

Training Aid

Australia Pty Ltd

PARTICIPANT HANDBOOK

**Nationally Registered Training Organisation
National Provider Number 91411**

Training Aid Australia Pty Ltd *trading as* Training Aid Australia

Contents

ABOUT TAA	3
INTRODUCTION	4
TAA PROGRAMS	5
TAA CODE OF ETHICS	8
COTACT INFORMATION	9
COLLEGE LOCATION	10
SELECTION AND ENROLMENT	12
UNIQUE STUDENT IDENTIFIER (USI)	12
RECOGNITION OF YOUR PAST TRAINING AND SKILLS	13
THE ORIENTATION PROGRAM	14
COURSE TIMETABLE	14
PARTICIPANT CODE OF CONDUCT	15
PARTICIPANT RESPONSIBILITIES	16
EXPULSION OF A PARTICIPANT BY THE COLLEGE	17
PARTICIPANT WELFARE	18
TRAINING PACKAGES	18
RELEVANT WEBSITES	19
COURSE COMPLETION	19
SPECIAL LEARNING NEEDS	20
LANGUAGE, LITERACY AND NUMERACY SUPPORT SERVICES	21
SPECIALIST LLN SUPPORT SERVICES	21
ASSESSMENT	22
PLAGIARISM	25
FEES, CANCELLATION & REFUNDS POLICY	26
EMPLOYABILITY SKILLS	26
PRIVACY POLICY	27
QUALIFICATIONS OF TRAINERS AND ASSESSORS	27
ACCESS AND EQUITY POLICY	28
SUPPORTING STUDENTS TO SUCCEED	29
RECRUITMENT, ADMISSIONS AND ENROLMENT	29
STUDENT SERVICES	30
ACADEMIC AND LEARNING SUPPORT	30
SUPPORT IS PROVIDED TO THOSE WITH SPECIAL NEEDS	30
ASSESSMENT APPEALS	31
GRIEVANCE, COMPLAINTS AND APPEALS PROCESS	32
RIGHT TO ACCESS RECORDS	35
AMENDMENT TO RECORDS	35

ABOUT TRAINING AID AUSTRALIA (TAA)

Training Aid Australia Pty Ltd is a Registered Training Organisation (RTO ID 91411) providing training services across all states in Australia.

Training Aid Australia's aim is to empower all people through education. Our mission is to provide quality education through flexible & affordable training solutions.

Training Aid Australia has been operating for over a decade and has positioned itself in the market as a leader in providing safety training course. Over the past decade we are proud to have worked with world-class companies including Mirvac, AGL, IKEA, Sydney Water, Buildcorp, and the Victorian Building Authority.

Our programs provide preventative training such as Work Health & Safety, Leadership and Management and Human Resources. Our training programs assists workplaces to implement safe work policies, to prevent incidents from occurring. We also deliver responsive emergency management training so that your team are equipped with the knowledge and confidence in the event of an emergency situation happening.

Training Aid Australia's highly professional team of dedicated Trainers & Assessors each bring decades of industry experience and real-life scenarios to training sessions to ensure the learning experience is as relevant and interactive as possible.

Training Aid Australia's belief and practice in its core value to 'always ensure that our students' interests come first' has positioned us as leaders in the training industry for Safety Training courses and given us a good reputation with both industry and previous clients alike.

If you have any queries, please contact Training Aid Australia for further information.

Referred to in this document hence forth as TAA

INTRODUCTION

Welcome to TAA, please take time to read through this handbook.

TAA as a Registered Training Organisation will comply with the following:

- The ASQA Standards for Registered Training Organisations
- Privacy of trainee information
- Comply with all requirements of any Performance Agreements it has with Government Departments or bodies
- Only issue Certificates and Statements of Attainment for qualifications listed on its Scope of Registration
- Maintain a Participant management recording and reporting system
- Maintain its registration
- Ensure marketing and advertising material is accurate and ethical.

Staff and participants of TAA will:

- Always be frank and honest in their endeavours.
- Be fair, impartial and equal in dealing with participants, the public and employers who provide workplace experience.
- Be committed to providing objective feedback on courses and the continuous improvement of training opportunities offered to participants.
- Be accountable for their actions in the classroom and in the workplace.
- Strive for excellence in everything they attempt.
- Undertake activities and respond to reasonable lawful instructions relating to skill, care, honesty and diligence.
- Comply with enactments, regulations, determinations, awards, policies & procedures which relate to their training activities.
- Deal with other people honestly, equally, impartially, in a way which is sensitive to their rights.
- Conduct themselves in a way which enhances the image & reputation of TAA
- Disclose any conflict of interest immediately if or when it becomes apparent.

TAA PROGRAMS

TAA offer a range of courses and training nation-wide. Detailed information of all training and courses including cost, locations, duration, course requirements and scheduling can be found on TAA's web page <https://TAA.edu.au>

Below is a summary of our courses and training provided including course completion outcomes and course prerequisites if applicable.

White Card Courses

Construction Induction training course (also known as the White Card or Red Card training) is a mandatory legal requirement for all persons involved in the construction industry.

National unit/s of competency issued.

- CPCWHS1001- Prepare to work safely in the construction industry

Provide First Aid

The course delivers the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

First Aid training covers topics such as Cardio-Pulmonary Resuscitation (CPR), fractures and dislocations, burns and scalds, head, chest and spinal injuries, fainting and unconsciousness, bandaging techniques, severed limbs, poisoning, bites, stings.

National unit/s of competency issued.

- HLTAID011- Provide first aid
- HLTAID009- Provide cardiopulmonary resuscitation

Childcare First Aid

Our Childcare First Aid course is designed to meet the needs of both childcare professionals as well as concerned first-time parents, grandparents and family members.

From dealing with asthma management to the application of an epidermal during severe allergic reactions and anaphylactic shock, or even how to correctly and safely perform CPR on an infant or small child, this course has you covered.

This course covers all of the First Aid components required to legally work with children or in childcare.

National unit/s of competency issued.

- HLTAID012- Provide first aid in an education and care setting

Advanced First Aid

Advanced First Aid Training accreditation is becoming increasingly expected for employees handling incident and accident management. The training covers enhancing First Aid and CPR skills, and appropriate Emergency Procedures within both the workplace and wider community. The Advanced First Aid Course fills the gap between Basic First Aid and Professional Emergency Responders.

National unit/s of competency issued.

- HLTAID014- Provide advanced first aid
- HLTAID015- Provide advanced resuscitation and oxygen therapy

Possession of a current HLTAID011 Provide First Aid certificate is a mandatory requirement, participants to complete HLTAID011 training course prior to attending Advanced First Aid training.

Advanced Resuscitation (CLS) Cardiac Life Support

Advanced Resuscitation Course (CLS) – is either a standalone accreditation or can be used as a required part of the Provide Advanced First Aid Combo Course HLTAID014. WorkSafe's Code of Practise requires 'High Risk' workplaces to have an Advanced First Aid Officer with Advanced Resuscitation accreditation for every 25 employees, two for 50 employees, and one extra Senior First Aid Officer for each 25 employees afterwards. Unlike the Provide Advanced First Aid Training, which is valid for three years; Provide Advanced Resuscitation must be refreshed after one year to be considered up-to-date.

National unit/s of competency issued.

- HLTAID015- Provide advanced resuscitation and oxygen therapy

It is a pre-requisite of this course that you must have previously completed the following unit/s;

- HLTAID009- Provide cardiopulmonary resuscitation

Manage First Aid Services and Resources

This course develops the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace. The unit applies to workers in nominated occupational first aid or management roles.

This unit provides the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid and first aid resources in the workplace. The unit applies to workers in nominated occupational first aid or management roles.

National unit/s of competency issued.

- HLTAID016 Manage first aid services and resources

Certificate IV Work Health & Safety (WHS) Training Course (BSB41419)

A certificate IV in Workplace Health and Safety training (also known as Cert 4 WHS or OHS) is the recommended minimum requirement for workplace safety representatives.

Although the course length and scope is not as comprehensive as a Diploma course, which would be more suitable for a role as a WH&S Compliance Manager, the Cert IV is suitable as a strong foundation and introduction into the world of WH&S compliance management, legalities and legislations, as well as risk minimisation.

This course is also well-suited to those who act in various supporting roles in the field of Health and Safety and also Risk Management in the Workplace.

National unit/s of competency issued.

BSBWHS412	Assist with workplace compliance with WHS laws
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes
BSBWHS414	Contribute to WHS risk management
BSBWHS415	Contribute to implementing WHS management systems
BSBWHS416	Contribute to workplace incident response
BSBWHS417	Assist with managing WHS implications of return to work
BSBWHS418	Assist with managing WHS compliance of contractors
BSBWHS419	Contribute to implementing WHS monitoring processes
BSBCMM411	Make presentations
BSBLDR411	Demonstrate leadership in the workplace

TAA CODE OF ETHICS

TAA shall at all times, act with integrity in dealings with all clients and members of the community.

1. TAA shall adopt such policies and practices to ensure the quality of vocational education and training programs offered are relevant and in accordance with:
 - a) Australian Quality Framework (AQF)
 - b) Australian Skills Quality Authority (ASQA) Standards for Registration
 - c) Commonwealth/State legislation and regulatory requirements
2. TAA will ensure:
 - a) The employment of qualified staff and maintenance of staff training sufficient to deliver programs on an ongoing basis
 - b) The accuracy of any marketing and promotional advertising material
 - c) Compliance with an acceptable refund policy
 - d) Compliance with current Health and Safety and Duty of Care requirements
 - e) The maintenance of adequate records and security of all current and archival records
 - f) Client access to their records upon request
 - g) The maintenance and continual improvement of a Quality Assurance system
 - h) Issue qualifications and statements of attainment according to our scope of registration
 - i) Deal with complaints, grievances and appeals in a systematic manner
 - j) Provide the option where applicable for Recognition of Prior Learning (RPL/RCC)
3. TAA undertakes to maintain quality training and to uphold the highest ethical standards.
4. TAA undertakes to ensure that all employees, agents and representatives are familiar with and agree to comply with this code of ethics.
5. TAA shall refrain from associating with any enterprise, which could be regarded as acting in breach of this Code of Ethics.

COTACT INFORMATION

TAA staff are there to help you with any enquiry, question or problem. You can contact our friendly staff during working hours 9:00am – 5:00pm either by phone, email or in person on the below details.

TAA STAFF

At TAA everyone on the staff is always willing to help you. The table below explains everyone's title, name and what they do.

Title	Name	Looks after....
Director/CEO	Phil Gillespie	..Everything that happens in the RTO
Compliance Manager	Simon Judge	... All course delivery and participants welfare
Administration Officer	Larissa Gillespie	Enrolments, attendance, academic advice, career guidance, welfare and personal advice
Marketing	Ivan Moric	Website and Marketing Promotions

Phone

1300 663 350

E-mail

sydney@TAA.edu.au

melbourne@TAA.edu.au

Facilities

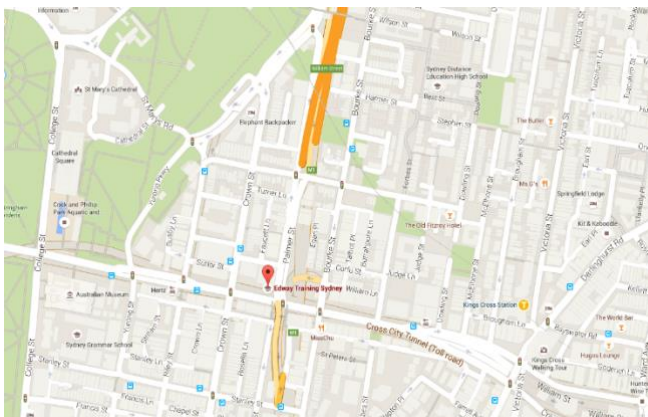
All of Training aid Australia facilities are smoke free with smoking not permitted within the buildings or within or alone their boundary's.

COLLEGE LOCATION

New South Wales Location:

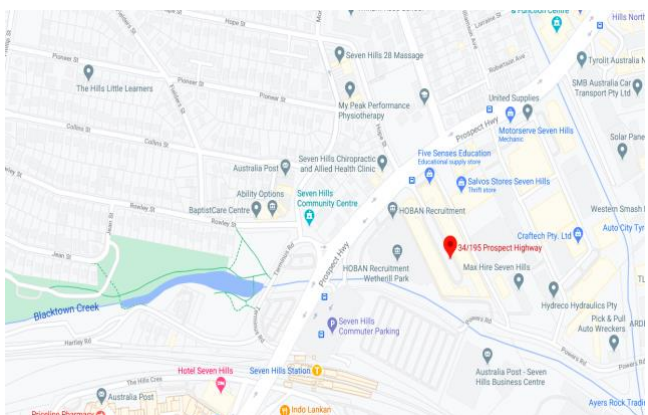
Head Office

155-159 William Street
DARLINGHURST NSW 2010



Seven Hills

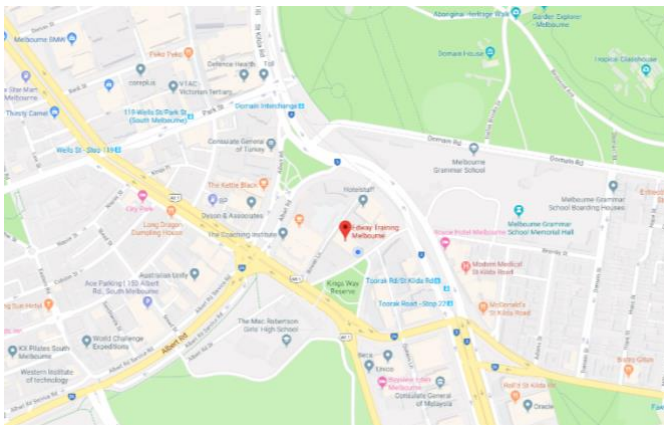
Unit 34/195 Prospect Hwy
SEVEN HILLS NSW 2147



Victoria Locations:

Melbourne

Level 1,
3 Bowen Crescent
MELBOURNE VIC 3004



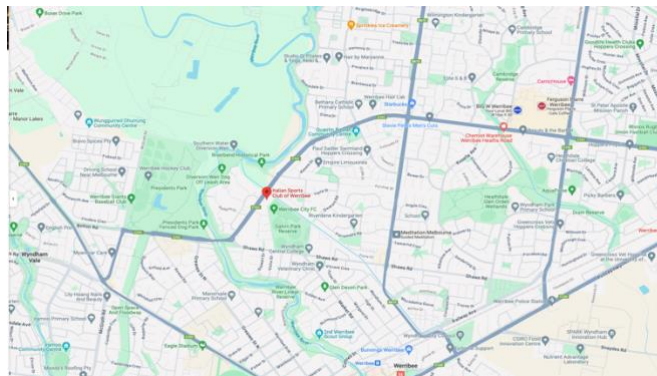
Hallam

2/35 Rimfire Drive
HALLAM VIC 3803



Werribee

Italian Sports Club of Werribee,
601 Heaths Rd,
WERRIBEE VIC 3030



SELECTION AND ENROLMENT

Participants apply through the website or by contacting TAA by phone. Course information, information about TAA and this participant handbook are all available prior to enrolment.

TAA provides an opportunity for any person regardless of race, gender, or cultural background to attend and undertake the training courses. Persons with disabilities are also encouraged to attend and undertake the training as long as it does not place the Participant at risk of injury and the Participant can demonstrate they have the ability to obtain the skills required for a career in the relevant industry. You must make an informed decision on the best course for you and your interests before you enroll.

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015 students enrolling in nationally recognised training in Australia will need a Unique Student Identifier (USI).

The USI is a form of file number that will link students to their training records which are held in the national training collection. Students will be able to access their records online, download them and share them with future training organisations electronically.

With the student's permission, training organisations will be able to see their students' entire nationally recognised training record commencing with records collected in 2015. Training organisations will find it easier to assess pre-requisites and credit transfers and assess students' eligibility for government funded training places.

Employers will benefit through access to better information on skill levels and the training needs of their workforce, and an authoritative source of the training records of job applicants and staff. The USI will improve the VET sector's transparency and responsiveness, enable more evidence-based policy intervention by Governments and support the management of government funded student subsidy programs.

Over time the USI will make record keeping, information exchange and business practice in the Australian VET sector easier and smoother in a range of ways. The Australian Office of Best Practice Regulation has examined the USI and has designated it as deregulatory. The majority of information that is required for a USI is collected and reported through AVETMISS, as well as being used for a training organisation's day to day business.

Who needs a USI?

Students who need a USI include:

- Students who are enrolling in nationally recognised training for the first time;
- School students completing nationally recognised training; and
- Students continuing with nationally recognised training.
- A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once a student creates their USI they will be able to:

- Give their USI to each training organisation they study with;
- Give their training organisation permission to view and/or update their USI account;
- Give their training organisation view access to their transcript
- View and update their details in their USI account; and
- View online and download their training records and results in the form of a transcript from 2016.
- Control access to their transcript from 2016.

Training organisations have an important role to play in either collecting and verifying or creating USIs on behalf of their students.

Most students will be able to obtain their USI on their own, although it will be important for each Training Organisation to prompt them to do this before they enrol.

Training organisations should record a USI for their students at the time of enrolment. However, they must ensure that they have recorded a valid USI for each student when they report on training activities or issue an AQF certification document, such as a qualification, statement of attainment or testamur.

You need only create or verify a student's USI once.

Create a USI

To create a USI or to obtain further information please refer to the USI website, <https://www.usi.gov.au>

RECOGNITION OF YOUR PAST TRAINING AND SKILLS

Your course length can be adjusted if you gain credit or advanced standing. To gain credit or advanced standing participants go through a 'Recognition' application. You may have to submit evidence that demonstrates that you have the required knowledge, work experience or life experience that matches TAA courses (units of competency). Recognition can take place before you enrol – by interview with an TAA representative or at our offices and require you to complete an application and submit your proof or evidence.

Recognition of Prior Learning is available to Participants who believe they can demonstrate the required knowledge, skills and training in the relevant unit(s) of competency. The Participant will be required to fill out a separate application form. The Participant may also be required to produce a portfolio of knowledge and experience (whether formal or informal training, work experience, life experience) and be willing to be interviewed/observed undertaking tasks in a simulated or real workplace. Some units of competency do not allow RPL due to state and territory legislation and regulations.

Mutual Recognition is the recognition and acceptance by a Registered Training Organisation of Australian Qualifications Framework qualifications and Statements of Attainment issued by other Registered Training Organisations. TAA will recognise a trainee's existing competence against the competencies listed in an endorsed qualification or accredited course and issue AQF qualifications and Statements of Attainment.

The benefits of recognition for all participants:

Some extra work in putting your evidence together
A reduce course load – less course content to complete and an adjusted timetable.

If you feel you are eligible for recognition you will need to inquire with the Trainer/Compliance Manager.

THE ORIENTATION PROGRAM

We regularly conduct the orientation program for new course participants

Time	Topic
Minimum of 5 minutes	Greetings and introduction to TAA and your course by your Trainer
	Going over the Participant Handbook, any extra information Rules and responsibilities of participants at TAA, TAA facilities.

COURSE TIMETABLE

Each course has a different timetable.
Current timetables can be downloaded from the TAA website (<https://www.trainingaid.edu.au>)

PARTICIPANT CODE OF CONDUCT

The Participant Code of Conduct applies to all TAA'S Participants' staff and management personnel.

Requirements

Participant Expectations

While training or studying participants can expect TAA will provide the following:

Policies and Procedures

- Selection, enrolment, assessment and academic progress policies and procedures that are fair and equitable.
- A guarantee that changes to courses, administrative policies and procedures directly affecting Participants will be communicated and advised to Participants and will not disadvantage currently enrolled Participants, provided that satisfactory academic progress is made.
- Assurance that grievances / complaints will be dealt with quickly and satisfactorily through a clear set of policies and procedures.
- A learning environment in which health and safety standards are maintained and safety and security issues addressed.
- Assurance that TAA complies with the Privacy and Data Protection Act (VIC)2014 The Privacy and Personal Information Protection Act 1998 (PPIP Act), the Freedom of Information Act (VIC) 1982 and that Participants have access to information held about them in accordance with these Acts.
- Assurance that TAA complies with all relevant legislative requirements.

Timely and Accurate Information

- Access to accurate and timely information about subjects and courses, course content, assessment, requirements and attendance requirements.
- Access to accurate and clear information about course costs.
- Dissemination of results within a reasonable time from completion of subjects and feedback on those results.

Quality of Study Programs

- Course and subject content that is up-to-date and valid.
- A training and learning environment that meets quality standards appropriate for its course.
- A learning environment in which Participants are able to engage in rational debate and freely express alternative points of view in that debate.
- Support and guidance form training staff.

Participant Participation and Feedback

- The opportunity for Participants to provide considered feedback on their training and learning experience in subjects and courses.
- Assurance that feedback provided by Participants will be incorporated into TAA'S quality management system.

Human Rights

- A study environment that is free from harassment, discrimination and abuse of power, and one that respects the privacy of individuals.
- Participants are treated with courtesy and respect.
- Equitable treatment irrespective of gender, sexual orientation, race, ethnic or cultural background, disability, marital status, age or political conviction or socio-economic status.

PARTICIPANT RESPONSIBILITIES

During their time at Training Aid Australia, TAA expects participants to assume the following responsibilities:

Regular and Punctual Attendance

- Arrive on time to class.
- Notice in advance of known absence, lateness or early departure.
- Explain late arrival to your trainer on arrival or return to the classroom.

Completion of All Class, Homework and Assessment Tasks by The Due Date

- Contact your trainer between classes if you are experiencing difficulty with the homework or course content.
- If you are absent for an assessment task, provide a medical certificate or statutory declaration to support your absence.
- Negotiate a time with your trainer to catch up on any tasks.

Responsible, Respectful and Cooperative Behaviour

- Treat staff and fellow participants in a respectful manner.
- Respect the property of other people.
- Do not use offensive language.
- Avoid disrupting or interrupting others.
- Come to class appropriately dressed.
- Switch mobile phones to silent or vibrate during class time.
- No form of bullying, harassment or discrimination will be tolerated.
- Consumption, or being under the influence of alcohol or illicit substances during the training hours is prohibited and unacceptable and will result in you being asked to leave the premises. Continued abuse of this policy may result in your removal from the Course.
- If found with illicit drugs or aiding and abetting other persons in the sale or taking of illicit drugs on the training premises, you may be reported to the police.

- Failure to comply with the last two points will result in your suspension and/or expulsion from the Course and refund of monies paid will be forfeited.

Preparedness to Work Effectively in Class

Participate in all learning activities to the best of your ability.

Bring all necessary materials to class including textbooks, homework, folders, notes and stationery.

- Respect training facilities.
- Do not damage tables or other property.
- Leave rooms tidy (chairs and tables straight, rubbish in bins) at the end of classes.
- Do not interfere with equipment or materials on display in classrooms.
- Treat the surrounding grounds and car parks with respect: place rubbish in bins, drive in a considerate manner and obey signs.

Safety Considerations

Safety is everyone responsibility therefore you must;

- **Not** conduct in behaviour that may or will lead to harm of yourself or others
- All equipment must be used **only** in the manner in which it was intended.
- Follow all instructions of a reasonable nature from trainers and staff of TAA
- Notify TAA of any perceived hazards.
- Always wait in a well-lit area before and after class.
- Notify the trainer of any visitors to the class.
- **If you are found in breach of the Participant's Code of Conduct, you may be asked to leave the course.**

EXPULSION OF A PARTICIPANT BY THE COLLEGE

TAA reserves the right to expel a participant. Breach of discipline means any conduct that impairs the reasonable freedom of other persons to pursue their learning or work at TAA or is in breach of TAA'S code of conduct.

Incidents leading to expulsion from the College include but are not limited to:

- Assaults a person on the premises of TAA.
- Unlawfully removes, damages or uses any property of another person or TAA.
- Behaves inappropriately or threatens the safety of other participants.
- Obstructs staff of TAA in the performance of their duties.
- Obstructs the teaching / training of a group or an assessment activity.
- Commits or engages in any dishonest or unfair act in relation to an assessment activity.
- Wilfully disobeys or disregards any lawful order or direction given by an TAA member of staff.
- Enters locations of TAA'S premises when directed not to do so by an TAA member of staff.
- Fails to leave locations of TAA'S premises when directed to do so by an TAA member of staff.
- Fails to return TAA property or pay replacement costs when instructed to do so.
- Fails to pay financial commitments to TAA.
- Enters locations of TAA Training's premises whilst under the influence of alcohol or drugs.

- Engages in any unlawful activity on TAA Training's premises such as using, possessing or supplying any prohibited drug, substance or weapon.
- Incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the person's age, race, sex, sexual preference, transgender, marital status, physical or intellectual disability or religion of the person or members of the group

TAA is committed to the principle of ensuring that every participant / trainee has the right to participate in training programs, free of inappropriate behaviour that may impair the learning processes, or the wellbeing of individuals. Staff and participants have a responsibility to prevent minor behavioural problems from becoming larger ones.

Participants are encouraged to solve behavioural problems through discussion and mediation with staff of TAA before the provision of more formal procedure is invoked.

TAA CEO / Director may apply any of the following penalties where he/she are satisfied a breach of discipline has been committed and the penalty matches the seriousness of the breach:

- A verbal or written reprimand
- Exclusion from the course or any other TAA course
- Payment of compensation by Participant for damages or loss of resources
- Restitution of property removed or damaged
- A referral to attend counselling at a specified time and place

The Participant may appeal the penalty under TAA's Complaints and Appeals Policy. Participants terminated by TAA will forfeit fees.

PARTICIPANT WELFARE

TAA is concerned about the welfare of Participants and offers support through our trainers and Training Coordinator. We will assist all Participants with a short orientation program at the beginning of each course. We will be quick to respond to unacceptable behaviour from Participants or staff. Discrimination, harassment or victimisation will be dealt with as per legislation and our policies and procedures. Training and administration staffs are aware of their responsibilities to ensure that Participants feel safe and supported at TAA

TRAINING PACKAGES

Training packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills.

A Training Package describes the skills and knowledge needed to perform effectively in the workplace. They do not prescribe how an individual should be trained. You can view training packages at www.training.gov.au by searching under the category "Training Packages" or you can ask TAA staff. The Training.gov.au website is the official national register of information on courses, qualifications, Training Packages, competency standards and training organisations. Teachers and trainers develop learning strategies depending on learners' needs, abilities and circumstances.

Training Packages are developed by industry through National Industry Skills Councils, recognised bodies or by enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement, developers must provide evidence of extensive consultation and support within the industry area or enterprise.

Training packages specify the combination of competency standards required to achieve a particular qualification. For example, the Certificate IV Training and Assessment standards are contained in the Training Package titled (TAE10) Training and Assessment. Training Packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills.

Training Packages complete a quality assurance process and are then endorsed by the National Training Quality Council (NTQC) and placed on the training.gov.au website. Reviews ensure Training Packages remain current to meet industry needs and allow issues that arise during their implementation to be addressed.

RELEVANT WEBSITES

- Department of Education, Science and Training www.dest.gov.au
- <https://training.gov.au/Home/Tga>
- The Australian Qualification Framework www.aqf.edu.au
- Resource and Infrastructure Industry Skills Council www.riisc.com.au

COURSE COMPLETION

All participants training with TAA shall be issued with either a

- Full AQF Certificate, or
- Statement of Attainment, or
- Certificate of Attendance/Completion

To receive a qualification from TAA participants must achieve competency in their course. Statements of Attainment will be issued and presented at completion of the course or posted by arrangement.

Full AQF Certificate

A full AQF Certificate is issued when the trainee has completed all requirements for a qualification as listed in the curriculum document. The certificate lists the modules or units of competency completed.

Statement of Attainment

A statement of Attainment is issued where participants have partially completed a qualification. This may be done if

1. The participant did not complete the full requirements for the qualification, or
2. Units or modules have been delivered from an accredited and registered program.

The code and title of all units successfully completed by the participant are listed on the Statement of Attainment.

Certificate of Attendance/Completion

This is a Statement of Attendance issued where participants have attended a program that is not a nationally recognised qualification.

Information appearing on certificates

Certificates and Statements of Attainment will include the following:

- RTO's name and logo
- Name of the person receiving the credential
- Name and code of the accredited course and units
- Certificate number
- Date of issue
- Signature/s of the RTO's authorised signatory
- NRT logo

SPECIAL LEARNING NEEDS

TAA recognises that there will be cultural diversity and a range of education and learning backgrounds amongst Participants. It is TAA policy to ensure all people have an equal Opportunity to learn and better themselves. As such, we endeavour to aid as much as possible, those who require additional help in these areas, so as to maximise their ability to undertake their training effectively. Assistance may be sought from the TAA facilitators and staff. All reasonable steps will be taken to ensure any special assistance is provided as effectively as possible.

Should you require additional support during the term of your course, please advise your Trainer / Assessor who will endeavour to refer you to an appropriate support service.

TAA offers a free training support service available to all Participants who have any questions or difficulties regarding their current training or employment as well as their future career development. The service aims to provide Participants with the information they need to help their own academic and career path. Our staff can assist you with questions regarding training and career pathways and opportunities, personal development opportunities, work placement and/or any other training / industry related questions.

This service offers practical answers to most of the questions and challenges faced by Participants in relation to their training and/or career. We are here to help and will always try to source the information you need to feel supported or refer you to an appropriate internal or external service if required.

We will respect your right to privacy. Any information disclosed will remain strictly confidential.

LANGUAGE, LITERACY AND NUMERACY SUPPORT SERVICES

TAA is committed to assisting Participants with differing abilities to succeed. Participants individual needs will be assessed prior to training. Requirements such as alternative formats, adaptive technology and adjustments for other disabilities will be identified and provided where practicable.

Participants requiring any assistance or support with language, literacy or numeracy should speak confidentially with their trainer. Our experienced staff can discuss different ways of conducting training and assessment to assist Participants and where required, if necessary, Participants will be referred to organisations that can provide specialist training and language, literacy and numeracy assistance.

Language involves the words, verbal structures and gestures we use to convey meaning. In using language, we generally use a combination of communication forms such as speaking, listening, reading, writing and visual communication. Language may also relate to industry jargon, technical terms and acronyms that workers must understand.

Literacy is the ability to read and use written information as well as to write appropriately, in a range of contexts. Literacy involves the integration of speaking, listening, and critical thinking with reading and writing and enable us to interact with one another to achieve particular purposes: to explain, debate, retrieve and provide information.

Numeracy involves the practical application of mathematical skills to absorb, use and critically evaluate information in numerical or graphical form. Depending on the context this can include basic number skills, spatial and graphical concepts, the use of measurement and problem solving.

SPECIALIST LLN SUPPORT SERVICES

LLN Support Services	Contact Details
The Reading Writing Hotline	1300 6555 06 https://www.readingwritinghotline.edu.au
Skills for Education and Employment (SEE)	https://www.education.gov.au/see-providers

ASSESSMENT

The aim of this section is to outline the broad assessment policy for TAA and provide guidelines for all Participants enrolled in the courses. It is expected that assessors will conduct assessment in accordance with National Assessor Code of Practice.

TAA ensures that only Participants who hold the required skills and knowledge, as set out in the unit of competency, are marked as Competent.

TAA does this by:

- Ensuring that its assessment processes meet the requirements of the Training Package or Accredited Course Guidelines.
- Ensuring its assessment processes is valid, fair, flexible, and reliable.
- Ensuring assessment processes are carried out in a way that is consistent with the Training and Assessment Strategy documented during course development and regularly updated.
- Providing comprehensive assessment tools and clear information to Trainers and Assessors.
- Ensuring its assessment processes effectively cover all dimensions of competency as outlined in the competency standards and assessment guidelines of each unit.
- Continually reviewing and improving assessment processes, tools and records.
- Having a planned schedule of moderation and validation activities that ensures all units are moderated and validated at least annually.
- Ensuring that assessors follow the rules of assessment and sight current, sufficient, authentic and valid evidence when forming their assessment decision.
- Implementing a Participant Code of Conduct and a Participant Plagiarism and Academic Collusion Policy with which all Participants must comply.

This section outlines:

1. The procedures to support quality assessment
2. Assessment methods and tools
3. Conduct of assessment
4. Feedback
5. Assessor qualifications
6. Assessor responsibilities
7. Appeals procedure
8. Assessment quality – validation processes

Participants will be informed of the assessments to be conducted through the website information and at the start of a course.

They will be given oral instructions by the Trainer.

All assessment results are treated as strictly confidential. We will provide feedback on the assessment and provide further guidance on extra training or evidence if there are gaps in the assessment.

Assessment methods

TAA conducts various methods in the assessment process to gather information to build the evidence pack for the Participant. This gives the best opportunity for the Participant to show their understanding of the training conducted. Methods of assessment may include:

- Written knowledge testing using standard assessment instruments.
- Written assignments and oral questions (multiple choice, true/false, etc.)
- Oral questioning when there is practical demonstration (role plays)
- Case studies and scenarios
- Final observation of skills & knowledge

Multiple Choices:	A question or incomplete statement followed by several options from which the participant selects the best answer/s
Written Short Answers:	A written response item consisting of questions with answers of a single word, a few words, a sentence or a paragraph that the participant must complete
Role Play:	Participants are presented with the opportunity to display behavioural and interpersonal skills in a simulated exercise in the classroom environment. The role-plays are open-ended and are reviewed in a group de-brief
Assignments:	An Assessment instrument that is based on a problem-solving exercise or mini project relating to the subjects covered in the classroom environment. The assignment has strict guidelines and a specific length. The assignment is reviewed by both the individual and as a group
Discussions:	Active participation in a group discussion regarding role specific topics is encouraged
Oral Questioning:	Responses are requested to a number of oral questions presented in order for the participant to demonstrate understanding of the principles or explain reasoning
Practical Demonstration:	The completion of a specific task or procedure, performed under close supervision
Conditions of Assessment:	The assessment will take place in an environment that is either a real workplace or which simulates, where possible, a real workplace. Participants will be given appropriate documentation and access to required equipment and or materials

Study includes group work and oral communication

Many courses require participants to learn technical knowledge and theory then apply this in a practical sense and demonstrate skills. Some learning and assessments will be oral, use questioning and observe participants working in small groups. This may be a different way of learning for you, but it is very important in vocational education and part of the competency guidelines.

Conduct of assessment

The Assessor will check that the Participant is ready for assessment.

The Assessor will provide the candidate with the time to go through all steps as set out in the assessment instrument.

At appropriate points, the Assessor will ask oral questions about skills, knowledge and specific procedures for the equipment testing.

If the Participant shows low literacy levels, the Assessor may stop the assessment and conduct it orally.

Feedback to Participant

As soon as is reasonably possible at the end of assessment, the Assessor will inform the participant of the result of the assessment.

Feedback will begin with whether the participant achieved the required mark in the written assessment task or demonstrated they were competent or not yet competent.

Feedback will be constructive, and the participant is encouraged to seek clarification if required.

Feedback can be in the form of:

- Oral feedback when results are provided at the end of an observation or in a workshop
- Test results where the participant is debriefed

If any participant is dissatisfied with the results of their assessment, they have the right to access the appeal process.

PLAGIARISM

The Plagiarism policy will be clearly explained to each Participant at the beginning of each course.

Where Participants complete pre-course questions, such as for the First Aid course, they will be required to sign a declaration on the Assessment Task Cover Sheet that states “I confirm that the attached assignment is my own original work, and that any references used have been cited.”

Reasonable Adjustment

Wherever possible, assessors will make reasonable adjustments to training and assessment processes to ensure that all people are treated equally in the assessment process and that no person is disadvantaged due to a disability.

Assessment processes may be reasonably adjusted to accommodate the following, but not limited to these, groups:

- a) Participants with English as a second language.
- b) Participants with literacy or numeracy difficulties.
- c) Indigenous Participants.
- d) Participants with sensory impairments.
- e) Participants with physical or intellectual disabilities.

Reasonable adjustment may mean:

- a) Making training resources and methods accessible.
- b) Adapting physical facilities, environment and/or equipment.
- c) Making changes to the assessment arrangements.
- d) Making changes to the way evidence for assessment is gathered.

TAA will not disadvantage or discriminate against any person or organisation on any basis. To ensure this, TAA has developed, for all courses:

- a) Clearly set out instructions about the requirements of assessment for Participants;
- b) Clearly defined assessment criteria;
- c) Documented answer benchmarking guides;
- d) Clear and easy to follow assessment recording tools;
- e) A defined format to be used by Participants to submit their assessment tasks;
- f) A defined format to be used to provide Participants with feedback about their assessments;
and
- g) Effective dispute resolution and assessment appeals processes which will be used to examine and investigate any issue of unfairness or disadvantage that is identified.

TAA takes preventative and corrective action to detect plagiarism, cheating and academic collusion as outlined in its Participant Plagiarism, Cheating and Collusion Policy.

FEES, CANCELLATION & REFUNDS POLICY

Fees

1. Participant fees are set down on TAA Training's website.
2. Full payment is required at time of enrolment. Payment can be made by cash, cheque or credit card (PAYPAL). Payment can be made online or at TAA office, prior to commencement of the course.

Cancellation and refunds

Unless otherwise specified, TAA Training's cancellation policy is applicable for every course. Our cancellation policy is shown below and is also available on our website <https://www.trainingaid.edu.au>

Special circumstances

Where a participant withdraws from the course because of exceptional and extenuating circumstances of a compassionate nature, all cases will be assessed by TAA on an individual basis.

Based on the Refund eligibility presented above, appropriate amount will be refunded and processed by the accounting department.

Course Cancelled by TAA

TAA reserves the right to cancel any training at any time. If a class is cancelled by TAA, participants have the option of rescheduling to the next available date or to receive a **full refund** of the course fees paid.

Additional fees and charges

Additional fees and charges that may apply are as followed:

	Cost
Reissue of certificate via email	\$0
Reissue of certificate via post	\$25

EMPLOYABILITY SKILLS

Employability Skills are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

Client Feedback and Quality Improvement

TAA Training's continuous improvement policy strongly encourages verbal and/or written feedback from its clients. TAA collects statistical information regularly to monitor, maintain and achieve on going continuous quality improvement in the delivery of vocational education and training.

If you have any feedback to offer, please speak with any staff member or trainer. You can also anonymously complete a Client Feedback form to express your views. Your assistance and feedback will enable us to continue to provide a high standard of service, we value and welcome constructive feedback from our clients and staff concerning educational and service improvements or changes that would improve our existing educational and client services provided.

PRIVACY POLICY

The Privacy Act 1988 applies to Participants and employees of the Training Aid Australia. The Privacy Act 1988 can be accessed via www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/

Information related to personal details of any Participant is protected under the Privacy Act 1988.

TAA is committed to adhering to the Australian Privacy Principles (APP's) contained in the Act.

These principles can be viewed via <https://www.oaic.gov.au/privacy/australian-privacy-principles/australian-privacy-principles-quick-reference/>

The APP's are principles or rules about collecting, using and disclosing personal information.

The APP's also cover keeping information secure, paying attention to data quality and accuracy, being open about collection and information handling practices, providing anonymity where possible and protection when transferring personal information to others. We make every endeavour to ensure that the principle of security is incorporated into our data collection and storage procedures:

TAA will:

- a) Have secure computer passwords and lockable filing cabinets.
- b) Check an individual's identity when they ask for access to the personal information, we hold about them.
- c) Keep personal information away from those who do not need to see it - staff as well as customers.
- d) Destroy information securely.
- e) Raise security awareness with all staff.
- f) Review procedures from time to time.

Information regarding Participants, Participant results or other personal information may not be released to any third party without the express written permission from the Participant.

Participants may access their personal records and files and any other information held by the organisation by making a request in writing to the management.

Full details of TAA Training's Privacy policy and procedures can be accessed via TAA's internet site under Policy's.

QUALIFICATIONS OF TRAINERS AND ASSESSORS

In compliance with ASQA standards of continuing registration TAA ensures that all trainers and assessors hold the required qualifications and experience to deliver the qualifications, units of

competency and courses with which they are involved. All trainers and assessors employed by the organisation will:

- g) Have the required training and assessment competencies as determined by the National Skill Standards Council or its successors, all of the TAA staff hold a minimum TAE40110 Certificate IV in Training and Assessment; and
- a) Hold the relevant vocational competencies or demonstrated equivalence to the competencies at least to the level they deliver and/or assess; and
- b) Maintain currency in industry skills directly related to the training and assessment they undertake; and
- c) Continue to develop their Vocational Education and Training (VET) sector knowledge and skills as well as their industry and trainer/assessor competence.

Our trainers have a great deal of experience within their field of expertise as well as many years of training experience. All of the TAA Training's teaching staff are very approachable and if you have any concerns with your training and/or assessments please feel free to discuss these with your trainer.

Role of Assessors

The role of an Assessor in assessing Participant work is to objectively assess a Participant's evidence and performance against the prescribed set of standards. In order to do this effectively, the assessor will be skilled in and have a sound knowledge of the industry area they are assessing.

The assessor will be a qualified and skilled assessor and will:

- a) Ensure Participant work meets the requirements of the competency standards.
- b) Ensure that evidence is valid, reliable, sufficient, authentic, current and consistent.
- c) Use their expertise to make a fair and object assessment decision.
- d) Provide constructive feedback to the Participant.

Moderation and Validation of Assessment

TAA ensures its Trainers and Assessors participate in regular moderation, validation and benchmarking activities to ensure their training practices and assessment decisions:

- a) Are consistent between assessors;
- b) Are valid, flexible, reliable and fair;
- c) Are based on evidence that is sufficient, authentic, valid and current; and

The assessment processes used by TAA includes the collection of a broad range of evidence for the assessor to base their decision on. In general terms, assessment tasks may require Participants to:

- a) Respond to oral questioning;

Provide written responses to questions, scenarios and case studies - Participants may be given a range of options about the method in which they wish to provide the responses;

ACCESS AND EQUITY POLICY

TAA is committed to providing all Participants with equal opportunity to pursue their training and development. The purpose of this policy is to ensure that TAA provides fair and equitable access and opportunity to its student and staff regardless of their diversity; allowing everyone to freely participate in the learning environment free from discrimination, harassment, bullying and vilification.

This policy applies to all enrolled students and prospective students in all modes of delivery as well as the staff members.

This policy also ensures:

- Opportunities for reasonable adjustments are made to students.
- Students are given equitable access to facilities and services on and off campus.
- Staff members deal with all students fairly by considering the relevant circumstances of the individual. This does not necessary mean that all students will be rated the same. Fairness is considered in the context of relevant circumstances.
- Decisions regarding student's entry to, progression through and completion of the courses are made on case – by – case basis.
- All relevant policies, procedures and forms are accessible to all staff and students working and studying with TAA and that these policies and procedures are implemented in a fair way.
- The student admissions process is based on entry requirements of each course. These entry requirements are published on our website and our marketing materials.
- Individuals raising concerns, complaints or grievances are treated with respect and are not discriminated.
- Students can access relevant policies, procedures and form through TAA's website, and a hard copy can be requested from any TAA campus.
- Students are also provided with all relevant policies, procedures during the enrolment/ induction process in the form of 'Student Handbook'.
- Staff can access relevant policies, procedures and form through TAA's website.
- Staff are inducted in relation to all relevant policies and procedures during their induction process.
- Staff are updated with any new changes and updates in relevant policies and procedures by staff meeting, emails and memos.

SUPPORTING STUDENTS TO SUCCEED

- TAA acknowledges the diverse background of its students and commits to make its practices as inclusive as possible and not unreasonably prevent its students from accessing learning.
- TAA undertakes to be responsive to the individual needs of students, whether they relate to age, gender, cultural or ethnic background, health, sexuality, employment, location or other personal circumstance, and not unreasonably present barriers to their learning.

RECRUITMENT, ADMISSIONS AND ENROLMENT

- Recruitment and admissions processes and policies are free from discrimination and are based on the requirement that students meet pre-requisites for a course. Access and equity issues are considered when setting course entry requirements and prerequisites. Course design and assessment can be flexible to make reasonable adjustments. Teaching and learning documents are non-discriminatory, using inclusive language and examples.

STUDENT SERVICES

- Students have equal access to learning and assessment materials and support services.

ACADEMIC AND LEARNING SUPPORT

- Reasonable adjustments can be made to accommodate students needing supplementary academic and learning support. Reasonable adjustments may include:
- Additional academic and learning support, including literacy and numeracy support.
- Alternative methods of assessment where reasonable. Extra time to complete assessments.
- Assessments are designed to be fair, reliable, and consistent. Students are given details on required assessments for each subject at the beginning of each study period. Assessments for subjects delivered online are adapted to flexible delivery.
- Students may appeal assessment decisions through the Complaints, Grievance and Appeals Policy and Procedure.
- Special consideration may apply for extenuating circumstances.

SUPPORT IS PROVIDED TO THOSE WITH SPECIAL NEEDS.

Reasonable adjustment is provided to those with a disability or special needs according to individual circumstances. This means providing the appropriate services and/or facilities for student learning and assessment.

Reasonable adjustment may include but is not restricted to:

- Educational support
- Alternative assessment methods
- Learning and assessment aids such as papers in large print or the use of scribes or interpreters
- Extra time to complete a course or assessment

Learning support is facilitated for those with basic literacy, numeracy or English language difficulties or other identified areas of learning difficulty.

Special consideration may be granted if through misadventure (e.g. illness, bereavement or personal trauma) a student is prevented from completing an assessment or sitting an examination; or believes that their performance in an assessment event has been affected by the incident.

TAA's premises provide appropriate access to those with a physical disability. Where TAA provides training and assessment at other venues, TAA will ensure to the best of its ability that venues are accessible to people with a disability.

Complaints and appeals are addressed in a fair and equitable manner. Individuals who believe they have been treated unfairly are encouraged to use TAA's student complaints and appeals procedures. TAA will promptly and thoroughly investigate all complaints and appeals in accordance with stated procedures according to their Complaints and Appeals Policy and Procedures. Students also have the right to appeal against any decisions as set out in the complaints and appeals procedure.

LEGISLATION

Australian federal and state legislation makes it unlawful for organisations to discriminate against people because of their age, gender, race, marital status, sexuality, or physical or intellectual disability.

The following legislation underpins all matters related to access and equity at TAA:

- Anti-Discrimination Act 1977
- Disability Act 2006
- Equal Opportunity Act 2010
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Working with Children Act 2005

ASSESSMENT APPEALS

From time to time, a participant may be dissatisfied with the results of a major assessment and wish to appeal the decision; all participants have the right to appeal assessment results. It is important that the appeal is settled as quickly as possible.

1. Resubmission or a second testing.

In the first instance, the trainer will consult with the CEO/ Director and depending on the circumstances will provide an opportunity to re-sit the exam or resubmit the piece of work. It will then be re-marked.

The request and reasons will be recorded in writing.

2. A second Assessor will be asked to re-mark the work

The trainer should immediately inform the CEO/ Director if a re-sit or re-submit is not recommended or if the participant has a grievance, disagreement or dispute about the results. The appeal issues will be discussed with the participant and trainer recorded in writing, and if appropriate we will make arrangements for re-assessment by another Assessor.

3. A written assessment appeal with an assessment panel

If the participant is still not satisfied with the re-submission process and second marking the participant must put their appeal in writing. An appeal panel will be set up by the CEO/ Director.

The participant has the right to formally present his case and may bring a support person to that meeting.

Details of the meeting will be recorded in writing and the participant informed. The participant will be given a written statement of the final appeal outcomes, including reasons for the decision by Training Aid Australia within 14 days.

4. The participant has the right to take an appeal related to a VET qualification to ASQA when other avenues have failed. Participants have the right to take further action under Australian Consumer law and the right to pursue other legal remedies.



If your assessment appeal is substantiated, it is our responsibility to follow up on the issues, modify policies and procedures if required and record this action in the continuous improvement system. The participant will be notified of this follow up and corrective action. Where appropriate, trainers will be involved in a validation of the course assessment plan and assessment activities to benchmark their assessment practice with other trainers.

GRIEVANCE, COMPLAINTS AND APPEALS PROCESS

Grievances (complaints and appeals) include but are not restricted to matters of concern to a trainee relating to training delivery and assessment; the quality of the training; trainee support and materials; discrimination; and sexual harassment.

Natural Justice is concerned with ensuring procedural fairness:

- Decisions and processes should be free from bias.
- All parties have the right to be heard.
- The respondent has a right to know of what s/he is accused

TAA recognises that disputes can arise from time to time and will manage all complaints or appeals as fairly, equitably and efficiently as possible and without prejudice or fear of reprisal or victimisation. TAA will encourage the parties to approach the complaint or appeal with an open mind and resolve problems through discussion and conciliation in a quick and timely manner.

Every Participant will be offered an opportunity to formally present their complaint or appeal. Where a complaint or appeal cannot be resolved through discussion and conciliation, TAA acknowledges the need for an appropriate external and independent person to mediate between the parties.

Confidentiality should be maintained throughout the process of making and resolving complaints. TAA seeks to protect the rights and privacy of all involved and to facilitate the return to a comfortable and productive work environment.

Details of TAA Complaints and Appeal's Policy and Procedures can also be accessed on TAA's web site under Policy's.

Complaints and appeals can be made by accessing and filling out the online Complaints and Appeals Form through TAA website. Complaints or appeals can also be made in writing and addressed to the CEO / Director at TAA.

The Participant should put the following information relating to the complaint in writing:

- Participant's Name and contact details
- Course enrolled in or participated in.
- Course location
- Course Date
- Description of the grievance/complaint/appeal
- Steps he/she have taken to deal with it
- What he/she would like to happen to fix the problem and prevent it from happening again

If the grievance is not dealt with to the trainee's satisfaction, she/he may bring it to the attention of the Director/ CEO. The Director/ CEO will either deal with the issue personally or arrange for it to be dealt with by a management representative. The first two steps should be completed within a timeframe of one week. Within 48 hours of receiving the grievance/complaint/appeal the Director/ CEO or other TAA representative will contact trainee to discuss the further actions to be taken.

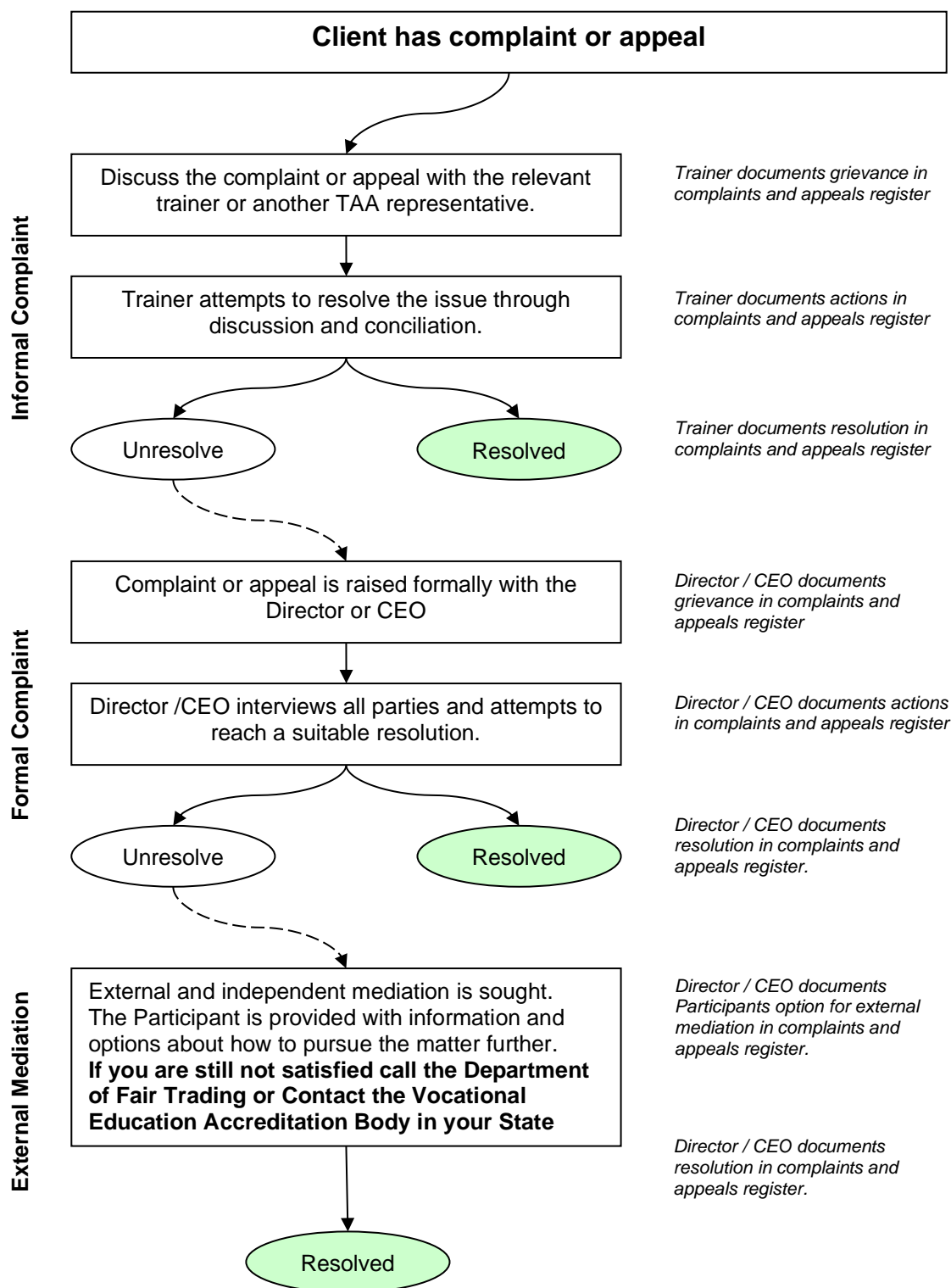
Should the issue still not be resolved to the trainee's satisfaction, the enterprise is bound to make arrangements for an independent external person to resolve the issue.

Complaints or Appeals that cannot be resolved internally can be referred to National Training Complaints hotline on 13 38 73.

All parties involved will receive a written statement of the outcomes, including reasons for the decision. All documentation relating to grievances should be archived for audit purposes.

Contacts:

CEO Phil Gillespie manager@trainingaid.com.au



Participants have the right to be represented by a nominee at any stage if the participant so chooses.¹

You may use your friend, guardian, or an agent for third party mediation. This dispute resolution procedure does not circumscribe the participant's right to pursue other legal remedies.

RIGHT TO ACCESS RECORDS

Individuals have the right to access or obtain a copy of the personal information that TAA holds about them. Requests to access or obtain a copy of personal information must be made in writing and sent to:

Training Aid Australia Pty Ltd:
Head Office
155-159 William Street
DARLINGHURST NSW 2010

There is no charge for a Participant to access personal information that TAA holds about them; however, there may be a charge of 20 cents per page for every page that is copied. Individuals will be advised of how they may access or obtain a copy of their personal information and the applicable fees within ten (10) days of receiving their written request.

AMENDMENT TO RECORDS

If an individual considers the personal information that TAA 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 Participant 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.