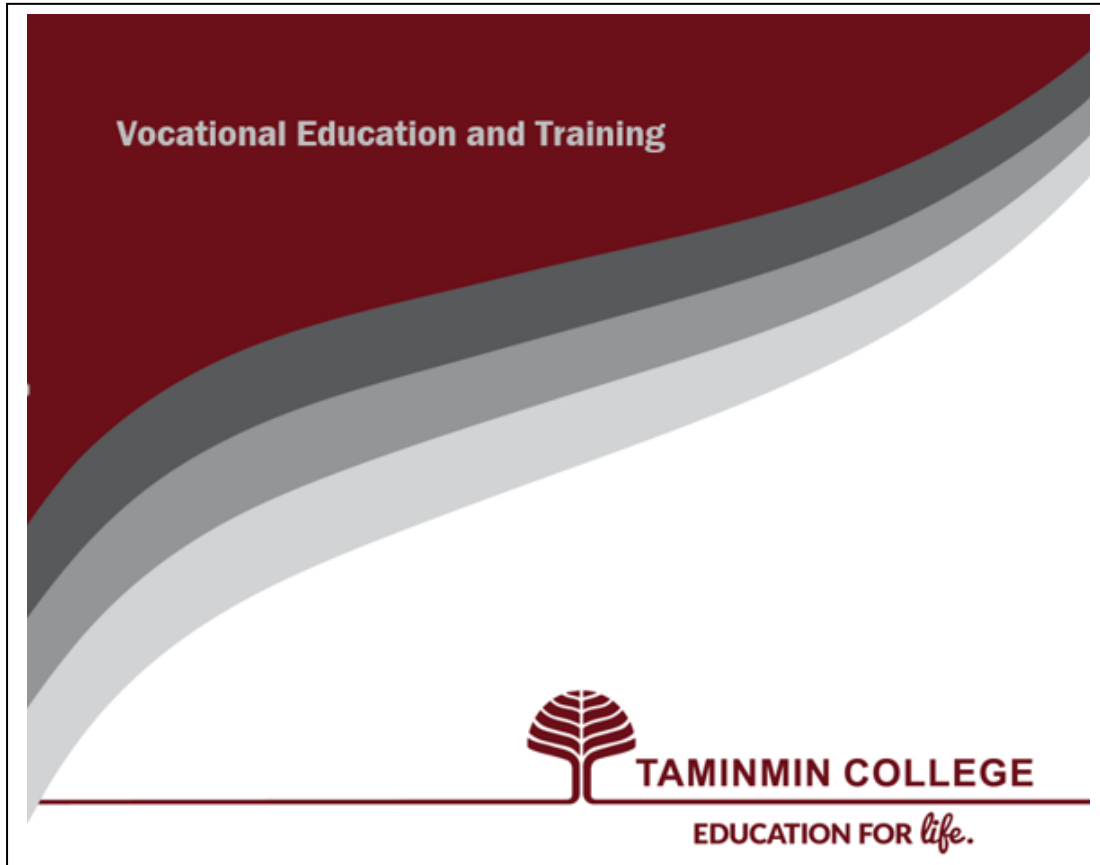


VET Student Handbook



Registered Training Organisation (RTO) Provider No: 0855

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RTO Provider No 0855

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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
- Retail coffee enterprise, Taminmin Coffee Club

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
Principal, Taminmin College

Qualifications available through Taminmin College

- ACM10117 Certificate I in Animal Studies
- AHC10216 Certificate I in AgriFood Operations
- AHC21216 Certificate II in Rural Operations
- AHC30116 Certificate III in Agriculture
- AUR10116 Certificate I in Automotive Vocational Preparation
- AUR20516 Certificate II in Automotive Servicing Technology
- BSB10115 Certificate I in Business
- BSB20115 Certificate II in Business
- BSB30415 Certificate III in Business Administration
- CPC10111 Certificate I in Construction
- CPC20112 Certificate II in Construction
- CPC20211 Certificate II Construction Pathways
- MEM10105 Certificate I in Engineering
- MEM20413 Certificate II in Engineering Pathways
- MSM10216 Certificate I in Manufacturing (Pathways)
- RGR10108 Certificate I in Racing (Stablehand)
- RGR20108 Certificate II In Racing (Stablehand)
- SIR10116 Certificate I in Retail Services
- SIT10216 Certificate I in Hospitality
- SIT20416 Certificate II in Kitchen Operations
- SIT20116 Certificate II in Tourism

Background

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met. *Source:*

<https://www.asqa.gov.au/about>

Taminmin College is a registered training organisation (RTO) and complies with the standards for registered training organisations. Our training provider number is 0855

Taminmin College receives funding from the Northern Territory government under VET Delivered to Secondary Students (VETDSS) to enable students to try an occupation while at school.

The courses on offer are nationally recognised and can contribute to the Northern Territory Certificate of Education (NTCET) and many provide meaningful credit to apprenticeship or trainee pathways.

Legislative requirements

To remain an RTO, Taminmin College must comply with the *Standards for Registered Training Organisations (RTOs) 2015* and all relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to our operations.

Privacy

All information collected for enrolment, training and assessment is subject to the *NT Information Act* and the *Privacy Act 1988*. Your parent/guardian (or you, if you are an independent student or over the age of 18) will need to sign an agreement to allow your personal information to be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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 course requirements carefully and select your program/course. Taminmin College will complete this using the subject selection online process, guided by staff and the Careers Advisor. Students who are not enrolled at Taminmin

College will complete an Expression of Interest form and submit this form to your school VET Coordinator who will forward this to Taminmin College

Step 2: Students are required to attend an interview and parents may also be requested to attend. You will be contacted by Taminmin College and given the time and date for your 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.



If you do not provide your USI within two weeks of commencing your VET course, your offer may be revoked and your place in the course given to student/s on the waiting list

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 Delivered to Secondary Students (VETDSS) 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.

Refunds

If you have changed your mind about your VET course, you may be entitled to a refund of any course fees paid. Contact VET administration for further details.



Refunds are generally non-refundable following the second week of the course.

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. Please talk to your trainer or the VET Office to discuss your options.

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

Reports home to parents

Reports on your progress will be sent to your parent/guardian at the end of Term 1 and Term 3. This will list your attendance record and your application to the course of study.

Assessment

To be deemed competent against a nationally accredited unit, you must be assessed as competent in all elements that comprise that unit. Competency means that you have gained the skills and knowledge required to perform to the standard required in the workplace. 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.

All assessment items are kept by Taminmin College for a minimum period of 6 months as required by ASQA for audit purposes. Assessment items are then destroyed to prevent unauthorised access. If you wish to keep a copy of your assessment item/s please ensure you have saved it to a secure location.

Plagiarism

Plagiarism is the presentation of work from another person, as though it was their own, and failing to properly acknowledge that person.

Where plagiarism is identified the SACE policy on Copyright and Intellectual Property will be implemented: <https://www.sace.sa.edu.au/about/policies/all-sace-policies>

Certification

On successful completion of all the required assessment items a Statement of Attainment and/or the Certificate and a record of results will be issued within 30 days of completion. Please ensure you have supplied a valid USI to receive your results as legislation prevents us from issuing qualification without a valid USI.

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.

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 the appeal result in writing within 60 days.

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

Complaints

If you are not happy with any aspect of your training, please talk to your trainer first or approach the VET Office to discuss the issue.

Serious complaints will be dealt with according to the policy and procedure available on the Taminmin College website: <https://www.taminmin.nt.edu.au/>



If you feel you 'do not have a voice' or you are not comfortable with talking to your trainer or the Assistant Principal about your concerns, you could:

- Ask your parent or another person that you trust to talk on your behalf
- You could put your concerns in writing and send it to the VET Office

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 Work Health and Safety (National Uniform Legislation) Act and Regulations define bullying as repeated and unreasonable behaviours directed towards a worker or group of workers that creates a risk to health and safety. When you are enrolled in a VET course, workplace rules are applied to all participants.

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

Structured Work Placement (SWP)

An important component of training is the Structured Work Placement. SWP is organised by Industry Engagement Officers (IEOs) who are the link between the school, host workplace and the Registered Training Organisation (RTO).

SWP involves spending at least one work week and in some cases two weeks, each semester with a host employer gaining an insight to the requirements and expectations of a worker within this industry. Students do not receive payment for this experience.

In order to complete SWP, your trainer will have to determine your readiness to participate based on your application to the course requirements. IEOs will visit the training room to discuss the application process and requirements. You will be required to complete the SWP application and Preference Information forms in class.

Students are encouraged to identify work places where they would like to complete their placement and identify this in your SWP application.

Training Guarantee

Taminmin College will provide training and assessment in accordance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* and ensure that the learner will have the opportunity to complete the qualification offered once a completed enrolment form is processed.

Students commencing training late; that is after the official start date, may have a negotiated training plan that will detail how the missed class/es may impact the length of time to complete the qualification.

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@ntschoools.net

Contact information

Email: vetadminmin.taminmin@ntschoools.net

Assistant Principal VET: Mrs. Robyn Morrison. Phone: 8983 7121

VET Administration: Mrs. Susan Burgess. Phone: 8983 7143

VET Administration Support: Mrs. Sheridan Wakefield. Phone 8983 7199

VET Quality Assurance: Ms Shirley O'Connor. Phone: 8983 7125