



# 2022 STUDENT HANDBOOK

The information contained in this document applies to all students enrolled in the following nationally recognised qualifications and units at LITA Training (as at 28 January 2022):

- FWP30216 Certificate III in Harvesting and Haulage
- FWP20116 Certificate II in Forest Growing and Management
- TLI31216 Certificate III in Driving Operations (expiring 20 November 2022 with new TLI31221 Certificate III in Driving Operations – LITA Training will not be offering this updated qualification)
- AHCMOM213 Operate and maintain chainsaws
- RIIHAN308F Load and unload plant
- RIIMPO321F Conduct civil construction wheeled front end loader operations
- RIIVEH201E Operate light vehicle
- TLILIC0003 Licence to operate a forklift truck
- TLIF0006 Administer a fatigue risk management system

The Logging Investigation and Training Association (LITA) Inc, trading as LITA Training, is a registered training provider (RTO no. 0577) which is fully responsible for the training program you are interested in.

### **Student Declaration**

You will be asked to sign a declaration as part of LITA Training's application and enrolment process which confirms that you have read and understood your rights and responsibilities as outlined in this Handbook, together with hearing about the commitment that LITA Training is making to you in its delivery of a quality training program.

It is important that you take the time to read through this Student Handbook and seek clarification about any matter that you require further information.

LITA Training commits to updating you whenever new or amended legislation is announced that impacts on your studies. This may result in changes to LITA Training policies and in turn, we will inform you should this be required.

### **About us**

Welcome to LITA Training. The Logging Investigation and Training Association (LITA Training) was incorporated in 1973 and started providing training and related services to the forestry and forest products industries in 1975. LITA Training now proudly serves workers in the forest, transport and machine operation industries, predominantly in the South East of South Australia.

On behalf of all the staff at LITA Training, we warmly welcome you and thank you for

choosing us for your professional development – either directly with us as a student or through your place of employment as an employee. Your enrolment is an important step in developing and/or formally recognising your skills and knowledge within this important industry sector.

We will strive to provide you with a first-class experience that is based on up-to-date practices and skills currently used in the workplace across the many facets of the forest, transport and machine operation industries.

## **Our trainers and assessors**

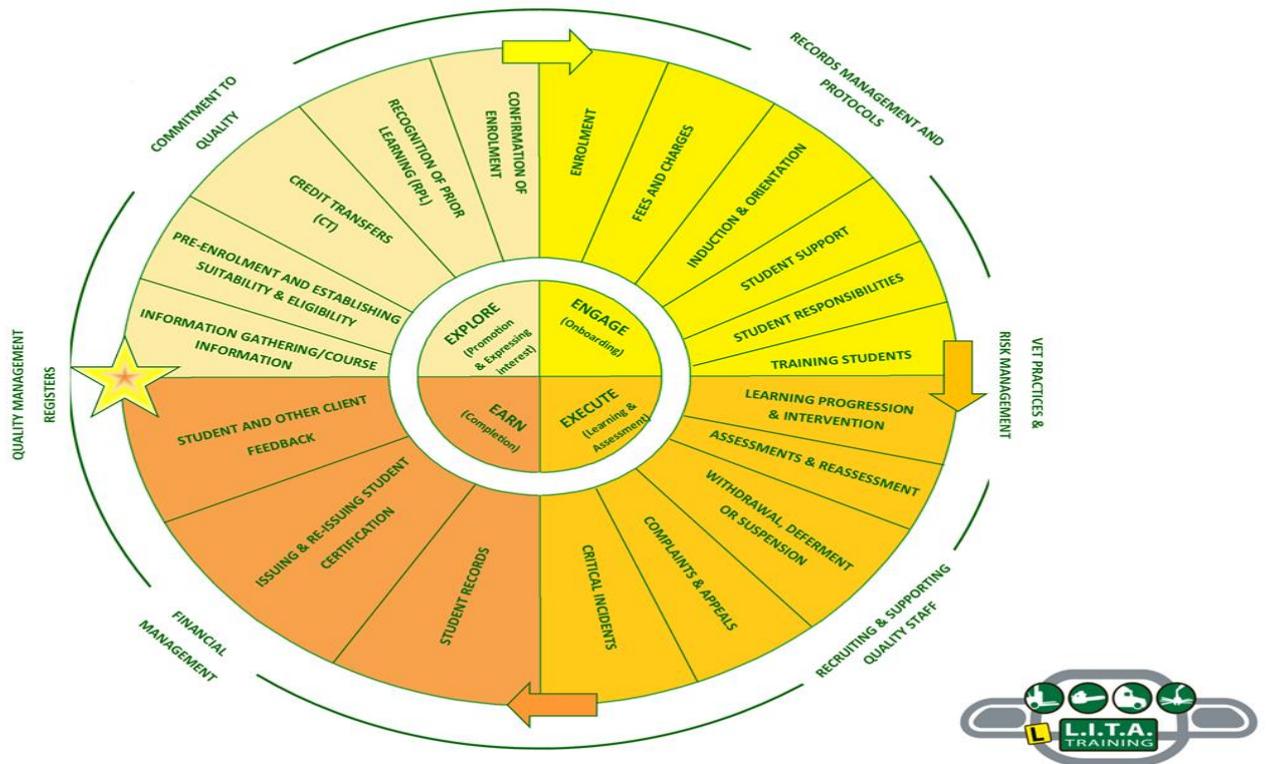
All of the trainers and assessors within LITA Training's training team have relevant qualification/s and bring a wealth of practical workplace experiences into their training, which is kept up to date with their own industry activities, professional development and engagement. All of our trainer/assessors also hold the relevant adult vocational training qualification in accordance with the required standards for Registered Training Organisations (RTOs).

LITA Training may, from time to time, also engage guest speakers or additional trainer/assessors at certain points during a course to deliver an area of specific expertise. This may mean that your assessment may be undertaken by two or more members of the training team. LITA Training may also sub-contract units of competency to another RTO, which has the expertise to deliver and assess this subject matter, such as first aid. Should these arrangements be in place for your course, LITA Training will inform you as part of the application process (refer to your Course Brochure available on LITA Training's website).

## **Our student experience framework**

We want you to experience a positive learning journey with LITA Training and have worked to capture that journey in our student experience framework. Each of the aspects of your journey, regardless of if it is a full qualification or a short course, are included in the information provided in the rest of this Handbook, including the policies and procedures that underpin the activity of LITA Training as an RTO.

## LITA Training's Student Experience Framework



### Accountable marketing practices

LITA Training ensures any marketing of its vocational education and training (VET) products are done so with integrity, accuracy and professionalism. We ensure VET sector regulatory and all consumer law requirements are always met. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product. We never guarantee employment outcomes nor that any student will receive a certificate nor Statement of Attainment where the student has not met LITA Training's attendance/participation requirements as well as completed all assessment requirements and deemed as Fully Competent against all national Training Package requirements for any enrolled national recognised qualifications.

## Eligibility for a government subsidised place and its impact on future funded places

LITA Training has gained approval to deliver training places for some of its qualifications and units of competency, through government supported places. When you apply to undertake training at LITA Training, a representative will work through the various funding opportunities and check your eligibility. If you are eligible, it means that the South Australian government will provide a full or co-contribute to your training, which will reduce the amount of tuition fees that you or your employer or any other third party, such as a school if you are a secondary school student, may be required to pay to support your enrolment.

At this point in time, LITA Training receives funding to support the subsidisation of eligible students' training through the:

- Skilling South Australia initiative and
- VET For Schools program.

It is important to know that some funding may only be available once or twice to you, dependant on your circumstances, throughout your entire study period including taking into consideration any studies that you might have completed at another RTO.

It is as important to know that you must select your subsidised course carefully as this may impact access to further government supported training places into the future.

LITA Training will provide further information as part of your application process. Please ensure that you understand the impact on future training opportunities before your enrolment.

### Medical conditions

If you have a medical condition, it is important that you advise LITA Training through your *Application and Enrolment Form* as well as advise whether you give permission for your condition to be shared with LITA Training staff, as well as any first aider or other person in the event that you are involved in an emergency.

It is important that you also advise of any treatment that is available.

If you did not provide this information or a conditions occurs after your enrolment, please notify LITA Training's General Manager immediately.

### Course details

The details of each specific course are provided for you prior to course commencement. Generally, the following information is provided:

- purpose of the course
- course learning objectives
- units of competency
- learning strategies including facilities and equipment and where students are required to undertake supplementary self-directed learning

- assessment strategies and conditions
- location for any face to face classes
- start and finishing times of face to face classes
- student support services
- details of eligibility for Credit Transfer and/or Recognition of Prior Learning (RPL) and/or Recognition of Current Competencies (RCC).

## Delivery and assessment information

### Competency based training & assessment

LITA Training conducts training within a competency-based training system. Our trainer/assessors are expected to plan, deliver and assess all training using appropriate competency-based strategies.

As a student you will be expected to demonstrate your competence as described in the units of competency related to your selected course.

Within your course materials you will receive information about the tasks associated with each unit to be assessed as competent.

### Delivery

LITA Training is organised to provide training and assessment predominantly:

- in its facility
- in the workplace
- on-line for specific qualifications and units of competency
- through Recognition of Prior Learning (RPL)
- through Recognition of Current Competencies (RCC)
- through Credit Transfer where applicable.

Our learning strategies are developed to suit our students' needs and our capabilities, regardless of the mode of delivery which can be in the classroom (including at school for VET for School students), at your workplace or on-line. You will be provided with an assessment tasks and timelines overview of each assessment task and its due date as well as each assessment task outlined in detail well in advance.

Each course requires a time commitment outside of class time to complete a range of supplementary learning and assessment tasks.

Assessments will be conducted over a reasonable and practical period of time so that the trainer/assessor has sufficient evidence of your skills. This will include affirmation of any third party observations undertaking in the workplace and signed off by your supervisor.

As this is a vocationally based course, assessments are made utilising a competency-based framework. Students are required to demonstrate competence in all units in the skills identified in the course and are marked accordingly as 'Competent' or 'Not Competent'. Where there are a range of assessment tasks, each individual task will be marked as 'Satisfactory' or 'Not Satisfactory'.

### **Expectations of Students Preferring On-Line Delivery**

LITA Training uses Catapult Learner Management System, which is accessible via your computer, i-pad or i-phone. This means that you can access all training and assessment resources from anywhere and at any time that suits you. When you enrol in an on-line program at LITA Training, you are required to go through an orientation to our on-line system so that you become familiar with how to use it.

LITA Training expects all students who opt for on-line delivery to:

- have basic digital literacy skills
- have access to a computer, i-pad or i-phone with compatibility to our LMS platform
- have access to a printer, and
- have access to adequate internet access.

We will ask you to declare that you meet these requirements on your *Application and Enrolment Form*.

### **Achieving competency**

The four dimensions of competency are: task skills, task management skills, contingency management skills and job or role environment skills. These skills should not be performed in isolation but in a real work situation. Assessing competence involves all of the following aspects of evidence and will be stringently applied by the LITA Training assessor to affirm that a student is fully competent:

- validity: The evidence provided links directly to the assessment outcomes and covers skills and knowledge.
- currency: The evidence provided demonstrates the assessment element has been used or updated in recent learning or application.
- sufficiency: The evidence provided covers all areas of the unit of competency.
- authenticity: The evidence provided is the student's own
- transferability: The evidence provided through assessment demonstrates the student can use these skills or knowledge in a range of situations and/or settings
- consistency: The evidence provided demonstrates the student can use the skills or knowledge consistently rather than a one-off experience or setting.

## Assessment overview

LITA Training trainer/assessors are required to:

- fully explain assessment procedures to students. Throughout all training, students are regularly reminded of the ongoing assessments
- be fair and reasonable during assessment and work on merit, demonstrating no victimisation nor discrimination
- be proficient in the field of study, with relevant industry experience and to be up to date with assessment methods and procedures appropriate for the students and learning environment
- negotiate reasonable adjustment to context with students regarding the type of assessment and evidence required, taking into account assessment delivery mode, anti-discrimination principles, and the particular needs and circumstances of students
- advise students, with sufficient time, regarding the up and coming assessment
- provide the students with the assessment criteria/ context and purpose of the assessment
- advise students of Credit Transfer (CT), Recognition for Prior Learning (RPL) and Recognition of Current Competencies (RCC) processes
- make proper assessment decisions based on explicit evidence of competency as outlined above
- expedite assessment to avoid unnecessary delays, allowing for the readiness of the learner
- consider the authenticity, validity, relevance to the learning outcomes, currency and variety of assessment evidence, whether evidence is provided by interview, performance or work place evidence
- as assessments are undertaken, record individual student assessment results. Sample copies of the assessment instrument are kept by the trainer/assessor
- post-assessment guidance is always available to students
- a fair and impartial appeals process is always made available.

### The following points regarding assessment should be noted:

- any work submitted must include a signed declaration that confirms the authenticity that the work was completed by the student
- assessment tasks must include the student's full name
- there is no referencing format that is preferred for assessment tasks (e.g. Harvard system, footnotes and endnotes). However, all referencing should be consistent throughout each task, with a bibliography also provided where applicable. Your trainer/assessor will provide advice as part of your induction.

We understand that extensions may be needed for some assessment tasks. An extension will usually be granted for a period of up to 4 weeks after the due by date. Students must complete and submit the *Request for an Assessment Extension Form*, available on LITA Training's website: [www.lita.org.au](http://www.lita.org.au), which will be considered and is at the discretion of LITA Training's General Manager.

## Student attendance

LITA Training monitors individual student's participation.

An underpinning requirement of all LITA Training conducted in the classroom is at least 80% attendance for full qualifications and 100% attendance for short courses. It is the student's responsibility to advise LITA Training and by phone: 08) 87351474 if they are unable to make it to a session.

For students studying on-line, LITA Training also tracks your participation through monitoring the frequency of your log ins, the pages you view and your assessment lodgement dates.

If we notice that you have been missing frequently without notification, we will contact you or your emergency contact as part of our duty of care. For secondary school students, LITA Training is also obliged to notify your school and may also notify your parents/guardians.

For students learning in the workplace, LITA Training expects you to follow your employment contract requirements for attendance and advice on absenteeism. When LITA Training staff come to visit you in the workplace, they will check on the volume of learning that you have been undertaking, backed by your attendance record.

If for any reason you become aware of the need for a prolonged absence from a course, please also notify your trainer/assessor – you may be required to apply for a course deferment.

## Recognition of prior learning (RPL) and recognition of current competencies (RCC)

Recognition of Prior Learning (RPL) is a form of assessment of the competence of a person. It acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through informal study and training and obtained over the past 3 years.

Recognition of Current Competency (RCC) allows an applicant/student to gain credit for skills and knowledge already possessed and obtained over the past 3 years. RCC is a way of gaining credit for this learning or experience and may reduce the amount of time spent studying.

All LITA Training students can apply for RPL/RCC for a unit of competency, a number of units of competency or the entire course. RPL/RCC applications must

be submitted, prior to or within the initial 2 weeks of a course commencement and always prior to the unit of competency/ies' commencement.

Students will be required to provide evidence that demonstrates that they have experience, skills or an appropriate level of understanding of that unit or units of competency or course. Be aware that, depending on the strength of the evidence, applying for RPL/RCC can be more complicated and even more time consuming than attending the training sessions and handing in the required assessments. RPL/RCC is not necessarily the easier path to take, in all cases, especially if a student finds it difficult to provide the quality of evidence LITA Training assessors require. It is important to consider if you have enough evidence to support an RPL/RCC request beforehand.

### **RPL/RCC assessment**

The assessment process outlined previously is also the methods in which an assessor accumulates evidence that demonstrates a student's competency. When a student applies for RPL/RCC, they are required (under some guidance from LITA Training) to provide evidence in place of completing the tasks.

An RPL/RCC Kit is provided to further explain and support this process. The process will always commence with an initial conversation with a LITA Training trainer/assessor, so that the strength of your application is considered.

### **Before starting an RPL/RCC application students might consider these questions:**

- What on the job training or experiences can you provide evidence for/demonstrate that might be relevant to this course?
- How current is this experience or learning?
- How can you prove or demonstrate these skills or understanding?
- Do you have enough quality evidence that demonstrates your skills and experience?

### **What do we mean by Evidence? Direct, Indirect and supplementary evidence can be:**

- examples of your work such as reports or other relevant workplace documents you have written
- a detailed position description outlining tasks relating to the competencies in the units
- Certificates of completion for in-house training or other professional development training – the more detail of the topics covered the better
- minutes of meetings that identify tasks allocated and completed
- completed units of competency from previous training qualifications which are also nationally recognised (these will very likely be used for the purposes of providing a direct Credit Transfer (refer below) and not a RPL/RCC service).

## RPL/RCC assessment

- documents that show organizational and supervision skills
- previous non-accredited training, such as in-house workplace sessions
- life experiences that directly relate to the unit of competency's elements (please ask for a list from your trainer/assessor)
- papers you have written for conferences on relevant topics
- written references from your workplace
- you are likely to also be requested to demonstrate your skills to the assessor.

As you gather your evidence we recommend that you continue to communicate with the assessor or assigned trainer/assessor at LITA Training. We will advise you if the evidence you have presented is relevant or that you will need to provide further detail. The evidence you provide will be assessed upon its quality against the elements of the units of competency.

**There is a cost to administer all RPL/RCC processes.** An indicative RPL/RCC service fee will be provided when an application is submitted, based on the following hourly rates:

- for LITA members - \$98 per hour (exc assessor travel expenses), and
- for non-LITA members - \$115.50 per hour (exc assessor travel expenses).

Be sure to start your RPL/RCC application prior to commencement in the units that you believe that you have sufficient previous skills and experiences. You will be asked to complete the LITA Training *Credit Transfer and RPL/RCC Application Form*, available on the LITA Training website at: [www.lita.org.au](http://www.lita.org.au) to formalise your interest in an RPL/RCC process. A LITA Training representative will get in touch with you within 5 business days to provide further guidance on the RPL/RCC process and to discuss the related fees.

If you are dissatisfied with LITA Training's decision, you have the right to appeal through lodging a *Decision Appeal Application Form*, available on LITA Training's website.

## Credit transfer

LITA Training acknowledges and recognises qualifications and statements of attainment issued by any RTO in Australia.

If you would like to receive credit for previous study, you need to be enrolled in an LITA Training program and provide certified copies of previously obtained qualifications, statements of attainment or statements of results to us, preferably at the time of enrolling and always prior to the relevant unit of competency/ies' commencement.

Where you hold a current licence as specified below, CT will also be granted for the following units of competency upon producing evidence of your current vehicle licence:

- TLILC2015 Licence to drive medium rigid vehicle
- TLILC2016 Licence to drive heavy rigid vehicle
- TLILC3017 Licence to drive heavy combination vehicle, and/or
- TLILC3018 Licence to drive multi-combination vehicle.

Please attach your documents to the LITA Training *Credit Transfer and RPL/RCC Application Form*, available on the LITA Training website at: [www.lita.org.au](http://www.lita.org.au) and submit to one of LITA Training's trainer/assessor or General Manager- preferably prior to course commencement and always prior to the unit/s' commencement or Credit Transfer will not be granted.

There is no fee attached to Credit Transfer reviews.

Credit Transfer reviews usually are considered within 3 working days and you will be advised in writing of the outcome.

If you are dissatisfied with LITA Training's decision, you have the right to appeal through lodging a *Decision Appeal Application Form*, available on LITA Training's website.

## Student support

LITA Training is committed to ensuring accessibility for all prospective students to the training courses we provide. But before we do that, we ensure that the course is the right one for you, regardless of whether you are a public student, a secondary school student or an employee, undertaking the course as part of your employment.

We will make every effort to understand and assess your ability to carry out all the learning tasks and required assessments before enrolment. The assessment that you undertake will differ based on whether you are eligible for a government subsidised course or a full fee paying course, however all tools are based on the Australian Core Skills Framework (ACSF), a national approach to identifying and developing core skills in three diverse contexts: personal and community; workplace and employment; and education and training.

For students studying on-line, we also check your level of digital literacy at both your application and enrolment and verify it through your orientation to on-line delivery session. This is to ensure that you have the skills to study outside of the traditional face to face environment.

We also recognise that at times, language, literacy and numeracy (LLN) learning needs and other study needs may restrict a person from achieving the competencies required for particular courses or programs. Our Student Support Officer contacts each of our full time qualification students and trainees on a weekly basis. This is to discuss your progress and to address any issues that you may have.

In addition, and at all times, all our students have access to your designated trainer and assessor as well as LITA Training's Student Support Officer. If you need assistance, please call LITA Training on ph: 08) 887351474 to be connected with the most appropriate support.

Where required, upon identifying LLN and/or other academic barriers that may inhibit you from successfully completing a course, we will discuss the best support options with you and on mutual agreement, will put these in place to support your learning journey at LITA Training. The majority of these options will come at no cost to you – your LITA Training representative will provide further details.

We also offer a range of support services for students, with a strong focus on learning and educational assistance to enable successful completion of your studies. This includes both educational and non-educational support and may be offered through LITA Training and/or by external expert agencies.

It is important that you do not slip behind with your studies. For assistance with your studies, please speak to our Student Support Officer in the first instance. LITA Training will organise 1:1 or group tutorial support as requested by our students. LITA Training also offers 1:1 support with study skills as we understand that in some instances, our students may not have undertaken a formal training program studied for a while. These LITA Training services are at no further charge to you.

A full list of local services that may be relevant to support you to progress in your studies may be found on our website: [www.lita.org.au](http://www.lita.org.au) If the service is not included on our list, we will work with you to source and make a suitable referral.

## Special needs support

Upon application and again at enrolment, we strongly encourage you to discuss and declare any need to access special needs support so that we may work with you to eliminate barriers to your study. This may require some adjustments to your study or assessment conditions.

All LITA Training staff treat such sensitive information in a confidential manner and will only disclose it to other staff with your permission. Ultimately, it is about providing you with an environment that provides you with the best chance of succeeding, alongside the other students.

## On-line learning support

LITA Training uses the Catapult e-learning Learner Management System (LMS), which students may access through a link provided by LITA Training once you have enrolled in your on-line program. Look out for an email from [support@lita.org.au](mailto:support@lita.org.au) which will be forwarded to the email you provided on your *Application and Enrolment Form*.

LITA Training has a designated On-line Support Officer, who is available to assist all students who opt to study on-line, regardless of if enrolled in a full qualification or one unit on-line. Once you have enrolled into an on-line program of study, our On-line Support Officer will contact you and support you to log into the LMS as well as ensure you become familiar with the various sections including all your learning material and how to lodge your assessments.

You may also wish to view these short clips which support students to prepare for on-line learning on the Catapult LMS:

- Learner Logging into the LMS: <https://vimeo.com/354140384/07f1bd470d>
- Learner An overview of your resource: <https://vimeo.com/354141555/1a83c2082e>
- Learner Completing assessments: <https://vimeo.com/355258787/cf72981162>

The On-line Support Officer will be making contact with you on a weekly basis to check your progress and determine if LITA Training can support you in any way.

Feel free to contact the On-Line Support Officer on 08) 8735 1474 or email: [info@lita.org.au](mailto:info@lita.org.au) at any time if you have a query.

## Fees

Dependant on your eligibility to a government subsidised training place, you may be required to contribute fully, partially or not at all to your course fees. LITA Training *Course Brochures* provide information about student eligibility and the LITA Training representative will also work through this with you as part of your application process.

All students, except for those eligible and accepted into a Skilling South Australia subsidised training place, VET for Schools or a short course, will incur a non-refundable \$200 deposit for enrolling in a course – this covers our administration of your enrolment.

Some courses will require a student, or a third party, such as the student's employer or home school, to also pay for incidental material that you will keep such as protective clothing and/or a vehicle licence fee.

Prior to enrolment, you should have received a *Fee Schedule* which itemises what your course fees are. You will receive this schedule regardless of whether you are paying your fees or your employer or any other third party, such as an employment service agency or your home school, is paying on your behalf. Please advise your trainer/assessor if you have yet to receive this important document.

LITA Training also charges a certification issuing fee for assessment only services. This fee is:

- LITA members incur a fee of \$60 per unit
- non-LITA Members incur a fee of \$70 per unit.

If you have any enquires relating to fees, re-issuance of invoices, receipts, confirmation of booking or information on any payment plan put in place, please email our General Manager at [training@lita.org.au](mailto:training@lita.org.au). Information on fees, charges and refunds are clearly documented on our website: [www.lita.org.au](http://www.lita.org.au) and information on refunds is also provided on our website and in this *Student Handbook*.

Fees can be in instalments in a payment plan. Please contact our General Manager if you want to pay in instalments.

LITA Training ensures that for all courses, at no time will it accept more than \$1,500 in advance from any student.

If you are a fee paying student and you believe that you are experiencing hardship and will be placed in a personal, financial or family difficult or compromised position in paying these fees, please advise our General Manager through a confidential email to [training@lita.org.au](mailto:training@lita.org.au)

LITA Training commits to working with you to find a solution.

## Unique student identifier

As of 1 January 2015, the Unique Student Identifier (USI) scheme, enabled by the Student Identifiers Act 2014, allows you to access a single online record of your VET achievements. The scheme also allows for reliable confirmation of these achievements by employers and other RTOs.

Unless you are exempt, LITA Training can only issue a qualification or statement of attainment to you after you have provided us with a verified USI. To create your USI, and for further questions relating to the USI scheme, please contact the USI office in the Australian Government Department of Industry by calling 13 38 73 or emailing [usi@industry.gov.au](mailto:usi@industry.gov.au). LITA Training has further detail about the USI scheme on its website: [www.lita.org.au](http://www.lita.org.au)

LITA Training may request access to your USI account, so it may check if you have completed any other qualifications at various levels, as part of your eligibility assessment for a government subsidised place. LITA Training's staff strictly follow our *Privacy Policy & Procedure* (also available on our website) and will never access or use your personal information other than for the purposes agreed by yourself.

## Your rights and responsibilities

The following outlines the expectations of LITA Training and you as an LITA Training student. We ask you to take the time to read these and to sign that you have understood and agreed to these rights and responsibilities, as well as the broader content of this Handbook overall. A copy of the declaration is provided at the front of this Handbook and your trainer/assessor will bring a hard copy along as part of your Induction for you to sign. You have:

- the right to information about the course, units of competency and assessment requirements
- the right to quality teaching which respects you as an individual and meets your needs
- the right to feedback along the way, especially with your assessments and your progression
- the right to support to address any barriers to your learning, including non-educational matters
- the right to not waste time on previously studied units which are equivalent to those in your enrolled course and/or where you may have some equivalent work or life experiences
- 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
- the right to be free from all forms of intimidation
- the right to work in a safe, clean, orderly and cooperative environment
- the right to have personal property (including computer files and student work) and LITA Training's property protected from damage or other misuse
- the right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Policy and Procedure)
- the right to work and learn in a supportive environment without interference from others
- the right to express and share ideas and to ask questions, and
- the right to be treated with politeness and courteously at all times.

Equally, you must:

- agree to right treat everyone with politeness, respect and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- not intimidate anyone
- not put yourself or others in a position of harm including to property
- not take alcohol or drugs at any time prior to or during your training program
- not plagiarise other's information and attempt to submit it as your own
- attend as required for both classroom based and work place based hours
- agree to be an active learner
- abide by all relevant legislation as it relates to you (refer to Attachment A).

We at LITA Training commit to you that we will:

- provide you with sufficient information to allow you to make a decision on the right course for your needs
- provide a student focused service and treat you and every student with respect and equally
- take care of your and others' health and safety
- provide you with all the resources required including access to qualified professional trainers/assessors
- be aware of current industry trends and best leading practices which we interpret into our training programs
- provide you with ongoing feedback
- accept and consider your feedback as part of our continuous improvement agenda
- abide by all relevant legislation and regulation and commit to keeping you informed of any amendments (refer to Attachment A).

## Child Safety (our young students)

The safety of all our students is paramount to LITA Training, especially for our under 18 year old students. If you have any concerns either perceived or actual, please raise these with LITA Training's General Manager as a matter of urgency, however only after contacting:

- the SA Police on 000 if you or another student is at immediate risk, and
- the Child Abuse Report Line on 131478 as soon as practicable if you have a reasonable suspicion that a young student (under the age of 18 years) has been or is being harmed or neglected by their family or someone else.

## On-line Students

For all on-line students, it is your responsibility to ensure that you have access for the duration of your course to:

- a computer, i-pad or i-phone which is compatible to our Learner Management System
- a printer, and

- adequate internet access.

These technologies may be available to you at your workplace, so there is no need to purchase this equipment – please ensure that you have sought permission from your employer to use the company’s equipment for your study purposes, prior to commencing with your on-line course.

## Withdrawal from the course

If for any reason you can no longer attend the program (including but not limited by you having experienced compassionate or compelling circumstance, which are defined below) please complete and submit the required *Withdrawal Form*, available on LITA Training website: [www.lita.org.au](http://www.lita.org.au) Where you are employed, it is important to also advise your employer of your circumstances.

LITA Training classes any compassionate or compelling circumstance as those that are generally beyond the control of the student when they have an impact on the student’s course progress or wellbeing. Students must show evidence of such circumstance wherever reasonable eg. a medical certificate may be requested. These include:

### **Illness, injury or stress (vicarious stress)**

- Evidence required: medical certificate which states the student was/is unable to attend classes for an extended period of time.

### **Permanent or temporary disability (that has occurred during the duration of the course)**

- Evidence required: Evidence required: medical certificate which states the student was/is unable to attend classes for an extended period of time

### **Bereavement of close family members**

- Evidence required (any of the following): Statutory Declaration, Death Certificate, letter from a funeral home

### **Incident or issue causing distress to a student impacting on their capacity for study e.g. involvement in a serious accidents, witnessing or being victim of a serious crime**

- Evidence required: Police report, counsellor/ psychologists’ report. Evidence may also need to be included to prove that there is no personal relationship between the counsellor/psychologists due to the industry in which LITA Training deliver its courses.

### **Other**

- Evidence required: any relevant certified document attesting that situation is outside a student’s control and affects their ability to study.

Please note that an inability to pay fees alone is not considered a compassionate nor compelling circumstance.

Also, changes in workload or job roles is not considered a compassionate nor compelling circumstance.

These circumstances also apply to LITA Training's extension of assessment task policy (referenced in LITA Training's *Quality Training and Assessment Policy & Procedure*).

In accordance with the LITA Training refunds policy, any moneys that are due to be refunded (if any) will apply, excluding the \$200 administration fee where it was collected. A copy of the full *Withdrawals, Deferment, Cancellations Suspensions and Refunds Policy & Procedure* is available on the LITA Training website: [www.lita.org.au](http://www.lita.org.au) which outlines the various scenarios where refunds will apply and will not apply.

If you are withdrawing or LITA Training initiates a withdrawal of your enrolment, where your fee arrangement is invoiced in arrears of training services delivered, LITA Training will invoice you/your employer for any services provided prior to your date of withdrawal – this will be a pro-rata of the agreed course fees, as specified in your *Schedule of Fees*. No Statement of Attainment will be issued until payment of the outstanding fees is received by LITA Training.

### **Deferring from the course**

Deferral is the term used to describe the status of an individual who has been offered a place in a program of study at LITA Training, but who does not intend to take up the offer for the allocated course commencement year. Individuals who defer are not considered to be a student of LITA Training, until they are enrolled. Unless there are exceptional circumstances as determined by the General Manager, an offer will expire if enrolment does not occur within the agreed time, with fees refunded only if eligible in line with the LITA Training *Withdrawals, Deferment, Cancellations Suspensions and Refunds Policy & Procedure*.

Deferral is also the term used to describe an enrolled student who has commenced a learning program/ course and decides they cannot continue at this stage. Their place will be held for a period of 6 months from the time the deferment is approved, noting that LITA Training cannot guarantee that a course will be offered in their selected state at a later stage. A student wishing to defer their studies, must complete the required *Deferment Form*, available on the LITA Training website: [www.lita.org.au](http://www.lita.org.au). All requests are subject to the discretion of the General Manager.

## Refund rules and procedure

A full refund will occur if LITA Training cancels a course and/or postpones any course for more than eight (8) weeks. These funds can be transferred into a future course if preferred by a full fee paying participant/student or the student's fee paying employer or other third party.

In addition, LITA Training will offer a full refund should the student withdraw from a program and provide evidence that the program in which they had enrolled, differed from the program marketed by LITA Training.

In the instance of a forklift short course where LITA Training could not fill the place and notice of withdrawing was made by the student within 48 hours of the course commencement, no refund will be provided.

In any other circumstance, a refund post enrolment will be considered on a case by case basis upon receipt of a written request (ie. through completion of the LITA Training *Withdrawal Form*).

Please refer to LITA Training's full *Withdrawals, Deferment, Cancellations Suspensions and Refunds Policy & Procedure*, available on the website for all the circumstances in which a refund will be provided: [www.lita.org.au](http://www.lita.org.au)

## Workplace Health and Safety

LITA Training has in place a comprehensive workplace health and safety management system overseen by the General Manager.

### General statement of policy

We recognise that the health and safety of all LITA Training employees and students is the responsibility of the organisation's management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risks to anyone's health nor safety.

### Responsibilities of LITA Training employees and students

LITA Training employees and students:

- have a duty to take care of their own health and of others affected by their actions at work
- should always comply with the safety procedures
- must not wilfully interfere with or misuse items or facilities provided in the interests of their health, safety and welfare
- must, in accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to management.

It is mandatory for all LITA Training students and staff to not engage in any activity and/or behaviour which may jeopardize the health and safety or cause any injury or illness to a colleague or any other individual engaged with an activity of LITA Training.

It is the individual's responsibility to ensure that they follow all standing procedures in relation to their health and safety.

### **Smoking, alcohol and drugs**

**Smoking:** A “smoke-free” workplace policy applies at all times. Students are to abide by the venue's smoking restrictions that apply when undertaking training at LITA Training facilities as well as follow any workplace smoking policies that are in place, where training is delivered in the workplace.

**Drugs:** The use of illicit drugs by students is strictly prohibited. Drugs of any kind are not allowed on LITA Training premises as well as follow any workplace drug policies that are in place, where training is delivered in the workplace. The exemption is for medical and/or prescribed purposes – please advise your trainer/assessor if this is the case so that we may note it on your student file.

**Alcohol:** The use of alcohol by students is prohibited during class time and within any LITA Training facility. as well as follow any workplace alcohol policies that are in place. Students who appear to be substance affected may be asked to leave the training/session at the discretion of the trainer/assessor.

### **Fair treatment and equal opportunity policy**

LITA Training will treat fairly and consistently:

- all applicants seeking to enrol with LITA Training in a course
- any applicant or student who lodges a complaint or appeal.

It is the policy of LITA Training not to tolerate any form of discrimination, harassment, bullying or victimisation. Please refer to the definitions of each below and be sure to ask for further clarification if required of any LITA Training representative.

All LITA Training individuals, including students, are legally and ethically responsible for their own actions and behaviour. LITA Training individuals are required to ensure that their behaviour complies with the organisation's policies at all times, is respectful and takes into account the sensitivities of other LITA Training individuals and any other individual engaging with it.

### **Equal opportunity**

Equal Opportunity (EO) refers to the fair and equal treatment of all people who are employed, seek employment, study with LITA Training regardless of characteristics

or attributes protected by law. LITA Training's policies and practices seek to identify and eliminate disadvantage, to ensure fair treatment is based on merit.

## **Harassment**

Harassment is unwelcome behaviour based on the protected attributes that make the recipient feel offended, embarrassed, intimidated or humiliated. It does not relate to the management of performance or behaviour.

It is important to recognise that the behaviour or comments which may not offend one person may be unwelcome or offensive to another. The intent to offend or harass is generally irrelevant. It is the outcome of the behaviour or comment that is crucial.

## **Sexual harassment**

Sexual harassment is unwelcomed or uninvited comments, attention or other behaviour of a sexual nature which makes you feel embarrassed, uncomfortable, intimidated, upset, frightened, anxious, humiliated or offended. Sexual harassment can be verbal, physical, written or visual. It is not associated with mutual attraction or friendship.

## **Bullying**

Bullying is repeated unreasonable behaviour or ill treatment of an individual that creates a risk to health and safety. The following types of behaviour, where repeated or occurring as part of a pattern of behaviour could be considered bullying:

- verbal abuse
- deliberately excluding or isolating,
- intimidation.

Bullying may or may not be related to any characteristic or attribute protected by law.

## **Vilification**

Vilification is a public act of inciting, encouraging or urging others to physically harm, hate, have serious contempt for, or severely ridicule a person, or group of people because they (or they are believed to) belong to a specific minority group.

LITA Training has a duty to prevent and address all forms of discrimination, harassment, bullying, victimisation and vilification. LITA Training will take appropriate action in the event that any form of discrimination, harassment, bullying, victimisation and/or vilification takes place. Where it is appropriate or required that the issue be escalated, the issue will be treated seriously and will be investigated. This includes any behaviour (overt or covert) from any of our staff.

All matters of discrimination, harassment, bullying, victimisation and/ or vilification are treated with strict confidentiality, impartiality and without recrimination to the person raising the issue.

Where a matter is brought to our attention and after investigation, disciplinary action from a formal warning through to possible student/staff expulsion will be acted upon. For more information on LITA Training's disciplinary procedure, please ask for a copy of our *Student Responsibilities Policy & Procedure* from any of LITA Training's staff.

If for any reason you believe you have received any of the above mentioned treatment, LITA Training strongly encourages you to access its *Complaints and Appeals Policy and Procedure* (available in this Handbook and on LITA Training's website: [www.lita.org.au](http://www.lita.org.au)) and submit a complaint.

## Feedback

Our focus on continuous improvement involves regular evaluations and reviews in all areas, including the core activities of education and training, assessment and issuance of qualifications, as well as the support activities of client records management, business management, administration and marketing.

We welcome any feedback on your experience with us! Feel free to email us at any time or complete the *Feedback Form* available on our website: [www.lita.org.au](http://www.lita.org.au).

Your feedback is very important to us and alongside the opportunity to provide feedback in these informal ways, we also have in place formal feedback milestones to capture your view about our services. These are undertaken at the beginning of the course, mid-point and at completion of all longer courses and at the end of short courses. All end of course completion feedback, known as the Learner Quality Indicators, is collated and shared with ASQA, the national regulator, and the NCVET on an annual basis.

LITA Training also considers all feedback it receives in formal quality meetings and puts in place action to improve its services, based on this feedback.

### External / internal review processes

We participate in external monitoring and audits required by the national regulator and our funding government departments, on behalf of the South Australian government. We also conduct annual internal audits to ensure we're always providing you the best possible training. The audit process focuses on evidence collected during the year relevant to all areas of service and delivery within our organisation and feedback from you and employers (where necessary). You may be asked to contribute to these processes, both internal and external.

In addition, audits may be conducted in relation to complaints, changes in our scope of qualifications and for purposes of re-registration.

LITA Training is required by law to share upon request, your details and training activity with the national regulator, government departments and/or their representatives as part of any auditing or investigation activity.

You may also be contacted by one of these bodies as part of an audit or investigation – LITA Training fully supports all its students to provide frank comments about their experience.

## Results and qualification issuance

Once you have successfully completed all of the assessment requirements for your program of study as advised by your trainer/assessor, you are entitled to graduate with a nationally recognised qualification: Certificate and a transcript (for a full qualification) or a Statement of Attainment (for shorter courses). To be eligible to receive your certification documentation, LITA Training must have a record of your Unique Student Identifier (USI), which can be obtained from [www.usi.gov.au](http://www.usi.gov.au) as well as ensure that you or the third party which may be your employer has paid all course fees owing.

Statements of attainment will also be provided in the case where a student has enrolled in a full qualification and has only partially completed and of course, satisfied all other requirements outlined above. However, and more importantly, this is also subject to your trainer/assessor confirming that you have been deemed as Fully Competent against all the requirements for the units completed.

## Re-issuance of qualifications and transcripts

If you require a replacement of a certificate, transcript (record of results), or statement of attainment you will need these details:

- qualification studied and the year
- full name (at the time of qualification issuance)
- identification which includes a photo of the student, as evidence of authenticity such as a current driver's/vehicle licence or passport
- date of birth
- reason for re-issue.

There is a cost of \$42 with re-issuing of each certification.

Requests should be submitted on a *Request to Re-issue Certification Form*, accompanied by a copy of your driver's licence or any other form of photo identification to: [training@lita.org.au](mailto:training@lita.org.au) or presented to LITA Training's General Manager at LITA Training's facility.

Please note: no electronic version of the certificate or its replacement will ever be provided.

LITA Training will provide a replacement certificate within 5 business days: students will be advised if any delay is forecasted.

LITA Training will send the certificate directly to the student's address provided by the student or arrange for pick up by the student – should the student wish to send a proxy, the proxy must have a note, naming the proxy and signed by the student, which advises of their approval for the proxy to pick up the certification. No certification will be provided to a third party without this written documentation. No electronic version of the replacement certificate will ever be provided.

### **Certification issued by other training providers**

In accordance with LITA Training's mutual recognition obligations, LITA Training will recognise certification issued by other RTOs. Where a student requests a credit transfer towards a full AQF qualification offered by LITA Training, the student will be required to submit verified copies of any certification issued by another RTO, including copies of full certificates issued, statements of attainments and academic transcripts. LITA Training will verify all information submitted requiring mutual recognition with the issuing RTO and reserves the right to test individuals seeking mutual recognition when required.

### **Certification dispute**

Should a student wish to appeal an academic decision made by LITA Training in relation to the issuing of certification, the student should access LITA Training's *Complaints and Appeals Policy and Procedure*.

LITA Training staff will assist you to understand this policy and support you to lodge an appeal if required.

### **Access to your student records**

LITA Training is required to maintain evidence about you and your studies, such as your *Application and Enrolment Form*, your initial Pre-Training Review and copies of your assessments. LITA Training retains ownership and control of these records.

All students have the right to access their student records. Sometimes, your documents have been archived or are in electronic form that need to be downloaded and collated, so please be patient!

You will be advised as soon as your records are located, and a suitable time will be arranged for you.

Please note – LITA Training does not allow for records to be taken off-site at any time however you may request a photocopy.

## Copyright

All materials that are produced by or on behalf of LITA Training are copyright. Permission to reproduce such material depends on the category into which they fall.

All materials produced by or on behalf of LITA Training are classified into one of the following classes:

- those materials that are copyright and that cannot be reproduced by any process other than for the purposes of and subject to the provisions of the Copyright Act and any licensing agreement between the user and LITA Training
- those materials that are copyright and that may nonetheless be circulated and/or reproduced as long as any reproduction features specified credits and disclaimers
- those materials that are copyright and that may nonetheless be reproduced without conditions
- those materials that are not copyright.

These categories will influence whether you can copy and distribute the resource further. If you are not sure about this, please discuss it with your trainer/assessor.

## Plagiarism policy

LITA Training is committed to maintaining academic standards that require the awarding of student grades where the student demonstrates that work submitted for assessment or their participation is in accordance with the guidelines set down for assessments.

Plagiarism is defined as taking and using another person's ideas and or manner of expressing them and to pass them off as your own by failing to give appropriate acknowledgment. This includes material sourced from the internet, staff, other students, and from published and unpublished works. Students are expected to appropriately reference their work acknowledging and/or citing the publication of others.

Plagiarism is seen to occur when you fail to acknowledge that the idea or work of others are being used, which includes:

- paraphrasing and presenting work or ideas without a reference
- copying work either in whole or in part
- presenting designs, codes or images as your own work
- using phrases and passages verbatim without quotation marks or referencing the author or web page.
- reproducing lecture notes without proper acknowledgement.

The penalties for academic misconduct can and will include some or all of the following:

- the awarding of a “Not Satisfactory” grade for an assessment
- the awarding of a ‘Not Competent’ grade for a unit
- suspension from the course.

Any trainer/assessor who suspects an instance of plagiarism will report the situation to the General Manager for investigation. It will be determined by the General Manager whether the case warrants more than a warning. If so, the student will be informed in writing of the matter.

Any assessment that is found to be plagiarised will need to be re-submitted.

Under all circumstances where LITA Training determines that plagiarism has occurred, evidence will be kept in the student/s’ file with any other conversation/ supporting documentation attached.

Repeat occurrences will result in student suspension or expulsion from LITA Training.

## Privacy policy

Your privacy is very important to us. Our information handling practices ensure that we treat your private information with utmost care and respect. We only collect personal information necessary to fulfil our obligations to you and to meet our legal and contractual obligations.

LITA Training is committed to respecting the right of all individuals to privacy of their personal information. We abide by the Australian Government’s National Privacy Principles under the Privacy Act 1988, Privacy Amendment (Private Sector) Act 2000 which cover collection, use and disclosure, data quality, data security, openness, access and correction, identifiers, anonymity, trans-border data flows and sensitive information.

LITA Training collects and handles personal information about individuals as part of its business operations and management of students and employees. In undertaking these activities, LITA Training handles personal information in relation to potential, current and former employees, students, volunteers, contractors, supporters and donors.

For the purposes of training, such information may include an individual’s name, address, date of birth, previous education, gender, occupation details, USI, health information, and AVETMISS (national vocation and education training) data. and any other required information.

A copy of our full *Privacy Policy and Procedure* is available on our website: [www.lita.org.au](http://www.lita.org.au) Within this document, you will also find a copy of the government issued *Privacy Notice* which explains LITA Training's obligations to collect, store and report some of your personal details to various government departments and agencies for various purposes. This *Privacy Notice* is also included in the LITA Training *Application and Enrolment Form* and LITA Training's obligations will be explained to you in more detail as part of your application process.

Your personal information will be disclosed to approved third parties including relevant state and/or federal government departments or through use of Catapult, our on-line Learner Management System, if you are studying your course on-line.

Your information may also be disclosed if it is necessary to prevent or lessen a threat to your life or health, or the life or health of another person; or if it is required by law, or necessary to prevent a breach of law, or to protect the public revenue.

The provision of your personal information is voluntary but if you do not provide us with this information, we may not be able to provide you with the services you request and will not be able to enrol you into one of our courses.

As an RTO, we have a duty of care to protect the privacy of records in our care. LITA Training strictly applies a 'need to know' access to student information by all staff and has in place mechanisms to secure your information. We are not allowed to disclose any private or personal information to any person without the consent of the person the information is about. This does not include exchanging information within LITA Training for the purposes of record keeping, training and support and assessment.

If you are studying on-line through the Catapult Learner Management System, rest assured that your personal information is secure. Catapult makes use of HTTPS to securely encode all access requests. Our databases use cloud storage, supported by an Australian provider (and are thus protected by the Australian Privacy Principles).

If an organisation is paying for students to complete the course, we will provide that organisational representative with copies of the attendance records and any areas of concern regarding course completion or assessment issues. For trainees, LITA Training is obliged to inform your employer of any absenteeism from any off-the-job training that is scheduled with us.

LITA Training is bound by legal obligations of confidentiality which apply to its employees, volunteers and students. LITA Training does not sell or rent out any of the information they hold on individuals and protects the security of that information in accordance with regulatory requirements and industry practice.

### **Publicity permission information**

While you are a student with LITA Training we may take photos or video footage for the purposes of showcasing our services and programs.

The images or videos taken during classes may be used for assessment evidence purposes, reproduced in LITA Training print, electronic and web publications, or for promotional and publicity purposes both in Australia and overseas. As part of your enrolment, you were asked to consider and sign a *Media Consent Form* to give consent to LITA Training to use photos, video footage or other personal displays on our website or social media or in any of our publications including brochures, newsletters, posters or other resources.

You have the right to refuse to participate in such activities with no impact on your enrolment or study journey at LITA Training.

## **What should you do if you have an issue or complaint or want to appeal an adverse LITA Training decision?**

Everyone has a range of options if they have an issue or complaint in relation to a range of experiences including but not limited to concerns about assessment outcomes, discrimination, harassment or bullying. This may be against a fellow student, staff member and or another person related to your LITA Training services.

In accordance with the *Disability Standards for Education 2005*, for students and other people with a disability, a guardian, carer, advocate, or support person may make a complaint or an appeal on your behalf or the person with the disability. They may also be involved in assisting you to make the complaint/appeal and in resolving your complaint/appeal. We commit to ensuring all information about how to make a complaint/appeal is accessible and easy to understand: your feedback is very welcomed for any improvements.

Regardless of the method, it is expected that the principles of privacy, natural justice and procedural fairness will apply at all times in the manner in which the issue is investigated and resolved. LITA Training staff handling both informal and formal complaints/appeals will ensure that they treat the complaint/appeal as serious and are respectful of all parties. No complainant/appellant will be disadvantaged in any way, including students may continue with their studies. The complaint/appeal will be held in strictest confidence with only LITA Training's delegated officers and those involved in the matter receiving information about the complaint or appeal and along the way of its resolution.

False complaints, however, may result in a claim of defamation on behalf of the individual/group of people whose character or reputation have been defamed.

Any individual who believe they have an issue or complaint can deal with the situation themselves, by approaching the individual involved directly and stating their concern. This option is most appropriate when the individual feels comfortable approaching the individual involved.

The steps for self-management are:

- stay calm and polite
- describe the behaviour, not the person doing it
- describe the impact of the behaviour on the person
- make a clear and simple request that you wish for the behaviour to stop
- ask for a verbal agreement that the behaviour will not happen again.

LITA Training encourages all to voice any concerns that they may have at any point in their involvement with the organisation.

The organisation also acknowledges the need to fully support students and others in relation to complaints made.

### **Acting in good faith**

A person should not be deterred from making a complaint due to any concerns. Generally, if a person making a complaint only discussed the complaint with appropriate people in the workplace or part of the leadership of the organisation and has acted in good faith, (i.e., not exaggerating the complaint out of spite), then the person will not be liable for defamation.

### **Informal – internal**

The aim of informal proceedings is to resolve the issue. Informal action may provide a quick and effective resolution. Speak with your trainer/assessor and they may will intervene on your behalf or set up an informal mediation session. Where the LITA Training staff member was required to intervene, they will advise of the outcome within 5 days from the time you initially advised them of your issue.

### **Formal – internal**

Formal procedures will be implemented where an early resolution to a complaint has been unsuccessful or an LITA Training employee, volunteer or student elects to lodge a formal complaint to the General Manager.

Formal complaints will be investigated by LITA Training impartially and promptly within 14 days of their lodgement.

- All concerns and/or complaints of harassment will be taken seriously and treated confidentially.
- The principles of natural justice and due process will be adhered to at all times whilst handling all complaints.
- Privacy will be maintained in all cases. Information will only be accessible to people whose job it is to deal with complaints.
- LITA Training recognises the need for proof of any allegation in order to take finite action.

Following the investigation of a formal complaint, the General Manager will make a finding in relation to the complaint and take appropriate action to resolve the

complaint. The outcome of the investigation and action taken, if any, will be communicated back to the person who made the complaint within the 10 day period.

Should the nature of the matter likely to require more than 14 days to investigate, LITA Training will advise the student in writing of the possible delay. Where a complaint is likely to take more than 60 days to investigate, LITA Training will advise of this delay and commits to keeping the complainant up to date with the investigation.

Should you not be satisfied with the outcome, you have the right to ask for an independent and external review of the matter and LITA Training's decision.

The police will be notified in the case of any criminal offence, (i.e. assault, rape, indecent exposure, sexual assault). Whenever possible, this will only occur with the agreement of the person who has been the victim of the crime. This is classified as an incident – LITA Training has a separate policy and procedure in relation to managing such occurrences – please ask for a copy of our *Incident Policy and Procedure*.

Further information on each of the steps in LITA Training's complaints handling are available in its *Complaints & Appeals Policy and Procedure*, available on its website: [www.lita.org.au](http://www.lita.org.au) This also includes details of other agencies with whom you may wish to also lodge your complaint.

LITA Training staff will assist you to understand this policy and support you to lodge a complaint if required.

## **Appeals**

Where a student wishes to express dissatisfaction with a particular assessment result and/or another adverse LITA Training decision against you, you may seek a review on the decision. All appeals must be received within 5 calendar days following the competency/RTO decision.

A similar 3 tier process to LITA Training's complaints handling will commence in an attempt to resolve the matter to the satisfaction of both parties. Further information on each of the steps in LITA Training's appeals handling are available in its *Complaints & Appeals Policy and Procedure*, available on its website: [www.lita.org.au](http://www.lita.org.au) This also includes details of other agencies with whom you may wish to also lodge your appeal.

LITA Training staff will assist you to understand this policy and support you to lodge an appeal if required.

## **Acting in good faith**

A person should not be deterred from making an appeal due to any concerns.

### **Additional procedures for both complaints and appeals**

Any action against an employee or student arising from a student complaint will be in line with the organisation's complaint and dispute resolution procedures. At any point throughout the procedure, students are able to involve a support person or representative to assist or advocate for them.

If you're not happy with the outcome of the complaint or appeal decision, you can contact the Australian Skills Quality Authority (ASQA). To find out more information please visit their website: <http://www.asqa.gov.au/complaints/making-a-complaint.html>.

LITA Training's *Complaints & Appeals Policy and Procedure* also provides advice of other places that you may also wish to consider lodging an external complaint, including with South Australian government departments' and agencies responsible for traineeships and funded places.

### **Traineeship Opportunities**

A traineeship or apprenticeship is a contract between a registered employer and a trainee, whereby the employer undertakes to train and employ the trainee in a vocation and the trainee undertakes structured learning and paid employment for a specific period of time to achieve a relevant qualification.

A traineeship usually lasts between twelve and twenty-four months.

Trainees study for a nationally recognised qualification, which will allow them to work anywhere in Australia. The employer will provide training and work that is relevant to their vocation. Training providers, such as LITA Training, deliver the off-job training and issue the relevant qualification for the vocation to trainees.

LITA Training links with employers and trainees to offers both the FWP30216 Certificate III in Harvesting and Haulage and TLI31216 Certificate III in Driving Operations as a traineeship, based on the needs of the employer and only delivers full time traineeships.

LITA Training is responsible for:

- Assisting the employer and trainee with the development of a *Training Plan*
- Providing Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC)
- Delivering training and assessing competencies
- Providing mentoring and advice to employers and our trainees, and
- Issuing a parchment recognising successful completion of a qualification or issuing a Statement of Attainment to recognise the completion of a unit of competency, based on the trainee meeting all of LITA Training's terms and conditions.

## **Traineeship Training Contracts and Training Plans**

If you have been approved for a traineeship, you will be required to sign a *Training Contract* which will record LITA Training as your preferred training provider. It is important to know that all *Training Contracts* include a probationary period of approximately 60 days, commences at the beginning of the *Training Contract* and provides an opportunity for the parties to assess their compatibility and to determine your suitability for the vocation. You or your employer may withdraw from the *Training Contract* during this period, by written notice to the other party or parties.

To set up your traineeship and to finalise your *Training Contract*, your employer will discuss your learning needs with LITA Training and we will design your Training Plan, which outlines the agreed course qualification and modes of delivery and assessment.

It is also important to know that only when your *Training Contract* is approved by the SA government department, you may commence with your training at LITA Training. If your *Training Contract* is approved, all parties will receive written confirmation from the SA government's Traineeship and Apprenticeship Services. You should check this email or letter to ensure all your details are correct. This will include:

- The commencement date
- The nominal term of the contract (eg. 12 months)
- The occupation and qualification
- The estimated completion date
- The name of the training provider, ie. LITA Training, and
- The name of the award or agreement under which the trainee or apprentice is to be employed.

## **Credit Transfers and Recognition of Prior Learning (RPL)/Recognition of Current Competency (RCC)**

LITA Training provides credit or recognition for relevant skills or experience for trainees. If you are a trainee, you should be advised by your Australian Network Provider (ANP) to request any credit at the time of signing your Training Contract if you have partly completed the same occupation and qualification under a previous *Training Contract*. In this situation, credit will be given automatically, and this will reduce the term of your *Training Contract* with LITA Training.

If you are seeking credit for time served under an interstate Contract, you will be required to submit an extract of service from the relevant state training authority in the jurisdiction in which you undertook the training.

You may also seek credit for relevant training and industry experience, such as pre-vocational training or pre-apprenticeship training, and for relevant units of

competency and qualifications that you have already achieved directly with LITA Training as part of your application and enrolment process.

### **Training Contract**

As a trainee, you are legally bound by your Training Contract. To fulfil your *Training Contract*, you must:

- Attend work and training at the agreed times
- Observe the conditions of employment, and follow any lawful and reasonable direction from your employer at all times
- Work towards achieving the qualification in which you have enrolled at LITA Training, and
- Undertake all issued training and assessment, as scheduled at LITA Training and/or in the workplace.

### **Trainee supports**

To ensure you are fully supported throughout your traineeship, our Student Support Officer will make contact with you on a weekly basis.

This contact may be via phone, email, video conferencing or even face to face.

We encourage our trainees to be ready for this contact call and to discuss how you are progressing as well as any concerns that you may be experiencing. We are here to help you!

Your employer also plays an important role in your traineeship – alongside paying your wages, they are obliged by law to allocate a supervisor, who will support you to progress through your traineeship.

It is important that your employer does not schedule more than 5 trainees to one supervisor – please advise LITA Training if you believe that this is not the case at your workplace.

### **Reporting to your employer**

If you are enrolled in a traineeship, please be advised that by law, LITA Training must report any absences, late attendances and misconduct to your employer.

### **Changes to your Training Contract**

A change of circumstances may require your *Training Contract* to be varied, for example but not limited to:

- The occupation and/or qualification
- Your training provider (if you are seeking to transfer from LITA Training)
- The hours of employment and training undertaken per week, and

- Transfer to a new employer.

All variations must be mutually agreed by both yourself and your employer, and an application forwarded to department's Traineeship and Apprenticeship Services for assessment via your Australian Network Provider (ANP) who negotiated your *Training Contract*.

Only Traineeship and Apprenticeship Services (acting under delegation from the Training and Skills Commission) or the South Australian Employment Tribunal may approve a variation to a *Training Contract*, so it is important not to assume that your variation has been approved until you receive written notification, which may be via an email or letter.

### **Extension of your Training Contract**

Employers have a responsibility to work with you and LITA Training to ensure you obtain your qualification and achieve competency on-the job within the Contract's term. An extension of a Training Contract should only be necessary in exceptional circumstances, such as:

- If there are significant delays or interruptions to the training beyond the control of the employer or yourself, or
- If you and your employer decide you needs more time to demonstrate competence in line with industry standards.

LITA Training's trainers/assessors work closely with both you and your employer to offer mentoring support (refer to Student Support in this Handbook) and may, where it is their professional opinion that you will benefit, suggest that an extension be applied for. You must decide well in advance of the expiry date of the *Training Contract* that there is a need to extend, and then submit an application to do through your Apprenticeship Network Provider (ANP) by obtaining a copy of the *Application to Extend a Training Contract Form*. No application for extension will be accepted once your existing *Training Contract's* expiry date has passed.

### **Traineeship suspension or deferral**

A suspension is a temporary cessation of your Training Contact for a period of time agreed by you and your employer, and approved by Traineeship and Apprenticeship Services, or by a decision of the SA Employment Tribunal. LITA Training considers and treats traineeship suspensions as similar to a 'deferral'.

Examples of non-business related reasons for a suspension include where you may:

- Suffers an injury
- Require maternity leave, or
- Requests absence for personal reasons (you will need to apply through completing and submitting LITA Training's *Withdrawal Form* in the first instance).

### **RTO or employer-initiated suspension (deferral) of a trainee**

A suspension (deferral) will not be approved where the employer has issues or concerns about your performance or behaviour.

If your employer has reasonable grounds to believe that you are guilty of wilful and serious misconduct, they can suspend you from employment under the *Training Contract*, for up to seven working days. If this occurs, you have the right to dispute the suspension.

### **Trainee-initiated termination (or withdrawal)**

If you decide that this traineeship is not for you, you can terminate it but you must also be sure that your employer will freely agree to the termination. A *Termination Application Form* (available from your Apprenticeship Network Provider (APN)) must be submitted to your APN, to start the process of terminating your Training Contract.

### **Trainee-initiated transfer to another employer**

If you are wanting to transfer to another employer to complete your traineeship, it is important you're your current employer and the new employer agree. A transfer can only occur if there is no break in service between your former and new employers. It is not possible to transfer a South Australian Training Contract to an interstate employer.

### **Completing your traineeship**

LITA Training's designated trainer/assessor, in liaison with your employer, will assess your level of competence for completion of the qualification and the *Training Contract*. Once confirmed, LITA Training will issue a parchment for the qualification.

Traineeships usually take 12 months to complete however based on any previous skills and experiences and at the point in time in demonstrating all competencies through completion of your assessments to the required level, your employer may 'fast track' your traineeship, resulting in an earlier completion date.

When you and your employer agree that you have completed your traineeship, you must sign a *Completion Form (Traineeship)* which is forwarded by LITA Training with a copy of your issued parchment to the SA government's Traineeship and Apprenticeship Services. In turn, the Traineeship and Apprenticeship Services will assess your completion application and if approved, will issue you with an email/letter, which recognises that competency has been achieved and will also provide you with a Trade Certificate.

## **VET For Schools Additional Requirements**

LITA Training offers the Advanced Forestry skill set under the Stackable VET Skills Cluster initiative to secondary school students.

To be eligible, LITA Training will check that you are:

- an Australian citizen or New Zealand citizen or,

- a permanent Australian resident or,
- an eligible visa holder, and
- reside in South Australia.

To ensure that you are ready to study this course and that this is a suitable course for you, as part of your application process, LITA training will conduct a short assessment including of your language, literacy and numeracy skills.

### **Fees and Charges**

Your fee invoice is issued to your school for payment. Please ensure that you are aware of any contribution to these fees that your school may impose.

### **Progression and Intervention**

If you are not progressing or attending your classes and other activities associated with your VET for Schools course, LITA Training is obliged to contact your school's to advise of the situation.

A meeting will be organised to determine alternative/additional supports with you: these may include both academic and non-academic supports. It is important that you agree to any proposed supports. LITA training's trainers/assessors are available at all times to assist you with any course concern.

If you decide to withdraw or defer your studies, LITA Training is obliged to inform your school of your request for withdrawal or deferral and the final decision.

### **Complaints and Appeals**

A parent or guardian may lodge a complaint/appeal on your behalf.

### **Student Records: Information Sharing**

It is important to understand that LITA Training is required to share information about your VET For Schools studies with your school, the Department and other bodies, such as the Regulator for the purposes of audits.

This includes information about your:

- progression and
- completion of units of competency

Your permission to share your information is sought through the *Student Declaration of the Application and Enrolment Form* (short course and VET for Schools). Please read it carefully before signing and ask for clarification if you are unclear.

## IMPORTANT LEGISLATION AND REGULATION THAT YOU NEED TO UNDERSTAND AND ADHERE TO

### ***Work Health and Safety Act 2011***

The Workplace Health and Safety Act provide a framework for managing health and safety risks in workplaces. The objective of the Act is to prevent anyone from being injured, seriously or otherwise, or contracting an illness caused by a workplace, workplace activities or specified high risk in operation of equipment/plant. This is achieved by preventing or minimising exposure to risk.

Complete Version of *Work Health and Safety Act 2011*

<http://www.comlaw.gov.au/Details/C2011A00137>

### ***Competition and Consumer Act 2010***

This Act covers most areas of the market: the relationships between suppliers, wholesalers, retailers, and consumers. Its purpose is to enhance the welfare of Australians by promoting fair trading and competition, and through the provision of consumer protections.

<https://www.legislation.gov.au/Series/C2004A00109>

### ***Australian Consumer Law (2011)***

Prohibits any misleading or deceptive statements made about the services provided and forms part of the *Competition and Consumer Act 2010* (above).

### ***Electronic Marketing – Spam Act 2003***

Prohibits the sending of unsolicited electronic messages, known as SPAM, with an Australian link without the consent of the user.

- Employees only collect personal information by lawful and fair means and for lawful purposes that are necessary for, or that relate directly to, a function or activity of the business.
- Employees must keep personal information secure, maintain its accuracy, and ensure that it is used only if it is relevant and complete.
- Guidelines regarding the use of Tax File Numbers and data matching in Australian Government departments and agencies.
- These acts promote equality of opportunity for everyone, by protecting from unfair discrimination.

These different acts ensure that there is no discrimination based on:

- Age
- Gender
- Marital status

- Parental status
- Race/culture
- Disability
- Religious beliefs
- Sexuality.

Victimisation is also against the law. Victimisation includes threatening, harassing or punishing a person.

<http://www.comlaw.gov.au/Details/C2013C00274>

***National Vocational Education and Training Regulator Act 2011***

<https://www.legislation.gov.au/Details/C2011A00012>

**Standards for Registered Training Organisations (RTOs) 2015 and the Standards for Registered Training Organisations (RTOs) Amendment 2017.**

<https://www.legislation.gov.au/Details/F2017C00663>

**ASQA general directions**

<http://asqa.gov.au/news-and-publications/publications/general-directions/general-directions.html>

These three documents dictate how an RTO must operate in delivering nationally accredited training services.

***Student Identifiers Act 2014***

<https://www.legislation.gov.au/Details/C2014A00036>

This Act covers student's needs to have a unique student identifier (USI) as a legislated requirement for enrolling in any accredited training program.

***AVETMISS Data Requirements***

The National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020 ([the Data Provision Requirements 2020](#)) was made on 20 November 2020 and repeals and replaces the current Data Provision Requirements 2012. The Data Provision Requirements 2020 clarify what information must be provided to the Australian Skills Quality Authority (ASQA) and reduce duplication to help registered training organisations (RTOs) meet their existing obligations.

***South Australian Legislation:***

**Children and Young People (Safety Act) 2017**

**Disability Services Act 1993 (SA)**

**Anti-Discrimination Act 1991**

**Fair Trading Act 1987 applies the Australian Consumer Law as a law of South Australia**

**Training and Skills Act 2008, including traineeships**

**Mental Health Act 2009 (SA)**

**Work Health and Safety Act 2012 (SA)**