy.

Appeals

Skilling WA ensures that Students have access to a fair and equitable process for appeals against assessment decisions. An appeals and reassessment process is an integral part of all training and assessment pathways leading to a nationally recognised qualification or Statement of Attainment under the Australian Qualifications Framework (AQF).

- ✦ Students have the right to lodge an appeal against an assessment decision if they feel they were unfairly treated during an assessment, and/or where they feel the assessment decision is incorrect and they have grounds for an appeal (see next page).
- ✦ The principles of natural justice and procedural fairness are adopted at every stage of the appeal process.
- ✦ The appeals policy is publicly available, via Skilling WA website.
- ✦ The appellant can provide detail of their appeal either verbally and/or in writing.
- ✦ All appeals must be lodged within 7 calendar days of the date of the assessment result notification to the Student.
- ✦ If the appeals process fails to resolve the appeal or the appellant is not satisfied with the outcome of the appeal, the matter will be referred to an independent third party for review, at the request of the appellant. All costs incurred for the third party review will be advised to the appellant.
- ✦ Every appeal is heard by a suitably qualified independent assessor or panel, who will be asked to make an independent assessment of the application.
- ✦ All appeals are acknowledged in writing and finalised as soon as practicable.
- ✦ Skilling WA may charge a fee for the appeals process where an external assessor is engaged. Should this be the case, all costs incurred will be advised to the appellant.
- ✦ If the appeal will take in excess of 60 calendar days to finalise Skilling WA will inform the appellant in writing providing the reasons why more than 60 calendar days are required. The appellant will also be provided with regular updates on the progress of the appeal.
- ✦ Skilling WA strives to deal with appeal issues as soon as they emerge, in order to avoid further disruption or the need for a formal complaint process.
- ✦ All appeals will be handled 'In-Confidence' and will not affect or bias the progress of the participant in any current or future training.

Grounds of appeal

Valid grounds for an appeal against an assessment decision (where the trainee feels the assessment decision is incorrect) could include the following:

- ✦ The judgement as to whether competency has been achieved and demonstrated was made incorrectly,
- ✦ The judgement was not made in accordance with the Assessment Plan.
- ✦ Alleged bias of the assessor;
- ✦ Alleged lack of competence of the assessor;
- ✦ Alleged wrong information from the assessor regarding the assessment process;
- ✦ Alleged inappropriate assessment process for the particular competency;
- ✦ Faulty or inappropriate equipment; and/or
- ✦ Inappropriate conditions.

Appeal Outcomes

Appeal outcomes may include:

- a) Appeal is upheld; in this event the following options will be available:
 - i. The original assessment will be re-assessed, potentially by another assessor.
 - ii. Appropriate recognition will be granted.
 - iii. A new assessment shall be conducted/arranged.
- b) Appeal is rejected/ not upheld; in accordance with Skilling WA assessment policy the Student will be required to:
 - i. undertake further training or experience prior to further assessment; or
 - ii. re-submit further evidence; or
 - iii. submit/undertake a new assessment

For further information, see Skilling WA Appeals Policy.

Complaints

Skilling WA has a fair and equitable process for dealing with Student complaints.

All Students have the right to express a concern or problem they may be experiencing when undergoing training. The following is an outline of the Complaints Policy.

Principles

- ✦ Complaints are treated seriously and dealt with promptly, impartially, sensitively and confidentially.
- ✦ Complaints will be resolved on an individual case basis, as they arise.
- ✦ All Students have the right to express a concern or problem and/or lodge a complaint if they are dissatisfied with the training and assessment services that they have been provided (including through a third party) or the behavioural conduct of another Student.
- ✦ All complaints are acknowledged in writing and finalised as soon as practicable.
- ✦ The complaint resolution procedure is based on the understanding that no action will be taken without consulting the complainant and respondent, using a process of discussion, cooperation and conciliation.
- ✦ The rights of the complainant and respondent will be acknowledged and protected throughout the complaint resolution process, including the conduct of separate interviews initially.
- ✦ In the interest of confidentiality, the number of people involved in the resolution process will be kept to a minimum.
- ✦ Final decisions will be made by the Director Skilling WA or an independent party to the complaint.
- ✦ The complaint resolution procedure emphasises mediation and education while acknowledging that in some instances formal procedures and disciplinary action may be required.
- ✦ If the complaints process fails to resolve the complaint or the complainant is not satisfied with the outcome of the complaint the matter will be referred to an independent third party for review, at the request of the complainant. All costs incurred for the third party review will be advised to the complainant.

- ✚ If the complaint will take in excess of 60 calendar days to finalise Skilling WA will inform the complainant in writing providing the reasons why more than 60 calendar days are required. The complainant will also be provided with regular updates on the progress of the complaint.
- ✚ Victimisation of complainants, respondents or anyone one else involved in the complaint resolution process will not be tolerated.
- ✚ All complaints will be handled as Staff-In-Confidence and will not affect or bias the progress of the Student in any current of future training. The rights of the complainant and respondent will be acknowledged and protected throughout the complaint resolution process.

Lodging a Complaint

Should you wish to lodge a complaint, a formal or informal approach should be made by the Student to the trainer /assessor/Managing Director.

The Student completes a Complaints Form to commence the process.

For further information, see Skilling WA Complaints Policy.

Course Fees

Skilling WA has developed a fair and equitable process for determining course fees, refunds and payment options.

Course Fees for Non-funded programs are determined by Skilling WA as Fee for Service (FFS). All student fees are provided to students prior to enrolment, are promoted on Course brochures and are published on our website.

Course fees for government funded programs are determined by Department of Training and Workforce Development (WA) Fees and Charges Policy each calendar year. Skilling WA is obliged to charge fees in accordance with this policy.

Invoices

Skilling WA can (will) provide a full invoice quote to students for full course fees. Skilling WA will provide an invoice for units as they are commenced by a student.

Deposits for Fees

Skilling WA requires a minimum deposit of \$200 for each qualification for each student to confirm their enrolment. This deposit is deducted from the normal course fee i.e. it is NOT an enrolment.

Skilling WA only accepts a maximum of \$1500 as a deposit, per qualification from a student at enrolment. Skilling WA maintains records of all payments made in advance by students keeping it in trust until the student needs to draw down from that advanced payment due to the commencement of a new unit.

Should a student not complete their qualification, advanced payments held by Skilling WA will be subject to the refunds policy. (see further below)

Course fees are payable in advance and enrolments are considered tentative until payment is received.

Flexible payment options

Skilling WA accepts various methods of payment for course fees. Payment for courses can be made in the form of cash, Visa card, MasterCard, Direct Deposit or PayPal.

Skilling WA also offers payment plans for qualification enrolments. A deposit of \$200 is required to confirm your enrolment. Skilling WA will then determine with you an appropriate payment plan that suits your needs and also ensure you do not fall behind with your learning.

COLLECTION FEES –

Skilling WA has processes in place to protect its financial viability, to this end should students not fulfil their obligation in payment of all fees, Skilling WA reserves it right to pursue payment by the student through a debt collection agency. Students are liable for all collection fees and charges should non-payment of my invoice/s result in the matter being handed to a Debt Collection Agency.

In addition, Skilling WA reserves its right to restrict student access to course learning and assessment activities and the issuance of certificates should the student fail to make course fee payments.

Cancellation & Transfers - Classroom based courses

Enrolment cancellation / withdrawal / deferral / amendment

Students who wish to withdraw/cancel/defer/amend their course are required to complete a Course Withdrawal Amend form.

RTO Cancellation of courses

Skilling WA reserves the right to cancel a course if insufficient enrolments are received prior to course commencement. Students already booked in these courses will be notified. If a course is cancelled, a full refund of all monies paid by a Student for the course will be made within seven (7) days. Skilling WA has financial safeguards in place to ensure that all pre-paid fees are available for refund in the case of cancellation by Skilling WA.

Equal Opportunity

Skilling WA is committed to equal opportunity policies and principles, as they affect Students and employees to ensure the elimination of discrimination and harassment.

Rights and Responsibilities

Skilling WA has a legal and moral obligation to provide equal opportunity in employment and a learning environment free from harassment for employees, contractors and Students.

Skilling WA is committed to providing an environment which recognises and respects the diversity of employees, contractors and Students. Skilling WA is committed to providing a work and study environment free from harassment, vilification and bullying and supports the rights of all employees, contractors and Students to work and study in a safe and healthy environment free from such behaviour.

Skilling WA will:

- ✚ Ensure that employees, contractors and Students understand that these types of actions and behaviour will not be tolerated in the work/study environment.
- ✚ Request that any behaviour which could be considered harassment, vilification or bullying cease immediately.

All employees, contractors and Students have a role to play in eliminating harassment, vilification and bullying by not encouraging or showing support for harassment, vilification or bullying aimed at work or study colleagues. This can be achieved by:

- ✚ Refusing to join in with these types of actions and behaviours.
- ✚ Supporting the person in saying no to these behaviours.
- ✚ Acting as a witness if the person being harassed decides to lodge a complaint.

If an employee, contractor or Student feels harassed, vilified or bullied, the employee, contractor or Student is encouraged to inform the person where the behaviour is unwanted, unacceptable and/or offensive. If the employee, contractor or Student feels unable to approach the person, or if the behaviour continues following their request that the behaviour cease, the DIRECTOR should be contacted.

As a Student of Skilling WA, you have the responsibility to:

- ✚ Act to prevent harassment, discrimination and victimization against others;
- ✚ Respect differences among other staff, Students and contractors, such as cultural and social diversity;
- ✚ Treat people fairly, without discrimination, harassment or victimization;
- ✚ Refuse to join in with these behaviours;
- ✚ Supporting the person in saying no to these behaviours;
- ✚ Acting as a witness if the person being harassed decides to lodge a complaint.

Discrimination

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. It is against the law to discriminate against a person because of their age, sex, pregnancy, disability (includes, past, present or possible future disability), race, colour, ethnic or ethno-religious background, descent or nationality, marital status, sexuality or gender identification.

Both direct and indirect discrimination are against the law:

- ✚ Direct discrimination - means treatment that is obviously unfair or unequal.
- ✚ Indirect discrimination - means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups.

Harassment, Vilification and Bullying

All employees, contractors and Students have an equal opportunity to work and study. Skilling WA will not tolerate behaviour which is of a harassing, vilifying or bullying nature.

It is against the law for employees, contractors and Students to be harassed during the course of their work or study because of their sex, pregnancy, race (including colour, nationality, descent, ethnic or religious background), marital status, disability, sexuality, HIV/AIDS status or transgender. Federal anti-discrimination legislation applies to staff, contractors and Students.

Harassment

In general, harassment is behaviour which is unwanted and that humiliates, offends or intimidates a person, and occurs because of a person's:

- ✚ Race, colour, ethnic or ethno-religious background, descent or national identity.
- ✚ Sex.
- ✚ Pregnancy.
- ✚ Marital status.
- ✚ Disability (including physical, intellectual and/or behavioural/psychiatric disability; past, current or future disability; actual or presumed disability).
- ✚ Sexuality (male or female; actual or presumed).
- ✚ Transgender.
- ✚ Age.

It is unlawful for a person to be harassed due to a relationship to or association with a person of a particular race, sex, marital status, disability, homosexuality, transgender or age.

Harassment in the work and study environment can be overt or subtle, direct or indirect. It can be verbal, non-verbal or physical. Harassment can occur when power is used incorrectly.

Harassment is not always intended. Actions and behaviour which one person finds amusing or unimportant may offend or hurt another person.

Examples of harassment include:

- ✚ Intrusive or inappropriate questions or comments about a person's private life.
- ✚ Unwanted written, telephone or electronic messages.
- ✚ Promises or threats to a person.
- ✚ Physical violence or the threat of physical violence or coercion.

Vilification

Vilification is the public act of a person which incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of race, sexuality, transgender or HIV/AIDS status.

Examples of circumstances and behaviour that may constitute vilification on the basis of a person's race, sexuality, on transgender grounds, or disability (HIV/AIDS) etc are graffiti, speeches or statements made in public, abuse that happens in public, statements or remarks in a newspaper, journal or other publication, on radio, television or other widely accessed electronic media such as internet, email etc. People wearing symbols, such as badges or clothing with slogans, in public, gestures made in public, posters or stickers in public space.

Bullying

Bullying behaviour can refer to the actions or behaviours of a person to another that intimidates, degrades or humiliates the person. It may include verbal abuse, behaviour intended to punish such as isolation, exclusion from workplace activities and “ganging up”. Repeated “put-downs”, aggression, threats and poorly managed conflicts of opinion may be part of bullying behaviour. It can occur between people such as managers and employees or contractors, co-workers and Students.

Sexual harassment

Skilling WA will not tolerate sexual harassment in the learning or work environment.

Skilling WA deplores all form of sexual harassment and seeks to ensure that the work and study environment is free from such harassment. Implementation of this policy is the responsibility of all persons.

Sexual harassment is unlawful. The harasser may be held liable for unlawful actions and be required to pay damages. All employees, contractors and Students have the right to work and study in an environment free from sexual harassment.

Forms of sexual harassment

Sexual harassment may take many forms. Often people do not realise that their behaviour constitutes sexual harassment, but they must be aware that behaviour that is acceptable to one person may not necessarily be acceptable to another. Sexual harassment is any unwanted behaviour of a sexual nature by one person to another at work or in a work-related setting. Examples of sexual harassment include, but are not limited to:

- ✚ Insensitive jokes and pranks.
- ✚ Lewd comments about appearance.
- ✚ Unnecessary body contact.
- ✚ Displays of sexually offensive materials, for example, calendars or posters.
- ✚ Requests for sexual favours.
- ✚ Speculation about a person’s private life and sexual activities.
- ✚ Threatened or actual sexual violence.
- ✚ Threat of dismissal, loss of opportunity and so on, for refusal of sexual favours.

Complaints

All complaints regarding equal opportunity matters are treated seriously and investigated promptly, confidentially and impartially.

Privacy

Skilling WA abides by the Privacy Act and respects Students, staff and trainer/assessors’ right to privacy.

As a RTO, Skilling WA is obliged to maintain effective administrative and records management systems. This involves the collection and retention of personal information from Students in secure Student records. All staff must be scrupulous in using Student information only for the purposes for which it was gathered. All Students have access to their own records at all times.

Skilling WA collects information from Students upon initial enquiry in order to send course information, and is collected at enrolment and during the provision of the training and assessment services. Skilling WA may use personal information to advise Students of upcoming events and training course, for marketing and research purposes. In addition feedback on services provided through surveys is collected. This feedback assists us improve the quality of the services and training and is treated confidentially.

Under the Data Provision Requirements 2012, Skilling WA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Skilling WA for statistical, administrative, regulatory and research purposes. Skilling WA may disclose your personal information for these purposes to:

- ✚ Commonwealth and State or Territory government departments and authorised agencies; and
- ✚ NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- ✚ populating authenticated VET transcripts;
- ✚ facilitating statistics and research relating to education, including surveys and data linkage;
- ✚ pre-populating RTO student enrolment forms;
- ✚ understanding how the VET market operates, for policy, workforce planning and consumer information; and
- ✚ administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

For further information, see Skilling WA Privacy Policy.

Refund Policy

Payment of all refunds, to Students who are entitled to a refund, are in accordance with the refund policy.

Skilling WA will strive to maintain its highly competitive fee structure, as well as its fair and equitable refund policy.

- a) Payment of all refunds is made within one week (seven days) of application for refund.
- b) With regard to all withdrawals, Skilling WA will firstly encourage a Student to enrol on another course date, prior to processing refund applications.
- c) Written notification of withdrawal from a training program must be provided by a Student to apply for a refund for a course. This may be via letter, email or the completion of the refund form.
- d) There is no refund applicable where a Student has commenced their course/unit.
- e) There is no refund to Student who do not obtain their qualification after assessment.
- f) There is no refund for recognition of prior learning assessments after enrolment, where Recognition resources and services have been supplied to the Student.
- g) Skilling WA does not accept liability for loss or damage suffered in the event of withdrawal from a course by a Student.
- h) Skilling WA provides a full refund to all Students, should there be a need for Skilling WA to cancel a course. In the first instance Skilling WA will (where possible) provide an opportunity for the Student to attend another scheduled course.
- i) If Skilling WA cancels a course, Students do not have to apply for a refund, Skilling WA will process the refunds automatically.

j) **Classroom -based / Short courses :**

Refunds for cancellation of enrolments in individual courses are granted on a sliding scale:

Reason for Refund	Notification requirements	Refund
Student withdraws	In writing, eight (8) calendar days or more prior to the course commencement	100% of the course fee (paid by the Student)
Student withdraws	In writing, within seven (7) calendar days prior to the course commencement.	75% of the full course fee (regardless of how much the Student has already paid)
Student withdraws	In writing, less than 24 hours prior to course commencement.	Nil Refund
Student withdrawn from the course by Skilling WA	After course commencement, due to inappropriate behaviour	Nil Refund
Course cancelled by Skilling WA		100% of the course fee (paid by the Student)
A fee equal to 25% of the full fee is charged where cancellations occur within seven (7) days before commencement of an enrolled course or assessment		
Fees are refunded in full where the Student submits in writing reason for withdrawal, eight (8) days or more prior to commencement of an enrolled course or assessment		

Commencement dates

- ✚ ** Please note commencement for correspondence courses is the date that the training materials were posted to the Student.
- ✚ Commencement for online Students is the date that online access is provided to an individual Student for a particular course.
- ✚ Commencement date for a classroom based learning mode is the first day of the course.

k) **Full Qualifications:**

Refunds for cancellation of enrolments in full qualifications are subject to the following refund formula.

Fee Type	Description	Fee \$\$
Enrolment cancellation fee	RTO administrative processes for processing of enrolment, reporting and other administrative actions related to cancellation	\$150.00 per qualification
Unit Fee – Commenced	For all individual units commenced/attended/completed from within the qualification /Accredited course	Full Unit fee payable by the Student Nil Refund
Unit Fee – Not Commenced	For all individual units NOT commenced/attended/completed from within the qualification /Accredited course	Full Unit fee paid by the Student is Refunded

Student Enrolment

To enrol in a training program simply do so via our website or contact the Administration Office on 0434 449 417 and we will send out an enrolment form and the information flyer about the course. Simply complete an Enrolment form and send to us, either by email admin@skillingwa.com.au or PO Box 417, south Perth WA 6951.

For classroom enrolment, enrolments must be received no later than 24 hours prior to the course commencement. Enrolment forms should be returned with payment. Enrolments will be considered tentative until payment has been received, as per the Fees Policy.

Once we receive your enrolment an interview will be scheduled. At this interview you will do the following:

- ✚ Discuss the course in detail
- ✚ Discuss undertaking a training program
- ✚ Establish whether you are eligible for government funding (if available)
- ✚ Confirm the fees you will have to pay, and payment terms
- ✚ Complete a Support Services Advice form and possibly a Language Literacy Numeracy quiz to determine your learning needs
- ✚ Confirm the date of the mandatory Student Induction session

Tentative Enrolments (Classroom based courses)

Should enrolment numbers reach maximum, and another person wishes to enrol on a course where there is a tentative enrolment, Skilling WA will contact the tentative booking for payment confirmation or forfeiture of the tentative booking.

Enrolment Confirmation

All Students receive a letter/email to confirm their enrolment. Written confirmation will outline relevant details, such as visits, venues, dates, and visit or classroom duration.

Student Induction

Induction for all new Students includes the provision of this manual. All Students must complete and return the *Student Induction Checklist*, which can be found in *Appendix 1*.

Student Selection

Skilling WA conducts recruitment of Students at all times in an ethical, fair and responsible manner using various methods.

Skilling WA is committed to ensuring that all Student selection processes are fair, equitable and consistent with workplace performance, competency level and the Training Package requirements. Therefore selection into a training program is based upon the applicant:

- ✚ satisfying appropriate funding body entry criteria,
- ✚ meeting any pre-requisite qualifications or work experience, and
- ✚ meeting any age requirements that may be in place for a particular course

Student enrolments are subject to availability of places (either in a funded program or a classroom program).

Skilling WA shall ensure that any applicants who do not meet entry requirements are advised of any appropriate pre entry training they may take to meet eligibility criteria.

Student Records

Skilling WA maintains an individual Student file for every Student who undertakes any form of training and assessment with us. This file contains records regarding your personal details provided to us, any training and assessment undertaken and completed. This file is available to you.

In accordance with Privacy laws and confidentiality requirements, your file is kept in a locked cupboard. Only those Skilling WA personnel who need to have access to your file for training and assessment purposes can access it.

No other person/Student can and will have access to your personal Student file without your prior written permission.

If you would like access to your personal records simply contact Managing Director.

Workplace Health and Safety (WHS)

Skilling WA is committed to providing a safe and healthy learning and work environment. The safety of our Students and staff is of primary importance in all activities and operations of our organisation. We are committed to implementing, maintaining and continuously improving work health and safety in all of our facilities and operations.

Skilling WA encourages all persons to regard accident prevention and safety as a collective and individual responsibility.

Skilling WA recognises its responsibility under the Workplace Health and Safety and related regulations. The DIRECTOR has responsibility for ensuring the health and safety of staff, Students, contractors and visitors. This includes:

- ✚ Provide and maintain safe plant, equipment and systems of work.
- ✚ Provide, monitor and maintain systems for safe use, handling, storage and transportation of plant, equipment and substances.
- ✚ Maintain the workplace in a safe and healthy condition.
- ✚ Provide adequate facilities to protect the welfare of all employees.
- ✚ Provide information, training and supervision for all staff and contractors, helping them to integrate WHS into their work areas and roles.
- ✚ Provide information, where relevant, to Students, allowing them to learn in a safe manner.
- ✚ Check WHS system compliance via ongoing auditing.
- ✚ Integrate continuous improvement into WHS performance.

Duty of Care

Skilling WA is committed to taking practicable steps to provide and maintain a safe and healthy work and learning environment for all staff, Students, and contractors. Specific responsibilities are shown below.

Skilling WA Management:

- ✚ Are responsible for the effective implementation and regular review of this WHS policy.
- ✚ Must observe, implement and fulfil responsibilities under legislation that applies to WHS and endeavour to comply with relevant standards and codes of practice.
- ✚ Must ensure that the agreed procedures for regular consultation between management and staff are followed.
- ✚ Monitors the WHS management policies and procedures. Outcomes of WHS monitoring are used to help maintain appropriate risk controls. The effectiveness of these risk controls and this monitoring and review process is linked to Skilling WA Continuous Improvement processes
- ✚ Are responsible for ensuring that an WHS management system is implemented.

Staff, contractors, Students and visitors:

- ✚ Have a duty of themselves and others.
- ✚ Have a responsibility to cooperate with all WHS processes.
- ✚ Have a responsibility to comply with relevant Skilling WA WHS management system policies and procedures.
- ✚ Must not bypass or misuse systems or equipment provided for WHS purposes.
- ✚ Must report any unsafe conditions which come to their attention to the <Managing Director>.

Accidents, Injuries and Near Misses

All incidents and near misses are required to be reported immediately. See your trainer/assessor or administration personnel to report any issues.

Skilling WA will ensure that the injured person receives appropriate first aid and/or medical treatment as soon as possible and will conduct an investigation to reasonably prevent a recurrence.

Skilling WA is also committed to ensuring that injury management activities commence as soon as possible after injury and that every effort is made to provide suitable and meaningful duties consistent with the nature of the injury or illness, after seeking appropriate medical judgement.

Students and employees are expected to take care to prevent work-related injuries to themselves and to others.

Investigating incidents and accidents

The <Managing Director> is responsible for investigating incidents and accidents.

Following the report of an incident (near miss) or accident (and after first aid and other injury management processes have been implemented), the <Managing Director> will immediately undertake an investigation.

The process for investigations may include.

- ✦ Interview all people involved in the accident or incident and witnesses.
- ✦ Use the risk management approach to help understand the underlying hazards that caused the incident or accident and whether controls failed, were insufficient or were absent.
- ✦ Listen to recommendations of people involved in the incident or accident about what is required to prevent such incidents or accidents in the future.
- ✦ Analyse results of investigation and document recommended courses of action for evaluation by the <Managing Director>.
- ✦ Once action is approved, communicate outcomes and planned actions.

Appendices

Appendix 1 – Student Induction checklist

Student Induction Checklist			
Date:			
Student Name:			
Inducted By:			
<p>When induction information has been presented/discussed, the student will initial the relevant induction information to indicate that it is understood. The person conducting the induction is then required to sign off on induction information that they have delivered by indicating it is understood by the student. This completed document to be placed on the student file.</p>			
Section 1 –Information Received			
<input type="checkbox"/> Client has received the 'Student Handbook' <input type="checkbox"/> Client has received the Course Brochure/ Information.			
<student> has received, read and understood information regarding the course:			
Introduction to Training program and course content			
Assessment - Expectations and processes			
Role of the Trainer / Assessor			
Assessment outcomes and Certification			
Recognition Arrangements			
Language, Literacy & Numeracy			
Education and learning support Services			
Flexible learning options			
Completion timeframes			
<student> has received, read and understood information regarding the learning environment:			
Competency-Based Training & Assessment			
Student behaviour, including disciplinary procedures, cheating and plagiarism			
Access & Equity / Equal opportunity / Bullying / Harassment			
Safety and Health – Duty of Care			
<student> has received, read and understood information regarding the RTO Policies :			
Appeals and complaints			
Fees & Charges			
Refunds			
Record Keeping			
Section 2			
Acknowledgement			
<p>I have completed been inducted into the processes of Skilling WA and understand my requirements in regards to adherence to all policies and procedures. . I confirm that Skilling WA has provided the information set out above.</p>			
Signature:		Date:	