Roxburgh College
Vocational Education
Student Handbook

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1. Welcome from the Principal and CEO of Roxburgh College Vocational Education

Dear Learner

Congratulations on making a fantastic choice for your education. Vocational Education and Training (VET) is well recognised across the country for enabling people to develop the skills and knowledge to be job ready. Completing your VET in VCE studies is one important step in life-long learning.

Roxburgh College Vocational Education is a nationally registered Training Organisation (RTO – No. 22612

This handbook is to help guide you through the VET system, our College in particular and your studies. The handbook covers who to contact if you have any questions, your rights and responsibilities as a learner, available support for a range of students, assessment processes, fee policies and grievance procedures. Detailed policy and procedures can be found on the school website. Importantly we also encourage you to contact the College directly if you have questions, concerns or feedback.

I hope you make the most of your VET experience at Roxburgh College Vocational Education and enjoy the next stage of your learning.

Best wishes

Fernando Ianni

2. Who we are

Roxburgh College Vocational Education is a private RTO situated in the campus of Roxburgh College secondary school. We train and assess students for VET in VCE programs.

3. Contact details

Phone: (03)   9930 8155
Email: laws.neil.nl@edumail.vic.gov.au
Enquiries   (03) 99308171
                 admin@roxburghcollege-rto.com.au
Web: http://www.roxburghcollege-rto.com.au
Post: 60 – 70 Donald Cameron Dve, Roxburgh Park, 3064
RTO Number: 22612

Our details are also available on the training.gov.au website

4. What is VET training?

Vocational education and training (VET) enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace. VET is a national system of training and assessment. Your qualifications are recognised across Australia. Learners generally start at Certificate II level and can progress their skills and knowledge to Advanced Diploma levels in the VET system. The VET sector is crucial to the Australian economy for the development of the national workforce.

5. Rights and Responsibilities

Roxburgh College expects **learners** to
- Arrive on time for face to face teaching with all necessary equipment, including where necessary all PPE Uniform and equipment.
- Arrive ready to work during face to face learning time
- Observe all workplace health and safety requirements and advise trainers of any identified hazards
- Respect others right to learn
- Take responsibility for their own learning, when appropriate
- Pay materials fees
- Complete all requirements of enrolment
- Adhere to relevant Roxburgh College rules

Roxburgh College will make sure that **learners**

- Have relevant information regarding course details, assessment details and all relevant policies and procedures available online
- Have access to a range of support services
- Specific and particular learning needs are met by trainers
- Have appropriate training materials supplied
- Are given guidance and support to meet competency standards
- Are monitored for ongoing progress
- Have a safe, inclusive and respectful learning environment
- Receive instruction from qualified trainers and assessors

6. Workplace Health and Safety (WHS)

Many of your assessments will take place in 'simulated work environments'.
You can access the RTO policies and procedures on WHS by the school website or on request to the Manager of the RTO.
In summary:

- Be aware of potential hazards and report them to your trainer
- If you or a colleague is injured please advise your trainer who will assist you
- As safety is everyone's business, make sure that you behave appropriately in the training environment and report any breaches of acceptable behaviour to your trainer

7. Confidentiality and Privacy

Roxburgh College Vocational Education has a detailed privacy policy which is available on its website.
In summary:

- The college will only collect personal information that is necessary for the primary purpose of providing education
- The collection will be fair, lawful and not intrusive
- The college will protect the privacy of records in our care and will not disclose information without the consent of the person the information is about.
- Personal information will be exchanged WITHIN the College for record keeping, training and assessment purposes.

8.   Access and Equity

Full details of the Access and Equity policies are available on the Roxburgh College website.
In summary:
- Roxburgh College Vocational Education provides training on an equitable basis regardless of gender, race, cultural, marital or parental status, religious beliefs, socio-economic status, sexuality, disability or any other backgrounds of our learners. It is illegal to discriminate on the basis of these characteristics. Our staff are trained in the principles of access and equity and we have developed our policies and procedures to ensure that our training services support these principles.
- Roxburgh College Vocational Education is committed to ensuring that all prospective learners are able to participate and have the opportunity to build on their potential, make choices and receive responsive and appropriate training and assessment. Whilst the destination for all learners may be the same (i.e. demonstrating competence to the standard required), the journey may be different. For example, some learners may gain their credential through skills recognition, while others may complete the training before being assessed. Some learners may need more time than others. The RTO aims to ensure equity by being flexible and responsive and avoiding a 'one size fits all' solution to training and assessment.
- Access generally refers to the ability to enter training. The RTO's commitment to improving access includes improving physical access to the training venues, ensuring that selection criteria do not discriminate against clients, and adapting marketing activities to encourage all Learners.

9. Student support

At Roxburgh College Vocational Education we have a range of support services for students. These include:
- EAL and language, literacy and numeracy support
- Disability support
- Welfare and counselling support

Upon enrolment you will be given more information about the services, your eligibility and the ways in which Roxburgh College can assist you to achieve your best. Please contact the RTO Manager if you wish to discuss matters further.

10. Assessment

Assessment for VET training is different to VCAA school assessment.
VET assessment is based on the performance of skills and demonstration of knowledge to a prescribed level of 'Competence'.
Learners attending Roxburgh College Vocational Education will receive detailed information from their Assessor about what is required to demonstrate competence. Learners will receive on going

feedback on their progress from their assessor. If learners are deemed 'Not yet competent', detailed comments and feedback are provided to the learner detailing their requirements in order to achieve competency. A timeline may be negotiated with students to achieve competence. Assessment will be done by a range of methods, including:

- direct observation – seeing the learner complete tasks
- structured activities – role plays, presentations
- questioning – verbal, written, examinations
- portfolios – collections of work samples, products with supporting documentation
- products – as a result of projects
- third party feedback – testimonials from employers and supervisors

11.   National Recognition, Recognition of Prior Learning (RPL) and Credit Transfers

Roxburgh College Vocational Education will recognise AQF qualifications and statements of attainments issued by other RTOs. If you have completed nationally recognised or accredited Education we request you advise the Manager of the RTO at enrolment.

Relevant work experience or other relevant life experiences, such as volunteer work may make you may be eligible to be assessed for RPL. RPL provides an opportunity to receive consequent advanced standing through the provision of evidence in relation to a course/qualification. The main focus of RPL is what has been learned rather than how, where or when it was learned.

Participants who consider they already possess the competencies identified in all or part of any course/qualification offered by Roxburgh College Vocational Education are encouraged to seek recognition of them.

RPL is determined on an individual basis through evaluation of the evidence provided. Evidence may include: previous in-formal and formal training, work experience, and/or life experience.

Further RPL Assessment details can be found on the College website. If you believe you are eligible for RPL or Credit Transfer this should be discussed with the RTO Manager at the time of enrolment.

12.   Plagiarism Policy (Authentic work)

If a teacher suspects that there is a breach of authentication on assessment tasks then the Trainer will inform the Learner and RTO Manager of these concerns.

- The Learner will be required to attend an interview or series of interviews with a panel consisting of the Assistant principal, Year Level Coordinators and the Trainer The student may have an advocate present (a parent, teacher or relative)
- Possible outcomes may involve:
  - giving the student an opportunity to prove their knowledge and ownership of the task

-giving the student an opportunity to complete part or all of the task again under supervision
- giving the student an opportunity to complete a new assessment task

Following this series of events, the Manager and the Trainer will make the final decision regarding satisfactory completion of the task and competency in the Unit being awarded to the student.

13. Complaints and Appeals

If you have a complaint it is best to try to discuss this issue with the relevant members of the RTO staff. For instance if the issue is with the Trainer then Leaners are encouraged to resolve the matter informally with the Trainer. If this is not possible, or the complaint is not resolved to the Learner's satisfaction then **a formal written complaint is to be lodged using the RTO's official Complaints & Appeals form**. This is not mandatory, as **the Learner may formally present their case in person**, but will assist with the processing of the complaint or appeal. Where the official form is not used and where it is deemed appropriate, a designated senior member of staff shall record details of the complaint or appeal using an official complaint form. All official complaints and appeals shall be recorded in writing.

All complaints and appeals shall be acknowledged within 5 working days of receiving the application. A formal response shall be provided by the RTO after thorough investigations are carried out. Unless there are exceptional circumstances, a formal response will be provided within 14 working days from the date of when the application is received.

The appeal period for assessment results is three (3) months after the date when the result was issued. There is no time restriction for submitting complaints.
More details can be found on the Roxburgh College website

14. Enrolment and Fees

Students who wish to enroll in VET courses need to contact Mr Neil Laws at Roxburgh College on 9930 8155. The enrolment process involves the following
1. Attending an interview to explore course options
2. Completing and enrolment form
3. Completing an assessment of your language, literacy and numeracy skills to determine what if any support you require
4. Completion of an enrolment induction (should we say here that students need to attend a VET Enrolment Induction meeting- also known as an assembly) checklist including course brochure, student handbook, materials fee payable, learning equipment required – e.g. stationery, timetable of classes, location of classes, attendance and uniform policy

Fees charge for each course are for materials and are payable on enrolment. Failure to pay this fee within 4 weeks of enrolment will result in the cancellation of enrolment. A pro-rata refund for materials fees will be available until the end of Term1. Full refunds apply to learners in the event

a course is cancelled, rescheduled or for medical, personal or other reasons, at the discretion of Roxburgh College.

Student Information & Induction Checklist

Pre–Enrolment

(Note: All documentation is accessible via Roxburgh College intranet/website. All items may not be applicable to all courses)

- ☐ Course Information
- ☐ RTO Code of Practice
- ☐ Accreditation status of the course
- ☐ Entry requirements
- ☐ Arrangements for the recognition of prior learning
- ☐ Commencement dates and duration of courses
- ☐ Training Needs Analysis (TNA)
- ☐ Time commitment involved in undertaking the training offered
- ☐ Qualification/certification to be issued on completion or partial completion of the course of study
- ☐ Requirements to achieve the qualification
- ☐ How the course articulates with other training
- ☐ Expected employment outcomes and Employability Skills
- ☐ Policies on assessment, grading, resubmission of work etc
- ☐ Detailed costs of training and assessment
- ☐ Conditions under which Learners will be eligible to receive a refund of fees
- ☐ Arrangements for the protection of students' funds paid in advance
- ☐ Complaints and Appeals processes
- ☐ Students' rights and responsibilities
- ☐ RTO's rights and responsibilities
- ☐ Withdrawal/Deferral arrangements
- ☐ Conditions under which tuition may be terminated

❐   Learner support services