STUDENT HANDBOOK

CONNECT:

VOCATIONAL TRAINING

VOCATIONAL STUDENT HANDBOOK

UOW COLLEGE
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**Introduction**

Welcome to UOW College.

As a Registered Training Organisation, UOW College offers a range of vocational training programs and non accredited short courses. Vocational courses offered at UOW College are registered with ASQA (Australian Skills Quality Authority).

Please take the time to read this handbook prior to enrolment. Please also refer to the information contained in this handbook whenever the need arises. For further assistance please contact the VET Coordinator/Program Manager.

UOW College attempts to ensure that the information contained in this handbook is correct at the time of printing; however sections may be amended without notice by the College in response to changing circumstances or any other reason.

**Privacy and Access to Personal Records**

UOW College is committed to protecting students’ privacy. UOW College takes all reasonable steps to ensure that the collection, use, disclosure, disposal and handling of Information by UOW College complies with the law.

Refer to UOW College’s Vocational Privacy Policy at: [www.uowcollege.edu.au](http://www.uowcollege.edu.au)

**Release of Information**

UOW College will not release information regarding students’ study at the College for any purpose unless students have advised the College in writing that it is permitted to do so or if the law determines that the College must.

**Course commencement**

UOW College reserves the right to cancel a course if sufficient enrolments are not received. Late enrolments may be accepted at the discretion of UOW College. Course dates and fees are subject to change without prior notice.

**Refunds**

Refer to UOW College’s Vocational Refund Policy at: [www.uowcollege.edu.au](http://www.uowcollege.edu.au)

**Program Information**

Refer to [www.uowcollege.edu.au](http://www.uowcollege.edu.au) for the latest program information specifying the course outcomes, course dates, fees and Application Form.

Students enrolled in UOW College accredited Vocational programs will be required to satisfactorily complete all the required assessment tasks.

**Learning Environment**

The UOW College is committed to providing a quality learning environment through a range of programs designed to advance students’ learning. To achieve this the College maintains a learning culture based on quality and equity by providing high quality trainers, staff, courses, services, facilities and resources and ensures its assessment policies, rules and procedures are fair for all students.

**Assessment**

Assessment is an essential part of the training and assessment process. It promotes learning, measures student progress and improves student performance. Assessment
also provides an official record of student learning achievements and this provides access to other courses.

The element of competence and the performance criteria contained in each unit of competency is used as the criteria against which assessments are assessed. It is recommended that students review these criteria before submitting assessments to ensure that they meet all requirements of the Unit of Competency.

Assessment is competency based which means students are awarded a grade of Competent or Not Yet Competent.

If the student's assessment is marked as Not Yet Competent the assessor will contact the student to discuss what is required for the student to be assessed as Competent. The student may then resubmit the assessment.

To demonstrate quality assessment, assessors are required to ensure that students work meets the Principles of Assessment and Rules of Evidence.

Please refer to the UOW College's Course Progress Policy at www.uowcollege.edu.au

**Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) is a formal acknowledgement of skills / knowledge / competencies already obtained through:

- Formal training / study
- Work experience
- Relevant life experience

RPL is a process that assesses an individual's formal and informal learning to determine the extent to which the individual has achieved the required learning objectives of the course in which a student has enrolled in. RPL will only be granted for an entire Unit of Competency. All students are eligible to apply for RPL.

Evidence to support an application may include, for example:

- Resume
- Certificates / results of assessment
- Results/statements of attendance/certificates
- Position descriptions
- Work examples
- Specific evidence as identified by assessor
- Diaries/task sheets/job sheets/log books
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work
- References/letters from previous employers/supervisors
- Industry awards
- Minutes of meetings
- Any other documentation that may demonstrate industry experience related to units applied for
- Third party verifications

Students wishing to apply for RPL should complete the Recognition of Prior Learning Application Form and submit, with supporting documentary evidence, to UOW College within two weeks of course commencement. Students will be advised in writing of the outcome of their application within 14 days.
Credit Transfer
Credit Transfer may be granted for nationally recognised qualifications from other RTOs. Credit Transfer is awarded against a Unit of Competency contained in a qualification on producing an original or certified copy of a Record of Achievement or Statement of Attainment containing exactly the same code as shown in the qualification the student plans to undertake.

Students wishing to apply for Credit Transfer should complete the Credit Transfer Application Form and submit, with supporting documentary evidence, to UOW College within two weeks of course commencement. Students will be advised in writing of the outcome of their application within 14 days.

RPL & Credit Transfer fees
For non VET FeeHelp eligible courses, there are no fees for RPL or Credit Transfer applications.

The granting of RPL or Credit Transfer will result in a reduction in course fees. A $150 discount will be applied for each Unit of Competency for which RPL or Credit Transfer is granted.

For VET FeeHelp eligible courses, please refer to the Schedule of Fees published on the College’s website.

For further details on RPL & Credit Transfer, please refer to the UOW College’s RPL & Credit Transfer Policy at www.uowcollege.edu.au

Qualifications
A Statement of Attainment will be issued to students who successfully complete one or more units of competency from a nationally recognised qualification but do not complete the qualification.

A Certificate and a Record of Achievement will be issued to students who successfully complete a qualification.

Timeframe for completion of qualification
Students usually have 12 months from the time of enrolment to complete and submit all assessment tasks and any other course documentation or requirements. The timeframe for completion may vary depending on the course enrolled, please refer to www.uowcollege.edu.au for specific course information.

Trainers will provide all assistance and support students require to complete and submit assessment tasks in a timely manner.

In cases where there are exceptional circumstances beyond a students’ control which impact on their ability to complete the course within the designated timeframe, adjustments will be considered to this timeframe. Students experiencing serious illness or other events which will prevent them from completing the course within the timeframe, are advised to speak with their trainer or contact the VET Coordinator.

Record Keeping
Student’s assessment results are securely recorded in UOW College online student record keeping system. Hard copy or scanned copies of assessment evidence, records of attainment of units of competency and qualifications will be kept by UOW College for a period of 30 years (as per the Standards for NVR Registered Training Organisations). Copies of student assessments may be provided to ASQA for audit and quality assurance purposes.
Student Conduct

Students are expected to:

- Participate actively and positively in the teaching-learning process by attending classes as required, maintaining steady progress in their course, completing on time all class and home assignments set by their trainers and respecting the rights of others, especially with regard to freedom of expression,

- Take responsibility for their learning, for accessing academic support if required and develop independent study skills,

- Abide by the conditions set out in this Student Handbook, and be familiar with the rules and regulations of their course and UOW College, including the classrooms, laboratories and UOW College environs,

- Refrain from cheating or plagiarising work, providing false information, or altering or misusing any UOW College document, record or instrument of ID,

- Be aware of their individual rights and responsibilities regarding the proper use of copyright material,

- Follow appropriate and reasonable written and verbal directions given by staff,

- Behave in an acceptable and appropriate manner that does not disrupt the learning environment of UOW College,

- Be responsible for personal behaviour, and to respect, be aware and tolerant of the rights and beliefs of others,

- Act in a manner that does not endanger or threaten to endanger the health and safety of themselves or others in the UOW College community,

- Respect other students’ rights to equitable treatment, academically, socially and in complaints procedures,

- Respect other students’ privacy regarding personal and academic information,

- Not damage UOW College property or litter UOW College campus premises.

UOW College Conduct

UOW College endeavours to:

- Act in accordance with UOW College policies,

- Provide students access to information about their course including course outlines, assessment procedures, progressive results, and access to learning as set out in course outlines,

- Ensure that students have access to a Student Handbook,

- Ensure that students are provided with the requirements for the course in which they are enrolled,

- Provide students assistance and support to achieve their learning goals, including efficient and timely assessment of work,

- Ensure students are aware of copyright rules and regulations.

Compliance with Commonwealth, State/Territory Legislation and Regulatory Requirements

UOW College ensures that compliance with Commonwealth, state/territory legislation and regulatory requirements relevant to its operation is integrated into its policies and procedures and that compliance is maintained.
UOW College complies with relevant Commonwealth, state/territory legislation and regulatory requirements including, but not limited to:

- Work Health and Safety Act 2011
- Workplace harassment, victimisation and bullying
- Anti-Discrimination Act 1977
- Privacy Act 1988
- VET Quality Framework
- Standards for VET Accredited courses
- National Vocational Education and Training Regulator Act 2011
- Apprenticeships and Trainees
- Industrial Relations
- Worker’s Compensation Act 1987
- Copyright

**Workplace Health and Safety**

UOW College is determined to meet its obligation to provide a safe and healthy environment for its students, its staff and its visitors. For that reason, the College has a Workplace Health and Safety Committee as well as an Environmental Sustainability Committee which monitors and reviews such matters. All students have a responsibility to take reasonable care of themselves and others while engaged in training & assessment with UOW College.

**Student Grievance and Appeals**

UOW College aims to provide a fair, equitable and productive learning environment for all its students. The Grievance and Appeals Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving complaints of current and prospective students. Refer to the UOW College’s Grievance and Appeals Policy at: [www.uowcollege.edu.au](http://www.uowcollege.edu.au)

**Statement of VET Tuition Assurance**

**VET FEE-HELP Level Courses (Diploma-Level Courses and above)**

Under the provisions of Schedule 1A of the *Higher Education Support Act 2003* (the Act) and Chapter 3 of the *VET Guidelines*, UOW College must comply with the VET Tuition Assurance requirements. This is to protect students in the event that UOW College ceases to provide a VET course of study in which a VET student is enrolled. The meaning of ‘ceasing to provide a VET course of study’ is set out in Chapter 3 of the *VET Guidelines* at: [http://www.comlaw.gov.au/Details/F2012L02569](http://www.comlaw.gov.au/Details/F2012L02569)

In the event UOW College ceases to provide a VET course of study in which a VET student is enrolled, the student is entitled to a choice of:

a) an offer of a place in a similar VET course of study with a Second Provider without any requirement to pay the Second Provider any VET tuition fee for any replacement VET units (known as the “VET Course Assurance Option”); OR

b) a refund of their up-front VET tuition fee payments and/or a re-crediting of any FEE-HELP balance for any VET unit of study that the student was enrolled or commences but does not complete because UOW College ceases to provide the
VET course of study of which the unit forms part (known as the “VET Tuition Fee Repayment Option”).

UOW College has met the VET tuition assurance requirements, as specified in the VET Guidelines, through current membership of the Australian Council for Private Education and Training (ACPET) VET Tuition Assurance Scheme (the Scheme). Contact details for the VET Tuition Assurance Administrator are:

Australian Council for Private Education and Training (ACPET)
Website: http://www.acpet.edu.au
Email: acpet@acpet.edu.au
Phone: 1800 657 644

If UOW College ceases to provide a VET course of study, ACPET will send a student enrolled in the VET course of study a written VET Tuition Assurance Offer (the Offer) advising them of the options available under the VET tuition assurance requirements. The Offer will include directions that the student must follow in order to notify ACPET of the choice they have made for each affected VET unit. ACPET will provide this Offer within 20 business days after it knows, or should know by reasonable enquiries that UOW College has ceased to provide the VET course of study.

For the purposes of VET FEE-HELP, all courses offered by UOW College in accordance with the course requirements of clause 45 of Schedule 1A to the Act are covered by the Scheme as part of its membership of the Scheme.

A VET student may choose either:

1. The VET Course Assurance Option
Under the VET course assurance option, a student will be offered a place in a similar VET course of study by ACPET. If the student accepts this option, ACPET will make all necessary arrangements to ensure the student is able to enrol with the Second Provider in the similar VET course of study. This offered VET course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the Second Provider any VET tuition fee for any replacement VET units (that is, units that the student had commenced but not completed because the VET course ceased to be offered). A student will receive full credit from the Second Provider for any VET units of study successfully completed at UOW College.

The Second Provider nominated by ACPET may have different VET tuition fees to the fees the student would have paid for VET units of study which were part of the VET course of study UOW College ceased to provide but which the student had not yet started studying.

A student is not obliged to enrol in a VET course of study with a Second Provider offered by ACPET under the VET Course Assurance Option. However, if he/she enrolls with any other VET provider there is no obligation on that VET provider to offer full credit transfer for the VET units of study completed with UOW College or to offer replacement VET unit/s free of charge.

OR

2. The VET Tuition Fee Repayment Option:
Under the VET Tuition Fee Repayment Option, ACPET undertakes to pay the student the total of any up-front VET payments already paid by the student for any VET units of study the student has commenced but not completed because the VET course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.
**VET Certificate-Level Courses**

Similarly, under the *Standards for NVR Registered Training Organisations*, UOW College will maintain a tuition assurance scheme to safeguard students in the event of it becoming insolvent and unable to return fees that have been paid in advance. The tuition assurance scheme will source similar training to allow the effected participants to complete their studies with another provider without further financial burden. In the event the student cannot be placed with another suitable provider, the tuition assurance scheme will offer the student a refund of any payments already paid upfront.