



Student Handbook 2023

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Who are we?

Jim's Training Pty Ltd is an accredited RTO #45412 offering training for the varying franchise industries and the 43 divisions in Jim's Group.

With over 40 years of experience in franchising and training staff we bring our vast experience and up to date training to all our courses offered.

We design and tailor innovative courses to suit our clients' needs that provide outcomes. Our students and clients experience are paramount; we strive to equip our students with cutting edge industry knowledge that will assist them in reaching their goals.

We have an energetic team of facilitators and administrators, who are passionate about training quality. We offer face to face training and blended courses that are engaging and fun, and we provide standout service and support to our students and clients.

Jim's Training staff & trainers are dedicated to providing you with a high standard of support and guidance in your course. Please feel free to approach your trainer anytime throughout your course as they will be more than happy to assist you.

At Jim's Training, we aim to provide the most up-to-date and the highest quality of training. With a wide variety of training options available Jim's Training will customise a course to suit your needs and to broaden your skills and knowledge in your chosen area of interest.

Code of Practice

The code of practice requires Jim's Training to implement policies and management practices that maintain high professional standards regarding the delivery of your education which safeguards the educational interests and welfare of you as a student. Jim's Training is dedicated to ensuring that we provide only the highest quality of training and that you achieve your maximum potential because of your training.

Our Vision

To promote an environment that has learning and development at its core for all of our stakeholders, and to ensure that professional practice is the underpinning standard we deliver at all times.

Code of Behavior

As a student of Jim's Training, you are required to follow the Code of Behavior at all times and are expected to treat fellow students, your course trainer and Jim's Training staff with respect and without prejudice and discrimination. Failure to follow the Code of Behavior may see disciplinary actions implemented and as such may involve the cancellation of your training with Jim's Training.

You have the right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial, and sexual differences, age, disability or socio-economic status. If you feel that you have been treated unfairly or have a complaint that you wish to lodge, please refer to the Complaints and Appeal section as described in this handbook and follow the steps as outlined.

Access and Equity

Jim's Training promotes the principles of access and equity through all components of training and assessment services that we have to offer. Jim's Training has a strong emphasis in ensuring that reasonable adjustment is provided to students who are disadvantaged or require additional assistance. Whether it is through counselling, or you are provided with additional support from your trainer to assist with the completion of your studies, Jim's Training has different options to suit your needs and requirements. No matter what your status is or the background you come from, you will be assisted to the best of our ability and treated equal throughout all phases of your training.

Staff and students of Jim's Training are required to always comply with access and equity requirements. If you have any suggestions as to how we can improve our performance with respect to access and equity, or if you would like further information regarding the access and equity principles, please contact the Administration Officer on 1300 344 455 or email contact@jimstraining.net

Privacy and Disclosure Statement

Your personal information is collected by Jim's Training solely for the purpose of operating as a Registered Training Organisation (RTO) under the Australian Skills Quality Authority (ASQA) who are the registering authority.

Jim's Training is required to provide the Government, through the Department of Education and Early Childhood Development (the Department) and the ASQA, with student and training activity data which may include information you provide in your enrolment details or throughout your training program. The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

Accessing your student file

It is a requirement of the ASQA that you can access personal information held by Jim's Training pertaining to your progress. You have the right to view your student file and if you would like to do so, please complete the 'Access to Personal Information Request Form' that you will have received upon enrolment.

The Administration Officer will contact you within 5 working days upon receipt of the 'Access to Personal Information Request Form' to arrange a mutually convenient time for you to come into the office and view your file.

Please note that you will need to provide photo identification when you come into the office to view your file.

Jim's Training will not disclose any of your personal information if requested by a third party or another training organisation upon request. If a third-party requests information, you will be notified by one of our staff members and if you approve to release your personal details, then your written consent will be required.

If your employer is paying for your training, please note that we may be required to provide information relating to your progress to:

1. your employer
2. The State Government.

Equal Opportunity, Sexual Harassment and Discrimination

"It is against the law for someone to treat you unfairly (discriminate) or harass (hassle or pick on) because of your actual or assumed status e.g., age, race, religion, etc." (Equal Opportunity Commission).

Jim's Training promotes an equal and safe environment at all times for their students which must be free from discrimination and sexual harassment.

Discrimination is the unfair treatment based on a personal characteristic protected by the law. There are two forms of discrimination:

Direct discrimination happens when a person treats someone who has one of the personal characteristics protected by the law less favorably than someone who doesn't have that personal characteristic.

Indirect discrimination happens when treating everybody the same way will be unfair.

Sexual harassment is behavior of a sexual nature that is unwelcome, unasked for and unreturned. If a reasonable person would have foreseen that the behavior would offend, humiliate (put down) or intimidate (threaten or scare) the other person, then the law says it will be sexual harassment.

Jim's Training strictly enforces an environment of equal opportunity and therefore, requests that you give everyone a fair go. As a student of Jim's Training, this means that you need to treat others including fellow class colleagues, your trainer and Jim's Training staff members fairly, regardless of their race, age, or other personal characteristics protected by law.

Fees and Charges

Fees for training vary depending on the course or qualification. Fees will be paid by your employer.

Before you enroll in a course, you should expect to be told:

- What you will have to pay, itemised as provided to you at enrolment
- Payment arrangements and due dates as documented in the Training Service Agreement as provided to you
- About any conditions that may apply to refunds (as provided in this handbook).

Prepaid Fees

Fees of more than \$1500 will not be collected in advance/prior to the commencement of the course.

Courses

Jim's Training offer the following nationally recognised Courses:

Course	Duration	Cost
AHC20416 – Certificate II in Horticulture	12 months	\$3114
AHC30716 – Certificate III in Horticulture	12 months	\$8520
BSB40320 – Certificate IV in Entrepreneurship and New Business	12 months	\$3500
CPC10120 – Certificate I in Construction	3-6 months	\$1800
AHC30820 – Certificate III in Arboriculture	12 months	\$5800
RIIWHS204E – Work safely at heights	1-2 days	\$235
HLTAID011 – Provide First Aid and HLTAID009 – Provide cardiopulmonary resuscitation	1-2 days	\$180
UEESS00174 – Electrical Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies Skill Set	2-3 days	\$375
AHCMOM213 - Operate and maintain chainsaws	1-2 days	\$275

Refunds

Depending on the circumstance, you (or your employer if they paid for your fees) may be eligible for a refund as per the following schedule:

Outline of Refunds	
Withdrawal of individual/s with 30 days' notice prior to course enrolment date	Full refund
Withdrawal of individual/s after the agreed course enrolment date and within 30 days of agreed course enrolment date	Partial refund the tuition fee will be adjusted to the fee payable for units commenced prior to cancellation
Withdrawal of individual/s after 30 days from course enrolment date	No refund
Course withdrawn by Jim's Training	Partial refund the tuition fee will be adjusted to the fee payable for units commenced prior to the course being withdrawn
Jim's Training is unable to provide the course prior to the scheduled course commencement date for which the original enrolment and payment has been made	Full refund
An individual's non-attendance at a short course	No refund

Refund Terms and Conditions

- If the student withdraws within the first four (4) weeks from the course enrolment date and has not completed any units a full refund will apply.
- If the student withdraws within the first four (4) weeks from the course enrolment date and has completed some training, a partial refund of the tuition fee will be provided and will be adjusted to the fee payable for units commenced prior to cancellation
- If the student withdraws after four (4) weeks from their course enrolment date, then they are not entitled to a refund
- Short courses are required to be paid in full prior to attending the course in order to secure a place. Refunds will not apply when a student does not attend the course.
- In the event that Jim's Training closes or are no longer able to provide the training and assessment services as initially agreed between Jim's Training and the student, then Jim's Training will:
 - 1) Arrange for agreed training and assessment to be completed through another RTO (fees may be incurred). Prior to the transfers students will be formally notified of the arrangements including any refunds of fees that may be applicable.

OR

- 2) Provide a pro-rata refund based on hours completed to date for units that have been commenced prior to the course being withdrawn

If you wish to apply for a refund, you will have to complete a copy of the 'Refund Application Form' form located on www.jimstraining.net. The application for refund may take up to 20 working days to be processed upon receipt of the form and will be at the discretion of Jim's Training to approve the refund.

Resource Fees

Your resources are included as part of your course or study.

Enrolling in a course at Jim's Training

Prior to enrolment

Prior to enrolling in a course at Jim's Training, the Administration Officer or Trainer/Assessor will:

- Discuss what you wish to achieve by undertaking training and the overall outcome upon completion of the training
- Discuss your work/life experience to determine what course would be most suitable for your
 - aspirations, current knowledge, and the skills that you require
- Explain whether there are any special requirements for you to enroll in the course (pre-requisites) and how the delivery and assessment of the training will occur
- Explain the different training options available to you e.g., workplace training etc.
- Discuss your responsibilities and requirements to complete the course
- If you are currently employed in an area that relates to the training and you wish to undertake
 - the option of Credit Transfers (CT) and Recognition of Prior Learning (RPL)
- Explain the fees, charges, and payment requirements for your course.

Once you have been provided with all of the information as outlined above and are then satisfied that Jim's Training can offer you a course that suits your needs, you can then commence the enrolment process as outlined below.

Enrolling in a course

Once you are ready to enroll in a course, you will be assisted by your Trainer/Assessor, and you will be required to collect and/or complete the following:

- Complete the Jim's Training Language, Literacy and Numeracy (LLN) Assessment to determine if you require any additional support throughout your training program.
- Complete the Pre-Training Review to:
 - Ensure that you understand the concept of RPL and CT and review your work / life experience to identify any relevant prior formal/informal learning that may be applied to the course that you wish to enroll in (this is documented on the pre-training review form).
 - Identify the mode of delivery and visit scheduling (if applicable) best suited to your needs by discussing with you (and workplace supervisor, if applicable) at time of enrolment and documenting this on the Pre-Training Review.
 - Ensure that the qualification that you are enrolling into is an appropriate training option and is relevant to your individual needs.
- Complete the Enrolment form which contains all your personal and private information and to provide evidence that demonstrates Australian residency (usually a copy of your green Medicare Card)
- Provide the appropriate identification to support your enrolment application.
- Review the Training Services Agreement and/or the Fees and Charge Flyer which outlines the terms and conditions of your training program.
- Arrangements for payment of your fees will be made.
- Once your training needs have been established, a customised Training Plan will be developed in consultation with you and your trainer.
- Once all parties agree with the training program, everyone will be required to sign the last page of the training plan.

Language, Literacy & Numeracy (LLN)

Jim's Training recognises the importance of Language, Literacy and Numeracy (LLN) skills in our students to ensure that the individual is able to access and participate in training without being disadvantaged by their current LLN skills.

As part of the enrolment process, you will be required to complete a language, literacy, and numeracy assessment. This will enable us to determine whether additional support, if any, will be required to assist you to complete your course. Jim's Training use the Enrolment form and other paperwork to check for suitable LLN levels.

Support may be provided to you in one of the following ways:

- Additional one-on-one time with the trainer/assessor
- Modification of learning strategies
- Adjusting the way, you may be assessed for example, verbal assessment instead of written questioning
- Support from our Language, Literacy and Numeracy practitioners.

If you feel that you may require additional support throughout your course regarding language, literacy and numeracy please contact our Administration Officer on 1300 344 455 or email contact@jimstraining.net

Training and Assessment

What is competency-based training?

In vocational education and training, people are considered to be competent when they are able to:

- consistently apply their knowledge and skills to the standard of performance required in the workplace
- transfer and apply skills and knowledge to new situations and environments.

Competency based training involves both workplace and off the job training and assessment aiming to ensure that the individual participating in the training has the competence to undertake their work role to the standard expected in a range of employment situations.

Definition of Competency:

The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments. (ASQA)

How is the Training Delivered?

Generally, training will take place in one of the following ways:

On the job: This is where a trainer will come and visit you to conduct the training and assessing aligned with your work duties at your place of employment. You will be visited by your trainer every 3-4 weeks for 1.5 and up to 3 hours of training.

Off the job: Training is completed away from the workplace in a training environment such as a classroom.

Four dimensions of competency

Competency involves successful work performance and comprises of four dimensions:

- Task skills – undertaking a specific workplace task (s)
- Task management skills – managing a number of different tasks to complete a whole work activity
- Contingency management skills – responding to problems and irregularities when undertaking a work activity such as:
 - Breakdowns
 - Changes in routine
 - unexpected or atypical results or outcomes
 - Difficult or dissatisfied clients
- Job role/environment skills – dealing with the responsibilities and expectations of the work environment when undertaking a work activity, such as:
 - Working with others
 - Interacting with clients and suppliers
 - Complying with standard operating procedures
 - Observing enterprise policy and procedures

How will you be assessed?

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The purpose of assessment is to confirm that you can perform to the standard expected in the workplace, as expressed in the relevant endorsed competency standards.

In general, basic forms of skills and knowledge evidence include:

Direct evidence

Direct evidence is obtained when an assessor observes you actually performing in the workplace. The assessor makes a judgement about whether you have competently performed a task or series of tasks. For example, the assessor may:

- observe you performing a range of skills at work.
- view a video of your performance.
- examine a product made in the workplace by yourself.

Indirect evidence

Indirect evidence is used when it is not possible or desirable for you to be assessed on your actual performance of tasks in the workplace; it may be too costly, inappropriate or involve risks. Indirect evidence may include:

- Projects
- Simulations
- Examination of workplace documents.

Supplementary evidence from:

- Oral and written questioning
- Personal reports
- Third party sources.

Assessment timeframes

You will be given plenty of notice from your trainer regarding the time and form of the assessment/s you are required to complete. You will not be expected to sit an assessment that you have not been able to prepare for.

Re-assessment

If your assessment is found to be 'Not Competent' then you will be given the opportunity to re-complete the assessment at a mutually convenient time as arranged with your trainer. You may be required to re-attend class sessions or revisit course materials to ensure that you have obtained the required knowledge and skills to successfully complete the assessment. You will **not** incur any additional charges for the reassessment process.

How do we know someone is competent?

- We know whether someone is competent when assessment of the evidence presented verifies that all aspects of the Unit of Competency are demonstrated and can be applied in an industry context.
- An individual can be assessed during their training, at the end of their training, or without undertaking any training at all!

Recognition of Prior Learning (RPL)

If you have had prior experience and/or learning in relation to the unit of competencies outlined in your chosen course, then you may be eligible to apply for Recognition of Prior Learning (RPL). You can only apply for RPL by completing the Application Form which will be offered to you during the enrolment process.

Credit Transfer/National Recognition

If you have completed formal study at another Registered Training Organisation, then you may be eligible to receive a Credit Transfer/s for the unit of competency/s previously completed. If you wish to apply for a Credit Transfer, then you will need to submit a copy of a certified Transcript or Statement of Attainment along with a copy of the application form which is available to download from Jim's Training website.

You can email your application to contact@jimstraining.net

The process of National Recognition will be completed within 14 working days from receipt of application where you will receive an email notifying you of the outcome of your application.

If the evidence provided is not equivalent to the required learning outcomes, competency outcomes, or standards in a qualification, then the student will be offered the opportunity to complete an RPL assessment as another method towards achieving competency.

Recognition of Current Competencies (RCC)

This process will apply if a student has previously successfully completed the requirements for a unit of competency or module and is now required to be reassessed to ensure that the competence and currency is being maintained. In this case no extra skill or competencies are nationally recognised.

Plagiarism and Cheating

Plagiarism involves using the work of another person and presenting it as your own. Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged.

- copying out part(s) of any document or audio-visual material (including computer-based material).
- using or extracting another person's concepts, experimental results, or conclusions.
- summarising another person's work.
- in an assignment where there was collaborative preparatory work, submitting substantially the same final version of any material as another student.

Cheating involves copying another person's work as your own:

- in an assessment where there was collaborative preparatory work, submitting substantially the same final version of any material as another student.
- Using a computer program (such as ChatAI) to complete your assessment.

If a staff member at Jim's Training suspects that you are plagiarising or cheating, they are required to report this to Jim's Training.

After discussion, if the Trainer/Assessor agrees that the case warrants more than a warning, then you will be informed in writing of the nature of the act and you will be given an opportunity to respond in writing.

Depending on your written response, the Trainer/Assessor will decide whether the case of plagiarism or cheating is evident and whether any penalty/s need to be issued to you.

If you are found to have plagiarised or cheated, you may be required to:

1. Re-complete and re-submit the assessment
2. If your second submission is still found to contain plagiarised material or evidence of cheating, then you will be withdrawn from the training program immediately.

If you are not satisfied with the final outcome, you have the right to appeal the decision by following the complaints and appeals procedure as outlined in this handbook.

Jim's Training treats plagiarism and cheating as a serious matter and disciplinary action will be enforced if you are found to have plagiarised upon submission of your assessments.

The Issuing of your Qualification upon Completion of your Course

Once you have successfully completed all of the assessment requirements of your course, you will be issued with Statement of Attainment for the units you have completed within 30 calendar days from completion of your course, providing all agreed fees owed to Jim's Training have been paid. Jim's Training will be the RTO delivering your course and issuing your Statement of Attainment.

If you require a replacement Qualification or Statement of Attainment, then you will be required to provide proof. You must complete the 'Request for replacement Qualification/Statement of Attainment' form which is available in your enrolment pack.

The form must be submitted in person to the Jim's Training office at 48 Edinburgh Road, Mooroolbark. If circumstances prevent you from attending the office, then you must sign the request in front of a Justice of the Peace and submit it by post. You will need to provide photo identification either in person at Jim's Training or in front of a Justice of Peace to confirm your identity.

Please allow up to 10 working days upon receipt of the request form for your request to be processed.

Pathways

Upon successful completion of your course, you may wish to further develop your skills and knowledge and enroll into another course that is relevant to your chosen field of interest. Your trainer can provide you with industry specific pathways; however, the diagram below will give you an idea of the training pathway you can follow:

<i>AQF Qualification by Sector of Accreditation</i>			
<i>Schools Sector Accreditation</i>	<i>Vocational Education and Training Sector Accreditation</i>	<i>Higher Education Sector Accreditation</i>	
<u>Senior Secondary Certificate of Education</u>	<u>Vocational Graduate Diploma</u>	<u>Doctoral Degree</u>	
	<u>Vocational Graduate Certificate</u>	<u>Masters Degree</u>	
	<u>Advanced Diploma</u>	<u>Graduate Diploma</u>	
	<u>Diploma</u>	<u>Graduate Certificate</u>	
	<u>Certificate IV</u>	<u>Bachelor Degree</u>	
	<u>Certificate III</u>	<u>Associate Degree, Advanced Diploma</u>	
	<u>Certificate II</u>	<u>Diploma</u>	
	<u>Certificate I</u>		

Student Support Services

If you require additional assistance with your training, then please approach your trainer. Alternatively, Jim's Training has nominated a 'Student Support Officer' who is available to you.

The Student Support Officer can be contacted between 9am-5pm Monday to Friday where you can make an appointment to discuss the support you require.

Student Support Officer Contact Details

Danielle Tuck

Ph: 1300 344 455

Call between 9:00AM – 5:00PM Monday to Friday

External Support Services

Subsequently, Jim's Training may provide you with a referral to organisations that may assist you further with some of your needs. The services that Jim's Training can refer you to are:

Type of Assistance Required	Name of Support Service	Contact Details	Contact User Pay/Free Call
Police, Ambulance, Fire	Police, Ambulance, Fire	000	FREE CALL
Alcohol and Drugs	Direct Line	1800 888 236	USER PAY
Depression	Lifeline	13 11 14	USER PAY
Financial Matters	https://www.australia.gov.au/work-and-financial-support	1300 555 135	USER PAY
Legal Assistance	https://www.legalaid.vic.gov.au/	1300 792 387	USER PAY
Personal	Adult Multicultural Education Services, Australia (AMES)	13 26 37	USER PAY
Personal Issues	Lifeline Crisis Support, Suicide Prevention	13 11 14	USER PAY
Smoking Issues	Quit line	13 1848	USER PAY
Translating and Interpreting	Translating and Interpreting	13 1450	USER PAY

Student Safety

All facilities of Jim's Training are located in well-lit and high-density areas. These areas are considered low risk and therefore safe for public access.

All facilities are compact and have very close street access providing a controlled environment. Jim's Training do not require students to attend scheduled training sessions for more than eight hours in any one day.

Although Jim's Training facilities are well located and easily accessible by public transport, students are advised to take all practicable steps to ensure their own safety at all times especially where sessions operate after 6pm.

Occupational Health and Safety

While Jim's Training will ensure that its premises meet the Australian Occupational Health and Safety guidelines, students must take all practicable steps to ensure their own safety while at the Institute.

Accidents, incidents, or hazards concerning students which occur within Jim's Training premises must be reported to personnel or trainers concerned immediately.

Emergencies and Evacuations

In the event where Jim's Training premises need to be evacuated, students not in training sessions must follow instructions from Jim's Training staff.

In the event of an emergency where students are receiving training in the classroom, they must follow the procedures as instructed by their trainers.

Students refusing to abide by Jim's Training emergencies and evacuation procedures will be regarded as student misbehavior and subjected to disciplinary action in accordance as determined by management.

Changes to the RTO

If there are any significant changes to the RTO you will be notified as soon as possible. If the RTO for any reason cannot deliver the course, you will be helped to find another provider.

Relevant Legislation

A range of legislation is applicable regarding your training. The regulations and legislation for training organisation that affects your participation in Vocational Education and Training includes:

LEGISLATION	PURPOSE	WEB LINK
Education and Training Reform Act	The main purpose of this Act is to reform the law relating to education and training in Victoria by providing for a high standard of education and training for all Victorians.	https://www.education.vic.gov.au/about/departments/legislation/Pages/act2006.aspx
Privacy Act	The <i>Privacy Act 1988</i> (Privacy Act) is an Australian law which regulates the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information, and access to and correction of that information.	https://www.oaic.gov.au/privacy/the-privacy-act
Information Privacy Act	The main purposes of this Act are— (a) to establish a regime for the responsible collection and handling of personal information in the Victorian public sector. (b) to provide individuals with rights of access to information about them held by organisations, including information held by contracted service providers. (c) to provide individuals with the right to require an organisation to correct information about them held by the organisation, including information held by contracted service providers. (d) to provide remedies for interferences with the information privacy of an individual. (e) to provide for the appointment of a Privacy Commissioner.	https://www.education.vic.gov.au/Pages/privacypolicy.aspx
Racial Discrimination Act	It is unlawful for a person to do any act involving a distinction, exclusion, restriction, or preference based on race, colour, descent or national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of any human right or fundamental freedom in the political, economic, social, cultural or any other field of public life.	https://humanrights.gov.au/our-work/employers/racial-discrimination
Sex Discrimination Act	An Act relating to discrimination on the ground of sex, sexual orientation, gender identity, intersex status, marital or relationship status, pregnancy, potential pregnancy, breastfeeding or family responsibilities or involving sexual harassment	https://humanrights.gov.au/our-work/employers/sex-discrimination
Anti-Discrimination Act	An Act to render unlawful racial, sex and other types of discrimination in Jim's Training in circumstances and to promote equality of opportunity between all persons.	https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law
Defamation Act	The purpose of this Act is to enact in Victoria provisions to promote uniform laws of defamation in Australia.	https://www.legislation.vic.gov.au/in-force/acts/defamation-act-2005/004

<p>Racial and Religious Tolerance Act</p>	<p>The purposes of this Act are—</p> <p>a) to promote racial and religious tolerance by prohibiting i n conduct involving the vilification of persons on the ground of race or religious belief or activity.</p> <p>b) to provide a means of redress for the victims of racial or religious vilification.</p>	<p>https://www.humanrights.vic.gov.au/legal-and-policy/victorias-human-rights-laws/racial-and-religious-tolerance-act/</p>
<p>Equal Opportunity Act</p>	<p>To re-enact and extend the law relating to equal opportunity and protection against discrimination, sexual harassment, and victimisation;</p>	<p>https://www.justice.vic.gov.au/equal-opportunity</p>
<p>Workplace Gender Equality Act</p>	<p>An Act to require employers to promote gender equality in the workplace, to establish the Workplace Gender Equality Agency and the office of the Director of Workplace Gender Equality, and for related purposes</p>	<p>https://www.legislation.gov.au/Details/C2016C00895</p>
<p>Freedom of Information Act</p>	<p>An Act to give to members of the public rights of access to official documents of the Government of the Commonwealth and of its agencies</p>	<p>https://www.oaic.gov.au/freedom-of-information</p>
<p>National Vocational Education and Training Regulator Act</p>	<p>An Act to establish the National Vocational Education and Training Regulator, and for related purposes</p>	<p>https://www.dese.gov.au/review-national-vocational-education-and-training-regulator-act-2011</p>
<p>Apprenticeship and Traineeship Act</p>	<p>An Act to provide for the regulation of apprenticeships and traineeships; to repeal the <i>Industrial and Commercial Training Act 1989</i>; and for other purposes.</p>	<p>https://www.vrqa.vic.gov.au/aboutus/Pages/regulating-apprenticeships-and-traineeships.aspx</p>
<p>Occupational Health and Safety Act</p>	<p>The <i>Occupational Health and Safety Act 2004</i> (the Act) is the cornerstone of legislative and administrative measures to improve occupational health and safety in Victoria.</p> <p>The Act sets out the key principles, duties, and rights in relation to occupational health and safety. The general nature of the duties imposed by the Act means that they cover a very wide variety of circumstances, do not readily date and provide considerable flexibility for a duty holder to determine what needs to be done to comply.</p>	<p>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</p>
<p>Occupational Health and Safety Regulation</p>	<p>The <i>Occupational Health and Safety Regulations 2007</i> are made under the Act. They specify the ways duties imposed by the Act must be performed or prescribe procedural or administrative matters to support the Act, such as requiring licenses for specific activities, keeping records, or notifying i n matters.</p>	<p>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</p>
<p>Accident Compensation (Work Cover Insurance) Act</p>	<p>The purpose of this Act is to provide for compulsory Workcover insurance for employers under Workcover insurance policies and the payment of premiums for Workcover insurance policies.</p>	<p>https://www.legislation.vic.gov.au/repealed-revoked/acts/accident-compensation-workcover-insurance-act-1993</p>
<p>Fair Work Act</p>	<p>An Act relating to workplace relations, and for related purposes</p>	<p>https://www.fairwork.gov.au/about-us/legislation</p>

<p>Charter of Human Rights and Responsibilities Act</p>	<p>The main purpose of this Charter is to protect and promote human rights</p>	<p>https://www.legislation.vic.gov.au/in-force/acts/charter-human-rights-and-responsibilities-act-2006/014</p>
<p>Disability Discrimination Act</p>	<p>The purpose of this Act is to enact a new legislative scheme for persons with a disability which reaffirms and strengthens their rights and responsibilities, and which is based on the recognition that this requires support across the government sector and within the community</p>	<p>https://www.humanrights.vic.gov.au/for-individuals/disability/</p>
<p>Disability Services Act</p>	<p>An Act about providing services for people with a disability, and for related purposes</p>	<p>https://www.legislation.vic.gov.au/in-force/acts/disability-act-2006</p>



Complaints and Appeals

If you are dissatisfied with a service offered or treatment received by Jim's Training, then you have the right to lodge a complaint. In the event that you are dissatisfied with the outcome with your complaint, then you have the right to lodge an appeal. Please refer to the Complaints and Appeals Policy given to you upon enrolment.

Participation in National Student Outcome Surveys

As part of our commitment to quality standards, Jim's Training participates in providing data to the National Centre for Vocational Education and Research (NCVER). You may be contacted and requested to participate in a National Centre or Vocational Education Research (NVCER) survey and/or an invitation to participate in a Department endorsed project and/or be contacted by the Department (or persons authorised by the Department) for audit or review purposes.

Unique Student Identifier (USI)

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). A student must provide their USI on their enrolment form before commencing their course. If you do not provide your USI, you may be held back from attending your course until you provide one.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5. A USI will allow your USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing you to see all of your training results from all providers including all completed units and qualifications.

The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript. It will also ensure that your VET records are not lost. The USI will be available online and at no cost to you. Your USI will stay with you for life, and it will keep a record of any nationally recognised VET course that you completed from when the USI came into effect on 1 January 2015.

Creating you USI

If you do not have a USI, you will have to create one. It is free and easy to do. Follow the link below to get started.

<https://www.usi.gov.au/students/get-a-usi>

Once you have navigated your way to the USI website. Follow the written instructions or watch the video. If you are still having trouble creating you USI, please see administration.

Code of Conduct

All students have the right to learn in a friendly, non-threatening environment free from discrimination or harassment. Anyone found to be threatening or intimidating students or staff will be asked to leave the premises and may be dismissed from class.

- Jim's Training maintains a zero tolerance approach to bullying and harassment.
- If there is an ongoing conflict between yourself and another student, please advise your trainer. If this cannot be overcome, see a member of staff.
- Behave in a responsible manner and demonstrate respect for staff, trainers and other students, facilities and equipment.
- Bad language or discriminatory remarks and gestures will not be tolerated.
- Do not attend class under the influence of alcohol or drugs.



- Personal information gained from class discussions will remain private.
- Participants will be punctual. Trainers cannot wait or repeat work as this is unfair on the students who arrive on time.
- Please ensure mobile phones are turned off before class. If you need to take a call, please leave the class.

Learning and Assessment Advice

Here are some suggestions which may help you to be an effective learner. These suggestions can be used to assist you in the learning and assessment of this you course.

Goal setting

- Setting clear goals of what you have to do and how you will achieve it is an important key to success.
- Use the time you have available wisely. Plan how much time you have to study and set a reasonable goal for how much study you will do.
- Take note of the dates that your assessments are due. Write them down in your diary and include them in your goals.
- Be flexible. If your circumstances change, be prepared to revise your plans.

Take control

- Take responsibility for the completion of your course.
- Consider your previous background and experience. The skills you have developed may be of assistance to you as part of this course.
- Seek help when you need it. Do not wait until it is too late. Early help is the best.
- Discuss your assessment tasks with your trainer.

Practice time management

- Set up times when you will study. Plan for this regularly.
- Have all study materials available in one location.
- Keep a diary so that you can plan effectively.
- Allow time for other activities during the week and make sure you have a balance.
- Treat yourself if you complete a task on time. Be positive.

Study effectively

- Recognise what type of learning strategy works for you.
- Identify the key issues covered in the assessment tasks.
- Start early. Plan to complete assessments before the due date so that you will not put yourself under pressure.
- Read everything carefully before commencing your assessments so that you focus on the right areas.
- Organise your learning and assessment tasks into smaller, achievable blocks of work.
- Focus on the unknown rather than what you already know.
- Revise and review your work regularly.

Do not forget feedback

- Your trainer is a valuable source of assistance. Make sure you ask about anything you do not fully understand, especially in relation to your assessment tasks.
- If you find you are getting behind, please do not hesitate to contact your trainer.

Use your knowledge

- Your course is designed to prepare you for work, so look for how the information you learn in your course will assist you to do this.
- Information covered in one unit may also assist you with understanding parts of other units.
- Look for opportunities to apply your knowledge.

