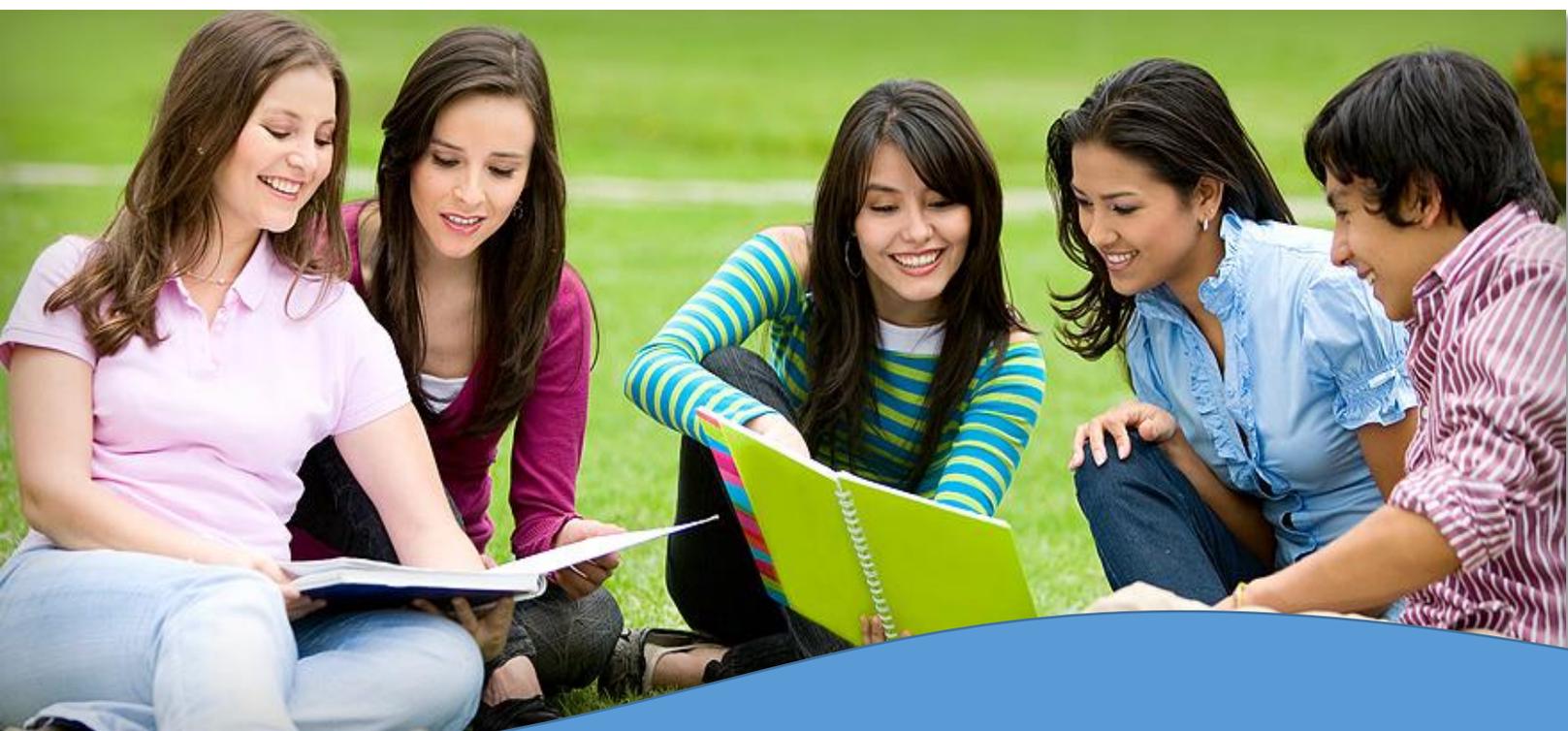




Australian Institute of Education and Training

RTO NUMBER: 121314



VET in SCHOOLS STUDENT HANDBOOK

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Welcome to Australian Institute of Education and Training (AIET)

Welcome to AIET. Registered Training Provider Number 121314.

Our Scope of Registration can be found at <https://training.gov.au/Organisation/Details/121314>

Since 2003, AIET has successfully trained over 20,000 Students across a wide range of qualifications and training programs under an Auspice Third Party Arrangement.

AIET prides itself in offering tailored Auspicing Services to Australian Secondary Schools. This is where Secondary Schools deliver a VET Accredited Training Program to Students in conjunction with an external Registered Training Organisation via a Third-Party arrangement.

AIET manages Secondary Schools compliance requirements as per the National Regulator ASQA Standards for RTOs 2015 and provides training resources to the Students and the Trainers.

AIET does not guarantee that a Students will successfully complete a training program and does not guarantee that the successful completion of that training program will lead to an employment outcome.

AIET training programs are designed to support Students' learning by using a range of flexible assessment strategies and frameworks, self-assessment and online testing tools, all designed to provide a learning environment that suits their needs and providing access to essential Industry Skills and Knowledge.

AIET MISSION, VISION AND VALUES

Mission Statement:

AIET will provide our learners with a range of employment, career and personal development focused programs, facilitated across a variety of teaching and learning systems. Our programs will maintain industry relevance and give learners the best opportunities possible to engage in employment, further education and the global community.

Vision Statement:

AIET is dedicated to providing today's and tomorrow's learners with training options in career skills, life skills and personal development.

Values:

- Be respectful and work collaboratively with others
- Acknowledge individual's strengths and experiences
- Keep a client centred focus
- Be supportive in the aim to keep moving forward
- Maintain unity and transparency in all forms

OUR TRAINING

AIET Training Programs are:

Versatile

Our programs are designed to cater to learners of all ages and backgrounds, with a wide range of delivery and learning methods.

Holistic

Our programs are designed to draw on the personal and professional skills of the facilitator, while acknowledging each learner's prior experience and transferable skills.

Flexible

Our programs can be accessed in a range of formats, using a variety of assessment strategies, designed to fit around your ever-changing needs.

Learner-centred

Our programs are all designed with the end result in mind. Your dedicated Trainer will work with you to understand where your training can lead, while guiding you through your learning.

ABOUT US

Our Staff

Our experienced team of staff are committed to providing you with a range of practical, skills-based training programs, designed to get you where you want to be.

General Information

Office Hours

The administrative office hours are 9.00am to 5.00pm

Contact Information

AIET Head Office

Victoria Office

517 Victoria Street

West Brunswick, VIC, 3055

Phone: 03) 9387 2051

Fax: 03) 9387 3470

Website: www.aiet.edu.au **Email:** info@aiet.edu.au

VOCATIONAL EDUCATION AND TRAINING

What is Vocational Education and Training (VET)?

Australia's Vocational Education and Training (VET) system is based on nationally endorsed industry training packages which identify specific skills and knowledge applied in the workplace. Students' undertaking a VET qualification must demonstrate the skills and knowledge identified in a training package and be assessed as 'competent' in the selected units of competency to be eligible for the award of the qualification.

National Recognition

The Qualifications and Statements of Attainment issued by AIET must be automatically recognised by all RTOs across Australia. In turn, AIET recognises the qualifications issued by RTOs in all other states and territories. This allows people to move around Australia from different employers and being confident that their qualification will be equally recognised.

Training Packages

Training Packages represent the national industry benchmarks for VET training. They set out the competencies to be achieved but do not state how the training should be delivered or the length of time taken.

This means that participants may complete their qualification in different amounts of time depending for example, on the amount of related workplace experience. Your Trainer/Assessor will make judgments of your competency after reviewing all the different types of assessment evidence you provide. The qualifications offered by AIET are listed on our website. These qualifications are contained within an Australian Training Package. This training package contains all current Australian vocational level qualifications.

The Training Package can be downloaded from the National Training Register at the following link: <http://training.gov.au/>

COMPETENCY BASED TRAINING

What is Competency Based Training?

Competency Based Training is training that develops the required skills, knowledge and attitudes to meet the competency standards that are set out in national Training Packages. Competence is the concept of performing workplace tasks to a specified standard of skills and knowledge.

Competencies are the measurable or observable knowledge, skills, abilities, and behaviours critical to successful job performance. Units of Competency are the nationally agreed statements of the skills and knowledge required for effective performance in a particular job or job function. They describe work outcomes as agreed by industry.

The assessment of your competency means that you must be able to “Show, Tell and Apply” evidence of knowledge, skills, abilities, which match and meet the units and their Elements against a set of key Performance Criteria and nationally set standards. This could include:

- Collecting, analysing and organising information
- Communicating ideas and information
- Planning and organising activities and tasks
- Working with others in teams
- Leading teams
- Using mathematical ideas and technological tools
- Solving problems
- Demonstrating understanding

Competency Assessment Processes

There are three types of assessment that occur at different stages for each Unit of Competency:

- a. Initial assessments to identify what competencies you already have, generally from self-assessment. From this, a learning plan can be designed to develop the remaining or outstanding competencies.
- b. On-going assessments, to provide feedback about your progress and to identify any outstanding unit and/or element you need to focus upon.
- c. Final assessments when you indicate you are ready to complete the assessment for any remaining competencies.

How are competencies assessed?

Assessment of competencies may involve both direct (Show and Tell) and indirect (Show, Tell and Apply) assessment methods conducted within a classroom or a worksite. This means that you will be required to produce evidence and/or demonstrate a Unit of Competency and apply related knowledge associated with that Unit of Competency.

While a demonstration of skills can be observed, the assessment of underpinning skills and knowledge such as problem solving, working in teams and understanding etc., can only be undertaken through indirect and supplementary assessment such as workbook questions and answers and case studies and verbal questioning relating to the unit of competency.

The level of your performance is assessed against national standards. This means that the evidence you provide and the competencies you demonstrate must meet the standard of performance already set as a national standard.

Each Unit of Competency contains a series of assessments. During assessment your assessor reviews your evidence and observes the demonstration of your competencies. The Trainer/Assessor records your evidence and/or demonstrations as “S” – Satisfactory or “NYS” - Not Yet Satisfactory”. Competencies are not ‘scaled’ or ‘marked’.

Broadly, it’s simply a matter of whether you can (‘S’) or cannot (‘NYS’) demonstrate your skills and provide supporting evidence to the performance standard relating to the Unit of Competency.

If your evidence fails to demonstrate the level of competency for any Unit or Performance Criteria appropriate to the qualification you will need to be re-assessed or provide additional information and support for the trainer to be able to deem you “S” – Satisfactory or “NYS” - Not Yet Satisfactory”.

If you have successfully been marked “S” Satisfactory for all assessments for the unit then you will be marked as “C” Competent for the unit.

In some circumstances you will be asked to re-attend the particular class or training session related to the unit you need to become competent in. The Trainer/Assessor will make the decision based on your performance, knowledge, punctuality and any other determining factors.

ENROLMENT

All Students must enrol prior to the commencement of the course by completing the online enrolment registration through Vet Enrol. Secondary School VET Coordinators are emailed enrolment links for Students to register their enrolment and acceptance once all Auspice compliance documentation is completed by the Secondary School.

Students as part of the enrolment process will need to accept and declare the following Terms and Conditions of Enrolment with AIET:

Students Disclosure Statement:

AIET (AIET) RTO Number 121314 prides itself in offering tailored Auspicing Services to Australian Secondary Schools. This is where Secondary Schools deliver a VET Accredited Training Program to Students in conjunction with an external Registered Training Organisation (RTO) via a Third-Party arrangement.

AIET has documented Policies and Procedures for complying with relevant State and Commonwealth Laws as identified in the Standards for Registered Training Organisations 2015, these can be located on our website at www.aiet.edu.au. Students submitting this registration form for enrolment agree that they have read these Policies and Procedures and the Students Handbook.

All Students who complete the requirements of a training program will receive a Certificate or Statement of Attainment if all requirements are not met. The cost of this is included in the School Auspice fee. Note: A fee of \$10 plus postage will be charged if a Students requests that a replacement Certificate / Statement of Attainment be sent.

AIET does not guarantee that a Students will successfully complete a training program and does not guarantee that the successful completion of that training program will lead to an employment outcome.

AIET directly charges Secondary Schools for all VET in Schools training programs for each Students. You will never receive a request for payment for a course from AIET.

VET Privacy Notice

Under the Data Provision Requirements 2012, AIET 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 and your training activity data) may be used or disclosed by AIET for statistical, regulatory and research purposes.

AIET may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary Students undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting Students surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER Students survey which may be administered by an NCVER employee, agent or third-party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Students Declaration and Consent

I declare that the information I have provided to AIET in my enrolment, to the best of my knowledge is true and correct. By clicking on SUBMIT (and submitting this Enrolment registration form) I acknowledge and agree that I am enrolling in the training program selected on this form.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I also am aware that some units require Students photographs to be taken for the evidence-based assessment observations to be kept on file by AIET for Audit based purposes only, they will not be released for any other purposes. These may include observation for First Aid and White Card. If you have any concerns please advise the Trainer accordingly.

Unique Students Identifier (USI)

Part of the enrolment process asks you to enter your USI. It is **COMPULSORY** for every Students enrolling into a VET course to have a Unique Students Identifier (USI) number.

Without a USI we are not able to issue you with a Statement of Attainment or Certificate of completion. With the USI you can access your USI account, which will contain all your nationally recognised training records and results from the 1st January 2015 onwards.

To apply for a Unique Students Identifier (USI) go to: <https://www.usi.gov.au/Students/create-your-usi>

For more information, and to apply for a USI, please visit: <https://www.usi.gov.au/Students/create-your-usi>

The AIET website also has more information and detailed fact sheets to assist you <https://www.aiet.edu.au/vet-in-schools/information-for-Students/usi-unique-Students-identifier-information>

You will not be able receive a Statement of Attainment or Certificate of completion if you do not have a valid USI.

USI Privacy Policies and Complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on usi@education.gov.au or telephone the Skilling Australia Information line on 1300 857 536, international enquiries +61 2 6240 8740.

The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

Students who do not wish to obtain a USI will need to apply for an exemption at www.usi.gov.au via a Statutory Declaration. A student must then inform AIET of the outcome of that application from the Student Identifiers Registrar immediately once received.

FEES AND CHARGES

AIET directly charges Secondary Schools for all VET in Schools courses. You will never receive a request for payment for a course from AIET.

However, our Governing Body requires us to tell you that we charge \$200 to your Secondary School for your enrolment.

ISSUING OF CERTIFICATION

Results and Certificates

On completing a Vocational Education and Training program with AIET, you will receive a Nationally Recognised Qualification. This qualification is recognised within the Australian Qualifications Framework. Qualifications are formatted to a uniform standard to ensure they are valid documents and will be instantly recognised throughout Australia.

A Qualification issued by AIET will be accompanied by a transcript which will detail the units of competence issued within the qualification.

Where a Student does not complete the entire course requirements, they may be entitled to receive a Statement of Attainment.

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units. A Statement of Attainment can be used as a basis for recognition of your current competence with other Registered Training Organisations within Australia.

Vocational Education and Training undertaken at AIET is competency based. Assessments determine whether a student is competent/or not yet competent. Students are issued with a statement listing units of competency or modules undertaken and stating whether competency has been achieved.

The Qualification Certificate will contain the following information:

- AIET's details, including Registration number
- Course Name and Code
- Certificate Number
- Results
- Student's Full Name
- Nationally Recognised Training logo
- Date achieved
- Signature of Registrar Authorising

STUDENTS FEEDBACK AND COMPLAINTS/APPEALS

AIET has a number of obligations to you, including making sure that receive quality Training and Assessment. If at any time you feel that this is not happening, we ask you to discuss your issues with your Trainer and VET Coordinator. If you do not feel that this has been successful, we invite you to contact us on (03) 9387 2051 or provide feedback directly on our website at www.aiet.edu.au.

As a Students, you have access to AIET's Refund Policy and Complaints and Appeals Policy and Procedures. These can be found on the website also.

YOUR STUDENTS RIGHTS

You have a Right:

- to receive quality training
- to have your work assessed within a reasonable timeframe
- to work and study in a friendly environment free of harassment
- to lodge a complaint if you feel your rights have been infringed
- to lodge an appeal if you do not agree with an assessment decision
- to receive a Certificate or statement at the conclusion of the training program

If AIET or your school closes or ceases to deliver any part of the units you are enrolled in before you finish, AIET will endeavour to find an alternative provider for you.

You are covered by Consumer Law. Further information about your rights under the Consumer Law can be found at: <http://consumerlaw.gov.au/the-australian-consumer-law/>. Your school may request a refund for any fees paid on your behalf if the contract with your school is terminated early, or AIET does not provide the agreed services.

YOUR OBLIGATIONS AS A STUDENTS

You are Required:

- To follow all policies and procedures set out in this Students Handbook
- To work consistently throughout the year
- To ensure that you do not disrupt the progress other Students in your class
- Provide any equipment and resources directed by your Trainer (generally this will be limited to pens and paper, and may include electronic devices such as laptops, tablets or iPads)
- To submit work according to timelines provided by your Trainer
- To submit work that is your own and not copied

YOUR TRAINERS RESPONSIBILITIES

- To be suitably qualified as per the Standards for RTO's 2015
- Your Trainer will provide clear instructions about what is expected from you during your training.
- Training may consist of group/action learning activities and projects, self-paced learning, assignments, case studies, presentations, discussions, workbook activities, research and reports etc. Each unit of learning is clearly outlined and indicates what is expected of you during the learning phase.
- During assessment the Student must be able to Show, Tell and Apply the evidence. The Trainer/Assessor records your evidence and/or skill demonstrations as "C" Competent or "NYC" - Not Yet Competent

LANGUAGE, LITERACY AND NUMERACY (LLN)

It is recommended that Students have obtained a minimum of a year 10 level School Certificate or equivalent with language, literacy and numeracy skills at Level 2 or above score for the Australian Core Skills Framework (ASCF) assessments in Learning, Reading, Writing, Oral Communication and Numeracy, which shows that you have the capability to be successful in the course you are enrolling in.

As part of the enrolment registration process you will be asked to identify if you think that you have any Language, Literacy or Numeracy issues or would like some additional assistance in order to complete your course, this covers your speaking skills, writing skills, reading skills, oral communication skills and numeracy. If you answer yes, you will be sent a link to complete a language, literacy and numeracy assessment (using the LLN Robot). It is important to note that the results of this assessment will be confidential, and the results will only be revealed to you, your VET Coordinator and your Trainer. The results of the assessment may indicate that you have the required levels of LLN to successfully attempt your course, and no further actions is necessary. If your assessment indicates that you may need support in any of the areas assessed (learning, reading, writing, oral communication or numeracy) you will be sent a support plan and materials that you can work through to assist you to complete the course. The results of the assessment will in no way endanger your enrolment in the course. The LLN test is not a pre-condition to enrol in your course, it is designed to identify if you have any issues and provide support to you.

If you identify through the enrolment process that you have specific needs, we will contact your Secondary School to ensure that you are receiving the appropriate support and monitoring your course progression or make some suggestions to your Secondary School to assist you if you indicate that you do not think that you are receiving enough support.

Again, we wish to make it clear that while your participation in this process is compulsory, the results will not be used to make a decision as to whether you can enrol, but rather to give us information to help us to help you.

Please do not feel threatened by the process, it is solely there to help you in your studies.

REASONABLE ADJUSTMENT:

Students will be provided with reasonable adjustments to assessment tasks for reasons including physical needs; Language, Literacy and Numeracy (LLN) needs; and any other specific needs that might impact on the students' ability to complete assessment tasks as required in the Learner Assessment Guide.

Adjustments or modifications made to enable students to access to educational content and outcomes may include:

- providing alternative representations of teaching and learning materials (e.g. using multimedia, Braille, illustrated texts, simplified texts or captioned video)
- motivating students through engagement with their personal interests, explicit and systematic instructions, levels of prompting, modelling problem solving, providing opportunities for the student to think aloud (verbalisation) and scaffolding student learning through guided practice and support.
- assessment tasks, e.g. rephrasing questions, using simplified language
- the content being assessed, e.g. fewer or alternative syllabus outcomes
- the format of a task, e.g. written point form instead of reports or essays, oral or PowerPoint presentation instead of essay.

If reasonable adjustments have been made, the Trainer will document that adjustment along with the final assessment decision.

WITHDRAWALS

Any Students wishing to withdraw from a course will need to complete the Withdrawal Form found on our website https://www.aiet.edu.au/images/Refund_Policy_and_Procedure.pdf

If you have been assessed as competent for any units in your course, you will be sent a Statement of Attainment for those units. As part of the withdrawal process, you should ask your Trainer to provide AIET with your results, so a Statement of Attainment can be printed and sent.

REFUNDS

AIET directly invoices your Secondary School for your enrolment in your course. You are therefore not personally entitled to a refund.

Once you enrol in a course and your training starts, you or your school cannot apply for a refund.

As an Auspice Thirds Party Arrangement between AIET and Secondary Schools, AIET directly charges Secondary Schools for all VET in Schools training programs for each Student. Therefore, a Student, will never receive a request for payment for a course from AIET. AIET charges the Secondary School \$200 for Student enrolment fees. This includes the Auspice fee and Workbook fee) and does not collect fees in advance. Secondary Schools may request a Refund for any fees paid on a Students behalf if the contract with the Secondary School is terminated early, or AIET does not provide the agreed services.

AIET gives a guarantee, that with the exception of unforeseen circumstances beyond their control, every effort will be made to deliver training and assessment services and meet desired qualification outcomes as agreed. Where cancellation has occurred prior to the commencement of a course due to organisational or external constraints that are no fault of the Student, all monies paid by the Secondary School on behalf of the Student will be fully refunded.

AIET's Refund Policy and Withdrawal form can be located at https://www.aiet.edu.au/images/Refund_Policy_and_Procedure.pdf

RECOGNITION OF PRIOR LEARNING - RPL

AIET ensures that all Students have an equitable opportunity to have their skills, which may have been gained through formal and informal education and training, work experience and life experience, assessed and formally recognised, along with requirements by industry for currency of skills and certification.

Informal education and training, in addition to life experience also forms part of the Volume of Learning for students when participating in the overall program. Australian Institute of Education and Training mutually recognises Statement(s) of Attainment and qualifications issued by other Registered Training Organisations.

Students with previous experience or qualifications within relevant fields may be eligible to receive Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) for units of competency delivered within this qualification.

Student eligibility for RPL and CT will be determined during the Secondary Schools enrolment process. Students who receive RPL and/or CT may have their overall course duration reduced as a result.

Due to the cohort of Australian Institute of Education and Training clients being Secondary School Students, the application of RPL is most unlikely due to the fact that the majority of students do not have previous experience or qualifications within relevant fields.

CREDIT TRANSFER

Students can apply for Credit for units that you have already completed with another Training Provider if they are included in the qualification you are enrolled in with AIET. Credit Transfer will be granted as long as the unit code and title are the same.

In order to apply for Credit Transfer, you will need to provide the AIET with a certified copy of your Certificate or statement of results.

STUDENT ATTENDANCE

You are required to comply with the Attendance requirements and Attendance Policy of your Secondary School.

ORIENTATION

Students are provided with an Orientation at their Secondary School.

Secondary School Trainers cover:

- introduce themselves
- provide the necessary course details including information on the:
 - course duration
 - assessment requirements
 - structure of the course/training
 - facilities and resources required
 - attendance and break times (where relevant)
 - emergency procedures and OHS / WHS issues

AIET have all pre-enrolment course information for Students available on the website at:

<https://www.aiet.edu.au/vet-in-schools/information-for-students>

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Be treated equally and with respect by Trainers and other Students
- Learn in a safe environment
- Not be subjected to bullying and harassment
- Be supported in their learning
- Be informed of their progress and results in a timely and professional manner
- Have their personal records and information kept private and confidential
- Be provided with quality training and assessment

Students are responsible for:

- Treating Trainers and Students with respect
 - Being punctual and regular in attendance
 - Their own learning
 - Contributing positively to the class and to group discussions and work
 - Respecting other people's cultures and views
 - Working safely and ensuring the safety of others and reporting any hazards
 - Dressing in an appropriate and inoffensive manner according to the uniform / dress code of the school
 - Looking after the facilities, equipment and resources
 - Not bully or supporting bullying or harassment of others
 - Not attending under the influence of drugs or alcohol
 - Not using offensive language
 - Not copying or plagiarising work
 - Participate in course work set out by your Trainers
 - Tell your Trainers when you do not understand the subject matter or know how to perform an assessment task
 - Meet attendance requirements.
 - Complete all assessment instruments.
-
- Inform AIET administration of any changes to personal details.
 - Adhere to rules and regulations as set-out in the AIET Student Handbook
 - Comply with the AIET Terms and Conditions of Enrolment.

POLICIES AND PROCEDURES

AIET is required to operate in accordance with the laws of Australia. This means we comply with the requirements of Legislative and Regulatory requirements. The following legislation is a list of the Acts that AIET has recognised it has compliance responsibilities.

Copies of State and Federal Legislation can be found at www.comlaw.gov.au.

Occupational Health and Safety Act 2004 – for Victoria

In Victoria, workplace health and safety is governed by a system of laws, regulations and compliance codes which set out the responsibilities of employers and workers to ensure that safety is maintained at work.

The Act

The **Occupational Health and Safety Act 2004** (the Act) is the cornerstone of legislative and administrative measures to improve occupational health and safety in Victoria.

The Act sets out the key principles, duties and rights in relation to occupational health and safety. The general nature of the duties imposed by the Act means that they cover a very wide variety of circumstances, do not readily date and provide considerable flexibility for a duty holder to determine what needs to be done to comply.

The Regulations

The **Occupational Health and Safety Regulations 2007** are made under the Act. They specify the ways duties imposed by the Act must be performed or prescribe procedural or administrative matters to support the Act, such as requiring licenses for specific activities, keeping records, or notifying certain matters.

Guidance

Effective OHS regulation requires that Work Safe provides clear, accessible advice and guidance about what constitutes compliance with the Act and Regulations. This can be achieved through Compliance Codes, Work Safe Positions and non-statutory guidance ("the OHS compliance framework").

Students should:

- Be aware of and report any potential hazards in your training environment
- Be aware of fire exits and emergency evacuation procedures
- Report any incidents and accidents that occur
- Work safely
- Ensure desks and chairs are ergonomic and that you take appropriate breaks from the computer and work to stretch
- Use all equipment appropriately and not damage resources and facilities
- Cooperate with health and safety directives given by Trainers
- Don't take any risks
- Ask if unsure

Work Health and Safety (WHS) Act 2011 – For Queensland and Northern Territory

The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant.

The WHS Act covers most workers in Australia are protected by nationally uniform work health and safety laws. This includes employees, contractors, sub-contractors, outworkers, trainees, work experience students, volunteers and employers who perform work.

The WHS Act 2011 also provides protection for the general public so that their health and safety is not placed at risk by work activities.

Duties of other persons at the workplace (section 29). Any person at a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. They must also cooperate with any actions taken by the person conducting business or undertaking to comply with the WHS Act and WHS Regulation.

Access and Equity Principles

Student rights and responsibilities that fall under access and equity, are covered under relevant regulations and legislation all Registered Training Organisations must follow. Therefore AIET will be responsible for access and equity of participants enrolled in programs.

AIET is committed to Access and Equity principles and processes in the delivery of its services and working environment in accordance with Sex Discrimination Act 1984 (amended June 2015), Equal Opportunity Act 2010, Racial Discrimination Act 1975(amended January 2014), VIC Anti-Discrimination Act, Disability Discrimination Act 1992 and Disability Standards for Education 2005.

Programs are designed and wherever possible facilities set up to enhance flexibility of delivery in order to maximise the opportunity for access and participation by disadvantaged students.

Discrimination, Sexual Harassment and Bullying

AIET is committed to providing a working environment free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken. You are required to follow your Secondary Schools' Discrimination, Sexual Harassment and Bullying policies.

Anti-Discrimination Act 1991

Sect 6 -Act's anti-discrimination purpose and how it is to be achieved.

The main purpose of the Act is to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including work, education and accommodation. Anti-Discrimination applies to a person's race, religion, colour, sex, physical and/or mental capacity.

Disability Discrimination Act 1992 (Cth)

Sect 5 - Disability Discrimination

(1) For the purposes of this Act, a person (discriminator) discriminates against another person (aggrieved person) on the grounds of a disability of the aggrieved person if, because of the aggrieved person's disability, the discriminator treats or proposes to treat the aggrieved person less favourably than, in circumstances that are the same or are not materially different, the discriminator treats or would treat a person without the disability.

For the purposes of subsection (1), circumstances in which a person treats or would treat another person with a disability are not materially different because of the fact that different accommodation or services may be required by the person with a disability.

Sex Discrimination Act 1984 (Cth)

Sect 3 – Objects The objects of this Act are:

- (a) to give effect to certain provisions of the Convention on the Elimination of All Forms of Discrimination Against Women; and
- (b) to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status, pregnancy or potential pregnancy in the areas of work, accommodation, education, the provision of goods, facilities and services, the disposal of land, the activities of clubs and the administration of Commonwealth laws and programs; and
- (c) to eliminate, so far as possible, discrimination involving dismissal of employees on the ground of family responsibilities; and
- (d) to eliminate, so far as is possible, discrimination involving sexual harassment in the workplace, in educational institutions and in other areas of public activity; and
- (e) to promote recognition and acceptance within the community of the principle of the equality of men and women.

Copyright Act 1968 (Cth)

Copyright is a type of property that is founded on a person's creative skill and labour. It is designed to prevent the unauthorised use by others of a work, that is, the original form in which an idea or information has been expressed by the creator.

Copyright is not a tangible thing. It is made up of a bundle of exclusive economic rights to do certain acts with an original work or other copyright subject-matter. These rights include the right to copy, publish, communicate (e.g. broadcast, make available online) and publicly perform the copyright material.

There is no general exception that allows a work to be reproduced without infringing copyright. Where a part of a work is copied, the issue is whether a substantial part of that work has been reproduced and thus an infringement has occurred. However, there is a 10% rule which applies in relation to fair dealing copying for the purposes of research or study. A reasonable portion of a work may be copied for that purpose, and a reasonable portion is deemed to be 10% of a book of more than 10 pages or 10% of the words of a work in electronic form.

Industrial Relations Act 1999

The main objectives of this Act are to provide a framework for industrial relations that supports economic prosperity and social justice by:

Providing for rights and responsibilities that ensure economic advancement and social justice for all employees and employers;

Ensuring equal remuneration for men and women employees for work of equal or comparable value;

Ensuring wages and employment conditions provide fair standards in relation to living standards prevailing in the community;

Promoting and facilitating job growth, skills acquisition and vocational training through apprenticeships, traineeships and labour market programs.

Fair Work Act 2009 (Cth)

The main objectives of this Act are to provide a balanced framework for cooperative and productive workplace relations that promotes national economic prosperity and social inclusion for all Australians by:

Providing workplace relations laws that are fair to working Australians, are flexible for businesses, promote productivity and economic growth for Australia's future economic prosperity and take into account Australia's international labour obligations;

Ensuring a guaranteed safety net of fair, relevant and enforceable minimum terms and conditions through the National Employment Standards, modern awards and national minimum wage orders;

Enabling fairness and representation at work and the prevention of discrimination by recognising the right to freedom of association and the right to be represented, protecting against unfair treatment and discrimination, providing accessible and effective procedures to resolve grievances and disputes and providing effective compliance mechanisms.

Confidentiality and Student Privacy

AIET recognises a student's right to privacy. AIET's Privacy Policy identifies how we handle information about you as a student. We collect and store your enrolment details and your progress reports and adhere to the Privacy Act 1988 (as amended) and the Information Privacy Act 2000. It also meets the requirements of the Privacy Act and the 13 Australian Privacy Principles it contains.

AIET is committed to protecting students' right to privacy. Where relevant, information is collected and disclosed to appropriate bodies to determine and verify students' eligibility for funded places, previous qualifications; individual welfare needs, plus report any details of Student enrolment.

AIET will only use personal information provided to it for the purposes for which it has been collected and will not disclose the personal information to any third party without the written consent of the individual involved.

Privacy Act 1988

An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.

An organisation must not use or disclose personal information about an individual for a purpose (the secondary purpose) other than the primary purpose of collection unless:

- a) both of the following apply:
 - i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
 - ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or
- b) the individual has consented to the use or disclosure.

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your Data

AIET is required to provide the Department with student and training activity data. This includes personal information collected in the AIET enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). AIET provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at:
<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

Use of your Data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by AIET the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014(Cth) and the Student Identifiers Regulation 2014(Cth).

Survey Participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

Access, Correction and Complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

Further Information

For further information about the way the Department collects and handles personal information, including access, correction and complaints go to:

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

AIET may, from time to time, review and update this Privacy Policy to take in to account new laws and technology, changes to AIET's operations and practices and to make sure it remains appropriate to our changing environment.

What kind of personal information does AIET collect and how does AIET collect it?

The type of information AIET collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Students that enrol in AIET courses and qualifications
- Students result

Personal Information provided by the above:

AIET will generally collect personal information held about an individual by way of registration forms filled out by the Students when enrolling in courses. On occasions people, other than Students, provide personal information (such as Centrelink and welfare and employment agencies).

How will AIET use personal information as provided by or for a Students?

AIET will use personal information it collects for the primary purpose of registration in courses and sending out statements and Certificates, or correspondence relevant to this, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which the Students has consented.

Who might AIET disclose personal information to?

AIET may disclose personal information, including sensitive information, held about an individual to:

- Government departments as directed and required
- Medical practitioners as directed and required
- People providing services to AIET, including Trainers
- Anyone the individual authorises AIET to disclose information to.

Management and security of personal information

AIET's staff is required to respect the confidentiality of Students' personal information and the privacy of individuals.

AIET has in place steps to protect the personal information AIET holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including; locked storage of paper records and password protected access rights to computerised records.

Updating Personal Information

AIET endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by AIET by contacting the Administrative Officer of AIET during office hours.

The National Privacy Principles and the Health Privacy Principles require AIET not to store personal information longer than necessary. Students have the right to check what personal information AIET holds about them.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which AIET holds regarding them and to advise AIET of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information AIET holds about a Students, the individual is required to contact the Administrative Officer in writing.

If you wish to have access to your records, AIET requires you to provide a written request, and verify your identity, and specify what information you require. AIET may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing, copying and mailing out to you any material requested.

If you change your address or personal details, it is your responsibility to contact us to notify AIET of the changes. This is especially important if you contact us to request a copy of your Statement of Attainment or Certificate of completion.

CHEATING AND PLAGIARISM

Definitions

Cheating is the actual or attempted practice of seeking to obtain an unfair advantage in an examination assessment or in other written or practical work required to be submitted or completed by a Students for assessment.

Cheating includes copying from another student, submitting work completed by another student or using prohibited materials whilst undertaking your assessment.

This includes:

- Submitting an assignment or other piece of assessable work which was written in conjunction with another Students and without the prior permission of the Trainer.
- Submitting work that has been stolen, purchased, borrowed or has fabricated data or that has been fabricated from other Students without their knowledge.
- Copying Assessment Tasks and answers from other Students.
- Changing assessment sheets to suit the Students' own advantage.

Plagiarism means to take and use another person's ideas or work and pass these off as one's own, by failing to give appropriate acknowledgement. Plagiarism is the submission of the work of another person and claiming it is your own. Plagiarism and other forms of cheating will be dealt with in the first instance by request to resubmit assessment any further instances of plagiarism or cheating may lead to removal from the course.

This includes:

- Assembling parts from various works and submitting the assignment or assessment paper as your own creation.
- Fabricating data from other Students' assignments or assessments and using for the Students own advantage.
- Using materials from any source including the Internet without full acknowledgement and proper referencing.

AIET endeavours to ensure the integrity of its assessment processes always and this includes monitoring Students submissions for cheating and plagiarism. Students found to be cheating or plagiarising may face action such as cancellation of results.

What about Copyright?

As a Student you must be careful when copying the work of others. The owner of the material may take legal action against you if the owner's copyright has been infringed.

Students are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with or employed by an Educational Institution.

COMPETENCY-BASED TRAINING

Competency based training and completion is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a program of training.

Competency-based training programs comprise of units of competency that make up a qualification, or modules that make up an accredited course.

You can progress through a competency-based training program by showing your Trainer that you have met the competency standards in the unit. Competency standards that you need to demonstrate include performance evidence (which you generally demonstrate by showing your Trainer that you can do something using a practical activity, for example) and knowledge evidence (which you generally demonstrate to your Trainer by completing written or oral questions, reports, answering questions in case studies, etc.).

COMPETENCY-BASED ASSESSMENT

Competency-based assessment works hand in hand with competency-based training. As a Students, you should complete classroom-based and workplace-based learning activities which help you to gather the required skills and knowledge that you need to successfully attempt the assessment tasks designed for each unit. You should therefore only attempt the assessment task when you are comfortable that you have the knowledge and skills to successfully complete it.

Competency-based assessment is therefore a process whereby your Trainer works with you to collect evidence to show that you are competent in the unit or module. Your Trainer/Assessor uses benchmarks for assessment that have been set by industry.

Technically speaking, you cannot ‘fail’ in your assessment. Each task that you do will be assessed by your Trainer as being satisfactory or not satisfactory. If you have been assessed as satisfactory for each assessment task in the unit or module, you will automatically be assessed as competent for that unit or module. If you have been assessed as not satisfactory for a task, you will automatically be assessed as not yet competent for that unit or module.

The good thing about competency-based assessment is that you have the opportunity to re-submit your tasks one or two times (depending on the assessment policy of the RTO and your school) so you are able to turn not satisfactory into satisfactory, and not yet competent into competent. Once you complete a task, your Trainer/Assessor will give you feedback – if your performance is satisfactory, well done!! If your performance is not yet satisfactory, they will tell you what you need to do again to be assessed as satisfactory. You do not need to repeat the entire task again – just the bits that were assessed as not satisfactory. You should negotiate timeframe for re-submission with your Trainer, and not leave it all until the end of the year.

ASSESSMENT

AIET believes in the concept of a fair and equitable assessment system for all Students.

As per the ASQA Standards for RTO’s 2015, Trainers must ensure that the following rules are addressed when undertaking assessments:

- **Validity:** The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements. This is achieved by completing the set assessment tasks.
- **Sufficiency:** The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgment to be made of a learner’s competency. This is achieved by completing all of the set assessment tasks.
- **Authenticity:** The assessor is assured that the evidence presented for assessment is the learners own work. This is confirmed through the requirement that students sign a declaration that the assessment tasks submitted are their 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 which is evidenced by dated assessment tasks.

Resubmitting Assessments- In the event that you are marked as Not Yet Satisfactory for an assessment task you will be given an opportunity to resubmit the assessment within a suitable time frame as determined by your trainer on no more than two occasions.

Students’ work is assessed on a regular basis and progress towards competency is noted. Students can check their progress at any stage.

At the end of the training program the Trainer/Assessor makes a final determination as to the competency of the Students. This is recorded in the Summary Assessment sheet.

If Students are assessed as Not Yet Competent, comments and feedback are provided to the Students detailing their requirements to achieve competency. A timeline will be negotiated with the Students to achieve competency.

At the end of a training program the Trainer/Assessor transfers the final results to our Students management system and a Certificate of Completion or Statement of Attainment is produced.

At any stage of the assessment process you can appeal an assessment decision. First, the Students should discuss the nature of the appeal with the Trainer/Assessor. If the Students is not satisfied with the decision, you are encouraged to contact AIET to request an Appeals Form.

AIET is required to keep your assessments for 6 months after your submission has been assessed. When your Trainer assesses you, they will keep your work and store it in a secure location. It will need to be sent to us if requested. After 6 months, your work will be returned to your Trainer or will be securely disposed of.

RESULTS

Students results are held by AIET for a period of 30 years.

Should you require a new copy of your Certificate, you will need to complete the Request for Replacement Certificate Form found on our website. There is a charge associated with re-issuing Certificates. Please call our office on (03) 9387 2051 for more information.

In the event that AIET is no longer acting in the capacity of a Registered Training Organisation, all Students results will be sent to the ASQA (Australian Skills Quality Authority), and any query regarding the re-issuing of a Certificate should be directed to them.

NOTE: All of your results will be uploaded to the USI Registry at the start of each year, so if you have your USI you can log in to your account and get a copy of your results for yourself.

STUDENTS SATISFACTION SURVEYS

Students Feedback Surveys are conducted at least once per year. The completion of the Vet in Schools Learner Questionnaire Form is conducted with the principles of confidentiality and privacy of the individual Students in mind. The outcomes of the survey are intended to provide AIET with information about quality delivery of training and assessments undertaken by the Trainer of the program and are used as part of our Policy of Continuous Improvement and are also reported back to the National Regulator.

Your Trainer will provide you with the link to access the online Feedback Form that is also on our website at <https://www.aiet.edu.au/feedback>.

AIET ask that you complete this to assist us in continuing to provide support, training and service for our Students. The Feedback Form can be completed anonymously.

AIET will then compile a summary of the feedback and provide it to the Secondary School and Trainer. No names or individuals will be identified in the summary of the feedback.

Students should also be aware that an external party may contact you directly to provide information on your studies with AIET. The National Centre for Vocational Educational Research (NCVER), from time to time, target industries and specific Registered Training Organisations to provide a sample survey on the performance of our Institute.

STUDENT FEEDBACK

AIET is committed to the Continuous Improvement of our Training and Assessment services, and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.

The primary method of reporting opportunities for improvement by students is via the continuous improvement reporting procedure. This procedure allows any person to raise a Continuous Improvement Report for consideration by AIET. Often these reports will be generated after an opportunity for improvement has been identified by a Secondary School Trainer or Student.

You are encouraged to provide feedback to AIET so we can improve our services in the future, at

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

AIET also collects statistical information regularly in order to monitor, maintain and achieve ongoing continuous quality improvement in the delivery of Vocational Education and Training. We value and welcome constructive feedback from our Students regarding educational and service changes that would improve our existing educational and student services provided by the Institute.

To provide management with this feedback for evaluation you will be asked to complete a VET in Schools Student Survey which will be distributed by your Trainer on the completion of your training.

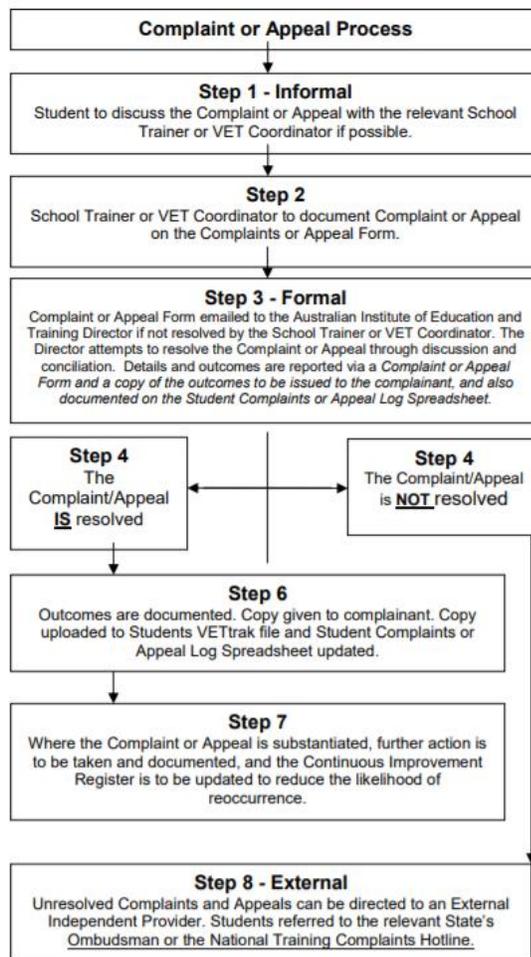
The information you provide in this survey is made available to ASQA which is the Institute's Regulating Body. This is purely a statistical process and your name or any other personal information is never documented in this process and your views are considered private and confidential in its entirety.

COMPLAINTS

AIET will address all Student Complaints and Appeals in a constructive and timely manner, providing a fair and transparent means of making formal Complaints/Appeals as an integral part of all Training and Assessment provided to students. This is a requirement under Standard 6 of the ASQA Standards for RTOs 2015

All information regarding AIET’s Complaints and Appeals and Forms are located at: <https://www.aiet.edu.au/complaints-and-appeals>

Student Complaint or Appeal Flow Chart



Note: The Australian Skills Quality Authority (ASQA) is not able to act as the Independent third party for reviewing Complaints/Appeals. ASQA will only consider a Complaint/Appeal which relates to a breach of Legislative or Regulatory Requirements.

If you have a complaint about AIET, a Students, your Trainer, Trainer/Assessor or other staff, it is best to try to discuss the matter with the persons involved and attempt to resolve any problems.

If the complaint is with the Trainer, the Trainer and the Students are encouraged to resolve the matter informally. If the matter cannot be resolved informally, the Students is encouraged to discuss the issue with their VET Coordinator. If the issue still cannot be resolved, we encourage you to contact us on (03) 9387 2051 to discuss the matter confidentially with the Director. The Complaints Form can also be downloaded from our web site at www.aiet.edu.au.

The matter will be dealt with in accordance with AIET's Complaints policy and procedure.

Each complaint will be acted on, and the results of all complaints will be communicated to the Students(s) and the Secondary VET Coordinator and Trainer and will be kept on file.

APPEALS

Students have the right to appeal against an assessment decision.

You are encouraged to discuss your appeal in the first instance with the Trainer/Assessor who assessed your submission.

If you are still unhappy with the outcome, we encourage you to call us on (03) 9387 2051 to discuss the matter with the Director. The Appeals Form can also be downloaded from our web site at www.aiet.edu.au.

***NOTE:** VET in School Students will also need to follow their own Secondary School's Complaints and Appeals Policies and Procedures.*

CHILD SAFE CODE OF CONDUCT

AIET is committed to the safety and wellbeing of children and young people. AIET recognises the importance of, and a responsibility for, ensuring our organisation is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

The Child Safe Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department of Education Policy, AIET Policies and Procedures and professional standards, codes or ethics as these apply to staff and other personnel.

AIET Management will support implementation and monitoring of the Child Safe Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe environments.

AIET Management will also provide information and support to enable the Child Safe Code of Conduct to operate effectively. All Staff and Trainers, of AIET are required to comply with the Child Safe Code of Conduct by observing expectations for appropriate behaviour below. The Child Safe Code of Conduct applies in all training situations, and in the use of digital technology and social media.

AIET Child Safe Policy and Code of Conduct can be located on our website at <https://www.aiet.edu.au/child-safety-policy>

STUDENT SUPPORT

AIET cares about the needs of our Students and will provide support for Students where possible.

If a Student has a specific individual need you should, in the first instance, discuss them with your Trainer.

The Trainer may be able to provide reasonable adjustments such as:

- Using teaching materials appropriate to the Students
- Providing flexible learning materials
- Providing study materials in an appropriate format
- Adjusting teaching strategies
- Adapting assessment procedures.

Support may also be provided by:

- In class support
- Out of class help
- Through referral to other support services.

VET in School's Students may access support services within their schools such as:

- Students welfare Coordinators
- Students Support Officers
- Careers advisers
- Peer support networks
- Integration aids
- Literacy and numeracy support staff

Please see the section on Language, Literacy and Numeracy (LLN) for more information.

SUPPORT SERVICES

Literacy Support

The Australian Council for Adult Literacy

provides information on current literacy and numeracy projects and services in Australia.

www.acal.edu.au

AMES

assists with literacy support and literacy programs.

www.ames.net.au

Cambridge College

provides literacy programs.

www.cambridgecollege.com.au

Learning Difficulties Australia

Provides information, resources and state services to assist people with all learning difficulties

<https://www.ldaustralia.org/>

Translating Services

The Department of Immigration and Citizenship (DIAC) www.immi.gov.au provides the **TIS** National interpreting service for people who do not speak English

Phone 131-450 to gain access to an interpreter in your own language. (This is a FREE service)

<https://www.tisnational.gov.au/>

VITS is Language Services provider

www.vits.com.au/

Disabilities

Health Direct

Provides practical health information and advice. Supported by governments of Australia.

<https://www.healthdirect.gov.au/>

Vision Australia

Supports people who are blind or have low vision to live the life they choose.

www.visionaustralia.org.au

Deaf Australia Inc.

Supports people who are deaf and has resources and services that can be accessed in all states.

<http://deafaustralia.org.au>

The Victorian Deaf Society (Vicdeaf),

Is a non-profit organisation and is the primary source of reference, referral, advice and support for deaf adults.

They also provide an interpreting service:

Vicdeaf Auslan and Interpreting Services (VAIS)

TTY: (03) 9473 1199

Ph: (03) 9473 1111

Fax: (03) 9473 1122

Toll free for country callers

TTY: 1300 780 235

Ph: 1300 780 225

Email: info@vicdeaf.com.au

The Australian Disability Clearinghouse on Education and Training (ADCET)

Provides information about inclusive teaching and support services for people with disabilities. It provides information and resources to support the work of disability practitioners in the postsecondary education and training sector.

www.adcet.edu.au

GENERAL SUPPORT SERVICES

Centrelink

Provides support to Victorians in a variety of areas, including: finding jobs and obtaining funding for a variety of programs including Disabled Australian Apprentice Wage Support Program, Indigenous programs, family assistance, multicultural programs, etc. Ph:

<https://www.humanservices.gov.au/customer/dhs/centrelink>

Lifeline Australia

Provides 24hr crisis support such as suicide prevention, domestic and family violence, crisis support and mental health services. **Phone 13 11 14.**

<http://www.lifeline.org.au>

Kids Helpline

A 24/7 counselling service specifically for children and young people aged 5 to 25 years. Services include counselling, helplines, crisis care, education and training, employment, parenting help, mentoring, social development and life skills.

Phone 1800 551 800

<https://kidshelpline.com.au>

Relationships Australia

Offer services around the country that include counselling, family dispute resolution (mediation) and a range of family and community support and education programs.

Phone 1300 364 277

<https://www.relationships.org.au/>

Legal Aid

In each state and territory, legal aid commissions deliver a wide range of legal assistance services in criminal, family and civil law matters. Some legal assistance is available free-of-charge to everyone, including through free brochures, information sessions or telephone legal advice.

To be eligible for a grant of legal assistance for legal representation, you must satisfy the means and merits tests, and meet the relevant legal aid commission's guidelines.

Select your state or territory for specific legal aid information.

<http://www.australia.gov.au/content/legal-aid>

Women's Legal Services Australia

For women who need legal advice and information or referral irrespective of income or assess.

<http://www.wlsa.org.au/>

Men's Referral Service

This service is for men by men in areas of men who might be using controlling or violent behaviour towards a partner or family member, men who have been victimised by a partner or family member, women seeking information about male family violence, friends, family or colleagues of people who are using or experiencing family violence and Professionals wishing to support a client using or experiencing family violence.

It provides a central point of contact for men who seek help in the above areas.

Phone: 1300 766 491

<http://www.mrs.org.au/>

Indigenous Support Services

Indigenous Support Services provides services and support for Aboriginal and Torres Strait Islander people and organisations in areas such as: Health and Wellbeing, work readiness, business planning, crisis intervention, etc.

www.indigenoussupportservices.com/

Indigenous.gov.au

Connecting Aboriginal and Torres Strait Islander people with government programs, support services, health, education etc. in all areas of Australia.

<http://www.indigenous.gov.au/>

On the Line

Professional counselling and support services include telephone support, real-time online text counselling, video counselling, call back services, social media monitoring and moderated forums. 24/7.

<https://www.ontheline.org.au/>

Beyond Blue

Provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.

Phone 1300 224 636 24hrs/7 days a week

<https://www.beyondblue.org.au/>

The Smith Family

Is a children's charity helping disadvantaged Australian children to get the most out of their education, so they can create better futures for themselves.

www.thesmithfamily.com.au

AMOUNT OF TRAINING

This is often referred to as Volume of Learning. It basically means how much time you need to spend in class and out of class to gain the knowledge and skills needed to complete a unit.

AIET will ensure that the amount of training you receive is appropriate to the number of hours of delivery that you receive. It will take into account your existing skills, knowledge and experience and recommendations in line with the VCAA (Victorian Curriculum and Assessment Authority).

All training for VET in Schools will be face to face classroom-based training on the premises of the Secondary School, some courses may have mandatory or recommended Structured Workplace Learning in addition to its requirements for Students to complete.

AIET will consult the VCAA Program Guide and your school to determine the number of units that you enrol in. Generally speaking, the number of units will approximate to 130 nominal hours of training as specified in the Victorian Purchasing Guides published on the Victorian Department of Education website at <http://www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx>.

Where the number of units you enrol in meets the requirements of the Training Package Qualification Packaging Rules as published on the Australian Government Department of Education and Training web site at www.training.gov.au, you will receive a Certificate of completion.

Where the number of units you enrol in is less than the requirements of the Training Package Qualification Packaging Rules as published on the Australian Government Department of Education and Training web site at www.training.gov.au, you will receive a Statement of Attainment. You can then choose to complete additional units to complete the qualification while enrolled with AIET if you have time, or you can choose to complete additional units at a later date with alternative providers.

In some cases, the number of units you enrol in will exceed the requirements of the Training Package Qualification Packaging Rules as published on the Australian Government Department of Education and Training web site at www.training.gov.au. If this occurs, you will receive a Certificate of completion and a Statement of Attainment for the additional units you have completed.

You should check with your Trainer to see how many units you are enrolled in to see whether you will receive a Certificate or Statement or Attainment.

LEARNING AND ASSESSMENT MATERIALS

Your Trainer will provide you with the learning and assessment materials you need in order to complete the program that you are enrolled in. Please ensure that you do not lose any of these materials, as additional fees will apply if we need to replace materials that you have lost.

If you wish to complete additional units to complete a qualification, additional fees may apply to supply you with the materials. Learning and assessment materials are available to you in hard copy format or electronically, dependant on what your Secondary School has purchased.

EQUIPMENT AND RESOURCES

The qualification you enrol in will have specific equipment requirements as listed in each unit you enrol in. AIET will visit your training site to audit the equipment at your location and will advise your Trainer if additional equipment is required for you to complete your course.

Your Trainer will also provide you with any resources you need. These resources will vary from course to course. AIET will discuss these resource requirements with your Trainer to make sure that they are available to you when you need them.

ISSUING CERTIFICATES

AIET will only issue a Certificate or Statement or Attainment to you when you have been assessed as meeting the requirements of each unit and qualification you are enrolled in. Your Trainer will provide results to AIET when requested, and these results will be imported into our Students Management System. You will be issued with a Certificate or statement within 30 days of being assessed as meeting the requirements of the course you are enrolled in.

Certificates or Statement or Attainments will only be sent once all of your course fees have been paid on your behalf.

AIET securely retains and stores your assessments for a period of 6 months after you have been assessed for that unit, and AIET maintains records of your results for a period of 30 years.

STUDENT RECORDS

It is a requirement of the Standards Registered Training Organisations (RTO's) 2015 that students can access personal information held by AIET and may request corrections to information that is incorrect or out of date.

You have the right to access your Student file at any time. You may want to review previous assessment results to monitor your progress and confirm areas identified for improvement.

You can access your student file just by making a request to your Secondary School Vet Coordinator.

COURSE PROGRESS

Your Trainer will mark you off for each unit as you complete the assessment tasks set for that unit. When you are assessed as satisfactory for all tasks in a unit, you will be automatically assessed as Competent for that unit. When you have been assessed as competent for each unit in the qualification, you will be eligible to receive a Certificate for the qualification. If you do not complete all of the units on the qualification you will be issued with a Statement of Attainment.

TRAINING AND ASSESSMENT STRATEGY (TAS)

Your Trainer will follow a Training and Assessment Strategy for the qualification you enrol in. The Training and Assessment Strategy includes things such as the units you need to complete, the methods of assessment, volume of learning (how much class time and out of class time is needed to complete the course), what equipment is needed for each unit, a suggested timeline for the delivery and assessment of each unit, and what reasonable adjustments can be applied to Students that need it.

The Training and Assessment Strategy can be contextualised to your own individual learning requirements. Discuss any specific needs you have with your Trainer.

STRUCTURED WORKPLACE LEARNING (SWL)

Structured Workplace Learning provides you with the opportunity to integrate on-the-job experience with secondary study. It provides:

- enhanced skill development
- practical application of industry knowledge
- assessment of units of competency
- achievement of some learning outcomes for VCE studies or VCAL units and
- enhanced employment opportunities.

All arrangements must comply with Ministerial Order 55 and the accompanying arrangement forms must be used.

The Victorian Department of Education and Training has established the SWL State-wide Portal, a website which provides Students and teachers with a single, easy to navigate, information and referral point for structured workplace learning opportunities offered by a diverse range of employers. Searching on the portal can be done by location, industry or VET Certificate. If you are a Student or teacher looking for structured workplace learning opportunities, see: <http://www.workplacements.education.vic.gov.au/>.

Structured Workplace Learning is not mandatory for every qualification, but it is highly recommended. Where it is mandatory (for example, 140 hours for the CHC30110 Certificate III in Early Childhood Education and Care), you will need to arrange work placement. Your Trainer, VET Coordinator, or Careers Coordinator in your Secondary School will be assisting you through this process.

You should ask your Trainer at the start of the year if Structured Workplace Learning is mandatory for the course you have enrolled in. If it is, you should aim to do your Structured Workplace Learning as early as possible in the year rather than leaving it to the last minute.

If SWL is mandatory, you will need to keep a Logbook with the details of the dates when you did your Structured Workplace Learning, and some brief details about what you did. If it is mandatory, you will not be able to complete your course without completing the Structured Workplace Learning component.

Source:

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx>

The Department of Education and Training website at:

(<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx>)

Has the following information on it which may help you:

- Amended Ministerial Order 55
- Amended Structured Workplace Learning Arrangement Form
- Amended Structured Workplace Learning Travel and Accommodation Form
- Structured Workplace Learning Manual
- Structured Workplace Learning exemption form
- Structured Workplace Learning guidelines for employers
- Frequently Asked Questions – Child Employment Legislation and Workplace Learning.

AIET QUALIFICATIONS

AIET currently has a diverse range of courses on our Scope of Registration, with RTO Number 121314.

All course details, including units currently offered, are available on our website <https://www.aiet.edu.au/courses>

All information in regards to training packages, units of competencies and assessments are available from <http://training.gov.au>.

If you have any queries about your enrolment, please discuss it initially with your Trainer. If you have further queries, that have not been clarified, please contact us at AIET.

The AIET website provides information on each qualification AIET offers as part of its Auspicing services with Secondary Schools, available from <https://www.aiet.edu.au/courses>

Information on each Qualification includes:

- Existing skills and knowledge you need to complete the program
- The mode of delivery
- Duration of program
- Who is delivering the training and assessment
- Location of training

2019 Student Handbook

- Work placement
- Learning resources
- Facilities
- Recognition of Prior Learning
- Issuing Certificates
- Credit transfer
- The number of units required to complete the program

Existing Skills and Knowledge you need to complete the program

Basic level of language, literacy and numeracy

The Mode of Delivery

Face to face

Duration of Program

Two years

Who is delivering the Training and Assessment?

The Trainer employed by your school will train you and assess your submissions.

Location of Training

Your Secondary School

Recruitment

Your Secondary School will provide you with information about AIET courses at Open Nights, VET evenings, Careers meetings and events, etc., and will provide you with enrolment information to register for a course using AIET as the Registered Training Provider.

Your Secondary School will provide you with careers pathways information and will discuss with you the best options for you to achieve your career goals. Your Secondary School provides this information to you on behalf of AIET. Once you have registered and enrolled for a course, you remain a Students of AIET for that course until final results are provided by your Trainer, or you withdraw from the course.

Any information provided to you on our behalf should include our RTO code (121314), the code and title of the qualification and units you are enrolling in and should also make it clear that AIET is the RTO providing the training and AIET will be issuing your completion Certificate or Statement of Attainment.

Structured Workplace Learning (SWL) - Work Placement

While Structured Workplace Learning is not mandated, it is highly recommended by the VCAA.

Learning Resources

You will be supplied with the learning and assessment materials that you need to use. These are issued by AIET to your VET Coordinator. They will be supplied either in hard copy (in a folder) or electronically (using a Students Management System such as Moodle).

Facilities and Equipment

Your Secondary School is required to provide you with the required facilities and equipment. A representative of AIET will visit your school to conduct an audit to ensure that you are being provided with current and up-to-date facilities and equipment that is required under the qualification Training Package.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

AIET ensures that all Students have an equitable opportunity to have their skills, which may have been gained through formal and informal education and training, work experience and life experience, assessed and formally recognised, along with requirements by industry for currency of skills and certification.

Informal education and training, in addition to life experience also forms part of the Volume of Learning for students when participating in the overall program. Australian Institute of Education and Training mutually recognises Statement(s) of Attainment and qualifications issued by other Registered Training Organisations.

Students with previous experience or qualifications within relevant fields may be eligible to receive Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) for units of competency delivered within this qualification.

Student eligibility for RPL and CT will be determined during the Secondary Schools enrolment process. Students who receive RPL and/or CT may have their overall course duration reduced as a result.

Due to the cohort of Australian Institute of Education and Training clients being Secondary School Students, the application of RPL is most unlikely due to the fact that the majority of students do not have previous experience or qualifications within relevant fields.

AIET provides credit to learners for units of competency and / or modules where the Students is able to provide AQF certification documentation issued by any other RTO or authenticated transcripts issued by the Registrar.

EMERGENCY AND HEALTH SERVICES

Emergency Services

The National telephone number for emergency Police, Ambulance or Fire Service response is “ 000 “ [Triple Zero].

Organisations providing emergency services in Victoria include:

Police Service - Victoria

The Victoria Police provide a 24-hour police service to the Victorian community. It is recommended that you find the contact details of your local Police station and record these.

You can find your local police station in the White Pages telephone directory or online http://www.police.vic.gov.au/content.asp?Document_ID=7

Further information about the Victoria Police service can be found at <http://www.police.vic.gov.au>

Police Service – Queensland

The Queensland Police provide a 24-hour police service to the QLD community. It is recommended that you find the contact details of your local Police station and record these.

You can find your local police station in the White Pages telephone directory or online <https://www.police.qld.gov.au/apps/stationlocator>

Ambulance Service - Victoria

The Melbourne Metropolitan Ambulance Service delivers emergency care to the people of Melbourne. Information about the service can be found on their website at <http://www.ambulance-vic.com.au>

- Emergency Ambulance response, dial 000 or 112 from a mobile

Ambulance Service - Queensland

Queensland Ambulance Service delivers emergency care to the people of QLD. Information about the service can be found on their website at <https://ambulance.qld.gov.au/index.html>

- Emergency Ambulance response, dial 000 or 112 from a mobile

Fire Service - Victoria

The Metropolitan Fire and Emergency Services Board [MFB] is a community safety organisation committed to providing world-class protection from fire and other emergencies in Melbourne's major metropolitan area.

Information about the service can be found on their website at <http://www.mfb.vic.gov.au/>

The Country Fire Authority [CFA] is one of the world's largest volunteer-based emergency services. The CFA offers fire and emergency services for those areas not covered by the MFB.

Information about the service can be found at <http://www.cfa.vic.gov.au>

- Emergency Fire Service response, dial 000 or 112 from a mobile

Fire Service - Queensland

The Queensland Fire and Emergency Services is a community safety organisation committed to providing world-class protection from fire and other emergencies throughout the QLD.

Information about the service can be found on their website at <https://www.fire.qld.gov.au/>

- Emergency Fire and Emergency Services response, dial 000 or 112 from a mobile

State Emergency Service - Victoria

The State Emergency Service operates under a different name in each of the States of Australia. In Victoria, the VICSES is a volunteer-based organisation responding to emergencies and working to ensure the safety of communities around the state.

VICSES is the lead agency when responding to floods, storms and earthquakes and operates the largest network of road rescue in Australia.

If you need emergency assistance when your property is damaged by flood or storm call "132 500" Further information, in English and languages other than English can be found on their website at <http://www.ses.vic.gov.au>

State Emergency Service - Queensland

The State Emergency Service is a volunteer-based organisation responding to emergencies and working to ensure the safety of communities around QLD.

The SES is the lead agency when responding to floods, storms and earthquakes and the combined State Emergency Services operate the largest network of road rescue in Australia.

If you need emergency assistance when your property is damaged by flood or storm call “132 500 “Further information, in English and languages other than English can be found on their website at <http://www.emergency.qld.gov.au/ses/>

PUBLIC TRANSPORTATION

Victoria

Victoria has an extensive public transport network consisting of train, tram and bus services. Public transport is a safe, reliable, cost-effective and environmentally friendly way of travel.

Public Transport Victoria (PTV) is a statutory authority that manages Victoria’s train, tram and bus services. It provides a single contact point for you to gain information on public transport services, fares, tickets and initiatives.

You must make sure that you travel with a valid ticket on Victoria's public transport network

Myki is your ticket to travel on Melbourne's trains, trams and buses, V/Line commuter train services and buses in Seymour, Ballarat, Bendigo, Geelong, the Latrobe Valley and Warragul.

The reusable smart card is easy to use. Simply top up before your journey and then touch on and touch off at a myki reader as you travel.

You can buy and top up your myki at over 800 retailers including all 7-Eleven stores, the ticket office window at Premium Stations and staffed V/Line commuter stations, from a myki machine (full fare myki cards only) located at all train stations and major tram and bus interchanges, on this website and by calling **1800 800 007** (6am - midnight daily).

The types of Public Transport available include:

Metropolitan Train Network

The State Government has a contract with Metro, to operate train services on the metropolitan suburban network.

Metropolitan Tram Network

The State Government has a contract with Yarra Trams to provide tram services in Melbourne.

Metropolitan Bus Network

Bus services throughout Melbourne's metropolitan area are provided by more than 20 privately owned operators. Services range from short routes which link into other public transport modes or those servicing local shopping centers, major routes across suburbs or to the CBD.

NightRider after midnight Bus Service

NightRider is a bus service that provides a safe, cheap alternative for late night travel on the weekends. Buses travel along nine major routes from the city to Melbourne's outer suburbs, departing regularly.

Regional Train and Bus Services

The V/Line Passenger Corporation is a Government statutory authority operating regional trains and intertown bus coach services.

You can find out more about Metro services online at
<http://www.metrotrains.com.au>

Queensland

Queensland's public transport services are managed by Translink a division within the Department of Transport and Main Roads Queensland and serviced by a range of contracted operators.

This public transport network consists of bus, train, tram and ferry services. Public transport is a safe, reliable, cost-effective and environmentally friendly way of travel.

Public Transport services have been designed to meet the needs of the general public, students, students with special needs, seniors and the mobility impaired.

For timetables and fare prices, please refer to the Translink Website;
<http://translink.com.au/>

JOB OUTLOOK

Job Outlook is an Australian Government initiative to assist students in considering employment opportunities.

AIET recommends students to visit the Job Outlook website, as it can assist you with deciding on your future career, covering around 350 individual occupations. This can be accessed at
<http://joboutlook.gov.au/>

Thanks for studying with AIET.

FURTHER INFORMATION

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