



# Student Handbook

**Skills & Jobs Australia RTO ID: 45334**

**Level 2, 326 Keilor Road Niddrie 3042 VIC**

**1300 136 975**

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## **WELCOME**

Skills & Jobs Australia have been operating for over 4 years. Our organisation has grown to further support your needs in the Australian job market. We wish to share our expertise in supporting you in gaining customised training with a sustainable employment outcome.

We have the following services to offer you:

- Skills Training – Customised training packages to meet your specific needs
- Labour Hire – Flexible labour and project-based workforce solutions
- Recruitment Service – We can seamlessly coordinate your recruitment needs
- Job Placement Programs – Training, mentoring and coaching to achieve sustainable employment outcome through our training and reverse marketing activities.

Skills & Jobs Australia are proud to provide you with quality training towards achieving sustainable employment outcome or a study pathway.

## **STUDYING THROUGH SKILLS & JOBS AUSTRALIA**

Skills & Jobs Australia promotes a professional learning network with individuals, organisations, employers and communities that can provide support and facilitation for their students. The RTO aspires to follow the values of professionalism, ongoing learning and skills development, ethical conduct, access, and equity.

Skills & Jobs Australia aims to provide courses which are:

- Practical
- Informed by industry needs
- Flexible
- Affordable
- Delivered by friendly, professional and supportive staff

## **OUR OBLIGATION AS YOUR RTO**

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

As the RTO, we have the responsibility to issue your AQF certification documents in line with our issuance policy as outlined in this Handbook.

If at any time you feel we have not met our obligations as an RTO, you have the right to make a complaint following our Complaints and Appeals Policy outlined further on in this Handbook.

## **OUR CONTACT DETAILS**

Address: Level 2, 326 Keilor Road Niddrie 3042 VIC

Phone: 1300 136 975

Email: [info@sajaust.com.au](mailto:info@sajaust.com.au)

Office hours are 9am – 5pm Monday to Friday.

## **COURSE LOCATIONS:**

Skills & Jobs Australia deliver training over various locations across Victoria, New South Wales, South Australia, Western Australia and Queensland. Please contact our office on 1300 136 975 to discuss the best location for you to complete your course. You will be advised of the location prior to the information enrolment session.

## **MODE OF DELIVERY OPTIONS:**

Skills & Jobs Australia are committed to providing our students with flexible training; therefore we have different delivery options available.

Our face-to-face delivery option is available via classroom sessions. These sessions are designed to allow you to have access to our training and assessment by being physically present at our course locations.

Our online delivery option offers the ability to undertake the course remotely; this may be from your home, a library etc. For this style of delivery you must have a computer and Internet access.

## **COURSE ENROLMENT**

All students are provided with a pre - training review and a language literacy and numeracy assessment. This session will also provide you with specific details about your course requirements, important dates and will be an opportunity to meet your trainer and the other students in your course.

We will also provide you with important information about health and safety requirements including emergency evacuation procedures and incident reporting (see section in this handbook on health and safety), as well as a range of other important matters relating to your rights and responsibilities as a student.

You will have an opportunity for you to ask any questions you might have about studying with us.

We will then complete your enrolment and make sure that we have all the required forms and paperwork filled in.

General housekeeping arrangements are also discussed as stated in the section below.

## **UNIQUE STUDENT IDENTIFIER (USI)**

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

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

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

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

If you would like to create your own USI, please visit: <http://www.usi.gov.au/Students/Pages/default.aspx>

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

For information about exemptions for individuals please review this webpage:

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

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## ***CREDIT TRANSFERS***

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

Skills & Jobs Australia can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for units you have completed where equivalence can be established between the unit in your course, and the unit you have completed.

There is no charge to apply for Credit.

To apply, fill in the Credit Application Form and submit it as part of your /application. You can apply for Credit at any time however it is best you do this as part of your enrolment so that Credits are known upfront and you are not required to do any work that you otherwise may not have needed to do.

Make sure you attach certified copies of transcripts from your previous study. In some cases, we may ask for additional information about the unit you previously studied so we can determine equivalence. Your Credit Application may be returned to you if you don't provide the required information.

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

## ***RECOGNITION OF PRIOR LEARNING***

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

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

If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether RPL might be suitable for you. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

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

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

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

Please refer to the Course Outline for an outline of applicable RPL fees.

For more information about applying for RPL, contact the head office.



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## ***STUDENT CODE OF CONDUCT***

All students are expected to abide by this Code of Conduct during their participation in their course with Skills & Jobs Australia. Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures.

### **1. Students' rights**

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Skills & Jobs Australia holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Skills & Jobs Australia on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

### **2. Students' responsibilities**

All students, throughout their training and involvement with Skills & Jobs Australia, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Skills & Jobs Australia in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Skills & Jobs Australia if any difficulties arise as part of their involvement in the program.

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- Notify Skills & Jobs Australia if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

### ***COURSE EXPECTATIONS AND REQUIREMENTS***

The training and assessment offered by Skills & Jobs Australia focuses on providing you with knowledge and skills required to the standard of performance required in the workplace. This is known as competency-based training and assessment. Each of the components of your course is a “unit of competency”. Each unit of competency is linked to specific skills and knowledge required in the workplace.

Our course outlines include the details of how we deliver the training to you as well as the assessment methods that will be used to assess whether you have reached the required standard of performance.

Assessment methods vary from course to course but usually include written questions, projects, written assignments, and practical observations.

### ***ATTENDANCE REQUIREMENTS***

If you are enrolled in a training program, it is an expectation that you attend every class to not fall behind. Please notify your trainer at least 30 minutes prior to class if you are unable to attend for some reason. This applies to both face-to-face and online delivery.

### ***ASSESSMENT ARRANGEMENTS***

At the beginning of each unit, your assessor will go through the arrangements for assessment with you and you will be given all the details about the assessment requirements.

At this time, you will:

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

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

#### **Submitting your assessments**

You must submit written assessment tasks with a completed and signed Assessment Task Cover Sheet. The cover sheet asks you to make a declaration that the work is your own. Written tasks will not be accepted without a signed cover sheet.

Assessments can be submitted directly to the trainer/assessor by hand or email, or sent by registered mail to:

Level 2, 326 Keilor Road Niddrie 3042 VIC

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

Written work will be marked within 5 days of receipt. Your assessor will provide you with written feedback and confirm the outcome of the task on the Task Cover Sheet.

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## Assessment outcomes

Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). You must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for a unit. If one or more of your tasks are assessed as Not Satisfactory, you will be given an overall outcome for the unit of Not Yet Competent (NYC). You can have 1 further attempt to complete the task and achieve a Satisfactory outcome. You will be given a timeframe for your resubmission and advised what you must include in your resubmission.

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

## Reasonable adjustment in assessment

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

Reasonable adjustment can involve:

- Making training and assessment resources and methods more accessible e.g. providing learner workbooks in an audio format or on different coloured paper.
- Adapting physical facilities, environment and/or equipment e.g. setting up hearing loops.
- Making changes to the assessment arrangements e.g. more time allowed for assessments.
- Making changes to the way evidence for assessment is gathered e.g. written questions asked orally
- Providing some basic IT support provided by your Trainer and an Online Delivery and Assessment Instruction Manual.

Please speak to your assessor if you think that you may need an adjustment made. Note these adjustments are made at the discretion of your assessor based on your identified needs.

## Appealing assessment decisions

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

## ***STUDENT PLAGIARISM, CHEATING AND COLLUSION***

Skills & Jobs Australia has a no tolerance policy for plagiarism, cheating and collusion. Students are expected to act with integrity at all times and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all resource materials used in the preparing the work.

When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

If you are found to have plagiarised, cheated or colluded, you will be given an opportunity to respond to the allegations. If you are found to have plagiarised, cheated or colluded, we will be required to take disciplinary action which is likely to require you to complete the assessment again.

## ***SUPPORT SERVICES***

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

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The Pretraining review and enrolment process you complete will help us to identify any support you need and depending on the course you are enrolling in. You will also be required to have an assessment on your language, literacy and numeracy skills. Based on the information you provide in your enrolment and/or the results of your language, literacy and numeracy test, we will contact you to discuss your support needs.

Your support needs can also be discussed during the induction to your course.

Services that we can offer to you include:

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

An Individual Support Plan (TA2.11 will be carried out if you require special needs.)

Contact us at 1300 136 975 to discuss your support needs.

### **EXTERNAL SUPPORT SERVICES**

For students requiring additional support with their studies, work or life, Skills & Jobs Australia provides the following referrals to community organisations who may be able to assist you. Please note that some of these services may attract a fee which is payable by you.

#### ***Reading and Writing Hotline***

Telephone: 1300 655 506 Website: <http://www.literacyline.edu.au/index.html>

For the price of a local call anywhere in Australia, the Hotline can provide you with advice and a referral to one of 1200 providers of courses in adult literacy and numeracy.

#### ***The Victorian Equal Opportunity & Human Rights Commission***

Telephone: (03) 9281 7100 Website: <http://www.equalopportunitycommission.vic.gov.au/home.asp>

The Commission can resolve individual complaints about discrimination, sexual harassment and racial and religious vilification by offering a conciliation process that is confidential, impartial, free, and simple.

#### ***Legal Aid Victoria***

Telephone: 1800 677 402 Website: <http://www.legalaid.vic.gov.au>

Victoria Legal Aid helps people with their legal problems and focuses on helping and protecting the rights of socially and economically disadvantaged Victorians. It can provide assistance in the areas criminal law, family law and some civil law matters. Legal representation is subject to policy guidelines and means tests in most cases. They have lawyers in offices in most major metropolitan and country regions.

#### ***Disability Rights Victoria***

Telephone: 1800 462 480

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Disability Rights Victoria is an advocacy organisation directed by people with a disability. They work with and on behalf of adults with a disability. They provide individual advocacy, information and support to people with a disability via our network of advocates located across Victoria. This support may include making representation on behalf of individuals with a disability, helping individuals to advocate for themselves or helping others to advocate for them.

### ***Lifeline***

Telephone: 13 11 14

Anyone can call Lifeline. The 13 11 14 service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. If you feel that you might need telephone counselling, you can call about anything that might be troubling you.

### ***Fair Work Australia***

Telephone: 1300 799 675 Website: [www.fwa.gov.au/index.cfm](http://www.fwa.gov.au/index.cfm)

Fair Work Australia is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to minimum wages, employment conditions, termination of employment and other workplace matters.

### ***Reach Out***

Website: [www.reachout.com.au](http://www.reachout.com.au)

Reach Out is a web-based service that inspires young people to help themselves through tough times and find ways to boost their own mental health and wellbeing. Their aim is to improve young people's mental health and wellbeing by building skills and providing information, support and referrals in ways they know work for young people.

## ***YOUR FEEDBACK***

Your feedback is important to us and assists in ensuring that our services meet your needs. We use feedback from students and employers to contribute to our continuous improvement processes so we are always striving to do better.

All students and employers will be provided with a Quality Indicator Survey issued by the National Centre for Vocational Education and Research (NCVER) that they are required to complete. Please help us by completing the surveys that are provided to you by your trainer/assessor. Some may also be mailed or emailed to you from our office.

You may also be contacted by our regulating body ASQA (Australian Skills Quality Authority) to verbally interview or survey you about the quality of the course we have provided you with or your experience studying with us. It is your choice to participate, responses may be kept confidential on request.

We also welcome feedback from you at any time by email and phone or by completing a Suggestion for Improvement Form, available on request by email or at our head office.

## ***ACCESS TO YOUR RECORDS***

You may access or obtain a copy of the records that Skills & Jobs Australia holds about you at any time. This includes personal information and records of participation and progress.

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If you want to access or obtain a copy of records, you must make a request in writing to the Administration Manager using the Access to Records Request Form outlining which records you wish to access. There is no charge to access your records however there is a cost of 20 c per page for photocopying or printing.

Access to records may be provided by:

- making copies of the records held in a file
- providing a time for you to review your file
- emailing you reports or exports of data or by providing a link or portal to access records online.

### Amendment to records

If a student considers the information that Skills & Jobs Australia holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.

Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

## ***NOTIFYING YOU IF THINGS CHANGE***

As an RTO under the VET Quality Framework, we must notify you promptly if there are any changes to our RTO, the course, or the arrangements for training and assessment.

This would include if there were any changes of ownership, and any new third-party arrangements or changes to third party arrangements that relate to your enrolment, or if we were unable to provide the services you agreed to in your Student Agreement because we are no longer able to deliver the course you have enrolled in, or no longer operating as an RTO.

If this occurs, Skills & Jobs Australia will devise a strategy to minimise impact on you and notify you of the changes and how you will be affected as soon as practicable.

Depending on the type of change, we may call you, send a letter to your home address; and will send your final Statement of Attainment to your email address. Please make sure we always have your most current mobile number, home address, and email address on file so we can notify you of any changes if applicable.

You can let us know of any changes to your details by using the Student Change of Details Form.

## ***LEGISLATION AND YOU***

As a student, you have both rights and responsibilities under applicable legislation.

### Workplace Health and Safety

Under the Workplace Health and Safety Act 2011, Skills & Jobs Australia must provide a safe environment for both staff and students, as well as providing information to staff and students in relation to health and safety and welfare. Skills & Jobs Australia has policies and procedures in place to ensure your safety and on commencement of your course you will be provided with information about health and safety.

As a student, you also have a responsibility to follow instructions and rules and to behave in ways that are safe and do not endanger the health and safety of others. Always ensure that you:

- Immediately report hazards to your trainer/assessor.
- Seek assistance from a member of staff if you become ill or injured on campus.

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- Only assist another person who is ill or injured if it is safe to do so. If you're not sure, call on a member of staff for assistance.
- Complete an incident report as required.
- Ensure you are familiar with Skills & Jobs Australia emergency evacuation procedures and in the case of an emergency, follow the instructions given to you.
- Do not leave bags or personal belongings lying around where someone else could trip over them.
- Do not smoke or drink alcohol on the premises.
- Observe basic hygiene practices such as hand washing before handling and eating food and leaving toilets and wash basins clean and tidy, etc).

### Harassment, victimisation or bullying

Skills & Jobs Australia is committed to providing all people with an environment free from all forms of harassment, victimisation and bullying. Skills & Jobs Australia will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

Anti-discrimination law defines harassment as any form of behaviour that you do not want, that offends, humiliates or intimidates you and that creates a hostile environment. Examples of harassment are making fun of someone, spreading rumours, offensive jokes, ignoring someone, etc.

Victimisation is where a person is treated unfairly because they have made a discrimination complaint.

Bullying is verbal, physical, social or psychological abuse by a staff member or student. Bullying falls under health and safety legislation.

If you at any time feel that you are being harassed, victimised or bullied by a staff member or student, you should follow these steps.

If you feel that you are being harassed, victimised or bullied, ideally you should tell the person that you don't like the behaviour and ask them to stop. However, if you are not comfortable doing this, you should lodge a complaint as per Skills & Jobs Australia Complaints and Appeals procedure and detailed in this Handbook.

### Equal opportunity

The principles and practices adopted by Skills & Jobs Australia aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with Skills & Jobs Australia.

All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

Skills & Jobs Australia provides equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

### National VET Regulator Act 2011

As a student in Australia's vocational education and training (VET) sector, you should expect high-quality training in your area of interest, leading to a qualification that improves your prospects of gaining the job you want or provides a pathway to further study.

As a Registered Training Organisation registered with the Australian Skills Quality Authority, we are required to comply with the National VET Regulator Act 2011. This involves meeting a series of Standards that ensure

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that the training and assessment and support services are provided to you in accordance with nationally mandated standards.

### Student Identifiers Act 2014

Under this Act, we are required to ensure that all students have a USI. We are unable to issue a qualification of a statement of attainment for any student if we don't have a USI on file.

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards.

For students and training organisations, the main benefits of the USI are:

- Students will be able to get a complete record of their Australian-wide VET achievements from a single, secure and accurate online source.
- There will be immediate access to VET records. This means they can be quickly given to employers, other training organisations etc. as proof of VET achievements.
- It will be easier for training organisations to assess students' pre-requisites, credit transfers and Recognition of Prior Learning (RPL).

For more information about the USI please refer to <http://www.usi.gov.au/About/Pages/default.aspx>

### YOUR PRIVACY

In collecting your personal information Skills & Jobs Australia will comply with the requirements set out in the Privacy Act 1988, the Privacy Amendment (Private Sector) Act 2001 and the relevant state privacy legislation.

This means that we will:

- Inform you of the purpose for which the information is collected.
- Only use the personal information that you provide to us in relation to your study with us.
- Ensure your personal information is securely handled and stored.
- We will inform you of any organisation and the type of organisation to which we disclose personal information e.g. the Australian Government or the National Centre for Vocational Education Research, as well as the purpose of disclosing this information e.g. for statistical purposes.
- We will not disclose your personal information to another person or organisation unless:
  - We have made you aware that information of that kind is usually passed to that person or organisation.
  - You have given written consent;
  - We believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to your life or health or that of another person;
  - The disclosure is required or authorised by or under law; or
  - The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Our full privacy policy is available on our website at: [www.sajaust.com.au](http://www.sajaust.com.au) and a copy of the enrolment Privacy Notice is at the end of this document.



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## ***FEES AND REFUNDS POLICY***

### **1. Information about fees and charges**

The following information outlines the fees and refunds requirement of the Standards for RTO's and will apply to any program or services that a student directly funds themselves.

- Skills & Jobs Australia protects the fees that are paid in advance by students by not requiring a student to ever pay more than \$1,500 in advance for services not yet provided, either prior to course commencement or at any stage during their course.
  - Fees will be paid off during the course in instalments according to a set payment plan which meets these requirements
- Fee information relevant to a course is outlined in detailed in the *Student Agreement* and summarised on the *Course Outline* as well as the RTO's website. In compliance with Clause 5.3 of the Standards, detailed fee information is provided prior to enrolment or commencement of training, whichever is first.
- Fee information includes:
  - All costs for the course including any materials fees
  - Any other costs payable to the RTO including costs for recognition of prior learning if applicable
  - Payment terms and conditions including deposits, refunds and payment plans if applicable
- The *Student Agreement* and the *Student Handbook* which are provided prior to enrolment, includes this Fees and Refunds Policy and informs the student of their consumer rights. Students are asked to sign the *Student Agreement* in acknowledgement of the terms and conditions of the enrolment and this policy.
- Where an employer is paying for a student's course, an Employer Agreement will be provided at the time of enrolment outlining the total fees, payment terms and schedule of payments applicable.
- No cooling-off period applies as Skills & Jobs Australia does not use unsolicited consumer agreements (such as tele-marketing, door-to-door selling or direct approach marketing in a public places).

### **2. Course fee inclusions**

- Course fees as applicable to each course are detailed on the *Student Agreement* and include:
  - All the training and assessment as well as educational support services required for students to achieve the qualification or course in which they are enrolling within the attempts allowed.
  - Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enrol into the unit or units in question and will be charged a pro-rata course fee based on the number of units required to be undertaken.
  - One copy of the required textbooks and learning materials for each student unless otherwise stated on the Course Outline.
  - Issuance of one set of certification documents including the testamur (certificate) and record of results and/or a Statement of Attainment (in the case of withdrawal or partial completion).
- Course fees do not include:
  - Any optional textbooks and materials that may be recommended but not required to complete a course.
  - Replacement textbooks if original copies are lost or misplaced. Costs for replacement textbooks are outlined on the Student Agreement.

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- Stationery such as paper and pens or other personal use items such as computers or internet access.
- Printing costs (if required)
- Re-issuance of AQF certification documents. Re-issuance or additional copies of these documents will attract a fee of \$50 per document plus the cost of postage if required.
- Skills & Jobs Australia cannot guarantee that students will successfully complete the program in which they enrol regardless of whether all fees due have been paid.

### 3. Payments

- Payments can be accepted by electronic transfer.
- Students who are experiencing difficulty in paying their fees are invited to call our office to make alternative arrangements for payment during their period of difficulty.
- Debts will be referred to a debt collection agency where fees are more than 40 days past due.
- Skills & Jobs Australia reserves the right to suspend the provision of training and/or other services until fees are brought up to date. Students with long term outstanding accounts may be withdrawn from their course if payments have not been received and no alternative arrangements for payment have been made.

#### Refunds for fee-for-service students

- All course fees for fee-for-service students include an Enrolment Fee (or non-refundable deposit) which will only be refunded where Skills & Jobs Australia is required to cancel a course before it commences due to insufficient numbers or for other unforeseen circumstances.
- A student not achieving the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment, does not entitle the student to a refund.
- RPL application fees are non-refundable.
- Students who withdraw from a course may seek a refund or a reduction in fees owing by making an application for a refund in writing using the *Application for Refund Form*. The application must include the details and reason for the request. Students who have not completed a *Withdrawal Form* are not eligible for consideration of a refund or reduction in fees.
- In the unlikely event that Skills & Jobs Australia or any third parties responsible for delivering training and assessment on its behalf, is unable to deliver the course or any portion of the course as promised, the student will be issued with a refund for the course or portion of course that was not provided. This includes the following situations:
  - Where Skills & Jobs Australia or any third parties delivering training and assessment on its behalf ceases to operate.
  - Where Skills & Jobs Australia ceases to deliver the course in which a student is enrolled, and the agreement is terminated.
  - Where Skills & Jobs Australia needs to make a change to the terms of the student agreement (such as the way the course is delivered or conditions of enrolment) and a new agreement cannot be reached with the student to account for changes.

In any of the above situations, Skills & Jobs Australia will automatically conduct a refund assessment of all affected students and issue the refunds due to the Fee Payer accordingly. In these cases,

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there is no need for a student to make an individual application for a refund. Refunds will be issued within 28 business days.

- The refund assessment will be based on reviewing the services and/or materials provided to the student and the costs incurred by Skills & Jobs Australia in the provision such as:
  - Textbooks or other materials provided
  - Training provided and received (e.g. number of meetings/classes/visits etc.)
  - Individual support provided by the trainer/assessor
  - Assessments marked or feedback provided (including RPL)
- The outcome of the refund assessment will be provided in writing to the student's registered address within 28 business days, outlining the decision and reasons for the decision along with any applicable refund or adjustment note. Refund decisions can be appealed following our *Complaints and Appeals Policy & Procedure*.

#### 4. Recording and payment of refunds

- Refunds will be paid to the person or organisation that made the original payment.
- Refund assessments can be appealed following our *Complaints and Appeals Policy & Procedure*.
- Records of refund assessments and issuance of refunds will be stored securely on the student's file and in our accounts keeping system.

#### Publication

- Skills & Jobs Australia will publish in a prominent place on its website the following:
  - Costs for fee for service programs.
  - This Fees and Refunds Policy.

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### ***ADDITIONAL FEES AND CHARGES***

Skills & Jobs Australia has the following of additional charges which may apply in some circumstances.

<ul style="list-style-type: none"> <li>Type and circumstance in which it applies</li> </ul>	<ul style="list-style-type: none"> <li>Charge</li> </ul>
<ul style="list-style-type: none"> <li>Re-issuing of Testamur and statements of results</li> <li>All course fees include the cost for issuing of one copy of the AQF Testamur and Record of Results and/or a Statement of Attainment. This fee applies to each additional copy of a certification document if required.</li> </ul>	<ul style="list-style-type: none"> <li>\$50 per document plus the cost of postage if required.</li> </ul>
<ul style="list-style-type: none"> <li>1 copy of each required resource is included in course fees.</li> </ul>	<ul style="list-style-type: none"> <li>Electronic copies can be provided for free</li> </ul>
<ul style="list-style-type: none"> <li>Printing and photocopying</li> <li>Printing costs as may be required to complete assessments, activities, or if students require a copy of any records that Skills &amp; Jobs Australia holds about them.</li> </ul>	<ul style="list-style-type: none"> <li>Skills &amp; Jobs Australia provides printing or copying for a cost of 20c per page, however students may use their own or other printing facilities.</li> </ul>
<ul style="list-style-type: none"> <li>Re-enrolment fee (per unit)</li> <li>Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enrol into the unit or units in question.</li> </ul>	<p>Pay as negotiated.</p>
<ul style="list-style-type: none"> <li>Recognition of Prior Learning (RPL) Fees</li> <li>Application Fee &amp; Fee per unit assessed by RPL</li> <li>Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted.</li> </ul>	<p>Application Fee - \$250.00</p> <p>Charge per unit of competency - \$300.00</p>

## **COMPLAINTS AND APPEALS POLICY**

### **1. Nature of complaints and appeals**

- Skills & Jobs Australia responds to all allegations involving the conduct of:
  - The RTO, its trainers and assessors and other staff.
  - Any third-party providing Services on behalf of Skills & Jobs Australia.
  - Any student or client of Skills & Jobs Australia
- Complaints may be made in relation to any of Skills & Jobs Australia services and activities such as:
  - the application and enrolment process
  - marketing information
  - the quality of training and assessment provided
  - training and assessment matters, including student progress, student support and assessment requirements
  - the way someone has been treated
  - the actions of another student
- An appeal is a request for a decision made by Skills & Jobs Australia to be reviewed. Decisions may have been about:
  - course admissions
  - refund assessments
  - response to a complaint
  - assessment outcomes / results
  - other general decisions made by Skills and Jobs Australia

### **2. Principles of resolution**

- Skills & Jobs Australia is committed to developing a procedurally fair complaints and appeals process that is carried out free from bias, following the principles of natural justice. Through this policy and procedure, Skills & Jobs Australia ensures that complaints and appeals:
  - Are responded to in a consistent and transparent manner.
  - Are responded to promptly, objectively, with sensitivity and confidentiality.
  - Can be made at no cost to the individual.
  - Are used as an opportunity to identify potential causes of the complaint or appeal and take actions to prevent the issues from recurring as well as identifying any areas for improvement.
- Skills & Jobs Australia will inform all persons or parties involved in any allegations made as well as providing them with an opportunity to present their side of the matter.
- Nothing in this policy and procedure limits the rights of an individual to take action under Australia's Consumer Protection laws and it does not circumscribe an individual's rights to pursue other legal remedies.
- Where a student chooses to access this policy and procedure, Skills & Jobs Australia will maintain the student's enrolment while the complaints/appeals handling process is ongoing.

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## 3. Timeframes for resolution

- Complaints and appeals will be finalised as soon as practicable or at least within 30 calendar days unless there is a significant reason for the matter to take longer. In matters where additional time is needed, the complainant or appellant will be advised in writing of the reasons and will be updated weekly on the progress of the matter until such a time that the matter is resolved.

## 4. Records of complaints and appeals

- Skills & Jobs Australia will maintain a record of all complaints and appeals and their outcomes on the Complaints and Appeals Register, which will be securely stored according to the Privacy Policy & Procedures.

## 5. Making a complaint or appeal

- Complaints about an incident should be made as soon as possible after the incident occurring and appeals must be made within thirty (30) calendar days of the original decision being made.
- Complaints and appeals must be made in writing using the *Complaints and Appeals Form*, or other written format and sent to Skills & Jobs Australia head office at Level 2, 326 Keilor Road Niddrie VIC 3042 attention to the Chief Executive Officer.
- When making a complaint or appeal, provide as much information as possible to enable Skills & Jobs Australia to investigate and determine an appropriate solution. This should include:
  - The issue you are complaining about or the decision you are appealing – describe what happened and how it affected you.
  - Any evidence you have to support your complaint or appeal.
  - Details about the steps you have already taken to resolve the issue.
  - Suggestions about how the matter might be resolved.
- Your complaint or appeal will be acknowledged in writing via email or post within 7 days.

## 6. Resolution of complaints and appeals

- Some or all members of the management team of Skills & Jobs Australia will be involved in resolving complaints and appeals as outlined in the procedures.
- Where a complaint or appeal involves another individual or organisation, they will be given the opportunity to respond to any allegations made.
- Where a third-party delivering Services on behalf of the RTO is involved, they will be included in the process of resolving the complaint or appeal.
- In the case of an assessment appeal, an assessor who is independent from the original decision will assess the original task again. The outcome of this assessment will be the result granted for the assessment task.

## 7. Independent parties

- Skills & Jobs Australia acknowledges the need for an appropriate independent party to be appointed to review a matter where this is requested by the complainant or appellant and the internal processes have failed to resolve the matter.
- Complainants and appellants can find an appropriate independent party by calling the Resolution Institute on 02 9251 3366 or by searching the following directory, according to their locality and area of concern: <https://www.resolution.institute/disputeresolverdirectory>
- Costs associated with independent parties to review a matter must be covered by the complainant/appellant unless the decision to include an independent party was made by Skills & Jobs Australia.

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- Skills & Jobs Australia may also appoint the independent party to be involved in the resolution of a complaint or appeal where it is deemed necessary.
- Skills & Jobs Australia will provide complete cooperation with the external mediator investigating the complaint/appeal and will be bound by the recommendations arising out of this process.
- The CEO will ensure that any recommendations made are implemented within twenty (20) days of being notified of the recommendations. The complainant or appellant will also be formally notified in writing of the outcome of the mediation.

### 8. External complaint avenues

Complaints can also be made via the following avenues:

- National Training Complaints Hotline:

The National Training Complaints Hotline is a national service for consumers to register complaints concerning vocational education and training. The service refers consumers to the appropriate agency/authority/jurisdiction to assist with their complaint. Consumers can register a complaint with the National Training Complaints Hotline by:

- Phone: 13 38 73, Monday–Friday, 8am to 6pm nationally.
- Email: [ntch@education.gov.au](mailto:ntch@education.gov.au)

For more information about the National Training Complaints Hotline, refer to the following webpage: <https://www.education.gov.au/NTCH>

- Australian Skills Quality Authority (ASQA):

Complainants may also complain to Skills & Jobs Australia's registering body, Australian Skills Quality Authority (ASQA).

ASQA can investigate complaints about RTOs that have not met their obligations.

ASQA may not be able to investigate complaint if you do not include evidence that you have already exhausted our formal internal complaints process as above.

Please refer to the following webpage below before making a complaint to ASQA as it provides an online tool that will advise you about whether or not you can make a complaint to ASQA.

<https://www.asqa.gov.au/complaints/getting-started-making-complaint-about-training-provider>

ASQA advise the following in regard to complaints.

If you lodge a complaint, ASQA will formally respond to you:

- acknowledging receipt of the complaint (within five working days)
- advising whether or not any action will be taken, and
- if so, notifying of the action taken and the outcome of that action.

ASQA may contact you to seek further information. ASQA aims to complete a review of a complaint within four months of submission; however, in cases where a complaint triggers a compliance or audit or investigation, this may take longer. If ASQA is not the most appropriate organisation to deal with your complaint, they will recommend that you contact the appropriate organisation. If your complaint is about an issue that ASQA regulates, ASQA will decide what action to take.

ASQA takes a risk-based approach to complaints about training providers and this means the action it takes will vary depending on the seriousness and potential impact of the complaint.

In almost all cases, ASQA will notify the training provider of the complaint. The training provider will have the opportunity to respond to the allegations.

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In some cases, ASQA may decide not to take action.

Action may include:

- Writing to the provider to remind them of their obligations.
- Looking at a provider's practices to see if they are meeting their obligations. If they are not, we may:
  - require the provider to correct its practices to protect future students
  - require the provider to take action in relation to past or current students to rectify the impact non-compliant practices may have caused
  - suspend, cancel or place conditions on that training provider's registration.

ASQA cannot act as a student advocate or Act to resolve a dispute with a training provider. ASQA will use the information from complaints to inform ongoing monitoring of training providers, but may decide to take no immediate action in relation to a complaint

## 9. Publication

This policy and procedure will be published in the Student Handbook and on Skills & Jobs Australia website.

## ***ISSUING OF CERTIFICATION DOCUMENTS***

On completion of your course and payment of all relevant fees, we will issue you with a Statement of Attainment (testamur/certificate) and record of results within thirty (30) days and issued via email. The record of results will show the units of competency achieved in the course and corresponding results. Please ensure that you advise Skills & Jobs Australia should your email details change.

Skills & Jobs Australia reserves the right to with-hold the issuance of the Statements of Attainment until all fees related to the course or qualification have been paid, except where Skills & Jobs Australia is not permitted to do so by law.

Skills & Jobs Australia must have a valid USI on file for a Statement of Attainment to be issued.

### **Re-Issuing Statements**

Records of your Statement of Attainment are kept on record for a period of at least thirty (30) years. Students can request copies of any of these statements at any time for an additional charge. Refer to our Fees and Charges section for the current fee.

## ***POLICY DEFINITIONS***

**Appeal** means a request for a decision made by Skills & Jobs Australia to be reviewed

**ASQA** means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

**Complaint** means a person's formal expression of dissatisfaction with any product or service provided by Skills & Jobs Australia.

**Fee Payer** means the nominated payer of a student's course fees, usually either the student or the employer/ Provider paying on behalf of the student

**Services** means training, assessment, related educational and support services and/or activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or ICT support

**SRTOs** means the Standards for RTOs 2015 – refer definition of 'Standards'



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**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)

### STUDENT FORMS

Name of Form	Reason for use
Marketing Permissions Form	If we want to use your picture, testimonial or other details on our marketing material (e.g. website) we will ask you to complete this.
Credit Application Form	If you want to apply for Credit Transfer
Complaints and Appeals Form	If you wish to complain about our services, or appeal an assessment decision made
Refund Application Form	If you believe you have grounds for a refund
Enrolment Form	If you wish to apply to study with us - also contains the USI authority form which notifies us of your USI or allows us to request creation of a USI on your behalf (required for enrolment)
Student Change of Details Form	Used to notify us if your personal details (e.g. name, contact details, address) have changed.
Withdrawal Form	If you wish to withdraw from a currently enrolled course of study.
Assessment Task Cover Sheet	Please use this when submitting assessment tasks
Suggestion for Improvement Form	If you would like to supply us with a suggestion to improve our services
Request to Access Records Form	To request access to the information we have in your file
Amendment to Records Form	If you believe the information, we have in your file is incorrect

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## **PRIVACY NOTICE**

Skills & Jobs Australia has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at <https://www.sajaust.com.au/> and in our Student Handbook which all Students receive prior to enrolment.

### **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

#### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### **How we disclose your personal information**

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### **How the NCVER and other bodies handle your personal information**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

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## Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

## Contact information

At any time, you may contact Skills & Jobs Australia to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

## USI

In accordance with section 11 of the Student Identifiers Act 2014, Skills & Jobs Australia will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.