

CONNECT PEOPLE TRAINING PTY LTD

STUDENT HANDBOOK

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Introduction

This information booklet is designed to provide you with information about the services provided by Connect People Training and our approach to providing you a safe, fair and supported environment to participate in training and assessment. This booklet does not provide you with specific information about a particular course offered by Connect People Training. This information is contained in the Course Brochure supplied separately.

Our Vision

“Our focus is to create workforce sustainability by delivering training & development.”

Our Mission

“Connect People Training will set the benchmark for excellence in vocational education and training.”

Our Objectives

In recognition of this mission, our objectives are:

- **People.** We strive to attract, recruit and retain talented, competent and committed people. We promote excellent performance through leadership and professional development.
- **Safety and equality.** We are committed to providing an environment which is safe, equitable and which promotes a confident and productive training and assessment environment.
- **Integrity and ethics.** We conduct ourselves in accordance with shared and agreed standards of behaviour which holds ethical conduct and integrity as our highest priorities.
- **Quality committed.** We aspire to deliver consistent, high quality services and apply quality systems which support training and assessment excellence.
- **Learner centred.** We thrive on providing training and assessment that is learner centred and which supports lifelong learning. We respect our clients and strive to attract them time after time through high quality training and assessment experiences.
- **Industry engagement.** We recognise the value of industry engagement as the driving force in shaping our training and assessment strategies. We deliver training and assessment services which are founded on industry needs and expectations.

Our expectation of you

Connect People Training expects you:

- To contribute to learning in a harmonious and positive manner irrespective of gender, race, sexual preference, political affiliation, marital status, disability or religious belief.
- To comply with the rules and regulations of Connect People Training.
- To be honest and respectful, which includes not falsifying work or information and not conducting yourself in any way that may cause injury or offence to others.
- To be responsible for your own learning and development by participating actively and positively and by ensuring that you maintain progress with learning modules.
- To monitor your own progress by ensuring that assessment deadlines are observed.
- To utilise facilities and Connect People Training publications with respect and to honour our copyrights and prevent our publication from being distributed to unauthorised persons.
- To respect other students and Connect People Training staff members and their right to privacy and confidentiality.

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Your safety

Connect People Training is committed to providing you a safe environment in which to participate in training and assessment. The following guidelines are provided as a basis for safe practice in the training environment:

- Know and observe details of emergency response and evacuation plans;
- Do not undertake activities which may cause injury to self or others;
- Be responsible for your own actions;
- No smoking at the training and assessment facilities or offices;
- Report all potential hazards, accidents and near misses to the RTO staff;
- No consumption of alcohol within training and assessment facilities or during the conduct of training and assessment;
- Keep training and assessment areas neat and tidy at all times;
- Seek assistance if you volunteer to lift items e.g. move furniture in a training area; and
- Observe hygiene standards particularly in eating and bathroom areas.

Electrical equipment

- Electrical equipment that is not working should be reported to RTO staff.
- Electrical work should only be performed by appropriately licensed or trained personnel. Students, trainers and assessors should not undertake any task related to fixing electrical equipment such as lighting or electrical training aids.

Fire safety

- Connect People Training will undertake to communicate the procedures involved in evacuation and the location of fire equipment to students at each facility for each training and assessment event; and to users of the office at least twice each year.
- All users of a training and assessment facility need to be familiar with the location of all EXITS and fire extinguishers. Users will consult available maps to determine location.
- It is the user's responsibility to understand fire drill procedures displayed around the premises.
- Users are asked to attend any sessions on fire safety procedures and the use of fire safety devices.

First aid

- Provision for first aid facilities are available where training is delivered.
- All accidents must be reported to staff.
- The accident and any aid administered must be recorded by staff involved.

Computer facilities

- Extended periods of work with computers can result in general fatigue and eye strain. Repetitive tasks and incorrect posture will result in consistent aches and pains.
- Current occupational health and safety guidelines indicate that people working for long periods at computers should organise their work so as to allow a five to ten minute rest every hour. This rest should include a change of position and stretching exercises as appropriate.
- Posture can be improved by adjusting chair height so that the operator's feet are comfortably placed on the floor (or footrest) and your arms are at an approximately 90-degree angle.
- The screen should be positioned to avoid reflection from lights and windows and at a suitable distance so that it can be easily read.

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Lifting

- Students, trainers and assessors are encouraged not to lift anything related to the training and assessment provided by Connect People Training unless they do so voluntarily and taking all responsibility for any injury caused.
- Never attempt to lift anything that is beyond your capacity.
- Always bend the knees and keep the back straight when picking up items.
- If you have experienced back problems in the past do not attempt to lift heavy objects at all. Ask someone else to do it for you.

Work and study areas

- Always ensure that all work areas are clean and clear of clutter so as to avoid the danger of accident by tripping or falling over.
- Place all rubbish in the bins provided.
- Ensure that kitchen bench spaces are left clean and tidy and that all dishes are washed.
- Do not leave tea towels or any cleaning cloths in a bundle on the bench tops or draped near any bin.
- Do not sit or climb on any desks or tables.

Equity

Connect People Training is committed to ensuring that the training and assessment environment is free from discrimination and harassment. All Connect People Training staff members (including contractors) are aware that discrimination and harassment will not be tolerated under any circumstances. In the event that discrimination and harassment is found to have occurred disciplinary action will be taken against any staff member who breaches this policy. Suspected criminal behaviour will be reported to police authorities immediately. Students should expect fair and friendly behaviour from Connect People Training staff members and we apply complaint handling procedures advocated by the Australian Human Rights and Equal Opportunity Commission (HREOC).

Students who feel that they have been discriminated against or harassed should report this information to a staff member of Connect People Training that they feel they can trust. This will initiate a complaints handling procedure which will be fair and transparent and will protect your rights as a complainant. Alternatively, if a student wishes to report an instance of discrimination or harassment to an agency external to Connect People Training, they are advised to contact the HREOC Complaints Info-line on 1300 656 419.

Your privacy

Connect People Training takes the privacy of students very seriously and complies with all legislative requirements. These include the Privacy Act 1988 and National Privacy Principles (2001).

Student information is only shared with external agencies such as registering authorities to meet compliance requirements as a Registered Training Organisation (RTO). All information shared is kept in the strictest confidence by both parties and is available on request.

In some cases we are required by law to make student information available to others such as the National Centre for Vocational Education and Research. In all other cases Connect People Training will seek the written permission of the student for such disclosure.

Fees and refunds

In accordance with applicable State legislation, Connect People Training is entitled to charge fees for items or services provided to students undertaking a course of study. These charges are generally for items such as course materials or text books, student services and training and assessment services.

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Fees payable

Fees are payable when the student has received notification of enrolment. Fees must be paid in full within 7 days of receiving an invoice from Connect People Training. Connect People Training may discontinue training if fees are not paid as required. For a full list of current fees and charges please request a copy of Connect People Training schedule of fees and charges.

Student cancellation

Students who cancel their enrolment part way through a training program must notify Connect People Training in writing at the soonest opportunity. Students shall have access to a copy of the Connect People Refund Policy, which is included below.

Students who give written notice to cancel their enrolment and who are eligible for a refund are to be provided with a Refund Request Form. Student who may not be eligible but are requesting a refund should also be provided with the request form so the request can be properly considered by the Managing Director.

Replacement of text and training workbooks

Students who require replacement of issued text or training workbooks will be liable for additional charges to cover the cost of replacement. For a full list of replacement charges please refer to the Connect People Training schedule of fees and charges.

Refunds

Students who give notice to cancel their enrolment more than 7 days prior to the commencement of a program will be entitled to a refund of fees paid, less any enrolment fees, administrative charges and/or materials charges already incurred and set out in the Schedule of Fees and Charges.

Students who give notice to cancel their enrolment less than 7 days prior to the commencement of a program will not be entitled to a refund of fees.

Discretion may be exercised by the Managing Director in all situations, if the student can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases, the student could be offered a full credit toward the tuition fee in another scheduled program in-lieu of a refund. The Managing Director may also authorise a refund of tuition fees if the circumstances require it.

Where refunds are approved, the refund payment must be paid to the student within 14 days from the time the student gave written notice to cancel their enrolment.

If for any reason Connect People Training is unable to fulfil its service agreement with a student, Connect People Training will refund the student's proportion of fees paid for services not delivered.

Payment method

Connect People Training accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to Connect People Training)

Payment in cash is discouraged.

Access to your records

You are entitled to have access to your student file and learning and assessment records on request. You may require these to monitor you progress with training or simply to go back and confirm something in a previous training module. Whilst these records will be retained by Connect People Training, you are welcome to have access anytime and request a copy. If you require access to your records, just ask your trainer and it will be organised immediately.

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Our continuous improvement of services

Connect People Training is committed to the continuous improvement of our training and assessment services, student services and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.

Suggesting improvements

The primary method of reporting opportunities for improvement by students is via the continuous improvement reporting procedure. This procedure allows any person to raise a Continuous Improvement Report for consideration at the Continuous Improvement Meeting. Often these reports will be generated after an opportunity for improvement has been identified by a staff member or student. The Continuous Improvement Report template is available on request. Students are encouraged to provide feedback to Connect People Training so we can improve our services in the future.

Learner satisfaction survey

At the completion of your training program, you will be issued with an AQTF Learner Satisfaction Survey. This is a nationally consistent survey tool which is designed to collect feedback from students about their experience with an RTO and in undertaking nationally recognised training. Your completion and return of this survey is important to Connect People Training for our ongoing improvement of services and to enable us to report this information to our registering authority. Your assistance in gathering this survey data is greatly appreciated.

Your language, literacy and numeracy skills

Language, literacy and numeracy skills are critical to almost all areas of work. This is particularly true in many vocations where language, literacy and numeracy skills influence the performance of workplace tasks such as measuring, weighing and comprehending written work instructions.

To support this approach Connect People Training will:

- Assess a student's language, literacy and numeracy skills during their enrolment to ensure they have adequate skills to complete the training;
- Support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
- Provide clear information to students about the detail of the language, literacy and numeracy assistance available;
- Refer students to external language, literacy and numeracy support services that are beyond the support available within Connect People Training and where this level of support is assessed as necessary; and
- Negotiate an extension of time to complete training programs if necessary.

Making complaints and appeals

Connect People Training is committed to providing a fair and transparent complaints and appeals process that includes access to an independent external body if necessary.

What is a complaint?

A complaint is negative feedback about services or staff which has not been resolved locally. A complaint may be received by Connect People Training in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person but are generally made by students and/or employers.

What is an appeal?

An appeal is an application by a student for reconsideration of an unfavourable decision or finding during training and/or assessment. An appeal must be made in writing and specify the particulars of the decision or finding in

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dispute. Appeals must be submitted to Connect People Training within 28 days of the student being informed of the assessment decision or finding.

Early resolution or complaints and appeals

In all cases, issues that arise during training and assessment that are the source of frustration or are in dispute should be resolved at the time they occur between the persons involved, where possible. Sometimes, it will not be possible and in these cases you are encouraged to come forward and inform us of your concerns with the confidence that you will be treated fairly.

Complaint and appeals handling

Connect People Training undertakes to apply the following principles to its complaints and appeals handling:

- A written record of all complaints and appeals is to be kept by Connect People Training including all details of lodgement, response and resolution.
- A complainant or person lodging an appeal is to be provided an opportunity to formally present his or her case at minimal or no cost.
- Each complainant or person lodging an appeal may be accompanied and/or assisted by a support person at any relevant meeting.
- The handling of a complaint or appeal is to commence within 10 working days of the lodgement of the complaint / appeal and all reasonable measures are taken to finalise the process as soon as practicable.
- The complainant or person lodging an appeal is to be provided a written statement of the outcome, including details of the reasons for the outcome.
- The complainant or person lodging an appeal is to have the opportunity for a person or a body that is independent of Connect People Training to review his or her complaint or appeal following the internal Connect People Training complaint or appeals process. It is noted that a review of findings by an independent person or body will generally only relate to the appeals process and is less likely to be required in complaints handling.
- Connect People Training shall maintain the enrolment of the complainant or person lodging an appeal during the complaint or appeals process.
- Decisions or outcomes of the complaint or appeals process that find in the favour of the student or otherwise shall be implemented immediately.
- Complaints and appeals are to be handled in the strictest of confidence. No Connect People Training representative is to disclose information to any person without the permission of the Connect People Training Chief Executive Officer. Decisions to release information to third parties are only to be done after the complainant or person lodging the appeal has given permission for this to occur.
- Complaints and appeals are to be considered on the basis of procedural fairness and lead to opportunities for improvement as a Continuous Improvement Report.

Recognition of Prior Learning (RPL)

In accordance with the requirements of the Australian Quality Training Framework, Connect People Training provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be

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achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

Recognition guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for recognition for units of competence or a qualification which are not included in Connect People Training's scope of registration.
- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competence.

Forms of evidence for recognition

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient on their own. When combined together, with a number of evidence items, the candidate will start to provide a strong case for competence. Connect People Training reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

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Getting credit for your current competence

Connect People Training acknowledges the requirement as an RTO to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

What is credit transfer?

Credit transfer is the recognition of learning achieved through formal education and training. Under the Australian Quality Training Framework, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit Transfer allows a student to be awarded a unit of competency/module based on successful completion of the unit which has been previously awarded.

Evidence requirements

If you are seeking credit you are required to present your statement of attainment or qualification for examination by Connect People Training. These documents will provide the detail of what units of competence the applicant has been previously issued. You must provide satisfactory evidence that the statement of attainment or qualification is yours and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework Implementation Handbook. You are required to submit copies only which are certified as a true copies of the original.

Credit transfer guidelines

The following guidelines are to be followed in relation to credit transfers:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competence or qualification which are not included in Connect People Training's scope of registration.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for credit transfer and Connect People Training does not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and applicants will be advised to seek recognition.

Students at Risk Policy

Purpose

Connect People Training aims to provide an innovative training and assessment environment in which students receive a high quality educational experience. Students are responsible for their learning whilst proactively supported by Connect People Training. We aim to develop students as independent learners, while identifying and responding to individual student needs. Connect People Training will support students to achieve their potential through the early identification of, and response to issues which have the potential to adversely affect their educational achievement.

Who is a Student at Risk?

A student at risk is a student who is identified as at risk of not successfully completing a subject, unit of study or course in which they are enrolled with Connect People Training. There are numerous possible situations where a student may not be performing or progressing adequately.

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Connect People Training recognises that there may be times when a student is at risk of academic failure as a result of circumstances which may be beyond their control. Students can be at risk of academic failure for a variety of reasons.

These situations include, but are not limited to:

- Medical Reasons – where a student’s medical condition has changed to such an extent that it impacts upon their current performance
- Family / Personal Reasons – such as death or severe medical problems within a family, or unforeseen family financial difficulties that may impact upon current progress and performance
- Personal Circumstances such as returning to work after prolonged absence, family or work commitments
- Personal attributes such as insufficient development of skills in the area of expertise, underestimation of the demands of study and course load requirements, academic capacity, differing expectations of teaching and learning styles

Students should refer to section 2.1 Fees & Refund Policy if they are seeking remission of fees due to any of the above circumstances. In cases of disability or health conditions that may impact upon study, it is recommended that Connect People Training and the student work under our Section 4 - Access and Equity policies to ensure provision of support that ensures equal participation.

When is a Student at Risk?

A student may be deemed to be at risk when they are not performing adequately in, or progressing through, their course as per their Training Plan. Any of the following factors may result in the student being deemed to be “at risk”:

- A medical condition or disability that significantly impairs a student’s ability to study
- Language, Literacy and Numeracy (LNN) skills including academic writing that require improvement
- A Student Record demonstrating the following:
 - provisional enrolment or pattern of deferral
 - unapproved over-enrolment
 - Repeated variation of enrolment into other courses of study
- Failure in over 50% or more of study load within one teaching period
- Failure to complete a mandated assessment element, field or clinical work, or practicum in a subject
- Failure in the same subject twice
- An unsatisfactory attendance record
- The inability to complete their course within a reasonable / expected timeframe
- Where a Trainer / Trainers independently identifies a student as being a Student at Risk
- Students who have performed poorly and have requested learning assistance.

Refer to the Student Handbook and Connect People Training’s Behaviour Misconduct Policy for those students engaging in behaviour which is considered to be consistently disruptive, volatile or otherwise in breach of their obligations under section 5.6 Behaviour Misconduct Policy.

Management of Students at Risk

Both Connect People Training and the student have responsibilities for ensuring that the educational experience is positive and achieves the required outcomes. As per Section 4 – Access & Equity, students can expect to receive ready access to support services and intervention strategies for ensuring academic, professional and personal success.

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Student responsibilities involve taking responsibility for their own behaviour, education and self-directed learning, including incorporating constructive feedback and seeking academic assistance if in doubt, including ensuring and maintaining course progression.

It is the joint responsibility of both Connect People Training’s administrative and training & assessment staff, to identify and monitor the progress of Students at Risk.

The Student Welfare Officer monitors ‘At Risk’ students locally in consultation with their respective supervisors / employer and relevant trainer / assessor where appropriate.

Student responsibilities

Students must take all adequate care to:

- Carefully consider their choice of subjects
- Seek relevant support / professional assistance where a situation arises (e.g. psychological, medical, emotional, social etc.) that has the capacity to impact upon their academic progress
- Pro-actively seek and follow advice from the Student Welfare officer, supervisor / employer or Connect People Training staff
- Conform to all academic requirements; including any enrolment, re-enrolment, assessment and attendance guidelines
- Achieve the minimum progression rate as defined in course regulations and requirements of the subjects. Part time study should not fall below specified minimum hours.
- Advise Connect People Training of any impediment to their academic progress in a timely fashion where appropriate
- Avail themselves of any assistance offered by Connect People Training.

Responsibilities of Connect People Training

The Student Welfare Officer, supported by the Quality & Compliance Manager and Managing Director, is responsible for all data and monitors the progress of each student. The Student Welfare Officer ensures the following:

- Overall satisfactory progress towards completion of program of study is maintained
- Failure to complete a subject twice is identified and students are flagged as Students At Risk for appropriate intervention and follow through
- Identifying poor attendance where a student has been identified as having unsatisfactory attendance. This will be noted on the Student at Risk Form and placed on the student’s file.

Monitoring will include, but is not limited to, the following:

- Student attendance; student participation; and successful completion of pieces of assessment
- Identification of irregular variations in a student’s academic performance across subjects and semesters
- Identification of, and monitoring activities related to students on conditional enrolment
- Identification of, and monitoring activities related to, any students enrolled in more than the normal full-time load, as well as those repeating subjects or who have a poor academic record
- Identification of, and monitoring activities related to, any student who has been Identified as having a disability of health condition which may impact upon their academic performance
- Identification and monitoring of patterns of extensions for assignments and deferred exams.

The Student Welfare Officer and Trainers / Assessors are responsible for conducting relevant intervention strategies.

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Support Services offered to students

A Student Welfare Officer is available to assist students at risk. Whilst all staff employed by the RTO has the responsibility to provide support to all students, the nominated 'Student Welfare Officer' is available to support students as required. The Student Welfare Officer can be contacted at the Connect People Training office during business hours of 9:00 - 5:00 Monday to Friday. Please call to arrange an appointment with the Student Welfare Officer to discuss any additional support required.

Definitions

This policy supports the AQTF standards in that it provides students with support services. The policy ensures that all students are given both academic and personal support as required, whilst studying with Connect People Training.

As determined from an interview with the student, a referral will be arranged to access to a range of support resources that enhance the durability of outcomes for learners who may face a range of life issues. These resources may include:

- Workplace English Language and Literacy Program (WELL) - Phone: 133 873
- Adult Migrant English Program (AMEP) - Phone: 131 881
- Adult Multicultural Education Services, Australia (AMES) - Phone: 13 26 37
- Relationships Australia Employee Assistance Programs - Phone: 1300 364 277
- Lifeline - Phone: 13 11 14

If required, access to the following services will be facilitated:

- A range of personal support services such as disability support, legal aid, housing assistance, mental and physical health, child care.
- A range of counselling services including personal, financial, gambling, alcohol
- An educational / vocational counsellor

Legislation

Connect People Training is subject to legislation related to training and assessment as well as general business practice. This legislation governs obligations as a Registered Training Organisation (RTO), obligations to students & staff, and relates to the industry in which we conduct training.

Legislation is continually being updated and all Connect People Training representatives are made aware of these changes as they occur. Current legislation that may affect our operations and impact on students & staff includes but is not limited to the legislation listed below.

Commonwealth Legislation & other relevant documentation can be found at <http://www.comlaw.gov.au/Browse/ByTitle/Acts/Current>.

- National Vocational Education and Training Regulator Act 2011 (Cwlth)
- Occupational Health and Safety Act 1991 (Cwlth)
- Human Rights and Equal Opportunity Act 1986 (Cwlth)
- Human Rights and Equal Opportunity Commission (Transitional Provisions and Consequential Amendments) Act 1986 (Cwlth)
- Equal Employment Opportunity (Commonwealth Authorities) Act 1987 (Cwlth)
- Age Discrimination Act 2004 (Cwlth)
- Racial Discrimination Act 1975 (Cwlth)
- Sex Discrimination Amendment Act 1991 (Cwlth)
- Racial Discrimination Act 1975 (Cwlth)

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- Racial Discrimination Amendment Act 1980
- Privacy Act 1988 (Cwlth)
- Privacy Amendment Act 2004 (Cwlth)
- National Privacy Principles (2006) (Cwlth)
- Copyright Act 1968 (Cwlth)
- Fair Work Act 2009 (Cwlth)

Victorian Legislation & other relevant documentation can be found at <http://www.legislation.vic.gov.au>.

- Education and Training Reform Act 2006 (VIC)
- Occupational Health and Safety Act 2004 (VIC)
- Accident Compensation (Occupational Health and Safety) Act 1996 (VIC)
- Fair Trading Act 1999 (VIC)

You are welcome to speak to a Connect People Training representative should you wish to learn more about how particular legislation relates to your enrolment.

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