



	<p><a href="http://www.humanservices.gov.au/customer/services/centrelink/skills-for-education-and-employment">http://www.humanservices.gov.au/customer/services/centrelink/skills-for-education-and-employment</a></p> <p>Good comprehension, effective language, communication in the English language is a requirement for the Skills and Knowledge criteria throughout this course.</p> <p>Learners will be required to complete the online pre-reading session before the face to face classroom training, this is accessible through our webpage and log ins are sent with course confirmations. A PDF-format of the pre-reading will also be emailed to all learners. Learners with limited or no internet access can collect a hard copy of the pre-reading workbook (Learner Guide) from our office.</p>
<b>RPL</b>	<p>Recognition of Prior Learning is an essential component of competency based training. It focuses on current competency standards gained by individuals through formal or informal training, work experience and life experience, which relate to an accredited course of study.</p> <p><b>Eligibility</b> - Candidates who believe they possess, and can substantiate, relevant competencies, may apply for RPL. Where possible, Training Course Experts enables Recognition of Prior Learning via an Assessment Only means.</p> <p><b>Process</b> - In order to do so, learners would need to book in a mutually agreeable assessment time with a suitable trainer at our premises, to ensure that adequate supervision and assessment is upheld. The assessment will be undertaken in line with the relevant Assessment Instructions for that particular unit of competency.</p> <p>This RPL process will be undertaken on a one-on-one basis and will include all theory components of the written assessment and any observations of practical implementation that may be required.</p>
<b>Certificates</b>	<p>TCE will recognise all AQF Statements of Attainments and Qualifications issued by other Registered Training Organisations within Australia.</p> <p>On successful completion of a course, and verification of your USI, you will be issued with the appropriate certification on the next business day after your course.</p> <p>Training Course Experts adhere to the Issuance Policy as directed by the AQF – link to this policy - <a href="http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF_Issuance_Jan2013.pdf">http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF_Issuance_Jan2013.pdf</a></p> <p>Training Course Experts adhere to the use of the NRT logo <a href="https://www.asqa.gov.au/vet-registration/meet-requirements-ongoing-registration/issue-qualifications-and-statements">https://www.asqa.gov.au/vet-registration/meet-requirements-ongoing-registration/issue-qualifications-and-statements</a></p>
<b>Course Fees</b>	<p>Course learners are required to pay all course fees at the time of booking, prior to the commencement of the course (all current course fees are available on our website and on hard-copy marketing flyers).</p> <p>For client's convenience, course payment can be made via credit or debit card (via the Visa or MasterCard network), or with cash or EFTPOS (over the counter only). For clients who do not have access to any of these means, payment can be made via internet bank transfer on agreement with TCE, but bookings can only be confirmed on receipt of either (a) cleared funds in our bank account, or (b) on receipt of proof of funds transfer.</p>
<b>Subsidies</b>	<p>Eligible learners, working in the construction industry can apply for a subsidy of up to 70% of their course fee directly from the Building and Construction Industry Training Fund (BCITF) upon completion of this course. We can provide you with the application form on the day of your course.</p>
<b>Booking/Refund Conditions</b>	<p><b>Booking Conditions / Refund Policy for all courses</b></p> <p>If you fail to attend your scheduled course, the course fee is non-refundable.</p> <p>Cancellation Fees:</p> <ul style="list-style-type: none"> <li>• If you cancel your course and give less than 48hrs notice your Course Fees are Non-Refundable</li> <li>• If you cancel your course and give more than 48hrs notice your money will be refunded minus a \$20 Cancellation Fee</li> </ul> <p>Rescheduling Fees:</p> <ul style="list-style-type: none"> <li>• If you reschedule your course within 48hrs of your scheduled course date, you will incur a 50% rescheduling fee of course fee.</li> <li>• If you fail to attend your course due to illness and provide a medical certificate within 7 days of your course, you can reschedule at no extra charge.</li> <li>• If you reschedule your course and give more than 48hrs notice of your course date, there will be no rescheduling fee.</li> </ul> <p>Learners must arrive 15 minutes prior to the advertised starting time.</p> <p>A 50% course rescheduling fee applies if the learner:</p> <ul style="list-style-type: none"> <li>• is more than 10 minutes late from the class start time;</li> <li>• does not have the correct (or insufficient) identification;</li> </ul>

<b>Competency Based Training</b>	<ul style="list-style-type: none"> <li>• does not complete the pre-learning course materials (where required); Under these circumstances the course fees are non-refundable and entry to class is not permissible.</li> </ul> <p><b>Refunds:</b></p> <ul style="list-style-type: none"> <li>• Refunds will be made by the same means with which the original payment was made (i.e. EFTPOS payment would result in an EFTPOS refund) and will be made to the same person that made payment.</li> <li>• If we cancel a course at any time, learners will be offered the option to reschedule to an alternative class (at no extra cost), or receive a full refund of the course fees. No additional monies will be reimbursed to the learner for any other expenses incurred, or inconvenience caused.</li> </ul> <p>All training is based on the principles of Competency Based Training. Delivery and assessment will involve learners accomplishing tasks required to demonstrate competency in any given unit. Learners will be provided with every opportunity to demonstrate that they can carry out required tasks.</p> <p>Assessment requirements for this unit can be found in the section –  <a href="https://training.gov.au/Training/Details/HLTAID001">https://training.gov.au/Training/Details/HLTAID001</a>  <a href="https://training.gov.au/Training/Details/HLTAID003">https://training.gov.au/Training/Details/HLTAID003</a></p>
<b>Re-assessment costs</b>	<p>If deemed Not Yet Competent, all learners are eligible to re-sit the theory session and assessment on another day at no additional cost. If deemed Not Yet Competent a second time in the Theory assessment, the learner is required to re-sit the theory session and assessment again and a fee of \$70 will need to be paid prior to a new date being set.</p> <p>If deemed Not Yet Competent in the practical assessment the learner is required to re-sit the assessment for a fee of \$160 which will need to be paid prior to a new date being set.</p>
<b>Certificate Re-print</b>	<p>A fee of \$30 per certificate will apply for any Certificates that need to be re-issued. Additional fees may apply for reissuing of Government Licenses or certificates.</p>
<b>Assessment Appeals Process</b>	<p>TCE has an impartial appeals process available for all learners. If a learner wishes to appeal their assessment result, they must first discuss the situation with the trainer/assessor.</p> <p>If the learner is not pleased with the results of those discussions and would like to proceed further, or if the learner does not wish to approach the trainer/assessor then a formal request will need to be made in writing outlining the reason(s) for the appeal.</p> <p>Learners will need to ensure you have reasonable grounds for the appeal, for example</p> <ul style="list-style-type: none"> <li>• Unclear or inaccurate instructions by the assessor</li> <li>• You feel the assessor showed bias or treated you unfairly or inequitably</li> <li>• You were ill during the period of assessment and this can be substantiated</li> </ul> <p>This is to be forwarded to the General Manager who will take responsibility for initiating an assessment appeal in accordance with our Complaints Policy. Every effort will be made to settle the appeal to both the learner's and TCE's satisfaction.</p> <p>If the appeal is proven and a reassessment is required, TCE will organise with the learner a date and time for the reassessment with another independent assessor. The results of the reassessment will be supplied to the General Manager who will supply this information to the learner in writing. The results of the reassessment will be final.</p> <p>Throughout the entire appeal process the learner can request that their appeal be heard by an independent person. The learner has an opportunity at any stage to formally present their case. The learner will be provided with a written statement of the appeal outcomes, including reasons for the decision. Should the outcome of the appeal not be acceptable to the learner, they will be informed, in writing, of the opportunity to lodge a complaint the applicable State Training Authority.</p>
<b>Complaints</b>	<p><b>Policy</b></p> <p>TCE believes that a learner, who has a complaint or appeal, has the right to raise the complaint or appeal and expect that every effort will be made to resolve it in accordance with this policy, without prejudice or fear of reprisal or victimisation. The learner has the right to present the complaint or appeal formally and in writing.</p> <p>TCE will manage all complaints and appeals fairly, equitably and efficiently as possible. TCE will encourage the parties to approach the complaint or appeal with an open mind and to resolve problems through discussion and conciliation. Where a complaint or appeal cannot be resolved through discussion and conciliation, TCE acknowledges the need for an appropriate external and independent person to mediate between the parties. The parties will be given the opportunity to formally present their case to the independent person.</p> <p>Confidentiality will be maintained throughout the process of making and resolving complaints. TCE seeks to protect the rights and privacy of all involved and to facilitate the return to a comfortable</p>

and productive learning environment. A copy of this Policy is available to all learners and staff.

**Procedure**

Should a learner have a complaint or appeal, the following steps are to be followed:

1. Learner should discuss the issue / complaint with the person involved to try and resolve it verbally.
2. If no resolution is reached, the learner should discuss the issue / complaint with his / her trainer to see if it can be resolved.
3. If still no resolution the learner should put the following information relating to the complaint or appeal in writing:
  - description of the complaint or appeal
  - state whether they wish to formally present their case
  - steps taken to deal with the complaint or appeal
  - what they would like to happen to fix the problem and prevent it from happening again.
4. The learner brings the complaint or appeal to the attention of the trainer.
5. If the complaint or appeal is not dealt with to the learner's satisfaction, s/he may bring it to the attention of the General Manager. The General Manager will either deal with the issue personally or arrange for it to be dealt with by a management representative. This process must commence within 48 hours from the time the General Manager receives written notification from the learner about their dissatisfaction to the response received from their trainer and a response / resolution must be presented within 30 days.
6. Should the issue still not be resolved to the learner's satisfaction, the General Manager will make arrangements for an independent third party to resolve the issue and outline any costs that may be involved with this to the learner. The learner will be given the opportunity to formally present his or her case. The time frame for this process may vary but should take no longer than 14 days.
7. All parties involved will receive a written statement of the outcomes, including reasons for the decision within the 14 day period. If the process is taking longer than 60 days from the complaint or appeal being received the learner will be notified in writing of the reason for the delay and kept informed about all progress.
8. If the learner is still not happy with external mediation, he / she may take his / her complaint to the VET Regulator.

**Changes to agreed services**

Training Course Experts will notify learners of any changes to agreed services by email or SMS as soon as practicable.

**Learner' Rights and Responsibilities**

Learners in our courses have the right to:

- Have access to course information, our policies and procedures, prior to enrolment, to ensure that they can make an informed decision about their study;
- Study in a course that meets both the current industry standards and accreditation requirements;
- Be provided with information about the assessment requirements of the course at its commencement
- Have their training outcomes assessed and be provided with regular feedback on their progress;
- Be treated fairly and respected by fellow learners and training staff;
- Be trained in an environment free from any form of discrimination and harassment;
- Have their personal records kept private and secure and only made available to authorised users;
- Have access to an appeals/complaints process;
- Learn in a safe and supportive environment

Learners also have the responsibility:

- To manage their own learning and assessment requirements (e.g. participate in activities, complete any pre-course work that is required etc);
- To complete all assessments within set time periods (as advised);
- To treat all training staff and other learners with respect and fairness;
- Not to discriminate or harass other learners or staff;
- To follow all health and safety procedures in the learning environment;
- Not to undertake courses while under the influence of drugs or alcohol;
- To advise staff of any changes to their personal details; and
- To advise staff if they will be withdrawing from the course.