



# STUDENT INFORMATION HANDBOOK

UNLEASH YOUR POTENTIAL

# Welcome To MultiSkills Training

Welcome to MultiSkills Training, and congratulations on making a real commitment to improving your qualifications and skill set! Whether you are seeking employment or looking to gain the skills to advance your career, we are the trainer partner for you.

MultiSkills was founded in 2012 to provide non-accredited training to customers in the Dingley Village area. Soon after that we opened our Werribee Campus, and in 2014 we expanded our locations to include Moolap. The Dingley Village campus is no longer active, however our Werribee and Moolap campuses are thriving with an array of courses including nationally recognised training (ASQA), Skills First Funded Courses and Worksafe Victoria High-Risk Work licensing.

We pride ourselves on our course values:

## **EXPERTISE**

Our Trainers are industry experts in their fields. We deliver best-in-class vocational education, preparing our students to excel in their careers.

## **RELEVANCE**

We regularly engage with industry to keep our skills, knowledge and practises current. Our students need today's skills now. Beyond the textbook, we give them the practical knowledge required to achieve their goals.

## **ADVANCEMENT**

Constant improvement is in our DNA. We push for daily progress in our students and ourselves.

This Student Handbook contains important information regarding the training, and roles and responsibilities of students, including their expected behaviour and conduct. Also included is information regarding a range of procedures and processes that a student may need to access or use during their training course. We hope that it helps to make your study experience manageable and enjoyable.

Please take your time to read and understand the information provided and ask any questions you may have.

We hope you enjoy your course and find it professionally and personally enriching. Good luck!

<b>Corporate Information.....</b>	<b>4</b>
<b>Course Information.....</b>	<b>5</b>
Accredited and Non-accredited training.....	5
High Risk Work Licences.....	5
<b>Application &amp; Enrolment.....</b>	<b>5</b>
Pre-Training Enrolment.....	6
Government-Subsidised Training.....	6
Training Plans.....	6
Credit Transfers.....	7
Recognition of Prior Learning (RPL).....	7
USI - Unique Student Identifier.....	7
<b>Student Information.....</b>	<b>8</b>
Fair Treatment & Equal Opportunity.....	8
Course Induction.....	8
Dress Code.....	8
Food & Beverages.....	9
Student Code of Conduct.....	9
1. Students' rights.....	9
2. Students' responsibilities.....	9
3. Legislation.....	11
Commonwealth.....	11
Victoria.....	11
Alcohol, Drugs & Smoking.....	11
Mobile Phones.....	12
<b>Training Expectations &amp; Requirements.....</b>	<b>12</b>
Course Progress.....	12
Attendance & Homework Requirements.....	13
Assessments.....	13
Submitting your assessments:.....	13
Assessment outcomes.....	13
Reasonable adjustment can involve:.....	14
Appealing assessment decisions.....	14
Practical Training Off site arrangements (if applicable).....	14
<b>Educational &amp; Support Services.....</b>	<b>14</b>
Educational Support.....	14
Student Welfare.....	15
<b>Feedback &amp; Surveys.....</b>	<b>15</b>
<b>Rights to Information.....</b>	<b>15</b>
Access.....	15
Amendments.....	16
<b>Notifying you if things change.....</b>	<b>16</b>

<b>Fees, Charges &amp; Refunds.....</b>	<b>16</b>
<b>Privacy &amp; Data Collection.....</b>	<b>17</b>
General Policy.....	17
Third Party Regulators.....	17
<b>Complaints and Appeals.....</b>	<b>18</b>
<b>Issuing of Certification Documents.....</b>	<b>18</b>
Certificate:.....	18
Statement of Attainment:.....	18
Re-Issuing Certificates and Statements of Attainment.....	19
<b>Workplace Health &amp; Safety.....</b>	<b>19</b>
Accident and Emergency Situations.....	19
<b>Student Disciplinary Policy &amp; Procedures.....</b>	<b>20</b>
Academic and General Misconduct.....	20
Student Discipline.....	21
Appeal.....	21
<b>Withdrawal and Cancellation.....</b>	<b>22</b>

## Corporate Information

Multiskills Training Information	
<b>RTO ID</b>	40846
<b>Phone</b>	1800 754 557
<b>Email</b>	<a href="mailto:info@multiskills.com.au">info@multiskills.com.au</a>
<b>Website</b>	<a href="http://www.multiskills.com.au">www.multiskills.com.au</a>
<b>Office Hours</b>	Monday to Friday 7:30 am - 4:00 pm

Campus Locations	
<b>Werribee</b>	57-65 Riverside Avenue, Werribee, 3030
<b>Geelong</b>	351-359 Portarlinton Road , Moolap, 3224

## Course Information

### *Accredited and Non-accredited training*

MultiSkills Training delivers both nationally accredited training and assessment as well as non-accredited training. MultiSkills ensures that its marketing clearly identifies accredited training from non-accredited training in all forms of advertising - digital, hardcopy and social media. All accredited training will feature the National Training logo. Accredited training is nationally recognised around Australia and has been assessed by ASQA. These courses meet the Standards for VET Accredited Courses 2021 and the AQF. The non-accredited training conducted by MultiSkills Training primarily relates to WorkSafe Victoria approved Health and Safety Representative Initial and Refresher courses. Both of which are subject to the regulator's approval and on-going monitoring for quality purposes. Any other non-accredited training is conducted at the request of corporations for specific employee/contractor skill sets and are therefore not normally advertised.

### *High Risk Work Licences*

MultiSkills Training is authorised by WorkSafe Victoria to deliver high risk work licence training and assessment for certain licence classes. Only authorised high risk trainers and assessors can be affiliated with MultiSkills Training to deliver the high risk work licence training. The MultiSkills Training website lists all licence classes that it is currently delivering.

## Application & Enrolment

MultiSkills accepts applications from all students who meet the entry requirements published in the course information, available on the MultiSkills website. Applications are accepted on a first-come, first-served basis. However, if a course is full, you will be offered a place in another class at a later date.

To apply to enrol in a course, you must complete an online application through the MultiSkills website.

Before you decide to enrol in a course, you are encouraged to fully understand:

- the course purpose and structure
- the course entry requirements
- scheduled delivery/course dates
- associated personal commitment in terms of time and outside study requirements
- course costs shown in the Student Statement of Fees, especially those for consumables and equipment not covered by the course fees
- the learning outcomes including any pathway opportunities

If you are applying for a course with entry requirements, you will also need to provide the necessary evidence (as indicated under the Important Information link, found below the course dates), such as verified copies of qualifications, proof of residency, proof of address or other evidence, prior to the course commencing.

If you are applying for credit transfers, you should indicate this on your enrolment and supply copies of your certificate, statement of attainment, or USI transcripts so that we can assess your application for credit transfers. See the section on credit transfers in this handbook below.

## *Pre-Training Enrolment*

All course applications will be done via an enrolment form through the MultiSkills website or a paper enrolment form sent via email. You may be required to complete a language, literacy & numeracy (LLN) quiz as well as partake in a Pre-Training Review (PTR) to assess suitability for the course, and to apply for and be assessed for eligibility for government funding if applicable. Any noted support requirements will be identified through this process and reviewed by a qualified assessor. The outcomes of these will be used to ensure the student is enrolled in the most appropriate training to suit their needs and skill level.

An RTO Delegate will collate the comments and results from the Pre-Training Review and Enrolment Form. The student's details, where an RTO Delegate has identified as requiring support, such as language, literacy, numeracy, or disabilities, are passed on to the Regional Manager.

The Regional Manager will review the information provided, assess the learning needs and determine whether the student's training and assessment program will be adjusted. The Regional Manager will also liaise with the student to develop a strategy to support the student. The information collected as part of this process and the outcomes are entered into the Student Management System.

A confidential report containing information regarding students who require additional support or adjustment to their training because of their learning needs is generated and provided to the trainer. The report advises students' learning support requirements and the strategy and support processes.

## *Government-Subsidised Training*

Multiskills Training is contracted to deliver training and assessment for nationally-recognised qualifications with Victoria's Department of Jobs, Skills, Industry and Regions and is contracted to offer Government-subsidised training places under Skills First Funding.

Skills First Funding is delivered by the Victorian and Commonwealth Governments and may affect future training options, and the eligibility for further government-subsidised training under other Victorian and/or Australian Government funded training programs. Eligibility criteria for Skills First Funding applies and further information is available at:

<https://www.skills.vic.gov.au/s/how-to-check-your-eligibility>

Multiskills Training abides by the Skills First Quality Charter, VET Funding Contract and ASQA regulations in all aspects of its operations in the delivery of Victorian subsidised courses.

## *Training Plans*

The training plan is an agreement between the student and Multiskills Training which sets out the training conditions and the type of training to be undertaken. Students have the right to work with Multiskills Training to develop a plan that recognises the skills already attained and the best options for training delivery, supervision and workplace support.

Training plans vary but must include:

- RTO name and contact details
- The name and code of the qualification being undertaken
- All the units of competency being undertaken
- A list of units of competency for which RPL or Credit Transfer have been granted
- Proposed start and finish dates
- Delivery options, i.e. how, when and where the training will be delivered, e.g. on-the-job, in the classroom, self-paced learning
- The name(s) of the Trainer(s) and Assessor(s) involved in the training and assessment of each unit of competency

- Methods of assessment for each unit of competency

### *Credit Transfers*

You may be eligible for a credit transfer for units or subjects in your course if you have completed those same units or similar as part of another course or learning program. This will be assessed during your *Pre-Training Review*.

Multiskills Training will recognise and accept AQF and VET qualifications and VET Statement of Attainments issued by any other training providers, as well as USI transcripts. They must meet current AQF Standards and provide a record of results listing all units completed. All documents will then be reviewed to ensure they meet AQF standards and guidelines, and you will be contacted accordingly with the outcome.

For further information and clarification on your Statement of Attainment or Certificate, please email Multiskills Training at [info@multiskills.com.au](mailto:info@multiskills.com.au).

Note: If you intend to apply for any credit transfers, you must do this at the commencement of your qualification or course since they must be reported to the relevant state funding body at this time.

### *Recognition of Prior Learning (RPL)*

Under the Australian Qualifications Framework (AQF), competencies may be attained in several ways, including formal or informal training and education, work experience or general life experience. To grant RPL, the assessor must be confident that you are currently competent against the endorsed industry or enterprise competency standards.

The evidence required for your application may include current certification, references from current and/or past employers, and/or testimonials from clients, work samples and demonstrations. Your assessor may also conduct some direct assessment of your competency to verify your skills and knowledge. If you wish to apply for Recognition of Prior Learning speak with your trainer. Fees do apply.

### *USI - Unique Student Identifier*

From the 1st of January 2015, if you are undertaking nationally recognised training delivered by a registered training organisation, it is mandatory to have a Unique Student Identifier (USI). A USI gives you access to your online USI account, which will contain all your nationally recognised training records from 01/01/2015 onwards.

When applying for a job, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life, all in the one place.

As the USI is a legislative requirement, all learners must have a USI to obtain a Statement of Attainment or Certificate for their training.

You can create your own USI number through the USI website: [www.usi.gov.au](http://www.usi.gov.au).

Multiskills Training can create one on your behalf with your written permission on our learner enrolment form or contact our administration staff for further information. Each learner must note to have read and agreed to the USI privacy notice at <https://www.usi.gov.au/documents/privacy-policy>.



# Student Information

## *Fair Treatment & Equal Opportunity*

MultiSkills Training has a Fair Treatment and Equal Opportunity policy that is available on our website. MultiSkills Training's policy revolves around fostering an inclusive, fair, and supportive environment for all involved parties, including prospective and current students, staff, and clients. The policy emphasises principles of access and equity, ensuring fair treatment, diversity appreciation, and the absence of harassment or discrimination in any form. It actively supports underrepresented groups and encourages equal opportunities for individuals regardless of gender, race, culture, religion, disability, or background. The policy outlines clear procedures for student selection, accommodations for disabilities or health conditions, language and literacy assessments, age requirements, and cultural considerations, while strictly prohibiting harassment, illegal behaviour, and maintaining confidentiality. Additionally, it provides guidelines for handling grievances, complaints, and appeals in a manner free from victimisation or discrimination, showcasing MultiSkills Training's commitment to creating an inclusive and supportive learning environment for all participants.

## *Course Induction*

At the start of your course, you will be provided with a site induction. The induction will provide you with specific details about your course requirements and important dates and will be an opportunity to meet your trainer and the other students in your course.

The induction will also provide you with important information about health and safety requirements, including emergency evacuation procedures and incident reporting, and other important matters relating to your rights and responsibilities as a student.

The induction is your time to clarify any questions you have about studying with us.

At your induction, you will receive any further learning materials, not already issued, so that you can start on your learning journey. General housekeeping arrangements are also discussed, as stated in the section below.

## *Dress Code*

MultiSkills Training is an adult learning environment that prepares you for business and industry, as well as for further career-related training. You are expected to dress in a neat, clean and safe manner. There is no desire on the part of MultiSkills Training to make dress standards too rigid; however you should wear clothes appropriate to the vocation, and in particular:

- Be adequately clothed following occupational health and safety requirements. You must wear all personal protective equipment and/or clothing required in the qualification. You are responsible for wearing appropriate clothing that minimises risk to yourself and others.
- Wear appropriate footwear at all times. It is not permitted for anyone to enter buildings with bare feet.
- Not wear clothing that is likely to offend others due to lack of decency, modesty or cleanliness, slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn or ridicule others.
- Safety boots and high visibility vests are required for some courses. Refer to your booking confirmation for further details.

## Food & Beverages

We advise all students attending Multiskills Training campuses to bring food and beverages for the day. While we are centrally located in the respective locations, travelling into town for lunch is not recommended. We have basic kitchen, heating and refrigeration facilities at all locations for students to use.

Food must be carried in secure containers/bags to minimise spills and leakage. You are responsible for the sensible storage and consumption of food in classrooms and the removal, and correct disposal of containers, from classrooms.

Training staff are responsible for monitoring and addressing any issues with the presence/consumption of food in classrooms.

Beverages must be carried securely to minimise spills and leakage. You are responsible for the sensible storage and consumption of beverages in classrooms and the removal, and correct disposal of drink containers, from classrooms.

## Student Code of Conduct

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

### 1. Students' rights

All students have the right to:

- Be treated fairly, honestly and with respect and courtesy by all students and staff
- Learn in a supportive and safe environment which is free from harassment, discrimination and victimisation
- Learn in a healthy and safe environment where the risks to personal health (including physical, mental and emotional health) and safety are minimised
- Have their personal details and records kept private and secure according to our Privacy Policy
- Access the information MultiSkills Training holds about them
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution (in accordance with our Complaints and Appeals Policy available here: <https://www.multiskills.com.au/student-information/>)
- 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 participate in their training program effectively
- Provide feedback to MultiSkills 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 MultiSkills, are expected to:

- Act responsibly, ethically, safely and with integrity
- Always act in accordance with the law
- Observe standards of equity and treat all people, regardless of gender, culture, disability, age or religion with fairness and respect and not do anything that could reasonably be expected to offend, embarrass or threaten others
- Treat all people, regardless of gender, culture, disability, age or religion, with fairness and respect and not do anything that could offend, embarrass or threaten others
- Not harass, victimise, vilify, discriminate against or disrupt others, including by not disrupting or hindering the exercise of the right of freedom of expression by any staff members or students
- Treat all others and their property with respect
- Respect the opinions and backgrounds of others
- Follow all safety policies and procedures as directed by staff and as set out in this Student Handbook
- Report any perceived safety risks as they become known, to the relevant member of staff as identified by us
- Not bring into any premises, any articles or items that may threaten, or be reasonably perceived to threaten, the safety of self or others (including, but not limited to, weapons, explosive materials, fireworks, dangerous chemicals or biological agents or any other dangerous thing)
- Not to consume, or be affected by, alcohol on any public part of the premises or consume or distribute alcohol on any public part of the premises.
- Not use, possess, store or distribute illegal drugs or drug paraphernalia (see below - Alcohol Drugs & Smoking)
- Not give another person or cause another person to be given or to consume food or drink which contains an intoxicating substance if the recipient is not aware the food or drink contains the intoxicating substance or that the food or drink contains more of an intoxicating substance than the recipient would reasonably expect it to contain (see below - Alcohol Drugs & Smoking)
- Not cause physical harm to any person or act to bully, stalk or haze any person (even if the person has indicated that they agree to the hazing)
- Not engage in sexual misconduct including sexual assault, sexual harassment, indecent assault or any other conduct or a sexual nature that is non-consensual or has the purpose or effect of threatening intimidating or coercing a person
- Notify us if any of their personal or contact details change
- Provide relevant and accurate information to ACE Training in a timely manner
- Approach their course with 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 as reasonably required
- Make regular contact with their trainer/assessor
- Prepare appropriately for all assessment tasks, visits and training sessions
- Notify MultiSkills Training if any difficulties arise as part of their involvement in the program
- Cooperate with MultiSkills Training to investigate and resolve issues and difficulties that arise as part of their involvement in the program
- Make payments for their training within agreed timeframes, where relevant
- Maintain MultiSkills Training's reputation and good standing

MultiSkills Training accepts no responsibility for the damage or loss of any tools, instruments, personal protective equipment or any other property belonging to students. Students must, at all times, accept responsibility for safeguarding their property.

### 3. Legislation

This Student Code of Conduct is informed by the following legislation, with which all students must comply.

#### Commonwealth

- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Disability Discrimination Act 1992 – Education Standards 2005
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Standards for Registered Training Organisations (RTOs) 2015
- National Standard for Licensing Persons performing High Risk Work

#### Victoria

- Education and Training Reform Act 2006
- Equal Opportunity Act 2010
- Information Privacy Act 2000
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Working with Children Act 2005
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities
- Child Safe Standards

### *Alcohol, Drugs & Smoking*

Multiskills Training is committed to providing a safe training environment and looking after the wellbeing, health and safety of all students and staff. Therefore, we have a NO ALCOHOL and NO DRUGS policy. This means using or possessing alcohol and/or drugs at any of our sites is forbidden, and any breach will result in disciplinary action.

The possession, use and sale of illegal drugs or controlled substances (including stimulants, depressants, narcotics, hallucinogens, or marijuana) on Multiskills premises is against the law and will be reported to the police. If you are taking prescription medication, it is your responsibility to ensure that it does not affect your safety or the safety of others.

Multiskills Training reserves the right to enforce a student to undertake a breath or blood test before we agree for the student to undertake any training and or assessment.

Students thought to be under the influence of alcohol or drugs will be removed from the training program immediately without exception. The Regional Manager or delegate will conduct an interview of any student

removed from a training program if suspected under the influence of alcohol and/or drugs. Further investigation will determine if the student is fit to return to training.

MultiSkills Training reserves the right to enforce a formal medical, breath or blood test on the student, before we agree for the student to return to training. Students found in possession of, or under the influence of, drugs and/or alcohol may be withdrawn from the course and lose the right to a refund of any fees paid.

If you are taking any prescription medication, we ask you to disclose this information to your Trainer Assessor. Some medications may affect behaviour and cause drowsiness or other symptoms that may present as if you are under the influence of drugs or alcohol.

All Multiskills Training premises are “Non-smoking” areas, including offices, training rooms or outdoor areas used for training, assessment, equipment storage or external car parks.

The Administration Team and your Trainer will advise you on suitable smoking locations during your induction.

See the MultiSkills Training No Smoking policy for more details.

### *Mobile Phones*

The use of mobile phones in classrooms, during practical activities and assessments is strictly prohibited. At the commencement of training, mobile phones must be on silent and kept secure.

If there is a genuine reason for the mobile phone to remain in service during the period of the assessment, the student may discuss this with the assessor, and alternative arrangements may be made.

This policy is to ensure:

- Students can undertake classroom activities and assessments without distraction and/or interruption
- Students’ performance within the theory and practical assessments are sufficient, valid, reliable and fair
- Students participating in the class are not subjected to or distracted by, others' personal calls.

## **Training Expectations & Requirements**

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

Many of our courses are delivered in clusters. This means groups of similar units are packaged together to avoid repetition. You will receive training and assessment for all units in a cluster simultaneously. Our course outlines include the details of how we deliver the training to you and the assessment methods that will be used to assess whether you have reached the required standard of performance.

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

### *Course Progress*

All students are required to maintain satisfactory course progress. Students are required to have satisfactorily completed 50% of the scheduled assessment tasks in the units delivered in the first half of their training program schedule (e.g. if a course is scheduled to run for a total of 12 weeks, the student must have successfully completed 50% of the assessment tasks undertaken in the first SIX weeks of the training program).

Where a student’s course progress is unsatisfactory, Multiskills Training may decide to initiate the student's withdrawal from the training program. The student has the right to appeal the decision and can refer to the

Complaints and Appeals Policy and Procedure and Form. Note that course progress may also be referred to as academic progress.

### *Attendance & Homework Requirements*

It is expected that students attend each class so as not to fall behind. Please notify your trainer or the office at least 30 minutes prior to class if you are unable to attend.

All students are required to be punctual in their attendance to class out of courtesy and respect to the trainer/assessor and fellow students. Trainer/assessors reserve the right to restrict students from entering the class until an appropriate break, e.g. morning tea and lunch.

All students are required to maintain satisfactory course attendance. MultiSkills Training may initiate the withdrawal of a student from a training program when a student is:

- absent for four consecutive scheduled class days or
- their absence exceeds 10% of the scheduled course duration.

Students are asked to call the Administration Team at Phone: 1800 754 557 to advise of absence.

Absences due to illness require a medical certificate to be provided. There may also be an expectation that you complete a certain amount of homework each week to finish the learning and assessment tasks required to complete your course. Your trainer will guide you on what to do during this time and how much is expected. This is also outlined in the Course Outline and Student Workbook.

### *Assessments*

At the beginning of each unit or cluster, your assessor will go through the course structure with you and provide all details about the assessment requirements.

You will:

- Be provided with detailed assessment instructions for each task/requirement, which includes the criteria that you'll be assessed against.
- Be informed of relevant due dates or timing of assessments to be conducted.

Your assessor will go through all of the arrangements with you, and you can ask them any questions you may have.

#### **Submitting your assessments:**

You must complete all assessment tasks as required for each competency/cluster/module unit. Unless otherwise advised, written assessment tasks will be submitted directly to the trainer/assessor. The cover sheet asks you to declare that the work is your own.

Your assessor will provide you with feedback as you progress through the training and assessment and confirm the outcome of the final assessment result.

#### **Assessment outcomes**

Each assessment task will be given an outcome of either Satisfactory (S) or Not Yet Satisfactory (NYS). 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 Yet Satisfactory, you will be given an overall outcome for the unit of Not Yet Competent (NYC).

If you receive a Not Yet Satisfactory (NYS) outcome, you will be offered the opportunity to sit a reassessment to achieve a Satisfactory (S) outcome. Subject to availability, reassessment fees may apply.

#### **WorkSafe High Risk Reassessments;**

If you require a reassessment in one or more components of a WorkSafe High Risk Licence course, this must be completed within 60 days of your initial assessment, failure to complete your reassessment within this period will result in your Notice of Assessment (NOA) being void and you will be required to re sit all WorkSafe High Risk Licence components. Subject to availability, reassessment fees apply.

### **Reasonable adjustment**

Some students may need modifications to assessments due to disability, illness or special considerations; this is called a 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.

Note - reasonable adjustment may be limited for High Risk Work classes, please check with your trainer.

### **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.

### **Practical Training Off site arrangements (if applicable)**

The safety of our staff and participants in the course is our priority. Where training is undertaken within an employer worksite, the responsibility for safe work systems is with the employer. Our Trainer/Assessor reserves the right, without recourse, to cease training at any point where there are unsafe work practices and/or risks to the safety of themselves and their participants.

## **Educational & Support Services**

### *Educational Support*

We are committed to ensuring that you get all the support you need to succeed in your studies. You may not have studied for a while, and you might need help with your study skills. You may also need assistance with reading, writing, and maths skills. The enrollment forms you complete will help us identify any support you need. 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 your language, literacy and numeracy test results, we will contact you to discuss your support needs.

We provide students with a broad range of educational and support services, including qualified trainers and assessors, learning resources, training facilities and equipment, and student support services. Support is offered to students throughout the entire training and assessment process commencing from the time of enrolment through to completion. Your support needs can also be discussed during the course induction.

Services that we can offer to you include:

- One-on-one support from our trainers/assessors,



- Study groups where you can work with your fellow students,
- Referral to relevant external services.

Assistance outside of MultiSkills is also available:

- Reading Writing Hotline - 1300 6 555 06
- English language programs
- Courses are available through community groups, TAFEs, private tutors and other educational institutes

## *Student Welfare*

General student welfare assistance is available for further support services through outside agencies. Below is a list of contact details for several outside agencies.

- [Head to Health](#) - free confidential Government resources to connect you to mental health support. Call 1800 595 212 or visit their website for in person locations, online quizzes and helpful information and services.
- [The Salvation Army](#) - homelessness support and services
- [Homelessness Barwon](#) 03 5223 4526
- [Homelessness Western Metro](#) 03 9313 4700
- [VincentCare \(for homeless support\)](#) - Phone: 1800 825 955
- [Lifeline](#) – for emotional support 24 hours a day - Phone: 13 11 14
- [Safesteps](#) Family Violence Response Centre - Phone: 1800 015 188
- [DirectLine](#) Alcohol and Drug Information Services - Phone: 1800 888 236
- [St Vincent de Paul Society \(welfare assistance\)](#) - Phone: 1800 305 330
- [Centrelink](#)

## **Feedback & Surveys**

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.

Feedback and input from students and other stakeholders will be sought, analysed and acted upon, where necessary, on a regular basis. The information gained will form part of any review of materials and in the validation and moderation processes. Most important is the collection of data from learners and employers relating to their expectations and experience of our services. Data sources have been selected to provide a balance of qualitative and quantitative information.

MultiSkills Training is required by ASQA (Australian Skills Quality Authority) to issue students and employers with a Quality Indicator Surveys at course completion.

Additionally, Students may receive a NCVET survey and/or an invitation to participate in a Department of Education endorsed project and/or being contacted by the Department of Education (or persons authorised by the Department for audit or review purposes.

Please help us by completing the surveys emailed to you. We also welcome feedback from you by email and phone or via the Feedback Form.



## Rights to Information

### Access

Under the Privacy Act, students have the right to access personal, participation and progress information. These records are available upon written request to MultiSkills Training who will arrange a time and date for this access. MultiSkills Training must verify the student's identity through in-person presentation of appropriate identification or use of an online verification service.

There may be a waiting period of up to seven (7) days before access is granted. At no time will documentation be allowed to be removed from our premises.

### Amendments

If a student considers the information that MultiSkills 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 includes any changes of ownership, 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, MultiSkills Training will devise a strategy to minimise the impact on you and notify you of the changes and how you will be affected as soon as practical.

Depending on the type of change, we may send a letter to your home address or send you an email or SMS message. 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 contacting our Administration Team.

## Fees, Charges & Refunds

MultiSkills Training sets and collects fees and charges for its services and facilities, including facilitating access to government funding for eligible students, in accordance with relevant regulatory, contractual and business requirements.

This policy and procedures apply to fees, charges, refunds, and fee protection applicable to the provision of training, including clients undertaking training under a Government Funded Training Contract or fee-for-service arrangements.

This policy and related procedures apply to those:

- Customers booking courses,
- Individuals enrolling and participating in courses.

It outlines referral requirements regarding short and structured courses booked by customers where a minimum number requirement is a condition of the course booking.

All refund applications must be submitted to Management or the Administration Team, who will assess the refund application.

All refund information is to be made available to clients prior to enrolment through:

- Student Information Handbook,
- MultiSkills Training's website,
- Policies & Procedures.

The Course Outline includes information about Course Fees and payment terms. Course fees are calculated for each student independently based on the course and unit selection, government-subsidised training eligibility, RPL or credit transfer applications, previously fees paid and eligibility for concessions. You will be provided with a Statement of Fees upon successful enrolment into your course.

Course fees are subject to change given the individual circumstances of the student and the timing of the training program. For detailed information regarding fees and/or a quotation, please refer to the MultiSkills website at: [www.multiskills.com.au](http://www.multiskills.com.au) or contact us on Phone: 1800 754 557 .

All tuition fees for accredited training are GST free. Refer to our Fees and Refunds Policy and Procedures.

## Privacy & Data Collection

### *General Policy*

We are committed to protecting the privacy and personal information of all of our students. In collecting your personal information, MultiSkills Training will comply with the requirements set out in the Privacy Act 1988, the Privacy Amendment (Private Sector) Act 2001 and the relevant state privacy legislation.

We will not disclose your personal information to another person or organisation unless:

- We have made you aware that information of that kind is usually passed to that person or organisation
- You have given written consent
- We believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to your life or health or that of another person
- The disclosure is required or authorised by or under law or
- The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

### *Third Party Regulators*

Multiskills Training is required to provide relevant information including but not limited to full name, date of birth, address and learning outcomes to the following regulators:

- WorkSafe Victoria - for all high risk work licence applications
- WorkSafe Victoria - for all Construction Induction applications
- Energy Safe Victoria - for all Spotters applications

To obtain further information about our privacy and data collection process or access to personal information, please email [info@multiskills.com.au](mailto:info@multiskills.com.au) or call our team on 1800 754 557.

## Complaints and Appeals

MultiSkills Training Complaints and Appeals policy and procedure is to outline the approach to managing dissatisfaction, formal complaints, and appeals of students, clients, staff, and other community members. It provides a transparent approach for all complaints and appeals to be acknowledged, addressed, and recorded fairly, efficiently, and confidentially.

The Complaints and Appeals policy and related procedures ensure compliance with Standard 6 of the RTO 2015 Standards and any applicable RTO Government Funding Contracts.

A full copy of our Complaints and Appeals Policy and access to the Complaints and Appeals Form is available at <https://www.multiskills.com.au/student-information/>

## Issuing of Certification Documents

On completion of your course and payment of all relevant fees, we will issue you either a certificate or a statement of attainment.

A certificate is issued upon successful completion of all the units that make up a full qualification (eg Certificate III in Civil Construction Plant Operations). A statement of attainment is issued if you complete some of the units that make up a qualification, but not the full amount. A Statement of attainment is also issued if you complete stand alone units or a separate course such a Working at Heights.

### **Certificate:**

- Certificates will be issued to students within 30 calendar days that have been assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course for your qualification.
- The certificate will be accompanied by a 'Record of Results' that will identify the units completed as part of the Qualification.

### **Statement of Attainment:**

- Statements of Attainment (SOA) will be issued to students within 30 calendar days that have been assessed as meeting the requirements of the training product as specified in the relevant unit of competency.
- A Statement of Attainment will generally be issued when a student withdraws or partially completes a qualification and has successfully been assessed in one or more units of competency, or if they enrol and undertake in a single Unit of Competency.

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

MultiSkills Training must have a valid student USI on file prior to the commencement of training. A certificate or Statement of Attainment is not able to be issued without a currently valid USI or an valid exemption from the USI Registrar.

### *Re-Issuing Certificates and Statements of Attainment*

Records of qualifications and unit achievement are kept on record for at least thirty years. Students can request copies of any of these statements or certificates for an additional charge.

Multiskills Training will only issue AQF certification documentation to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course and has paid for the course in full.

- A student wanting to request a duplicate certificate should email [info@multiskills.com.au](mailto:info@multiskills.com.au) or call our team on 1800 754 557.
- The cost for re-issuing a certificate or competency card is \$30.00. There is no charge to re-issue a statement of attainment.
- Prior to re-issue, all duplicate certificates or statements of attainment must be approved by the Compliance Officer
- All duplicate testamurs are to be issued within 10 working days from receipt of payment.

## **Workplace Health & Safety**

The Workplace Health & Safety Act 2011 applies to all staff, students and visitors to MultiSkills Training.

Multiskills Training is very serious about our commitment and responsibility for workplace health & safety and asks that students assist in ensuring the safety of its sites by:

- immediately reporting any identified risks/hazards to a MultiSkills Training staff member,
- following MultiSkills Training policies and procedures,
- cooperating and following all instructions provided by MultiSkills Training staff,
- cooperating with management and Trainer Assessors, and adhere to instructions on safe work practices,
- taking care to ensure their health and safety and the health and safety of others.

The wearing of Personal Protective Equipment and clothing (PPE) is mandatory in many of the courses delivered by Multiskills Training. Students are welcome to bring their own PPE to courses, but the trainer/assessor will check these for suitability.

Multiskills Training will provide all task-specific PPE required for specific courses, except students must supply their own safety boots.

### *Accident and Emergency Situations*

You are advised that Multiskills Training staff are not permitted to transport injured/unwell students to the hospital. Therefore an ambulance will be called in case of an emergency.

Emergency Service	Phone number
POLICE	<b>000</b>
AMBULANCE	
FIRE	

First Aid kits are available at many locations throughout Multiskills Training campuses. A member of staff trained in First Aid should be sought to carry out any treatment necessary. Students should not handle injuries which involve blood without wearing gloves, and all blood spills must be doused with bleach.

## Student Disciplinary Policy & Procedures

This policy and procedures describe how MultiSkills Training manages student discipline and applies to all students and clients.

### *Academic and General Misconduct*

MultiSkills Training will be vigilant in managing student misconduct. For the purposes of this policy, a breach of conduct is defined as either academic or general misconduct. It may refer to a single breach or multiple breaches.

**Academic Misconduct** includes, but is not limited to:

- Cheating
- Plagiarism
- Any other conduct by which a student seeks to gain for themselves, or any other person, any academic advantage or advancement to which they, or that other person, is not entitled.

**General Misconduct** includes, but is not limited to

- unlawful conduct
- a breach of the Student Code of Conduct, found in this Student Handbook
- persistent disruptive behaviour
- behaviour which is lewd or obscene, taking photographs or filming other participants or staff without their permission (including posting on Facebook and other social media without permission)
- use of mobile telephones and other electronic devices during classroom or workshop activities
- behaviour that constitutes discrimination, vilification, victimisation or harassment
- attending MultiSkills Training premises under the influence of alcohol and/or non-prescription drugs
- consuming alcohol or non-prescription drugs at MultiSkills Training premises
- smoking on MultiSkills Training premises outside designated smoking areas
- verbal abuse
- physical assault on a member of MultiSkills Training staff, fellow students or members of the public
- sexual misconduct including sexual assault, sexual harassment, indecent assault or any other conduct of a sexual nature that is non-consensual or has the purpose or effect of threatening, intimidating or coercing a person
- any behaviour that causes a person on or in the immediate vicinity of MultiSkills Training premises to feel unsafe, intimidated, threatened or in fear of being attacked
- abuse and misuse of tools and equipment

- wilful, reckless or malicious damage or destruction of facilities, equipment, materials or property on MultiSkills Training premises, regardless whether it is MultiSkills Training property or private property,
- theft of property on MultiSkills Training premises, regardless whether it is MultiSkills Training property or private property,
- carrying, using or being in possession of a prescribed or regulated weapon or dangerous article (including, but not limited to, explosive materials, fireworks, dangerous chemicals or biological agents or any other dangerous thing)
- engaging in behaviour, or failing to follow instructions, which results in themselves or other persons being put at risk of harm,
- failing to follow the reasonable direction or instruction of MultiSkills Training staff or other person in supervision,
- failing to follow road traffic laws when on, or leaving MultiSkills Training premises,
- encouraging, persuading or inciting another person to engage in unlawful, improper or inappropriate conduct,
- failing to comply with MultiSkills Training policies and procedures

Any student who witnesses breaches of conduct are encouraged to report these to a MultiSkills Training representative. Complaints should be in writing and contain sufficient details of the conduct to enable the concern to be dealt with, including all available supporting information.

### *Student Discipline*

MultiSkills Training will treat all breaches of conduct seriously. MultiSkills Training will conduct a fair and equitable investigation, in accordance with the requirements of procedural fairness, which will give the student the right to be heard. The standard of proof required to establish a breach is the balance of probabilities. The relevant Regional Manager and/or Senior Managers will determine whether the allegation has been substantiated, the level of seriousness and apply an appropriate action or penalty. Students may be invited to make submission on the matter, verbally or in writing.

Penalties that could be applied for behavioural misconduct under the discipline procedure include:

- Removal from class
- Suspension from all classes for a specified period
- Cancellation of enrolment in serious cases

Failure, by a student, to comply with a misconduct penalty may be considered as further misconduct.

The relevant Regional Manager and/or Senior Managers agree to keep the student involved in the allegation reasonably informed of the process and outcomes as they are enacted.

### *Appeal*

The student has the right to appeal an academic or general misconduct decision. Refer to MultiSkills Training Student Complaints and Appeals policy and procedure.

## Withdrawal and Cancellation

If you are unable to attend your booked course, you must give five business days' notice prior to the course commencement date. Cancellations less than 5 business days' before the course commencement date or thereafter will not be refunded.

MultiSkills Training may cancel a course with insufficient participant numbers. We will contact you prior to the course commencement date to advise of cancellation and you will have a choice of rebooking or a full refund will be offered, as per our Fees & Refunds Policy and Fees & Refunds Procedure available on our website.

MultiSkills Training reserves the right to suspend or withdraw a student from a training program, on the grounds of:

- Unsatisfactory attendance
- Misbehaviour
- A serious breach of policies and procedures
- Unsatisfactory course progress
- Medical concerns

A student may apply to defer or withdraw from their training program. To do so please send a detailed email to [info@multiskills.com.au](mailto:info@multiskills.com.au) and advise our team of your request. Completion of a Withdrawal / Deferral Form may be required. A copy of MultiSkills Withdrawal Policy and Procedure and Withdrawal Form can be requested from our Administration Team.

A refund of any paid fees, if applicable, will be made following MultiSkills Training Fees and Refund Policy and Procedures. These can be found on our website located [HERE](#).