VET
Student Handbook

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Introduction

Taminmin College, along with providing quality education for students from years 7-12, provides nationally recognised training to students in years 10, 11 and 12 that allow students to develop a range of work skills that could lead to entry level positions in a range of industries.

Taminmin College delivers nationally accredited (Vocational Education and Training) VET courses in a range of industry areas. Students complete industry qualifications which are recognised Australia wide and which link to entry-level employment, apprenticeships or traineeships and further training. Training is delivered by industry professionals in industry standard facilities:

- Automotive / Construction / Engineering Skill Centres
- Hospitality Skills Centre incorporating a Commercial Kitchen
- 75ha Mixed Produce Farm
- 150ha Natural Resource Study Area
- Business and Information Technology Labs

As well as off-the-job training, programmes typically involve one or more structured work placements where students have the opportunity to further their training in the work place. Assessment in all courses is competency-based and successful completion of units entitles students to Stage 1 and/or Stage 2 credit towards the Northern Territory Certificate of Education and Training (NTCET).

Qualifications and Statements of Attainment issued by Taminmin College are recognised by RTOs in all Australian states and Territories and Taminmin College recognises prior learning that students have gained in previous training or work skills.

The information in this handbook will help you understand the requirements for participation in the VET programs run by Taminmin College.
Welcome

Congratulations on taking this step towards gaining a qualification in your chosen industry.

For you, gaining a qualification means your expertise will be recognised by employers in your industry across Australia. This opens doors for promotion and furthering your skills and experience.

For your employer, having trained and qualified staff underpins the quality process. Any business that wants to be competitive in the future will rely on staff, like you, to play a key role in the process.

Taminmin College is pleased to be working with you to train you in the skills and knowledge required to be an effective part of the work team.

Miriam McDonald
CEO, Taminmin College RTO
Principal, Taminmin College
Qualifications available through Taminmin College in 2015

- Certificate I in AgriFood Operations (AHC10210)
- Certificate II in Rural Operations (AHC21210)
- Certificate III in Agriculture (AHC30110)
- Certificate I in Automotive Vocational Preparation (AUR10112)
- Certificate II in Automotive Servicing Technology (AUR20512)
- Certificate I in Business (BSB10115)
- Certificate II in Business (BSB20115)
- Certificate I in Construction (CPC10111)
- Certificate II in Construction (CPCP20112)
- Certificate I in Engineering (MEM10105)
- Certificate II in Engineering Pathways (MEM20413)
- Certificate I in Racing (Stablehand) (RGR10108)
- Certificate II in Racing (Stablehand) (RGR20108)
- Certificate I in Hospitality (SIT10213)
- Certificate II in Kitchen Operations (SIT20312)
**Enrolment**
The enrolment is a contract between yourself and Taminmin College and indicates your commitment to complete the qualification or units you have selected.

**Enrolment process**
*Step 1:* Read the handbook and course requirements carefully, select your program/course and complete an Expression of Interest form. Submit this form to your school VET Coordinator.

*Step 2:* Students and parents are required to attend an interview. You will be contacted by Taminmin College and given the time and date for an interview. This interview is your chance to ask questions and clarify whether the course is the right one for you. You will be asked questions about your interests, hobbies and work experience and whether you will require any extra support to enable you to complete the course. These questions will help clarify your suitability for the course and whether Recognition of Prior Learning (RPL) or Credit Transfers can be applied.

*Step 3:* Complete the enrolment form in full and supply your USI.

**Recognition of Prior Learning and Credit Transfer**
Recognition of Prior Learning (RPL) is an assessment pathway you can utilise to recognise the skills, knowledge and experience gained through work experience, life experience, training courses and work based training. This is assessed against the evidence requirements of one or more units of competency.

If you already have a qualification, statements of attainment or academic statements for units completed at another registered training organisation, Taminmin College will recognise these to assist you in completing your qualification. Simply present your original documentation – i.e. qualification, statements of attainment or academic statements – to your trainer who will verify the authenticity of these and arrange for a copy to be placed on file for later reference. There is no cost for recognition of these units.

For details of RPL or credit transfer, please discuss with the trainer.
Unique Student Identifier (USI)
All students undertaking nationally recognised training will need a USI from 1 January 2015. RTOs cannot issue a qualification or Statement of Attainment for training completed after that date without collecting a USI. Students can obtain their USI by visiting www.usi.gov.au. College staff are available to assist students with this process – please ask for assistance with this at your interview; you will need to provide identification to assist with this.

Fees and charges
Both Federal and NT Government provide around half of the funds for the national training system. VET at Taminmin College is funded through the Northern Territory Government’s VET in Schools program (VETiS) however each course has fees associated with the provision of uniforms, personal protective equipment (PPE) and consumables.

If you do not pay your fees, your qualification and/or Statement of Attainment may be withheld until the outstanding amount is paid. Fees vary with the course and the amount/type of extras required. Please refer to the course information for details of fees charged.

If you are experiencing financial difficulty you may be given time to pay your fees via a payment plan. Please contact administration for further details.

Change of Enrolment
You have the right to change your mind about the course you have enrolled in and may wish to discontinue and cancel your enrolment. In this case you must talk to your VET Coordinator as discontinuing your course may impact on achievement of your NTCET. You will need to complete the approved form to ensure all stakeholders are aware of your decision.

Attendance
You must attend classes, structured work placement and other study related activities as part of your course and be on time and dressed appropriately.

It is your responsibility (and good manners) to advise teaching staff of any absence/s by contacting the College directly.

Student attendance is monitored, recorded and reported as required by legislation.
Progress of study
At times, you may have difficulty in attending classes or completing assessments. There can be good reasons for this which are sometimes beyond your control. Taminmin College has learning support available to ensure you have every opportunity to complete your qualification.

You are expected to make satisfactory progress in your studies. If you are having difficulties you are expected to take steps to ask for assistance. You may approach your trainer and discuss the situation or alternatively contact the Assistant Principal VET or your VET Coordinator or Careers Advisor.

Assessment
To be deemed competent against a nationally accredited unit, you must be assessed as competent in all elements that comprise that unit. Assessment is carried out by qualified assessors using a range of knowledge and skill-based assessment processes and may include:

- classroom activities
- case studies and role plays
- written and/or verbal questions and answers
- demonstration/observation of work activities
- written assignments
- work experience (where applicable)

A student will be assessed as either Competent or Not Yet Competent. If Competent, you will be issued with either a Certificate for the full qualification or a Statement of Attainment for units of competency within a qualification. If Not Yet Competent you will be advised of the areas where competency is yet to be achieved and given further opportunity to achieve competency.

The VET administrators will attempt to send each student either their Certificate or Statement of Attainment within two weeks of their results being lodged with the VET administration by the Trainer.

A $10 fee is payable for re-issuing statements of attainments and certificates and this fee is reviewed annually.
**Appeals Process**
If you are unhappy with any aspect of your assessment during your course, you can appeal the decision of your trainer. You should firstly speak to your trainer about the problem. There may have been a misunderstanding or a simple mistake. If you cannot reach an agreement together, you may speak to the Assistant Principal VET. The Assistant Principal VET will discuss the problem with you and will help you to lodge an appeal. You will be advised of appeal result in writing within 60 days.

Remember, you have the right to request a re-assessment, and to ask for an alternative assessor if one is available.

**Complaints**
Should a student have a complaint or appeal, the following steps are to be followed:

1. Student should discuss the issue/complaint with the person involved to try and resolve it verbally.
2. If no resolution is reached, the student should discuss the issue/complaint with his/her trainer to see if it can be resolved.
3. If still no resolution the student 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 student brings the complaint or appeal to the attention of the trainer.
5. If the complaint or appeal is not dealt with to the student’s satisfaction, s/he may bring it to the attention of the Assistant Principal VET. The Assistant Principal VET 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 Assistant Principal VET receives written notification from the student 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 student’s satisfaction, the Taminmin College will make arrangements for an independent third party to resolve the issue and outline any costs that may be involved with this to the student. The student 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 student will be notified in writing of the reason for the delay and kept informed about all progress.
8. If the student is still not happy with external mediation, he/she may take his/her complaint to the VET Regulator.
9. All documentation relating to complaints or appeals will be archived for audit purposes.

External mediation will be arranged with EASA Inc. a not for profit, non-government Northern Territory organisation [http://www.easa.org.au/](http://www.easa.org.au/)
**Personal conduct and behaviour**

Students have the right to learn and be treated with respect and dignity. Equally they have a responsibility to demonstrate respect for themselves, others and the training environment.

**Students are expected to:**

- come to VET classes prepared, on time, dressed appropriately and ready to learn
- participate actively in their VET program
- be responsible for their behaviour and learning
- co-operate with other students, teachers and staff
- use digital technologies respectfully for learning purposes and to respect the rights of other users both online and offline
- respect the rights and diversity of others and treat others fairly and with dignity
- demonstrate honesty and integrity
- resolve conflict in a non-threatening manner
- respect and comply with Australian law

**Trainers are expected to:**

- respect the rights and diversity of others and treat others fairly and with dignity
- demonstrate honesty and integrity
- take appropriate measures to respond to the differing needs and requirements of students
- resolve conflict in a non-threatening manner
- ensure that personal or interpersonal factors do not influence the assessment outcome
- ensure the rights of students are protected during and after the assessment process
- inform students of assessment outcomes and their right to appeal an assessment decision
- respect and comply with Australian law
**Unacceptable behaviour**
Any behaviour that impacts the safety of students and trainers or disrupts learning and assessment is not acceptable

Learning environments should be free from bullying, aggression and violence in any form.

The following student behaviour will not be tolerated and may lead to suspension and where appropriate, police involvement will occur:

- assault
- verbal abuse – including swearing
- property offence
- substance use or possession
- weapons offence – possession and/or use
- stealing
- obscene or offensive acts

**Environment and resources**
Students are required to assist in maintaining training facilities by:

- reporting breakages and/or faults with equipment to the trainer or administration
- leaving classrooms, workshops, labs neat and tidy after classes and ensuring equipment and tools are cleaned and correctly stored
- ensuring all electrical and gas appliances are switched off

**Safety**
The Work Health and Safety Act applies to all students. You have a responsibility to ensure that you work safely without risk of injury to yourself and others and follow all safety practices as instructed. You must:

- follow all safety instructions given by your trainer
- use protective equipment and wear any clothing necessary to meet the health and safety requirements of your course
- ensure you are trained to operate equipment safely before use

**Feedback**
Taminmin College is committed to continuous improvement and you are encouraged to provide feedback about our operations and the quality of training and assessment you are receiving.

Your feedback may be requested via surveys and information collected will contribute to improving training and assessment practice. All surveys are anonymous.

You may provide written feedback to vetadmin.taminmin@ntschools.net