

# Student Handbook

**ELC Training Australia Pty Ltd**

RTOID: 45839



## TABLE OF CONTENTS

<i>WELCOME</i> .....	3
<i>STUDYING THROUGH ELC TRAINING</i> .....	3
<i>OUR OBLIGATION AS YOUR RTO</i> .....	3
<i>OUR CONTACT DETAILS</i> .....	3
<i>COURSES PROVIDED BY ELC TRAINING</i> .....	3
<i>SELECTION AND ENROLMENT</i> .....	4
<i>UNIQUE STUDENT IDENTIFIER (USI)</i> .....	4
<i>CREDITS</i> .....	5
<i>RECOGNITION OF PRIOR LEARNING</i> .....	5
<i>COURSE LOCATIONS</i> .....	6
<i>COURSE INDUCTION</i> .....	6
<i>OUR ONLINE LEARNING SYSTEMS</i> .....	6
<i>STUDENT CODE OF CONDUCT</i> .....	7
<i>COURSE EXPECTATIONS AND REQUIREMENTS</i> .....	8
<i>COURSE EXTENSIONS</i> .....	8
<i>ATTENDANCE AND HOMEWORK REQUIREMENTS</i> .....	8
<i>ASSESSMENT ARRANGEMENTS</i> .....	9
<i>STUDENT PLAGIARISM, CHEATING AND COLLUSION</i> .....	10
<i>SUPPORT SERVICES</i> .....	11
<i>EXTERNAL SUPPORT SERVICES</i> .....	11
<i>YOUR FEEDBACK</i> .....	12
<i>ACCESS TO YOUR RECORDS</i> .....	12
<i>NOTIFYING YOU IF THINGS CHANGE</i> .....	13
<i>LEGISLATION AND YOU</i> .....	13
<i>FEES, CHARGES AND REFUNDS POLICY</i> .....	16
<i>ADDITIONAL FEES AND CHARGES</i> .....	18
<i>COMPLAINTS AND APPEALS POLICY</i> .....	18
<i>ISSUING OF CERTIFICATION DOCUMENTS</i> .....	19
<i>POLICY DEFINITIONS</i> .....	20

# Student Handbook

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## **WELCOME**

Welcome to ELC Training.

We look forward to helping you develop your vocational skills and knowledge to prepare you for a rewarding career.

The purpose of this Handbook is to provide you with all the information that you need to know about studying with ELC Training.

## **STUDYING THROUGH ELC TRAINING**

ELC Training aims to provide courses which are:

- Practical
- Informed by industry needs
- Flexible
- Affordable
- Delivered by friendly, professional and supportive staff

## **OUR OBLIGATION AS YOUR RTO**

As a Registered Training Organisation (RTO) registered with Australian Skills Quality Authority (ASQA), we have an obligation to ensure the quality of the Nationally Recognised Training and Assessment we deliver. We must comply at all times with the Standards for RTOs 2015 which are part of the VET Quality Framework. To ensure compliance we have developed comprehensive internal policies, procedures and systems that guide our compliant operations and we must participate in audits with ASQA upon their request. In addition, we must ensure that any third parties that we work with who have any involvement in your training and assessment comply as well. This includes our training partners, marketing brokers and salespeople where applicable.

As the RTO we have the responsibility to issue your AQF Certification Documents in line with our Student Completion Policy as outlined in this Handbook.

If at any time you feel we have not met our obligations as an RTO, you have the right to make a complaint following our Complaints and Appeals Policy outlined further on in this Handbook.

## **OUR CONTACT DETAILS**

Address: 10 Druid Avenue, Stirling, SA, 5152

Phone: (08) 8520 6112

Email: [admin@elctraining.com.au](mailto:admin@elctraining.com.au)

Office hours are 9am – 5pm Monday to Friday.

## **COURSES PROVIDED BY ELC TRAINING**

ELC Training offers the following courses, please click the link to view more information on the course page of our website: [www.elctraining.com.au](http://www.elctraining.com.au)

- *CHC30121 Certificate III in Early Childhood Education and Care*
- *CHC50121 Diploma of Early Childhood Education and Care*
- *HLTAID009 Provide cardiopulmonary resuscitation*

## Student Handbook

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- *HLTAID011 Provide first aid*
- *HLTAID012 Provide first aid in an education and care setting*

### **SELECTION AND ENROLMENT**

ELC Training accepts applications from all students who meet the entry requirements published in the course information. Applications are accepted on a first come, first served basis however if a course is full, you will be offered a place in the next available course opportunity.

To apply to enrol in a course, you must complete an Enrolment Form online via our website. If you are applying for a course that has entry requirements you will also need to provide the necessary evidence (as indicated on the Course Outline) such as verified copies of qualifications, CV or other evidence.

If you are applying for Credit you should indicate this on your enrolment and supply certified copies of your Transcripts so we can assess your application for Credit. See the section on Credits in this Handbook below.

You will be contacted within 10 days to let you know the status of your application and to confirm your details. At that point, if your enrolment is proceeding, we will arrange an entry interview to confirm your suitability and support needs. This may be done over the phone or face-to-face depending on your location.

To confirm your enrolment you will be required to sign the Student Agreement we send you and make payment of the deposit amount indicated.

Upon approval of your application, you will be sent further information about how to get started in your course such as when and where you will need to attend, which information or course materials you need to read prior and who to contact if you have any questions.

### **UNIQUE STUDENT IDENTIFIER (USI)**

#### **Unique Student Identifier (USI)**

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in Nationally Recognised Training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must either:

- Provide us with your USI, or
- Provide us with permission to access or create your USI on your behalf.

If you are providing us with permission to access or create your USI we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose.

If you would like to create your own USI, please visit: <http://www.usi.gov.au/Students/Pages/default.aspx>

We are unable to issue a qualification or a Statement of Attainment unless we have a valid USI or a notice of exemption from the registrar.

For information about exemptions for individuals please review this webpage: <https://www.usi.gov.au/training-organisations/training-organisation-requirements/exemptions-individuals/how-apply>

## CREDITS

A Credit is formal recognition of the previous studies you have completed for the purpose of reducing the units or modules that you are required to complete in the course you are enrolled in with us.

ELC Training can grant you credit towards your course for units of competency or modules that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit/ module in your course, and the subject or unit you have completed.

There is no charge to apply for Credit.

To apply, fill in the Credit Transfer Application Form and submit it as part of your /application. You can apply for Credit at any time however it is best you do this as part of your enrolment so that Credits are known upfront, and you are not required to do any work that you otherwise may not have needed to do.

Make sure you attach certified copies of Transcripts from your previous study. In some cases, we may ask for additional information about the subject or unit you previously studied so we can determine equivalence. Your Credit Application may be returned to you if you do not provide the required information.

In some cases, Credits may lead to a reduction in the course fees as there is less work involved in offering your course. This will be advised to you in writing.

You will be advised in writing of the outcome of your Credit Transfer Application.

## RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

ELC Training has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment, but you may also apply up to 2 weeks into your Course.

If you think RPL is a suitable option for you, the first step is to contact your Trainer/Assessor or our office and have a conversation about whether RPL might be suitable for you. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

A Trainer/Assessor will be available to assist you throughout this process.

To apply for RPL, you will need to fill in a part of the kit and return it with an RPL Application Form. Your application will then be assessed for suitability, and you will then be contacted by an Assessor to progress the RPL process.

From here, usually the RPL process involves gathering evidence to demonstrate skills, knowledge and experience, responding to questions, completing tasks and depending on the area, observation of your work skills in your workplace.

Please refer to the Course Outline for an outline of applicable RPL fees.

For more information about submitting an application for RPL, contact the head office.

## COURSE LOCATIONS

Training location and placement sites for internal students are:

- ELC Training Australia Head Office: 10 Druids Avenue, Stirling SA, 5152
- The Ranges ELC: 137 Mount Barker Road, Stirling, SA, 5152
- The Ranges ITC: 6 Druids Avenue, Stirling SA, 5152
- Gawler Riverside ELC: 1 Scheibener Terrace, Gawler, SA, 5118.
- Maitland Family Centre 15 Kilkerran Terrace, Maitland, SA, 5573

## STUDY OPTIONS

At ELC Training we understand that every student's needs are unique. We are proud to have a range of study options that our students can access to ensure each learner can find a study mode that will fit with their lifestyle and needs.

We offer the following study options:

- Self-paced online external study mode with flexible placement options
- Full time or part time internal study mode with flexible placement options
- A combination of internal & external study options both with flexible placement options

## COURSE INDUCTION

At the start of your course, you will be provided with an induction. The induction will provide you with specific details about your course requirements, important dates, our online learning system and will be an opportunity to meet your trainer and the other students in your course either in person or online

The induction will also provide you with important information about health and safety requirements including emergency evacuation procedures and incident reporting (see section in this handbook on health and safety), as well as a range of other important matters relating to your rights and responsibilities as a student.

The induction also provides an opportunity for you to ask any questions you might have about studying with us. During this induction, we also make sure that we have all the required forms and paperwork filled in.

At your induction you will receive a purple polo shirt that identifies you are a student with ELC Training. This uniform MUST be worn on your placement days in the industry. Please ensure you review the centre Uniform Policy to comply with WH&S & appropriate clothing requirements set out by your placement provider.

At your induction you will receive your first set of learning materials so that you can start on your learning journey.

General housekeeping arrangements are also discussed as stated in the section below.

## OUR ONLINE LEARNING SYSTEMS

At ELC Training our focus is on providing flexible study that allows for self-paced learning in any environment; to do this, we are using the online learning system aXcelerate. When applying to enrol in any of courses, students will be directed to the aXcelerate enrolment form and will create a 'profile' from which they will access all their course information – including assessment tasks, online learning, calendar, resource library etc.

At your course induction we will go through the different aspects of aXcelerate and how to use it so that you feel comfortable in accessing your learning. If you need help within aXcelerate there are help guides that can be accessed, or you can contact our administration team at [admin@elctraining.com.au](mailto:admin@elctraining.com.au) to get assistance.

## Student Handbook

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In addition to aXcelerate, we are also using an online community through our website to allow students to talk to each other and Trainers outside of the face-to-face classroom environment. At your course induction you will be provided a username and login for the online forum via email and be walked through how to use the forum.

Whilst the forum is a great tool to ask general or quick questions, we recommend if you have any specific questions relating to your study that you email/message your Trainer privately. As with aXcelerate, if you are having trouble, you can contact our administration team at [admin@elctraining.com.au](mailto:admin@elctraining.com.au) to get assistance. If you do not have access to a computer, please speak to our administration team and we can organise an alternate way for you to access your learning.

Based on our study model of integration with third-party providers and therefore utilising their documentation (policies, procedures etc.) for study resources, all student resources are available via the aXcelerate learner portal or on-site. However, we also have access to an online virtual Early Learning Centre called Little.ly with available resources that students may wish to use. If students wish to access this they must use the login details below:

**Little.ly Portal:** [littley.eduworks.com.au](http://littley.eduworks.com.au)

**Username:** ELC Training

**Password:** ELCTraining#1

### ***STUDENT CODE OF CONDUCT***

All students are expected to abide by this Code of Conduct during their participation in their course with ELC Training. Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures.

#### **1. Students' rights**

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information ELC Training holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to ELC Training on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

#### **2. Students' responsibilities**

All students, throughout their training and involvement with ELC Training, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.

## Student Handbook

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- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to ELC Training in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify ELC Training if any difficulties arise as part of their involvement in the program.
- Notify ELC Training if they are unable to attend a scheduled training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

### ***COURSE EXPECTATIONS AND REQUIREMENTS***

The training and assessment offered by ELC Training focuses on providing you with knowledge and skills required to the standard of performance required in the workplace. This is known as competency-based training and assessment. Each of the components of your course is a “Unit of Competency”. You may either be studying one or a few units of competency or a set of units that make up a total qualification. Each unit of competency is linked to specific skills and knowledge required in the workplace.

Some of our courses may be delivered in clusters. This means groups of similar units have been packaged together and to avoid repetition. You will receive training and assessment for all units in a cluster at the same time.

Our course outline include the details of how we deliver the training to you as well as the assessment methods that will be used to assess whether you have reached the required standard of performance. Generally, our courses may involve classes, online learning activities, a work placement component, workplace training and assessment visits and homework.

Assessment methods vary from course to course but usually include written questions, projects, written assignments, and practical observations.

### ***ATTENDANCE AND HOMEWORK REQUIREMENTS***

If you are enrolled in a course that requires physical attendance, it is an expectation that you attend every class so as to not fall behind. Please be aware due to WH&S we request that only students attend these classroom sessions. Children and babies of students are not able to attend unless it is discussed with your Trainer prior to the commencement of the session. Please notify your trainer at least 30 minutes prior to class if you are unable to attend for some reason. This does not include any workplace shifts you receive as a Trainee, in this case you must follow workplace requirements for missing a rostered shift.

There will also be an expectation that you complete a certain amount of homework each week in order to finish learning and assessment tasks required for completion of your course. Your trainer will guide you on what to do during this time and how much is expected.



## COURSE EXTENSIONS

We understand that there are times when it is difficult to submit by due dates and special considerations will be given to students who are experiencing any of the following circumstances.

- Students who experience unforeseen circumstances or have special needs that affect their performance in an assessment may be eligible to apply for a special consideration and reasonable adjustment to assessment.
- Special consideration may apply to students who during training or assessment experience one of the following circumstances:
  - Serious illness or psychological conditions for example, hospital admission, serious injury, severe anxiety or depression (requires doctor's certificate).
  - Bereavement
  - Hardship/Trauma for example, victim of crime, sudden unemployment.
  - Other exceptional circumstances (to be assessed on application)

Students wishing to apply for Course extensions due to special consideration in the above circumstances may do so by discussing their circumstances with the Student Support Coordinator, Trainer or the RTO Manager. Extensions will be documented by completing the appropriate extension request forms that will be provided to students on application of the extension request.

If a student is unable to complete their required study and special consideration DO NOT APPLY students will be given an addition fortnight (2 week) period at the end of their course to complete any outstanding assessment tasks.

If at the end of their course a student is unable to complete their required study and special consideration DO NOT APPLY, and student have exhausted the 2week grace period for course completion student will need to apply for a paid extension.

**A fee of \$50 will be charged for each additional fortnight requested beyond your original course end date plus the 2 week grace period.** The completed **Student Course Extension Request Form** with payment details can be scanned and emailed to [admin@elctraining.com.au](mailto:admin@elctraining.com.au)

Unit extensions are also available for students that may require additional time to complete an individual unit of competency. Unit extensions will not incur a fee if they are valid and are documented using the appropriate extension request forms that will be provided to students on application of their request.

Additional disciplinary action may be incurred if unit extensions are not requested and a student is unable to meet their Training dates with no valid request. Please refer to the student extensions policies and student disciplinary policy and procedure for more information.

## ASSESSMENT ARRANGEMENTS

At the beginning of each unit or cluster, your assessor will go through the arrangements for assessment with you and you will be given all the details about the assessment requirements.

At this time you will:

- Be provided with detailed assessment instructions for each task/requirement which includes the criteria that you'll be assessed against.

## Student Handbook

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- Be informed of relevant due dates or timing of assessments to be conducted

Your assessor will clearly identify all of the arrangements with you, and you can ask them any questions you have.

### Submitting your assessments

You must submit written assessment tasks via our online learning portal. You will be asked to complete a declaration upon submission that the work is your own.

Written work will be marked within 30 days of receipt. Your assessor will provide you with written feedback via the learning portal and will confirm the outcome of the task through your portal.

### Assessment outcomes

Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). You must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for a unit. If one or more of your tasks are assessed as Not Satisfactory, you will be given an overall outcome for the unit of Not Yet Competent (NYC). You can have 2 further attempts to complete the task and achieve a Satisfactory outcome. You will be given a timeframe for your resubmission and advised what you must include in your resubmission.

If, after the third attempt, you are still assessed as Not Satisfactory for a task, you will need to complete additional training and assessment to support you in achieving a Competent outcome. This may incur an additional fee for self-funded students as identified in the fees and charges information.

### Reasonable adjustment in assessment

Some students may need modifications to assessments due to disability, illness or special considerations – this is called reasonable adjustment.

Reasonable adjustment can involve:

- Making training and assessment resources and methods more accessible e.g. providing learner workbooks in an audio format or on different coloured paper.
- Adapting physical facilities, environment and/or equipment e.g. setting up hearing loops.
- Making changes to the assessment arrangements e.g. more time allowed for assessments.
- Making changes to the way evidence for assessment is gathered e.g. written questions asked orally

Please speak to your assessor if you think that you may need an adjustment made. Note these adjustments are made at the discretion of your assessor based on your identified needs.

### Appealing assessment decisions

If you do not agree with any assessment decision, you can lodge an Assessment Appeal. Please refer to the Complaints and Appeals section in this handbook for information about how to lodge an appeal.

## ***STUDENT PLAGIARISM, CHEATING AND COLLUSION***

ELC Training has a no tolerance policy for plagiarism, cheating and collusion. Students are expected to act with integrity at all times and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all resource materials used in the preparing the work.

## Student Handbook

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When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

If you are found to have plagiarised, cheated or colluded, you will be given an opportunity to respond to the allegations. If you are found to have plagiarised, cheated or colluded, we will be required to take disciplinary action which is likely to require you to complete the assessment again.

### **SUPPORT SERVICES**

We are committed to ensuring that you get all the support you need to be successful in your studies. You may not have studied for a while and or you might need help with study skills. You may also need assistance with skills such as reading, writing and maths.

The enrolment documentation you complete will help us to identify any support you need and depending on the course you are enrolling in, you may also be required to complete a test that assesses your language, literacy and numeracy skills. Based on the information you provide in your enrolment and/or the results of your language, literacy and numeracy test, we will contact you to discuss your support needs.

Your support needs can also be discussed during the induction to your course.

Services that we can offer to you include:

- One to one support from our trainers/assessors including providing you with their phone and email contact details
- Classes to assist with study skills.
- Study groups where you can work with your fellow students.
- Referral to relevant external services.

Contact us at our head office on (08) 8339 2308 to discuss your support needs.

### **EXTERNAL SUPPORT SERVICES**

For students requiring additional support with their studies, work or life, ELC Training provides the following referrals to community organisations who may be able to assist you. Please note that some of these services may attract a fee which is payable by you.

#### **Reading and Writing Hotline**

Telephone: 1300 655 506

Website: <http://www.literacyline.edu.au/index.html>

For the price of a local call anywhere in Australia, the Hotline can provide you with advice and a referral to one of 1200 providers of courses in adult literacy and numeracy.

#### **Lifeline**

Telephone: 13 11 14

Anyone can call Lifeline. The 13 11 14 service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. If you feel that you might need telephone counselling, you can call about anything that might be troubling you.

#### **Reach Out**

Website: [www.reachout.com.au](http://www.reachout.com.au)

Reach Out is a web-based service that inspires young people to help themselves through tough times, and find ways to boost their own mental health and wellbeing. Their aim is to improve young people's mental health

## Student Handbook

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and wellbeing by building skills and providing information, support and referrals in ways they know work for young people.

### Healthdirect Australia

<https://www.healthdirect.gov.au/>

Phone: 1800 022 222

Symptom checker, medicines and health information.

### MindSpot

<https://mindspot.org.au/>

Phone: 1800 614 434

Free service for Australian adults who are experiencing difficulties with anxiety, stress, depression and low mood. Provides online screening assessments and treatment courses, or can help find local services.

### Butterfly Foundation

Phone: 1800 334 673 website: <https://thebutterflyfoundation.org.au/>

Support for those experiencing an eating disorder and want to talk to someone.

When: 8am to 9pm M-F (no public hols)

### My Future

Website: <https://www.myfuture.edu.au>

Career information and resources provided as a joint initiative of the Commonwealth, state and territory governments:

### Rape & Domestic Violence Services Australia

<https://www.1800respect.org.au/>

Phone 1800 737 732 (1800 RESPECT)

A range of support services are available for people who have experienced sexual assault, domestic or family violence.

## ***YOUR FEEDBACK***

Your feedback is important to us and assists in ensuring that our services meet your needs. We use feedback from students and employers to contribute to our continuous improvement processes, so we are always striving to do better.

All students and employers will be provided with a Quality Indicator Survey issued by the National Centre for Vocational Education and Research (NCVER) that they are required to complete. Please help us by completing the surveys that are provided to you by your trainer/assessor. Some may also be mailed or emailed to you from our office.

You may also be contacted by our regulating body ASQA (Australian Skills Quality Authority) to verbally interview or survey you in regard to the quality of the course we have provided you with or your experience studying with us. It is your choice to participate, responses may be kept confidential on request.

We also welcome feedback from you at any time by email and phone or by completing a Feedback Form, available on request by email or at our head office.

## ***ACCESS TO YOUR RECORDS***

## Student Handbook

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You may access or obtain a copy of the records that ELC Training holds about you at any time. This includes personal information and records of participation and progress.

If you want to access or obtain a copy of records, you must make a request in writing to the Administration Manager outlining which records you wish to access. There is no charge to access your records.

Access to records may be provided by:

- making copies of the records held in a file
- providing a time for you to review your file
- emailing you reports or exports of data or by providing a link or portal to access records online.

### Amendment to records

If a student considers the information that ELC Training holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.

Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate, but the record is found to be accurate, the details of the request for amendment will be noted on the record.

## NOTIFYING YOU IF THINGS CHANGE

As an RTO under the VET Quality Framework, we must notify you promptly if there are any changes to our RTO, the course, or the arrangements for training and assessment.

This would include if there were any changes of ownership, and any new third-party arrangements or changes to third party arrangements that relate to your enrolment, or if we were unable to provide the services you agreed to in your Student Agreement because we are no longer able to deliver the course you have enrolled in, or no longer operating as an RTO.

If this occurs, ELC Training will devise a strategy to minimise impact on you and notify you of the changes and how you will be affected as soon as practicable.

Depending on the type of change, we may send a letter to your home address; send you an email or call you. Please make sure we always have your most current home address, email address and mobile number on file so we can notify you of any changes if applicable.

You can let us know of any changes to your details by writing to us at [admin@elctraining.com.au](mailto:admin@elctraining.com.au)

## LEGISLATION AND YOU

As a student, you have both rights and responsibilities under applicable legislation.

### Workplace Health and Safety

Under the Workplace Health and Safety Act 2011, ELC Training must provide a safe environment for both staff and students, as well as providing information to staff and students in relation to health and safety and welfare. ELC Training has policies and procedures in place to ensure your safety and on commencement of your course you will be provided with information about health and safety.

As a student you also have a responsibility to follow instructions and rules and to behave in ways that are safe and do not endanger the health and safety of others. Always ensure that you:

- Immediately report hazards to your trainer/assessor.
- Seek assistance from a member of staff if you become ill or injured on campus.

## Student Handbook

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- Only assist another person who is ill or injured if it is safe to do so. If you're not sure, call on a member of staff for assistance.
- Complete an incident report as required.
- Ensure you are familiar with ELC Training emergency evacuation procedures and in the case of an emergency, follow the instructions given to you.
- Do not leave bags or personal belongings lying around where someone else could trip over them.
- Do not smoke or drink alcohol on the premises.
- Observe basic hygiene practices such as hand washing before handling and eating food and leaving toilets and wash basins clean and tidy, etc).

### Harassment, victimisation or bullying

ELC Training is committed to providing all people with an environment free from all forms of harassment, victimisation, and bullying. ELC Training will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades, or humiliates another person.

Anti-discrimination law defines harassment as any form of behaviour that you do not want, that offends, humiliates, or intimidates you and that creates a hostile environment. Examples of harassment are making fun of someone, spreading rumours, offensive jokes, ignoring someone, etc.

Victimisation is where a person is treated unfairly because they have made a discrimination complaint.

Bullying is verbal, physical, social, or psychological abuse by a staff member or student. Bullying falls under health and safety legislation.

If you at any time feel that you are being harassed, victimised, or bullied by a staff member or student, you should follow these steps.

If you feel that you are being harassed, victimised, or bullied, ideally you should tell the person that you do not like the behaviour and ask them to stop. However, if you are not comfortable doing this, you should lodge a complaint as per ELC Training Complaints and Appeals procedure and detailed in this Handbook.

### Equal opportunity

The principles and practices adopted by ELC Training aim to ensure, that current and prospective students, clients, and other stakeholders are treated fairly and equitably in their dealings with ELC Training.

All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

ELC Training provides equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

### National VET Regulator Act 2011

As a student in Australia's vocational education and training (VET) sector, you should expect high-quality training in your area of interest, leading to a qualification that improves your prospects of gaining the job you want or provides a pathway to further study.

As a Registered Training Organisation registered with the Australian Skills Quality Authority, we are required to comply with the National VET Regulator Act 2011. This involves meeting a series of Standards that ensure that the training and assessment and support services are provided to you in accordance with nationally mandated standards.

# Student Handbook

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## Student Identifiers Act 2014

Under this Act, we are required to ensure that all students have a USI. We are unable to issue a qualification of a statement of attainment for any student if we don't have a USI on file.

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

For students and training organisations, the main benefits of the USI are:

- Students will be able to get a complete record of their Australian-wide VET achievements from a single, secure and accurate online source.
- There will be immediate access to VET records. This means they can be quickly given to employers, other training organisations etc as proof of VET achievements.
- It will be easier for training organisations to assess students' pre-requisites, credit transfers and Recognition of Prior Learning (RPL).

For more information about the USI please refer to <http://www.usi.gov.au/About/Pages/default.aspx>

## *YOUR PRIVACY*

In collecting personal information, ELC Training complies with the requirements set out in the Privacy Act 1988, including Australian Privacy Principles 3 and 5 (in accordance with the National VET Provider Collection Data Requirements Policy clause 4.4) and the relevant privacy legislation and regulations of the states/territories in which ELC Training operates.

Personal information, including sensitive information, is collected from individuals in order that ELC Training can carry out its business functions. ELC Training only collects and stores information that is directly related to its business purposes and legal requirements of providing nationally recognised training and assessment.

Sensitive information is only collected by ELC Training if a permitted general or health situation applies in accordance with the Privacy Act (16A, 16B) such as, if:

- The collection of the information is required or authorised by, or under, an Australian law or a court/tribunal order.
- It is unreasonable or impracticable to obtain the individual's consent to the collection, use or disclosure.
- It genuinely and reasonably believes that:
- The collection, use or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety.
- Unlawful activity, or misconduct of a serious nature, that relates to ELC Trainings functions or activities has been, is being or may be engaged in, and the collection, use or disclosure is necessary in order for the entity to take appropriate action in relation to the matter.
- The collection, use or disclosure is reasonably necessary to assist any APP entity, body or person to locate a person who has been reported as missing.
- The collection, use or disclosure is reasonably necessary for the establishment, exercise or defence of a legal or equitable claim.

ELC Training ensures each individual:

- Knows why their information is being collected, how it will be used and who it will be disclosed to.
- Is made aware of any legal requirement for ELC Training to collect the information.

## Student Handbook

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- Is able to access their personal information upon request.
- Does not receive unwanted direct marketing.
- Can ask for personal information that is incorrect to be corrected.
- Can make a complaint about ELC Training if they consider that their personal information has been mishandled.
- Is made aware of any consequences for not providing the information requested.
- Whether the information is likely to be disclosed to overseas recipients, and if so, which countries such recipients are likely to be located in.

ELC Training retains evidence that the student has acknowledged the following Privacy Notice and Student Declaration as part of their enrolment process: <https://www.education.gov.au/privacy-notice-and-student-declaration>

Our full privacy policy is available on our website at: [www.elctraining.com.au](http://www.elctraining.com.au)

## **FEES, CHARGES AND REFUNDS POLICY**

### **1. Information about fees and charges**

1. *For our Certificate III and Diploma in Early Childhood Education and Care, ELC Training Australia ensures affordability of fees for students through the standard “Earn as you Learn” option for most students. Choosing this method of learning will ensure that students have opportunity to earn income while studying and through this be in position to fund the cost of their study. To compliment this, students are not expected to pay for qualifications in advance, rather being offered a standard instalment approach for fee payment. These instalments ensure fees costs keep pace with students learning and progress and are setup for payment by direct debit with the student upon enrolment.*
2. *Whilst ELC Training maintains strict and prudent financial management practices to ensure any prepaid fees received from a Fee Payer are protected, ELC Training will not require a Fee Payer to pay prepaid fees more than \$1,500 at any given time. You can pay via a payment plan of monthly instalments. These instalments are pre-paid.*
3. *ELC Training will publish and have accessible on a prominent place on its website or within its Student Handbook:*
  - i) *A complete and transparent listing of ELC Training’s fees including associated terms and conditions known as the Schedule of Fees;*
  - ii) *Relevant fee information for individual courses within each course outline;*
  - iii) *Details of this policy; and*
  - iv) *Student consumer and refund rights including the method for requesting a refund known as the Refund Application Form.*
4. *ELC Training will ensure that prospective Students are informed of all fees and charges associated with their course and individual circumstances prior to enrolment including any additional costs the students are likely to incur.*
5. *Should ELC Training not be able deliver a course or any portion of the course, enrolled students will be automatically refunded for portions of the course where training services were not provided. Note this only applies if in the extreme event ELC Training ceases to operate or ceases to deliver a course.*
6. *A learner is entitled to any statutory cooling-off periods after enrolment to withdraw from a course entitling them to a full refund if no training has commenced.*
7. *Regarding course fees:*



## Student Handbook

- i) *A student enrolment is deemed incomplete until the course fee deposit (or the required initial prepaid instalment) is paid in full and acknowledged as received by ELC Training;*
  - ii) *A student will not receive a testamur (certificate) or statement of attainment until all course fees are paid in full and acknowledged as received by ELC Training;*
  - iii) *Includes all training, assessment and educational student support including ongoing access to operational workplace environment for all Cert III and Diploma qualifications, up to three attempts at an assessment, all course materials, and the issuance of one set of certification documents including the testamur (certificate) and record of results and/or a statement of attainment (in the case of withdrawal or partial completion); and*
  - iv) *Does not include optional or recommended textbooks and materials, replacement course materials (if applicable), personal use items such as computers and stationery, re-issuance of certification documentation or any re-enrolment required due to failed completion of units.*
8. *Regarding credit transfer applications:*
- i) *ELC Training does not charge any fees associated with application and assessment of credit transfers and if deemed eligible, a student's course fees will be reduced accordingly.*
9. *Regarding recognised prior learning (RPL) applications:*
- i) *[RPL applications if received and approved by ELC Training will incur an application fee and assessment fee per unit which are non-refundable as set out in the Schedule of Fees.]*
10. *Regarding Refunds:*
- i) *Refunds will only occur in the instance that ELC Training withdraws or cancels a scheduled course, where the student formally withdraws prior to the course completion or where fees need to be adjusted to reflect any CT or RPL credits if processed after enrolment;*
  - ii) *A refund request from a Fee Payer must be provided to ELC Training for assessment using the Refund Application Form;*
  - iii) *ELC Training must be in receipt of a written notification from a student of their intention to withdraw from a course prior to processing of any associated eligible refunds using the Student Withdrawal Form;*
  - iv) *ELC Training will not provide a refund to a student who has commenced a unit or course. Eligible refunds will be reduced by an amount of \$150 representing ELC Training's enrolment cancellation fee which is a reimbursement for administration costs;*
  - v) *ELC Training will not provide a refund for recognition of prior learning assessments after enrolment, where recognition resources and services have been supplied to the student;*
  - vi) *If ELC Training cancels a course, students will not have to apply for a refund, ELC Training will automatically process refunds and obtain fee payer deposit details (if necessary);*
  - vii) *A student not achieving the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment, does not entitle the student to a refund;*
  - viii) *The outcome of a Refund Application Form and eligible refund payments will be made within 30 days of a received application;*
  - ix) *All Fee Payers have the right to dispute and appeal to a refund decision made by ELC Training through the Student Complaint and Appeals Procedures; and*
  - x) *ELC Training's CEO has full discretion on fee payer refund eligibility especially in unique and unforeseen circumstances.*
11. *All documentation in relation to this policy such as student invoices and Refund Application Forms will be retained on a student's file.*
12. *ELC Training's payment terms are strictly 14 calendar days from the issue date of an invoice.*

## 2. Publication

- ELC Training will publish in a prominent place on its website the following:
  - Costs for fee for service programs.

- Fees and Refunds Policy.

## ADDITIONAL FEES AND CHARGES

ELC Training has the following of additional charges which may apply in some circumstances.

Type and circumstance in which it applies	Charge
<b>Re-issuing of testamur and statements of results</b> <b>All course fees include the cost for issuing of one copy of the AQF testamur and Record of Results and/or a Statement of Attainment. This fee applies to each additional copy of a certification document if required.</b>	\$50 per document plus the cost of postage if required.
Printing and photocopying Printing costs as may be required to complete assessments, or homework activities, or if students require a copy of any records that ELC Training holds about them.	ELC Training provides printing or copying for a cost of 20c per page, however students may use their own or other printing facilities.
<b>Re-enrolment fee (per unit)</b> Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enroll into the unit or units in question.	Pro-rata course fee based on the number of units required to be undertaken. Varies refer to Course Outline and Student Agreement for applicable fees.
<b>Recognition of Prior Learning (RPL) Fees</b> <b>Application Fee &amp; Fee per unit assessed by RPL</b> <i>Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted.</i>	Varies refer to Course Outline and Schedule of Fees
<b>Course Extensions</b> <b>When a student is unable to complete their required study and special consideration DO NOT APPLY</b>	A fee of \$50 will be charged for each additional fortnight requested beyond your original course end date plus the 2 week grace period.

## COMPLAINTS AND APPEALS POLICY

1. ELC Training is committed to respond to any Complaints or Appeals in a transparent, consistent, objective, fair, sensitive, confidential, and timely manner upholding the principles of natural justice and procedural fairness.
2. Where a Complaint is made, all parties involved will be afforded the opportunity to be promptly notified and provide a response to the allegations.
3. ELC Training's policy and procedure to manage a Complaint or Appeal does not contravene any rights and remedies of any party under law.
4. Complainants or Appellants are advised to inform ELC Training of their Complaint or Appeal as soon as possible using the Complaints and Appeals Form. This form initiates ELC Training's Complaint and Appeals Procedures that will commence by CEO acknowledgement of the form within 2 calendar working days of receipt.
5. ELC Training will aim to conclude its investigation and resolution of any Complaint or Appeal within 30 calendar days or as soon as practicable. During this period, all parties will regularly be informed on progress of the investigation and outcome as appropriate. On the exception that a matter is anticipated to take

- greater than 60 calendar days to resolve, ELC Training will inform all parties in writing including reasons for anticipated duration to resolution and provide all parties with regular updates on the progress of the matter.*
6. *Whilst ELC Training will seek to internally manage Complaints through establishing a Complaints and Appeals Procedure, should a Complaint be of such serious circumstance that would warrant notification to the authorities, the CEO will maintain full discretion.*
  7. *In the instance an Appeal is registered regarding the outcome of an assessment, ELC Training at its own cost will seek an independent assessor to re-assess the original assessment again which will assist in informing an appropriate resolution.*
  8. *ELC Training acknowledges that some Complaints and Appeals warrant an appropriate independent external party to be appointed for review, especially where ELC Training's internal processes fail to resolve the matter or there is perceived, actual or potential conflict of interest. An engagement of external independent party may be requested by a Complainant or Appellant at their own costs. However, should ELC Training decide in the best interests of a matter that this should be pursued through an independent external party, then ELC Training will bear the costs of the engagement of the independent external party. In all instances, ELC Training will maintain cooperation and support any investigation process and associated findings and recommendations made by an independent external party.*
  9. *Records of all Complaints and Appeals will be securely and confidentially recorded and retained as business records by ELC Training in accordance with its Governance and Compliance Policy.*
  10. *Where a Complaint or Appeal leads ELC Training to a conclusion that there may be potential recurrence of similar causes for future Complaints or Appeals, then ELC Training will take reasonable corrective action to eliminate the cause or mitigate the likelihood or reoccurrence in accordance with its Governance and Compliance Policy.*
  11. *This Policy and the Complaints and Appeals Form will be made publicly available through publication on prominent place within ELC Training's website and further located and provided to students in the Student Handbook during the pre-enrolment process.*

## **Publication**

This policy and procedure will be published in the Student Handbook and on ELC Training's website.

## **ISSUING OF CERTIFICATION DOCUMENTS**

On completion of your course and payment of all relevant fees, we will issue you with a qualification (testamur/certificate) and record of results within thirty (30) days. The record of results will show the units of competency achieved in the course and corresponding results.

Where a student withdraws or partially completes a course, a Statement of Attainment will be issued within thirty (30) days of withdrawal as long as all relevant fees have been paid. A record of results will only be provided with a statement of attainment where requested.

ELC Training reserves the right to with-hold the issuance of qualifications and Statements of Attainment until all fees related to the course or qualification have been paid, except where ELC Training is not permitted to do so by law.

ELC Training must have a valid USI on file for the student for a qualification or Statement to be issued.

### **Re-Issuing Statements and Qualifications**

Records of qualifications and unit achievement are kept on record for a period of at least thirty (30) years. Students can request copies of any of these statements or qualifications at any time for an additional charge. Refer to our Fees and Charges section for the current fee.

# Student Handbook

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## *POLICY DEFINITIONS*

**Appeal** means a request for a decision made by ELC Training to be reviewed

**ASQA** means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

**Complaint** means a person's formal expression of dissatisfaction with any product or service provided by ELC Training

**Fee Payer** means the nominated payer of a student's course fees, usually either the student or the employer paying on behalf of the student

**Services** means training, assessment, related educational and support services and/or activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or ICT support

**SRTOs** means the Standards for RTOs 2015 – refer definition of 'Standards'

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)