



Affordable Industry Training

Training-Education-Success

RTO: 31660

Student Handbook

INDUSTRY SHORT COURSES | PLANT OPERATOR TICKETS | TRAINEESHIPS &
APPRENTICESHIPS | HEAVY VEHICLE LICENCES | HIGH RISK LICENCES



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Meet Our Team

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Our Training Facilities

Yatala 43 Union Circuit, Yatala, QLD 4207

Strathpine 2/116 Gympie Rd, Strathpine, QLD 4500

Welcome Aboard

Welcome to Affordable Industry Training, we are pleased that you have considered us to further your career and skills in the construction industry.

Affordable Industry Training was established by its sister company, Affordable Driving School, who have been providing quality training since 1992 by its Founder and Managing Director, Jason Vinter. Affordable is now the largest Driver Training Company in Queensland.

At Affordable Industry Training, we offer National Recognized training that provide qualifications from National Training Packages, ensuring that the skills and knowledge you develop throughout your learning journey.

We want to utilise our current position as a Registered Training Organisation and provide individuals and businesses with quality training and assessment well into the future.

Our training materials and resources are kept up to date, as well as our Trainers and Assessors, who undertake yearly professional development courses for continuous improvement and to stay current in the industry. Anyone who undertakes a course with Affordable Industry Training will be provided with quality training, supervision, education and the necessary skills to complete their certificate.

On behalf of myself, friendly staff and trainers/assessors, we hope you enjoy the course.

Kind Regards

Jason Vinter

Director

What's It All About?

Affordable Industry Training offers a wide range of training services for all students.

CERTIFICATE III IN LANDSCAPE CONSTRUCTION

CERTIFICATE III IN CONCRETING

CERTIFICATE III IN SURFACE EXTRACTION OPERATIONS

CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS

HIGH RISK LICENCES

PLANT MACHINERY TICKETS

Affordable Industry Training can offer a high standard of training to all students in a classroom based or on the job training. We pride ourselves on having only the best Trainer and Assessors with loads of experience to offer. With over 24 years in the industry, we can offer outstanding training.

Affordable Industry Training currently has funded courses available with Dept. of Education and CSQ. Please contact us to see if you are eligible for funding for your course.

Nationally recognised training programs such as Certificates are competency based which means that training and assessment activities or recognition of your skills and knowledge focuses on your ability to apply relevant knowledge and skills to demonstrate your performance of workplace tasks to a standard by that industry.

To be deemed competent in any unit of competency you must be able to demonstrate a wide range of tasks, knowledge and practical use. This will include demonstrating your skills in either real life work situations or a simulated work site over a period.

Competency based training and assessment is all about providing you with opportunities to develop skills. If your evidence, assessments does not reflect competent, then your trainer will provide you with feedback on the unit. Your trainer may allow to offer additional support for you to become competent. Through extra practical practice or more research may be needed with your assessments. Your assessments must demonstrate:

- That you understand why the task should be done in a particular way.
- That you can handle unexpected issues or problems.
- That you know the industry legislation and procedures in chosen course.
- That you can do the task to the required standard.

What's It All About? (Contd)

At time of enrolment, your enrolment officer will discuss with you the course in detail. This will include the duration, assessment requirements, your participation in the course, expectations from the course and if the course is right for you.

You are required to attend every training session. If you do miss a day, you will need to speak to the enrolment officer to book you in to return to a new class.

Course delivery will be on a student centred, student paced basis. The specific learning options/Projects will be decided by the trainer to reflect the needs of the student and the nature of the learning outcome as well as to meet the evidence requirement.

If at any time, you feel you are having difficulty with any part of the course please speak to your Trainer and they will be more than happy to assist you in any way they are able, this could include, but is not limited to, an understanding of the log book system, LL&N difficulties or route design.

Competence in this qualification will be through both theory and through practical demonstration of skills and knowledge. Practical components of these courses will include demonstration of communication skills, both through appropriate use of electronic communication as well as verbal communication and will be related to common workplace practices. For our plant and machinery courses you will be required to undertake tasks and topics set out in your training workbooks.

Several times throughout the course your trainer will discuss with you your progress, and suggest any areas of improvement required. If you have been found not competent at that stage a written report will be available to you which will detail any area you need to improve to meet competence. Once you have been deemed competent with all the units in the qualification you will have finished your course in which we will issue you with a Qualification certificate and your Record of Results.

Affordable Industry Training is to be complaint with the standards for RTO which is monitored by the national regulator, The Australian Skills Quality Authority. (ASQA)



About Certificate 3 Guarantee

Student fact sheet

What Is The Certificate 3 Guarantee?

A core element of the Queensland Government's Working Queensland jobs plan is ensuring Queenslanders have access to quality training programs that deliver effective skills to meet employment and business demands.

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

It also supports Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

What Qualifications Are Subsidised?

Under the Certificate 3 Guarantee, the Queensland Government provides a subsidy for a range of certificate III level vocational qualifications. Foundation skills training and lower-level vocational qualifications may also be subsidised in certain circumstances.

Are You Eligible To Participate?

The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency. Prospective students must not have or be enrolled in a certificate III level or higher qualification, not including qualifications completed at school and foundations skills training.

How Can You Participate In The Program?

It is important that you choose the right course for you to take full advantage of the program.

The Queensland Skills Gateway displays the courses available under the Certificate 3 Guarantee and provides information about what they cover, the careers they can lead to, and the training providers approved to deliver them — visit www.training.qld.gov.au/skillsgateway.

For information on choosing a training provider, read the [training consumer tips](#) on the Department of Education and Training's website.

What Level Of Subsidy Is Available?

The investment priority or importance of the training determines the size of the government subsidy. Training in vocational areas that align with important economic and industry skills needs will receive a higher government subsidy.

A higher subsidy will also be paid to support participation by disadvantaged learners. More information on concessional student status is detailed in the Certificate 3 Guarantee Program Policy at www.training.qld.gov.au/certificate3guarantee.

Do I Need To Contribute To The Cost Of Training?

Given the benefits that training provides to individuals, students undertaking certificate III level training and non-concessional students undertaking lower-level vocational training are required to contribute to the costs of their training through a co-contribution fee.

The amount of your out-of-pocket expense will vary depending on the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party, but cannot be paid by the training provider.

Important Note: It is important to note that once you have completed a Certificate III training program you will no longer be eligible to enrol in the Certificate 3 Guarantee program so it is important to ensure that this training course is what you wish to enrol in.

As a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training.

More Information

For more information on the Certificate 3 Guarantee, including eligibility requirements, subsidy information, concessional student status and program related documents, visit www.training.qld.gov.au/certificate3guarantee.

Certificate 3 Guarantee Fees

Student Co-Contribution fees payable upon enrolment:

Name of course	Non-concessional	Concessional
Landscape Construction	\$30	\$15
Concreting	\$40	\$20
Surface Extraction	\$26	\$13

Additional extras:

If student has lost/misplaced their original learner guide	\$44
Replacement of Certificate	\$55
Additional personal tutorial assistance	\$44 per hour
Optional extra- photo card	\$100
Replacement of photo card	\$55
Copies of student's assessments onto usb	\$55

INCLUDES GST

*Please note that one certificate is posted out to address on enrolment form. If not received or wrong address was given, a replacement fee will occur.

Refund Policy Certificate 3 Guarantee

Once you have enrolled and paid student contribution fees and was given the learner guide then no refund can be issued. This is because your course has commenced. If you have not been given the learner guide and you wish to cancel enrolment, and 7 days' notice has been given to cancel, then please go to www.affordableindustrytraining.com.au and click on refund forms. Please fill out refund form and email. Refund will then be looked upon and decided and if granted, a refund will appear exactly how it was paid.

There is no refund to be granted if you do not show up for training, miss any units or fail to submit course work in. If you do not show up, two attempts to contact you via phone, text or email will be made. If unsuccessful, then your enrolment will be withdrawn and no refund will be issued.

User Choice

The User Choice program provides public funding paid directly to pre-qualified suppliers (PQS) for the delivery of accredited entry-level training to apprentices and trainees.

The program works in conjunction with the Commonwealth Australian Apprenticeships System, under which apprentices and trainees (also known in some jurisdictions as ‘Australian apprentices’) enter into legally binding training contracts with their employers and receive structured training to achieve a nationally recognised qualification.

The User Choice 2016–17 program provides a public funding contribution towards the cost of training and assessment for eligible Queensland apprentices and trainees.

The program will provide greater flexibility for apprentices, trainees and their employers to select a training supplier of their choice and to negotiate the type of training they require.

Based on the outcomes of an independent review and ongoing feedback from stakeholders, the User Choice 2016–17 framework and model has been developed to address the most significant challenges of the government’s funding priorities, the contribution towards qualifications and the funding strategy for training and assessment services.

The Queensland User Choice 2016–17 program will provide funding aligned to the skill needs of industry and respond to changing government priorities in a timely manner.

A number of key principles underpin the program, including the need to ensure that the program is transparent, flexible, responsive, consistently applied and easily understood.

User Choice related policies and documents are available on the Department of Education and Training’s website.

Information and requirements for supervising registered training organisations (SRTOs) can also be found on the department’s website at www.training.qld.gov.au/apprentices/srto.

Student Contribution Fees – User Choice

Student Contribution Fee's are charged at the rate of \$1.60 per nominal hour based on the funded hours as supplied by DETE. Payment of the compulsory student contribution fees are payable by the student but payment can be paid by their employer if both parties agree upon this. Regardless if the student or their employer are paying the fees, 50% of fees are to be paid prior to first unit being delivered and the remaining 50% is to be paid on completion. There are some categories for exemption of these fees. If you fall into any of the exemption categories listed below, please advise. You will be invoiced with a breakdown of the fees once a training plan has been negotiated.

Partial Exemption

RTO must charge 40% of the student contribution fee where the student falls into one or more of the following exemption categories:

The student was or will be under 17 at the end of February in the year in which the RTO provides training, and the student is not at school and has not completed year 12

The student holds a health care card or pensioner card issued under Commonwealth law, or is the partner or dependant of a person who holds a health care card or pensioner concession card and is named on the card

The student issued the RTO with an official form under Commonwealth law confirming that the student, his or her partner or the person whom the student is a dependant, is entitled to concessions under a health care card or pensioner concession card; or

The student is an Aboriginal or Torres Strait Islander person

Full Exemption

RTO may apply full exemption from the Student Contribution Fee where:

The payment of the student contribution fee would cause the student extreme financial hardship. The exemption process would need to be in place at the time of enrolment.

Where credit transfer/ national recognition has been applied to a Unit of Competency/Module.

Refunds For User Choice:

50% off course is payable prior to commencement of any User Choice Funded course. If a unit has commenced training, then that unit is non-refundable, regardless if completed the unit or not. Any units not commenced, a refund for those units may be refunded, minus a admin fee. (see FEE table)

Once a unit has commenced, then no refund can be granted. If cancelation of course is necessary, then 2 weeks' notice is to be given in writing. Additional extras:

Admin Fee (withdrawal or cancellation)	\$135
Replacement of Certificate	\$55
Additional personal tutorial assistance	\$44 per hour
Training Record book re issue	\$40
Replacement of photo card	\$55
Copies of student's assessments onto USB	\$55

INCLUDES GST

Plant Machinery Tickets

We offer a wide range of single plant machinery RII tickets:

- EXCAVATOR
- FRONT END LOADER
- BACKHOE
- ROLLER
- HAUL TRUCK
- TELEHANDLER
- IT CARRIER
- SKID STEER
- WORK SAFELY AT HEIGHTS
- ENTER AND WORK IN CONFINED SPACES
- FORKLIFT

COST: Please phone for a cost on each ticket.



Refunds for Single Plant Machinery Tickets:

All payments MUST be paid in full before commencement of training. 24 hours' notice must be given to cancel a plant machinery course. If 24 hours is not given, the total amount is non-refundable. If 24-hour notice is given, a refund may be given or monies used to rebook the course or a different course in. A refund form must be filled out and submitted for a refund. (see www.affordableindustrytraining.com.au)

REFUNDS FOR FULL PAYING STUDENTS:

Full payment must be paid before commencement of course. 7 days' notice needs to be given to be able to cancel your course. A full refund, minus \$200 admin fee will be refunded. If you have started your course and wish to cancel, then no refund will be issued.



Flexible Learning & Assessment

With awareness that people have different ways of learning and assimilating information, it is a policy of Affordable Industry Training to be flexible in our approach to training and assessment.

Any lack of understanding on the part of the student should be corrected using differing approaches to the same subject.

The content of any assessment is to be related to the relevant criteria and if it complies it is to be accepted and the student/client marked as competent. Any queries as to the content or validity of student/clients' assessment material is to be directed to a director of Affordable Industry Training for verification prior to final assessment.

At Home/Self Learning

You may be asked to commence some self study at home in some courses.

Course Cancellations/Delays:

Whilst everything is ensured that each course is ran to the time and date given to students. There can sometimes be reasons beyond our control that a course is cancelled/postponed or delayed. Student will be notified ASAP.

Provision For Language, Literacy And Numeracy

All assistance will be given to people with language, literacy and numeracy difficulties. This could include directing students/clients to the relevant government agencies for assistance.

People with language, hearing or speech difficulties are permitted to have the assistance of an interpreter with them in the course to assist with understanding of the content.

People with literacy or numeracy difficulties will be allowed extra time (where available within the timeframe allowed for the course, including extra time after hours) with the trainer on an individual basis, to aid with understanding of the content.

If you feel you would have any difficulty meeting these levels please contact the trainer or the office to arrange a confidential interview with the trainer. It is the policy of Affordable Industry Training to give assistance and guidance to all our clients and courses can be adapted to meet the needs of those with Language, Literacy & numeracy needs.

Materials/ Resources Required

During the course, all resources and materials are supplied including notepads, pens, stationary etc. All materials required to complete projects or learning options away from the course will be the responsibility of the client/student. Any vehicles that will be used not requiring dual controls may be requested to be supplied by the client/student and must have fully comprehensive insurance.

All marking guides/Resources are the property of Affordable Industry Training and are NOT TO LEAVE the classroom without permission from the trainer.

Inclusive Learning

Affordable Industry Training ensures that those who do participate are learning to their potential by making the learning experience a productive one for each and every individual. Importantly inclusive learning does not just benefit the individual learner. By drawing out and valuing different ideas, approaches and experiences, inclusive learning allows individual differences to enrich the lives and learning of others and ultimately to positively influence community values.

Holistic Assessment

During the course a holistic approach will be taken on all assessments.

Welfare and Guidance

Affordable Industry Training will make all reasonable attempts to assist students/clients with any welfare requirements they may require, including directing students to the relevant agencies.

All attempts will be made to give all reasonable guidance to students/clients where needed to assist in completion of the enrolled course/competency. No available information or assistance is to be withheld from any student and access to all available materials is to be given.

Legislation That Can Impact On Training

Following is a list of legislation which can have an impact on training and assessing. It is advisable to make some effort to familiarise yourself with this legislation. Copies of legislation are available on the internet at <http://www.legislation.qld.gov.au> This list is by no means a full list of all legislation that you may be required to follow dependant on the industry requirements.

. Occupational health and Safety (Occupational Health and Safety (Commonwealth Employment) Act 1991)

Workplace harassment, victimization and Bullying. (ANTI-DISCRIMINATION ACT 1991, Workplace relations act 96)

Anti-Discrimination, Including equal opportunity, racial vilification and disability. (ANTI-DISCRIMINATION ACT 1991)

National Vocational Education and Training Regulator Act 2011

Further Education and Training Act 2014

Work place Health and Safety Act 2011

Copyright Act 1968

Disability Services Act 2006

Academic Records

As an RTO, we are obliged to provide you with access to your academic records. Following submission and marking of your assessments your student records will be updated within a 28-day period.

Progress Reports – students may request a progress report throughout their program. The students' progress is also monitored from their training record log.

Asqa Results

Affordable industry training will publish all results and outcomes on website:

www.affordabledrivingschoolbrisbane.com.au

Course Outcomes & Assessment Principles

The programs aim are to provide Vocational Education & Training.
It complies with the principles of validity, reliability, flexibility and fairness as identified in the training package and laid out in this workbook.

Expected Student/Client Profile

The expectation for our course is to train existing construction and other relevant industry workers and potential new students to enter the profession. We expect every student to be punctual and respectful to all other students and trainers.

Access and Equity

Goal: The goal of the Access and Equity Policy for Affordable Industry Training is to maximise access, participation and outcomes for all Queenslanders, within the training system. We are committed to providing non-discriminatory and inclusive practices and processes to provide equal opportunities for everyone. All our staff/contractors and co-providers are to implement this policy.

Principles: This Access and Equity Policy Affordable Industry Training is based on application of the principles of:

1. Equity for all people through the fair allocation of resources and involvement in vocational education and training.
2. Equality of opportunity within Affordable Industry Trainings training system for all people.
3. Access for all Queenslanders to appropriate, quality vocational education and training programs and services.
4. Increased opportunity for people to participate in vocational education and training system.

With these principles providing a basis for action, the objectives of the Access and Equity Policy for Affordable Industry Training are:

1. To incorporate access and equity principles and practices in key processes which affect the outcomes for students and clients in training, e.g. design of training packages and staff development.
2. To achieve equitable access to vocational educational and training services and programs for all present and potential students and clients.
3. To increase participation in the training system from people from under-represented groups.
4. To encourage positive outcomes for students/clients of Affordable Industry Training by developing processes that will enable them to participate successfully in training programs.
5. To develop quality support services which enhance clients and students' chances to achieve positive outcomes.
6. To establish effective links with relevant agencies advocating for groups with low levels of participation in the training system.

The Access and Equity Policy aims to make sure that all Queenslanders can take part successfully in training and education. Programs and services are aimed at groups of people who currently have low rates of participation in training.

Groups of people may include:

- People with a disability
- Aboriginal and Torres Strait Islander people
- People from a non-English speaking background
- People who live in rural and remote areas
- Disadvantaged Youth
- People with language, literacy and numeracy difficulties
- Older people

Affordable Industry Training will be guided by national and state policies and strategies. Affordable Industry Training will make all possible efforts to accommodate trainees who have the necessary pre-requisites for training. A copy of the relevant legislation is available at the office for reference where needed.

No request for assistance will be refused and every effort will be made by Affordable Industry Training to assist any person/client with enrolment and participation in any course held by Affordable Industry Training. In all cases a confidential interview is to be arranged for all people/clients who have requested assistance and a determination made as to what assistance can be given. If a determination of assistance cannot be made at the time of interview for any reason (need to contact governing bodies e.g.: ATSIC, TAFE) the client is to be kept informed at each stage of the process and a determination made prior to the commencement of the training course.

Staff Responsibility for Access and Equity

It is the responsibility of all people employed/contractors by Affordable Industry Training to ensure all policies relating to access and equity are adhered to at all times, including language, literacy and numeracy issues. Reference is to be made to the relevant training package or to a director of Affordable Industry Training if any question arises on any issue.

Disciplinary Procedures and Code of Conduct

Affordable Industry Training reserves the right to cancel, at any time during or prior to the commencement of any course, without refund of fees, the course, either in part or in full, of any student whose conduct, in the opinion of the trainer or through substantiated complaints from other students/clients, is disruptive to other course applicants. This could include abusive or violent behaviour or intentional unrelated distractions affecting the training. This could also include driving in an inappropriate and dangerous way, operating plant or machinery in a dangerous manner and putting themselves and others in harm's way or any other action that could be reasonably construed as affecting the ability of others to complete the course/competency, including rude, indecent or offensive behaviour.

Prior to the cancellation of the course or part thereof three verbal warnings will be given to allow the student/client to modify their behaviour to allow themselves and other participants to complete the course in a more productive environment.

Theft will not be tolerated of any Affordable Industry Training or any student/trainer property. This will be handed to the police if this occurs.

Do not be under the influence of alcohol or drugs. A zero limit is required. If a trainer suspects you are under the influence, you will be asked to leave the training session.

Your Responsibilities:

- Attend every session that is scheduled.
- Hand in any assessments when required on time.
- Treat all staff and others with respect and kindness.
- Participate in learning and all group activities as advised by your trainer.
- Respect the mobile phone policy from your trainer.
- Adhere to work place health and safety legislation and report any safety risks to your trainer.
- Ensure all work that is submitted is your own.
- Be responsible for your own property. Respecting the property of training site, you are at.
- Avoid any conversation or enter, in regards to sexual, racial harassment to anyone.

What you can expect:

- To be treated in a fair and courtesy manner from all.
- To participate in a learning environment free from sexual, racial or gender harassment.
- To know that the equipment you use is in a safe working order.
- To receive the very best training from our trainers.
- To provide honest and constructive feedback from our trainers.

If you do have any issues with your training or fellow students or trainer, you are encouraged to ring the enrolment officer or email:

admin@affordableindustrytraining.com.au to have the RTO Manager address this.

For minor breaches to the code of conduct, a written warning will be issued to you. You will be asked to rectify your behaviour. If a serious breach is conducted, then you may be suspended from the course whilst an investigation occurs. A serious breach is: assault, sexual harassment, racism, attending the course under the influence of alcohol or drugs, theft or damage to any property.

Affordable Industry Training expects the highest standards of conduct from all students. We expect your full commitment to your chosen course. This includes:

- Fully following all instructions from your trainer
- Disruptive behaviour will not be accepted.
- Rude or derogatory behaviour will not be tolerated.

Cheating or plagiarism will not be tolerated. All your work you hand in MUST be of your own. If found that you have cheated or plagiarised someone else's work, you may be suspended from the course.

****Whilst everything is ensured that each course is ran to the time and date given to students. There can sometimes be reasons beyond our control that a course is cancelled/postponed or delayed. Student will be notified ASAP*.***

Privacy Policy

Personal information collected by Affordable Industry Training will be stored in a safe password protected program as well as any written forms are stored in locked filing cabinets in a locked storage facility. Apart from where consent is obtained from the client or where disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that by doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring or interfering (intentional or unintentional) with our rights or property. We may also disclose personal information when we believe that the law requires disclosure. Our employees and contractors who provide services are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.



Procedure for Handling Complaints/Appeals

Grievance/Appeal procedures are designed to resolve differences, and bring about benefits with due regard for the interest of the trainee and Affordable Industry Training. The procedures are based upon conciliation and mediation rather than arbitration.

On initial receipt of a verbal complaint the trainer will listen to the student/client and make a determination as to whether there is any validity to the complaint. This must be done in an open non-defensive and receptive manner. If possible the complaint is to be resolved at this stage, without compromise to the integrity of the competency standards or Affordable Industry Training.

If the complaint cannot be resolved at this time, then a complaint form (Complaints Form) is to be filled in with full details of the complaint with any required attachments.

The complaint is then to be reviewed by the owner of Affordable Industry Training and a determination made as to the validity of the complaint. This must be done as soon as possible but must be completed within 14 days of receipt of the complaint. The student/client must then be notified of the result of the review and a full explanation of the reasons for the decision on the response form. A copy of the results and any correspondence to the student/client is to be made and filed in the students file, with copies retained by the assessor. The assessor/owner must include in the correspondence to the student/client information that if they are not satisfied with the result of the review a further request for review can be made to the owner of Affordable Industry Training who will then forward the details of the complaint to an independent person (someone not involved in the process to this stage) who will check the validity of the reasons for the decision and reply within 14 days.

If the complaint is of a nature to preclude the assessor from making an objective decision e.g.: Conduct of the Assessor/staff, then the complaint is to be immediately directed to an owner of Affordable Industry Training for action.

In the event that a Complaint or Grievance cannot be resolved internally, advice on who the student/client should contact to seek further assistance is to be given.

- Office of fair Trading: 13 74 68 or www.fairtrading.qld.gov.au
- Training ombudsman Queensland: 1300 306 699 or www.ombudsman.qld.gov.au
- Australian Skills Quality Authority: 1300 701 801

USI- Unique Student Identifier

All students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI). A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5. In time your USI account will contain all of a student's nationally recognised training records and results from 1 January 2015 onwards. A student's results from 2015 will be available in their USI account in 2016. When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life. Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime. 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; view and update their details in their USI account; give their training organisation permission to view and/or update their USI account, give their training organisation view access to their transcript; control access to their transcript; and view online and download their training records and results in the form of a transcript. For international, overseas or offshore students. please visit usi.gov.au for more information.

How to get a USI: It is free and easy for students to create their own USIs online. While students may create their own USI, training organisations are also able to create USIs for students. Training organisations should do this as part of the enrolment process when students begin studying. Where this service is provided, training organisations will let students know.

Steps to create a USI

The following steps show how students can create a USI:

Step 1: Have at least one and preferably two forms of ID ready from the list below:

Driver's Licence, Medicare Card , Australian Passport, Non-Australian Passport, (with Australian Visa) , Birth Certificate, (Australian) ,Certificate Of Registration By Descent, Citizenship Certificate, Immi Card

IMPORTANT: To make sure we keep all a student's training records together, the USI will be linked to the student's name as it appears on the form of ID used to create the USI. The personal details entered when a student creates a USI must match exactly with those on their form of ID. If a student has no proof of ID from the list above, they will be required to contact their training organisation about other forms of ID they can accept to help a student get a USI.

Step 2: Have contact details ready (e.g. email address, or mobile number, or address).

Step 3: Visit the USI website at: usi.gov.au.

Step 4: Select 'Student Entry' and then Select 'Create a USI' link and follow the steps.

Step 5: Agree to the Terms and Conditions.

Step 6: Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.

Step 7: The student should then write down the USI and keep it somewhere handy and safe. More information For more information please visit: usi.gov.au Or contact us at Email: usi@education.gov.au Phone: 1300 857 536

Security

Once the Registrar receives information from you, the information is maintained in a secure environment. Your personal information will not be released unless the law permits it or your permission is granted.

We take reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification or disclosure. We may hold your information in either electronic or hard copy form. Personal information is destroyed or de-identified when no longer needed in accordance with the requirements of the Archives Act 1983 (Cth).

However, as our website is linked to the internet, and we cannot provide assurance regarding the security of transmission of information you communicate to us. We also cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet. Any personal information or other information which you send to us is transmitted at your own risk.

Our website may contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy practices of any third-party website and we are not responsible for the privacy policies or the content of any third-party website. Third party websites are responsible for informing you about their own privacy practices. The Registrar encourages you to examine each website's privacy policy.

If you have concern in this regard, the Registrar has other ways of obtaining and providing information.

If you see any suspicious or unauthorised activity relating to your USI account, please contact the USI Office immediately by email usiadmin@education.gov.au or phone on 1300 857 536.



RPL- Recognition Of Prior Learning

Recognition of Prior Learning (RPL) is an assessment pathway you can utilise to recognise the skills, knowledge and experience gained through work experience, life experience, training courses and work based training. The RPL process will vary depending on individual's specific circumstances.

You will need to supply evidence if you wish to RPL any units. This can include but not limited to:

- Certificates. Accredited, non-accredited, higher degrees, or training programs you have completed.
- Trade papers
- Statement of attendance.
- Photographic evidence of task
- References or letters from previous employers
- Licences or tickets
- Resumes

You will be asked at enrolment if you have prior learning. This information will be passed onto your trainer whom will discuss this further with you. Your trainer will discuss this in depth of your previous experience. You will then be notified if a unit can be RPL.



RPL- Recognition Of Prior Learning (contd)

Credit Transfer

Credit transfer is defined in the AQF as follows: Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. This is underpinned by the AQF definition of credit as follows: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Please inform your enrolment officer at time of enrolment if you wish to credit transfer units. You will need to provide along with the original statement of attainment or qualification or certified copies for examination by enrolment officer or Trainer. We will verify these documents and determine if you are eligible for credit transfer. If you have prior qualifications in another name, you will need to provide evidence of a name change please.

Please inform enrolment officer/trainer before commencing a course if you wish to apply for a credit transfer. This will reduce any unnecessary training.

All credit transfers will be recorded on your training plan.

No fees will be applicable for any credit transfer as Affordable Industry Training does not receive any funding for credit transfer.

Credit transfer will only be granted for whole units of competence. If a partial unit is completed, then RPL may be the better option.

Certificates & Cards Issuing

Affordable Industry Training will endeavour to have all Certificates/Statement of Attainment posted out for each unit competent within 28 Days of completion. Please provide the correct spelling of your postal address on enrolment form as only one will be posted. A fee will be charged if you didn't receive it, water damage or you have given an incorrect address for postal. Affordable Industry Training will keep a postal log book of dates each students Accreditation was posted. If you have changed address after your enrolment, please ring or email to advise of new postal address. Some courses will receive a card with units of competency on it for ease of showing work sites. This is part of your course fees. If your course does not offer the card, you may purchase one at an additional fee.

If you have not received your certificate within 28 days after completing last unit, please contact RTO Manager on 3863 1399 to follow up.





Important Contact Details

Affordable Industry Training:

- ENROLMENT OFFICER: 1300 279 808- info@affordableindustrytraining.com.au
- RTO Manager/Compliance: 3863 1399- admin@affordableindustrytraining.com.au
- Website: www.affordableindustrytraining.com.au
- Facebook: affordable industry training

Department Of Education & Training:

- 1800 210 210
- www.training.qld.gov

Centrelink:

- 131 021 or www.centrelink.gov.au

Asqa:

- 1300 701 801 OR www.asqa.gov.au



Thank you for choosing Affordable Industry Training for all your training needs. We are always here to help you through this exciting journey and please don't hesitate to contact us should you have any further questions. Please keep this handbook in a safe place.