

# Student Handbook 2018



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## Introduction

This Handbook provides information to students on the range of services available from the Centre for Excellence in Rail Training Pty Ltd (CERT) as a Registered Training Organisation (RTO). The national provider number for The Centre for Excellence in Rail Training Pty Ltd is 51333.

For any additional information required, please contact a local CERT office for assistance.

### CERT Queensland

+61 (07) 3908 0430  
Workshops Rail Museum complex  
10a North Street, North Ipswich QLD 4305

### CERT New South Wales

+61 (02) 9735 2522  
Gate 3 Worth Street, Chullora NSW 2190  
  
+61 (02) 4964 1785  
13 Firebrick Drive Thornton NSW 2322

### CERT Victoria

+61 (03) 8620 8980  
1/1 Clelland Road, Brooklyn 3012

### CERT South Australia

+61 (08) 9208 7670  
1222 Old Port Road, Royal Park, 5014

### CERT Western Australia

+61 (08) 9208 7680  
49 Pilbara Street, Welshpool WA 6107

## About CERT

CERT Training (CERT) is a Registered Training Organisation (RTO), with a truly national focus on the skills and training needs of Australian industry. CERT is wholly owned and a subsidiary of Engenco, a public company registered on the Australian Stock Exchange (ASX) with holistic heavy industry capabilities.

CERT offers training and assessment in a wide range of qualifications and courses which represent the skills from a number of Australian industry sectors.

Nationally CERT employs in excess of thirty-five training and assessment professionals with a minimum of ten years' industry experience and hold as a minimum, the TAE40110 Certificate IV in Training and Assessment and formal industry-specific qualifications related to their areas of vocational training. Where mandated by industry, our training teams have the relevant state-based and national safeworking accreditations and High Risk Work Licences.

CERT has ongoing experience in the coordination of national vocational education and training requirements including those of the Australian Skills Quality Authority (ASQA) and the Australian Qualifications Framework (AQF). CERT's training and assessment practices offer the latest in the principles of adult learning with a keen focus on the principles of assessment and the rules of evidence as required under ASQA's *Standards for RTOs 2015*.

The operational experience and knowledge of CERT's training professionals is constantly updated through exposure to current industry practice. This ensures that CERT's training solutions are in step with industry needs and that students receive competency-based training that prepares them for the modern workplace.

To view the most up to date training products CERT is approved to deliver, please refer to the CERT website ([www.cert.com.au](http://www.cert.com.au)).

## Enrolment

CERT accepts applications from all students who meet the entry requirements published in the course information. Students will be offered a place in the next available course or program from the locations available.

As part of the enrolment process, all CERT students must complete an approved enrolment form. The information gathered on CERT's enrolment form is mandatory under Australian law and in circumstances where programs are funded through government initiatives, additional enrolment information may be needed for eligible enrollees.

Students applying for a course that has entry requirements will also need to provide the necessary evidence (as outlined in the relevant course information) which may include items such as verified copies of qualifications or licences, identification or work experience details.

Participation in a number of CERT courses requires training and assessment in environments where suitable clothing and personal protective equipment (PPE) as well as additional resources associated with a program of study may be required. Such requirements will be pre-advised or supplied by CERT.

### Direct Enrolment

Before training commences, a CERT enrolment form must be completed and an identification check will be undertaken. Students are required to bring photo identification to each training session they undertake. The enrolment form will be sent to out in response to enquiries regarding training or is available upon request from any CERT office.

All sections within the enrolment form must be completed accurately to ensure the relevant completion certificates are correctly issued. There are also a number of Australian, State and Territory Government requirements which are satisfied through the completion of the enrolment form.

### Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number (made up of numbers and letters) and is linked to an individual student's training records. By creating a USI, a secure student record is created which stores any nationally-recognised training completed by the student. This means that students are able to access their records easily and across Australia.

Under the Standards for Registered Training Organisations (RTOs) 2015, CERT cannot issue a course certificate without a verified USI on file.

CERT is required to provide training records and results to the Australian Government and individuals are able to access these records through their USI account by logging in to the national system. This allows students to obtain a complete record of their enrolments and achievements from a single source (for training completed after January 1st 2015). A USI remains with an individual for any future nationally-recognised training completed.

To create a USI, individuals can access the relevant web site: [www.usi.gov.au](http://www.usi.gov.au)

Once a USI has been created an individual should take a record of it for reference in all future training documentation. This can be completed on the enrolment form or alternatively, send the USI to the booking contact and it will be updated on the individual student profile.

Under certain circumstances, CERT may create a USI number on an individual's behalf. To do this, CERT requires the following information:

- Individual's written permission
- Chosen form of identification – at least one of the following types of identification must be supplied. Identification is necessary to ensure that records are documented correctly to the student profile.
  - Driver's Licence
  - Medicare Card
  - Australian Passport
  - Visa (with Non-Australian Passport)
  - Birth Certificate (Australian) Please note a Birth Certificate extract is not sufficient
  - Certificate of Registration By Descent
  - Citizenship Certificate
  - ImmiCard
- Enrolment Form - captures all necessary information that is mandatory to create a student profile and USI.

## **Student Code of Conduct**

### **Student Obligations**

All students must conduct themselves in a way that is respectful and professional. CERT does not tolerate any form of misconduct. CERT reserves the right to remove any student from a class who does not behave appropriately.

All students are expected to:

- Follow all directions given by any member of CERT staff
- Provide valid identification and accurate information for enrolment
- Attend class on time and in appropriate attire
- Conduct themselves in a polite and professional manner
- Keep CERT updated with changes to contact and billing details
- Participate fully in all activities
- Complete all training and assessment tasks assigned in a timely manner
- Observation of site instructions particularly as they relate to health and safety
- Inform CERT of any absences from the scheduled program of training
- Handle all training equipment safely and with respect. Any loss or damage must be reported immediately
- Be 'fit for duty' at all times including adherence to CERT's requirements for alcohol, drug and smoke-free environments

The student acknowledges it is their responsibility to meet these expectations as a condition of enrolment and participation.

## Payment of Fees

### Requirement to Pay Fees

Payment of fees is a condition of enrolment and there is an expectation that fees will be paid prior to the completion of the course. All fees and charges must be paid by the due date. Failure to pay fees and charges may result in any or all of the following until the amount is paid in full:

- Suspension from attending or participating in the course
- Exclusion from assessment activities
- Withholding of certification documentation
- Termination of the enrolment
- Exclusion from future enrolments with CERT.

CERT may refer unpaid fees to a third party recovery agency where additional charges may be applicable.

### Student Fees

CERT will provide a full breakdown of all fees applicable to a course. As a rule, CERT will not take payments in advance of the day of commencement of training, however where it is preferred that fees are paid in advance, a receipt is issued on payment. Should circumstances change after payment and withdrawal required prior to commencement, CERT will assist with transferring the enrolment to another course or make arrangements for a refund as applicable.

### Methods of Payment

CERT prefers payment to be made by EFTPOS, MasterCard or Visa. CERT can accept cash and cheque when necessary (please inform staff on enrolment). For approved clients on an account, payment may be made by direct deposit upon receipt of invoice.

CERT operates primarily as a 'fee for service' training provider. This means training services are charged to the student (or an employer where agreed). Where funded or subsidised training is available, CERT will provide information on eligibility and other arrangements.

Where an individual believes there may be eligibility for a reduction or waiving of fees, a CERT representative will provide advice on such eligibility and the reasoning applied.

Arrangements can be made for students seeking assistance with making payments. Arrangements may involve additional time to pay such as a payment plan. Students concerned about such matters may seek advice from their local CERT administrator on enrolment.

### Cancellation Policy

Course information for each program provides advice on provisions for withdrawal from that course. Standard procedure allows for cancellation or withdrawal up until five business days from commencement without disadvantage. Applicable charges may apply wherein withdrawal is made less than five business days from the date of commencement. The following arrangement apply to all public courses:

Cancellation/Withdrawal more than 5 business days	Cancellation/Withdrawal less than 5 business days	Cancellation/Withdrawal after commencement
Full Refund	90% Refund*	No Refund*

*\*Provisions for exceptional circumstances may apply*

Where a specific course has been scheduled under a corporate arrangement, the agreement or contract in place for that instance will outline cancellation or withdrawal procedures and any fees, charges or penalties resulting from cancellation at short notice.

Where an enrolment is cancelled on the grounds of misconduct, fees paid will be forfeited.

## Cancellation by CERT

CERT reserves the right to cancel a course where there is limited enrolment interest. Such instances are rare and CERT will notify affected students well in advance of the course to provide options for alternate courses and refunds where applicable.

## Transfer to a Different Course

Students may be provided with opportunity to change course dates. The course confirmation documentation for each course provides information for students on requirements. If attendance is not rescheduled before the course commences, a fee may be applicable.

## Substitution

An alternate person may be substituted prior to the commencement of a course in place of a registered student at no additional cost.

## Non-attendance

Non-attendance at any public course without prior notification will incur a charge equivalent to the full course cost (or as per instructions provided in course confirmation documentation).

## Refunds

A full or partial refund of fees is available to eligible students where withdrawal from a course is made prior to the commencement date or within the timeframe outlined in the confirmation notification of enrolment (please refer to confirmation notification of the specific program for information).

## Refund Process

Requests for refunds must be made in writing to CERT, staff will assist in making an application for a refund.

All refund requests must include the following details:

- Name and contact details of the person requesting the refund
- Invoice Number
- Student(s) name (listed on booking)



- Date of scheduled course
- Location of scheduled course
- Refund type (cancellation, transfer, withdrawal, other)
- The reason for the request
- Any supporting documentation
- Details for preferred refund payment method

All requests will be processed promptly with notification on the status of refund requests provided within five business days.

Where an applicant is not satisfied with the outcome of a refund request, an avenue for appeal against the decision will be available.

### **Exceptional Circumstances**

Where exceptional circumstances result in unavoidable disruption to study, a student may apply to withdraw from the program without financial penalty. Exceptional circumstances, covering a range of unexpected, extenuating and compassionate situations which are outside of the control of the student and/or for which there was no opportunity to prepare in advance, will be recognised.

Exceptional circumstances may include, but are not limited to:

- Medical issues: an unexpected illness, recurrence of a chronic illness or an accident
- Hardship or trauma such as the death or serious illness of a close family member, severe disruption to domestic arrangements, being a victim of crime or an accident
- Formal legal commitments
- Unforeseen and significant employment related circumstances such as an overseas or interstate move at short notice, redundancy or significant event.

CERT aims to be flexible and accommodating with our procedures and recognises that in some cases there are exceptional circumstances under which a charge for cancellation is unreasonable.

All situations of exceptional circumstances will be considered by an appropriate management representative of CERT and each will stand on its merit.

Where a student's current enrolment cannot continue until a later time as the result of Special Circumstances, tuition fees already paid will be recognised.

### **Repeat Attempts to Complete a Unit of Competency**

All students are entitled to at least two attempts to achieve satisfactory outcomes in each assessment task or as requested by the assessor.

Where a student is deemed Not Yet Competent after two submissions, the assessor will discuss options for re-training and subsequent assessment. These options may involve additional fees and may include:

- a) Re-sit the assessment task a third time at a cost; or
- b) Re-enrol in the course or Unit of Competency at the normal enrolment fee; or
- c) Undertake additional private tuition; or
- d) Review study options and discuss with a student support officer; or
- e) Withdrawal from the course.



## Fee Protection

CERT encourages the prompt and full payment of fees and is mindful of the investment that training and assessment represents for individuals. Students in CERT's programs can have confidence in the protection and recognition of fees paid and that all payments will result in a tax invoice/receipt being issued and additional arrangements such as accounts and billing can be put in place.

As a subsidiary of Engenco which is listed on the Australian Stock Exchange, CERT's clients have protection wherein appropriate measures are in place for the protection of fees paid for future or current services.

All Australian jurisdictions provide legislation to uphold and protect the rights of consumers. CERT reminds clients and the general public that they are able to access information on such laws through direct contact with Government agencies or we are happy to provide information on how to access this information.

## Assessment

There are a number of assessment instruments by which students may be assessed. The main types of assessment are below:

- Theory assessments - written questions to be completed by the student. These may be in the form of multiple choice, short answer or extended answer.
- Practical assessments - exercises which simulate the experience in the workplace.
- One-on-one verbal questioning – completed individually with the trainer.
- Workplace diaries or on-the-job assessments – completed in the workplace.

Depending on the qualification, the most appropriate method(s) of assessment are chosen to best collect evidence of student skills and knowledge. The assessment method and requirements are outlined in the course induction and are in the course information.

All CERT trainers are skilled and experienced in dealing with students with language, literacy and numeracy issues and are adept at tailoring training to the needs of individual students.

## Recognition of Existing Skills and Knowledge

### Credit Transfer

CERT can offer credit towards any units of competency that a student may have already completed which form part of the training package they are enrolling in.

The Standards for RTOs (2015) require that RTOs recognise the qualifications issued to students by other RTOs. This mutual recognition forms the basis of Australia's nationally-consistent training system, wherein qualifications are transportable and recognised nationally.

Where a student presents for a course and has already completed equivalent units of competency, CERT will verify the certification against the relevant/equivalent unit or qualification and ensure academic records reflect that status.

To provide this credit transfer, students are required to provide all relevant evidence (e.g. statements of attainment, qualifications etc.).

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is recognition that a person possesses the knowledge and skills required to demonstrate competence without conducting training first. The RPL process is an assessment-only pathway, which provides acknowledgement of all skills and knowledge gained through any means (life or work experience, previous training and formal education).

All students enrolled by CERT are provided with an opportunity for recognition of their current skills and knowledge. Students who consider they have the potential to qualify for RPL are expected to discuss the matter with the trainer/assessor who will provide assistance in making an RPL application

All RPL decisions are based solely on a student's performance in relation to the criteria as laid down in the relevant training package.

The RPL assessment process usually includes a combination of:

- initial provision of information;
- assessment activities;
- post-assessment guidance; and
- certification for successful students.

The general provisions, principles and processes associated with assessment in CERT are applied equally in an RPL situation. A student may be required to attend interviews and be assessed by one or more of the following methods:

- interviews
- work examples
- documentary evidence including third party reports
- observation
- written examination
- field work.

Students are responsible for gathering evidence and demonstrating their competence to support the RPL application. This must be completed under the guidance of the assessor.

All applications for RPL are assessed on a case by case basis on their merit.

## Support Services

### Student Needs

CERT is obligated to ensure all students are provided with every opportunity to successfully complete their training programs. CERT ensures that any needs are assessed prior to any training and that students know how to access the services and information they will require to successfully complete their course.

CERT's induction process includes identifying any needs students may have with training and assessment. A Language, Literacy and Numeracy (LL&N) assessment is conducted upon commencement to identify areas where support is needed.

Where the student is identified as having LL&N learning needs, additional support is provided with specific adjustments made to ensure every opportunity to demonstrate the skills and knowledge as required for the course.

Issues that may result in a need for support or assistance may include:

- Language, Literacy and Numeracy (LL&N)
- A disability or condition that may adversely affect a person's ability to participate in training and/or assessment (this may be physical or psychological)
- Work-related constraints such as seasonal or shift requirements that may restrict opportunity for participation and learning.

Specialist disability-related support can be accessed through a number of government and non-government organisations. CERT can provide advice on accessing such services.

The student will receive credit for the unit or qualification and be exempt from the associated training and assessment. Students may however be required to undertake familiarisation activities to ensure they have current and relevant knowledge of the relevant subject matter.

## Pre-requisites

There are various regulatory requirements in terms of fitness for work, safe working and high risk work licence requirements that may exclude some individuals from participation. For example, colour blindness may have implications for safety on-the-job and during training in specific qualifications.

All programs will include information on such pre-requisites which is accessible for students prior to enrolment.

## Complaints and Appeals

This procedure applies to all clients complaints. It is the responsibility of CERT representatives to ensure compliance with this procedure and all associated policies and work instructions, as well as provide access to this information and relevant processes as required.

### Initial Process

All clients are encouraged to first discuss the nature of their grievance with a CERT representative verbally to establish if there is an informal means to resolve the matter. All complaints are taken seriously and are treated with equal importance. It is the responsibility of the CERT representative to either attempt to resolve the complaint according to policy and procedure or to seek additional assistance from their Operations Manager.

If an immediate resolution cannot be agreed to by both parties, the client can lodge a formal grievance.

### Lodgement of Grievances

The following processes are to be applied where an immediate resolution cannot be reached in the first instance.

Clients may nominate to lodge a complaint verbally in person or over the phone. This may be with a CERT representative they feel comfortable with or directly to the appropriate Operations Manager.

When a complaint is made to a CERT representative, it is a requirement that the representative collects all relevant information which must be formally recorded using an official **Grievance Form**.

The form will be presented to the person making the complaint for their agreement and signature.

The minimum details which must be included are:

- Nature of complaint or grievance
- Persons involved
- Dates, times and places relevant to the issues

It is also beneficial to include the following where possible

- Indication of any expectations
- Information on how the issue may have been avoided

The following steps are followed for submission of a formal grievance:

1. Clients may elect to submit an official grievance through the completion of a CERT Grievance Form (CERT-FORM-009) or a formal written submission can be attached to the form.
2. The responsible manager will investigate the matter, conduct interviews and checks as necessary to determine the cause and other factors as well as prepare an official response.

The investigation will consider the principles of natural justice and procedural fairness. This process will include the following:

1. Discussion of the matter with all parties
2. Collection of appropriate evidence to substantiate the matter
3. Consultation with subject matter experts both internally and externally where required

All decisions made by the responsible manager will be made based solely on evidence substantiated through investigation.

Upon the approval of the recommended outcome, the responsible manager will notify all parties involved with the complaint formally in writing.

Whilst every matter for investigation and response will be different, CERT requires that such issues are dealt with and resolved promptly. A maximum timeframe of 21 days is allocated for the completion of any matter of grievance.

Where a client is still unsatisfied with the outcome of the grievance, they will be advised to appeal the outcome with CERT's National Quality Manager in writing.

A decision will be made to either escalate the complaint further or to uphold the decision. The National Quality Manager will respond in writing advising of the decision and the reasoning for it. This will be completed within 14 days.

If the decision is upheld or still not resolved to the satisfaction of the complainant, the client will be provided with the appropriate contact details of either Australian Skills Quality Authority (ASQA) or another nominated third party.

## Academic Appeals

All students are entitled to appeal any academic decision made by a CERT representative. As for any other type of grievance, the appellant will be encouraged to first discuss their appeal directly with the relevant trainer/assessor verbally.

A “**Not Satisfactory**” result from an assessment must be discussed with the client at the time it was determined. The assessor will have recorded the reasons for the result on the official assessment document and will discuss this with the client signing and dating the document.

All appeals are taken seriously with notes made about any discussions with the student. It is important that the assessor clearly provides the reasoning behind the judgement and ensure it is reflective of the evidence collected.

Where student-assessor agreement cannot be reached in terms of the decision, the trainer/assessor must refer the student to the appropriate Operations Manager for the lodgement of a formal appeal. If the appeal relates to a decision made by an Operations Manager, the National Quality Manager will refer the matter to a suitably qualified senior member of staff for judgement.

### Formal Appeal

If a resolution cannot be reached in the first instance, clients will be invited to lodge a formal grievance in line with CERT’s standard process.

## Medicals

Certain job roles may require an examination of medical fitness and functional capacity, conducted by an approved doctor or medical professional. At a basic level, these test the individual’s ability to work safely in high risk work environments by testing the capability to hear instructions, move to a safe place and maintain an awareness of surroundings.

A number of CERT offices schedule Category 3 medicals through association with approved medical providers. The CERT website outlines information on such medicals as well as the applicable fees.

## Privacy and Personal Information

CERT is guided by the Privacy and Personal Information Protection Act which ensures that all student details, information and results are only accessible to the student or if approved by the student. An agreed third party such as an employer or an approved regulatory authority.

CERT understands the importance of privacy regarding personal information and is committed to managing and protecting any personal information any person (potential or existing students) shares with CERT.

Through this policy CERT ensures all personal information is treated in confidence and is only used by CERT in ways that are legal, ethical and secure.

When a person enrolls into a course, CERT is required under law to collect personal information as part of the enrolment process. The enrolment form collects details of a personal nature (e.g. date of birth, address, contact details) to ensure the identity of the individual and the collection of accurate information pertaining to the enrolment.

Further to this personal information, Commonwealth requirements for collecting additional information are included on the enrolment form. This information includes details of education, employment history, current employment status and other background information.

The collection of this information assists CERT in ensuring appropriate support needs are identified and effective training and assessment arrangements can be made on an individual student basis as required.

### **Storage of Information**

CERT is required to keep records for compliance with the Standards for Registered Training Organisations. These records are kept for a minimum of 30 years in an electronic Student Management System and CERT's private central server which is secure and backed up daily.

Access to these records is strictly controlled. Only authorised CERT personnel have access to such information. Restricted access is enforced at all times with reasonable steps taken to ensure the security of physical files, computers, networks and communications is maintained.

Personal information will be destroyed, if there is no longer any legitimate purpose for retaining such information and or the record retention period imposed by the Commonwealth Regulator has elapsed. Information is shredded then stored in a security bin until destroyed.

At all times CERT takes reasonable steps to ensure all personal information is safe from misuse, loss and unauthorised access, alteration or disclosure.

Any persons believing their personal information has not been dealt with in accordance with any part of this policy or the Australian Privacy Principles may lodge a written complaint with CERT's National Quality Manager or contact the Office of the Australian Information Commissioner on telephone 1300 363 992 or via email at [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

### **Access to Personal Records**

Students will have access to their personal information by request but not information that may breach the privacy of other persons. Such information will be provided in the desired format that meets their needs but ensures the integrity and privacy of information.

Other organisations may only have access to specific and private information where a client agrees to the release of their information. This does not include other RTOs, employers, or other organisations seeking to confirm general information about competencies or student status for employment or as relevant for other training.