VET INFORMATION HANDBOOK
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Welcome …

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

For you, gaining a qualification means your expertise will be recognized by employers in your industry across Australia. This opens doors for you 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
Information about Taminmin College RTO

Taminmin College, established in 1983, is located about 40kms south of Darwin and is set in lush grounds in a beautiful and expansive rural environment.

Taminmin College, along with providing quality education for students from years 7 – 12, is also a Registered Training Organisation (RTO). Through the RTO, Taminmin offers a range of Vocational Education & Training (VET) Qualifications to trainees from Taminmin College and other schools / organisations around Darwin and surrounding areas. Students complete industry qualifications which are recognized Australia wide and which link to entry-level employment, apprenticeships or traineeships and further training.

Taminmin College boasts outstanding facilities including:
- 75ha working mixed-produce farm
- 40ha of natural resource study area which enables Taminmin to have an extensive rural program
- Aquaculture facility
- Engineering, Automotive and Construction Skill Centres
- Hospitality Skills Centre incorporating a Commercial Kitchen
- Information Technology Labs
- Model Office / Operating Practice Firm

As well as off-the-job training, programs 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 credit towards the Northern Territory Certificate of Education and Training (NTCET).
Qualifications available through Taminmin College RTO 2013

- AUR10105 Certificate I in Automotive
- AUR20505 Certificate II in Automotive Vehicle Servicing
- BSB10107 Certificate I in Business
- BSB20107 Certificate II in Business
- MEM10105 Certificate I in Engineering
- MEM20105 Certificate II in Engineering
- CPC10111 Certificate I in Construction
- CPC20111 Certificate II in Construction
- SIT10307 Certificate I in Hospitality (Kitchen Operations)
- SIT20307 Certificate II in Hospitality (Kitchen Operations)
- RGR10108 Certificate I in Racing (Stablehand)
- RGR20108 Certificate II in Racing (Stablehand)
- AHC10110 Certificate I in Conservation and Land Management
- AHC10210 Certificate I in Agrifood Operations
- AHC21210 Certificate II in Rural Operations
- AHC30110 Certificate III in Agriculture
National Recognition / Current Training Packages

All qualifications are nationally accredited and recognised by employers around Australia. Taminmin College RTO also recognises qualifications issued by RTO’s throughout Australia. All qualifications are from Training Packages and hence give trainees the opportunity to gain higher certificate levels.

Further information about each of the qualifications and the titles of units of competence that can contribute to a qualification can be found at the end of the Handbook.

Taminmin College RTO is committed to managing the transition from superseded Training Packages within 12 months of their release date on the training.gov.au (TGA) site. We are committed to managing the transition from superseded accredited courses so that we deliver only currently endorsed Training Packages or currently accredited courses.

The following is the formal description for the various types of recognition of previous training:

National recognition

National recognition (previously referred to as mutual recognition) means that a student automatically has credit for units of competency that they have completed at any other registered training organisation in Australia. A statement of attainment from another registered training organisation that contributes to a qualification is reported as a form of credit transfer.

Credit transfer

Credit transfer involves assessing a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within the student’s current course of study. It is used when seeking credit for a course or subject already completed.

Recognition of Prior Learning (RPL)

Recognition means that you can have your existing skills recognised without having to undertake further training. Recognition will be given, based upon evidence evaluated by a suitably trained assessor. If you consider that you can meet the required skills and knowledge of any Unit of Competence without undergoing any formal training then you should ask your Training Coordinator to arrange a
Recognition interview. Taminmin College will require a formal assessment based on Recognition Guide which can be obtained from VET administration.

How long will it take to complete my qualification?

Certificates may vary in duration. The majority of certificates that are offered to school students training in VET are completed over the period of the school year.

Certificates can be delivered in training blocks, depending on the arrangement with Taminmin College and the industry / trainer, and these blocks will usually take from 4 weeks to 6 months depending on the level of the certificate and the consistency of the training block. Upon enrolling in your chosen certificate, you will be informed of the duration of the qualification.

The amount of time you will need to devote to achieving your Certificate will vary due to:
- The degree of complexity of the units of competence to be achieved
- Your current skill level and knowledge in the units of competence
- The amount of practice you will require to become fully competent to the point you are ready to be assessed
- The opportunities you are given to practice your skills

There is no specific amount of ‘training time’ that can be attached to a unit of competence. Contract Funding bodies do assign a nominal number of hours to each unit of competence but this is for the purpose of allocating funding. The number of hours is a guide to the complexity of a unit and the amount of practice that might be required to achieve competence.

Where training is done ‘off the job’, and on-site, formal classroom training usually involves two to four days per month. However, practice opportunities will still be required back in the workplace to develop skill level. Workplace supervisors are kept informed by Trainers of the practice opportunities that trainees require.

Refund policies, Costs in advance

All VET courses delivered at Taminmin College RTO for students incur an administration / uniform cost that is nonrefundable following the second week of enrolment.

The cost is due upon acceptance into the program and no Certificate or Statement of Attainment shall be issued until all course costs are paid. Depending on the course, over the year you may be asked to pay other costs for excursions etc. These costs and the payment period will be advised by the instructor.
Refunds will be given prior to commencement of the course and only up to two weeks of starting the course. All other costs the course may incur will be refunded at the Instructor’s discretion and trainees will be aware of refund period at time costs are announced. Should a student withdraw in the first 2 weeks of enrolment in a VET program, the uniform should be returned to Taminmin College.

Participants will be informed of refund process at the time of enrolment.

Pathways

Most training packages offer further qualifications up to Diploma (Certificate V) and Advanced Diploma (Certificate VI). This will require further training and opportunities in the workplace to apply those competencies. Talk to your Training Coordinator about opportunities to further your qualifications.

In many training packages now you will find units of competence that are common to each. Once competence has been achieved in one industry it can be transferred to another industry. An employer may need to give some specific induction training, but the competence itself is a transferable skill. An example of when this might occur is with units such as Prepare for Work or First Aid.

The qualifications for which you are training are recognised nationally.

How will you be assessed?

Your training is competency based. This means that it focuses on the skills you use in the workplace and the knowledge you require to effectively put those skills to use in your work. Your assessment is similarly competency based and hence your assessor will want to observe you using your skills. Your knowledge and understanding of the skills you are using could be assessed in a number of different ways; written short answer questions, oral questions, research assignment, report, and case study analysis. If you believe that you would find it difficult to achieve competence due to the assessment method (eg written answers if you have a problem with writing) speak with your assessor and alternative assessment methods can be used.

If your assessor determines that you are not yet competent, he / she will give you feedback on your performance and advise you on the additional training or practice that you may require. Arrangements can be made for reassessment.

If you believe that you have been given an unfair assessment you should discuss this with your assessor, or the Training Coordinator. If this does not resolve the situation, then you can ask to be reassessed by another assessor or assessor / technical expert partnership on which both parties agree. The outcome of this assessment will be regarded as final.
Your trainer / assessor will give you clear guidelines on what is required as evidence of your competency and discuss with you and your supervisor your readiness to be assessed. Arrangements will be made with you to gather evidence for the assessment of competence. Try to keep to these arrangements but if you do have a genuine reason (e.g. sickness, bereavement, etc) your trainer / assessor will make alternative arrangements with you. Try to give as much notice as possible so as to minimize the inconvenience – sometimes the trainer / assessor may have to travel some distance.

**Language, Literacy and Numeracy**

In some instances, you may need additional tuition to help in your assessments. During your induction, or at any other time during your training program, this can be arranged in negotiation with your training coordinator, training manager and workplace. Support is available from specialists in the Language, Literacy and Numeracy fields.

**Got any concerns with any aspect of your training or assessment?**

If at any time you feel that there is a problem with some aspect of your training or assessment, you are encouraged to speak in the first instance to your trainer, assessor or supervisor. Taminmin College RTO’s Assistant Principal VET is available to speak to should the matter remain unresolved and is available through VET administration in Taminmin College’s administration block or by calling 8983 7121.

**Complaints**

Learners and other clients (including employers or industry bodies) who have a complaint about an RTO should lodge their complaint directly with the RTO. All RTOs have a complaints process in place.

If the complainant is not satisfied with the handling of their complaint by the RTO, or there are extenuating circumstances that preclude the complainant from lodging their complaint directly with the RTO, they may lodge their complaint with the Australian Skills Quality Authority (ASQA). They can be found at [http://www.asqa.gov.au/](http://www.asqa.gov.au/) and there is a link for ‘complaints’.

Taminmin College RTO takes complaints very seriously. It undertakes to investigate them fairly and fully in a timely manner and take constructive action as required.

All complaints will be recorded in writing along with any action taken and outcomes achieved.
Appeals

You have the right to appeal an assessment decision. If you disagree with an assessment decision, you should advise your trainer in the first instance who will explain the reason for the assessment decision. If you still disagree with the decision, arrangements may be made to have you reassessed by an independent assessor.

The appeal term of Taminmin College RTO is 4 weeks. After this time, an assessment decision may not be changed.
The complaints procedure is outlined in the following flow chart.

1. **Complaint lodged**

2. **Check details and if immediate action can be taken**

3. **Record complaints in complaint register**

4. **If no immediate action taken refer immediately to appropriate person**
   - **Trainer / Assessor**

5. **Ensure solution is satisfactory**
   - **AP VET**

6. **Advise staff and management of action taken if necessary**
   - **CEO**

7. **Follow up and evaluate solution with client**
   - **External mediator**

8. **Record in client’s file and complaints register**
Your rights and responsibilities as a trainee

All trainees are expected to conduct themselves in an appropriate manner and respect the rights of others. It is important that you attend formal training sessions and participate in practice opportunities. If you are unable to attend a training session, please advise your supervisor. The trainer will make arrangements for you to catch up.

If you feel that you are not ready to undergo assessment of a competency, you should discuss this with your trainer / assessor and make arrangements for further supervised practice or training.

You have the right to undergo training and assessment in a harassment free environment. If you have any problems in this regard, you should contact your company harassment officer if it is specific to your workplace. If it is specific to the training environment talk with your trainer or Training Coordinator.

Your training may be terminated if you fail to attend training sessions without due reason; if your behavior is disruptive to the employer, trainer or other trainees; or if you fail to submit work within negotiated time lines.

If you are having any problems with your traineeship or of a more personal nature, the RTO Assistant Principal VET is available for confidential counseling. They will be able to advise you on relevant support services.

Firstly, consider your reasons for not going on with your traineeship / course. If you need additional assistance with training, talk to the Taminmin College RTO Training Coordinator before you do anything. Similarly, if you are not happy with the choice of competency units, talk to your trainer and it may be possible to choose alternative units in order to gain your qualification.

If you are in a traineeship, you may decide to take a position with another company. If you are under a contract of training you should speak to your company's recruitment officer about breaking the contract or possibly transferring the traineeship to a new employer.

If you are terminating a contract or you are choosing not to continue with a course, then your trainer needs to submit the appropriate paperwork to the VET administration office and Taminmin College RTO can then issue you a Statement of Attainment for the units of competence that have been achieved.

Learners have timely access to current and accurate records of their participation and progress. Progress reports are sent out in terms one and three for each learner and at any time, learners can visit the VET administration office and request access to their VET records. Photo ID must be presented if the learner is no longer at the school or appearing on our SAMS database which usually contains a photo of the learner.
What happens at the end of the traineeship / course?

Your trainer will advise you when your traineeship or qualification has been completed. You shall be issued with either a full Certificate or a Statement of Attainment, depending on the number of units of competency you have achieved. If you completed your program in full, you shall be awarded a full Certificate and in some cases, an additional Statement of Attainment, depending on the units of competency allocated to your particular program. If you did not complete your program, you can still receive a Statement of Attainment if you were assessed as competent against any of the units of competency. Taminmin College RTO is committed to assisting all learners in their endeavours to complete their qualifications.

What happens if I don’t finish the course?

Should you fail to complete your qualification within the allocated time as specified by your trainer at the commencement of the program, you may arrange with your trainer to complete the remaining units of competency at a time that is suitable to both your trainer and yourself.

You shall be issued with a statement of attainment for any units of competency which you have successfully achieved.

What if I don’t finish and the program doesn’t run again?

Sometimes there may not be a demand for a particular program, as will be determined by the number of enrolments and it is therefore not viable to re-run a particular program. Or there may not be a suitably qualified trainer to deliver a particular program in the following year.

Should you fail to complete your qualification and the program doesn’t run again in the following year for a particular reason, you will need to arrange to complete your qualification through another RTO who delivers the same program. You will be given credit for any units of competency you have already successfully achieved.
Code of Practice

Taminmin College RTO is committed to integrating Access and Equity principles within all our services that we provide to our clients. All staff recognise the rights of students/clients and provide information, advice and support that is consistent with our Mission Statement and organisation values and this Code of Practice.

Regardless of cultural background, gender, sexuality, disability or age you have the right to study in an environment that is free from discrimination and harassment and be treated in a fair and considerate manner while you are studying with us.

If, at any time, you feel that we are not abiding by our Code of Practice then report your complaints or grievance to your trainer or another staff member.
We provide and support the following services within our Code of Practice:

**Client selection, enrolment & induction / orientation procedures**

Client selection is done through an interview process. Taminmin College issues Certificates and Statements of Attainment to students aged 14 and over. Students under 14 will receive a statement of attendance for their participation. There is no absolute minimum age required for children who are pupils for vocational/technical education. Work done by children in this manner is part of their education, and is under the supervision of educational authorities. For work in industrial and other undertakings as part of vocational training, international standards recommend 14 years as the minimum age. Our enrolment process is documented on our website. We conduct induction and orientation sessions for both staff and students.

**Course information (including content & vocational outcomes)**

Specific course brochures have been developed for all of the courses within our current scope of registration. This VET information handbook issued also supports this.

**Charges (including refund policy)**

Information on costs and our refund policy is clearly documented in VET Student Information posted following acceptance into a course, and is also documented in this VET Information Handbook. For refund policy, see [here](#).

**Provision for language, literacy & numeracy**

We monitor the needs of our client's language, literacy and numeracy skills through our induction process, application & enrolment forms.

**Client support**

The support we offer includes (i) RPL assessment; (ii) options in learning; (iii) pre-course interviews; (iv) training needs analysis; (v) close liaison with parents/guardians and coordinators in school of enrolment; (vi) arranged structured work placements, (vii) national recognition, (viii) credit transfer, and (ix) information on our website and in our VET Information Handbook.

**Flexible learning and assessment procedures**

Flexible learning and assessment procedures are documented in our Strategies for Training and Assessment.
Welfare and guidance services
We will endeavour to provide welfare and guidance to all students/clients. This includes (i) Occupational Health and Safety; (ii) learning pathways and possible RPL opportunities; (iii) provision for special learning needs; and, (iv) provision for special cultural and religious needs.

Appeals and complaints procedures
We have a documented procedure that covers any appeals or complaints. Should you have an appeal or complaint contact your trainer or another member of staff for more detailed information.

Disciplinary procedure
To ensure all course participants receive equal opportunities and gain the maximum from their time with us, these rules apply to all people that attend any of our training and assessment sessions. Any person who displays dysfunctional or disruptive behaviour may be asked to leave the session and/or the course.

These behaviours include:

- continuous interruptions to the trainer whilst delivering the course content
- being disrespectful to other participants
- harassment by using offensive language
- sexual harassment
- bullying and intimidation
- acting in an unsafe manner that places themselves and others at risk
- refusing to participate when required in group activities
- continued absence or lateness at required times
- continued wearing of inappropriate clothing and footwear
- vandalism and theft
- possession and/or use of weapons and drugs including alcohol and tobacco; use of aerosol sprays

Above behaviour will not be tolerated and students will be referred to the relevant year level coordinator to implement disciplinary procedure.

Any person who is asked to leave a session or course has the right of appeal through our appeals process.

Staff responsibilities for Access and Equity issues
At Taminmin College RTO, we have appointed the Assistant Principal VET as VET student/client Equity Officer; the complete responsibilities are listed in that position’s Duty Statement. The position’s main objective regarding access and equity is to ensure all staff act in accordance with our Code of Practice and all students / clients are made aware of their rights and responsibilities.
Recognition of Prior Learning (RPL) arrangements

All assessment of RPL applications is reviewed by not less than two staff who are qualified to conduct the assessment. If it is deemed necessary, we invite a subject matter expert to be part of our assessment process.
Work Health and Safety (WH&S) Statement

Taminmin College is committed to providing and maintaining a safe, healthy and hazard free working environment for staff, and trainees. We will make every reasonable effort to ensure that:

- accidents are prevented
- hazards are removed or controlled
- employees, trainers and trainees are protected from injury
- health is preserved and promoted.

We will give priority to safe and healthy working conditions in all training plans, procedures and job instructions.

Trainers are responsible for ensuring the health and safety of trainees during training. Any trainer, who is aware of a hazard or risk, should act to reduce that risk.

Trainers who are aware of a hazard or risk are obliged to report that to the Urban VET Manager on 08 8983 7120, who will refer the matter on to the School’s WH&S representative.

RESPONSIBILITIES

TRAINEES

All trainees are responsible for:

- Complying with all legislative and Taminmin College RTO WH&S policies, procedures and instructions
- Taking action to avoid, eliminate or minimize hazards
- Making proper use of all safety devices and personal protective equipment
- Not willfully placing at risk the health and safety of any person at the work or training environment by their acts or omissions
- Seeking information or advice regarding hazards and procedures where necessary before carrying out new or unfamiliar work
- Being familiar with emergency and evacuation procedures and the location of first aid kits, personnel and emergency equipment
# Certificate I in Automotive

<table>
<thead>
<tr>
<th>Qualification Code:</th>
<th>AUR10105</th>
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<tbody>
<tr>
<td><strong>Qualification Outline:</strong></td>
<td>The Certificate I in Automotive provides learners with basic skills and knowledge in automotive theory and workshop practice. The course offers a pathway for students interested in training and working in a range of fields including light vehicle and heavy vehicle mechanical. Skills learned may also be applicable in related industries such as engineering, electrical, refrigeration, auto electrical and auto body. Students are expected to undertake structured work placement. The Certificate I requires successful completion of two core competencies and five elective units. Extra units may be offered and a statement of attainment will be awarded for any additional electives attained.</td>
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</tbody>
</table>

## Competencies

**Core:**
- AURC172003A ID environmental regulations and best practice in a Workplace or business
- AURC270103A Apply safe working practices

**Electives:**
- AURC251356A Read in the workplace
- AURC251677A Use numbers in the workplace
- AURC270688A Work effectively with others
- AURT100064A Remove and tag engine system components
- AURT100164A Remove and tag steering, suspension and brake System components
- AURT100308A Carry out workshop practice activities
- AURT125667A Use and maintain basic measuring devices
- AURT270278A Use and maintain workplace tools and equipment

## Assessment:
Assessment is based on the student's skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

## Qualification Contribution:
$55 VET Administration Cost
# Certificate II in Automotive Vehicle Servicing

**Qualification Code**: AUR20505

**Qualification Outline:**
The Certificate II in Automotive provides learners with a more comprehensive knowledge in automotive theory and workshop practice. The course offers a pathway for students interested in training and working in a range of fields including light vehicle and heavy vehicle mechanical. Skills learned may also be applicable in related industries such as engineering, electrical, refrigeration, auto electrical and auto body.

Students are expected to undertake structured work placement.

The Certificate II requires successful completion of 20 units of competency.

## Competencies

**Core:**
- AURC270103A Apply safe working practices
- AURT271781A Implement and monitor environmental regulations in the automotive mechanical industry

**Electives:**
- AURC270688A Work effectively with others
- AURE218708A Carry out repairs to single electrical circuits
- AURT200108A Carry out servicing operations
- AURT200368A Select and use bearings, seals, gaskets, sealants and adhesives
- AURT201164A Remove and install engine assemblies
- AURT201170A Inspect and service engines
- AURT202170A Inspect and service cooling systems
- AURT203170B Service petrol fuel systems
- AURT203670A Service diesel fuel inspection systems
- AURT206670A Inspect and service transmissions (manual)
- AURT207170A Inspect and service transmissions (automatic)
- AURT210170A Inspect and service braking systems
- AURT212670A Service final drive assemblies
- AURT213170A Service final drive (driveline)
- AURT215170A Inspect and service steering systems
- AURT216170A Inspect and service suspension systems
- AURT225667A Use and maintain measuring equipment
- AURT270278A Use and maintain workplace tools and equipment

**Assessment:**
Assessment is based on the student's skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

**Qualification Contribution:**
$55 VET Administration Cost

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**Group**: 2

**Subject Offered**: Semester 1

**Qualification length**: Year-long / Class will operate every Tuesday and Wednesday

**Prerequisite**: Certificate I in Automotive or a demonstration of a basic knowledge in the industry

**Further Study**: Articulates into further training/apprenticeships/entry level employment
## Certificate I in Business

### Qualification Code: BSB10107 Cert I in Business

### Qualification Outline:
Certificate I in Business provides the skills and knowledge for an individual to experience what is involved in working in a business environment. Basic skills will be developed in the use of a range of information technology, communication, organisation, keyboard operation and safety procedures. It will enable students to undertake basic ICT functions using a personal computer and to engage in fundamental online activities.

Whilst developing knowledge and skills the students will be involved in a range of structured business activities that includes the organisation and running of small school based businesses throughout the year.

Students are expected to undertake structured work placement.

### Competencies:
To attain this Certificate, 6 units of competency must be successfully completed, with BSOHS201A Participate in OHS processes being compulsory.

- BSBADM101A Use business equipment and resources
- BSBCCM101A Apply basic communication skills
- BSBITU101A Operate a personal computer
- BSBITU102A Develop keyboard skills
- BSBOHS201A Participate in OHS processes
- BSBWOR202A Organise and complete daily work activities

### Assessment:
Assessment is based on the student's skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

### Qualification Fee:
$50 VET Administration Cost
Certificate I in Engineering

**Qualification Code:** MEM10105

**Qualification Outline:**
The program provides learners with basic skills and knowledge in metals and engineering and offers a pathway for students interested in training and working in a range of fields including welding and metal fabrication, automotive maintenance, refrigeration and electrical.

Students are expected to undertake structured work placement. The Certificate requires successful completion of 4 mandatory units and elective units to the value of 24 points. Extra units may be offered and a statement of attainment will be awarded for any additional electives attained.

**Competencies**

**Mandatory:**
- MEM13014A  Apply principals of occupational health and safety in the work environment
- MEM14004A  Plan to undertake a routine task
- MEM15024A  Apply quality procedures
- MEM16007A  Work with others in a manufacturing, engineering or related environment

**Elective units:**
- MEM05004C  Perform routine oxy acetylene welding (2)
- MEM05006C  Perform brazing and / or silver soldering (2)
- MEM05007C  Perform manual heating and thermal cutting (2)
- MEM05012C  Perform routine manual metal arc welding (2)
- MEM06007B  Perform basic incidental heat/quenching, tempering and annealing (2)
- MEM07032B  Use workshop machines for basic operations (2)
- MEM11011B  Undertake manual handling (2)
- MEM12023A  Perform engineering measurements (3)
- MEM14005A  Plan and complete activity (4)
- MEM18001C  Use hand tools (2)
- MEM18002B  Use power tools / hand held operations (2)

Elective units for this qualification will be chosen according to instructor skills and trainee’s specific needs.

**Assessment:**
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

**Qualification Contribution:**
$60 VET Administration Cost

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**Group:** 1 & 2
**Subject Offered:**
Semester 1
**Qualification length:**
Year-long, every Thursday
**Prerequisite:**
Nil
**Further Study:**
Articulates into further training/apprenticeships/entry level employment
## Certificate II in Engineering

<table>
<thead>
<tr>
<th>Qualification Code: MEM20105</th>
<th>Group:</th>
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### Qualification Outline:
The Certificate II in Engineering requires successful completion of five mandatory units plus elective units to the value of 30 points. Extra units may be offered and a statement of attainment will be awarded for any additional electives attained.

The Certificate II in Engineering provides learners with a more comprehensive knowledge in engineering theory and workshop practice. The course offers a pathway for students interested in training and working in a range of fields including mechanical, fabrication, production and electrical.

Students are expected to undertake structured work placement.

### Competencies

**Mandatory:**

- MEM13014A Apply principles of OH&S in the Work environment
- MEM14004A Plan to undertake a routine task
- MEM15002A Apply quality systems
- MEM15024A Apply quality procedures
- MEM16007A Work with others in a manufacturing, engineering or related environment

**Electives:**

- MEM03001B Perform manual production assembly (4)
- MEM03003B Perform sheet and plate assembly (4)
- MEM05001B Perform manual soldering / desoldering – electrical / electronic components (4)
- MEM05005B Carry out mechanical cutting (2)
- MEM05049B Perform routine gas tungsten arc welding (2)
- MEM05050B Perform routine gas metal arc welding (2)
- MEM06001B Perform hand forging (4)
- MEM09002B Interpret technical drawing (4)
- MEM18013B Perform gland packing (2)
- MEM18055B Dismantle, replace and assemble engineering components (3)

### Assessment:
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

### Qualification Contribution:
$60 VET Administration Cost
# Certificate I in Construction

**Qualification Code:** CPC10111

**Qualification Outline:**
Certificate I in Construction focuses on the basic methods of construction & design. From this unit students will be able to enter the work force with basic industry knowledge. This qualification requires 8 compulsory units (core) & 3 elective units. Extra units may be offered and a statement of attainment will be awarded for any additional electives attained.

**Competencies:**

**Core:**
- CPCCCM1012A Work effectively and sustainably in the construction industry
- CPCCCM1013A Plan and organize work
- CPCCCM1014A Conduct workplace communication
- CPCCCM2001A Read and interpret plans and specifications
- CPCCCM2005A Use construction tools and equipment
- CPCCOHS1001A Work safely in the construction industry
- CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry
- CPCCVE1011A Undertake a basic construction project

**Electives:**
- CPCCCM1015A Carry out measurements and calculations
- CPCCCM2004A Handle construction materials
- CPCCCM2006A Apply basic levelling procedures

**Assessment:**
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

**Qualification Contribution:**
$55 VET Administration Cost
# Certificate II in Construction

**Qualification Code:** CPC20111

## Qualification Outline:
Certificate II in Construction provides an occupational outcome and a range of support tasks applicable to a majority of construction work sites.

This qualification requires 9 compulsory units (core) & 6 elective units. Extra units may be offered and a statement of attainment will be awarded for any additional electives attained.

### Competencies

**Core:**
- CPCCOHS2001A  Apply OH&S requirements, policies and procedures in the construction industry
- CPCCCM1012A  Work effectively and sustainably in the construction industry
- CPCCCM1013A  Plan and organise work
- CPCCCM1014A  Conduct workplace communication
- CPCCCM1015A  Carry out measurements and calculations
- CPCCCM2001A  Read and interpret plans and specifications
- CPCCCM2005A  Use construction tools and equipment
- CPCCCM2006A  Apply basic leveling procedures
- CPCCCO2013A  Carry out concreting to simple forms

**Electives:**
- CPCCCA2003A  Erect and dismantle form work for footings and slabs on ground
- CPCCCM2010A  Work safely at heights
- CPCCCM2002A  Carry out excavation
- CPCCCM2007A  Use explosive power tools
- CPCCCM2008A  Erect and dismantle restricted height scaffolding
- CPCCPD2003A  Remove and replace doors and door and window components
- CPCCSF2004A  Place and fix reinforcement materials
- MEM05050B  Perform routine gas metal arc welding
- RIISAM204B  Operate small plant and equipment

### Assessment:
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

### Qualification Contribution:
$55 VET Uniform / Equipment Cost

## Group:

- **Subject Offered:**
  - Semester 1 & 2
- **Qualification length:**
  - Year-long
  - Program runs every Tuesday and Wednesday
- **Prerequisite:**
  - Certificate I in Construction or a demonstration of basic knowledge in the industry
- **Further Study:**
  - Certificate III in General Construction or entry level employment

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Version 06_Sep2012
## Certificate I in Hospitality (Kitchen Operations)

<table>
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<th>Qualification Code</th>
<th>SIT10307</th>
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### Qualification Outline:
The Certificate I in Hospitality (Kitchen Operations) reflects the role of entry level employees who perform routine tasks in the kitchen under direct supervision.

A certificate I in Hospitality (Kitchen Operations) requires completion of 7 core units and 3 elective units. Extra units may be offered and a statement of attainment will be awarded for any additional electives attained.

### Competencies
#### Core:
- SITHCCC001B Organise and prepare food
- SITHCCC002A Present food
- SITHCCC003B Receive and store kitchen supplies
- SITHCCC004B Clean and maintain kitchen premises
- SITXCOM001A Work with colleagues and customers
- SITXOHS001B Follow health, safety and security procedures
- SITXOHS002A Follow workplace hygiene procedures

#### Electives:
- SITHCCC006A Prepare appetisers and salads
- SITHCCC007A Prepare sandwiches
- TIE1005A Carry out basic workplace calculations

### Assessment:
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

### Qualification Contribution:
$150 VET Administration Cost

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Group:

Subject Offered:
- Semester 1 & 2

Qualification length:
- Year-long
- Program runs every Thursday

Prerequisite:
- Nil

Further Study:
- Articulates into further training/apprenticeships/entry level employment
## Certificate II in Hospitality (Kitchen Operations)

**Qualification Code:** SIT20307

### Qualification Outline:
This is a broad based qualification designed to develop skills and knowledge relevant to a range of work contexts in the hospitality industry.

A certificate II in Hospitality (Kitchen Operations) requires completion of 11 core units and 5 elective units.

### Competencies:
**Core:**
- SITHCCC001B Organise and prepare food
- SITHCCC002A Present food
- SITHCCC003B Receive and store kitchen supplies
- SITHCCC004B Clean and maintain kitchen premises
- SITHCCC005A Use basic methods of cookery
- SITHCCC027A Prepare, cook and serve food for food service
- SITHIND001B Develop and update hospitality industry knowledge
- SITXCOM001A Work with colleagues and customers
- SITXCOM002A Work in a socially diverse environment
- SITXOHS001B Follow health, safety and security procedures
- SITXOHS002A Follow workplace hygiene procedures

**Electives:**
- SITHCCC006A Prepare appetisers and salads
- SITHCCC007A Prepare sandwiches
- SITHCCC008A Prepare stocks, sauces and soups
- SITHCCC010A Select, prepare and cook poultry
- SITHCCC014A Prepare pastries, cakes and yeast goods

### Assessment:
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

### Qualification Contribution:
$150 VET Administration Cost
## Certificate I in Racing (Stable hand)

**Qualification Code:** RGR10108

**Qualification Outline:**
The program provides an avenue for pre-employment training for students in schools who are contemplating employment in the entry-level occupation of stable hand. Trainee stable hands demonstrate basic practical skills and work under constant supervision with horses that are well educated, tractable and docile. Riding skills can be acquired via an optional elective. Students will be taught how to care for the horses & to meet their individual needs of feeding, grooming and keeping the environment safe, clean and hygienic.

A certificate I in Racing (Stable hand) requires completion of 3 core units and 2 elective units.

### Competencies:

#### Core:
- RGRCMN201A Follow OHS procedures and observe environmental work practices
- RGRPSH101A Catch and handle quiet horses under supervision
- RGRPSH102A Perform basic stable duties

#### Electives:
- RGRPSH205A Perform basic riding tasks
- RGRCMN002A Investigate job opportunities in racing and related industries

**Assessment:**
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

**Qualification Contribution:**
$50 VET Administration Cost
## Certificate II in Racing (Stable hand)

**Qualification Code:** RGR20108

### Qualification Outline:
Students will work under the direction of a trainer or stable foreman and will be required to act autonomously in certain situations requiring solutions to a limited range of problems or work as part of a team.

Student duties involve caring for highly-strung expensive animals that can easily injure themselves or their handlers. There is therefore a degree of responsibility as well as a duty of care involved in the work. There will be occasions when the student will be in sole charge of an animal in situations where a danger exists to the animal, the handler, or the general public, such as unloading from a float or leading on a racecourse.

A certificate II in Racing (Stable hand) requires completion of 11 core units and 2 elective units.

### Competencies:

**Core:**
- HLTFA301B  Apply first aid
- PUACOM001B  Communicate in the workplace
- RGRCMN001A  Comply with the rules of racing and related protocols
- RGRCMN002A  Investigate job opportunities in racing and related industries
- RGRCMN201A  Follow OHS procedures and observe environmental work practices
- RGRCMN202A  Achieve requirements for industry induction
- RGRPSH201A  Handle horses
- RGRPSH202A  Assist with transportation of horses
- RGRPSH207A  Perform stable duties
- RGRPSH208A  Attend horses at track work
- RGRPSH209A  Attend horses at race meetings and trials

**Electives:**
- RGRCMN003A  Manage personal health and fitness
- RGRPSH205A  Perform basic riding tasks

### Assessment:
Assessment is based on the student's skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

### Qualification Contribution:
$50 VET Administration Cost
### Certificate I in Conservation & Land Management

**Qualification Code:** AHC10110

**Qualification Outline:**
The Certificate I is a broad based general qualification that will provide learners with an insight into industry sectors and areas of specialisation in natural resource management, including natural area restoration, lands, parks and wildlife, weed management and conservation earthworks. Students are involved in hands on conservation projects, including management of Woodside Reserve, a 51 hectare natural resource study area at Taminmin.

Students are expected to undertake structured work placement – typically in conservation parks, reserves and natural resource management agencies / organisations.

The Certificate I requires successful completion of two core units and 4 elective units. A Statement of Attainment will be awarded for any extra units successfully achieved.

**Competencies:**

**Core**
- AHC0H101A Prepare for work
- AHCWRK101A Maintain the workplace

**Electives**
- AHCCHM101A Follow basic chemical safety rules
- AHCCMOM101A Assist with routine maintenance of machinery and equipment
- AHCNAR101A Support natural area conservation
- AHCNAR102A Support native seed collection
- AHCNSY101A Support nursery work
- AHCPGD101A Support gardening work

**Assessment:**
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

**Qualification Contribution:**
$60 VET Administration Cost

### Certificate I in Engineering

**Qualification Code:** MEM10105

**Subject Offered:**
Semester 1 (as part of the Cert I in Agrifood Operations program)

**Qualification Length**
Year-long

**Prerequisite**
Nil

**Further Study**
Articulates into further training / entry level employment

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**Group: 1 & 2**
Qualification Outline:
The program provides learners with basic skills and knowledge in metals and engineering and offers a pathway for students interested in training and working in a range of fields including welding and metal fabrication, automotive maintenance, refrigeration and electrical.

Students are expected to undertake structured work placement. The Certificate requires successful completion of 4 mandatory units and elective units to the value of 24 points. Extra units may be offered and a statement of attainment will be awarded for any additional electives attained.

Competencies
Mandatory:
MEM13014A Apply principals of occupational health and safety in the work environment
MEM14004A Plan to undertake a routine task
MEM15024A Apply quality procedures
MEM16007A Work with others in a manufacturing, engineering or related environment

Elective units:
MEM03003B Perform sheet and plate assembly (4)
MEM05004C Perform routine oxy acetylene welding (2)
MEM05006C Perform brazing and / or silver soldering (2)
MEM05007C Perform manual heating and thermal cutting (2)
MEM05012C Perform routine manual metal arc welding (2)
MEM07032B Use workshop machines for basic operations (2)
MEM11011B Undertake manual handling (2)
MEM11016B Order materials (2)
MEM12023A Perform engineering measurements (3)
MEM14005A Plan and complete activity (4)
MEM18001C Use hand tools (2)
MEM18002B Use power tools / hand held operations (2)

Elective units for this qualification will be chosen according to instructor skills and trainee’s specific needs.

Assessment:
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

Qualification Contribution:
$60 VET Administration Cost

Subject Offered:
Semester 1

Qualification length:
Year-long, every Thursday

Prerequisite:
Nil

Further Study:
Articulates into further training/ apprenticeships/ entry level employment
### Certificate I in Agrifood Operations

**Qualification Code:** AHC10210

**Qualification Outline:**
The Certificate I in Agrifood Operations is a broad-based general qualification that will provide easy transition to Level 2 training in more specialised areas in Rural Production, Agriculture and Horticulture. The program gives students the opportunity to gain experience working on a mixed-produce farm, acquiring basic skills and knowledge in livestock handling and feeding (cattle and buffalo), horticulture production, nursery work, and fencing. During the program students have the opportunity to complete structured work placement – typically on a cattle station, government research station or in a local horticultural business.

The Certificate I requires successful completion of two core units and 4 elective units. A maximum of 2 elective units can be at a level 2. Extra units may be offered and a statement of attainment will be awarded for any additional electives attained.

**Competencies**

**Core:**
- AHCOHS101A Work safely
- AHCWRK101A Maintain the workplace

**Electives:**
- AHCHBR101A Support horse work
- AHCLSK101A Support extensive livestock work
- AHCMOM203A Operate basic machinery and equipment
- AHCPHT101A Support horticulture production

**Assessment:**
Assessment is based on the student’s skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

**Qualification Contribution:**
$60 VET Administration Cost
## Certificate II in Rural Operations

**Qualification Code:** AHC21210  
**Group:**

### Course Outline:
The Certificate II in Rural Operations is a broad-based general qualification that will provide easy transition to Level 3 training in more specialised areas in Rural Production, Agriculture and Horticulture.

The program gives students the opportunity to gain experience working on a mixed-produce farm, acquiring skills and knowledge in livestock handling and breeding (cattle, horses and buffalo), horticulture production, operating tractors and machinery.

The Certificate II requires successful completion of 2 core units and 13 elective units.

### Competencies

#### Core (Compulsory):
- AHCOS201A Participate in OH&S processes
- AHCWRK209A Participate in environmentally sustainable work practices

#### Electives
- AHCHCM201A Apply chemicals under supervision
- AHCHBR202A Handle young horses
- AHCHBR203A Provide daily care for horses
- AHCHINF202A Install, maintain and repair fencing
- AHCLSK202A Care for health and welfare of livestock
- AHCLSK205A Handle livestock using basic techniques
- AHCLSK206A Identify and mark livestock
- AHCLSK207A Load and unload livestock
- AHCLSK209A Monitor water supplies
- AHCLSK210A Muster and move livestock
- AHCLSK211A Provide feed for livestock
- AHCMOM203A Operate basic machinery and equipment
- AHCWRK207A Collect and record production data

### Assessment:
Assessment is based on the student's skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

### Qualification Contribution:
$100 VET Administration Cost
## Certificate III in Agriculture

### Qualification Code: AHC30110

### Qualification Outline:
This is a full year course, in which students will be in a standalone class dedicated to Agriculture and in particular the Beef Cattle Industry. This course is designed for those students who are looking to enter the industry as station hands or to work in supporting industries. This course is also suited to students on school based traineeships. Work Placement will be a vital component of this course and will be mapped to subjects such as Vocational A and B which will ensure that students have the opportunity to complete their NTCET.

To achieve the Certificate III in Agriculture a total of 16 units must be completed. There are two compulsory units plus 14 others units that have been selected that align with the Northern Territory cattle industry. Students are expected to undertake structured work placement.

### Competencies

#### Core:
- AHCCHBR302A  Carry out basic hoof care procedures
- AHCCHBR304A  Educate, ride and care for horses and equipment
- AHCCHBR307A  Assess suitability of horses for stock work
- AHCINF303A  Plan and construct conventional fencing
- AHCCLSK301A  Administer medication to livestock
- AHCCLSK305A  Maintain livestock water supplies
- AHCCLSK308A  Identify and draft livestock
- AHCCLSK309A  Implement animal health control programs
- AHCCLSK311A  Implement feeding plans for livestock
- AHCCLSK316A  Prepare livestock for competition
- AHCCLSK318A  Rear newborn and young livestock
- AHCCLSK320A  Coordinate and monitor livestock transport
- AHCCLSK323A  Maintain and monitor feed stocks
- AHCCLSK323A  Operate machinery and equipment

### Electives:
- AHCCHBR302A  Carry out basic hoof care procedures
- AHCCHBR304A  Educate, ride and care for horses and equipment
- AHCCHBR307A  Assess suitability of horses for stock work
- AHCINF303A  Plan and construct conventional fencing
- AHCCLSK301A  Administer medication to livestock
- AHCCLSK305A  Maintain livestock water supplies
- AHCCLSK308A  Identify and draft livestock
- AHCCLSK309A  Implement animal health control programs
- AHCCLSK311A  Implement feeding plans for livestock
- AHCCLSK316A  Prepare livestock for competition
- AHCCLSK318A  Rear newborn and young livestock
- AHCCLSK320A  Coordinate and monitor livestock transport
- AHCCLSK323A  Maintain and monitor feed stocks
- AHCCLSK323A  Operate machinery and equipment

### Assessment:
Assessment is based on the student's skill in carrying out tasks in a competent manner. Students are expected to demonstrate all elements of a competency. If not successful at first, there is opportunity to improve skills and be assessed again. Assessment is ongoing and may be in the form of observation, written & oral tasks, practical demonstrations or satisfactory completion of a project.

### Qualification Contribution:
$150 VET Administration Cost
Legislation / Useful Links

Legislation:

NT WorkSafe is responsible for administering a variety of legislation and related regulations throughout the Northern Territory. These can be sourced from the following web link: [http://www.worksafe.nt.gov.au/home.aspx](http://www.worksafe.nt.gov.au/home.aspx)

Useful Links:

VET at Schools Program Handbook

Department of Education and Training (DET)
[www.det.nt.gov.au](http://www.det.nt.gov.au)

Department of Education, Employment and Workplace Relations

Training Support Network

VET Quality Framework
[VET Quality Framework | Australian Skills Quality Authority](http://www.vetqualityframework.asqa.gov.au)

NT Training Advisory Councils

National VET database of Australia (old NTIS)
VET Framework and Stakeholders

Education is one of Northern Territory’s best strategies to achieve social, economic and environmental sustainability. Vocational Education and Training (VET) provides skills and knowledge for work, enhances employability and assists learning throughout life.

In Australia, the VET foundation was laid in the mid to late nineteenth century, when mechanical institutes, schools of technical and mines and working men's colleges were established to develop the skills of Australia’s working population. For almost 100 years, training was largely for males working full time in traditional trade related industries.

Today, VET is offered not only in the public system, but is also available through private and community training providers and in secondary schools. They are equally taken up by both males and females. It can link to university study options, and provides up to six levels of nationally recognised qualifications in most industries, including high growth, new economy industries.

Australian, state and territory governments agreed in 1992 to have a national training system, replacing the separate state and territory systems. A cooperative VET system with strategic input from industry was put in place.

A new National Agreement for Skills and Workforce Development was signed by the Australian Government and all States and Territories in late 2008. This agreement identifies the long-term objectives of the Commonwealth and State/Territory Governments in the areas of skills and workforce development.

The objectives are:

- All working aged Australians have the opportunity to develop the skills and qualifications needed, including through a responsive training system, to enable them to be effective participants in and contributors to the modern labour market.
- Individuals are assisted to overcome barriers to education, training and employment, and are motivated to acquire and utilise new skills.
- Australian industry and businesses develop, harness and utilise the skills and abilities of the workforce.

The expected outcomes are that:

- The working age population has gaps in foundation skills levels reduced to enable effective education, labour market and social participation.
• The working age population has the depth and breadth of skills and capabilities required for the 21st century labour market.
• The supply of skills provided by the national training system responds to meet changing labour market demand.
• Skills are used effectively to increase labour market efficiency, productivity, innovation, and ensure increased utilisation of human capital.

The Australian vocational education and training (VET) system is recognised as among the most sophisticated in the world because it is:

• Industry led - employers and industry representatives define what outcome is required from training.
• National the system is jointly managed by State, Territory and Australian governments.
• Client focused it is flexible and relevant and responsive to client needs.

The fundamental elements of the system are:

• National VET Sector Sustainability Policy and Action Plan (2009-2012)
• The VET Quality Framework
• State and Territory Registering Authorities.
Thank You

Please take some time to fill out the Taminmin College RTO feedback form as part of Taminmin’s continuous improvement process.

It can be handed in to our VET office staff where your feedback shall be evaluated.

We appreciate your comments.
# TAMINMIN COLLEGE RTO FEEDBACK FORM

| Name: |  |
| Date: |  |
| Course Interested In: |  |
| Phone: |  |
| Email: |  |
| Overall, how did you find the content of the VET Information Handbook? |  |
| Information about Taminmin College RTO |  |
| Available Qualifications |  |
| National Recognition |  |
| Recognition of Prior Learning (RPL) |  |
| Length of Qualification |  |
| Charges / Refund Policy |  |
| Pathways |  |
| How you will be assessed |  |
| Language, Literacy and Numeracy |  |
| Complaints and Appeals |  |
| Rights and Responsibilities |  |
| The end of your qualification |  |
| Code of Practice |  |
Please provide any comments you may have about your dealings with Taminmin College RTO and any suggestions for improvement

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Thank you for taking the time to fill out the Taminmin College RTO feedback form. Your feedback is greatly appreciated and welcomed.