



**360 Training Academy**

We look at every angle of training

# Student Handbook

**360 Training Academy trading as Get My RSA**  
**RTO Code: 45153**  
**Email:**

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## **Introduction**

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Welcome to 360 Training Academy.

Thank you for enrolling our nationally recognised training program. Our aim here at 360 Training Academy, is to provide you with the necessary skills and knowledge to enable you to work safely and efficiently in your workplace.

To ensure you get the most out of your training we hope you take the time to read this handbook. At 360 Training Academy we aim to make our training as enjoyable as possible, but your participation and input is essential. Your training will be of even greater value if you are aware of what is expected of you and if you are aware of what we can offer.

In this handbook you will find information about our policies and procedures, and your rights and obligations. Should you require any further information contact your trainer. Our trainers have years of experience in training and like you, are working in industry. That makes what we do here at 360 Training Academy real and responsive. We understand that you, like us have a real job and want your training to fit in with your life. Thank you for taking the decision to train with us. We look forward to assisting you in achieving your training goals.

## **The Standards for Registered Training Organisations (RTOs) 2015**

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These are the standards that govern the operation as an RTO and training providers conducting training under the auspices of an RTO. To be an RTO, 360 Training Academy needs to meet the requirements of the Standards for Registered Training Organisations 2015. This is assessed by the Australian Quality Skills Authority (ASQA). Thus, 360 Training Academy is answerable to ASQA for their conduct.

Being an RTO is a privilege not a right and as such we need to comply with all the requirements of the standards and of ASQA all the time.

The qualifications you are undertaking are nationally accredited and certification thereof can only be issued by a Registered Training Organisations (RTO). In certain circumstances they can be delivered by an organisation under the auspices of an RTO.

These Standards and the auditing process are intended to provide the basis for a nationally consistent, high quality vocational education and training system.

## **Participant and 360 Training Academy's Rights and Responsibilities**

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As a participant in our RTO, you have certain rights and responsibilities as do we, the RTO, have certain obligations and responsibilities to you.

These rights and responsibilities are covered in detail in the body of the Participant handbook but are summarized here for your convenience.

Both, the Participant and 360 Training Academy have a responsibility to adhere to all relevant legislation. The legislation that affects your participation in Vocational Education and Training (VET) is detailed within this document, however both 360 Training Academy and you, the participant, have an obligation to adhere to ALL legislation applicable in Australia.

We both have obligations and expectations that all parties will conduct themselves safely in all aspects of their activities, that at no time will the safety and health of any person or property be risked.

You have a right to a safe environment, you have an obligation to keep it safe through your conduct and adherence to our stated policies and procedures.

We have a right to expect that you seriously apply yourself to undertaking the Course that you have committed to, until you formally tell us that you are withdrawing from the process, we have an expectation that you will work on the process and meet your commitments.

Equally so, you have a right, and we have a responsibility to provide you with the very best support, assistance and guiding you to the completion of the course and must maintain a high standard of current documentation, good service, good trainer/assessors who are current in their knowledge and experience in the relevant qualifications(s) being undertaken.

We have a right to expect that all assessments provided by you are your own work, not copied, taken or plagiarised from someone else.

You have a right to reasonable access to our trainer/assessors. You have the right to access your own records. Approach your trainer.

You have a right to expect that the requirements that we make of you are clear, concise and easily understood, we have an obligation to maintain these requirements as clear instructions and also to ensure that they are relevant to the requirements of the qualification being undertaken.

You have a right to expect that all course requirements are compliant to the principles defined in the Standards for Registered Training Organisations 2015, and that the qualification issued by us to you will be received in good standing.

You have a right to personal freedom, free from any illegal, unnecessary or invasive questioning or judgment of your personal ideals, beliefs, marital status, disability or perceived disability, cultural background, age, orientation or practices, this includes, but is not limited to all personal, sexual, religious and political practices.

We have an equal expectation that you will grant the same freedom of belief, practices and persuasion to all of the staff, contractors, fellow participants and other people whom you meet and come in contact with at 360 Training Academy.

We have an obligation to always conduct ourselves ethically, responsibly, with courtesy and respect, and to be both morally and socially responsible always. We expect the same from our participants.

This specifically means that bullying, intimidation, violence of any kind, cyber bullying, offensive behaviour, threatening or aggressive behaviour or speech will not be tolerated, or need to be tolerated by any person whether a staff member or contractor, or a participant in the course requirements.

You have a right to be provided with the services that you have paid for, if you have paid for a course, you have a right to expect to be delivered in the manner it was advertised, equally so, we have an obligation to deliver it to you in the manner it was advertised. If there is a need to vary the process, then it must be by mutual consent.

You have a right to receive the services for which you have paid. We have an obligation to provide them.

You have a right to be informed of any changes to our course requirements, our administrative procedures and/or regulations. Any required changes will not be made without appropriate notice and will not disadvantage currently enrolled participants.

We have a right, and you have a responsibility, to adhere to any reasonable and lawful request by 360 Training Academy.

You have a right to complain and appeal about anything or any decision we make at 360 Training Academy, be it about you or about how we conduct the business of the RTO.

We have an obligation to ensure that complaints and grievances are dealt with quickly and satisfactorily in accordance with the procedures detailed in this handbook.

You have a right to expect us to adhere to the privacy act and the freedom of information act and ensure that information about you is only conveyed to those with legal and legitimate reason for access. This is normally only staff directly involved in the processing and assessment of your course work or those with legal rights to that information, such as the Police and other legal bodies, but only after appropriate process has been undertaken.

We have an obligation to clearly state all fees and charges associated with the course requirements.

We have an obligation to provide, and you have a right to receive, prompt evaluation of your course work, with clear and unambiguous feedback on the results and assessment decision.

You have an obligation to provide feedback on our assessment and on the Client Services we have provided.

We have an obligation to evaluate all provided feedback and act on opportunities for improvement to our processes and policies.

We have an obligation to clearly convey to you, the Participant, the policies and procedures that Participants must be aware of. Equally so you, the participant, have an obligation to understand those policies and procedures concerning your application, any use of 360 Training Academy facilities and any property or facilities used by 360 Training Academy to assess your application.

Participants who cannot, or choose not to, adhere to these rights and obligations may be subject to disciplinary action. This may be a written warning, an interview with the CEO, and may result in cancellation of your application without refund and in extreme cases, such as cases of suspected criminal activity, referral to the Police.

## **Code Of Conduct**

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360 Training Academy is passionate about providing a safe and welcoming educational facility. We take the behaviour, actions and teachings in our organisation SERIOUSLY. The Code of Conduct is established to ensure both students and staff are provided with an environment where they are free of any behaviour which may cause a negative impact. All students and staff are expected to follow all rules and policies.

- No smoking is permitted on campus, inside or outside the building. Smoking is banned in public and commercial buildings in Australia by law and you must not smoke within 5 metres from the entrance of any building. Also, if you choose to smoke, please make sure that you put all your cigarette butts in an ashtray/bin. Public bins and ashtrays are available in most public areas. Littering a public place is not accepted in Australia.
- Aggressive behavior, bullying or racism is not tolerated.
- The Organisation prohibits the use of illegal drugs on the premises and during other organisation activities. Appropriate action will be taken against individuals who breach this policy.  
Staff or students are not permitted to possess or consume alcohol on the Organisation premises except under special circumstances approved of by the CEO.
- Acts of vandalism, including graffiti will be dealt with by the police where appropriate.
- All equipment belonging to 360 Training Academy should be treated with respect and you should advise a staff member of 360 Training Academy if anything is not working properly.
- No electronic equipment or mobile phones are to be used during class.
- All break times must be taken according to the times allocated by the trainer and assessor.
- Students must be seated in class prior to the expected start time. Class times will start at the times indicated on the course timetables unless otherwise notified.
- General housekeeping must be undertaken before leaving the class. Please do not leave rubbish lying around but place it into the bins provided. Make sure the doors and windows are shut and lights and relevant equipment turned off.
- Consider others and keep the toilets and other public areas clean and hygienic after your use.
- A reasonable standard of dress and hygiene is always to be maintained. It is always recommended that closed shoes be worn.
- 360 Training Academy trainers and staff can refuse admittance to class, if you do not turn up with the prescribed textbooks, course materials, learning materials, tool kits and appropriate OH&S clothing and equipment, if applicable.
- All students and staff must always comply with WHS policies and procedures.
- Any serious breach of any organisation policy can also result in cancellation of your enrolment.

## **Legislative Requirements**

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We are subject to a variety of legislation related to training and assessment as well as general business practice.

This legislation governs our obligations as a Registered Training Organisation, our obligations to you as our clients, and relates to the industry that we are conducting training for.

This legislation is continually being updated and the CEO is responsible for ensuring that all staff are made aware of any changes.

Current legislation is available online at <http://www.austlii.edu.au> and <http://www.legislation.qld.gov.au>

The legislation that particularly effects your participation in Vocational Education and Training includes:

### **Commonwealth Legislation:**

- National Vocational Education and Training Regulator Act 2011
- National Vocational Education and Training Regulator (Charges) Act 2012
- National Vocational Education and Training Regulator (Transitional Provisions) Act 2011.
- Standards Registered Training Organisations 2015
- National Vocational Education and Training Regulator Amendment Bill 2015
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Amendment (Education Standards) Act 2005
- Disability Discrimination Act 1992
- Racial Discrimination Amendment Act 1980
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Sex Discrimination Amendment Act 1991
- Privacy Act 1988
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Australian Privacy Principles (2014)
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Student Identifier Act 2014
- Student Identifier Regulation 2014

### **State Based Legislation**

- Disability Services Act 2006
- Fair Trading Act 1989
- Workplace Health and Safety Act 1995
- Workplace Health and Safety and Other Legislation Amendment Act 2008
- Child Protection Act 1999
- Commission for Children and Young People and Child Guardian Act 2000

### **Workplace Health and Safety Policy**

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The Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 describes 360 Training Academy's duty of care 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 within 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,
- properly maintained facilities and equipment,
- a clean and suitably designed workplace with the safe storage of goods such as chemicals.

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

- Maintain a safe, clean, and efficient, working environment,
- Implement procedures and practices, in a variety of situations, in accordance with State and Local Government Health regulations,
- Store and dispose of waste according to health regulations,

- Clean walls, floor and working surfaces to meet health and safety Standards without causing damage,
- Check all equipment for maintenance requirements,
- Refer equipment for repair as required,
- Store equipment safely,
- Identify fire hazards and take precautions to prevent fire,
- Safe lifting and carrying techniques maintained,
- Always ensure Participant safety,
- Ensure procedures for operator safety are always followed,
- All unsafe situations recognised and reported,
- Display first aid and safety procedures for all staff and participants to see,
- Report any identified workplace Health and Safety hazard to the appropriate staff member as required.

## **Harassment and Discrimination Policy**

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We are required under Australian law to ensure that we provide a workplace that is free from all forms of harassment and discrimination (including victimisation and bullying) so that staff and participants feel valued, respected and are treated fairly.

We will ensure that all our staff understand their roles and responsibilities in creating such a workplace, by a process of training, communication, mentoring and by example, and we will ensure all of our staff are aware of the processes and procedures for addressing any form of harassment or discrimination.

Staff and participants should be aware of the following definitions:

**'Bullying'** - is 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, insult, 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.

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

**'Discrimination'** - is 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'** - is 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'** - refers to all employees of 360 Training Academy.

**'Racial Harassment'** - occurs when a person is 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 race, racial jokes, allocating least favourable jobs or singling out for unfair treatment.

**'Sexual Harassment'** - is 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'** - includes any unfavourable treatment of a person because 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.

## Specific principles

- All staff and participants have a right to work in an environment free of any form of harassment and discrimination,
- All reports of harassment and discrimination will be treated seriously, impartially, and sensitively. Harassment and discrimination, including victimisation and bullying, is unwelcome, uninvited, and unacceptable behaviour that will not be tolerated,
- When management is informed of any harassment or discrimination it has the responsibility to take immediate and appropriate action to address it,
- In dealing with all complaints, the rights of all individuals should be respected, and confidentiality maintained,
- Whenever possible, all complaints should be resolved by a process of discussion, cooperation, and conciliation. The aim is to achieve an acceptable outcome while minimising any potential damage to our organisation,
- Both the person making the complaint, and the person against whom the complaint has been made, will receive information, support, and assistance in resolving the issue,
- 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 participants should not make any frivolous or malicious complaints. All staff and participants are expected to participate in the complaint resolution process in good faith.

## Privacy

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360 Training Academy takes the privacy of our participants very seriously and we will comply with all legislative requirements.

These include the Privacy Act and National Privacy Principles (2014).

Your enrolment form provides for Participants to give permission for us to discuss the Participants progress with their employer. In some cases, we will be required by law or required by the RTO Standards 2015 to make participant information available to others. In all other cases we ensure that we will seek the written permission of the participant.

The thirteen Privacy Principles are defined below:

**Principle 1** – Open and transparent management of personal information. The object of this principle is to ensure that 360 Training Academy’s entities manage personal information in an open and transparent way.

**Principle 2** – Anonymity and pseudonymity. Individuals may have the option of not identifying themselves, or of using a pseudonym, when dealing with 360 Training Academy in relation to a matter.

**Principle 3** – Collection of solicited Personal Information. 360 Training Academy must not collect personal information (other than sensitive information) unless the information is reasonably necessary for 360 Training Academy’s business purposes.

**Principle 4** – Dealing with unsolicited personal information. If 360 Training Academy receives personal information, 360 Training Academy must, within a reasonable period after receiving this information, determine whether or not we would have collected the information under Australian Privacy Principle 3, and if not we must, as soon as practicable but only if it is lawful and reasonable to do so, destroy the information or ensure that the information is deidentified.

**Principle 5** – Notification of the collection of personal information. Requires 360 Training Academy to notify our clients, staff, and participants of any additional information that we collect about them, and further advise them of how we will deal with and manage this information.

**Principle 6** – Use or disclosure of personal information. The information that 360 Training Academy holds on an individual that was collected for a particular purpose, 360 Training Academy must not use or disclose the information for another purpose unless the individual has consented.

**Principle 7** – Direct marketing. As 360 Training Academy holds personal information about individuals, we must not use or disclose the information for the purpose of direct marketing.

**Principle 8** – Cross Border disclosure of personal information. Where 360 Training Academy discloses personal information about an individual to an overseas recipient, 360 Training Academy must take all steps to ensure that the overseas recipient does not breach the Australian Privacy Principles.



**Principle 9** – Adoption, use or disclosure of government related identifiers.

360 Training Academy must not adopt a government related identifier of an individual as its own identifier of the individual, except when using identification codes or numbers issued by either the State based regulators, or the Department of Innovation with regard to the Unique Student Identifier.

**Principle 10** – Quality of personal information. 360 Training Academy must take such steps (if any) as are reasonable in the circumstances to ensure that the personal information that 360 Training Academy collects is accurate, up to date and complete.

**Principle 11** – Security of personal information. If an APP entity holds personal information, the entity must take such steps as are reasonable in the circumstances to protect the information.

**Principle 12** – Access to personal information. As 360 Training Academy holds personal information about an individual, 360 Training Academy must, on request by the individual, give the individual access to the information.

**Principle 13** – Correction of personal information. As 360 Training Academy holds personal information about individuals and should we believe that this information is inaccurate, out of date, incomplete, irrelevant or misleading; or the individual requests the entity to correct the information; 360 Training Academy must take such steps as are reasonable in the circumstances to correct that information.

## **Privacy Policy**

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### **Purpose**

360 Training Academy (referred to as we, us or our) has implemented this Privacy Policy to provide individuals with information about how we hold and use personal information we collect.

By providing your personal information to 360 Training Academy trading as getmyrsa, you consent to its collection, use, storage and disclosure in accordance with this Privacy Policy.

If you wish to make any inquiries regarding this Privacy Policy, you should contact us using the contact details specified below.

We respect your privacy and are committed to protecting your personal information. This document sets out our policy on how we will manage your personal information.

This policy applies to all 360 Training Academy employees, associates, students and stakeholders.

### **Personal information**

Has the meaning given in section 12 of the Information Privacy Act 2009 (Qld).

The personal information collected and held about you includes but is not limited to:

- your name, address, email address, age, gender, tax file number, citizenship, unique student identifier, occupation, contact information;
- information about your education history and other related information if you are a student registered with us;
- payment details, such as your credit card details;
- details of courses undertaken with us;
- background checks including police checks and working with children checks if you apply for employment or other related positions;
- any audio or video-recording of you while in education or training programs or on our campuses;
- health and sensitive information including information about your health ; or other sensitive

information about you (for example, information about your racial or ethnic origin).

- other information provided voluntarily by you, for example in response to surveys or competitions.

### **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

### **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

360 Training Academy may use your personal information for the primary purpose for which it was collected and secondary purposes either related to the primary purpose or as otherwise set out in this Privacy Policy.

Such primary and secondary purposes may include, without limitation, use of your personal information to:

- process any application for enrolment you might submit to us;
- deliver or facilitate the provision of training and other related products and services and retain evidence of participation / completion;
- verify your identity;
- develop student registers to enable us to communicate with you and any nominated parent/guardian;
- facilitate health, safety and wellbeing at our campuses and other training locations (including online);
- develop, run, administer and promote competitions, programs, activities and other events run by us, including promotions on social media;
- market and promote products, services, merchandise and special offers made available by us or our respective commercial partners;
- administer and manage our websites and provide you with access to those websites;
- administer and manage any account you may hold with us;
- keep adequate records for audit, record keeping and compliance purposes;
- keep you informed of news and information relating to 360 Training Academy, including by distributing newsletters, publications and other communication via various mediums including direct mail, email and SMS / MMS messages;
- if you are an employee or other representative of a customer to which we provide our products and services or a supplier or service provider to us, communicate with you about your or your employer's engagement with us and otherwise as specified in this Privacy Policy; and
- research and develop new programs, activities and other events relating to education and other related products and services.

We respect that you may not wish to share your personal information with us and we will take reasonable steps to allow you to opt-out of sharing information if that is possible.

You can contact us using the details specified below if you do not want to receive marketing information (such as our newsletters, publications and other communications) or use the unsubscribe option within electronic communications. However, you cannot opt out of receiving administrative messages in relation to any course in which you are currently enrolled.

We may collect and use your personal information for other purposes not listed above. If we do so, we will make it known to you at the time we collect or use your personal information.

We do not otherwise use or disclose your personal information without your permission, unless the disclosure is:

- in accordance with this Privacy Policy or any agreement you enter into with us; or
- required or authorised by law, including without limitation under the *Information Privacy Act 2009*(Qld) or the *Right to Information Act 2009* (Qld).

If you choose not to provide your personal information to us for the purposes set out in this Privacy Policy, you may not be able to enrol in courses or receive certain products and services and we may not be able to undertake certain activities for you, such as enrolling you in a course or providing you with requested information, products or services.

### **How we disclose your personal information**

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### **How the NCVER and other bodies handle your personal information**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

### **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee,

agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### **Contact information**

At any time, you may contact Administration to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

We take all privacy complaints seriously and will investigate any such complaint in a confidential manner. You will be informed of the outcome of the investigation within a reasonable period of time.

### **Changes to this Privacy Policy**

From time to time, we may need to change this Privacy Policy to reflect our changing business practices. We will notify you of any amendments by posting an updated version of this Privacy Policy on our website.

### **Working with Children**

360 Training Academy takes the safety and health of all our participants very seriously and we will comply with all legislative requirements under the Commission for Children and Young People and Child Guardian Act 2000 to provide a safe learning requirement.

We do accept people under the age of 18 in our training programs and therefore require all trainer and assessors to be cleared as not being a risk to the health and safety of minors and to provide 360 Training Academy with a copy of their Blue Card for working with Children as part of our key prevention and monitoring system when working with children and your people.

Further information on the Working with Children's Check is available from 360 Training Academy CEO.

### **Fees and Refund Policy**

Our training and assessment programs do attract fees. The details of the fee structures are contained in the course flyers/enquiry emails.

360 Training Academy has a fair and equitable Refund Policy in place containing guidelines guaranteeing the refund of fees to course Participants under reasonable circumstances. The management guarantees 360 Training Academy's sound financial position and safeguards Client / Participant fees until used for training / assessment.

- Cancellations must be made in writing and the following charges apply: More than three weeks prior to the event – 25% of fee. Less than 3 weeks prior to the event – 50% of fee; 5 working days (or less) prior to the event – 100% of fee.
- TRAINING CREDITS WILL BE GIVEN FOR FUTURE COURSES for participants who are booked but are unable to attend on the day for reasons of health or other unavoidable extenuating circumstances.
- You may substitute another Participant at any time prior to course commencement date should the nominated person be unable to attend. Notification of such changes must be requested in writing 3 days prior to course commencement.
- 360 Training Academy reserves the right to cancel or postpone a course to an alternative date. All registered Participants affected by such changes will receive a full refund or be offered the opportunity to transfer to the next available course program.
- No refunds will be made after the commencement of the course unless the Participant can provide a medical certificate or show extreme personal hardship. In this case, Transfer to another date may be possible at the discretion of 360 Training Academy management.

- 360 Training Academy cannot be held responsible for any costs incurred due to a cancelled event due to conditions beyond our control, extreme weather events or insufficient enrolments.

360 Training Academy charges for replacement statement of attainments, should a replacement certificate be required, the Employer or the Participant will be charged \$50 including GST for a replacement statement of attainment.

From 1 January 2015 participants undertaking nationally recognised training delivered by an RTO are required to provide a Unique Student Identifier (USI). Most participants will provide their own USI

during the enrolment process, however 360 Training Academy offers to apply for the USI on the participant's behalf. This service is offered free of charge.

### **Participant Documentation Policy**

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We are committed to maintaining and safeguarding the accuracy, integrity and currency of our records without jeopardising the confidentiality of the records or our participant's privacy.

Individual hardcopy participant records will be stored for six months after completion in a lockable secure office area. Our electronic records are stored in our participant records software system and are protected by password access, we further protect our records by maintaining up to date virus, firewall and spyware protection software.

The CEO is responsible to conducting a backup of our computer systems to an external drive which is stored off site.

Our software and hardcopy systems will retain Participant results for a period of not less than 30 years.

In the event that we cease to operate as an RTO we will transfer all records to ASQA in appropriate format and detail as specified by ASQA at the time of ceasing RTO operations.

All other records including, taxation records, business and commercial records will be retained for a period of at least seven years.

It is a requirement of the Standards for RTOs 2015 that we comply with all mandatory reporting obligations. All RTOs are required to report annually enrolment data and completion results to the government (AVETMISS).

The RTO records all AVETMISS data in its Online Student Portal. This data is supplied and completed by the participants at enrolment and is maintained and updated by the RTO Administration staff.

This data is verified for accuracy as part of the enrolment process and this data is updated as the participant progresses through the course culminating in either their withdrawal from the course or exiting from the course with a Statement of Attainment award.

We will ensure that any confidential information acquired by us, individuals or committees or organisations acting upon our behalf is safeguarded.

Access to individual Participant training records will be limited to those required by the Standard for Registered Training Organisations such as:

- trainers and assessors, including RPL Assessors to access and update the records of the participants whom they are working with,
- management staff as required to ensure the smooth and efficient operation of the business,
- Officers from the Department of Education and Training, ASQA or their representatives for activities required under the Standards for Registered Training Organisations,

Or those required by law such as:

- people as are permitted by law to access these records (e.g. subpoena / search warrants / social service benefits / evidence act).

Or

- participants authorising releases of specific information to third parties in writing,
- the participants themselves, after making application in writing. For example, participants seeking a replacement Statement of Attainment.

### **Recognition of other Qualifications**

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All AQF qualifications and statements of attainment issued by other registered training organisations will be fully recognised by 360 Training Academy.

These qualifications will be recognised and where appropriate could be used to reduce any training program being offered by us.

Participants would be required to produce a certified copy or the original certificate to the CEO or in some cases the trainer, who will make note of the qualification in our record system.

This is typically applicable where participants produce a pre-requisite qualification for a course they are currently wishing to undertake.

Where an application is to proceed, the Participant will need to provide:

Either:

- An AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- An authenticated VET transcript issued by the Registrar, such as ASQA.
- An authenticated USI transcript.

### **Access and Equity**

We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis.

Including women where under-represented, people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, and rural and remote learners.

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

All participants who meet our entry requirements will be accepted into any of our training programs.

Participants who feel that they have been discriminated against can lodge a formal complaint. This process can be initiated through any staff member or can be referred to the CEO.

### **Enrolment**

To enrol in our course please contact 360 Training Academy administration, the contact details for which are located on the front of this document.

Once accepted, you will need to complete an enrolment/application form including a Unique Student Identifier (USI) or an exemption thereof.

### **Language, Literacy and Numeracy (LLN) Assistance**

Our course standard material contains written documentation and limited numerical calculations.

We recognise that not all people are able to read, write and perform calculations to the same Standards. We will endeavour to help you where we can accommodate anyone with difficulties with Language, Literacy or numeracy.

If a participant's needs exceed our skill, we will refer the participant to an external support provider such as their local TAFE campus.

### **Participant Learning Needs**

We will assist all participants in their efforts to complete our training programmes.

If you are experiencing any difficulties with your studies, we would recommend that you see your trainer, or another member of 360 Training Academy's staff.

We will make every effort to support you in your studies; this could be through additional coaching or mentoring or through any other identified way.

Should you be experiencing any personal difficulties you should make contact directly with the 360 Training Academy's Compliance Manager or CEO who will assist you to the full extent of our capacity.

If your needs exceed 360 Training Academy's support capacity, we will refer you onto an appropriate external agency.

You can seek support immediate by contacting:

**Interpreting Services:**

TIS 13 14 50

**Lifeline:** 131 114

**Literacy and Numeracy Support:**

**National:**

Australian Council of Adult Literacy phone 03 9546 6892 email [info@acal.edu.au](mailto:info@acal.edu.au)

**Flexible Delivery and Assessment Procedures**

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360 Training Academy recognises that not all participants learn in the same manner, and that with an amount of "reasonable adjustment" participants who may not learn best with traditional learning and assessment methods will still achieve good results.

360 Training Academy will make any necessary adjustment to meet the needs of a variety of participants, the ability to complete a written assessment is not to be interpreted as a barrier to competency, provided that the participant can verbally demonstrate competency.

These adjustments may include having someone read assessment materials to participants or they may include having someone record the participant's spoken responses to assessment questions.

360 Training Academy undertakes to assist participants achieve the required competency Standards where it is within our ability.

Where we cannot assist a participant, we will refer them, where possible, to an agency that can assist.

Any further questions can be referred to your trainer or 360 Training Academy's Compliance Manager.



## **AQF Certificates and Statements of Attainment**

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360 Training Academy's CEO will issue only AQF Certificates and Statements of Attainment that are within our scope of registration and that certify the achievement of the requirements of Units of Competency and Qualifications from nationally endorsed Training Packages.

We must issue, record and issue statements of attainment and certificates that:

- meet the requirements in the current *Australian Qualifications Framework*, 2nd Edition, January 2013
- identify the units of competency from Training Packages,
- identify the RTO by its national provider number,
- And meet the requirements of the ASQA

360 Training Academy will note the language of delivery and assessment on AQF qualifications and statements of attainment issued if the delivery and assessment have been entirely in a language other than English.

## **Unique Student Identifier**

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As from 1<sup>st</sup> January 2015, participants, wishing to graduate from a Vocational Education and Training course (a VET Course) are required to obtain a Unique Student Identifier (USI).

As from 1<sup>st</sup> January 2015, an RTO cannot issue a qualification to a Participant unless that Participant provides the RTO with their USI. The USI will allow the Government to permanently record the awarding of this qualification to the individual.

Thus, from 1<sup>st</sup> January 2015, unless exemptions apply, all training successfully delivered will be recorded by the Government.

To obtain a USI the Participant will need to:

1. Visit [www.usi.gov.au](http://www.usi.gov.au) and providing information about themselves similar in content to that on their driver's licence (An Australian Drivers Licence has enough information), or

2. Authorise a third party such as 360 Training Academy as the RTO to obtain the USI on their behalf. To enable this to happen the participant will need to:

1. Accurately complete this enrolment form, ensuring that the details they provide match their ID.
2. Provide 360 Training Academy with one of the following forms of unique identification:
  - Driver's Licence
  - Medicare Card
  - Australian Passport
  - Visa (with Non-Australian Passport) for international Participants
  - Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
  - Certificate Of Registration By Descent
  - Citizenship Certificate
  - ImmiCard
3. Nominate their preferred method of contact so that the USI activation notice can be sent to them, options include, email, phone or mailing address.
4. Complete the authorisation form included in the Enrolment Agreement.

Once their USI has been generated, they should:

- write down their USI somewhere safe
- activate their USI account at some stage soon.
- if they do not activate their account, their USI still works.
- when they do activate their account, they will be required to add some security questions and choose a password.

PLEASE NOTE: The USI System checks for duplicate entries and will report any suspected duplicates.

## **PLEASE ALSO NOTE:**

Any USI provided to use by a participant will need to be verified as being accurate through the student management system. Any USI's indicated as not being correct, or "rejected" are to be returned to the Participant with the advice that the RTO cannot issue a Statement of Attainment or a Testamur without a valid USI.

Any copies of participant personal information obtained for the purposes of determining or confirming a USI shall be securely destroyed when no longer needed.

## **Verification of Participant Unique Student Identifier**

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360 Training Academy must verify the legitimacy of the Participant USI.

At time of enrolment, or when the participant offers their USI, 360 Training Academy will verify the participant's USI through the student management system.

Participants whose USI cannot be verified, will be notified by 360 Training Academy administration staff. The participant will then be requested to rectify the issue.

Participants will also be advised that without a valid USI, the RTO is not able to issue them their Certificate or Statement of Attainment.

## **Complaints and Appeals**

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360 Training Academy treats complaints and appeals from staff, partner organisations, participants, and other parties very seriously and will deal with these in an effective and timely manner. Complaints can be made about 360 Training Academy, its staff, other learners or third parties. 360 Training Academy is typically aiming to resolve all complaints within three weeks.

360 Training Academy will act upon any substantiated complaints or appeals, these will be recorded into 360 Training Academy's RTO Management System and will lead where appropriate, to continuous improvement activities.

The data entry responsibility including maintaining security of these complaints and appeals lies with 360 Training Academy's CEO.

A person or organisation can complain about any aspect of our dealings with them, and the participant can appeal any decision we make, including assessment decisions.

In the first instance that a person or organisation is unhappy or dissatisfied with an aspect of our service delivery, they should consult their trainer and assessor, customer service staff or 360 Training Academy's CEO. Work Employers or Companies should contact 360 Training Academy's CEO.

We would encourage Participants should contact their trainer. The trainer should be the first point of contact for participants, the aim of this first contact is to resolve the issue quickly.

If the participants complaint is about the trainer, and they are uncomfortable discussing this issue with the trainer then they should contact 360 Training Academy's CEO.

Should the complaint or appeal not be resolved in the first instance, then the complainant is requested to formally lodge a complaint or appeal by completing either the complaint or appeal form, these forms are available from the Trainer, 360 Training Academy's CEO or 360 Training Academy's Customer Service.

The appellant or complainant can take the form away to complete, but this should be returned within 48 hours so the matter can be promptly investigated.

Should the complaint be about 360 Training Academy's CEO, either in their role as a trainer, or in their role as 360 Training Academy's CEO, then the customer service representative is able to receive and process the complaint or appeal.

This formal complaint or appeal will be entered our Complaints or Appeals register for tracking purposes. This is the responsibility of 360 Training Academy's CEO, the receipt of the Complaint or Appeal will be formally acknowledged within one business day, in writing by 360 Training Academy's CEO.

Should the nature of the complaint refer to criminal matters or where the welfare of people is in danger, 360 Training Academy will, with the permission of the participant, seek assistance from other

authorities such as the Police, Legal Representative or other parties as appropriate.

Participant confidentiality will always be maintained as is consistent with Australian Law.

At all times the principles of Natural Justice be upheld, these being:

- That both sides of the complaint will be informed of the complaint and
- That both sides of any complaint will be heard after enough time has been provided for both sides to prepare their arguments
- That an investigation will be conducted without undue delay
- The participant will be allowed to continue their course without penalty until such time as the final decision has been determined.

Further details on Natural Justice can be accessed from the Ombudsman's office in the state or territory in which the training and assessment is being conducted or found online on [www.ombudsman.gov.au](http://www.ombudsman.gov.au).

360 Training Academy will ensure that the participant's academic progress will remain unimpeded by their complaint or appeal.

Upon receipt of the formal complaint or appeal, 360 Training Academy's CEO will be responsible for resolving the issue. This will involve at least a formal interview with the participant, the trainer and 360 Training Academy's CEO if appropriate.

Should the issue still not be resolved to the student's satisfaction, 360 Training Academy will make arrangements for an independent third party to resolve the issue and outline any costs that may be involved with this to the student. The student will be given the opportunity to formally present his or her case. The time frame for this process may vary but should take no longer than 14 days.

All parties involved will receive a written statement of the outcomes, including reasons for the decision within the 14-day period. If the process is taking longer than 60 days from the complaint or appeal being received the student will be notified in writing of the reason for the delay and kept informed about all progress.

If the student is still not happy with external mediation, he / she may take his / her complaint to the Queensland Training Ombudsman.

All documentation relating to complaints or appeals should be archived for audit purposes.

ASQA accepts complaints about training providers such as 360 Training Academy from all members of the community. ASQA takes a risk-assessment approach to student complaints, which allows them to focus on risks to the quality of vocational education and training in Australia.

ASQA is not a consumer protection agency and cannot act as an advocate for individual students. However, ASQA highly values complaints about training providers—all complaints are used as intelligence to inform regulatory activities.

For more information on how ASQA handles complaints, refer to ASQA's policy on Managing complaints about training providers.

[Managing complaints about training providers \(PDF\)](#)

A further option available to students and organisations is the National Training Complaints Hotline. This **number is 13 38 73** and is staffed Monday–Friday, 8am to 6pm nationally. More details on the National Complaints Hotline can be found at [www.education.gov.au/NTCH](http://www.education.gov.au/NTCH).

The Queensland training ombudsman can provide students with advice about rights and responsibilities within the VET sector, see [www.trainingombudsman.qld.gov.au](http://www.trainingombudsman.qld.gov.au) for more information.

## **Assessment Appeals**

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In rare circumstances, the participant may object to decisions made by 360 Training Academy, including assessment outcomes, and wish to appeal these decisions.

Possible grounds for an Assessment appeal could be (and others are possible):

- The correct response was provided however the response was marked incorrect in error
- The material assessed was not covered in learning materials
- The response provided by the participant was the response provided in class
- Or any other reason.

In the case of the Assessment appeal, the participant will follow the same basic steps as outlined in the complaint and appeal section.

1. Discuss the issue with your trainer and seek their opinion.
2. If you are still dissatisfied, complete the appeals form and submit it to 360 Training Academy's CEO who will:
  - a. provide written receipt of your case within one business day,
  - b. review your case and if desired, you will be able to present your case to 360 Training Academy's CEO. 360 Training Academy's CEO will review your case with you and provide you with a written response, including the reasons for the response.
3. At all times, the participant is to be kept updated as to the progress and resolution of the matter.

Irrelevant of the process undertaken to resolve the matter, the appellant will be provided with a formal written statement of the resolution of the complaint or appeal and this will state the reasons for the decision.

At all times will we keep our participants informed of the progress of their complaint and appeal; should this process take longer than sixty (60) days we will keep the participant informed of these reasons through written correspondence.

## **Discipline**

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If a trainer or staff member is unhappy or dissatisfied with the behaviour or performance of a participant, the trainer has the authority to:

- Warn the participant that their behaviour is unsuitable, or
- Ask a participant to leave the class, without refund or acceptance into another course, or
- Immediately cancel the class.

360 Training Academy has a zero-tolerance policy towards illegal drugs. Any person found to be in possession or under the influence of illegal drugs will be asked to leave the premises.

Anybody found to be under the influence of drugs or alcohol that will adversely affect their performance will be asked to leave the premises.

In some cases, prescription drugs will affect your performance, please discuss this with your trainer prior to course commencement.

Cheating or plagiarism (copying of someone else's work) will not be tolerated and will result in the participant's assessment being dismissed.

We expect that our staff will maintain a professional and ethical working relationship with all other staff, management and participants. Any breach of our disciplinary Standards will be discussed with the trainer and 360 Training Academy CEO and the appropriate action will be taken.

If a participant wishes to express a complaint in relation to the disciplinary action taken, they have the opportunity to follow our complaints procedure.

## **Credit Transfer Policy**

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Credit Transfer is available to all participants enrolling in any of our training programs on our scope of registration.

**Credit Transfer** – means credit towards a qualification granted to participants based on outcomes gained by a participant through participation in courses or nationally training package qualifications with another Registered Training Provider.

## **Assessment Standards**

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All assessments conducted by us will:

- Comply with the assessment guidelines defined in the relevant nationally endorsed training package. In the case of our qualifications we will ensure that the competency assessment is determined by a vocationally competent assessor who holds the relevant TAE40110 or TAE40116 assessment units of competency or equivalent qualifications.
- All of our assessments within our RTO will lead to the issuing of a statement of attainment or to the issuing of a qualification under the AQF where a person is assessed as competent against the National Endorsed units of competency in the applicable training package.
- All of our Assessments will be:
  - **Valid** - Assessment methods will be valid, that is, they will assess what they claim to assess,
  - **Reliable** - Assessment procedures must be reliable, that is, they must result in consistent interpretation of evidence from the learner and from context to context,
  - **Fair** - Assessment procedures will be fair, so as not disadvantage any learners.  
Assessment procedures will:
    - be equitable, culturally and linguistically appropriate,
    - involve procedures in which criteria for judging performance are made clear to all participants,
    - employ a participatory approach,
    - provide for participants to undertake assessments at appropriate times and where required in appropriate locations.
  - **Flexible** - Assessment procedures will be flexible, that is, they should involve a variety of methods that depend on the circumstances surrounding the assessment,

We will achieve this through:

- careful design of the assessments,
- validation and moderation of the assessment materials conducted in our annual review,
- an understanding of the definition and practical application of the above definitions.

### **Assessment Criteria**

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All our assessments will provide for applicants to be informed of the context and purpose of the assessment and the assessment process.

This will include information regarding assessment methods, alternative assessment methods if required to accommodate special needs or circumstances, information will also be included at the start of each unit or course as to the assessment processes, number of assessments, and types of assessment.

### **Assessment Methods**

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Our assessments and assessment methods will ensure that we:

- focus on the application of the skill and knowledge as required in the workplace, including:
  - Task skills (actually doing the job)
  - Task management skills (managing the job)
  - Contingency management skills (what happens if something goes wrong)
  - Job Role environments skills (managing your job and its interaction with others around you)

We will ensure that we assess you in sufficient detail to ensure that we can determine that you have attained competency.

Staff members are available to discuss and provide limited professional advice as to the outcomes of the assessment process and guidance on future options.

All assessment tasks must consider any language and literacy issues, cultural issues or any other individual needs related to the assessment.

Re-assessment is available on appeal; see further details in the appeal process section.

