



## Regal Security & Industry Training Pty Ltd

**RTO Provider No: 32331**

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# Program & Course Handbook

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Regal Security & Industry Training is a training RTO provider and **NOT** a CRICOS RTO provider

**Regal Security and Industry Training Pty Ltd**

RTO Provider No. 32331

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# Welcome to Regal Security & Industry Training!

On behalf of the staff at Regal Security & Industry Training, we would like to welcome you.

The Regal Security and Industry Training Student Handbook provides important information for pre and enrolled program participant awareness and understanding of:

- Regal Security and Industry Training Registered Training Organisation (RTO) responsibilities aligning to the Vocational Education and Training (VET); Australian Skills Quality Authority (ASQA) RTO Standards 2015; Queensland Certificate 3 Guarantee Program eligibility requirements and applicable QLD and national legislative requirements; and
- to ensure awareness of all program participants' responsibilities during course participation and activities completion for timely competency assessment feedback and outcomes with trainer and administrative support available for query responses.

## **Please Note:**

Completion of a course or program Portfolio Kit must be actioned prior to accepting completed Enrolment Form.

The Portfolio Kit provides compliance documents for completion, where students under the age of 18 years at time of enrolment require guardian/parental consent – signature and date.

If you require any clarification, please feel free to speak with one of our staff members.

Appendix Forms B, D, E, F remain in your Student Handbook for completion, if required.

**Appendix A:** Student Handbook Acknowledgement - Acknowledgement of accessing and reading the Lerner Handbook, including Certificate 3 Guarantee Program participants is required on the Enrolment Form.

**Appendix B:** Change of Personal Details Notification Form - Trainers are responsible for ensuring all Students are kept informed of any changes to legislation or Regal Security & Industry Training's policies. Any changes affecting your studies or learning environment will be emailed to applicable enrolled program participants

**Appendix C:** Privacy Act Consent Form - Images, Recordings, 3<sup>rd</sup> Party Information - **Provided for completion in the Course / Program Portfolio Kit**

**Appendix D:** Incident Report Form

**Appendix E:** Complaints Form

**Appendix F:** Appeal Form

For participants completing short courses copies of the Student Handbook are available in the training venue. Please take the time to read this handbook, especially in relation to legislation that may impact on your studies.

Regal Security and Industry Training staff members are here to assist you and we encourage you to talk to us at any time to discuss any problems you may have.

We trust that your time with Regal Security & Industry Training is an enjoyable one and that the skills you learn here prove valuable in your chosen career.

The Management Team

**Regal Security & Industry Training**

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## INTRODUCTION

### Accidents

All accidents must be and recorded on Appendix D - Incident Report Form (page 30), which must be signed by the Chief Executive Officer or their nominated representative with any action taken recorded. Follow-up will be completed the following day to ensure students' well-being.

### Change of enrolment details

It is your responsibility to notify us of any change of name, address, contact details or employment, during the term of your program participation with Regal Security and Industry Training RTO. Complete Appendix B - Change of Personal Details Notification Form (page 28) notating date of circumstance change.

## COMPLAINTS PROCESS

- If the issue concerns your training program course (participation or home-based activity completion), the problem should be discussed in the first instance with the trainer/assessor.
- All complaints must be lodged in writing using Regal Security & Industry Training Pty Ltd.'s Appendix E: Complaints Form in the Program Handbook. If the issue concerns:
  - a. Program fees it should be raised with the Chief Executive Officer or their nominated representative;
  - b. A financial dispute, the client or program participant should refer in the first instance to Regal Security & Industry Training Pty Ltd.'s refund policy.
- When a client or program participant has a complaint they are encouraged to address their concerns immediately with the trainer and/or administration officer concerned, or, if deemed appropriate, with the Chief Executive Officer or their nominated representative to attempt to reconcile the issue(s).
- The Chief Executive Officer must attempt to resolve the issue(s) within seven (7) working days from receipt of the written complaint and communicate the decision in writing to all parties involved.
- If the matter cannot be resolved between the parties concerned, the complainant will be provided with information explaining their right to refer the matter independently to matter to the Ombudsman and/or Australian Skills Quality Authority (ASQA) depending on the nature of the matter.
- All correspondence and documentation will be kept on the program participants' Portfolio File. for future reference as required.

### Course Withdrawals

If a program participant desires to withdraw from their enrolled course prior to completion of the normal expected training period offered by us, notice must be given in writing. As a general rule, no refund will be payable after the course has commenced, however, exceptions will be considered on a case-by-case basis.

- See refund policy – page 16
- The program participant will be issued with a nationally recognised Statement of Attainment for any units in which the program participant has been assessed as competent as recognition of completion of those units completed.

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## INDUCTION AND CODE OF CONDUCT

On the first day of course attendance, all new participants will be greeted and requested to register at reception at the appointed time for the Program Orientation which will include the following.

- ☐ Distribution of Student Handbooks to those who have not already received one
- ☐ Relevant Policies and procedures contained in the Student Handbook are explained
- ☐ Floor Plan Orientation (toilets, fire exits, kitchen, Legislation folder etc.) given
- ☐ Overview of the Evacuation procedure conducted
- Appendix A and C (Disclaimers) are fully completed, with a copy retained in the Program Participants' Portfolio File.

The Program students are then led to their designated Program course environment.

### Academic Misconduct

Regal Security & Industry Training's CEO will deal with any dishonest behaviour in assessment. Dishonest behaviour includes:

- ☐ Deliberate copying or attempting to copy the work of other students
- ☐ Using or attempting to use information prohibited from use in that sort of assessment.
- ☐ Submitting the work of another student as their own work.
- ☐ Plagiarism (i.e. taking and using as their own, the thoughts and writings of another with the intent to claim the work as their own)
- ☐ Consulting with peers throughout formal assessments.

Two verbal warnings will be given before cancelling the assessment marking assessment NYC. Students involved in any of the above will be set a new assessment and will be counselled by the Chief Executive Officer.

In instances of misconduct, students may be charged resit fee of \$50.00.

An additional fee of \$20 may also be charged to the student and if this is required it must be paid prior to the re-sit. The decision to impose these fees will be made by the Chief Executive Officer after examining all aspects of the case.

Further occurrence of academic misconduct will be recorded on the Students Portfolio File and suspension/ dismissal will be at the discretion of the Chief Executive Officer.

### Discipline

Regal Security & Industry Training will make all attempts to provide its training and assessment services in a spirit of co-operation and mutual respect. There are times however when a disciplinary action must be taken to ensure the safety and well-being of all students and staff. Trainers should make themselves aware of the procedures, should they become necessary to implement.

Examples of when disciplinary action may be required to be taken include when a student:

- ☐ brings onto, or consumes on the premises, any drug of addiction or dependence (except drugs prescribed by a qualified medical practitioner)
- ☐ brings onto or consumes on the premises any alcohol
- ☐ exhibits any form of behaviour that is adversely affected by the influence of drugs or alcohol
- ☐ damages or removes any property or resource belonging to Regal Security & Industry Training or any training venue hired by Regal Security & Industry Training
- ☐ assaults (physically or verbally) any person or persons on the premises or any training venue hired by Regal Security & Industry Training
- ☐ fails to comply with any instructions given by a member of staff relating to the safety of any person or persons on the premises

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- ☒ exhibits any form of conduct whilst on the premises that is considered to be aggressive, disorderly, disruptive, harassing or interferes with the comfort, safety or convenience of any person who is acting lawfully and entitled to be present
- ☒ enters any part of Regal Security & Industry Training premises or any other place to which students have access for the purpose of attending the training program course when not entitled to do so, or having entered or refuses to leave said premises

When disciplinary action is taken, the Chief Executive Officer will notify the student of the reason for the action.

- A verbal warning will be given to the student and documented on the individual's Portfolio File
- Where the behaviour continues after the verbal warning, the Chief Executive Officer will counsel the student and a written warning will be provided to the student. A copy of this warning will be noted and kept on the individual's Portfolio File.
- In the event that the behaviour continues beyond the written warning, the student will be removed from the training program. Notification of removal will be made in writing and a noted copy will be placed on the student's Portfolio File.

If a student wishes to express a complaint in relation to the disciplinary action taken, they have the opportunity to follow Regal Security & Industry Training complaints procedure by completing Appendix E – Complaints Form.

Regal Security & Industry Training ensures all staff maintain a professional and ethical working relationship with all other staff, management and students. Any breach of our disciplinary standards will be discussed with the Trainer and the Chief Executive Officer and the appropriate action will be taken.

**Dress Code** - Dress requirements are neat casual or business attire. Please note that shorts and thongs are not considered suitable attire. For some courses there may be required footwear or dress.

**Behaviour at Program Courses** – Every student is expected to reflect the ideals and code of behaviour of Regal Security & Industry Training in their dealings with fellow students, members of staff and the general public. Students are expected to adhere to the rules and to co-operate in the effective running of Regal Security & Industry Training

Regal Security & Industry Training strives to achieve the following "basic principles" of interpersonal behaviour:

- ☒ to be focused on the situation, issue or behaviour, not on the person
- ☒ to assist in maintaining the self-confidence and self-esteem of others
- ☒ to maintain constructive relationships with all staff and fellow students
- ☒ to take the initiative to assist in making things better
- ☒ to always lead by example
- ☒ to always respect the property of Regal Security & Industry Training , staff and fellow students
- ☒ to refrain from using inappropriate language with the understanding that to do so will not be tolerated
- ☒ to always turn off Mobile phones during classes
- ☒ to refrain from consuming food or drinks in non-designated areas at Regal Security & Industry Training and encourage the use of water bottles in course venues

Every staff member and student should hold every other staff member and fellow student responsible for living up to these principles at all times.

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## Plagiarism and Cheating

Collusion, plagiarism or cheating in assignments, class assessments or examinations will not be tolerated. Trainers will advise all students of the many different ways to avoid plagiarism. Students who are proven to be involved in such activities will not be permitted to continue their course.

## First Aid

In the event of a student requiring First Aid, a trainer or staff member will administer First Aid and the student must complete Appendix D – Incident Report Form.

Should medication be required, students will be referred to a medical assistant and if necessary will be accompanied by a staff member. In the case of an emergency staff will call an ambulance and stay with the student until it arrives.

## Smoking

Regal Security & Industry Training premises (including classrooms, toilets, and general office areas) are smoke-free zones. If students wish to smoke, they should do so outside the buildings in designated smoking areas.

## Theft

As the premises of Regal Security & Industry Training are open to the public, students are advised not to leave their valuables unsupervised. Regal Security & Industry Training cannot be held responsible for anything which may be stolen from its premises.

## THE NATIONAL VET FRAMEWORK

The course in which you are enrolled will result in your achieving a nationally accredited qualification. If you complete all requirements of the course you will be awarded a Certificate. If you exit prior to completing all requirements you will be awarded a Statement of Attainment for units successfully completed prior to exiting.

The course requirements are outlined in the VET Quality Framework and the Australian Qualification Framework (AQF). Australian Skills Quality Authority (ASQA) audits Regal Security & Industry Training (RTO) to ensure compliance against these frameworks.

Department of Education and Training Employment (DETE) audits compliance of Regal Security and Industry Training as an approved pre-supplier Registered Training Organisation in the enrolment screening, delivery and assessment of QLD Certificate 3 Guarantee Programs

QLD Office of Liquor and Gaming Regulation (OLGR) may audit compliance of Regal Security and Industry Training delivery and assessment of SITHFAB002 Response Service of Alcohol (RSA) certification.

A newly registered RTO will be audited within the first 12 months of operation to ensure compliance with the National VET Regulations and will be re-audited during its subsequent five-year registration period. These standards and the auditing process are intended to provide the basis for a nationally- consistent, high quality vocational education and training system.

The National VET Regulations is a quality training system and is a key driver of Australia's economic and social growth. It is a national training system that provides the basis for high-quality, industry developed and nationally recognised training.

As an RTO, Regal Security & Industry Training adheres to this system and does all within its power to remain compliant. From time to time students are surveyed and their cooperation will assist this organisation in remaining compliant. Assessment Booklets contain feedback forms and students are invited to provide feedback on the assessment through this form.

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Students will also be invited to provide feedback through Course Evaluation Forms. These surveys are conducted to enable Regal Security & Industry Training to identify opportunities for improvement not only to training and assessment but also to services provided.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS AND STAFF

### Students' Rights

Regal Security & Industry Training recognises that students have the right to:

- expect Regal Security & Industry Training to provide training of a high quality that recognises and appreciates their individual learning styles and needs
- have access to all Regal Security & Industry Training's services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation,
- have their prior learning, acquired competencies, and experience appropriately recognised in determining their requirements for training and assessment
- be advised of the learning outcomes and prescribed assessment tasks for the training program of their choice, prior to its commencement
- appeal for a review of the results of an assessment
- expect to achieve the published learning outcomes from their training program, if they, in turn, devote the necessary time and diligence to it
- learn from fully qualified, competent and diligent Trainers who observe their responsibility to address students' learning needs, assist them to achieve the course outcomes, and assess their students' work fairly
- learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination
- be treated with dignity and fairness,
- expect that Regal Security & Industry Training will be ethical and open in their dealings, their communications and their advertising
- expect that Regal Security & Industry Training will observe their duty of care to them
- efficient handling of administrative matters and in the processing of fees, concessions, refunds etc
- privacy and confidentiality, and secure storage of student records in accordance with the organisation's policies, to the extent permitted by law

### Students' Responsibilities

Students are responsible for:

- understanding and accepting the enrolment conditions for the courses they undertake
- providing accurate information about themselves at time of enrolment, and to advise Regal Security & Industry Training of any personal and/or address, contact detail changes by completing Appendix B: Change of Personal Details Notification Form
- paying of all fees and charges associated with their Program course and providing their own course requirements where notified
- recognising the rights of staff and other students to be treated with dignity and fairness, and behaving in an appropriate and acceptable manner towards them
- regular and punctual attendance
- ensuring they attend classes sober and drug free, and smoke only in open areas away from other people
- the security of their personal possessions while attending a course

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- promptly reporting all incidents of harassment or injury to Regal Security & Industry Training administration office
- respecting Regal Security & Industry Training property and observing policy guidelines and instructions for the use of equipment
  - seeking clarification of their rights and responsibilities when in doubt
  - abstaining from bullying, harassing, and any other unlawful activity or behaviour whilst on Regal Security & Industry Training's property or engaged in a Regal Security & Industry Training controlled or sponsored activity
  - abstaining from acts of self-harm

#### **Staff Responsibilities:**

All Trainers employed by Regal Security & Industry Training must ensure that:

- the qualifications they hold are current and relevant to the ACF Program qualification which they teach
- any information passed on to students is accurate
- any advice given is done so consistent with the National Code and Regal Security & Industry Training's own Code of Practice
- all student attendance is recorded accurately as per the Attendance Sheet/s provided for each Unit in the Program qualification that is delivered
- all absences are recorded from Program Course non-attendance
- attendance and absence information is provided to the Regal Security and Industry Training administration in a timely manner
- Program Course sessions are held as scheduled by Regal Security & Industry Training and any changes are to be reported immediately to ensure continued compliance
- Regal Security & Industry Training management is advised of any addition or increase in the number of students in a class for any reason in case alternate arrangements need to be made for program course allocation.
- no changes in program course allocation are made outside those authorised by the course co-ordinator
- trainers who successfully complete additional qualifications advise Regal Security & Industry Training of such and provide certified copies of the qualification and transcript

Regal Security & Industry Training abides by the ASQA RTO Standards 2015 in relation to all training and assessment activities. Accordingly Regal Security & Industry Training requires all training/assessment staff to hold as a minimum, the following combination of:

- Certificate IV in Training and Assessment (TAE40110) – or equivalent meeting ASQA RTO Standards 2015 Clause 1.14; Item 1
- Sound, recent industry experience in your vocational area
- Familiarity with the principles and practices of Competency-Based Training, The Standards for RTOs 2015 and Recognition of Prior learning and
- Familiarity with Equal Employment Opportunity and Occupational Health and Safety principles and
- A current certificate authorising the staff member to work with children and young people.

#### **Sustainability**

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Regal Security & Industry Training is committed to ensuring that our actions and philosophies are environmentally sound, economically viable and socially equitable.

## STUDENT PROGRAM PORTFOLIO FILE

As a student, you should be aware that Regal Security and Industry Training adhere and ensure in readiness for PQS or ASQA RTO compliance audits, detailed under the National VET Framework where Trainers are required to:

- supply in a timely manner accurate records of student’s academic performance for each unit of the course which the Trainer delivers and/or assesses
- supply in a timely manner as per Regal Security & Industry Training’s procedures, accurate attendance records of student(s) for each session they deliver

**Participant Portfolio Kit - Training Records** - all types of documentation and information relating to training and assessment activities including but not limited to:

- commencement and completion dates for individuals of all competency units,
- individual student assessment information for each unit of competency,
- information on awards issued (award, date, certificate number),
- individual student participation data (assignments/assessments where practicable, attendance),
- documentation / records of complaints, appeals,
- recognition (RPL/RCC) process documents (application and results)

Introduction of the Portfolio Kit for all qualifications in the Regal Security & Industry Training RTO scope is IP, where use by other RTOs without RSIT permission does not guarantee full compliance of program compliancy.

Regal Security & Industry Training has in place a policy and procedure for the collection, storage and protection of all the training records of individual students in a Portfolio file format, to meet training and assessment activity requirements. Assessment Results are recorded within twenty-one days from the date of assessment and students may request an update on progress at any time following this period.

Each individual student is assigned a personal Portfolio File for storage of training records.

Student training documentation are stored in a secure manner (individual files in locked cabinets; electronic files with access by password only).

All Trainers/assessors involved in the training program are informed of their responsibilities under this policy. Requests for access to information must be in writing and the decision to release the information will remain the decision of Regal Security & Industry Training

## TRAINING AND ASSESSMENT

### Access to Student Training Records

Access to individual student training records must meet Commonwealth and State Privacy legislation and will be limited to:

- individuals wishing to access their own personal records
- individuals authorising releases of specific information to third parties in writing,
- Regal Security & Industry Training staff who require this information as part of their job role
- officers from ASQA or their representatives for activities required under the Standards for Registered Training organisations
- legal requirements (e.g. subpoena/search warrants/social service benefits/evidence act)

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Students wishing to check progress towards completion are welcome to request this information. It is the organisation's policy to attend to such requests within three working days. If for any reason this is not possible, you will be notified and advised of the date when the information will be available.

### Academic Progress

It is expected that a student should demonstrate continuing progress, eventually achieving competency in all units undertaken. (See notes re competency based training and assessment).

Students are expected to participate actively in class discussions and activities, attend practicum and fulfil all course requirements. If students are unable to achieve competency at the first assessment in a unit, trainers will work with students to identify areas of need and support students efforts to achieve competency. Opportunities are provided for students to re-sit assessments.

### APPEALS AGAINST ASSESSMENT PROCESS

Note: Appeals against assessment outcomes must be lodged immediately and no later than 14 days from the date of the receipt of the assessment report.

It is Regal Security & Industry Training's desire to process appeals quickly and reach a resolution in a short time frame so that the client may continue learning activities and completion of their training program.

Should a client wish to appeal against an assessment outcome, they should follow the process outlined below:

- The appeal must be lodged on the Appendix F - Appeal against Assessment Decision available in their Student Handbook within 14 days of receipt of the result.
- Discussion on the appeal will be conducted between the assessor, the program participant, and the CEO or their appointed representative immediately or within 24 hours of receipt of notice of the appeal.
- Regal Security & Industry Training will attempt to resolve the issue(s) within seven (7) working days from receipt of the lodgement of the appeal
- the appellant will be notified in writing of the result

If the issue remains unresolved, then:

- The appellant should be encouraged to contact Australian Skills Quality Authority (ASQA) or other relevant third party.
- All correspondence and documentation will be kept on the client file for future reference as required.

### Grounds for Appeal

An application for appeal will be considered where a student claims disadvantage because:

- the Trainer did not provide a subject outline,
- the Trainer varied without consultation or in an unreasonable way the assessment requirements as

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- specified in the subject outline,
- assessment requirements specified by the Trainer were unreasonably or prejudicially applied to him or her
- it is believed that a clerical error has occurred in the documenting of the assessment outcome,
- there appears to be a discrepancy between the practical observation and the formal assessment

If the appeal for re-assessment is upheld Regal Security & Industry Training will make all necessary arrangements to conduct the re-assessment of the student at a time that is mutually convenient for all parties concerned, and if required the appeal will be heard by an independent person or panel. All appeals are recorded and reviewed in order to identify opportunities for improvement in the appeals process.

## TRAINING AND ASSESSMENT METHODS AND PATHWAYS

Regal Security & Industry Training has been approved by ASQA to deliver the qualifications listed on the national website.

Visit [www.training.gov.au](http://www.training.gov.au) and enter Regal Security & Industry Training in the RTO search engine to view VET qualifications and state and territory areas available within their scope of learning programs for delivery and assessment.

Regal Security & Industry Training ensures all program participants are informed of the context and purpose of a program assessment and the assessment process. This will include but will not be limited to information regarding assessment methods and alternative assessment methods if required to accommodate special needs or circumstances.

Information sessions are included with the introduction of each subject to inform students of the assessment processes, number of assessments, types of assessments and the individual weighting of each assessment. Staff members are available to discuss and provide limited professional advice as to the outcomes of the assessment process and guidance on future options.

Program participants are advised that there are a number of pathways to qualifications and Regal Security & Industry Training provides you with the opportunity to identify the most appropriate pathway. This may be through:

- a formal learning process, such as the Program in which you are currently enrolled
- work experience, such as being taught on the job how to do something or though
- Life experience or personal experience, such as a hobby or experience at home

Study options available may include:

**Full time** - this option requires classroom attendance as outlined in the course outline

**Part Time** – this option allows the student time to undertake other responsibilities, such as work, home duties etc.

**Flexible** – a combination of classroom and home study

Please note not all classes provide these options and students are encouraged to discuss this with their trainer. Students should be aware of the assessment criteria used by the trainers at Regal Security & Industry Training. Assessment requiring essay or report writing is based on the following criteria:

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### 1. Answering the Question

Students must address what the question is asking. Look for key words that indicate how the question is to be approached and the information that is to be included. Sequence the answer to appropriately develop logical arguments.

### 2. Referencing

Any quotation or content that has been obtained from published sources must be referenced. This must be done at the end of a quotation and extended in the bibliography.

### 3. Accuracy of Spelling, Grammar and Punctuation

Accurate spelling, grammar and punctuation will ensure the trainer can correctly interpret what is written. Students should use the tools available (dictionary, thesaurus, spell-check on computers etc.) and must proof-read before handing in.

All assignments must be the individual's own work. Trainers are responsible for ensuring that any "suspect" assessments are thoroughly scrutinised. Any irregularities will be reported to the Chief Executive Officer and dealt with accordingly. Students should keep a copy of their assessments.

#### Format

- Cover sheet
- Use one side of page only
- Assignments to be completed \*electronically, with Student Assessment Workbooks and all Student Kit resources provided on a USB for home-based self-paced completion and submission via email to the Program Assessor
- Double spacing to be used
- Use correct format, i.e. essay or report format, appropriate headings

*\*NB: exception allowed where students are unable to access appropriate equipment.*

*Hand written assignments must be neat and legible.*

#### Statement of Authorship

All assignments projects, reports, papers and assignments submitted during a program course are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people.

All information taken from other sources must be clearly referenced and authorship acknowledged.

Any student who, for whatever reason, submits work that is not their own or fails to acknowledge sources, will be required to re-enrol in the relevant subject/s. Every assessment must be accompanied by a student's statement of authorship, which is included Regal Security & Industry Training's Assessment Cover Sheet in each assessment booklet.

## ASSESSMENT RE-SIT PROCEDURE

### Stage 1: Student undertakes in-class assessment

- Students will be notified within 14 days of undertaking an assessment of their performance.
- If a student does not attend the in-class assessment, they should notify their trainer as to why they did not attend and if due to illness a medical certificate must be produced. If the assessment is a practical, or no evidence is provided a \$50 administrative fee may be charged for re-sitting the assessment.\*

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## **Stage 2: Student deemed Not Yet Competent in FIRST assessment**

Students who are deemed to be Not Yet Competent are to be provided with information identifying the areas in which they failed to achieve competency.

Students will then have the opportunity to repeat the assessment task within 7 days of notification.

## **Stage 3: Student deemed Not Yet Competent in FIRST re-sit**

- If the student is again deemed Not Yet Competent they will be provided with information identifying the areas in which they failed to achieve competency.
- The student must then participate in a new assessment task within 7 days of notification; a fee of \$50 may be required to be paid prior to the assessment.

## **Stage 4: Student deemed Not Yet Competent in SECOND re-sit**

- If the student is still unable to demonstrate competency, then the student will be required to repeat the unit of competency.
- Regal Security & Industry Training will determine the time at which the unit will be available.
- The student may be liable to pay a fee to be determined by Regal Security & Industry Training to cover the cost of extra tuition

The decision to charge this fee (or portion of the fee) will be made by the CEO who will consider all aspects of the case prior to making the decision.

## **COMPETENCY BASED TRAINING AND ASSESSMENT: Principles of Assessment and Rules of Evidence**

Competency Based Training identifies and confirms a students' competency (skills, knowledge, and application of skills/knowledge) aligning to the Program AQF qualification level.

This is factored in the quality of the assessment activity completion (evidence) demonstrating achievement of the qualification unit performance criteria elements, and required skills and knowledge

All assessments conducted by Regal Security & Industry Training meets the ASQA Standards for RTOs 2015 Standard 1 Clause 1.8 – Conduct effective assessment:

- a) complies with the assessment requirements of the relevant training package or VET accredited course
- b) is conducted in accordance with the Principles of Assessment and the Rules of Evidence:

### **Principles of Assessment**

#### **Fairness**

- The individual student's needs are considered in the assessment process.
- Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual student's needs.
- The RTO informs the student about the assessment process, and provides the student with the opportunity to challenge the result of the assessment and be reassessed if necessary.

#### **Flexibility**

Assessment is flexible to the individual student by:

- reflecting the student's needs;
- assessing competencies held by the student no matter how or where they have been acquired; and

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- drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

### Validity

Any assessment decision of the RTO is justified, based on the evidence of performance of the individual student.

Validity requires:

- assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;
- assessment of knowledge and skills is integrated with their practical application;
- assessment to be based on evidence that demonstrates that a student could demonstrate these skills and knowledge in other similar situations; and
- judgement of competence is based on evidence of student performance that is aligned to the unit/s of competency and associated assessment requirements.

### Reliability

- Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

### Rules of Evidence

**Validity:** The assessor is assured that the student has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

**Sufficiency:** The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a student's competency.

**Authenticity:** The assessor is assured that the evidence presented for assessment is the student's own work.

**Currency:** The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

### PROGRAM COMPLETION DURATION

A Student Introduction Kit is available for program participants enrolled in:

- CPP20212 CII in Security Operations
- CPP30411 CIII in Security Operations; and
- Certificate 3 Guarantee CPP30411 CIII in Security Operations

The Kit has been designed to inform Program participants of:

- Security role descriptions aligning to the qualification security licence functions
- Blended Learning Program Delivery and Student Resources
- Qualification Unit Performance Elements Criteria descriptions
- Assessment Activities description
- QLD Security (Class 1) Licence Application; and
- Employability Skills Summary Checklist

Completion of the Employability Skills Self Checklist will identify and acknowledge your relevant prior and current personal, community; workplace, employment; education and training skills experience transferrable to complete the qualification with the required rigour and depth of program training participation and assessment activity completion to the Australian Qualification Framework (AQF)

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Qualification level specifications.

- This also provides validation of a program participants' ability to fully complete an AQF VET Qualification in a shorter period of time, meeting AQF volume of learning duration and ASQA RTO Standards 2015, Clause 4.1.
  - Certificate II duration = 0.50 – 1 year
  - Certificate III duration = 1 – 2 years

Assessments received after the AQF qualification volume of learning duration will only be accepted in cases of illness (doctor's certificate must be provided) or other exceptional circumstances (at the discretion of the trainer).

### **Credit Transfer Policy**

Credit Transfer is available to all students enrolling in Regal Security & Industry Training's courses on scope of registration.

Credit Transfer is credit towards a qualification granted to students on the basis of outcomes gained by a student through participation in courses or national training package qualifications with another Registered Training Provider, in line with Regal Security & Industry Training's Recognition of Qualifications Policy.

### **FEES AND REFUNDS**

All program, course and refresh course fee amount is provided in the Enrolment and Fee section of each program/course page, and the Forms page on the Regal Security and Industry Training website.

All program and course Enrolment Forms are directly linked to the Form page and accessible in either MS Doc or PDF format, with links to applicable QLD licence application eligibility information; pre-requisite and enrolment process.

Details of the Fees and Refund policy is provided in the Enrolment Form: Part Eight. Fees, Refunds, Program changes, Cancellations and Transfers.

Fees are levied on all courses, details of which are contained in the relevant course information sheet. Regal Security & Industry Training management is responsible for ensuring that fees paid in advance are accounted for in a separate financial control centre, and are clearly identified within the student record management system.

All fees for short courses costing up to \$1000 are paid at the time of enrolment. Students enrolling in full courses are requested to pay a non-refundable deposit of 20% of the total course cost at the time of enrolment with subsequent payments as outlined in relevant course flyer.

Regal Security & Industry Training operates a refund policy, which is fair and equitable and in accordance with policy and procedures as set out in Regal Security & Industry Training's Operations Policy and Procedures.

#### **Refunds are issued when:**

- A student provides written notice of withdrawal more than 48 hours prior to commencement of course
- Review of Credit transfer indicates that the student does not have to undertake the course / part course
- A student is unable to attend due to extended hospitalization / illness, and/or pregnancy/childbirth

#### **Refunds are not issued when:**

- changes occur in student work hours
- it becomes inconvenient for a student to travel to class

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- a student moves interstate
- a student changes jobs or becomes retrenched
- a student leaves before finishing course / unit of competency
- a student is expelled from the college for a serious breach of discipline

Once students have started studying their chosen qualification or course, Regal Security & Industry Training will remain committed to providing the highest quality of training and assessment as outlined to the student Handbook. In the event that Regal Security & Industry Training is no longer able to provide the training and assessment services as initially agreed, then every effort will be made to arrange for agreed training and assessment to be completed through another RTO at no additional cost to the student. Prior to the transfer students will be formally notified of the arrangements including any refund of fees that may be applicable.

## REFUND POLICY

Pre-enrolment information provided to students is designed to ensure that all details relating to fees and charges are known prior to enrolment. A non-refundable deposit of 20% of the total enrolment fee is payable on enrolment to any program or partial program. The balance of the program fees are to be paid as arranged with individual student and outlined in relevant fee schedule.

An application for refund of course fees under any other circumstance must be made in writing using Regal Security & Industry Training's Refund Request Form (Doc.13C).

A refund of 80% of fees will be made if the written request is received more than 5 working days prior to course commencement.

A 20% refund will be made if the written request is received less than 5 working days prior to course commencement.

Please allow Regal Security & Industry Training up to ten (10) working days to process any refund requests.

In most circumstances, no refund is available for requests received after the course commencement date. However, Regal Security & Industry Training is prepared to consider each on a case by case basis and the Chief Executive Officer, or their appointed representative, may agree to grant a refund in exceptional circumstances, in the same manner as payment was received.

### Enrolment Cancellations and Transfers

Regal Security & Industry Training will ensure that a full refund of enrolment fees is made if a course is cancelled by us. Prior to commencement of course delivery, requests for transfer to another course will be considered on a case by case basis. All such requests must be lodged no less than five working days of course commencement.

No transfers will be allowed once a course has commenced. However, requests for transfer will be considered on a case by case basis, as long neither course has commenced and request is submitted on Document 13A (Course Withdrawal Form) and a new Enrolment Form be completed. Students need to be aware that requests for transfer will not automatically be granted.

*Refunds paid if Regal Security & Industry Training defaults:*

If Regal Security & Industry Training cannot provide a course for whatever reason, full refund will be made. This agreement does not remove the right to take further action under Australia's consumer protection laws. The participant is able also to pursue other legal remedies that are appropriate.

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All bank charges incurred by Regal Security & Industry Training in issuing the refund will be met by the student.

Students are not permitted transfer course fees to another student without first seeking the approval of the Chief Executive Officer.

## ISSUING OF QUALIFICATIONS

Regal Security & Industry Training will issue all AQF qualifications and statements of attainment within 21 days of the training programs completion. All qualifications and statements of attainment issued by Regal Security & Industry Training comply with the standards outlined within the Australian Qualifications Framework (AQF) implementations handbook and in accordance with the requirements of The National Standards for NVR Registered Training Organisations.

Students must be assessed competent in all units of competency before being issued a qualification (Certificate/ Diploma/Advanced Diploma) for the course in which they are enrolled. Students will only be issued a qualification upon completion of their course. Regal Security & Industry Training will issue each student an interim academic transcript by the end of each semester, and another one by the end of the course.

Regal Security & Industry Training only issues AQF qualifications and statements of attainment within its scope of registration that certify the achievements of qualifications or industry/enterprise competency standards from nationally endorsed training packages or qualifications, competency standards or modules from accredited vocational courses.

Students are encouraged to take care of certificates issued by Regal Security & Industry Training. Replacement certificates and/or Statements of Attainment will incur a cost of \$20.00 per document. Replacement certificates will only be provided upon submission of Driver's Licence or other form of ID.

## LANGUAGE, LITERACY AND NUMERACY (LLN)

Regal Security & Industry Training aims at all times to provide a positive and rewarding learning experience for all of its students. The enrolment form requests provision of information regarding each student's LL&N requirements or any other special learning needs. In the event of LL&N becoming an issue, the Administration Staff will contact the student to discuss their requirements.

Students must ensure that they have discussed with the Chief Executive Officer (or their appointed representative) any concerns they may have about their capacity to participate because of any Language, Literacy or Numeracy difficulties. Regal Security & Industry Training will offer to any student at enrolment a reading and comprehension exercise to ascertain suitability for enrolment into a course.

Where language, literacy and numeracy competency is essential for students, Regal Security & Industry Training will make every effort to ensure that each participant is adequately supported to enable them to complete their training. Some examples of the type of support that Regal Security & Industry Training can offer include:

### Literacy

- Providing students only essential writing tasks,
- Provision of handouts in an audio format via either cassette tape or on CD,
- Consideration of the use of group exercises so that the responsibility for writing rests with more than one person,
- Provision of examples and models of completed tasks,
- Ensure that documents and forms are written and formatted in plain English,
- Use of clear headings, highlighted certain key words or phrases and provided explanations of all technical terms used,
- Assessments can be conducted using the interview technique where required.

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## Language

- Present information in small chunks,
- Speak clearly, concisely and not too quickly,
- Give clear instructions in a logical sequence,
- Give lots of practical examples,
- Encourage students to ask questions,
- Ask all questions to ensure students understand.

## Numeracy

- Ask students to identify in words, what the exact problem is and how they might solve it,
- Show students how to do the calculations through step by step instructions and through examples of completed calculations,
- Help students to work out what maths/calculations/measurements are required to complete the task,
- Encourage the use of calculators (if applicable) and demonstrate how to use them.

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning is a term that covers Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) and Skills Recognition.

The term “recognition processes” refers to assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the VET Quality Framework, competencies may be attained a number of ways.

This includes through any combination of formal or informal training and education, work experience or general life experience. In order to grant recognition of prior learning/current competency, the assessor must be confident that the candidate is currently competent against the endorsed industry or enterprise competency standards of Training Packages or competency outcomes specified in Australian Qualification Framework (AQF) accredited courses. The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

Knowledge and skills can be acquired in a variety of ways:

- Through a formal learning process, such as attending school or completing a short course,
- Through work experience, such as being taught on the job how to do something
- Life experience or personal experience, such as a hobby or experience at home.

There are no limits on where or how the skills have been acquired

Regal Security & Industry Training has an established RPL process and recognises all AQF qualifications and statements of attainment issued by other registered training organisations.

The procedures for applying for Recognition are:

1. The potential student is informed of the course contents and of the existence of an RPL process prior to/or at the time of enrolment.
2. If the RPL potential student wishes to make an application for RPL, they are invited to verbally discuss their basis for RPL, the purpose of this is to prevent poorly supported claims from being made and to ensure that the potential RPL Regal Security & Industry Training is fully aware of the RPL process.
3. If Regal Security & Industry Training decides to proceed with the RPL process then, upon payment of the prescribed sum, they will be issued with the RPL kit, containing:

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- a. Completion of the Program Enrolment Form for the qualification or for a Statement of Attainment of the unit
- b. Units of competency they are making claim for.
- c. A guide for the portfolio of evidence that the student will need to amass to show the support their claim for RPL; minimum of three forms of evidence from the list below will be acceptable:

Type		Evidence – Assessment Type
<b>1.</b> <b>Direct</b>	<b>1</b>	<b>Workplace observation</b> – at current workplace, <i>if permitted</i>
	<b>2</b>	<b>Demonstration of skill</b>
	<b>3</b>	<b>Competency Conversation</b>
	4	Third Party Report
	<b>5</b>	Samples, materials or tools you work with
<b>2.</b> <b>Indirect</b>	<b>1</b>	<b>Resume</b>
	2	Employment job specifications or position descriptions
	3	Rosters or timesheets
	4	Reference/ or letters of support
	5	Workplace training records
<b>3.</b> <b>Historical</b>	<b>1</b>	Written references from past employers
	<b>2</b>	Log books and other records of performance
	<b>3</b>	<b>Certificates, qualifications or competency-based</b>
	<b>4</b>	Assignments, reports and documentation from previous courses

- d. The portfolio of evidence will be assessed by a competent person.
- e. The assessment will be determined and results forwarded in writing to Regal Security & Industry Training
- f. The student has an opportunity to appeal if they feel that this is appropriate, in which case the appeal is managed from the Academic Appeal process.

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- g. Included with the assessment decision will be feedback informing the student of the reasons for the decision.

RPL Fee: RPL will be charged at a comparable rate to that of the unit of competency.

### **Recognition of Qualifications issued by other Registered Training Organisations**

All AQF qualifications and statements of attainment issued by other registered training organisations will be fully recognised by Regal Security & Industry Training. Students enrolling in Regal Security & Industry Training courses will be able to use their existing qualifications issued by other RTOs as Credit Transfer, provided that the Credit Transfer complies with the Packaging Rules for the qualification being sought. An example may be that of a Certificate III qualification. Units of competency within the Certificate III qualification may be able to be used as Credit Transfer for a Certificate III course offered by Regal Security & Industry Training, effectively reducing the duration of the Certificate III course.

### **Legislation**

Regal Security & Industry Training will do all within its power to adhere to all legislative requirements, especially those that may affect a student's learning such as:

- National Vocational Education and Training Regulator Act 2011
- The Standards for RTOs 2015
- Australian Qualifications Framework
- Access and Equity
- Alcohol and Other Drugs
- Privacy
- Workplace Health and Safety Legislation and Regulations
- Disability Discrimination Act 1992
- Disability Act 2006
- Charter of Human Rights & Responsibilities Act 2006
- Disability Standards for Education 2005
- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Privacy Act 1988
- Workplace Relations Act 1996
- Information Privacy Act 2000
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Protected Disclosure Act 2012
- Anti-discrimination Legislation and Regulations
- Consumer Protection Requirements

### **Access and Equity**

Regal Security & Industry Training is committed to providing opportunities to all people for advancement in training on an equitable basis. This includes providing equal opportunities to industries where women are under-represented; and where people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, and rural and remote students have access.

All students have equal access to our programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities.

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All students who meet the entry requirements (if applicable) as prescribed by the appropriate National Training Package, will be accepted into any program within Regal Security & Industry Training scope of registration.

Any issues or questions raised regarding access and equity can be directed to the Chief Executive Officer.

Some examples of support offered include:

- Language and Literacy support of students who have difficulty with written or spoken English.
- Numeracy support.
- Modification of learning and assessment tasks to accommodate the unique cultural or personal needs of students.

#### Relevant legislation

- Disability Discrimination Act 1992
- Disability Act 2006
- Charter of Human Rights & Responsibilities Act 2006
- Disability Standards for Education 2005
- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Privacy Act 1988
- Workplace Relations Act 1996
- Information Privacy Act 2000
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Protected Disclosure Act 2012

#### Commonwealth legislation:

- Copyright Act 1968
- Commonwealth Privacy Act 1988/Privacy Amendment Act 2012/Privacy Regulation 2013
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Age Discrimination Act 2004
- Commonwealth Disability Discrimination Act 1992

#### Queensland legislation:

- Commission for Children and Young People Act 2000
- Disability Services Act 2006
- Anti-Discrimination Act 1991
- Fair Trading Act 1989
- Work Health and Safety Act 2011

#### Training authorities / regulators:

- National VET Regulator (NVR)
- Department of Education and Training
- Australian Skills Quality Authority (ASQA) Standards for registered Training Organisations 2015
- National Vocational Education and Training Regulator Act 2011
- Standards for VET Regulators 2015

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## Alcohol and Other Drugs (AOD)

Do you have any questions about alcohol and other drugs (effects, risks)?

Are you concerned about your own alcohol or other drug use, or about the drug use of someone you care about?

Do you need to know the rules about alcohol and other drug use at Regal Security & Industry Training?

Regal Security & Industry Training will put you in touch with services aimed to assist in dealing with this issue. We recognise that many factors can contribute to alcohol and other drug use, and seek to respond to these with health promotion and early intervention approaches.

Alcohol and other drug use while undertaking Regal Security & Industry Training activities is not permitted.

### Relevant legislation:

- Liquor Licensing Act 1997

## HARASSMENT AND DISCRIMINATION

At all times Regal Security & Industry Training will provide an environment that is free from all forms of harassment and discrimination (including victimisation and bullying).

Everyone, regardless of whether they are a student, trainer, administration or support staff, is entitled to expect the following rights:

- The right to learn, teach or carry out their duties,
- The right to be treated with respect and treated fairly,
- The right to be safe in the workplace emotionally and physically,
- The right to have all reports of harassment and discrimination treated seriously, impartially and sensitively. Harassment and discrimination, including victimisation and bullying, is unwelcome, uninvited and unacceptable behaviour that will not be tolerated,
- The right to inform Regal Security & Industry Training management of any harassment or discrimination. Management has the responsibility to take immediate and appropriate action to address the issue,
- The right to confidentiality and discretion when initiating or becoming involved with a complaint or appeal.
- The right to the assurance that whenever possible, all complaints will be resolved by a process of discussion, cooperation and conciliation,
- Both the person making the complaint, and the person against whom the complaint has been made, has the right to receive information, support and assistance in resolving the issue.

Students have the responsibility to:

- allow others to learn,
- keep Regal Security & Industry Training premises safe by not threatening, bullying or hurting others in any way
- keep the classroom safe by obeying instructions,
- keep Regal Security & Industry Training premises safe by not bringing illegal substances or weapons onto our premises
- refrain from stealing, damaging, or destroying the belongings of others

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Victimisation is unacceptable and will not be tolerated. No person making a complaint, or assisting in the investigation of a complaint, should be victimised. Harassment or discrimination should not be confused with legitimate comment and advice (including feedback) given appropriately by management or trainers.

Staff and students should not make any frivolous or malicious complaints. All staff and students are expected to participate in the complaint resolution process in good faith.

Relevant legislation:

- Disability Discrimination Act 1992
- Disability Act 2006
- Charter of Human Rights & Responsibilities Act 2006
- Disability Standards for Education 2005
- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Workplace Relations Act 1996
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Protected Disclosure Act 2012

## PRIVACY

Regal Security & Industry Training operates in compliance with current privacy legislation. All training staff has current knowledge of privacy policies as they relate to an RTO. We will ensure that all required procedures are followed to ensure your rights to privacy.

Any information gathered will only be utilised for the purposes of delivery of training and assessment services and the documentation compliance requirements according to the National Vocational Education and Training Regulator Act 2011.

Regal Security & Industry Training is committed to maintaining and safeguarding the confidentiality and privacy of all of Regal Security & Industry Training individual student's information. Regal Security & Industry Training has documented and implemented procedures to assure the integrity, accuracy and currency of all student records.

Hard copy student records are stored in secure premises requiring key access.

Electronic records are backed up weekly to a back-up system and are protected from unauthorised access by password controls and external back-up.

Further protection of the electronic data and its computer systems is provided by the antivirus software systems which automatically update their virus definition files on a needs basis.

Computer system protection is provided by the firewall software which monitors and protects Regal Security & Industry Training computer systems from unauthorised access from the internet.

Student results are archived for a period of not less than 30 years. Training records other than student results will be collected and stored for a period of seven years unless otherwise required.

**Relevant legislation:**

- Privacy Act 2014

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## Student Support, Welfare and Guidance

Regal Security & Industry Training wishes to ensure that all students are supported in their studies to the fullest extent possible, thus any student who is experiencing any difficulties with their studies should see their Trainer, or another member of Regal Security & Industry Training staff. The staff member will ensure that the full resources of Regal Security & Industry Training are made available to ensure that the student achieves the required level of competency in all accredited courses.

Furthermore students seeking advice on Welfare or Guidance on other matters may make an appointment at any time to see the Student Support Officer for free advice relating to study on:

- managing time
- setting and achieving goals
- motivation
- ways of learning
- coping with assessments
- looking after yourself

## National Vocational Education and Training Regulator Act 2011

Under this legislation, Regal Security & Industry Training has an obligation to ensure the learning environment will:

- allow others to learn,
- keep Regal Security & Industry Training's premises safe by not threatening, bullying or hurting others in any way,
- keep the classroom safe by obeying instructions,
- keep Regal Security & Industry Training's premises safe by not bringing illegal substances or weapons onto our premises,
- refrain from stealing, damaging, or destroying the belongings of others

Victimisation is unacceptable and will not be tolerated. No person making a complaint, or assisting in the investigation of a complaint, should be victimised. Harassment or discrimination should not be confused with legitimate comment and advice (including feedback) given appropriately by management or Trainers. Staff and students should not make any frivolous or malicious complaints. All staff and students are expected to participate in the complaint resolution process in good faith

## Work Health and Safety

The Work Health & Safety Legislation requires that the employer's duty of care is to provide a safe and healthy working environment for all employees, and the employee's duty of care to take reasonable care for the health and safety of others in the work place. This includes the provision of:

- a workplace that is safe to work in, with working procedures that are safe to use,
- adequate staff training including topics such as safe work procedures, infection control procedures and appropriate hygiene,
- properly maintained facilities and equipment, including the provision of personal protective equipment such as gloves, eye protection and sharps containers where required,
- a clean and suitably designed work place with the safe storage of goods such as cleaning chemicals

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The following procedures and standards must be observed to achieve a safe working and learning environment:

- Maintain a safe, clean and efficient, working environment
- Store and dispose of waste according to health regulations
- Check all equipment – especially electrical cords. If you are bring cords on to the premises, they must be checked by your trainer to ensure currency of tag
- Store equipment safely
- Identify fire hazards and take precautions to prevent fire
- Safe lifting and carrying techniques maintained

### Relevant legislation

Work Health & Safety Act 2011

### Consumer Protection

The Australian Consumer Law sets out consumer rights that are called consumer guarantees. These among other things, include your rights to a refund if services promised are not provided. Regal Security & Industry Training’s refund policy outlines when a refund may be requested

### Definitions

**ASQA** – Australia Quality Skills Authority ASQA’s functions include:

- registering training providers as ‘registered training organisations’ (RTOs)
- accrediting vocational education and training (VET) courses
- ensuring that organisations comply with the conditions and standards for registration, including by carrying out compliance audits

**Bullying** – unwelcome and offensive behaviour that intimidates, humiliates and/or undermines a person or group. Bullying involves a persistent pattern of behaviour over a period time and may include verbal abuse, physical assault, unjustified criticism, sarcasm, insults, spreading false or malicious rumours about someone, isolating or ignoring a person, putting people under unnecessary pressure with overwork or impossible deadlines, and sabotaging someone's work or their ability to do their job by not providing them with vital information and resources.

**Classrooms** – rooms either owned or hired by Regal Security & Industry Training for training purposes

**Confidentiality** - information kept in trust and divulged only to those who need to know.

**Discrimination** - treating someone unfairly or unequally simply because they belong to a group or category of people. Equal opportunity laws prohibit discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious beliefs, political conviction, gender history, impairment, age or sexual orientation. Victimisation is also treated as another ground of discrimination.

**Harassment** - any unwelcome and uninvited comment or action that results in a person being intimidated, offended, humiliated or embarrassed. Equal opportunity laws prohibit harassment on the grounds of sex and race.

**Personnel** - all employees either full-time, part-time or contract of Regal Security & Industry Training

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**Racial Harassment** – any occurrence of a person being threatened, abused, insulted or taunted in relation to their race, descent or nationality, colour, language or ethnic origin, or a racial characteristic. It may include derogatory remarks, innuendo and slur, intolerance, mimicry or mockery, displays of material prejudicial to a particular race, racial jokes, allocating least favourable jobs or singling out for unfair treatment.

**Sexual Harassment** - any verbal or physical sexual conduct that is unwelcome and uninvited. It may include kissing, embracing, patting, pinching, touching, leering or gestures, questions about a person's private or sexual life, requests for sexual favours, smutty jokes, phone calls, emails, facsimiles or messages, offensive noises or displays of sexually graphic or suggestive material.

**Victimisation** - any unfavourable treatment of a person as a result of their involvement in an equal opportunity complaint. Unfavourable treatment could include: adverse changes to the work environment; denial of access to resources or work.

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Appendixes:

**APPENDIX A – ACKNOWLEDGMENT DECLARATION**

Doc ID: A/A

Provided for completion in the Program Enrolment Portfolio Kit

Regal Security & Industry Training Pty Ltd

**Acknowledgement Declaration**

I acknowledge that I have read and fully understand the contents of this Student Handbook, which outlines the conditions, my rights and responsibilities as a training program participant of Regal Security & Industry Training and that I have also received induction into my training program at the Regal Security & Industry Training venue as outlined on page 5 of this Student Handbook.

.....  
Name Signature

.....  
Date

.....  
Name of Witness Signature of Witness  
..... Date

**Administration Only: Regal Security and Industry Training**

Participant File Updated \_\_\_\_\_ Initials: \_\_\_\_\_

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Regal Security & Industry Training Pty Ltd

**Change of Contact Details Notification Form**

Family Name.....

First Name .....

Student Number: .....

Course Enrolled .....

Current Address .....

**New Address:** .....

Suburb.....Postcode.....

	Contact Numbers	
	Current	New
<b>Home</b>		
<b>Work</b>		
<b>Mobile</b>		

Current Email Address.....

**New Email Address**.....

Change of Contact Details apply from: (Date) \_\_\_\_\_

Name: .....

Signature: .....

**Administration Only: Regal Security and Industry Training**

Participant Contact Details Updated \_\_\_\_\_ Initials: \_\_\_\_\_

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Provided for completion in the Program Enrolment Portfolio Kit

**Images, Recordings, 3<sup>rd</sup> Party Information**

I, *(name please print)* ..... hereby give consent for the following action/s:

**SECTION A - Release of information to a 3<sup>rd</sup> party about [me / my under 18 year old child]**

\_\_\_\_\_ (Regal Security & Industry Training) may release information as described below:

- No details may be given out to anyone at any time
- Any details may be given out to any person at any time
- A named 3<sup>rd</sup> party may receive specified information:

Type of information that can be released (e.g. results, progress, contact details, phone reference or “anything”) \_\_\_\_\_

Name of 3<sup>rd</sup> Party: (Name of person, organisation, or “anyone”) \_\_\_\_\_

Other information / clauses: \_\_\_\_\_

**SECTION B - Use of [my / my 18 year old child’s] image, whether a photograph, voice recording or video recording, in publicity under releases**

\_\_\_\_\_ (Regal Security & Industry Training) may use images as described below:

- No image / recording may be used in publicity releases at any time
- An image / recording may be used in publicity releases only where I am in a crowd shot and not featured or easily recognisable
- Any image / recording may be used in publicity releases at any time
- A particular image / recording may be used in publicity releases as described below:

Type of image: \_\_\_ Date image was recorded: \_\_\_

Description of image: \_\_\_\_\_

If this form is being used for a particular publicity event only, describe it here:

Type of publicity event: \_\_\_\_\_ Date/s: \_\_\_\_\_

Other information / clauses: \_\_\_\_\_ I understand that unless specifically state in writing, I will not receive payment (either in cash or benefits) for the use of my image. The use of my image in promotional materials will presume my endorsement of the product or organisation being advertised.

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**SECTION C - Signatures**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Consent for child under 18: Signed: \_\_\_\_\_ *[Parent / Guardian]*

Child's name: \_\_\_\_\_ Date: \_\_\_\_\_

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## Regal Security & Industry Training Pty Ltd

### INCIDENT REPORT FORM

Participant Name .....

Participant USI Number.....

Program.....

Class – Session Day: .....

Date of Incident ..... Time of Incident .....

**Details of Incident**

.....  
 .....  
 .....

Participant Signature..... Date .....

**Details of Action Taken**

.....  
 .....  
 .....  
 .....  
 .....

**Follow up Action Taken**

.....  
 .....  
 .....

Chief Executive Officer's Signature..... Date .....

**Administration Only: Regal Security and Industry Training**

Participant File Updated \_\_\_\_\_ Initials: \_\_\_\_\_

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**Regal Security & Industry Training Pty Ltd**  
**Complaint Form**

**Section One**

(to be completed by participant)

Participant's name .....

Address.....

Phone .....

Nature of complaint .....

..... Signature of Participant

**Section Two**

(To be completed by Regal Security & Industry Training representative if outcome is reached)

..... Signature of Regal Security & Industry Training Representative

..... Position

**Section Three**

(to be completed by representative of arbitrating body if complaint is taken to this level)

..... Signature of Arbitrating Body Representative

..... Position

**Administration Only: Regal Security and Industry Training**

Participant File Updated \_\_\_\_\_ Initials: \_\_\_\_\_

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## Regal Security & Industry Training Pty Ltd

### Appeal against assessment decision

**1. PERSONAL DETAILS**  
 Student Number ..... Contact Telephone .....

Family Name.....

Given Name/s.....

---

**2. CHECKLIST**  
 Have you:  
 Made an appointment and discussed the matter with your assessor  
 Yes  No

Completed all the requirements for the unit up to and including the work under dispute  
 Yes  No

---

**3. COURSE/UNIT DETAILS**  
 Unit of Competency Code and Name .....

---

**4. BASIS FOR APPEAL (Please tick appropriate section/s)**  
 Result not based on agreed assessment criteria

Assessment method at variance with statement on unit outline

Unfair competency outcome based on stated criteria and quality of work

Work handed in on time was not marked

Other reason (please specify  
 .....

---

**8. PROCEDURE**  
 The appeal must be lodged within 14 calendar days of the date the mark for assessment task was notified to the student or the final result was published.

Please hand the completed form together with any supporting documentation to Administration.

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**9. RECEIPT**

Date of lodgement .....

Received by (name).....

Signature .....

**10. ACTION**

Action taken by assessor .....

.....

.....

.....

.....

.....

.....

.....

.....

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**11. RESULT**

I am satisfied with the results of this process.

Student name .....

Signature ..... Date .....

I am not satisfied with the results of this process and wish this matter to be heard by an independent person.

Student name .....

Signature ..... Date .....

Regal Security and Industry Training representative”

Name..... Delegation.....

**Administration Only: Regal Security and Industry Training**

Participant Appeal received: \_\_\_\_\_ Initials: \_\_\_\_\_

Participant Action received: \_\_\_\_\_ Initials: \_\_\_\_\_

Participant Outcome received: \_\_\_\_\_ Initials: \_\_\_\_\_

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