



Focus on Safety Pty Ltd

RTO Provider ID: 40469

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Student Handbook

RTO Provider ID: 40469



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Handbook Disclaimer

This Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or **Focus on Safety** policy may impact on the currency of information included. **Focus on Safety** reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting **Focus on Safety**.

This handbook has been prepared as a resource to assist students to understand their obligations and also, those of **Focus on Safety**. Please carefully read through the information contained in this guide.

All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this Handbook.

Any queries regarding the contents of this handbook can be directed to the training team, contact details below.



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Welcome

Congratulations and thank you on your decision to undertake training with Focus on Safety (FOS). We have been delivering training across the Hunter Valley and NSW since 2011.

Our goal is to deliver relevant industry safety training to ensure our students receive the required theory, skills and workplace knowledge to work safely in their chosen field.

Our range of safety training has been developed to assist clients nationwide in meeting specific safety requirements particularly for high-risk working environments.

The Focus on Safety team incorporates a strong focus on safety skills and risk mitigation in all safety training.

Focus on Safety (FOS) is committed to ensuring our training is delivered in a professional manner by trainers with diverse and extensive knowledge and experience, ensuring a high standard of training to all learners.

Focus on Safety will ensure that you will receive the opportunity to fulfil your personal potential during your training and every endeavour will be made by staff to accommodate your individual training needs.

I sincerely hope that your time at FOS is a memorable and productive learning experience.

Welcome to Focus on Safety,

Scott

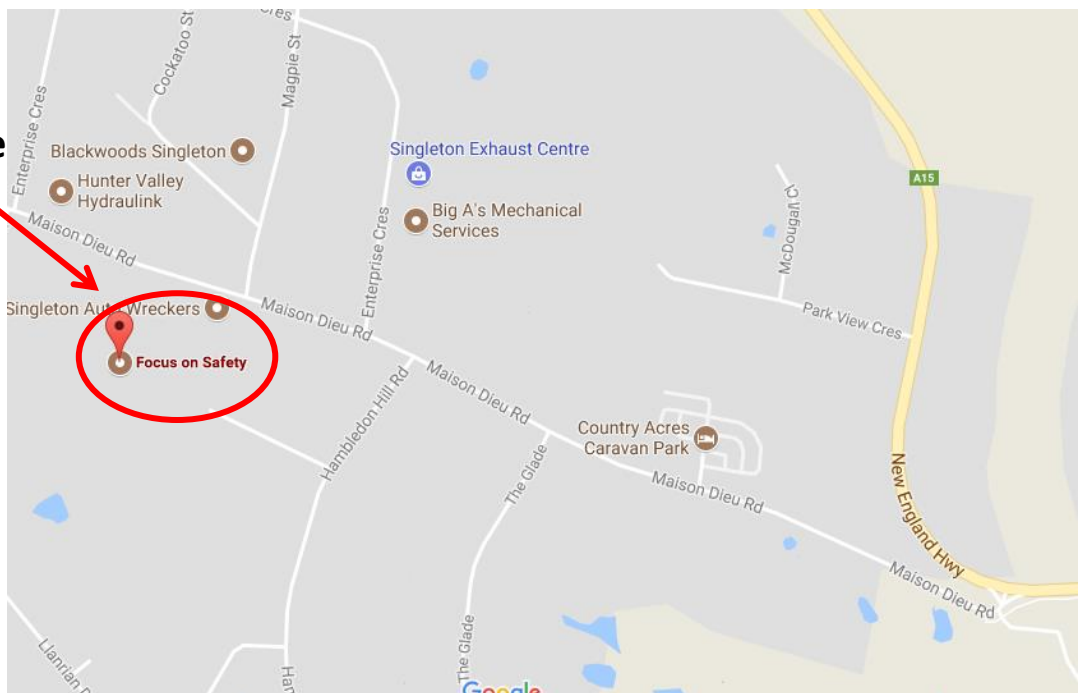
Scott Morante
Chief Executive Officer



Contacting Us

Our contact details are listed below. Feel free to contact us with any query you may have regarding your learning experience with Focus on Safety.

We are here



Contact Details:

Focus on Safety Pty Ltd

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147 Maison Dieu Road, Singleton 2330 NSW

Phone: 02 65713333

Email: admin@focusonsafety.com.au

Web: www.focusonsafety.com.au

CEO Scott Morante

General Manager Samantha Morante



About Us

Focus on Safety strives to lead the industry in quality safety training. Our Singleton training facility is designed to provide realistic experiences using our purpose-built training simulators.

Our courses are delivered by appropriately qualified and experienced trainers, using a variety of methods. We offer training sessions via:

- Face-to-face, classroom based learning
- Simulated activities
- Worksite training

As a Registered Training Organisation (RTO) we deliver nationally recognised qualifications in:

First aid

Confined Space

Heights Safety

Emergency Response Training

Fire and Workplace Emergency Training

Tower rescue Training

Work Health and Safety

Low Voltage Rescue

High Risk Licence Plant and Machinery Training

We also offer the following Non-accredited training:

Safe Chemical Handling

High Pressure Water Jetting

MDG25

Manual Handling

Emergency Decent Device Training

Fire Warden and Fire Chief

A full list of course codes and course titles are included in Appendix 1.

In Australia, only Registered Training Organisations can issue nationally recognised qualifications. Our RTO provider code is **40469**. All training delivered by FOS is in accordance with the Vocational Education Training (VET) Quality Framework. The VET quality framework provides a set of standards and requirements that ensures learners receive best practice in their vocational training.

Further information about the VET Quality Framework can be found here:

<https://www.asqa.gov.au/about/australias-vet-sector/vet-quality-framework>



1. Legislation

As an RTO, **Focus on Safety** is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

- the Standards for Registered Training Organisations (RTOs) 2015
- National Vocational Education and Training Regulator Act 2011

Additionally, **Focus on Safety** abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- Anti-discrimination
- Apprenticeships and Traineeships
- Children and Young People
- Copyright
- Corporations
- Employment and Workplace Relations
- Equal Opportunity
- Fair Work (including harassment and bullying)
- Privacy and Personal Information Protection
- Student Identifiers
- Taxation
- Workplace Health and Safety

Focus on Safety is dedicated to following the provisions in the VET Quality Framework. More information about these regulations and legal frameworks can be found at:

- www.comlaw.gov.au which is the Australian Government website for Commonwealth Law
- www.asqa.gov.au which is the website for the regulator of Australia's vocational education and training (VET) sector



2. Code of Practice Statement

As a responsible member of the VET community, **Focus on Safety** follows a Code of Practice which outlines how you can expect the organisation and our staff to behave. Similarly, **Focus on Safety** has expectations for student behaviour. These are outlined in the section 'Student Conduct – Code of Conduct'.

Focus on Safety Training undertakes to provide high quality training and to uphold the highest ethical standards.

To ensure your rights as a consumer are protected and you receive the services detailed in your training agreement;

- Our marketing and advertising to prospective clients is ethical, accurate and consistent
- You will be informed before you enrol of all the costs and charges you will incur throughout your course.
- Our refund policies are fair and are documented and provided to each client prior to enrolment.
- We will ensure that your academic, financial and other records maintained by us are complete and accurate. These records are managed to maintain confidentiality and will not be divulged to third parties unless authorised by you or under law. You may view your own records to confirm their accuracy and completeness.
- We will ensure that the Nationally Recognised Training (NRT) logo is used only in accordance with its conditions of use.

To ensure we at Focus on Safety Training adhere to the principles of access and equity, meet our legal obligations, and maximise outcomes for each client;

- We are committed to principles of access and equity and will not unlawfully discriminate against clients. The obligations we place on our staff and students are to protect their health, safety and welfare and ensure as far as possible that learning experiences are positive and free of discrimination or harassment.
- Our policies and procedures ensure that you are treated fairly and receive all reasonable assistance to successfully complete your course once accepted for enrolment.
- We will deal fairly and constructively with your concerns and complaints about our services. To ensure that you can be confident that the qualifications issued by the Focus on Safety Training are recognised by industry;
- We regularly engage with relevant industry representatives to evaluate our training and assessment services. This ensures that our graduates hold the required skills and knowledge to the standard of performance required in the workplace
- Our training and assessment strategies are developed in consultation with industry to ensure that they are relevant to industry needs. Where your training or assessment occurs in a workplace, evidence of your performance will contribute to our assessments
- Our teaching and assessment staff continuously engages with industry to ensure their knowledge and skills reflect current industry practice.



To assure the quality of training and assessment provided across all of Focus on Safety Training operations;

- We are committed to continuously improving the services we offer and will seek feedback from you about the services you have received from us.
- Our organisation is a Registered Training Organisation (RTO) that is authorised under legislation to offer nationally recognised training. We ensure that at all times our operations comply with relevant legislation and the national registration standards.

We recognise that you may have skills and knowledge that are relevant to your course outcomes. Prior to the commencement of training;

- We will assist you to gain recognition for these skills and knowledge through a process called Recognition of Prior Learning.
- If you have completed relevant units of competency with another RTO we will automatically credit these towards completion of your qualification.
- We offer learning and assessment services that as far as practicable meet your individual learning needs.
- We can tailor your training program to meet your needs and will offer you a range of learning and assessment resources.

Focus on Safety Training is committed to ensuring the quality of vocational education and training programs offered meet the needs of our clients and are in accordance with:

- Australian Skills Quality Authority (ASQA)
- Australian Quality Training Framework (AQTF)
- National Standards for Registered Training Organisation
- Commonwealth/State legislation and regulatory requirements.

As an RTO Focus on Safety Training is subject to regular checks and audits by registration authorities to ensure that we meet the standards for training conducted under the Australian Quality Training Framework. The registering authority for Focus on Safety Work Options is Australian Skills Quality Authority (ASQA) and may be contacted on <http://www.asqa.gov.au>

A copy of the Code of Practice can be obtained by contacting Focus on Safety.



3. Policies and Procedures

The following Policies and Procedures underpin **Focus on Safety's** operations.

3.1 Access and Equity Policy

Focus on Safety is committed to providing and preserving training and assessment services that reflect fair, inclusive and reasonable equal opportunities for all learners to achieve their desired learning goals.

This includes fair allocation of resources and equal opportunities to access training services. Focus on Safety prohibits discrimination based on:

- Gender
- Age
- Marital status
- Sexual orientation
- Race
- Ethnicity
- Religious beliefs
- Parental status

All staff or contractors engaged by Focus on Safety (FOS) are required to comply with this policy. To safeguard all learners from harassment or discrimination, Focus on Safety ensures:

- uses the same registration and enrolment procedures for all participants
- that course enrolments are based on availability of places and participants who meet any course pre-requisite requirements
- provides enough information to participants to promote informed course choices
- provides course materials that are inclusive and non-discriminatory
- ensures language, literacy and numeracy requirements are consistent with the vocational level of the qualification
- modifies or adapts assessment if necessary and when possible to meet learner needs
- learners are aware of their right to appeal an assessment decision
- all learners have equal opportunities to demonstrate competence including reasonable adjustments for those with individual needs or circumstances. This may mean engaging appropriate services for learning and assessment including:
 - * educational support
 - * alternative assessment methods
 - * offering extra time to complete course or assessment
 - * literacy or numeracy supports

It is the responsibility of all staff at Focus on Safety to uphold our commitment to Access and Equity principles. If you have questions or concerns, please contact us on **02 65713333**.

Focus on Safety will work to ensure all participants have the right resources available to allow successful completion of course requirements. This includes flexible delivery and assessment arrangements where necessary, and language, literacy and numeracy (LLN) support.



3.2 Anti-discrimination Policy

The FOS Anti-discrimination and Harassment policy aims to promote equal opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including education and training.

FOS is committed to ensuring all FOS staff, participants and clients are treated fairly and equally.

1. All opportunities are based on merit without regard for age, disability, race, sex, intersex status, gender identity and sexual orientation
2. FOS trainer/assessors are accountable for the implementation of this policy
3. FOS is responsible for providing an environment free from any form of discrimination, harassment, insult, ridicule or bullying.

3.3 Complaints and Appeals Policy

We believe it is important that if you have an issue or concern (with training, assessment outcome or other services) that we know about it, providing us with the opportunity to work with you to resolve it.

If you have a complaint, if possible, please discuss it first with the relevant person or a FOS staff member. If the issue is unable to be resolved or, if you are unable or unwilling to discuss it directly, you may submit a formal complaint. Complaint forms and confidential envelope (if desired) are available from reception or via email request.

All complaints will be managed confidentially, fairly and equitably, and as efficiently as possible.

Focus on Safety will implement any improvement actions arising from complaints for the benefit of future learners.

All learners have the right to lodge an appeal if you disagree with a decision regarding an assessment or complaint outcome



3.4 Workplace Health and Safety

Workplace health and safety legislation applies to everyone at Focus on Safety. All staff, students and visitors have a responsibility to ensure the workplace is safe and that their own actions do not put the health and safety of others at risk.

The Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 describes Focus on Safety'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:

- An environment that is safe to work/learn in, with working procedures that are safe to use,
- adequate staff training
- properly maintained facilities and equipment,
- a clean and suitably designed work place with the safe storage of goods such as chemicals.

Please report any incident, hazard or concerns immediately.

If an emergency involving fire, please follow the evacuation notices found just inside the door of each classroom and the instructions given by your trainer during your site induction prior to the commencement of your course.

3.5 Infection Prevention

Infection prevention and control is everybody's responsibility. This responsibility applies to everybody working and visiting our training facility including Focus on Safety staff and course participants.

If you or anyone close to you is experiencing the symptoms of gastro (diarrhoea, vomiting) or respiratory illness, you are required to tell your trainer immediately.

You will not be able to participate in training while these symptoms persist. In the case of Gastroenteritis; you need to be free of symptoms for 48 hours.

Focus on Safety strives to ensure a comfortable, safe and healthy learning environment for all learners. By upholding the principle of infection prevention, we ensure our commitment to our students.

3.6 Injury, Incident Reporting and First Aid

All students and visitors must report any incident that has the potential to/or causes injury, illness or damage to persons, equipment, buildings or the environment as soon as possible. An incident may range from a 'near-miss' to serious accidents or emergencies. Incident forms are available from administration or ask your trainer.

First Aid provisions are in accordance with the SafeWork Australia – First Aid in the Workplace Code of Practice. Any participant who feels unwell or requiring first aid treatment for an injury should report to their trainer immediately.

Your trainer will arrange for the Focus on Safety First Aid Officer to assess and manage/refer your illness/injury accordingly.



3.7 Smoking, Drugs and Alcohol

Focus on Safety provides a training environment which aims to ensure the health, safety, respect and productivity of all students.

Focus on Safety is a smoke-free workplace. Smoking is prohibited in all buildings and only permissible at designated locations away from building entrances; there is to be no smoking within four metres of a building entrance.

Any student under the influence of drugs and/or alcohol is not permitted on Focus on Safety premises, to use Focus on Safety facilities or equipment, or to engage in any Focus on Safety activity.

People taking prescription medication have a duty to ensure their own safety, and that of others, is not affected. Some prescription medication or pharmaceuticals may affect your ability to drive or operate machinery safely. You should check with your Doctor that your prescription does not impair your study performance or put you or others at risk.

4. Privacy Policy

Focus on Safety strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the *Privacy Act 1988*. Certain general, non-specific information such as location, sex, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements as required by the VET regulator, the Australian Skills Quality Authority (ASQA).

We will not give out your information to any person or agency without your permission, unless we are required to do so by law.

From time to time Focus on Safety may wish to use images taken during training sessions for advertising, marketing or to emphasise aspects of training. No images will be collected or published without your consent given in writing. A **Release and Consent to use photographic images** form will be included with your enrolment.

4.1 Access to Your Records

All students have the right to access their record of participation and progress. If you wish to access your student information file, please direct your request in writing to Admin at Focus on Safety via email: admin@focusonsafety.com.au



5. Enrolment

The enrolment process may vary depending on the type of qualification you intend to study. A copy of our Student Handbook will be supplied/available for you to read and understand.

An enrolment form must be completed, together with any required observations and/or self-assessment regarding exceptional circumstances and/or training needs. Information on the fees, charges and payment methods relating to your proposed course of study will be provided.

5.1 Enrolment Dates

Focus on Safety operates on a schedule system of start dates. This means you are able to enrol on the day your course is scheduled to commence. Please note that course registration is required prior to the course commencing to ensure your place on the course date of your choice.

5.2 Entry Requirements

Some courses may have pre-requisite requirements. A pre-requisite is a unit that must be completed or a requirement that must be satisfied before you can enrol in a particular unit.

Please contact Focus on Safety to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry or pre-requisite requirements may relate to things such as:

- Previous workplace experience
- Previous completion of another qualification that is specified as a pre-requisite for a course
- Levels of language, literacy and numeracy skills appropriate for successful completion of the coursework and also, for effective performance in the workplace in the specific job-role
- Access to a relevant workplace and job-role where the required competencies can be learned and practiced
- Access to a computer that has appropriate software and capacity to access learning and assessment materials
- Access to an internet connection with sufficient capacity to download course materials (e.g. broadband connection)
- Due to the practical hands-on nature of our courses, appropriate clothing and protective footwear should be worn. No skirts, dresses or shorts, sandals or thongs.

5.3 Unique Student Identifier (USI)

A USI is a unique 10-digit number assigned to students undertaking nationally recognised vocational education and training.

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure, online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards.

As an RTO, Focus on Safety cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment. If you do not have a USI, please visit <https://www.usi.gov.au/students/create-your-usi> for more information, and instructions on how to apply.



5.4 Foundation Skills

Foundation Skills are a mandatory component of Units of Competency and a part of all FOS training.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of Foundation Skills include things such as oral communication skills, literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate and interact in the workplace such as teamwork, problem solving, and self-and time-management.

Using core Language, Literacy and Numeracy (LLN) skills is not just about whether someone can read or write, but about how the skills can be used and applied in various situations. This is especially the case when it comes to recognising specific vocational core LLN skills, for example how to read and enter information into a vehicle record management system or understanding specific industry terms.

5.6 Language, Literacy and Numeracy (LLN) Evaluation

All vocational education and training in Australia is measured against the Standards for Registered Training Organisations 2015. To ensure that we comply with the Standards, your LLN skills will be evaluated prior to commencement of your course. This helps us identify your ability to comprehend the content and tasks for the course and any possible barriers to successful completion.

Focus on Safety course materials contain written information and limited numerical calculations and we recognise that not all people are able to read, write and perform calculations to the same level. We endeavour to assist those with difficulties where the assistance will not compromise the integrity, equity or fairness of assessment tasks or the requirements of the course.

If it is identified that Focus on Safety is not able to offer the level of support required, we will provide appropriate advice, support or external agency referral for assistance.

Source: "Diggin' In!", 2010, National Industry Skills Council.

<http://www.trainwest.com.au/wp-content/uploads/2014/02/Diggin-in-2012.pdf>

5.7 Literacy and Numeracy Support

- Australian Council of Adult Literacy: Email: info@acal.edu.au or <https://acal.edu.au/>
- Skills for Education and Employment (Aust Govt): www.humanservices.gov.au/individuals/services/centrelink/skills-education-and-employment
- NSW Adult Literacy and Numeracy Council: 1300 655 506 or <http://www.nswalnc.org.au/>
- Reading Writing Hotline: 1300 655 506 or www.readingwritinghotline.edu.au



5.8 Other Support Services

Focus on Safety will make every effort to support our participants in their studies. But if you are experiencing personal difficulties and think you may benefit from counselling or personal support, many professional organisations offer support services. These include:

- Lifeline: 13 11 14 or www.lifeline.org.au
- Beyond Blue: 1300 224 636 or www.beyondblue.org.au
- Salvation Army: 13 72 58 or <https://salvos.org.au/>

6. Fees

6.1 Course Fees

Information about fees and charges for courses is documented on our website <http://www.focusonsafety.com.au> or can be obtained by contacting Administration at Focus on Safety.

Several factors will determine how much your course will cost. This includes things like:

- Which course you will study
- Any credits that may be applied through direct credit transfer, recognition of prior learning and/or recognition of current competency

Costs will be discussed prior to enrolment with you and/or the third party (such as employer, school etc.) who will be paying the tuition fees. All fees are correct as of **1 November 2017** and are subject to change. Please contact **Focus on Safety** if you have any questions related to course fees.

In line with The Standards for Registered Training Organisations (RTO's), Focus on Safety will not collect more than \$1500 in fees prior to course commencement.

6.2 Re-issue of Transcripts

An administration fee of **\$22** applies for **Focus on Safety** to re-issue a hardcopy replacement of your Certificate or Statement of Attainment. Requests for digital replacements of successfully completed units attract no charge.

The administration fee of **\$22** also applies to requests for card replacements.

Replacement transcripts or cards that cannot be personally collected, will be posted, on receipt of your written request confirming the delivery address. Postage is included in the replacement fee.

NOTE: Your request will not be completed until payment has been received.



6.3 Re Assessment Fee

High-risk plant/machinery courses include assessment by an approved WorkCover assessor. If you are unsuccessful in your initial assessment and reassessment is required, a fee of **\$120** will apply. Payment of this fee is required on the day of reassessment.

6.4 Cancellation Fee

Focus on Safety Pty Ltd realise that cancellation or deferment of a course is sometimes unavoidable and therefore have established the following guidelines:

- Focus on Safety Pty Ltd registration/booking form binds the client to full payment on completion of the training and assessment
- No penalty applies if student is moved to another course date in the first instance. However, if a student changes course date multiple times, then full course fees will apply.
- Full fee payment will apply if a cancellation request is received less than 48 hours prior to commencement of the course.

6.5 Payment Options

Payment of course fees can be made to **Focus on Safety** via:

- Credit card
- Debit card
- Electronic funds transfer
- Cash

Fees are due for payment on the day of course commencement for individuals. In cases where an employer is paying for the course, an invoice will be sent to them on the commencement day of the course.

Please note that outstanding fees may result in Focus on Safety withholding the issue of qualifications until all fees are paid. If you have trouble paying your fees, please contact us on 6571333 to discuss options.

Note: Focus on Safety does not have VET FEE-HELP.

6.6 Failure to Make Payment

Failure of the student and/or their representative to meet payment obligations may result in the outstanding debt being handed over to a registered debt collector. Any fees associated with this service will be added to the total outstanding amount for recovery.

If you are experiencing financial difficulty, please contact Focus on Safety as early as possible to discuss options.



6.7 Refunds

Focus on Safety does not charge course fees prior to course commencement. As such we do not have a refund policy. Refunds do not apply to cancellations –*See Cancellation section above*

However, if you believe that a refund should be considered for your individual circumstance, please contact Administration for an appointment to discuss this with the CEO or General Manager.

6.8 Course Withdrawal

Due to the type of short duration courses at Focus on Safety, formal course withdrawal should be addressed to your trainer in the first instance. You must advise **Focus on Safety** in writing of your decision and include the following information:

- Your name
- Contact details (address, phone, email etc.)
- USI
- Effective date of the cancellation
- If the course has already commenced, full fee payment will still apply.

Students should notify their trainer as soon as possible of their intent to withdraw. A Statement of Attainment will be issued for any units completed prior to withdrawal.

6.9 Cancellation of Course by Focus on Safety

In the event that a course is cancelled by **Focus on Safety** for any reason, students who may have already been assessed as competent for some units in the course will be issued a Statement of Attainment for these units.



7. Course Information

After enrolment, you will be given access to training materials in hard copy and/or digital format. Participant manuals are provided to all participants. In some cases, “classroom copy manuals” are provided. This resulted from many participants not wishing to keep their manual. These ‘classroom copies’ should not be removed from Focus on Safety, however, if you would like your own copy, please ask at Administration and you will be supplied with one.

You will not need to supply your own stationery materials.

7.1 Duration

All courses offered by Focus on Safety have a set duration. These can be found on the Focus on Safety website www.focusonsafety.com.au on the individual course information pages.

The level of the qualification being undertaken will impact on course duration. The Australian Qualifications Framework (AQF) summarises the criteria of different qualification levels and gives an indication of the complexity, depth of achievement, knowledge, skills and levels of autonomy required to achieve a qualification at that level.

The AQF expresses the time expected to gain a qualification as an equivalent to full-time years. This is known as the ‘Volume of Learning’.

7.2 Volume of Learning

Volume of Learning statements provide an indication of the amount of time it is expected that a student would need as a full-time student to achieve the qualification. Volume of learning figures assumes none of the competencies identified in a qualification are currently held.

The time frames account for **all activities** a student would undertake, including supervised training activities, classroom sessions, online modules and/or workplace learning, as well as individual study, practice and learning.

More information on Volume of Learning can be accessed at:

<http://www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-learning-explanation-v2-2014.pdf>

7.3 Competency Based Training (CBT)

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace. Assessment is based upon the learning outcomes expected from each Unit of Competency.

Definition of Competency: The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.



7.4 How does Assessment work in Competency Based Training?

Unlike the traditional school system of grading assessments on a scale ranging from A to Fail, assessment of CBT determines if you have the required skills and knowledge... or not yet.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether a student has the required skills and knowledge to perform effectively in the workplace.

If a student's performance in the assessment does not demonstrate the requirements, rather than a fail, competency based assessment means the student is marked as 'Not Yet Competent', and more training is required to get to the point of being 'Competent'. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate to our qualified assessors that you can perform to the required standard and be classed as 'Competent' or 'Meeting Requirements' include:

- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written responses to theory questions
- Responding to a simulated practical task
- A combination of the above

Focus on Safety has a Training and Assessment Strategy for each of the qualifications we deliver, and we outline our approaches for conducting assessment in those strategies.

7.5 Training and Assessment Strategies

Focus on Safety staff is appropriately qualified and have sufficient, relevant industry experience to train and assess the courses being delivered. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course whereby this may be the case.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Direct Credit Transfer (DCT).

All courses are assessed under the competency based training and assessment criteria established under the AQF (www.aqf.edu.au)

7.6 Flexible Learning and Assessment

Focus on Safety recognises that not all participants learn in the same manner, and that with some 'reasonable adjustment', participants who may not learn best with traditional learning and assessment styles can still achieve their desired outcomes.

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, and that maximise learning outcomes and access to learning activities.



8. Recognition Processes

Focus on Safety offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred. These are detailed below:

8.1 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has as a result of past study and/or experience.

The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment. You will still need to provide evidence though, upon which your assessor can base their judgement. Evidence must be:

- **Authentic** – it must be your own work
- **Sufficient** – it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
- **Current** – it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past
- **Valid** – it must be relevant to what is being assessed

You may be eligible to apply for RPL on one or more Units of Competency in your course. Please contact our administration staff to discuss your options.

Please Note: In most instances RPL is not relevant for the competency-based courses offered by Focus on Safety. Most courses have a requirement by industry to be renewed every 2-3 years. Many employers require a copy of the current Statement of Attainment to allow employees onto sites.

8.2 Recognition of Current Competencies

Recognition of Current Competencies is also known as **Verification of Competency** a recognition process similar to RPL.

It applies if a student has "...previously successfully completed the requirements for a unit of competency...and is now required to be reassessed to ensure the competence is being maintained".

Source: <http://www.skillsrecognition.net.au/key-terms>

8.3 Credit Transfer

Focus on Safety recognises AQF qualifications and Statements of Attainment that have been issued by other RTOs. Credit transfer may be applied to Units of Competency and related qualifications that have been studied in the past.

To apply for a direct credit transfer, you will need to supply a certified copy your documentation (certificates and/or statements). For full details on the requirements for credit transfer applications, please contact our administration staff at reception.



9. Assessment Information

9.1 Assessments

You are expected to complete assessments for all units in your qualification. You will need to complete all required assessments for a result to be recorded.

You will receive detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you.

9.2 Resubmissions

If you receive feedback to say your submission was 'Not Yet Competent', you will need to provide more evidence to support your claim for competency. This may mean re-doing some of the theory questions or demonstrating a task again.

Focus on Safety does not charge a fee for resubmission of assessments. If, after three resubmissions, your work is still 'Not Yet Competent', you will be required to re-enrol in, and re-do the unit, in order to achieve the full qualification.

All staff at Focus on Safety will take every reasonable effort to help you succeed in your course.

9.3 Assessment Feedback

You will receive feedback regarding the outcome of each of your assessment items. To be deemed 'Competent' against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

Please speak to your trainer/assessor if you have any concerns or would like more details regarding your feedback.

9.4 Plagiarism and Cheating

All work that you submit must be your own. You will be asked to sign a declaration attached to each assessment confirming that all work submitted is your own.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by Focus on Safety. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from. Of each participant to ensure the work is their own.



Participants undertaking training courses at Focus on Safety engage in learning and assessment activities that determine overall competency of skills and knowledge. Through these undertakings, it is the ethical responsibility of every participant to ensure the integrity of their own work.

If plagiarism is suspected, penalties will be imposed and may include:

- resubmission and/or completion of alternate assessment tasks.
- Learners may be deemed 'not yet competent' if they cannot provide evidence of knowledge
- Permanent notation on assessment records

Cheating is to obtain information or ideas using unfair advantage, deceit, fraud, swindling or tricking.

In reference to training and assessment practices, cheating includes but is not limited to:

- Plagiarism
- Copying in part or whole from another person's work during an exam or test
- Discussing answers or ideas during an examination or test where the discussion is not authorised by the trainer
- Using or displaying cheat sheets
- Allowing another person to represent the enrolled student in class
- Submitting work that has been completed by another person including tasks, projects, log books or assessments
- Submitting work that is exactly the same as another participant

9.5 Cheating and Plagiarism Policy

The purpose of this policy is to provide guidelines to FOS staff if cheating and/or plagiarism is suspected.

To see the full policy, please contact FOS administration.

9.6 Appeals

As a student, you can lodge an appeal if you disagree with a decision regarding an assessment outcome, however, you are encouraged to speak with your assessor in the first instance.

If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision. Follow Focus on Safety's procedure for lodging an appeal.

9.7 Where to Get Help

Talk to your trainer and/or assessor for help in understanding how to complete your assessments. They are happy to support you and can be contacted in person or through our office on 65713333.



10. Student Conduct

10.1 Student Code of Conduct

Just as Focus on Safety has a responsibility to meet expectations of students, legislation, and regulations, so too, do students have obligations they are expected to meet. It is expected that students will participate with commitment in their studies, complete assessment items, and behave in a manner that does not contravene workplace health and safety or the principle of respect for others.

Focus on Safety provides training services in a spirit of cooperation and mutual respect. Your responsibilities as student are:

- Treat all others with respect, courtesy and impartially.
- Respect the views and opinions of others
- Avoid conduct which could be perceived as racist, sexual, intimidating or gender based harassment
- Engage with your learning and ensure all work is your own work
- Adhere to Focus on Safety WHS guidelines and report any perceived risks

Focus on Safety views student misconduct seriously. We expect that our students will behave in an honest, respectful manner appropriate for a learning environment, and in a manner, that will uphold the integrity of the RTO.

Consequences of student misconduct vary up to and including expulsion from the course. Examples of student misconduct include, but are not limited to:

- Academic misconduct including plagiarism and cheating
- Harassment, bullying and/or discrimination
- Falsifying information
- Any behaviour or act that is against the law
- Any behaviour that endangers the health, safety and wellbeing of others
- Intentionally damaging equipment and/or materials belonging to Focus on Safety

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (warning)
- Suspension from the course
- Student to reimburse the costs incurred by any damage caused
- Cancellation of the course without refund and/or credit
- Matter referred to the police

Students found guilty of misconduct have a right to lodge an appeal by following our 'Complaints and Appeals' process.



10.2 Academic misconduct

Plagiarism and cheating are serious offences. Students engaging in this behaviour will face disciplinary action. See *Cheating and Plagiarism*.

11. Student Feedback

Focus on Safety is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course.

We welcome feedback at any time, but will also specifically ask for it at the completion of your study.

Please take the time to complete these feedback surveys, your views give us valuable insight into ways we can improve our services.

12. Issuing Certificates

Upon successful completion of your coursework and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements as set for Focus on Safety and other RTOs in the Standards for RTOs 2015.

If for some reason Focus on Safety ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements. (See also, the section 'Cancellation of Course by Focus on Safety')



Appendix A

Information from the Standards for RTOs 2015

The following information has been taken from <http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/about-the-standards-for-rtos/standard-five/clauses/clauses-5.1--5.4.html>

Standard 5 is about making sure learners “are adequately informed about the services they are to receive, their rights and obligations, and the RTO’s responsibilities under these Standards”.

Inform and protect learners

Clause 5.1

Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner’s needs, taking into account the individual’s existing skills and competencies.

Clause 5.2

Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:

- the code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register
- the training and assessment, and related educational and support services the RTO will provide to the learner including the:
 - estimated duration
 - expected locations at which it will be provided
 - expected modes of delivery
 - name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO’s behalf, and
 - any work placement arrangements.
- the RTO’s obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.
- the learner’s rights, including:
 - details of the RTO’s complaints and appeals process required by Standard 6, and
 - if the RTO, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in
- the learner’s obligations:
 - in relation to the repayment of any debt to be incurred under the VET FEE-HELP scheme arising from the provision of services
 - any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product, and
 - any materials and equipment that the learner must provide, and
- information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services.



Clause 5.3

Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:

- all relevant fee information including:
 - fees that must be paid to the RTO, and
 - payment terms and conditions including deposits and refunds
- the learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies
- the learner's right to obtain a refund for services not provided by the RTO in the event the:
 - arrangement is terminated early, or
 - the RTO fails to provide the agreed services.

Clause 5.4

Where there are any changes to agreed services, the RTO advises the learner as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

Consumer rights

Inform prospective learners about their rights as a consumer, in accordance with state/territory laws.

If state or territory laws where the course is being offered require a cooling-off period, you must provide information about this.

Your RTO must also notify learners when any change occurs that may affect the services you are providing them. This includes:

- a change in ownership of the RTO, and/or
- any changes to, or new third-party arrangements your RTO puts in place, for the delivery of services to those learners.



Appendix B

Full List of Courses on Offer

First Aid and CPR

- HLTAID001- Provide cardiopulmonary resuscitation
- HLTAID003- Provide first aid
- RIIERR205D- Apply initial response First Aid

Confined Space

- MSMPER200- Work in accordance with an issued permit
- MSMPER202- Observe permit work
- MSMPER300- Issue work permits
- MSMWHS201- Conduct hazard analysis
- MSMWHS217- Gas test atmospheres
- PMAWHS211- Prepare equipment for emergency response
- PUAEME001B- Provide emergency care
- PUAFIR207B- Operate breathing apparatus open circuit
- PUAFIR215- Prevent injury
- PUAFIR316- Identify, detect and monitor hazardous materials at an incident
- PUAFIR320- Render hazardous materials incidents safe
- PUASAR022A- Participate in a rescue operation
- PUASAR025A- Undertake confined space rescue
- RIIWHS202D- Enter and work in confined spaces
- RIIRIS201D- Conduct local risk control

Heights

- RIIWHS204D- Work safely at heights

Low Voltage Rescue and CPR Training

- UETTDRRF06B- Perform rescue from a live LV panel
- HLTAID001- Provide cardiopulmonary resuscitation

High Risk Licence

- TLILIC2001- Licence to operate a forklift truck
- TLILIC2005- Licence to operate a boom-type elevating work platform (boom length 11 metres or more)



Emergency Response Training

- PMAWHS211- Prepare equipment for emergency response
- PUAFIR207B- Operate breathing apparatus open circuit
- PUAFIR215- Prevent injury
- PUAFIR316- Identify, detect and monitor hazardous materials at an incident
- PUAFIR320- Render hazardous materials incidents safe
- PUASAR032A- Undertake vertical rescue
- PUAWER008B- Confine small workplace emergencies
- RIICOM201D- Communicate in the workplace
- HLTAID001- Provide cardiopulmonary resuscitation
- HLTAID003- Provide first aid
- RIIERR205D- Apply initial response First Aid
- PUAEME001B- Provide emergency care
- PUASAR022A- Participate in a rescue operation

Fire Extinguisher Training

- PUAWER008B- Confine small workplace emergencies

Tower rescue Training

- PUAEME001B- Provide emergency care
- PUASAR022A- Participate in a rescue operation
- RIIRIS201D- Conduct local risk control
- PUAFIR215- Prevent injury

Twin Rope Rescue Training

- PUASAR022A – Undertake Vertical Rescue
- PUAEME001B - Provide Emergency Care
- PUASAR022A - Participate in a Rescue Operation
- PUAFIR215 - Prevent Injury

Work Health and Safety

- RIIWHS201D - Work safely and follow WHS policies and procedures
- RIIRIS201D - Conduct local risk control
- RIIGOV201D - Comply with site work processes/procedures
- RIICOM201D - Communicate in the work place

See our website for further information on all courses.