

# Student Handbook

## **Applied Education**

## Welcome to the Course

### Applied Education

Thank you for selecting Applied Education, to further your educational and training pursuits.

Applied Education is a leading educational provider of vocational education and training in Australia, having trained over 20,000 students in the last few years. Your decision to complete Nationally Recognised Training with Applied Education is an important step in developing your cognitive process in learning of new skills & knowledge.

We aim to provide a quality learning experience, which meets the needs of all students.

To assist you with your learning we have developed this Student Information & Orientation Guide. Please take the time to read it carefully, and should you require further information contact our staff.

Our team is committed to maintaining our high standards for training. We are proud of the qualifications we issue and continue to be recognised as a quality Registered Training Organisation.

We trust that you will find your learning with Applied Education a rewarding experience. We look forward to your productive feedback to ensure that our products and services meet your expectations.

I wish you a very rewarding training experience with Applied Education.

Regards,

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**Brett Thornett CPA**  
**Training Director**  
**Applied Education**

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## About Applied Education

Applied Education is one of Australia's fastest growing companies with its head office located in Perth. Applied Education comprises a professional network of trainers and consultants dedicated to providing you with innovative practical solutions to your training needs.

Applied Education's success is due to solid partnerships with our clients and a strong commitment to providing the best service.

## Course Goals and Outcomes

Applied Education delivers to you a framework that enables your skills to be measured against nationally accredited standards. This means that you will be entitled to the award of a Statement of Attainment or Qualification upon successful completion of the course.

The course is therefore designed with specific content and goals. The content is grouped together as "units of competency". Each unit of competency has specific goals against which we must measure your achievement; these are sometimes called the "performance criteria".

## Assessment Process

Assessment is a process used to determine whether students can demonstrate competency (ability) against a pre-determined set of measures (assessment methods). It is a process of collecting and validating evidence, which must be recorded by assessors to prove student competence. The student must be made aware of how assessment will be completed; student resources explain what is to be assessed briefly. The trainer will use the performance criteria from training package and activities to ensure assessment is firmly related to the unit of study.

There are four key principles of assessment which we use. It should be valid, reliable, fair and flexible.

Assessment is:

1. *valid* when it assesses what it claims to assess
2. *reliable* when it consistent in all situations and with all learners
3. *fair* when it places all learners on equal terms
4. *flexible* when it can accommodate all delivery modes and delivery sites and the needs of learners.

At the end of each Unit or Module in the course, the student will be asked to demonstrate to us that they have learnt and applied the course content. This is called "demonstrating your competency".

There will be a number of Assessment Tasks for each Unit. Each assessment task measures the required aspects of that unit.

Assessors will utilise one or a combination of assessment methods depending on the needs of the student and the requirements of the course.

These included:

- Review the portfolio of Evidence including Relevant Formal Qualifications
- Interviews
- Confirmation of Testimonials
- Validated Workplace Logbooks
- Skills/Challenge testing
- Written/Oral tests
- Observation
- Demonstration

## Course Information

Before enrolling into a course or program, students will receive a course outline, which provides information on:

- Course or program length
- Course or program content
- Opportunities for Recognition of Prior Learning (RPL)
- Fees (where appropriate)
- Refund policy
- Location of Training
- Pre-requisites for entry into the program
- Assessment methods
- Qualification to be issued upon successful completion

## Code of Practice

Applied Education has developed a **Code of Practice**, which outlines a range of organisational commitments and philosophies relating to the Delivery of Assessment and Training Services. Ask your trainer for a copy if you would like one.

## Enrolment

All students are required to complete an **enrolment form** (Form C) prior to commencing training. The information in the enrolment form will be used to assess student eligibility as well as providing key information for our records.

## Educational Standards

Applied Education management will ensure that adequate learning resources are available and that the environment supports productive learning:

- The company will provide an environment that is conducive to an effective learning process.
- All training program content will be delivered with a professional and positive attitude.

- Applied Education's staff members must meet strict qualification requirements before they are to conduct and validate assessments. All trainers and assessors are assessed on their experience, competence and person suitability before employment. The minimum qualifications required are as follows:
  - ✓ Certificate IV Assessment and Workplace Training or equivalent, plus
  - ✓ Three years relevant industry experience
  - ✓ Any occupation training requirements as stated within course curriculum and/or training packages
  - ✓ Industry experience, which is current and relevant
- Trainers and assessors are encouraged and assisted to further their industry training and interpersonal skills.
- Training will always be carried out to the highest recognised and accredited industry standards and comply with the requests of the Australian Quality Training Framework (AQTF) ie. Applied Education has agreed to recognise the decisions of all other States and Territories in Registering Training Organisations (including the imposition of any conditions or sanctions with respect to registration) and in accrediting courses.
- The student and trainer will work together to identify specific needs.
- The learning process will include training components and personal guidance that address identified needs, and enable participants to achieve vocational goals.

## **Evaluation of Training**

All students are requested to complete a written evaluation on completion of the training. These evaluations are used only by Applied Education to monitor your feedback with the Training and to identify opportunities for improvement. Your participation in this activity is very important and highly valued by our team at Applied Education.

## **Expectations of Students**

All students must sign the Statement of Understanding found at the back of this Student/Staff Handbook to indicate that you understand and agree with these conditions.

## **Attendance of structured workshops or training sessions**

Students will be advised of attendance requirements at the induction. Students are expected to attend training and maintain their workbook to be able to successfully complete their qualification.

Excessive absenteeism may result in your removal from the program, as outlined below:

- A student may be removed from the program for not attending scheduled training sessions in excess of three (3) booked sessions without providing acceptable proof of absence, acceptable proof of absence would be: Annual Leave, Compassionate leave, Paternity leave, Maternity leave, Adoption leave, or other leave approved by Employer, and Sick leave (must provide a certificate).
- Excessive tardiness may result in you being marked absent and also being removed from the program. If you are unable to attend training/workshop you must contact your employer **and** training consultant and try to give at least 48 hours notice.

## **Change in Situation**

Students must advise Applied Education of any changes in their personal details on a Change of Student Enrolment Details Form (Form Ca). You can obtain a copy of this from your trainer.

## **Completion of Learning Requirements**

Students are required to participate in all training activities and carry out any tasks that may be asked by their Trainer to the best of their ability.

Self paced learning workbooks and/or assessments must be completed.

## **Keeping a Copy of Your Work**

Please retain a copy of all work that you submit to Applied Education. Regrettably we must ask you to re-do any Assessment Tasks that are lost in transit.

## **Competency Based Training and Assessment**

All programs delivered by Applied Education are assessed under the Principles of Competency Based Training. This means that all courses are built from Units of Competency.

Students are advised of the Units of Competency required to complete a course or program before commencement.

The aim of Competency Based Training is to assess the Student's ability to do the activities in each unit instead of sitting an examination that has a specific "pass mark". Your Training Consultant will assess your (ability) competency in each unit.

Competencies are normally expressed in terms of a unit or competence.

Competencies include the skills and tasks that are required in the workplace. When you are being assessed on these activities, you will be required to perform them to the level required in the workplace.

All assessment results are recorded. Students will be notified of results in each assessment and have access to their assessments records through the Training Consultant.

Qualifications are issued from results.

## **Student Responsibilities**

### **Training Participation**

- ✓ To make every possible effort to complete the qualification within the time frame. The progress timetable is set out in your Training Plan
- ✓ To attend any training or progress meetings with the Applied Education Training Consultant
- ✓ To complete tasks or workbooks given to you by Applied Education Training Consultant, which are part of your program

### **Completion of Course**

Students have 12 months from their enrolment dates to complete the course. Where the course is not completed in this time frame extensions can be requested.

Extensions are available is for a period of 12 months from your original enrolment date. No further extensions will be granted. (The maximum course duration is 24 months).

Please note your extension will be processed upon receipt of payment.

On successful completion of your course you will be issued with a Qualifications Certificate. This may be awarded as soon as you meet all of the course requirements.

This qualification does more than just recognise the skills that you have gained; it can provide you with training and career pathways.

Once you have obtained your qualification you can progress, by further study.

### **Applied Education Contact Details**

Mail: Applied Education  
Ph: (08) 9221 0955  
E: [reception@appliededucation.com.au](mailto:reception@appliededucation.com.au)  
W: [www.appliededucation.com.au](http://www.appliededucation.com.au)

### **Applied Education Policies**

#### **Anti Discrimination Policy**

Applied Education's student recruitment policy shall provide for its' students equal opportunity regardless of sex, race, colour, national origin, age, religion and physical or mental handicap. Applied Education shall not show favouritism in any area to any student.

Applied Education complies with the Charter for Equity in Education and Training.  
A copy of this charter is available for viewing from Applied Education staff.

## **Access & Equity**

Applied Education has a Code of Practice that includes an access and equity policy. This document is available on request. It is the responsibility of all Applied Educations staff to ensure the requirements of the access and equity policies are met by Applied Education at all times.

## **Assessment Appeals Policy**

1. All students have the right to appeal assessment results.
2. Appeals must be written. If the student wants to be re-assessed they must submit it in writing.
3. Students will be informed of the Appeals Procedure for Assessments on the first day of the program and prior assessments.

## **Student Concerns, Complaints and Appeals Policy**

Applied Education will act on each substantiated complaint. Students should advise their training consultant of any concerns that they may have regarding their progress though out their Training Program. Applied Education has a process in place for managing Student grievance.

## **Complaints and Appeals Policy**

### **We ensure that:**

- All prospective course participants will be provided with a copy of the Complaints and Appeals Policy and Procedure document.
- All disputes or grievances will be handled professionally and confidentially in order to achieve a satisfactory resolution.
- All parties will have a clear understanding of the steps involved in the grievance procedure.
- Course participants will be provided with details and as efficiently as possible.
- All grievance appeals and outcomes will be documented in writing.
- Applied Education will attempt to resolve any grievances fairly and equitably within ten (10) working days.

## **Procedures**

Students and/or clients have the opportunity to present there own case. Applied Education will act on any complaint which is substantiated.

Course participants may raise any matters of concern relating to training delivery and assessment, the quality of the learning, course participant's amenities, discrimination, sexual harassment and other issues that may arise.

The policy provides an avenue for most grievances to be addressed. However in some cases alternative measures need to be explored.

Course participants, who feel they may have been unfairly treated or have not been given the full training that they expected, may follow the procedures listed below.

### **For training related matters**

#### Steps

- Discuss the matter with your Trainer. If not satisfied the course participant may then:
- Have the matter referred to the Training Director for consideration. The student must send a letter or email to Applied Education addressed to the Training Director. Ensuring that they provide sufficient details about themselves and the course, and the circumstances surrounding the grievance. The Training Director will discuss the circumstances with another Trainer and contact the student with the result within 10 working days of receipt of appeal. (An opportunity to formally present his or her case and a written statement of the appeal outcome, including reasons for the decision will be documented and provided).
- Please email to: [brett@appliededucation.com.au](mailto:brett@appliededucation.com.au) or Mail to: Training Director, PO Box 6013, East Perth, 6892, WA.
- Where a grievance cannot be resolved through discussion and conciliation, we acknowledge the need for an appropriate external and independent agent to mediate between the parties. Applied Education will contract such a person as and when required. Details are covered in our Complaints appeals policy form GP.

### **For assessment related matters**

If you are advised that a Unit is Not Yet Competent, but you believe that

- You genuinely do have the required degree of competency; and
- That you have provided reasonable proof of this to Applied Education

Then you may query or appeal that result.

The process is quite simple, and is allowed by Applied Education to ensure that all students are fully satisfied with the fairness and accuracy of our assessment processes.

To appeal a decision:

#### Steps

1. Discuss the matter with the Trainer. If not satisfied the course participant may then:
2. Have the matter referred to the Training Director/ Applied Education Training Committee for consideration. The student must send a letter or email to Applied Education addressed to the Training Director. Ensure that you provide sufficient details about yourself and your course, and the circumstances. You

will need to explain why you feel the Not Yet Competent result is not appropriate, and also send a copy of your original Assessment Task. The Training Director will have the Assessment Task reviewed by another Trainer and contact you with the result within 14 working days of receipt of your appeal. (An opportunity to formally present his or her case and a written statement of the appeal outcome, including reasons for the decision will be documented and provided).

Please email to: [brett@appliededucation.com.au](mailto:brett@appliededucation.com.au) or Mail to: Training Director, PO Box 1013, East Perth, 6892, WA.

3. Where a grievance cannot be resolved through discussion and conciliation, we acknowledge the need for an appropriate external and independent agent to mediate between the parties. Applied Education will contract such a person as and when required. Details are covered in our Complaints appeals policy form GP. A notice of Grievance Form NG should be completed and faxed to the Training Director, who will respond within 24 hours.

Applied Education will encourage the parties to approach a grievance with an open view and to attempt to resolve problems through discussion and conciliation. A Corrective Action Record (Form CG) will be raised and filed in the Quality Compliance Folder for future reference.

### **The matter may be resolved by:**

1. Granting the appeal, or
2. Rejecting the appeal, or
3. Referring the matter to an independent external assessor for resolution.
4. A written statement of the appeal outcome including reasons for the decision will be documented and provided.

### **Course Fees Policy**

Applied Education will charge a nominal fee per course enrolled. Those students who receive a Government Benefit (i.e. Pension or Allowance) may be exempt from paying this fee, or may receive concession rates. Students claiming an exemption must provide proof that they are receiving benefits (e.g. Health Benefits Card, Health Care Card, and Pension Concession Card).

### **Payment of Enrolment Fees**

Enrolment fees must be paid as per Government regulation or individual arrangement.

### **Refund of Fees**

#### **Employer sponsored courses:**

Enrolment fee (Schedule 3.1 of Client Provision Services Agreement) may be refunded under the following circumstances:

1. If a student leaves employer prior to the commencement of the course, **full enrolment fee will be refunded**, commencement date will be the first scheduled structured training session date booked by the trainer.

2. No refunds will be granted from the date of the commencement of course.

## **Student Funded Courses**

Fees may be refunded under the following circumstances:

### **Initial Payment**

Generally Applied Education requires upfront payment of course fees. In line with our values on equity and access, students may approach Applied Education if they have circumstances that warrant an alternative payment structure being agreed.

### **Entitlements to Refund**

Refunds are available to students who advise Applied Education of their request to withdraw from the course within 4 weeks of enrolment. The enrolment date is the day that we have received your course fees.

Upon return of the course materials in an unopened and unused condition the course fees will be refunded less a \$250 administrative and postage charge. Where the course materials are not returned, or returned in a used condition, course fees will be refunded less a \$550 materials, administrative and postage charge.

After the 4 week period no refund is possible, however the course can be postponed by up to 6 months.

## Privacy Policy

Applied Education will ensure that it respects the privacy of students, prospective students and employers by implementing the National Privacy Principles.

The National Privacy Principles (NPPs) in the Privacy Act (Privacy Amendment (Private Sector) Act 2000) sets out how private sector organisations should collect, use, keep secure and disclose personal information. The principles give individuals a right to know what information an organisation holds about them and a right to correct that information if it is wrong.

Applied Education will ensure that it operates consistently with the National Privacy Principles and only collects the personal information that is necessary for the conduct of our business, and that we will use that information in the manner for which it was intended.

Students will have access to all information we hold on them, and we will store and use the information appropriately and limit access to only those who have a legal reason to have access to that information, or whom the student has given permission.

Student information will not be provided to anyone else unless we have the permission from the student or are specifically allowed or required to provide the information by law.

For example student information is only given to the following bodies where required:

- DET Department of Education & Training
- ETTE Employment Training & Tertiary Education
- STA State Training Authorities
- NCVET

Student will sign an Authority to Release - Form HA, that authorises release of their details.

All employer information obtained will be treated as "commercial in confidence" whether so marked or not.

Applied Education collects personal information solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the WA Government who is the registered authority. The requirements of the registering authority may mean the release of your personal information for the purposes of audit.

Under the National Privacy Principles you can access your personal information and you may request corrections of information that is incorrect or out of date. Students who request access to their information will be given full access to the details they want. No cost will be charged for them accessing their information. While you are undertaking your training program, there will be times when Applied Education and/or its Training Consultant, Business Development Consultant, Administration Officer may need to discuss your situation with others. Applied Education is required to ask for your permission in writing with reference to release of information, a form titled "Authority to Release Information" (Form HA), will need to be signed prior to the course starting.

## **Plagiarism**

Plagiarism is the action or practice of taking and using, as one's own thoughts or writings those of another without acknowledgement. The following practices constitute acts of plagiarism:

- Where paragraphs, sentences, a single sentence or significant parts of a sentence are copied directly from a source, are not enclosed in quotation marks and appropriately footnoted;
- Where direct quotations are not used but are paraphrased or summarized, and the source of the material is not acknowledged either by footnoting or other simple reference within the text of the paper;
- Where an idea which appears elsewhere in any form is used or developed without reference being made to the author or the source of that data.

And so what does this mean?

Basically you can use someone else's ideas, but you must acknowledge that person's words.

There may be times when your trainer asks you to complete an assignment as part of a group, in this instance your work will be submitted as one group entity and therefore each student's work will be the same. In this instance and only this instance the use of combined student work is allowed.

## **Personal Presentation**

Students are required to wear workplace uniforms or appropriate industry attire as directed for any scheduled training session.

## **Student Behaviour**

Consumption, or being under the influence, of alcohol or illicit substances during training hours or abusing a trainer or other work colleague is unacceptable and will result in your being asked to leave the premises. Continued abuse of this policy may result in your removal from the Training program. Student's behaviour must not disrupt or threaten other students or company personnel. Abusive behaviour, verbal or physical violence can result in instant withdrawal from a program.

## **Study Skills**

### **Tips for Studying Effectively**

- Make a weekly timetable that includes time for study, mark in deadline dates for any work that needs to be handed in for assessment e.g. assignments, projects.
- Keep up to date with class work by taking notes during session and reviewing work at home.
- If you are studying via 'distance self paced' ensure that you keep to your schedules for work completion.
- Prioritise your study with your work and personal life; you may have to give something up to be able to meet your study commitments.

- Revise your work prior to the next training session.
- Do take regular breaks during study sessions.
- Study at the time of day that best suits you.
- Give yourself a reward (snack, cup of tea or coffee) when you have completed the study task for the session.
- Visualise what you are reading about.
- Develop notes as you read, noting any new terms.
- Relate what you are reading about to what you already know.
- Ensure that you have plenty of fresh air, as one of your brains main foods is oxygen

## **Induction**

All students will be provided with an induction. This involves a familiarisation with the program requirements, and where appropriate, a tour of training facilities and introduction to Applied Education staff. Inductions may be completed as a part of a group or on a one to one basis. If you do not receive a course induction, please contact your coordinator.

## **Language, Literacy and Numeracy Issues**

### **Literacy**

Students requiring any assistance or support with language, literacy or numeracy should speak confidentially with their Trainer.

Where consistent with course requirements students with concerns about having insufficient language, literacy and/or numeracy skills to complete the course may be provided with adjusted course materials and assessment strategies that assist them in meeting qualification requirements through other methods.

Generally if you are able to complete the Enrolment Form for the course you should have sufficient literacy levels in reading and writing to successfully complete the course.

### **Numeracy**

Where courses require a specific level of numeracy, Applied Education will include a self assessment section to enable participants who enroll or are planning to enroll to determine if they have sufficient numeracy levels to successfully complete a course. Where consistent with course requirements students with concerns about having insufficient numeracy skills to complete the course will be provided with adjusted course materials and assessment strategies that assist them in meeting qualification requirements through other methods.

Generally if you are able to complete the Enrolment Form for the course you should have sufficient numeracy skills to successfully complete the course.

### **English as a Second Language**

Generally a guide to the level of English language skills required to complete the course is your ability to read aloud the details on the Enrolment Form. If you are able to complete this process then you should have sufficient language skills to successfully complete the course.

Students with identified ESL needs, or personal concerns can be given access to specialist support services to enable them to improve their English standards.

The Department of Education, Science and Training (DEST) has a programme designed to direct people on where to find advise on basic language, literacy and numeracy assistance, their site is [www.llnp.dest.gov.au](http://www.llnp.dest.gov.au) or email

Where consistent with course requirements students with insufficient English skills to complete the course will be provided may adjusted course materials and assessment strategies that assist them in meeting qualification requirements through other methods.

A guide to literacy and numeracy can be downloaded from <http://www.sant.twu.com.au/otr/index.php>. This guide has a plethora of information to help improve numeracy and literacy levels and to facilitate the improvement of learner outcomes.

## **Occupational Health and Safety**

Applied Education is committed to providing a safe and healthy environment for all students. We aim to achieve the highest degree Occupational Health and Safety and Security by adhering to Government Legislation and taking personal interest in the well being of our staff and visitors.

Students are required to participate in all training activities and carry out any tasks that may be asked by your Trainer to the best of their ability.

All self paced learning workbooks and/or assessments must be completed.

Students are required to wear workplace uniforms or appropriate industry attire as directed for any scheduled training sessions.

Our organisation abides by the following Commonwealth and State Acts and Legislation to maintain its position as an organisation committed to the Health, Safety and Security of all employees, contractors and visitors.

- "Occupational Health and Safety (Commonwealth Employees) Act 1991"
- Applicable "State" Workers Compensation legislation
- Applicable "State" Workplace Rehabilitation legislation
- Vocational Education and Training Accreditation Act 1996
- Occupational Safety and Health Act 1984
- Workplace Relations Act 1996
- Human Rights and Equal Opportunity Commission Act 1986
- Human Rights (Sexual Conduct) Act 1994
- Equal Opportunity for Women in the Workplace Act 1999
- Sex Discrimination Act 1994
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Privacy Act 1988
- Copyright Act 1968

- Copyright Amendment (Digital Agenda) Act 2000
- Industrial Relations Act 1979
- Archives Act 1983
- Fair Work Act
- Income Tax Assessment Act

All legislation can be accessed via [www.comlaw.gov.au](http://www.comlaw.gov.au) and <http://www.legislation.act.gov.au>

## **Who is responsible for Occupational Health and Safety?**

All employees and students are responsible for their own Occupational Health and Safety in the Workplace and Training environment.

### **Student**

Students are responsible for not only their own health and safety but also the health and safety of others within their working environment. Students should report unsafe working conditions, faulty equipment and accidents in the workplace/training environment immediately to their trainer/supervisor or manager.

Students should abide by safe working practices and comply with health and safety regulations.

### **Quality system**

Applied Education has been approved as a registered training organisation. Applied Education has demonstrated compliance with set National Policies, Practices, Guidelines and Protocols related to operation as a training organisation. Applied Education operates under a set of policies and procedures, which comply with the National Standards of the Australian Quality Training Framework (AQTF). For more information about Applied Education's registration and accreditation contact your trainer.

### **Qualifications**

All students participating in training with Applied Education, shall be issued with either a

- Full AQF Certificate, or
- Statement of Attainment, or
- Statement of Attendance/Completion

The following results are used to record unit outcomes on the above documents.

### **Competent**

The student has demonstrated competency in all outcomes for that unit.

**Withdrawn**

The student has withdrawn one quarter of the way through the unit and not completed all required learning outcomes.

**Exemption**

The student has been granted exemption from studying the unit due to previous study or an approved Recognition of Prior Learning process. Applied Education will collect and validate evidence that demonstrates the student's competence for this unit.

**Deferred Result**

Indicates that assessment has not been finished.

**Not Yet Competent**

The student has been assessed and has not yet demonstrated competency in all the learning outcomes for an individual unit.

**Full AQF Certificate**

A Full AQF Certificate is issued when the Student has completed all requirements for a qualification as listed in the syllabus document. The certificate does not list the modules or units of competency completed. These are listed on the Transcript of Academic Record, which is issued at completion of training.

**Statement of Attainment**

A Statement of Attainment is issued where candidates have partially completed a qualification. This may be done in two ways.

1. The student does not complete the full requirements for the qualification, or
2. Units or modules have been delivered from an accredited and registered program.

The code and title of all units successfully completed by the Student are listed on the Statement of Attainment.

The Certificate or Statement of Attainment is forwarded to the student's home address, four (4) to six (6) weeks after the program is completed.

Please ensure that you complete a Change of Student Enrolment form should your contact details change (name, address and telephone number). It is important that we have your current contact details so that your certificate is received promptly, replacement certificates and/or statement of attainment will incur a fee of \$20.00.

## Re-issuing Qualifications

If your Certificate or equivalent document is misplaced or damaged, contact your Training Consultant to order a replacement.

Please note that Applied Education **will not** re-issue a Certificate or Statement of Attainment. If your original Certificate is lost, we will issue you with a Certified Copy of your original Certificate, the cost being \$30.00.

## Statement of Attendance/Completion

This is a Statement of Attendance where students may have attended (part) of a program but not achieved competency. Applied Education recognises the AQF qualifications and Statements of Attainments issued by other Registered Training Organisations.

## Credit Transfer

Students who have completed units from their course at other institutes will be given recognition on presentation of a verified transcript, award or statement of attainment.

## Recognition of Prior Learning (RPL)

All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills, or where credit or credit transfer may apply. *Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other life experiences.*

Students wishing to apply for RPL should speak to their Training Consultant at the time of 'enrolment'. If you wish to apply for Recognition of either your past qualifications or experience you would need to do so within two weeks of enrolment.

Your training consultant will provide you with the relevant application form. He/she will also inform you as to the outcomes of units within the course, so that you may decide whether your application is warranted or not.

If you have a prior Qualification or a Statement of Attainment, with a unit equivalent to what you are enrolled in, issued under the Australian Qualifications Framework from any state or territory, Applied Education will give exemptions for those units of competency.

RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

- A. Review of Evidence including relevant Formal Qualifications.
- B. Interviews
- C. Confirmation of Testimonials
  
- D. Validated Workplace Logbooks

- E. Skills/Challenge testing
- F. Written/Oral reviews

#### The steps for RPL

1. Student requests recognition at enrolment
2. Appropriate qualification is identified at enrolment
3. Appropriate competency is identified at enrolment
4. Training consultant will advise student of evidence required; The student will be given access to the full curriculum so they can clearly identify the learning outcomes or competencies they have to apply;
5. Student collects evidence to support claim for RPL, which must be submitted to RTO within two weeks. An application form should be completed and forwarded, with any supporting evidence, to the Training Director.
6. RTO will then analyse individual experience and qualifications against appropriate learning outcomes/competency statements, the Training Director and Training Consultant will complete this process
7. If claim matches learning outcomes/competencies then full recognition is granted
8. If claim does not match learning outcomes/competencies then further evidence will be requested, this may also involve an interview where applicant will support his/her case. Further evidence must be supplied within a negotiated timeframe
9. If further evidence is not recognised then claim will be rejected, a letter of advice will be forwarded to applicant advising of decision either way
10. Student may appeal decision and ask for a subject matter expert to make a recommendation, the cost of this further process will be shared equally by the student and Applied Education
11. Letter of advice will be forwarded to student outlining the costs of further process. Once student has paid his/her share of cost for further process (*must be received within 1 week of request for payment*). The Subject Matter Expert will be obtained and his recommendation will be heard
12. Letter of advice of outcome will be forwarded to applicant within two weeks of final decision
13. Completed RPL Application Form (Form Gx) with attachments will be placed on the students file
14. Details of the Application recorded on the RPL Register (Form Gz).