



# **Student handbook**

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## Welcome to Adapt Education

Congratulations on taking the step and enrolling in an Adapt Education course. I would personally like to welcome you to our student community and I encourage you to utilise the resources and assistance offered to you during your studies.

Throughout your course, life can get in the way - work commitments, family responsibilities, personal issues and social events can arise at any time. I encourage you to communicate with us regularly. Most of life's problems can be dealt with by simply communicating more effectively.

The benefits of completing a course are numerous. Not only is it an investment in developing your skills and knowledge, it's an investment that opens career doors. And like all good investments, it should have a good return.

Success for Adapt Education is simple - at the end of your course, we want you to confidently say the following things:

- I feel that I have significantly improved my skills and knowledge
- I have achieved what I set out to achieve
- My experience with Adapt Education was positive
- Adapt Education provides professional service and high quality training
- I would recommend Adapt Education to anyone

Adapt education is built on the premise of quality and value for money education. Quality education is achieved by working with employers and students to develop customised training and assessment experiences. Value for money education is created by offering study options that suit a range of needs and budgets.

Our goal for you is to learn, adapt and succeed... to stand out from the crowd with world class skills.

This student handbook is developed for people considering studying with Adapt Education and for new and existing students. Please take the time to read this handbook as it has important information about our student policies and procedures. If you would like clarification on any items in this handbook please contact an Adapt Education staff member.

I wish you good fortune during your journey of education and professional development with us.

Kind Regards



Glen Parker

Director | Adapt Education

## Adapt Education Customer Service Standards

Business should be built on high quality customer service. The points below identify the customer service standards that students can expect Adapt to meet:

- All email enquiries will be responded to within 24 hours
- Phone enquiries that cannot be answered immediately will be followed up within 24 hours. If you happen to reach an answering service, leave a message – we are one of the few companies who actually return messages and missed calls!
- All enquiries received by post will be responded to within five working days
- Clear and accurate information provided at all times
- A professional, positive and friendly attitude
- Punctuality when attending appointments, sessions and other scheduled events

## Legislation

Registered Training Organisations are also required to adhere to a standards framework contained within the *RTO standards 2015*. These standards are endorsed as Commonwealth Regulation and are enforced by the Australian Standards Quality Authority (ASQA).

You may refer to the following Acts for further information regarding your rights and responsibilities as a student. By enrolling with Adapt Education, all students are agreeing to be governed by Queensland Laws and are subject to the Jurisdiction of the Queensland courts, unless Commonwealth law precedence apply. Mechanisms for compliance with all acts listed below are embedded within the policies described in this handbook.

- *The Vocational Education and Training Act 2012 (QLD)*
- Further Education and Training Act 2014 (QLD)
- *The Privacy Act 1988 (Cwlth)*
- *The Information Privacy Act 2009*
- *The Copyright Act 1968 (Cwlth)*
- *the Anti discrimination Act 1991 (QLD)*
- *the Work Health and Safety Act 2011 (QLD)*
- *the Fair Trading Act 1989 (QLD)*
- Competition and consumer Act 2010 (Cwlth) (Australian Consumer Law)

In addition to your rights and responsibilities detailed in the above acts, Adapt guarantees that for all financially current students you can expect that:

- Adapt Education will provide the product and services detailed in the course outline.
- the quality of the training and assessment will comply with the regulated RTO standards
- a compliant qualification/statement of attainment will be issued within 21 days of successful course completion
- Should Adapt Education cease to operate:
  - a refund will be provided in line with our payment and refund policy
  - a statement will be provided for any units already completed
  - all progress data will be forwarded to the national regulator

## Student Code of Conduct

Adapt Education seeks to create an environment where all persons are treated equitably and with respect, where person's rights are respected and where staff and students efforts are encouraged and their achievements given due recognition. Staff, students and other parties involved in the training program should treat each other with respect. This involves:

- Courtesy and professional conduct
- Avoiding unfair discrimination on grounds such as race, gender, national origin, sexual orientation, disability or religion
- Avoiding behaviour which might reasonably be perceived as harassing, bullying or intimidating
- Respecting the rights and property of others
- Ensuring the safety of yourself and others

As a student you will be required to take responsibility for:

- Ensuring that your account is financially up to date and making payments in line with your payment agreement
- Your own professional conduct. Unacceptable conduct is defined in the discipline policy. Unacceptable conduct will not be tolerated and may result in disciplinary action being taken
- Reading all relevant course and training information
- Monitoring your progress and meeting all due dates on your Training Plan
- Attending all training sessions as required
- Advising Adapt if you cannot attend any workshop, site visit or other scheduled appointment
- Working closely with your Trainer and other students to participate in role-plays, case studies, discussions and projects as evidence where required.
- Handing in all assessment tasks as per requirements unless otherwise discussed with your Trainer
- Ensuring all work submitted is your own and that you reference sources where required
- Retaining copies of all working notes, assessment and any other documents in your portfolio
- Discussing any concerns regarding the course, session activities and your ability to learn with your Trainer
- Advising the Trainer if you require any special adaptive equipment or support for the training course
- Participating in course evaluation and providing feedback
- Adhering to all state and federal laws including but not limited to: the *Copyright Act 1968*, the *Anti discrimination Act 1991* and the *Work Health and Safety Act 2011*
- Adhering to the policies and procedures of the workplace in which you are employed or undertaking work experience.

## Discipline

**Policy Statement:** We are committed to a safe, supportive and productive learning environment for all students and may apply disciplinary action in the event that a student breaches the student code of conduct or any other Adapt Education Policy.

The policy applies to all current students of Adapt Education

The following list details unacceptable conduct that may result in disciplinary action:

- Conduct that impairs the reasonable freedom of any person to pursue his or her studies within Adapt or any venue where training or assessment is being conducted by Adapt.
- Conduct that may impact on the physical, psychological and emotional safety of any staff member or student.
- Conduct that is prejudicial to the management or staff of Adapt or any activity that is organised by it.
- Unacceptable Conduct. This may include but is not limited to: physical or sexual assault; alcohol or illegal drug use; malicious damage to property of Adapt or other students; wilful disobedience of an instruction by a staff member; any dishonest or unfair acts in regard to assessment evidence and records of study, provision of false information to Adapt regarding enrolment; plagiarism; falsification of records and information; discrimination against other students or staff; failure to pay fees; all forms of offensive behaviour including bullying and verbal abuse; stealing and vandalism; any other conduct deemed by the Director of Adapt Education to be unacceptable.
- Successful or unsuccessful attempts to break password files.
- Malicious use of electronic mail, or other forms of electronic communication.
- Unauthorised access (manual or electronic) to student records, human resources, payroll, financial records, or any other Adapt computer, website, intranet, network or staff/student account.
- Any other misconducts which distracts or unduly interferes with the business of Adapt.
- Any actions which may violate state or federal laws.
- Any breach of the Student Code of Conduct
- Any breach of an Adapt policy.
- Where the misconduct falls within the scope of the laws of the state or Commonwealth, those laws shall be followed in regard to reporting the alleged offence/s. These rules do not override any laws, regulations or conditions imposed by a higher authority or Government body.
- All information collected as part of this process will be protected by the organisation's confidentiality policy. Only authorised parties will have access to such information.

Possible disciplinary action may include but is not limited to:

- A reprimand and caution (warning)
- Entering into a performance agreement
- Payment of the cost of repairing damaged data, computer and/or network facilities:
- An appropriate period of suspension to training and assessment activities
- Expulsion from the course or qualification
- Prevention of re-enrolment

Before imposing any disciplinary actions, the Managing Director may conduct research or make enquiries to verify the accuracy of the information and any other facts surrounding the matter.

The Managing Director, will conduct a meeting (face-to-face, phone or video conference) to determine appropriate actions. Meeting may involve: staff, students, and other parties impacted such as: victims, witnesses, employers, parents, apprenticeship centres, etc. From the meeting, the Managing Director may:

- Decide that no breach has occurred and no disciplinary action is required
- Counsel the student
- Decide that the conduct is unacceptable and proceed with disciplinary action

A person in receipt of disciplinary action under this policy may use the complaints and appeals policy of the organisation to have an appeal heard by an independent person.

## Complaints and Appeals

**Policy Statement:** Adapt provides all students with a democratic system to lodge and resolve any complaints or appeals. This policy applies to all students enrolled in a Nationally Recognised qualification, unit of competency or accredited course.

Any complaint that involves unacceptable conduct from a student should refer to the discipline policy. These rules do not override any laws, regulations or conditions imposed by a higher authority or Government entity. All information collected as part of this process will be protected by the organisation's Information and Privacy policy. Only authorised parties will have access to such information.

A **complaint** may be lodged where a student feels any aspect of the organisations product, services, operations or administrative processes has left them dissatisfied. A complaint may also be lodged where the conduct of a staff member, an Adapt Education partner organisation, student of Adapt or any other person associated with the delivery of an Adapt Education course has caused a student unreasonable anguish.

An **appeal** may be lodged if a student disagrees with an assessment outcome or judgement of competence that has been made by an assessor. To appeal a decision students should follow the complaints procedure below. Appeals should be submitted as soon as possible after a result has been communicated and no later than 21 days after the course has been completed/cancelled.

Adapt Education adopts the principles of natural justice and procedural fairness when handling complaints. This means that:

- Students a given reasonable opportunities to make a complaint
- Any party that an allegation is made against is given reasonable opportunity to respond
- All parties are given reasonable timeframes and rights of reply
- Facts are considered and verified by an appropriately authorised company Manager/Director
- Decisions are based on fairness and the best interest of all parties involved

Process to lodge a complaint/appeal:

- In the first instance a complaint/appeal should be discussed with a trainer or another member of staff.
- Students are requested to be clear about their concerns and expectations. Adapt staff members will attempt to resolve the complaint/appeal or refer it to a Manager.
- If not satisfied with the outcome of the informal resolution process, a complaint/appeal may be put in writing to the attention of the Director.
- Upon receipt of a written complaint/appeal the Director may conduct research or make enquiries to verify the accuracy of the complaint and any other facts surrounding the complaint.
- The Director, will conduct a meeting (face-to-face, phone or video conference) to determine appropriate actions. Meeting may involve: staff, students, and other parties impacted such as: employers, parents, apprenticeship centres, etc. From the meeting, the Managing Director will prepare a written agreement of actions to resolve the complaint/appeal.

### **External Complaints Resolution**

If a client has exhausted all internal resolution processes, they may request that an external mediation process be undertaken. This process is to be undertaken at the complainant's expense. The complainant may use any mediator approved by the Australian Arbitrator and Mediator Institute or other credible agency on the agreement of the Adapt Education Director. A mediator cannot impose a decision upon the parties. However, through their facilitation and technical skills the mediator is able to assist the parties explore the issues in depth and reach the best possible joint decisions that the circumstances allow.

### Other options for making a complaint externally

- Lodge a complaint through the National Training Complaints Hotline. Through the Hotline, complaints will be directed to relevant authorities, connecting consumers with the most appropriate organisation to assist them. Call 133873 or email [skilling@education.gov.au](mailto:skilling@education.gov.au)
- Lodge a complaint through the training regulator, the Australian Skills Quality Authority (ASQA). For information on ASQA Complaints policy go to: <http://www.asqa.gov.au/>
- For complaints relating to fees or unconscionable conduct go to <http://www.consumerlaw.gov.au/> to find the relevant office in your State.
- Students who are apprentices or trainees may alternatively lodge a complaint with their Apprenticeship Centre or relevant state department. (QLD students can contact the Queensland Training Ombudsman - [www.trainingombudsman.qld.gov.au](http://www.trainingombudsman.qld.gov.au)).



## Sexual Harassment

**Definition:** Sexual Harassment may be described as unwelcome sexual advances, requests for sexual favours, or other physical and expressive behaviour of a sexual nature that is unwelcome or offensive.

**Policy Statement:** Adapt Education seeks to ensure an environment free from all forms of sexual harassment in an educational setting and in employment. This policy applies to all students and employees of the company including: Directors, managers, full-time staff, part-time staff, casual staff and contractors. This policy contributes to compliance with the *Anti Discrimination Act 1991*

Because the company considers sexual harassment inappropriate and prohibits it, individuals who believe they have been sexually harassed may seek assistance through the complaints and appeals procedure. Complaints of sexual harassment will be responded to promptly and equitably. Confidentiality will be maintained and victimisation/retaliation against individuals bringing complaints will not be tolerated. Individuals found in violation of the sexual harassment policy are subject to disciplinary action.

If after following the company's complaint procedure you are not satisfied, you may lodge a complaint with the Anti-Discrimination Commission or relevant agency in your State.

Staff or students found to have breached this policy will face disciplinary actions and where appropriate will be reported to the police.

### Examples of Sexual Harassment

**Visual:** leering, making sexually explicit gestures, unwelcome sexual email messages, flashing, displaying sexually explicit objects, pictures, posters, cartoons, pinups or images left on computer screen savers.

**Verbal:** sexually explicit conversations, derogatory sexual comments, epithets, slurs, jokes, unwelcomed sexual advances, sexual jokes, propositions, or demands for sexual favours and unwelcomed suggestive sexual comments about an individual's body or appearance.

**Physical:** unwanted touching such as patting, pinching, hugging, brushing against another's body, coerced kissing or fondling. Physical assault is a crime.

## Access and Equity

**Policy Statement:** Adapt Education has a duty of care to ensure that the courses offered are accessible and equitable to all people. This policy contributes to compliance with the *Anti Discrimination Act 1991*.

The policy applies to all potential and current students of Adapt Education

- Adapt Education will publish its student handbook on its website to ensure that all potential and current students have access to information about training, assessment, support services and about their rights and obligations.
- As part of the enrolment process, all new students will receive a hardcopy of the student handbook.
- Adapt Education will consistently apply its training and assessment policy, flexible learning policy and student support policy to ensure that all students have access to the same training, assessment and support services.
- Adapt Education will provide regular progress reports to all students to ensure access to timely and accurate records of their participation. Adapt Education will also provide information over the phone or via email upon request.

## Information and Privacy

**Policy Statement:** Adapt Education seeks to gather, store, maintain and disseminate information in a way that is ethical, efficient and compliant with legislative requirements.

- Any personal and enrolment related information provided by students will only be made available to authorised personnel within the company.
- Students must advise Adapt (email is preferable) as soon as possible if any of their enrolment, personal details or other circumstances change.
- An electronic copy of the student record book and certificate/Statement of Attainment will be kept for 30 years. Adapt is required to retain student assessments for audit purposes and cannot return them.
- Hardcopy files and electronic files are kept securely at all times
- Students will be provided with access to their files upon request.
- In the event that Adapt Education ceases to operate all student results will be transferred to the registering body (ASQA).

Your personal information (including your training activity data) may be used or disclosed by Adapt Education for reporting, statistical, regulatory and research purposes. Adapt Education may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Host employer – if you are involved in a practical placement;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVET, Researchers or Organisations conducting student surveys
- Parents/Guardians – where they are a party nominated on the Training Plan
- Job Networks, Disability Service Providers, Apprenticeship Centres or other agencies involved in the monitoring of your training
- Centrelink – if you are receiving study benefits

Personal information disclosed to NCVET may be used or disclosed for the following purposes:

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

You may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVET will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.edu.au)).

All students will be requested to sign a declaration acknowledging they understand how their personal information will be used. This declaration will be done either on the enrolment form or on the Training Plan.

## Payment and Refund

**Policy Statement:** Adapt Education will offer a fair system of payment and refund for all students and clients that is in line with national standards. This policy applies to all students and clients who agree to the payment terms of Adapt Education outlined in the enrolment form and this handbook.

- Payments must be made in instalments as detailed in the Payment Agreement or Direct Debit Form
- Where prices are updated, a date of effect will be identified and promoted.
- Course fees and payment plan may be negotiated with the director prior to enrolment.
- On-site course fees include: course fees, administration fees, unlimited phone and email support from trainer, workshops, site visits, compulsory course materials such as text books, workbooks and handouts.
- Correspondence course fees include: course fees, administration fees, unlimited phone and email support from trainer, compulsory course materials such as text books, workbooks and handouts.
- On-line course fees include: course fees, administration fees, unlimited phone and email support from trainer, electronic course materials such as text books, workbooks, handouts, PowerPoint's, video tutorials.
- Prices quoted do not include: Additional site visits or tutoring, internet costs, stationary and other consumables such as CD's, notebooks, printing paper, etc.
- Where a student wants to complete a qualification but cannot do so by the contract end date, a extension fee of \$500 for each additional 6 months must be paid in order to continue training and assessment. Note: this is subject to the contract extension being approved.
- For all clients deemed financially current, Adapt Training guarantees that it will provide the training and assessment agreed to in the Training Plan. Adapt Education reserves the right to withhold issuance of certificates or training and assessment services to a client in the event that the client has any outstanding invoice/s.
- Tutoring or additional training and assessment services provided will be invoiced at \$100 per hour.
- A replacement certificate or Statement of Attainment will be provided at a cost of \$30.
- The RTO may require payment of fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to costs yet to be incurred on behalf of the student for tuition or other services yet to be delivered to the student does not exceed \$1,500.
- Adapt reserves the right to cancel scheduled workshops if less than four students are enrolled

Course fees will generally consist of two components – an upfront payment and a payment plan.

### Upfront Payments

- The upfront payment amount may be nominated by the student. Minimum amount is \$100. Maximum amount is \$1500. Employers, job networks or other entities paying course fees on behalf of a student may pay all fees upfront if desired.

- Upfront amount should be paid by credit card, bank transfer, cheque or money order

### **Payment Plans**

- The payment plan preferences can be nominated by the student. Payment frequency may be weekly, fortnightly or monthly. Instalment amount may be nominated by the student so long as it is equal to or greater than the minimum - \$25 per week or \$50 per fortnight or \$100 per month.
- Regular payments must be made in line with the agreement until the balance of course fees are paid.
- No additional fees or interest will be applied to payment plans.
- Direct Debit Payment Plans:
  - Students must return a signed Payment Agreement (Direct Debit Form)
  - Direct debits will automatically cease once the balance is paid
  - A **dishonour fee** will apply where a direct debit payment fails to process

### **Unfinancial Students**

It is important that students make contact with Adapt if they are falling behind in their payment plan to discuss alternate arrangements. This may include being approved to defer a payment, using an alternate payment method, reducing payment amount or frequency, etc. Where students are experiencing financial hardship, the payment plan may be deferred for up to 3 months at the approval of the Director.

Students who fail to keep their account up to date (or fail to contact Adapt to make alternate arrangements) may face the following consequences at the discretion of the Adapt Education Director:

- Loss of trainer support (no email or phone support)
- No assessment marking
- No further resources/units supplied
- Practical Placement cancelled
- Enrolment suspended
- Enrolment cancelled
- Loss of fees paid

Adapt reserves the right to hand unfinancial students over to a debt collecting agency

### **Refund Policy**

- Workshop bookings – a full refund will be provided if cancellation advice is received more than 7 days prior to the workshop. An admin fee 20% of workshop cost will be required where less than 7 days notice has been given. Full payment will be required where less than 2 days notice has been provided. In the event that Adapt cancels a workshop a full refund or reschedule will be offered to students.
- Qualifications – Where a student cancels their enrolment but has not commenced a qualification, a full refund will be provided. The student will be required to return all training materials provided at their expense. Adapt reserves the right to withhold the refund until such materials are returned. If materials are not returned within 7 days, Adapt will refund monies paid less the cost of training materials. A qualification is

deemed to be commenced once you have received your course induction and/or your contract start date has passed.

- Qualifications – Where a student cancels their enrolment but has commenced training, a cancellation fee of \$200 will apply. A refund will be provided for units not yet commenced. A unit is deemed to be commenced based on the unit start date shown on your training plan. At the discretion of Adapt management, commencement of units may be determined by a progress review. Refunds are calculated based on the following pricing structure:
  - Cancellation fee: \$200
  - Commencement of unit 1: \$300
  - Commencement of unit 2 onwards: full course cost ÷ number of units in course = per unit cost.
- Refunds will not be provided to students whose contract end date has passed
- Refunds will not be provided to students who have received an extension of their initial contract end date.
- Note: some government contracts will have specific requirements regarding payment and refunds. Where this exists, the contract requirements will take precedence over this policy:
  - Certificate 3 Guarantee requires that the student contribution fee must be collected. Refunds are not permitted.
  - The Higher Level Skills subsidy requires that the student co-contribution fee must be collected. Refunds are not permitted.

# Recognition of Prior Learning and Credit Transfer

**Policy Statement:** Adapt will offer RPL (Recognition of Prior Learning) or CT (Credit Transfer) to all students in accordance with National Standards and contractual requirements. This policy is to be applied for all students enrolled with Adapt Education

Communication: Adapt Education will provide clients and potential clients with information relating to RPL and CT:

- On enrolment forms prior to enrolment
- In the student handbook (available on request, or can be viewed on company website)
- Prior to sign up as part of the pre-sign up checklist
- During sign up as part of the sign up checklist
- While a current student through the provision of the Student RPL Guide on request

## Credit Transfer (CT)

Credit transfer can be awarded if the student has previously completed the same or an equivalent unit. Students must complete a CT/RPL application form prior to their course commencement. Approval of credit transfer after course commencement is at the discretion of the Director. Applications for credit transfer must be accompanied with certified copies of qualifications/Statements of Attainment. Students will be advised of decision within 14 days.

## Recognition of Prior Learning (RPL)

Students should consider applying for RPL if they: have previously completed similar courses, workshops or seminars; or have experience in the workplace and can provide evidence of competence. RPL may be awarded for one or more units. Appeals against any RPL decisions must be lodged within 21 days. Prior to or at enrolment, the student must discuss RPL with the student their trainer to determine if RPL may be suitable for their situation. If student expresses interest in RPL, trainer to provide a copy of the Student RPL Guide and the relevant RPL kit and explain the RPL process, including a suitable evidence portfolio.

The process for gaining RPL is as follows:

1. Student must submit an RPL kit that includes a supporting evidence portfolio. Evidence portfolio may include: resume and position description; certified qualification or Statement of Attainment; work samples; and third party reports
2. Assessor will conduct a document review and advise if RPL can be approved. Assessor may contact the student to clarify previous experience, industry experience, currency, authenticity, etc.
3. Competency Conversation –The trainer may issue a bank of questions to be answered by the student. On receipt of responses, the assessor will conduct a competency conversation with the student to further discuss their responses and address any gaps.
4. Practical Assessment - Where required, the assessor will conduct a practical observation (maybe on-site or in a simulated environment) with the student. Observations may cover the skill requirements of a unit and those competencies that the initial documentary review has failed to fully address.
5. Further steps - After completing steps 1-4, the assessor must determine whether sufficient evidence has been gathered to approve the RPL. If gaps exist, these may be addressed through flexible training and gap assessment. This may include a combination of written and verbal tasks depending on the extent of the gaps in competency identified. Alternatively it may be determined that RPL cannot be granted and the student is to be enrolled in the unit/s.

## Enrolment

**Policy Statement:** Adapt Education will provide an efficient, thorough and accurate enrolment process when enrolling students. This policy applies to all students enrolled in a Nationally Recognised qualification, unit of competency or accredited course.

### Correspondence, RPL and blended delivery students

- To commence the enrolment process Adapt must receive a completed enrolment form (may be done via online enrolment form, hard copy form, or scanned form)
- Those enrolling through Adapt's online system will be able to pay by credit card. Alternatively, upon enrolment you will be issued an invoice for your chosen course. Simply follow the instructions on the invoice to make your upfront payment. Payment options include bank transfer, credit card, cheque or money order
- All students will be commenced within 21 days of receiving the enrolment form unless specific arrangements outside of this timeframe are requested by the student/employer and it is permissible under contract requirements.
- An Adapt staff member will conduct a pre-enrolment interview to confirm personal and course related information and requirements
- Adapt will send a confirmation of enrolment email to confirm your enrolment. All requested documents/forms must be returned to Adapt prior to your induction.
- Students will receive their course resources either at induction or prior to induction. Students should check their portfolio/online portal and verify that all items are accurate and all required resources are provided.
- Inductions may be arranged by phone or Skype meeting and will normally take between 30 – 60 minutes. For blended delivery students induction may be included as the first face-to-face session.
- The upfront payment must be received prior to induction (for more information see the payment and refund policy)
- The government requires that all students completing a Nationally Recognised qualification obtain a Unique Student Identifier (USI). This number will enable you to track all of your training over your lifetime through one central account. If a USI is not provided to Adapt Education your certificate cannot be issued. By accepting the terms and conditions of the enrolment form, you give permission for Adapt Education to create a USI on your behalf if one is not provided. To create a USI number yourself go to: [www.usi.gov.au/](http://www.usi.gov.au/)

## Training Plans

All students enrolled in a Nationally Recognised qualification will receive a Training Plan.

- The training plan will specify: the qualification name, all units enrolled in, start date for each unit, due date for each unit, mode of delivery and mode of assessment.
- Where applicable the training plan will also include a workshop schedule detailing any scheduled workshops, site visits or sessions.
- The student, the RTO and where applicable, the employer will be party to the Training Plan. This means that each party must be involved in the negotiation of the Training Plan and each party must sign and retain a copy of the Training Plan. It is imperative that a signed copy of the Training Plan be retained as the Department of Education and Training may require to view this should they conduct a random student file audit.
- Course end date: Any student not able to complete their course by the course end date listed on their training plan must seek an extension in writing. Fees may apply.
- Unit due date: For some students the course is self-paced. This means the unit due dates listed are targets. If you do not meet the unit due dates on the training plan you do not need to seek an extension. For students on a traineeship or receiving the education supplement from Centrelink, you are obligated to complete the units in line with the unit due dates listed on your training plan. If you have not met a unit due date on your training plan, you must email your trainer to seek an extension prior to the due date, including a valid reason for requiring the extension.
- Training Plans will be reviewed periodically throughout a student's course.

## Flexible Learning

- The student has an obligation to disclose if flexible learning strategies may be required. The need for flexible learning strategies may be identified through:
  - A Language Literacy and Numeracy test
  - The enrolment form
  - Discussions with Adapt
- Flexible learning strategies may need to be considered for the following reasons:
  - The student has a physical or mental disability
  - The student has a learning difficulty
  - The student is geographically distant
  - The student has significant life experience
  - The student has fluctuating work demands or rostered hours
  - The student or employer has specific preferences for training and assessment
  - The industry or workplace has unique or specific requirements
- Flexible learning strategies that may be implemented include:
  - Alternative training strategy, e.g. one-on-one, workshops, on-line, etc.
  - Alternative assessment strategy, e.g. written, verbal, projects, evidence, observation, third party reports, simulations, case studies.
  - Altered training or assessment conditions, e.g. unit due dates to be negotiated, timeframes for completion, location of assessment.
- Ideally, flexible learning strategies should be discussed as part of the enrolment process, however, you may discuss flexible learning strategies at any time with an Adapt staff member.



## Student Support

**Policy Statement:** Adapt Education is committed to developing students in an environment that is supportive to their learning needs. Adapt is able to assist participants whom experience learning difficulties, Language, Literacy and Numeracy (LL&N) issues, or a disability.

- For their own benefit, students are encouraged to inform Adapt of any: Learning difficulties; LL&N issues; physical or mental disabilities. Adapt will investigate flexible learning options and any external support options that may be appropriate
- Upon enrolment all students must complete an LL&N test. In the event that a LL&N issue is identified the following actions may be undertaken:
  - Notify student and their supervisor. Supervisor may need to play an active role in assisting to edit work.
  - Draft copies of assessment to be submitted prior to assessment due date
  - Additional support sessions
  - Referral to external support services such as:
    - [www.interactivemathtutor.com](http://www.interactivemathtutor.com)
    - [www.typingtest.com](http://www.typingtest.com)
    - [www.tutorfinder.com.au](http://www.tutorfinder.com.au)
    - [www.tutoringforexcellence.com.au](http://www.tutoringforexcellence.com.au)
- In the event that a student has been identified as having a physical or mental disability, Adapt can work with the Skills Disability Support Service to provide additional support to assist in the learning process.
- If a student encounters any emotional or personal problems throughout their course, consider seeing a Doctor or speaking to the following external support services:
  - [www.beyondblue.org.au](http://www.beyondblue.org.au) - *depression*
  - *Lifeline Australia – suicide prevention and crisis management*
  - Alcohol and drugs council of Australia
  - [www.relationships.com.au](http://www.relationships.com.au) – *abusive relationships*
- In the event that a student feels that their training environment is not supportive or appropriate, it should be reported to a senior staff member or in line with Adapt's complaints and appeals policy.

## Financial Support and Government Incentives

The financial cost of many of Adapt Education's courses can be offset by the many government incentives and programs that are available. Adapt's course flyers indicate whether a course is eligible for incentives. The Commonwealth Government and each State/Territory has a range of training related funded programs. Check their websites for more information. Below is a summary of some of the available incentives.

**Centrelink support:** Many of the qualifications offered by Adapt Education are Centrelink approved and you may be eligible to receive ongoing study support benefits while you study from home. If you are a single parent, on a carers pension, disability pension, NewStart allowance and several others, you may be eligible for the Education Supplement and the Education Entry Payment. To find out if you're eligible for such payments review the Centrelink website or call Centrelink on 13 24 90 and ask about the above payments.

**New apprentices and Trainees:** Employers may be eligible to claim commencement and completion incentive payments totalling up to \$4,000 for employing a full time apprentice or trainee at the Certificate III to IV level (subject to meeting the required eligibility criteria).

**Employers** of an Australian Apprentice may be eligible for financial assistance through:

- Additional and Special incentives (Declared Drought area incentive, Rural and Regional Skills Shortage incentive, and Mature Aged Worker incentive)
- Support for Adult Australian Apprentices
- Assistance for Australian Apprentices with Disability
- Support for employing an Australian School-based Apprentice

**Trainees and Apprentices** may be eligible for financial assistance through:

- Tools For Your Trade payment initiative
- Support for Adult Australian Apprentices payment initiative
- Living Away From Home Allowance
- Youth Allowance, Austudy and ABSTUDY

The information provided is a guide only. For full information on traineeship incentives contact an Australian apprenticeship centre (such as MEGT or Busy at Work) or visit: [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

**Certificate 3 Guarantee:** Under the Certificate 3 Guarantee, the Queensland government will subsidise training costs for a student's first post school Certificate III qualification.

Some important points about the Certificate 3 Guarantee

- Students can only access the Certificate 3 Guarantee through approved providers such as Adapt Education.
- Students must meet the eligibility criteria
- Students should expect to contribute to the cost of their training through a student contribution fee.
- Students are only eligible for one subsidised training place
- The Queensland Government Certificate 3 Guarantee student factsheet is available at: <http://training.qld.gov.au/resources/information/pdf/c3g-student-factsheet.pdf>
- All enrolments in this program are subject to Adapt Education's student policies available in our student handbook.

## Plagiarism

Plagiarism is the copying of another person's ideas, text, or other creative work, and presenting it as one's own. Plagiarism is considered cheating and may result in disciplinary action being taken.

To avoid plagiarism, students are required to reference their sources. Referencing, or citing, means acknowledging the sources of information and ideas used in an assignment (e.g. essay or report). This may include:

- paraphrasing (express someone else's idea in your own words)
- summarising (express someone else's idea concisely in your own words)
- quoting (express someone else's idea in their exact words)
- copying (reproduce a diagram, table or any other graphic)

For text books, journal articles, newspapers, etc, referencing should include:

- the author's or editor's family name (or organisation responsible). Do not include given names or initials
- the year of publication
- the title of the publication

For example: (Johnston, 2010, Communicating in the workplace)

For web based publications simply provide the URL address. For example: (Source: [www.communicatingintheworkplace/now/2010/office](http://www.communicatingintheworkplace/now/2010/office) )

Plagiarism is a serious offence in the education environment. Disciplinary action may be taken where plagiarism is detected. Action may include:

- Counselling to confirm plagiarism requirements
- Assessment being marked as not yet competent
- Request to resubmit assessment
- For repeat occurrences Adapt may cancel a student's enrolment

# Assessment

**Policy Statement:** Adapt is committed to providing an efficient assessment process for students that ensures accurate student records and efficient assessment feedback. This policy applies to all students enrolled in a Nationally Recognised qualification, unit of competency or accredited course.

## Completing a unit of assessment

Assessment requirements for each unit are outlined in the Unit Assessment sheet. Assessment methods may include: textbook or workbook activities, written questions, case studies, projects, evidence portfolio, role plays, practical tests, observations, verbal questioning. Tips for completing a unit of assessment are:

- Do the readings first. This will provide the foundation knowledge to go on to the required assessment
- Don't spend too much time researching. Students having trouble finding information are encouraged to ask their trainer or supervisor.
- Ask questions and seek feedback on assessment prior to submission. Email queries to: [student@adapteducation.com.au](mailto:student@adapteducation.com.au). Enter your name and the unit code on the subject line of the email.

## Competency Based Assessment

To complete a unit of competency students will be assessed in terms of being able to meet the unit requirements to industry standards. If sufficient evidence is gained to support this, a judgement of Competent (C) will be made. If there is not sufficient evidence to support this, a judgement of Not Yet Competent (NYC) will be made. Students judged not yet competent are provided with detailed feedback to assist them in achieving competence. Students judged not yet competent are able to resubmit assessment.

## Submission of Assessments

- Online students will upload assessment to their portal and click on the submit button
- Correspondence students will email assessment to [student@adapteducation.com.au](mailto:student@adapteducation.com.au). If you are submitting a large file or more than one file, please put them into a zip folder before attaching. Alternatively assessments may be posted to Adapt's postal address (PO Box 5830 Manly QLD 4179), or handed in person to the student's trainer.
- Students must keep a copy of all submitted work as Adapt accepts no liability for lost or destroyed work
- Incomplete forms and assessments will be returned to the student for resubmission
- Handwritten assessments and Faxes will not be accepted

## Assessment outcome and feedback

- Assessment will be marked within 7 days of assessment submission date or within contract timeframes (whichever is the sooner).
- Assessment outcome and feedback will be provided to student via email within 7 days of assessment submission date. Note: where email is not a suitable method of communication, students must advise this at enrolment so that alternative communication methods can be discussed and agreed.
- Assessment outcome and feedback must be retained by the student as this forms a record of assessment that the Department of Education and Training may request if they conduct a random student file audit.

- Students and employers (where applicable) may request a progress update at any time. A progress report will be provided by Adapt within 24 hours
- If a student disagrees with an assessment outcome they may appeal the decision. To appeal a decision students should follow the complaints and appeals policy. Appeals must be submitted with 21 days of the qualification being issued.

## Practical Placements

Many of our courses require a practical component to be completed. If you are not currently working in a relevant job role, then you may need to complete a practical Placement. Refer to the course outline for specific details regarding your course or contact an Adapt staff member if any clarification is needed. Many of our students gain employment through their placement, so put your best foot forward and try to impress! Below are some important points on practical placements:

- Upon enrolment you must confirm whether a practical placement is required.
- You may be able to count hours worked (paid or unpaid) within the last 12 months towards your required practical placement hours. Acceptance of previous hours are on a case-by-case basis. Check with your trainer for more details.
- A Vocational Placement Agreement must be signed and returned to Adapt before a placement commences.
- Placements can be completed at any time during your enrolment and may be part-time or full-time arrangements. The exact days/times of your placement should be negotiated with your placement person when completing the Vocational Placement Agreement.
- Placement arrangements can be made by the student or if requested, Adapt will find a placement on your behalf.
- The theory component of at least two units must be completed before Adapt will arrange a placement for a student.
- All relevant forms (such as observation checklists) must be returned on the completion of a placement.
- Adapt publishes a Vocational Placement Guide for students. This guide has valuable information to help students prepare and get the most from their placement.
- Adapt publishes a Vocational Placement Guide for Employers. On receipt of the Vocational Placement Agreement, the guide will be forwarded to the placement person.
- Adapt maintains relevant insurance for our vocational placement students. A certificate of currency can be forwarded to employers on request.
- If working with children is a part of your placement, you will need a Working With Children Check (also known as police check or Blue Card depending on your State). See our website for relevant links in your State.
- Adapt's Code of Conduct applies while undertaking a placement. Placement students are also expected to follow the policies and procedures of the placement organisation and should be prepared to complete an induction when commencing their placement.

## Mandatory Progress

- While there are no set due dates (just target due date) for students enrolled in a self-paced course, all students are expected to submit assessments and make reasonable course progress.
- Any student who submits no assessments for 3 months or more, may be at risk of receiving a “failure to progress” email.
- Upon receipt of a failure to progress email, students will generally have 1 month to rectify the situation or contact Adapt to discuss their specific circumstances.
- Students who do not submit an assessment or communicate valid circumstances within 1 month of receiving a failure to progress email may have their enrolment status reviewed. The possible consequences include enrolment suspended or cancelled.

Students receiving the education supplement through Centrelink (or other study related payments) are expected to progress in line with their Training Plan. Adapt regularly reports to Centrelink the progress of our students. Centrelink may apply penalties where a student does not progress in-line with their training plan.

## Extensions and Cancellations

**Policy Statement:** The RTO provides all clients with clear and fair guidelines regarding mandatory progress, extension of timeframes for qualifications/units and the cancellation of qualifications or workshops. This policy applies to all students enrolled in a Nationally Recognised qualification, unit of competency or accredited course.

### Extensions

- Note: the rules for a course extension and a unit due date extension are different.
- Unit due date: For some students the course is self-paced. This means the unit due dates listed are targets. If you do not meet the unit due dates on the training plan you do not need to seek an extension (provided you are meeting the mandatory progress requirements). For students on a traineeship or receiving study benefits from Centrelink, you are obligated to complete the units in line with the unit due dates listed on your training plan. If you have not met a unit due date on your training plan, you must email your trainer to seek an extension prior to the due date, including a valid reason for requiring the extension.
- A student may request an extension to their course end date by completing a *Request for Extension* form. This form is available on request. Fees may apply for a course extension.
- Where a student is seeking an extension of an apprenticeship or traineeship, an extension of nominal term form will need to be completed. This form can be accessed from [www.apprenticeshipinfo.qld.gov.au](http://www.apprenticeshipinfo.qld.gov.au)
- An extension may be approved on the following grounds: medical illness, approved leave, personal reasons, work related issues, or other issues deemed acceptable by the RTO

- The timeframe of an extension is to be negotiated on a case-by-case basis between the student and their trainer. The trainer should ensure that the extension provided represents a realistic and achievable date
- Students may refer to the complaints and appeals policy should they wish to appeal an extension decision
- Any extension requests that fall outside of the parameters listed above must be referred to the Director for an approval decision.
- The RTO may investigate an extension request to confirm any facts surrounding the request

### **Cancellations**

- Unless you are legally entitled to one, a cooling off period does not apply to enrolments in short courses or qualifications. You have the right to cancel your enrolment at any time. If you cancel prior to commencing your course a full refund will be provided. Cancellation fees may apply once you have commenced your course. Refer to the payment and refund section for more details.
- A student seeking to cancel their enrolment in a workshop or qualification must do so by completing and submitting an *Adapt Cancellation form* or sending an email.
- Where a student (or their employer) is seeking to cancel an apprenticeship or traineeship, a DET cancellation form will need to be completed and submitted. This form can be located at [www.apprenticeshipsinfo.qld.gov.au/information-resources/forms.html](http://www.apprenticeshipsinfo.qld.gov.au/information-resources/forms.html).
- Please refer to the payment and refund policy regarding refunds
- While every effort will be made to ensure early advice is provided to clients regarding changed workshops, Adapt reserves the right to cancel or reschedule a workshop at any time prior to the workshop start date. Clients will be advised by email of any workshop cancellation or reschedule. Adapt will not be held liable for any losses incurred.
- Adapt may cancel the enrolment of any student. Any student being cancelled will be advised in writing the circumstances surrounding their cancellation. Adapt may cancel a student's enrolment for the following reasons: breach of the code of conduct, breach of disciplinary policy, contract end date has expired, failure to progress, uncontactable (for a period of more than 3 months), unfinancial or any other reason deemed acceptable by the Director. Where Adapt Education cancels a student's enrolment, the payment and refund policy will apply. Adapt will waive the cancellation fee in such instances.
- A Statement of Attainment will be issued for any units successfully completed.

## Obligations of the Employer/Supervisor

The role of a supervisor involves a number of activities designed to assist students in meeting their learning objectives. These include:

- Liaising with trainers/assessors to monitor the learner's progress
- Advising Adapt if extensions, cancellations or any contract changes are required
- Advising Adapt if a learner cannot attend a workshop
- Instructing learners on-the-job and supporting learners in their learning where self-paced materials are used
- Developing learners' skills through guiding their practice in the workplace
- Ensuring that the learners are withdrawn from routine / productive work for the purpose of accessing structured training and assessment for the government specified number of hours per week (generally 3 hrs per week for trainees)
- Arranging for other staff to coach the learners
- Directly supervising learners
- Organising opportunities for learners to learn a range of skills
- Checking or assessing whether learners have mastered those skills
- If learners go to training off-the-job, linking knowledge the learners gain in off-the-job training with practice in the workplace
- Allowing learners the opportunity to spend time during working hours to develop their skills
- Motivating and encouraging skill development
- Providing leadership and guidance to the learner
- Increasing the learner's self esteem
- Helping learners to think and problem-solve for themselves

Note: If you are supervising a student who is completing their practical placement, please request the Vocational Placement Guide – placement person from an Adapt staff member.



## Completing a Qualification

**Policy Statement:** Adapt will issue qualifications and Statements of Attainment that comply with all contractual, AQF and National Standards within 21 days of date of completion. This policy applies to all students enrolled in a Nationally Recognised qualification, unit of competency or accredited course.

When a student has been assessed as competent in all units they are enrolled in, the completion process is to commence

- The completion phone call - the employer will be contacted by phone or face-to-face to discuss completion. If student is not employer sponsored, the student will be contacted. Information to be discussed will include:
  - If there are any outcomes or learning objectives that have not yet been achieved. Additional training may be negotiated.
  - Confirmation of a completion date
  - Confirmation of address to send certificate to
- The completion email - email includes a Learner survey and employer survey (if applicable). For students undertaking a traineeship or apprenticeship a completion form is also required to be completed and returned.
- The students file will undergo an internal audit to ensure all assessment and forms have been completed.
- A certificate will be issued within 21 days of the agreed completion date.
- Note: qualifications are updated by the authorised government agency from time-to-time (normally every 3 - 6 years). It is the student's responsibility to maintain the most current qualification. Any costs associated with upgrading to a newer version of a qualification are the responsibility of the student. Following completion, Adapt Education may contact students with offers to complete a newer version of the qualification as they become available. Adapt Education will normally develop a "gap assessment" so that you do not need to redo the whole qualification in order to maintain your currency.