



## **Student Information Booklet**

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## Scope of CAL Services

As a registered training organisation the College for Adult Learning is committed to the highest quality education and training delivery. As a Registered Training Organisation our training programs are nationally recognised and comply with the Australian Quality Training Framework standards for registered training organisations. The quality of our training is rigorously monitored and audited to ensure we provide a high standard of quality service.

CAL is committed to designing and delivering high quality and innovative services to the SME (small to medium enterprises) market and to experienced professionals who are committed to ongoing professional development and lifelong learning. By spending time to understand the customer's need, CAL will ensure that programs deliver quality outcomes. By offering a one-on-one coaching model and facilitator lead training programs, we not only ensure the program is appropriate and tailored to the specific needs of the learner but, we are also ensuring you can undertake your learning in the workplace where needed.

CAL delivers programs in the following areas:

- Diploma programs in intensive study mode for practising, experienced professionals
- Accredited programs from the Retail Training package typically including Certificate II, III, IV and Diploma.
- Accredited training/ coaching in Management, Human Resources Management, Project Management and Sales.
- A range of non-accredited short courses in Leadership, Management, Business Development, Sales and Customer Service.
- Retail Consultancy specifically in business growth, inventory management, customer service and merchandising.
- Management Consultancy Services, HRM Consultancy Services & PM

The College only offers programs to the existing or professional worker. This means we understand our learners come with significant work experience and therefore do not (usually) require the introductory or foundation learning so often found in programs that also cater for school leavers. All College programs focus on the skills and knowledge required to perform the role as well as the underpinning skills or, in many cases the body of knowledge that underpins a specific function and all our courses are designed around the participant's personal learning needs.

## Benefits to CAL learners

The benefits of learning with the College for Adult Learning include:

- Course structure focuses on what you need to know does not include 'foundation' or 'basic' skills that experienced workers already know.
- Flexible delivery means you can decide how and when you learn.
- One to one support given to all participants with their own workplace coach
- Access to a variety of courses designed to suit the busy professional
- One enrolment fee gives you access to workshop or face to face delivery as well as the online learning program (2 delivery modes for the price of one!)
- Access to peer networks and professional relationships as well as informal job networks

## Course Information

All course information, including content, competences and vocational outcomes can be found in course brochure located on the CAL website [www.collegeforadultlearning.com.au](http://www.collegeforadultlearning.com.au) or in your learners pack that you will receive when you commence your training. This information will also include venue location, timeframes, course duration and delivery and assessment methods.

The majority of CAL retail qualification programs are delivered in the students' workplace while other courses are delivered at our Richmond Campus and at select venues around Melbourne, in the workplace and online.

For further information around competency based training visit [www.training.org.au](http://www.training.org.au)

## Student Selection

To deliver high quality and innovative services to the professional and mature age learner and the SME market, students enrolled in some specific qualification courses must be employed within a relevant workplace and, have some experience in the workforce. If you are unsure as to the appropriateness of the training program you wish to complete, please contact the CAL office to discuss your needs.

If you are seeking enrolment in CAL workplace specific qualifications you must have written support from your employer prior to enrolment. Employer support is a selection prerequisite for these programs. For some other courses offered through the College you must be currently employed in a job/role that enables the practical application and assessment of learning in a real workplace context.

For all CAL programs participants will be selected for programs that will assist them in gaining knowledge, skills and experience within the SME & Corporate environment/s.

In situations where a participant may have difficulty reaching the required level of competency standards the student and a CAL facilitator/coach will meet to discuss alternatives.

Any individual applying to undertake a course with CAL must fulfil the course prerequisite requirements; these can be found within the course information.

## Government funded places

Where students have applied for and been accepted into a government funded place the information provided and signed on the official student enrolment form the College will take this information as a true and correct statement of the student circumstances. The student must check the course details including the units and course or qualification on the student enrolment form prior to signing as correct.

Incorrect and/or inaccurate information may result in a student losing their funded place and in such cases the College will invoice the student direct for all fees due.

## Enrolment

Before starting a course with CAL you will need to complete an enrolment form and you may be required to sign a confidentiality agreement. The enrolment form will request some personal information including your full legal name, home address and contact details. In addition you will be asked to provide details about any disability, medical condition, literacy difficulties or learning difficulties you may have. These questions are important as they allow your training program to be personally tailored to your needs.

## **Fees, costs, payment and refunds**

In some cases we work with business and trainees where the individual student will not incur any fees. In this situation fees will be negotiated with the sponsoring employer. If you require and further information on this please email your query to CAL at: [admin@collegeforadultlearning.com.au](mailto:admin@collegeforadultlearning.com.au)

All non accredited short courses offered by CAL on a fee basis, details listed as part of the course details and on the course brochure.

Non-Refundable enrolment fee: \$150

Additional copies of Certificates / statements of attainment \$25

All fees are payable upon enrolment and must be paid before course commencement.

## **Refunds for public programs**

### **Full Refund – Including Enrolment Fee**

In the unlikely event of CAL cancelling a course, a full refund including enrolment fee will be offered. CAL will make every effort to reschedule the course and offer an alternative place to the student. The student is not obliged to accept alternative offers and may seek a full refund instead.

### **Full Refund – Excluding Enrolment Fee**

Where a student withdraws from a course prior to the course commencement date a full refund of the tuition fee will be provided. The \$150 administration fee is non-refundable.

### **No Refund**

Where a student withdraws from a course later than 4 weeks after the course commencement date, no refund will be provided.

### **Partial Refund – Exceptional Circumstances**

In exceptional circumstance the College Director may authorise a partial refund for a student who withdraws 4 weeks after the commencement date of their course. The review of this decision and the proportion of fees to be refunded will be at the discretion of the College Director and will be taken into consideration case by case.

### **Applying for refunds**

Requests for refunds need to be submitted to Student Administration in writing – the application will be sent to the College Director for review within 5 working days. Students will be advised of the decision either by phone or email. Approved refunds will be processed within 14 days of the approved notification.

## **Refunds for Contracted/Employer sponsored programs**

In most cases where workplace training is sponsored and paid for by the business/employer the employer will have a training contract signed with the College and this contract outlines conditions of refund. Where there is no contract in place the clause above applies.

## **Refunds for Government supported places**

Where a student is approved for study in a government funded place and pays a set enrolment fee in advance of training, this fee is fully refundable when the student provides written advice to the College of their intention to withdraw from the course prior to scheduled class commencement. Once classes have commenced and the student is enrolled in the program this fee is non-refundable.

## Refunds for RPL

Once a candidate has submitted the RPL Application and paid the (calculated) fee for RPL, no refund will be given. The full fee as stated by the College in written documentation published on webpage is payable prior to the first telephone interview. Once the candidate schedules and/or commences the initial assessor (telephone) interview the RPL Fee is non refundable. The fee payable for RPL is for the services outlined in the RPL brochure only.

NB: Normal course fees as advertised are payable to candidates seeking to up-skill after an RPL assessment. No discount will be given for these candidates.

## Deferral & Cancellation of Enrolment

### Cancellation of Enrolment

The College for Adult Learning may cancel an enrolment in the following circumstances:

1. Erratic course progress, for example consistent and unexplained unsatisfactory course progress – against the Individual Learning Plan given to the student at the commencement of their training.
2. Non payment of outstanding fees.

In instances where cancellation of a student's enrolment is initiated by CAL, students will be notified in writing of the reason and given 10 working dates to contact the College in order to appeal this judgement.

A student wishing to cancel their enrolment must apply in writing to the Student Administration department.

### Deferral of Enrolment

Students may elect to defer their training prior to commencement or during a course of study in the following circumstances:

1. On the grounds of compassionate or compelling circumstances (at the discretion of the College)

A student must request a deferral of studies in writing to student administration either at:

[admin@collegeforadultlearning.com.au](mailto:admin@collegeforadultlearning.com.au) or at 3 Prince Patrick Street, Richmond 3121.

## Recognition of Prior Learning (RPL)

If you have been working in your job for a while, you have probably already developed some of the skills you need to work in your chosen field. CAL programs are designed to recognise those skills you already have (so you don't have to 'learn' them again) and to give you the knowledge and the skills that you don't have or perhaps have not fully developed yet. If you think you have the skills required for one of the CAL programs then talk to your facilitator/coach. He/she will give you the information for Recognition of Prior Learning (RPL) and ensure that it is included in your Individual Learning Plan. More information about RPL can be found on the College website at: [www.collegeforadultlearning.com.au](http://www.collegeforadultlearning.com.au)

In deciding to apply for RPL you need to answer the following questions:

1. Is your prior learning relevant to the course?
2. Is your knowledge and skill current? (Some fields of study change so rapidly that a skill achieved in the past may no longer be relevant or acceptable.)
3. Is it transferable? A skill should be applicable to a number of settings and situations.
4. Is it authentic? You will have to provide evidence, or demonstrate that you have the knowledge and skill.
5. Is your knowledge and skill appropriate to the level of the module or course?

If you are interested in RPL you should first download the unit descriptors for the units and course you are interested in. These can be downloaded from the National Training Website at: [www.training.gov.au](http://www.training.gov.au) . Once

you have reviewed the units and confirmed your interest as a candidate for RPL then you should contact the College to request an RPL Guide. You will then need to complete the instructions found in this guide.

## Authorised Signatories

Copies of Certificates, Diplomas, and Statements of attainment that are being sent to the College as evidence, need to be verified against the original and signed and dated by one of the following authorities with this statement on the front of the document/s:

Statement: "I certify that this is a true copy of the original document sighted by me"

The signed statement must include the name, position and date of verification and every document submitted must be signed in this way.

### Authorised Signatories:

Justice of the Peace

Commissionaire of Declarations

Policeman

Doctor

School Principal

Alternatively the student can provide the College with the original document for verification on site.

## Credit Transfers

If you have completed a previous formal qualification, with a registered RTO, than a copy of your results will need to be supplied. Where you believe you have learnt a skill or developed a competency 'on the job' then your coach will talk to you about the evidence you need to provide to demonstrate this. A self assessment checklist and further information on the RPL process can be found via login on the College website or you can obtain a copy by emailing student administration at: [admin@collegeforadultlearning.com.au](mailto:admin@collegeforadultlearning.com.au)

## Our Quality Framework

The Australian Qualifications Framework (AQF) defines all nationally recognised qualifications. The Australian Quality Training Framework 2007 (AQTF 2007) is a set of nationally agreed standards that ensure high quality VET services throughout Australia.

As a Registered Training Organisation (RTO) CAL must meet the AQTF standards. Only RTO's can issue AQF qualifications and deliver training and assessment services. To this end all CAL qualification courses are developed in line with AQTF Standards, industry consultation and customer feedback. All coaches, facilitators and assessors employed by CAL hold the Certificate IV, Training and Assessment and are experienced in the area in which they are teaching.

Part of our quality framework is to seek feedback from you, our student. Feedback can be provided through the CAL web site, by talking with your coach or facilitator, or by sending your ideas to the office [admin@collegeforadultlearning.com.au](mailto:admin@collegeforadultlearning.com.au) During the progress of each course you may be asked to complete a survey or feedback sheet, you are asked to complete these as honestly as possible as they help us improve our service.

## Privacy

In compliance with the Privacy Amendment (Private Sector) Act 2000, CAL will only request personal information that is relevant to enrolment and the conduct of the course. CAL recognises the importance of client confidentiality and for the purposes of administration and monitoring all records will be kept in secure, lockable storage for paper files and password protected access rights to computerised records. Data will be entered on the CAL Learning Management system which is AVETMISS compliant and student records will be transferred annually to the Victorian Government student records management system. This ensures your academic records are securely stored in the government archive for historical archiving.

CAL's purpose in collecting information is to:

- Be aware of the students needs throughout their period of enrolment
- Undertake daily administration, satisfy legal obligations, including duty of care.

Notification regarding changes to personal information should be provided to the CAL administrative staff as soon as practicable [admin@collegeforadultlearning.com.au](mailto:admin@collegeforadultlearning.com.au)

CAL will not disclose personal information about any individual without first obtaining the written consent of the individual.

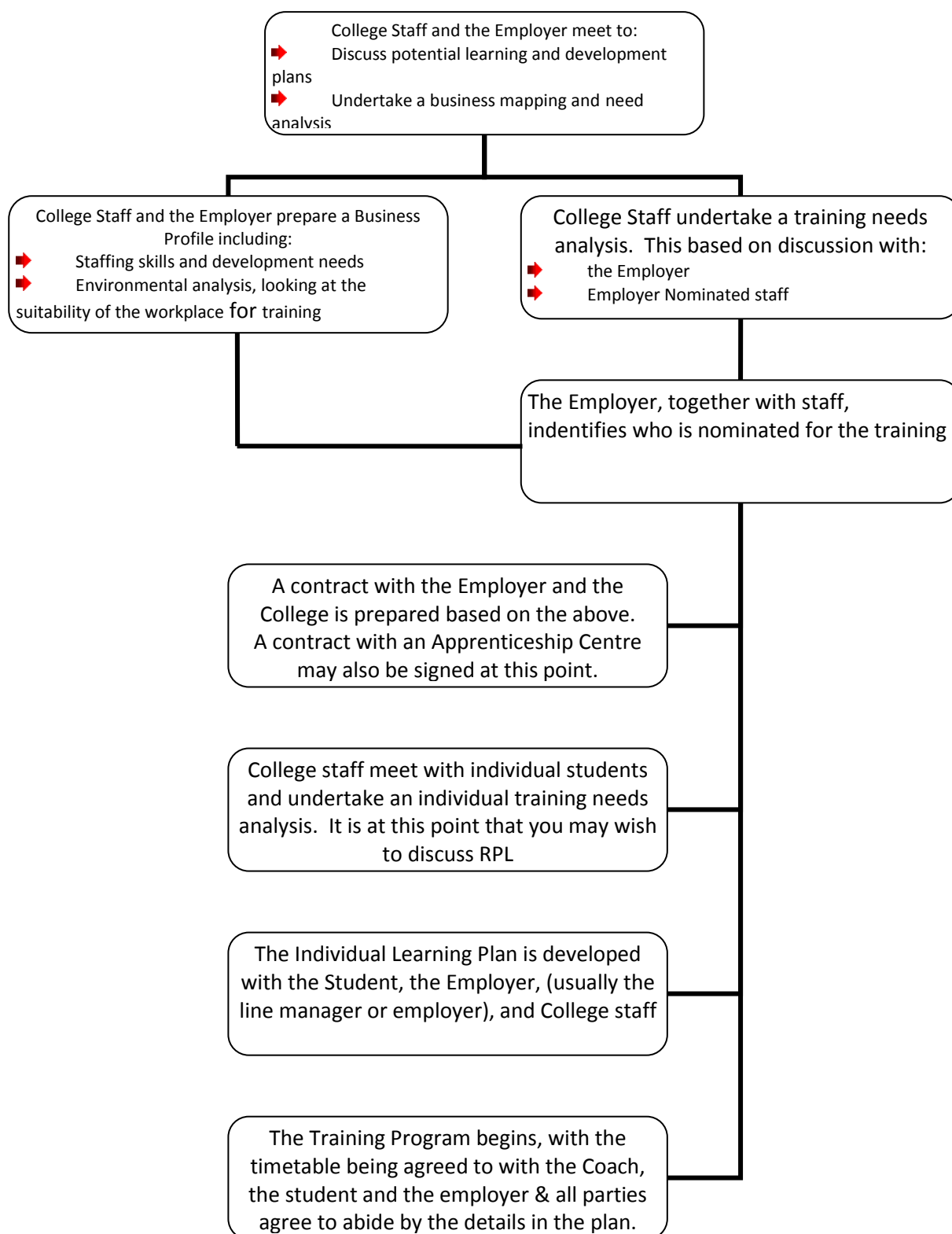
Given that CAL operates a workplace delivery model of training and that this involves a three way partnership between CAL, the student and their employer further information on privacy can be found under the heading "The Student, Employer and College Relationship".

## The Student, Employer and College Relationship

Note: This section applies only to students completing a traineeship or other program funded or sponsored by your employer.

For employer or workplace sponsored programs, the Learning Program you are undertaking is a three way partnership between yourself, your employer and The College. The aims of this partnership are tied to the learning goals as outlined in your Individual Learning Plan. As with all partnerships each person has specific roles and responsibilities which include communication and privacy obligations.

The nature of this relationship including the specified roles and responsibilities for each entity is outlined in the flowchart on the following page.



## Maintaining Privacy

The training and learning partnership is focussed on the goals of the learning program. At times there may be matters that you discuss with your employer or with your coach that you wish to keep private, and indeed that will be matters that the College staff discuss with you employer that are of a private nature. Privacy will be maintained by all parties where it is clear that matter is private and will not cause harm to any other party. Some examples of this are:

- You may spend the evening in hospital and ring your coach to cancel the next day's session because you are not feeling up to it. The Coach will contact the Employer to let them know they will not be having a session that day. The Coach only discusses the cancellation and the need to reschedule, they do not tell the Employer that you are in hospital or discuss this with them. This is your private business.
- The Employer may ask the College not to schedule coaching sessions or visits to the workplace on Tuesdays as they visit their elderly mother on this day. Your Coach will let you know that Tuesdays are not suitable days for sessions, they will not discuss 'why' with you as this is your Employers private business.
- Your Employer and College staff may meet to discuss the payment schedule for the training, you will be informed that College staff will be on the premises to meet with the Employer but not why, as this is considered a commercially private matter.

## Responsibilities

### *You – the Student*

- To accurately and honestly discuss your learning needs and skills with your coach
- To continue to undertake your job and discuss work matters with your employer
- To actively participate in the learning process
- To adhere to the College Code of Conduct

### *Your Employer*

- To discuss with you and the College their aims and goals for the training
- To provide a safe and appropriate work environment that supports the learning program
- To negotiate with you time release requirements
- To actively participate in the learning process

### *The College (usually your Coach)*

- To undertake accurate and honest training needs analysis
- To inform you of changes or matters that may impact on the delivery of the program as soon as possible
- To develop an individual learning plan with you and employer and to deliver a program that is in line with this plan
- To assist you with matters that affect your learning
- To actively participate in the learning process

## Complaints

CAL approaches complaints as an opportunity to improve services and communication, to this end we undertake to deal with all complaints in a responsive, timely manner. Complaints should be made using the *Complaints form* that can be found on our web page or requested from the CAL office [admin@collegeforadultlearning.com.au](mailto:admin@collegeforadultlearning.com.au) All complaints will be dealt with by the authorized manager and a written response provided to the complainant. If you are not satisfied with the outcome then you can refer the matter to the College CEO and Principal. Further details of the College policy and procedures for complaints can be found on the website.

## Access and Equity

Access and Equity is about working in an inclusive manner, aiming for equality for all our clients whilst recognising there may be individual needs or differences between them. CAL is committed to equity and discrimination legislation and endeavours to work with each student to meet their needs. To this end it is important that you discuss any specific requirements you may have with your trainer or coach. Specific requirements such as literacy and numeracy will be built into your individual learning plan where required. Further information on equity and equal opportunity legislation can be found at the Human Rights and Equal Opportunity Commission, HREOC, web site <http://www.hreoc.gov.au/>.

If you have a disability and require specialist equipment, modification to the work place or other specific workplace support the schemes sponsored by the government can be found at <http://www.workplace.gov.au/workplace/Individual/DisadvantagedJobseekers/>.

## Student Support

CAL Staff are able to support your studies in a variety of ways. These could include identifying:

- learning options and appropriate programs
- support for language, literacy and numeracy assistance
- support services outside The College
- programs offered by other organisations

As there are currently no professional welfare and guidance staff employed by CAL, such support may include referral to appropriate counsellors or agencies if needed.

## Access to records

Students wishing to view their personal records or documents kept by CAL can do so by submitting a request to the General Manager using the "Request to view Records form" found on the CAL web site [www.collegeforadultlearning.com.au](http://www.collegeforadultlearning.com.au)

## Literacy and Numeracy

The literacy and numeracy levels you require to complete your chosen course are those consistent with the competency level of the course. If you are concerned about your levels of literacy or numeracy your learning coach or the training coordinator can help you determine if additional assistance may be required.

## Assessment

Assessment is the process whereby you are able to demonstrate that you have the required knowledge, skills and attitudes, including employability skills required for the Certificate or Diploma level you are undertaking. The College provides all students with extensive information on assessment for the program in which they are enrolled.

The evidence that you provide can take many forms and may include the following types:

- Direct Evidence.

Direct evidence is obtained when you are observed actually performing in the workplace.

- Indirect Evidence.

Indirect evidence is used when it is not possible to conduct the assessment in the workplace. For most of this program you will be able to demonstrate your competence in your workplace using workplace examples however, if your current work role does not give you the opportunity to practice on the job you may need to undertake a research project or participate in a role play or simulation.

- Supplementary Evidence

Supplementary evidence is used to verify or support evidence already gathered.

- Flexible Assessments

It is also recognised that some students with a disability or medical condition may not be able to complete the assessment in the manner outlined in the learners' handbook. Flexible assessment arrangements can be used if this occurs and where agreed to, will be noted in your learning plan.

The assessment process you will be required to participate in will be included in your learning plan completed on enrolment, prior to the commencement of the course. If at any time you believe you will be unable to complete the assessment you are encouraged to contact your coach or facilitator to discuss your concerns.

## Certificate of Completion

On successful completion of your course you will be presented with either a Certificate or Statement of Attainment comprising all competencies you have undertaken.

If you only complete part of the course, you will be issued with a Statement of Attainment for the competencies you have completed. If you have completed a qualification this will be awarded by the College.

## Appeals

The competencies that you need to achieve for any qualification course are clearly outlined in the course curriculum and the Learners Handbook. They can also be found on the College website and at the National Training & Information Website at [www.training.gov.au](http://www.training.gov.au).

In addition the coach or facilitator will discuss these with you and include them in your individual learning plan. The processes to be used for assessment are also outlined in the Learners Handbook and course curriculum and you are encouraged to discuss these with your coach or facilitator.

## Re-Assessment Appeal:

A student must appeal a final result of assessment with-in 30 days from the Result of Assessment being issued by CAL. A student has the right to appeal against a decision made in regards to their final result if:

- That student has been assessed as not yet competent against specific competency standards
- That student feels they have sufficient grounds and evidence entitling them to be assessed as competent
- That student must be able to adequately demonstrate they have the skills and experience to be able to meet the learning outcomes/Performance Criteria & employability skills of units you are appealing against.

A student has the ability to submit (attempt) any assessment task 3 times. If a student does not agree with a decision of Not Yet Competent, they must appeal with-in 30 days from the result of assessment being advised by CAL.

Students can appeal results by writing to the College Principal requesting a review. To allow the College Principal to make a fair and equitable determination you are encouraged to make your appeal using the 'appeals form' provided to you on application to the College administrator at:

[admin@collegeforadultlearning.com.au](mailto:admin@collegeforadultlearning.com.au) The College Principal will respond to you in writing, within 5 working days.

## RPL Appeals

A student must appeal a decision of RPL with-in 30 days from the result of assessment being advised by CAL. A student has the right to appeal against a decision made in regards to their application for RPL if:

- That student has sufficient grounds to believe they are entitled to be granted RPL.
- That student can provide evidence to adequately demonstrate the skills and experience required as per the learning outcomes of units of competency RPL has been applied for.

## Timelines for issue of qualifications and results

The College will provide students with written feedback by email of their assessment within 4 weeks of submission (excluding public holidays) except for holistic or major assessments which will be responded to by email within 6 weeks of the receipt of your assessment.

Statements of attainment are issued to all students annually. Where a student completes a course a statement of attainment is usually generated within 1 week of notification of the assessment result (and receipt of paperwork from assessor). Qualifications will be generally issued yearly at a graduation event. Students eligible for a qualification can receive their testamur at the graduation or via post after the graduation event.

Appeals lodged against assessments must be made within 30 days of receiving the assessment results. CAL staff will examine these appeals and a result of the appeal will be provided to the student within 14 days of the day of the lodgement of the appeal.

## Disciplinary Procedures and Code of Conduct

### Code of Conduct

CAL expects all staff and students to abide by a code of conduct that recognises the rights of individuals to:

- A Safe learning and working environment
- An environment free from discrimination, harassment and/or vilification
- Behaviour that is not disruptive or offensive to others nor likely to bring the reputation of CAL into disrepute
- Assessments undertaken in the spirit of fairness
- The business of CAL being carried out in a fair and equitable manner.

Students and clients are therefore expected to:

- Act honestly, conscientiously and reasonably at all times, having regard to their responsibilities whilst participating in the learning program
- Treat other students, and staff, with courtesy and respect, without harassment, or physical or verbal abuse or discrimination to prevent an atmosphere of hostility or intimidation
- Report suspected incidents of harassment or discrimination
- Not attend CAL activities under the influence of non-prescription drugs or alcohol
- Respect the privacy of individuals and The College for Adult Learning.

### Discipline Processes

CAL staff may impose penalties due to misconduct of students. Should behaviour be considered to be unacceptable, he/she will be issued with a general warning. Should the behaviour continue a request to modify the behaviour will be directly given and the individual will be warned that continuance of the behaviour will lead to dismissal of the session and possibly from the course.

Serious misconduct will result in exclusion from the course. Serious misconduct means theft, assault, being under the influence of drugs or alcohol or causing risk of injury or of a dangerous event happening. Serious misconduct will be dealt with strictly in accordance with the relevant State and Commonwealth law.

Where a student is expelled from the College no refunds are payable.

### Plagiarism

The College is committed to supporting all individuals enrolled in CAL programs in their lifelong learning journey. In the process of learning we often read work written by others, consider their ideas or even copy processes developed by others. We usually learn by considering what others have learned before us and, when using this learning in a piece of work authored by us we must ensure we give credit to the person whose original thought or work it is. Plagiarism will not be tolerated at the College and severe penalties apply. Remember, plagiarism is not only about copying the words of another person, but also the use of ideas or data as well as verbal original thoughts of another person without giving credit to that individual. You will be charged with plagiarism if you:

- Copy from published sources without adequate documentation.
- Purchase a pre-written paper (either by mail or electronically).
- Let someone else write a paper for you.
- Pay someone else to write a paper for you.
- Submit as your own someone else's unpublished work, either with or without permission.

For an initial or first charge of Plagiarism being proven, this will result in the assessment in question being assessed as *'Not Yet Competent'*.

Where plagiarism charges continue to occur, despite written warning, the student may be expelled from the College following a formal written request from the assessor and at the discretion of the College Principal. Where a student is expelled for plagiarism no fees will be refunded.

## Records Management

The College ensures that its record keeping procedures comply with the quality standards of the AQTF standards. All client and student records are confidential. The College recording system ensures permanent backup of documentation to ensure the security of client and student documents. Clients and students will have access to their records at any stage and all student records are transferred to the Victorian Government Training database on a yearly basis.

## Accessing Student Records

Student records are recorded at enrolment. These records are established electronically and may also be a hard-copy record. These may records include, but are not restricted to:

- Registration form
- Enrolment form
- Fees: Invoices & Receipts
- Student Identification
- Applications for RPL or Mutual Recognition
- Learning Plan

Student records are entered and maintained on the College database by course administrators. All enrolment changes, unit results, attendance & study records and changes to personal data must be forwarded directly to student administration for data entry.

Students may request a copy of their data profile on request and proof of identification. Third party access cannot be approved by any means other than student agreement.

## Government Legislation

Current and future Acts/Legislation can affect CAL staff and customers. A full list of current legislation can be found at the Victorian Library website at [www.dms.dpc.vic.gov.au](http://www.dms.dpc.vic.gov.au) and clicking on the Victoria Law Today link. All Acts can be searched by name or key words.

The College identifies and complies with relevant State or Territory laws including State/Territory legislation where applicable. **The acts relevant to the operation of the College as an RTO are:**

- **The Vocational Education, Training and Employment Act 2000** <http://www.skills.vic.gov.au/>

The objectives of the Vocational Education, Training and Employment Act 2000 are:

- To establish a system for the effective and efficient provision of high quality vocational education and training to meet the immediate and future needs of industry and the community
- To provide mechanisms for employees, employers, associations of employees or employers, and the community, to advise government on vocational education and training needs and priorities to meet those needs
- To support the continued development of high quality training by and within industry
- To facilitate the provision of vocational education and training that is relevant to employment and encourages the generation of employment opportunities
- To regulate the registration of training organisations within the state
- To meet the state's obligations under national training arrangements about vocational education and training.

#### **Commission for Children and Young People and Child Guardian Act 2000** and Regulation

This Act establishes the Commission for Children and Young People as an independent organisation with the aim of making all states a better place for children and young people.

In relation to the Working with Children program, the Commission for Children and Young People's functions include encouraging employers to develop their capacity to be safe and friendly for children, facilitating Working With Children background checking for child-related employment and reviewing the status of Prohibited persons.

The Privacy Act 1988 and **Privacy Amendment Act 2004** and **Regulation**. The ten **National Privacy Principles** (NPPs) found in Schedule 3 of the Act, apply to the private sector.

CAL abides by the Privacy Act which regulates the handling of personal information. Employees only collect personal information by lawful and fair means and for lawful purposes that are necessary for, or that relate directly to, a function or activity of the agency. Employees must keep personal information secure, maintain its accuracy, and ensure that it is used only if it is relevant and complete. Guidelines regarding the use of Tax File Numbers and data matching in Australian Government departments and agencies.

#### **The Copyright Act 1968** and The Copyright Amendment (Digital Agenda) Act 2000

- <http://www.privacy.gov.au/publications/ipps.html> Privacy
- [Freedom of Information Act 1982](#)

#### **Anti Discrimination Act 1991** and Regulation

CAL promotes equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including work and education. The act prohibits discrimination on the basis of the following attributes: Sex ; Marital Status ; Pregnancy; Parental Status ; Age ; Race; Impairment; Religion; Political Belief or activity; Trade Union Activity and Victimisation is also against the law. Victimisation includes threatening, harassing or punishing a person in any way because they have objected about the discriminatory manner in which they have been treated. It also applies to anyone who has made a complaint, or intends making a complaint, under the Act.

- [Age Discrimination Act 2004](#)
- [Disability Discrimination Act 1992](#)
- [Race Discrimination Act 1975](#)
- [Sex Discrimination Act 1984](#)

Human rights and equal opportunity - [Human Rights and Equal Opportunity Commission Act 1986](#)

CAL abides by the equal opportunity legislations by providing a work environment in which:

- All people are treated with dignity and respect;
- All people have equal access to jobs, opportunities and careers based on their knowledge, skills and abilities;
- All selection is based on merit, i.e. the best person for the job; and
- Diversity is valued.

## **Student Handbook Verification**

Upon accessing and reading this student handbook indicates that you have read, understood and valued the College Code of Practice and associated documents and policies and the assessment processes which meet the National Assessment Principles (including RPL and credit transfer). Furthermore you have read and are aware of the College refunds policy as well as the appeals and Complaints policies and processes.