

Victorian Training Consultants

NATIONAL PROVIDER CODE 21849

ADDITIONAL INFORMATION

STUDENTS MUST COMPLETE AND SIGN ALL PARTS OF THIS APPLICATION PRIOR TO PAYMENT OF FEES AND COMMENCEMENT OF THE COURSE

INTRODUCTION

We are a Registered Training Provider and meet administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia. The State Government registering authority monitors and subjects us to regular external audit to verify adherence to these standards.

QUALIFICATIONS

We offer the following accredited and nationally recognised qualifications

- VBP112 - Cardiopulmonary Resuscitation – CPR
- 21592 VIC- Course in First Aid Level 1- Emergency Life Support
- 21593 VIC- Course in First Aid Level 2- Provide First Aid
- HLTA2A - Apply advanced first aid
- HLTA1A - Apply basic first aid
- 21658VIC - Course in Automated External Defibrillation
- 21660VIC - Course in Basic Oxygen Administration
- 21659VIC - Course in the administration of adrenaline using a controlled dose adrenalin injecting device for anaphylaxis

See individual course brochures for more information on content and vocational outcomes.

APPLICATION PROCESSES AND SELECTION CRITERIA

Selection for enrolment in the our courses will be approved for applicants who meet the qualification selection criteria which is detailed in individual course brochures

In line with Government policy students with intellectual and physical disabilities are encouraged to participate in training.

FEES AND COSTS INVOLVED IN UNDERTAKING TRAINING

Fees are invoiced according the fee schedule provided to you prior to enrolment

FEE REFUND POLICY

Fee refund arrangements are outlined in the Agreement and Contract which students are required to complete prior to enrolment

QUALIFICATIONS TO BE ISSUED

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

COMPETENCIES TO BE ACHIEVED DURING TRAINING

Competencies to be achieved during training are detailed in individual course brochures.

ASSESSMENT PROCEDURES

In general terms assessment during training will involve

- Oral responses to questions
- Observation of performance in the workplace or in computer laboratories
- Written response to questions, assignments and case studies
- Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.
- Students will be given an opportunity for at least one reassessment for any competencies not achieved on the first attempt.

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LANGUAGE, LITERACY AND NUMERACY

Language, literacy and numeracy expectations are based on the National Reporting System established by the Australian National Training Authority and the Federal Government. Reasonable and affordable modifications will be made to learning and assessment strategies to meet specific learner language, literacy and numeracy needs. If necessary students will be referred to organisations that can provide specific language, literacy and numeracy assistance.

Certificate I and II level qualifications

Reading and writing – a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated.

Oral communication – a learner will be able to use and respond to language around everyday subject matter which may include some unfamiliar aspects for a range of purposes in a number of contexts which may be interrelated.

Numeracy and mathematics - a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

Certificate II, IV and Diploma level qualifications

Reading and writing – a learner will be able to read, comprehend and write a range of texts within a variety of contexts.

Oral communication – a learner will be able to use and respond to spoken language including some unfamiliar material within a variety of contexts.

Numeracy and mathematics – a learner will be able to recognise and use some of the conventions and symbolism of formal mathematics including measurement, graphs and simple statistics, use of maps and directions and an introductory understanding of the use of formulae and problem solving strategies.

RECOGNITION OF PRIOR LEARNING

Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application may only be made after enrolment and payment of fees and must be made using the Application Form that will be provided during orientation.

CREDIT TRANSFER

Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.

DISPUTE RESOLUTION PROCEDURE AND CODE OF STUDENT BEHAVIOUR

We have a dispute resolution procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. Written copies of the procedure are included in the student handbook. Students are required to follow the Code of Student Behaviour at all times. Failure to follow the Code of Student Behaviour may involve the imposing of sanctions including removal from the course. The Code of Student Behaviour is included in the student handbook.

STUDENT SUPPORT SERVICES.

Students requiring assistance with their training should contact their trainer in the first instance or else contact the Training Manager

RELEVANT LEGISLATION

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

OH&S <http://www.business.channel.vic.gov.au>

Equal Opportunity <http://www.eoc.vic.gov.au/>

TAFE <http://www.otte.vic.gov.au/>

Privacy <http://www.privacy.gov.au/>

VET Act <http://www.dms.dpc.vic.gov.au/>

VQA Act <http://www.dms.dpc.vic.gov.au/>

It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times. Use the web sites indicated, or contact the training manager if you require further information.

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ACCESS AND EQUITY POLICY

Our Code of Practice includes an access and equity policy. This document is available on request. It is the responsibility of all staff to ensure the requirements of the access and equity policy are met at all times. We encourage students with disabilities to apply for our programs and will endeavour to make reasonable adjustments to the program delivery and assessment to meet any special needs.

PRIVACY

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by the college and may request corrections to information that is incorrect or out of date. Please apply to the Training Manager if you wish to view your own records.

PATHWAYS

Registered Training Organisations and TAFE Colleges must recognise the qualifications and statements of attainment issued by any other Registered Training organisation. This means that you may be eligible for credit towards courses conducted by other Registered Training Organisations and TAFE Colleges based on what you achieve with Victorian Training Consultants.