



Student Handbook 2019



SET2LEARN



WELCOME TO SET2LEARN

I am pleased to welcome you to Set2learn and would like to take this opportunity to congratulate you on choosing us as your preferred training provider.

Our commitment to providing excellence in delivering training and assessment services ensures a great training experience, whether you are here for a professional development workshop or a full qualification or any one of our short courses.

Our trainers are in touch with the latest trends and practices in the industry and their years on the tools mean they can add those extra tips and tricks that you can only get from someone who has “been there, done that”.

You will be the beneficiary of the years of industry experience and training expertise that set our qualified and skilled trainers apart from the rest.

I know you will enjoy your learning experience.

Regards

Gricel Mendez

General Manager



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INTRODUCTION

Who is SET2LEARN?

Welcome to Set2Learn where we strive to create a positive learning culture, providing learners and industry with innovative and effective training solutions that address current and future workforce demands. We aim to provide quality training to the community, disability and aged care sectors.

With increasing demand for aged care and disabilities workers it is projected that by 2050 there will be an estimated 1.3 million aged care workers – an increase from 350,000 in 2012. Currently, Australia is adopting a more consumer-directed models where contestable funding will put more pressure on organisations to have skilled support workers that can manage and assist clients with increasingly complex needs.

Set2Learn is run and operated by experienced professionals who also have children with disabilities. Our aim is to improve the quality of service and therefore improve the quality of life of people with disabilities. We aim to empower people within the community, family members and people with disabilities to improve inclusion and opportunities to services, education and employment.

Our Mission

To lead a team of innovators and be a catalyst for change in the VET sector, and by doing so provide learners and industry alike with innovative and effective training solutions that address current and future workforce demands.

Our Vision

To build a positive and inclusive learning culture for learners and the community as whole so that students can become the protagonist and authors in their own personal journey with teachers as mentors and guides.

At SET2LEARN we encourage critical and creative thinking to tackle challenges presented by clients and society. We offer project-based learning to provide opportunities for authentic learning for our students and improve services and hence quality of life for people with disability and the aged.

Set2learn

As a Registered Training Organisation (RTO) we are able to deliver nationally recognised (accredited) training, and issue Certificates for full qualifications or Statements of Attainment for partial qualifications in accordance with our Scope of Registration.

Our RTO is registered with the Australian Skills Quality Authority (ASQA) which is governed by the National Vocational Education and Training Regulator ACT 2011 (NVR Act 2011). This legislation provides a framework to ensure that all RTOs are offering nationally recognised training that is consistent across all States and Territories and across all industries.

For more information on the requirements of being a Registered Training Organisation and how National Regulator operates, visit the ASQA website at: <http://www.asqa.gov.au>

Through the audits conducted by our regulator we are given the opportunity to demonstrate that we are providing quality training and assessment services in accordance with legislation.

We offer affordable, flexible and practical training through our courses, full qualifications and professional development workshops designed specifically for the disability, aged care and mental health industries.

Information about course content, delivery options, schedules, pricing, and locations can be found on our website: www.Set2learn.com.au or by contacting Set2learn team for more information on (02) 9853-3268.

Scope of Registration

As an RTO we must notify ASQA of each of the training products we wish to deliver and provide evidence of our capability to deliver a quality service for these products. Once approval has been granted, these products are added to our Scope of Registration. We are not able to deliver training or issue certificates for any training product that has not been approved by ASQA to include on our Scope of Registration.

You can check for the latest information about our Scope of Registration by visiting the National Register at: <http://training.gov.au/Home/Tga> and searching for our National Provider Number 45249.

QUALIFICATIONS PROVIDED BY SET2LEARN

CHC43115 Certificate IV in Disability



Qualification Description

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency. As this course is designed for existing workers only, learners will need to meet this requirement through their current work role. This may include providing evidence of employment, workplace observations, and other work-based tasks.

Who is this for?

This qualification has been designed to provide a strong foundation for support workers, team leaders, coordinators, frontline managers, and other staff who currently provide services to people with disabilities as part of their day to day work.

Entry Requirements

To be eligible to study the Certificate IV in Disability:

1. All learners must be at least 18 years of age.
2. All learners must complete a language, literacy and numeracy assessment at time of enrolment, or alternatively provide a copy of a Certificate or Statement of Attainment for a Certificate IV qualification or higher.
3. All learners must be an existing worker in a Disability setting.
4. All learners must have a minimum of 12 months' experience in a Disability setting or in a support/carer role in either the Disability, Aged Care, Mental Health or Community Sectors.

Delivery

This course will be run over 30 weeks for existing workers with a blend of RPL, face-face, work-based assessment and self-paced activities.

This course will be run as follows:

1. Face-to-Face Class (3.5hrs/wk)
2. Work Based Learning (5hrs/wk)
3. Self-directed Learning (7.5hrs/wk)
4. On-the-job Learning (300 hours across the course built in as part of normal job role hours)
5. Individualised Learning Support (flexible)
6. Practical skills training in:
 - a. Assisting clients with medication
 - b. Manual handling
 - c. First aid

Units of Study

14 units must be completed to attain this qualification, consisting of 11 compulsory units and 3 elective units.

(Please note that elective units are selected by SET2LEARN based on industry consultation)

Core units:

CHCCCS015	Provide individualised support
CHCDIS002	Follow established person-centred behaviour supports
CHCDIS005	Develop and provide person-centred service responses
CHCDIS007	Facilitate the empowerment of people with disability
CHCDIS008	Facilitate community participation and social inclusion
CHCDIS009	Facilitate ongoing skills development using a person-centred approach
CHCDIS010	Provide person-centred services to people with disability with complex needs
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

Electives:

CHCCCS019	Recognise and respond to crisis situations
HLTAID003	Provide First Aid
HLTHPS006	Assist Clients with Medication

Assessment

Assessment that you will undertake to complete your course may include:

1. Online Quizzes
2. Work Based Observations
3. Practical skills Assessments
4. Role plays
5. Written work/Short Answer Questions
6. Workplace Portfolio and reflections
7. Research Activities
8. Third Party Reports

Recognition of Prior Learner (RPL) / Credit Transfer

You can apply for recognition of prior learning for any learning gained through previous employment or study. You may also apply for any credit transfer on units already completed. Please discuss this further by contacting us on (02) 9853-3268.

CHC43315 Certificate IV in Mental Health

Qualification Description

This qualification reflects the role of workers who provide self-directed recovery-oriented support for people affected by mental illness and psychiatric disability.

Work involves implementing community-based programs and activities focusing on mental health, mental illness and psychiatric disability.

Work is undertaken in a range of community contexts such as community based non-government organisations; home based outreach; centre-based programs; respite care; residential services, rehabilitation programs; clinical settings; or supporting people in employment.

Work is carried out autonomously under the broad guidance of other practitioners and professionals.

To achieve this qualification, the candidate must have completed at least 80 hours of work as detailed in the Assessment Requirements of units of competency. As this course is designed for existing workers only, learners will need to meet this requirement through their current work role. This may include providing evidence of employment, workplace observations, and other work-based tasks.

Who Is This For?

This qualification has been designed to meet the needs of NDIS funded services to cater for people with Psychosocial disabilities. According to the latest information from NDIS, people with Psychosocial disabilities are not accessing NDIS funding and disability services are not equipped to meet the needs of those clients.

Entry Requirements

To be eligible to study the Certificate IV in Mental Health:

1. All learners must be at least 18 years of age.
2. All learners must complete a language, literacy and numeracy assessment at time of enrolment, or alternatively provide a copy of a Certificate or Statement of Attainment for a Certificate IV qualification or higher.
3. All learners must be an existing worker in a Disability or Mental Health setting and must be working with clients with mental health issues or disorders.
4. All learners must have completed a Certificate IV or higher qualification in Disability, Aged Care, Mental Health or Community Services.
5. All learners must have a minimum of 12 months' experience in a Disability Mental Health setting or in a support/carer role in either the Disability, Aged Care, Mental Health or Community Sectors.



Delivery

This course will be run over 40 weeks for existing workers with a blend of face-face, work-based training and assessment, practical workshops and self-paced activities.

This course will be run as follows:

Flexible, blended mode of delivery including:

1. Face-to-Face Class (3hrs/wk)
2. Work Based Learning (2hrs/wk)
3. Self-directed Learning (10hrs/wk)
4. On-the-job Learning (280 hours across the course built in as part of normal job role hours)
5. Individualised Learning Support (If required)

Units of Study

15 units must be completed to attain this qualification, consisting of 11 compulsory units and 4 elective units.

(Please note that elective units are selected by SET2LEARN based on industry consultation)

Core units:

CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG001	Work legally and ethically
CHCMHS002	Establish self-directed recovery relationships
CHCMHS003	Provide recovery oriented mental health services
CHCMHS004	Work collaboratively with the care network and other services
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues
CHCMHS007	Work effectively in trauma informed care
CHCMHS008	Promote and facilitate self-advocacy
CHCMHS011	Assess and promote social, emotional and physical wellbeing
HLTWHS001	Participate in workplace health and safety

Electives:

CHCCCS019	Recognise and respond to crisis situations
CHCDIS005	Develop and provide person-centred service responses
CHCDIS007	Facilitate the empowerment of people with disability
CHCDIS008	Facilitate community participation and social inclusion

Assessment

Assessment that you will undertake to complete your course may include:

1. Online Quizzes
2. Work Based Observations
3. Practical skills Assessments
4. Role plays
5. Written work/Short Answer Questions
6. Workplace Portfolio and reflections
7. Research Activities
8. Third Party Reports

Recognition of Prior Learner (RPL) / Credit Transfer

You can apply for recognition of prior learning for any learning gained through previous employment or study. You may also apply for any credit transfer on units already completed. Please discuss this further by contacting us on (02) 9853 3268.

BSB51918 Diploma of Leadership and Management

Qualification Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.



Who Is This For?

This qualification has been designed to provide a strong foundation for support workers, team leaders, coordinators, frontline managers, and other staff who currently provide services to people with disabilities as part of their day to day work.

Entry Requirements

To be eligible to study the Diploma of Leadership and Management applicants must be:

1. All learners must be at least 18 years of age.
2. All learners must complete a language, literacy and numeracy assessment at time of enrolment, or alternatively provide a copy of a Certificate or Statement of Attainment for a Certificate IV qualification or higher.
3. Currently working in a managerial role or have support in the workplace to act as in a leadership role in the current place of work.
4. All learners must have a minimum of 2 years' experience in a managerial role in either the Disability, Aged Care, Mental Health or Community Services.

Delivery

This course will be run over 18 months for existing workers using a blend of face-face, online webinars, work based observations and self-paced activities.

Units of Study

12 units must be completed to attain this qualification, consisting of 4 core units and 8 elective units.

(Please note that elective units are selected by SET2LEARN based on industry consultation)

Core Units

BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

Elective Units

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction staff
BSBINN502	Build and sustain an innovative work environment
BSBRISK501	Manage risk
BSBADM502	Manage meetings
BSBMGT502	Manage people performance
CHCCSM005	Develop, facilitate and review all aspects of case management

Assessment

Assessment that you will undertake to complete your course may include:

- A. Workbook Activities
- B. Observations
- C. Summative Assessments
- D. Product/Additional Evidence

Recognition of Prior Learner (RPL) / Credit Transfer

You can apply for recognition of prior learning for any learning gained through previous employment or study. You may also apply for any credit transfer on units already completed. Please discuss this further by contacting us on (02) 9853 3268.

STUDENT HANDBOOK

This Student Handbook has been written to provide you with important information about undertaking courses and professional development programs with us. Here you will find information about your rights and responsibilities as a participant and our obligations as a Registered Training Organisation, as well as information about our processes and how to access our services.

Please take the time to read this Handbook and ask one of our team members if there is anything you are unsure about.

CODE OF CONDUCT

The Set2learn Code of Conduct guides the actions and behaviour of all who are involved in providing training and assessment services. Development of the code reflects our commitment to all our stakeholders who are:

- Our participants
- Employers
- The Industry
- Our Members
- Our Staff
- Our registering body – the Australian Skills Quality Authority
- The Consumer – the ultimate beneficiary of our skilled professionals

The following principles provide the foundations for our Code of Conduct:

- We will act with integrity at all times in our dealings with our stakeholders.
- We will ensure that our practices are consistent; participant focused and in line with our conditions of registration at all times.
- We will ensure access to our services is non-discriminatory and our administrative processes do not unfairly disadvantage any person.
- We will provide clear and accurate information about the training products and services we offer.
- We will maintain a learning environment that is conducive to the success of all participants.
- We will maintain records of all participant engagement with training and assessment.
- We will ensure that we have clearly documented processes to support the quality management of our training operations.

We will ensure continuation of training and assessment services to all our participants through responsible financial and business management practices.

We will actively seek stakeholder feedback about all aspects of our training and assessment services to ensure that we continue to improve these services and meet the changing needs of our stakeholders.

We will make every effort to ensure that each participant is able to complete the course in which they have enrolled. In the event that this is not possible the participant will receive a refund for the proportion of services not received.

Information on how we meet these principles is contained in this Student Handbook and in our Set2learn Policies.

ACCESS AND EQUITY

What is Access & Equity?

Access refers to a person's ability to participate fully in our training and assessment services, regardless of racial, religious, cultural or language backgrounds, as long as they can meet the entry requirements of the Training Package.

Equity refers to how we apply the guidelines and practices that make access possible and that we apply these equally to all persons.

How do we support Access & Equity?

We are fully committed to the entire process for every participant. From the design of our courses through to ensuring Natural Justice when things go wrong, we recognise the barriers that may exist and will take steps to ensure these barriers are identified and removed or reduced.

Our People – We have Policies which guide the behaviour of our people and the culture of our business to ensure that Access and Equity are not just words, but a belief system.

Our Courses – Our courses have flexible pathways and delivery options including course structure, locations and timetabling.

Our Selection, Enrolment and Administrative Processes – The selection criteria for entry into our courses are based on the requirements of the training product. Our administrative processes are designed to be simple and flexible, for example, completion and processing of enrolment documentation may be via electronic or hard copy, and will not be unnecessarily complex.

Our Training Environment – We actively promote an inclusive training environment by being supportive, setting standards for all participants, determining any special needs that may exist and ensuring that physical access is available to participants that may have difficulties.

Our Assessment Processes – We will recognise existing skills of our participants and provide them with adequate information about the assessment process and requirements to ensure they are ready for assessment and negotiate the time and place for assessment.

Support – We recognise that from time to time a person may require additional support to enable them to complete the course. We encourage all participants to discuss with us any special needs that they may have and where possible we will make adjustments to the training or assessment to accommodate these needs.

Participant welfare – The welfare of every participant is important to us and we will not allow bias, discrimination or harassment to interfere with any person's ability to fully participate in the training course.

Natural Justice – And, if things still go wrong, we have a fair and equitable complaints process that will not put any person at a disadvantage or interfere with their course whilst the issue is being resolved.

BEFORE YOU ENROL

Before you enrol with us, we want to make sure that you have been provided with enough information to make an informed decision about undertaking training with us.

The information you need includes:

- The course content and expected outcomes
- Entry requirements
- Training and Assessment arrangements
- Recognition (RPL or CT)
- Any resources or equipment you need to supply
- Fees, payment details and refunds
- Complaints and Appeals process
- Support and guidance services
- Government funding that may be available

Please call us on (02) 9853-3268 for more information. Our staff are always available to answer any questions you might have if you need further clarification.

To ensure that you fully understand the options available and your rights and obligations, our induction and enrolment process includes discussion with one of our dedicated training team members where you will be provided with this information and given the opportunity to ask questions prior to enrolling in the course.

Once your training commences, we will ensure that:

- The facilities, materials, resources and methods are adequate for the achievement of the required outcomes.
- The learning environment is free from harassment, discrimination and bullying.
- The learning environment does not pose any Occupational Health and Safety/Workplace Health and Safety risks to any persons.
- The course is conducted and completed as agreed.
- The confidentiality, safety and security of your training records are protected.
- You have timely and accurate access to your training records.

ENROLMENT

Who Can Enrol With Us?

Set2learn is committed to non-discrimination and at all times complies with the equal opportunity and anti-discrimination legislation. Access to our courses is determined by the requirements of the Training Package, the availability of training places and the payment of appropriate fees and charges.

Pre-requisites

In some instances, the Training Package may require pre-requisite units to be completed and formally recognised prior to engagement in the course. We will assist you to achieve these pre-requisites where possible.

Entry requirements

Entry requirements are the informal requirements of the course and may include prior industry experience and Language, Literacy and Numeracy skills appropriate to the employment outcomes of the qualification.

Appropriately qualified persons will assess the extent to which you are likely to achieve the stated competency standards and outcomes of the course, based on your qualifications and proficiencies.

Enrolment process

A copy of this Student Handbook is available to all participants prior to commencement of training. This Handbook also advises about Fees, Charges and Refunds, procedures for Assessment, Assessment Appeals, Complaints and participant support services.

After checking your eligibility listed under Entry Requirements of the course, a completed enrolment form is required by all participants prior to commencement of training. The enrolment form may be obtained by contacting SET2LEARN. You must answer all questions and sign your acceptance of the terms and conditions.

After completing your enrolment form, return it to SET2LEARN together with other required documentation.

All learners will be asked to participate in a Pre-Training Review and complete a Language, Literacy and Numeracy (LLN) assessment or alternatively provide a copy of a Certificate or Statement of Attainment for a Certificate IV qualification or higher. This is to ensure we meet your needs as a learner and you are suitable for the course.

You will then receive notification of the outcome and confirmation of fee arrangements if you are accepted.

Unique Student Identifier (USI)

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation (RTO) you will need to have a Unique Student Identifier (USI).

Your USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

SET2LEARN is unable to issue you with any nationally recognised VET qualification or statement of attainment without your USI.

If you do not have a USI:

- you can apply for it by visiting <https://www.usi.gov.au/students/create-your-usi>
- you can authorise Set2learn to apply for it on your behalf

Please see our enrolment form for further details and instructions.

PARTICIPANT RIGHTS

Right to Complain

Set2learn is committed to maintaining an effective, timely, fair and equitable complaints handling system which is easily accessible.

The following principles apply to our Complaints handling:

- All our clients and participants have the right to raise any complaints or grievances without fear of retribution or threat to continuation of service.
- All complaints will be given due consideration with the primary objective of the complaints process being to find an immediate solution which is agreed to by all parties.
- Complaints handling and resolution processes are participant focused and help to prevent complaints from recurring.
- The views of each complainant and respondent are respected and all parties to a complaint are free from discrimination and victimisation.
- Written records are kept of all complaints and maintained in our Complaints Register.
- We respect the right of the complainant to seek the assistance of an external organisation to resolve the complaint, grievance or appeal.

Definition of a Complaint

A complaint can be defined as your expression of dissatisfaction with any aspect of our services and activities including:

- The enrolment, induction/orientation process
- The quality of training or assessment provided
- Our trainers, assessors or other staff
- A third party providing services on our behalf
- Access to personal records
- The way someone has been treated

Before an issue becomes a formal complaint

You are encouraged, wherever possible, to resolve your concerns or difficulties directly with the person(s) concerned. Our staff are available to assist you to resolve the issues at this level.

Lodging a complaint

If you wish to lodge a formal complaint, your enrolment will be maintained throughout the process. There is no cost to you to lodge a complaint.

All complaints must be submitted by completing our Complaints and Appeals Form. You can request a copy of the form by contacting SET2LEARN office. This form has the full details of the Complaints process. You can also request a copy of our formal Complaints Policy.

Right to Appeal an Assessment Outcome

General Principles

We will ensure that all assessment appeals will be handled in a fair, equitable and consistent manner and ensure that your rights are preserved at all times.

Our goal is to provide excellent service to our participants, and we seek to prevent the occurrence of appeals by ensuring that you are fully prepared for assessment. We will ensure that you are aware of the requirements of the assessment and will negotiate assessment arrangements, including timeframes and readiness for assessment, with you.

Grounds for Appeal

An application for appeal will be considered where you

- claim disadvantage because the trainer did not provide, in either written or verbal form, a subject outline
- claim disadvantage because the trainer varied, without consultation or in an unreasonable way, the assessment requirements as specified in the subject outline
- claim disadvantage because assessment requirements specified by the trainer were unreasonably or prejudicially applied
- are of the view that a clerical error has occurred in the documenting of the assessment outcome
- claim there is a discrepancy between the practical observation and the formal assessment

Process for Appeals

If you wish to appeal an assessment outcome, you are encouraged to first discuss the issue with your Trainer/Assessor. If you are still not satisfied with the outcome you can proceed with the Assessment Appeals process by completing the Assessment Appeals Form. You can request a copy of this form by contacting the SET2LEARN office on (02) 9853-3268.

Assessment Appeals must be submitted within 10 business days from the date of notification of the original assessment outcome.

There is no cost for an appeal and your course will continue without interruption while the appeal is being assessed.

All Appeals must be submitted by completing our Assessment Appeals Form. This form contains the full details of the Appeals process. You can also request or download a copy of our formal Assessment Appeals Policy.

Right to Be Supported

General Principles

If you have met the entry requirements for a course you will also have access to a range of academic support options to provide you with the best opportunity to successfully complete your course.

We will seek to establish during your pre-training review if there are any support requirements that may exist and continue to monitor your academic progress to identify potential obstacles to successful completion of the course.

Who is Eligible for Support?

Our support options are available to any currently enrolled participant.

We will provide a supportive learning environment to the best of our ability and resources. However, there may be support and welfare needs which are beyond our scope of expertise and you may be referred to an external provider.

Where possible, support will be provided by us at no additional cost to you. However, where support services are provided by an external provider the cost of accessing those services will be your responsibility.

Provision of personal counselling or personal support is beyond our scope of expertise.

Support Options

Achievement of academic goals may be jeopardised by difficulties arising from a number of circumstances which may include:

- Language, Literacy and Numeracy
- Disabilities (both physical and psychological)
- Cultural
- Socio-economic
- Personal or environmental difficulties

Our enrolment process provides an opportunity to identify any existing special needs that may have an impact on your ability to complete the course.

It is not possible to list all potential support options; however, the following are examples of support that may be available:

- Reasonable Adjustment of assessment tasks
- Extended timeframes for completion of assessment tasks
- Alteration to training delivery timetables
- Individual coaching by training staff (Note: additional coaching may incur a fee)

Right to Have Your Privacy Respected and Protected

General Principles

We gather personal information from staff, participants, potential participants and other stakeholders. We respect the privacy of the personal information gathered and take the storage and security of this information seriously.

Types of personal information collected

We collect personal information that allows for positive identification of each participant such as:

- Name, address, contact number, occupation, gender, date of birth, email address, literacy level, course results, credit card details and welfare information.

How and why personal information is collected

We collect personal information directly from you as part of services delivered. In some instances personal information is sourced from a third party that has been referred to us by you.

We only collect personal information that is necessary to perform functions and duties such as:

- Conduct business as an education provider
- Determine eligibility for a course
- Analyse your needs
- Comply with specific reporting requirements of NCVET
- Comply with requirements from the National VET Regulator (ASQA)
- Comply with the requirements of USI registrar

Security of personal information collected

We are committed to protecting your rights to privacy and will take all reasonable steps to ensure personal information is stored in a secure environment protected from unauthorised access, modification and disclosure. When we no longer require your personal information, we will dispose of the records in line with our Records Management Policy.

Accuracy of personal information

We will take reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. If you feel that your personal information is not accurate, complete or up to date, you can request that the information be amended.

Access to personal information

You can request access to the personal information held by us. The request must be made in writing using the Access to Records Request Form. You can request a copy of this form by phoning our office on (02) 98533268. There is no charge for you to access personal information; however, we may charge a fee to make a copy of this information.

Right to Have Your Existing Skills/Qualifications Recognised

General Principles

Under the Standards for RTOs 2015, we must recognise AQF Qualifications and Statements of Attainment issued by any other RTO. We will also recognise and assess the skills and knowledge you have gained over your years of work and life experiences. The underlying principle of Recognition of Prior Learning (RPL) and Credit Transfer (CT) is that no participant should be required to undertake a unit of competency for which they are already able to demonstrate competency as outlined in the endorsed training package.

We will offer recognition to all participants for any nationally recognised course we offer, prior to enrolment. We will only recognise credit for qualifications/units of competency completed within the Australian Qualifications Framework. All participants are informed at the pre-training induction of the availability of RPL/CT recognition. All participants have the right to apply for RPL/CT.

Applying for Credit Transfer (CT)

If you have previously completed some of the units contained in your chosen training course, you can complete an Application for Credit Transfer form or indicate on the pre-training induction paperwork that you wish to apply for Credit Transfer.

In order to apply for a CT, you must supply evidence to show that the unit(s) of competency has been successfully achieved. Evidence for this may include a Statement of Results or a Statement of Attainment. Where CT is being sought for units with different unit codes and there is insufficient correlation between the unit previously attained and the unit being sought, then you will be referred to the RPL application process.

We will assess the application and notify you of the outcome. If the CT application is successful, you will not need to attend classes or complete assessments for that unit of competency.

Successful CT applications may result in a reduction of the total course costs.

Applying for Recognition of Prior Learning (RPL)

In order to apply for an RPL, you must supply evidence to demonstrate prior learning and relevant skills and knowledge gained through work and life skills. Evidence for this may include;

- Position descriptions from current/previous employment
- References from current/ former employers
- Work samples
- Resume

If you feel that you have gained the required skills and knowledge for some of the units contained in your chosen training course, you can complete a Request to Apply for RPL form or indicate on the pre-training induction paperwork that you wish to apply for RPL.

An RPL kit for that unit(s) of competency will be provided. The kit explains the process and outlines the evidence required to assess RPL. Complete and submit the RPL kit and all of the evidence to us.

Fees are payable for this RPL service prior to assessment.

A qualified assessor of Set2learn team will assess the application and notify you of the outcome.

If the evidence is sufficient to demonstrate current competency against the unit(s) of competency requirements, RPL will be granted and you will be notified.

If your RPL application is successful, you will not need to attend classes or complete assessments for that unit(s) of competency.

Unsuccessful applications for RPL/CT

If you are unsuccessful in the RPL/CT applications then you will have to enrol and attend training for those units of competency.

Assessment Appeals

If you are not satisfied with the outcome of your RPL/CT application, you can access our Assessment Appeals Policy and appeal the outcome.

Right to Access Your Records

Our policies and procedures ensure that you have timely access to records related to your participation, progress and final outcomes upon written request. We will manage current and past records of your participation in training to ensure their accuracy, integrity and privacy at all times.

Your records will be managed in line with the following principles:

- Our Records Management processes meet all regulatory and legislative requirements
- Records are kept in a consistent and easily accessible format
- Records are routinely checked for accuracy and currency
- Records are secure and protected
- Only authorised staff have access to participant records
- Set2learn offices and work areas are secure and limited to authorised personnel
- Electronic records are routinely backed up

During the period of your enrolment we will provide information on the status of your training and assessment to ensure that you are able to progress through the course in accordance with the training schedule as discussed at your enrolment.

If you require access to your training records held by us you will need to apply in writing using the Access to Records Request Form. This form can be obtained by calling us on 1300 650 620. You will need to provide evidence of your identity prior to the release of the records.

We will provide the records to you via email, over the phone and/or hard copy via regular post.

Should you wish another person to receive your records on your behalf, you will need to provide the details of that person on the form and they will need to provide evidence of their identity before the records will be released to them.

There is no charge for you to access personal information; however, we may charge a fee to make paper copies of this information.

Re-issue of Certificates

In line with our Privacy Policy, Certificates and Statements of Attainment are considered personal information.

Replacement certificates can only be re-issued where the details provided on the form match the details we have on record. You can request a replacement certificate or statement of attainment by completing a Request for a Replacement Award form.

If you have changed address, we can send the replacement certificate to the new address as long as you have also provided the address that we have on record.

The name on the certificate must match the identification provided at enrolment. It is not permissible to alter the name unless it is to rectify a clerical error.

Re-issued or replacement certificates will indicate that the parchment is a re-issue.

Please contact your local SET2LEARN office for details about the cost of a replacement certificate.

Right to Request an Extension of Time for Assessment

We understand that there may be occasions where events can interfere with your ability to complete assessment tasks in the timeframes originally agreed.

Requests for an extension must be made no later than 3 business days prior to the assessment due date. Failure to submit the assessment by the due date or request an extension may result in an outcome of Not Competent awarded for the unit(s).

Right to Re-Submit Assessment

Specific information about the completion of assessments is contained within each assessment booklet.

If you submit an assessment task that has incorrect answers, or answers that are incomplete or do not address the requirements of the unit(s) of competency you will be given the opportunity to re-submit the assessment.

A maximum of two re-submits are allowed. Should the assessment still not meet the requirements of the unit(s), further training may be recommended. You may be charged for any additional training required.

Right to Receive Feedback

Receiving feedback on progress is a fundamental concept of adult learning. You will be provided with feedback on the assessment work you submit.

This feedback is designed to provide acknowledgement of achievement of competency and guidance on areas which may need improvement.

Right to Give Feedback

We welcome all feedback from our stakeholders as this provides us an opportunity to improve our training and assessment services.

At the end of your course you will be asked to complete a survey either in the classroom or online. These surveys can be submitted anonymously or if you wish to be contacted, just include your name and contact details.

Additionally, the National Centre for Vocational Education Research (NCVER) may contact you directly for your feedback about the training you received.

PARTICIPANT OBLIGATIONS

Participant Code of Conduct

You are responsible for ensuring that:

- You attend training sessions regularly and maintain satisfactory progress
- You discuss any personal/medical circumstances with the Training Manager as soon as they become known, medical conditions or personal circumstances which have not been declared, cannot normally be taken into account in assessing performance on the course
- You are aware of the correct time, date and location of all training sessions and assessments tasks that you are required to attend
- All course work, assessments and portfolios of evidence are in concise and accurate English and your own work
- You behave in a way that is respectful of fellow participants and Set2learn staff
- You take care of the training venue by keeping it clean and tidy and take care of the amenities that are provided for participants

It is expected that you will:

- Treat all Set2learn staff, participants and the general public with respect, fairness and courtesy
- Be punctual and regular in attendance
- Submit assessment events by the due date or seek approval for an extension of time
- Observe safe practice standards by wearing appropriate clothing and footwear, using protective equipment and following instructions.

You must not

- Smoke in any designated non-smoking areas
- Litter
- Harass fellow participants, Set2learn staff or the general public
- Use mobile phones, pagers or similar devices in the training room or during assessments – or use cameras or recording devices in mobile phones without the consent of the person being photographed or recorded
- Damage, steal, modify or misuse SET2LEARN property

- Be under the influence of alcohol or illegal drugs
- Engage in behaviour which may offend, embarrass, threaten or harm other participants

Appropriate Behaviour

We provide a learning/training environment which aims to ensure the health, safety and respect of all participants. We seek to create an inclusive and productive learning environment at all courses for everyone.

To do so, we request that all participants ensure their behaviour is appropriate for an adult learning environment.

Some General Tips

Noise levels – Please be aware of noise levels and be respectful of your fellow participants and any other occupants of the training venue.

Presence of non-participants - Due to the distraction and disturbance to other participants, no children or pets are to be brought to training rooms.

Dress Standards – You are expected to dress in an appropriate manner.

Drugs and Alcohol - The use of illegal drugs and alcohol may impair an individual's capacity to learn safely, efficiently and with respect for other participants. The use of such substances may result in the risk of injury or a threat to a participant's well-being or that of other parties.

No participant is to attend training whilst under the influence of alcohol or illegal drugs.

Prescription medication – The use of prescription pharmaceuticals is not prohibited. You should check with your Doctor that the prescription medication will not impair your study performance ability, or put others at risk.

Sexual harassment - Set2learn is committed to ensuring that its training environments are free from sexual harassment. Sexual harassment will not be tolerated under any circumstances, and disciplinary action will be taken against any participant who breaches this policy. Sexual harassment in education is illegal under the Sex Discrimination Act 1984. Some forms may constitute a criminal offence.

Consequences of breaches to any of the above behaviours

Set2learn will assess each breach individually and consider the disciplinary action based on:

- Level of breach
- Extent of breach
- Participant's history with Set2learn

Disciplinary action may include:

- A verbal warning
- A written warning
- Exclusion from enrolling in a particular competency and/or course
- Exclusion of the participant from Set2learn

No Cheating and/or Plagiarism

We have a zero tolerance towards cheating and will not issue an assessment outcome of Competent for any unit(s) where cheating has been proven.

We will ensure that every participant is aware of the implications of cheating and we will seek to minimise the opportunities for deliberate or accidental occurrences of cheating.

We will conduct all investigations into suspected cheating with respect for the participant at all times.

We acknowledge that the level of intent to deceive and the extent of the plagiarism should be the criteria for determining penalties.

Penalties for plagiarism will vary and may include counselling and a warning or a finding of Not Competent for the unit/s of competence. We will consider the extent of the plagiarism, whether it is a first or repeated offence, whether there is evidence of deliberate deceit and whether advantage has been taken of another participant.

All staff involved in training and assessing will assist in providing a learning and teaching environment that upholds academic integrity.

Definitions

Cheating is an attempt to obtain or give credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. The most common form of cheating is plagiarism.

Plagiarism means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. It includes:

- Word for word copying of text from one or more sources which are the work or data of other persons
- Closely paraphrasing sentences, paragraphs or themes
- Using another person's ideas, work or research data without due acknowledgment
- Submitting work which has been produced by someone else as if it were the work of the participant
- Copying or submitting computer files in whole or in part without indicating their origin

In the case of collaborative projects, falsely representing the individual contributions of the collaborating participants where individual contributions are to be identified

You have a responsibility to:

- Ensure that you have knowledge of what constitutes cheating and plagiarism
- Clarify/check what actions could be interpreted as cheating and plagiarism
- Produce original work with appropriate and correct citations where work, information or ideas are taken from any source
- Take careful notes of ideas or information are sourced

How we manage and deal with cheating and plagiarism

We will not suspend any training whilst investigating alleged cheating. However, no further assessment submissions will be accepted until the matter under investigation is resolved.

The following procedures describe the process for managing alleged cheating and plagiarism:

- When cheating is suspected, the staff member will report the incident, together with relevant evidence, to the Training Manager.
- On receiving details of alleged cheating, the Training Manager, together with the staff member reporting it, will decide whether or not plagiarism has occurred.
- If plagiarism has not occurred, there will be no further action
- If cheating or plagiarism has occurred; the Training Manager will provide appropriate educational or remedial advice to you.
- You will be:
 - given written notification of the nature of the fault in your work
 - provided with the opportunity to correct your work
 - given the opportunity to re-submit the assessment (or part thereof) for remarking
- Repeat offences may result in your withdrawal from training and your enrolment cancelled

FEES, CHARGES AND REFUNDS

Handy definitions

Tuition Fee/Course Fee/Student Contribution Fee:

The full fee charged for the delivery of the training and assessment and is inclusive of all administration and materials costs.

Commencement Date:

The date of the first training session of the first short course.

Accredited Courses:

Courses which provide state and or/national recognition in accordance with the Australian Qualifications Framework.

For the purpose of applying these guidelines, please note that you will become liable for the full course fee upon enrolment. Whether you have agreed to pay the full course fee prior to commencement or have agreed for payments to be made in stages, as per the signed Course Fee Agreement, these guidelines apply.

Refunds/Cooling Off Period

Prior to Commencement Date

For written cancellations received greater than five (5) business days prior to the course commencement date, we will refund all monies paid for that enrolment.

Once training has commenced

Once the course has commenced, refunds may be made in the following circumstances:

- a. Participants have overpaid the administration charge
- b. Participants enrolled in training that has been terminated by SET2LEARN
- c. Participant advises SET2LEARN 48 hours prior to course commencement that they are withdrawing from the course
- d. If the participant withdraws from a course or program due to illness or extreme hardship as determined by SET2LEARN
- e. In the event that SET2LEARN fails to provide the agreed services

Course Postponement

If we postpone a course you have paid for to an alternative start date you will receive a refund for that course or be offered an opportunity to transfer to the next available course.

Cancellation

If we cancel any part of your training, you will not be liable for costs associated with that portion of the training. You will be provided with a Statement of Attainment for all completed units of competency and offered the opportunity to re-enrol with us or another RTO with full recognition of that statement.

Training Guarantee

SET2LEARN will guarantee to complete all training and/or assessment once the student has commenced study in their chosen qualification or course of study, unless the student submits a formal written request notifying SET2LEARN that they wish to withdraw. If a student voluntarily drops out, this guarantee is valid for a maximum of six months from initial course commencement date. In the event of SET2LEARN not being able to provide the training that the student has enrolled, SET2LEARN will provide a full refund or pro-rata of any units not completed. Please refer to the Refund procedure for further information on refunds.

Consumer Guarantee

SET2LEARN guarantees that the services provided by us will be:

- provided with due care and skill
- fit for any specified purpose (express or implied)
- provided within a reasonable time (when no timeframe is set for the training).

On the Enrolment Agreement Form the supply of services states when the services will be provided and the date they will be completed. If the Enrolment Agreement Form does not include the dates, i.e. for RPL or on the job training, SET2LEARN guarantees to supply the service within a reasonable timeframe. What is 'reasonable' will depend on the nature of the training and other relevant factors such as the students' ability to complete the training and assessment.

What happens if this guarantee is not met?

In the first instance, the student should submit a complaint to SET2LEARN identifying where we have not met requirements against the Consumer Guarantee.

If a student believes that SET2LEARN has failed to meet one or more of the consumer guarantees, he/she is entitled to a remedy – for example, a refund, a further service to rectify the problem and in some circumstances compensation for consequential loss. In line with our Complaints and Appeals process, SET2LEARN will provide the appropriate remedy.

If the problem is **minor** and can be fixed, SET2LEARN will choose how to fix the problem.

The consumer cannot cancel and demand a refund immediately, SET2LEARN must have an opportunity to fix the problem. If the complaints process takes too long, the consumer is eligible to cancel the service and request a refund.

In the event of a **major** problem, and SET2LEARN is unable to fix the training service, the consumer can choose to:

- terminate the contract for services and obtain a full refund, or
- seek compensation for the difference between the value of the services provided compared to the price paid.

A purchased service has a major problem when it:

- has a problem that would have stopped someone from purchasing the service if they had known about it
- is substantially unfit for its common purpose, and can't easily be fixed within a reasonable timeframe
- does not meet the specific purpose the consumer asked for and can't easily be fixed within a reasonable timeframe
- creates an unsafe situation.

SET2LEARN is not required to provide a remedy or refund if a consumer:

- simply changes their mind, decides they do not wish to go ahead with the training
- discovers they can buy the training more cheaply elsewhere

Additional Fees

There may be some additional costs to you not included in course fees. These might include specialist equipment which you retain after the training or optional charges for additional resources beyond or in a different format from what is provided as part of the course. Any additional costs will be explained prior to being charged.

There may be additional fees incurred for additional LLN support services. All services will be discussed with you before you're required to make any commitment.

Fees for RPL will be assessed on an individual basis. Credit Transfer will incur no fees.

Outstanding Fees

Your course may be suspended if payment has not been made in accordance with your signed Course Fee Agreement.

We will attempt to recover outstanding fees by contacting you directly via the contact details you provided to us at enrolment (or updated throughout the training period).

Where applicable, we will discuss payment plan options and personal circumstances. If payment is not received in full at completion of training, any testamurs (Certificates, Diplomas or Advanced Diplomas) or Statement of Attainment will be withheld until all outstanding fees have been received.

If payment is still outstanding six (6) months from the planned completion date or the date upon which you were deemed competent in all units (which ever comes later), we will engage the services of a debt collecting agency to recover outstanding fees.

VARIATION TO ENROLMENT

If you wish to vary your enrolment

If you wish to vary your enrolment in a course or professional development program that has not yet commenced you must do so at least 5 working days prior to the course commencing. Depending on the nature of the variation, you may be asked to complete a new enrolment form.

If a refund is requested, SET2LEARN's Fees Charges and Refunds Policy will apply.

You may request deferment of a course on the grounds of compassionate or compelling circumstances (at the discretion of Set2learn). The length of time you may have your enrolment deferred is at the discretion of the Training Manager but may not exceed six (6) months. Deferral does not automatically entitle you to a refund.

You are advised to retain your original documents (e.g. medical certificates) for your own records and submit copies with applications for deferment or cancellation. Please note that Set2learn may ask to see the original documents.

You will be advised in writing of the outcome of your request for variation to your enrolment. If you are dissatisfied with the outcome of your request, you can access the complaints process.

Set2learn initiated variation to enrolment

Set2learn may defer, vary or cancel your enrolment in the following instances:

- Your failure to uphold and maintain the Set2learn policies and procedures as set out in this Student Handbook
- Repeated plagiarism or copying
- Cheating in an assessment task which has been reported by his/her trainer/assessor and following investigation, is proved to be correct
- As part of an intervention strategy for unsatisfactory course progress
- In compassionate and compelling circumstances
- Demonstration of serious misconduct as outlined in this Student Handbook
- Erratic course progress (for example, consistent unsatisfactory course progress or continuous absence from scheduled sessions)
- Non-payment of fees – courses are to be paid strictly in accordance with the Set2learn enrolment terms and conditions
- In the case of a Government funded training place, where a participant has been adequately informed of the requirements of the funded place but refuses to meet these requirements

HOW TO CONTACT US

For more information about this qualification or other training delivered by SET2LEARN contact us at:

Phone: 9853 3268

Email: info@set2learn.com.au

Website: www.set2learn.com.au



SUPPORT SERVICES LIST

Language, Literacy & Numeracy Support

- The Reading Writing Hotline - 1300 655 506 or <https://www.readingwritinghotline.edu.au/>

Counselling/Personal Support

- Lifeline - 13 11 14 or www.lifeline.org.au
- Relationships Australia - 1300 364 277 or www.relationships.org.au
- MensLine Australia (For men of any age) - 1300 78 99 78
- Kids Helpline (For young people aged 5-25) - 1800 551 800

Mental health websites

- Mindhealthconnect.org.au

Launched as part of the Australian Government's National E-Mental Health Strategy, this site is a trusted gateway to issues surrounding mental health care and a first step to finding relevant support and resources to meet mental health needs.

- Beyondblue.org.au

Beyondblue's work is aimed at achieving an Australian community that understands depression and anxiety, empowering all Australians, at any life-stage, to seek help.

- Anxietyonline.org.au

Anxiety Online provides information, assessment, referral and treatment for Panic Disorder, Social Anxiety Disorder, Generalised Anxiety Disorder, Obsessive Compulsive Disorder and Post-Traumatic Stress Disorder.

- Headspace.org.au

Headspace provides mental and health wellbeing support, information and services to young people aged 12 to 25 years and their families.

- Reachout.com

ReachOut.com is Australia's leading online youth mental health service. It's a perfect place to start if not sure where to look. It's got information on everything from finding motivation, through to getting through really tough times.