

Apprentice/Trainee Handbook

Advance respects and values everyone regardless of their gender, sexual orientation, disability, age, ethnicity, race or religion. We are committed to child safe practices and equity for all.

This is your handbook. It contains the answers to some questions you may have. Please read your handbook thoroughly. Should you at any point need further explanation, don't be afraid to ask. There are many experienced staff who will be very pleased to help you.

This list below has the names of staff members at Advance Community College that you may need to speak to if you require assistance.

Contact Details

RTO Manager: Tim Newman
Mobile: 0400 899 303 | Email: tim.n@advance.vic.edu.au

Trainer: _____

Mobile: _____

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1. Introduction

Welcome to your Australian Apprenticeship/Traineeship!

As an Australian Apprentice you will engage in employment-based training which has been designed in consultation with industry to meet your needs and that of your Employer. As an eligible Apprentice, you may have your training subsidised by the Government under the Skills First Program (eligibility criteria apply).

At the successful completion of your apprenticeship you will be awarded your Certificate. All Certificates are nationally recognised and indicate to potential employers that you have achieved competency in a variety of skill areas.

The Units of Competency can be delivered individually, but when they are delivered as a qualification under your Australian Apprenticeship you acquire the necessary range of skills to become a valuable qualified member of a workplace team.

In the case of partial completion of the qualification you will be awarded a Statement of Attainment for the Units of Competency that you have completed satisfactorily.

The Units of Competency that you achieve may be relevant for other qualifications. If you choose to undertake further studies you may be eligible to receive a credit transfer for the units you have completed satisfactorily.

2. About Advance

Advance is a non-profit, community-based, registered training organisation that has been providing training services across the Mornington Peninsula since 1980. Our prime focus is to encourage and support engagement in education and learning by providing opportunities to enhance current skills, learn new skills and improve career prospects for the most disadvantaged members of our local community. We have sites in Rosebud, Hastings and Mornington.

Advance offers a range of nationally recognised qualifications including Individual Support, Community Services, Transport and Logistics, Horticulture, Hospitality and short courses providing pathways to employment and/or further study.

Advance also provides career development services, traineeship and apprenticeship training and job seeking support.

Advance is a member of the Learn Local Mornington Peninsula Network and has strong links with government and community sectors.

Mission

As a provider of high quality training and support services Advance Community College Programs will align with industry, community demands and workforce needs consistent with the objectives of all levels of Government.

Aims and Objectives

Advance is focussed on:

- Supporting and actively promoting the principles and practice of Australian democracy, including a commitment to:
 - The elected government;
 - The rule of law;
 - Equal rights for all before the law;
 - Freedom of religion;
 - Freedom of speech and association; and
 - The values of openness and tolerance.

- Providing accessible, dynamic learning opportunities within the Mornington Peninsula community;
- Meeting individual needs while providing quality, innovative pre-accredited and accredited learning experiences that reflect community aspirations;
- Research, development and innovation;
- Building partnerships with industry, community members and other bodies who have mutual or complementing interests; and
- Fostering a sense of belonging to a caring community in which members and participants are accepting and supportive of each other.

Advance Values

- Respect
- Belonging
- Diversity
- Engagement
- The individual

2.1 Operating Hours

Our hours of operation are typically 8.30am - 4.30pm weekdays or otherwise by appointment.

2.2 Scope of Registration

Advance is a registered provider of vocational education and training with the Victorian Registration and Qualifications Authority and offers the following nationally recognised training courses for Apprentices and Trainees in:

- AHC20416 Certificate II in Horticulture (Traineeship)
- AHC20616 Certificate II in Parks and Gardens (Traineeship)
- AHC30716 Certificate III in Horticulture (Traineeship)
- AHC30916 Certificate III in Landscape Construction (Apprenticeship)
- AHC31016 Certificate III in Parks and Gardens (Apprenticeship)
- AHC31116 Certificate III in Production Nursery (Apprenticeship)
- CHC33015 Certificate III in Individual Support (Traineeship)

3. Why choose Advance?

3.1. Quality

Our Trainers/Assessors develop and maintain trusting and mutually beneficial relationships with you and your Employer by working to ensure all training needs are met.

3.2 Experience

Our team of Trainers/Assessors are qualified tradespeople and bring with them a broad range of experience and expertise. Their aim is to help you reach your goals and ensure all parties are satisfied with your experience. Our team is passionate about apprenticeship/traineeship training. We believe in our delivery model and it shows through our proactive nature to get the job done. Our team is here to support you throughout your Training Program.

4. Skills First Funding

Skills First provides an entitlement to government subsidised training to eligible Victorians.

Advance is a registered training organisation (RTO) contracted with the Victorian Government to deliver training using Skills First funding. Advance is bound by the guidelines in the Skills First VET Funding Contract. Under the contract, Advance must, prior to commencement of training, sight and document appropriate evidence to confirm your eligibility for government subsidised training.

At enrolment you will be required to present the original documents and provide a copy of the evidence documentation to an Advance Authorised Representative and complete the Evidence of Eligibility and Student Declaration form contained in the Advance Enrolment Pack.

Accessing your Skills First entitlement for this training may impact your access to further government subsidised training in the future.

A Statement of Fees is included in your Enrolment Pack which details the approximate value of the contribution from the Victorian Government towards your qualification, and any fees that will be charged to you including enrolment fees, materials fees and administration fees.

5. Standards

5.1 Educational Standards

Advance will:

- Adopt policies and management practices to maintain high professional standards in the delivery of education and training services to safeguard your interests and welfare.
- Maintain a learning environment that incorporates industry standards, is flexible, and is conducive to your needs and success.
- Ensure assessment facilities, equipment and other resource materials are adequate for the qualification being delivered and are maintained in good order and repair.
- Treat all your and your Employer's personal records as confidential.

5.2 Staff Standards

Advance will ensure training delivery and assessment (including the recognition of prior learning), is undertaken by Trainer/Assessors with the relevant qualifications and experience. Advance will ensure all Trainer/Assessors:

- Hold valid Trainer/Assessor qualifications as required by the Department of Education/ASQA.
- Demonstrate vocational competencies at least to the level of those being delivered.
- Have current and relevant industry experience in the particular qualification or units they are delivering and assessing.

5.3 Security of Student Records

Advance takes responsibility for storage and maintenance of your information and records seriously. All records are stored in line with the Privacy Act 1988 (Cth).

Advance takes all reasonable steps to protect the personal information it holds from misuse, loss and from unauthorised access, modification or disclosure.

5.4 Access to Records

Students are able to gain access to their records at any time. Please speak to your Trainer or the RTO Manager on how to submit your request. Students should allow five business days from the time the request is submitted for the records to be retrieved.

Advance will retain records of qualifications and statements of attainment issued for a period of 30 years. Where a qualification or statement of attainment is recorded in the Unique Student Identifier (USI) scheme, Advance will not need to retain additional records to demonstrate this, as the records required will exist within the USI scheme.

5.5 Service Standards

To ensure the ongoing quality service to you and your employer, Advance will:

- Commence the training process within three (3) months of you commencing your Apprentice Training Contract and within one (1) month of signing the Training Plan.
- Conduct a Language, Literacy and Numeracy (LLN) Assessment at pre-enrolment, and determine the levels of your LLN skills according to the guidelines in the Australian Core Skills Framework (ACSF). If needs are identified, you will be provided support.
- Monthly, Advance, will conduct a variety of the following:
 - Site-visits
 - Monitor progress
 - Review Contact Logs
 - Conduct assessments
 - Plan future training and assessment activities
 - Update Training Plans
- Notify you and your Employer of upcoming onsite visits (date and time).
- Provide course materials, including Unit Assessment Guides, on the day of commencing each unit.
- Undertake site visits as required to conduct training and assessments to ensure you are progressing according to your Training Plan.
- Provide training and assessment in accordance with Australian Quality Training Framework standards.
- Provide you timely feedback regarding your assessments and notifying you of Satisfactory/Not Satisfactory outcomes.
- Return your and your Employer's phone calls, texts, and/or emails promptly, and provide guidance and direction regarding training and assessment between site visits.
- In the event you are unable to complete the training and assessment prior to the nominal completion date, you and your Employer will be notified. An application for an extension to the terms of the Training Contract must be made via the relevant Australian Apprenticeship Support Network (AASN).
- Early completion may be possible, however this is undertaken on a case by case basis through mutual agreement with your employer, trainer and yourself.

5.6 Questionnaires and Surveys

Advance will conduct formal surveys of Apprentices and Employers; your participation in this is greatly appreciated. The purpose of the survey is to provide information to assist Advance to implement its continuous improvement processes.

Employers will be emailed a link to a survey annually.

You may also be selected to complete an annual government survey. These surveys are conducted by the National Centre for Vocational Education Research (NCVER) who randomly select a sample of students and employers. The information is used by national and state/territory bodies, along with local training providers, to ensure vocational training is of a high quality and relevant to Australian workplaces. The survey highlights both the positive and negative outcomes from training and monitors the effectiveness of the VET system.

5.7 Unique Student Identifiers (USI)

All students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI).

A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

In time your USI account will contain all of your nationally recognised training records and results from 1 January 2015 onwards.

When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life.

Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

5.8 Apprenticeship Support

Advance staff are available to discuss issues with students and provide referrals to appropriate external organisations or professionals to assist those experiencing difficulties. Apprentices may find the following websites useful:

- <http://www.apprenticeshipsupport.com.au/states/Victoria>
- <https://www.aapathways.com.au/>
- <http://www.vrqa.vic.gov.au/appttrain/Pages/ATAsupport.aspx>
- <http://www.education.vic.gov.au/training/learners/apprentices/Pages/officers.aspx>
- <https://fairworkhelp.com.au/> or <https://www.fairwork.gov.au/>

5.9 Support for Australian Apprentices with disability

The Australian Government, in acknowledging the contribution people with disability make to their communities and workplaces, provides additional support to Australian Apprentices with disability to help them reach their full potential as skilled workers.

Australian Apprentices with disability and their employers may be eligible to receive additional assistance under the Australian Apprenticeships Incentives Program.

Disabled Australian Apprentice Wage Support (DAAWS) is an Australian Government incentive payable to an employer who employs an Australian Apprentice who satisfies the disability eligibility criteria outlined in the Australian Apprenticeship Incentives Program.

This wage support is also available to an employer who employs an Australian Apprentice who becomes disabled during their apprenticeship or traineeship.

For further information please visit the Australian Apprenticeship website or speak to an Advance Representative: <https://www.australianapprenticeships.gov.au/programs/support-australian-apprentices-disability>

5.10 Wages and conditions

All Australian apprentices' wages and conditions are governed by awards, approved enterprise agreements, or the national minimum wage and National Employment Standards.

By law, your employer must have a copy of your award or agreement that you can read.

Otherwise, find out about wages, benefits and allowances on the Fair Work Ombudsman <https://www.fairwork.gov.au> or call the Fair Work Info Line on 13 13 94.

For issues relating to bullying, harassment or exploitation, call WorkSafe on (03) 9641 1444 or 1800 136 089 (toll free).

6. Apprentice Pre-Training Review and Enrolment

6.1 Enrolment Processes

Upon receipt of your apprentice nomination from your Australian Apprenticeship Support Network (AASN), Advance will contact you and your Employer to confirm details, explain the Pre-Training Review, enrolment, and commencement processes, and answer any questions that you and/or your Employer may have.

6.2 Advance Visit

An Advance Representative will contact you and your Employer to arrange a suitable time to meet onsite and complete the Pre-Training Review and enrolment paperwork.

The representative will conduct the Pre-Training Review and Language, Literacy and Numeracy (LLN) Assessment to identify any learning needs. They will review the completed enrolment form, sight and take a copy of eligibility documents and collect any certified Credit Transfer documents.

The representative will provide you and your Employer with the Enrolment Pack and explain the Training Agreement and the Training Plan to you and your Employer. All parties will then sign the documents.

The Advance Representative will:

- Conduct a Pre-Training Review to determine the qualification is suitable to you;
- Explain the contents of the Enrolment Pack and ensure that you and your Employer understand the contents of all documents;
- Conduct a Language, Literacy and Numeracy Assessment;
- Discuss the purpose of the onsite visits;
- Discuss the requirements for release from routine work duties for the purpose of training as per the Guidelines about Apprenticeship/Traineeship Training Delivery;
- Explain the process for completing and maintaining the Logbook to ensure an accurate record of withdrawal from routine duties for the purpose of training is maintained;
- Finalise and sign the Training Agreement and Training Plan in conjunction with you and your Employer.

The information obtained in the Enrolment Form and the Language, Literacy and Numeracy Assessment may result in an adjustment to your Training Plan. Where an adjustment is required a revised version of your Training Plan will be provided and signed by all parties at a follow up meeting.

As an Advance Apprentice you need to:

- Undertake the Pre-Training Review and Language Literacy and Numeracy Assessment
- Provide documentation to confirm eligibility to receive subsidised training under Skills First, see Attachment 1;
- Complete the Enrolment Form;
- Agree to all Advance terms and conditions of training and assessment and payment of all fees and charges (if applicable);
- Provide your unique student identifier (USI);
- Provide any evidence of prior training.

6.3 Training Plans

Provisional Training Plans (unit selection) are determined in conjunction with you, your employer and an Advance Representative after initial discussions about job roles and activities. Training Plans are then prepared for distribution to you, your Employer and your designated Advance Trainer/Assessor for consideration.

After consultation with your Trainer/Assessor and your Employer, if required, revised training plans will be prepared and distributed to you, your Employer and your Advance Trainer/Assessor.

Employers and Apprentices/Trainees will be provided with updated copies of Training Plans every quarter to monitor progress of the apprenticeship/traineeship.

6.4 Commencement of Training

Upon receipt of the completed Enrolment Pack, Advance will confirm your eligibility and arrange a date for training commencement.

If you are not eligible for training with Advance, we will provide you with options to establish alternative training arrangements, such as fee-for-service, or apply for an eligibility exemption (if applicable).

Advance will assist all Apprentices to achieve their maximum potential in their chosen area of study/vocation.

6.5 Changes in personal information

It is your responsibility to inform Advance within two weeks of an event such as:

- Change of address
- Change of name
- Change of contact details
- Withdrawal from course
- Resignation

You can inform Advance of these changes by advising your Trainer/Assessor, or contacting the Advance office via phone 5977 2976 or email mornington@advance.vic.edu.au.

6.6 Credit Transfer

Advance recognises any Units of Competency previously attained under the Australian Qualifications Framework (AQF). Application for Credit Transfer is supported by a certified Certificate, Statement of Results or Statement of Attainment issued by another Registered Training Organisation (RTO). An Advance Representative will explain the process during the Pre-Training Review.

Documentation to be provided when requesting Credit Transfer:

- Statement of Attainment listing one or more Units of Competency
- Statement of Results listing the Units of Competency and results.

Upon receipt of an original or certified document as listed above, an Advance Representative will assess the evidence to determine if the Unit(s) of Competency is/are equivalent to the Unit(s) of Competency for which the credit is being requested.

Where a credit is granted, the unit is recorded on the Training Plan as a Credit Transfer 'CT' and the evidence is filed in the Apprentice folder. **Note:** there is no fee/cost to you for credit transfer.

Where credit does not fully meet the Unit of Competency you will be provided with the opportunity to undertake a recognition pathway as outlined below.

6.7 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process that involves assessment of an individual seeking recognition for skills and knowledge previously gained through a range of experiences, such as employment, volunteer work, social or domestic duties or through formal and informal studies.

During the Pre-Training Review and Enrolment processes, any candidate considering an RPL application should discuss this with an Advance representative, who will undertake an initial assessment of suitability for an RPL application.

6.8 Delivery and Assessment Arrangements

Our programs provide onsite training for Apprentices and Trainees and recognise the practice that you have undertaken with your Employer/ Supervisor. Each Unit of Competency is made up of two components; theory and practical.

Your practical training will take place onsite, while your assessments will either take place on or offsite; depending on which Unit of Competency is being assessed.

Advance strives for your training to be as hands-on as possible. To that end, we have developed Unit Packs to provide you with information to support your self-paced learning.

Each student guide contains the following:

- general information
- training tasks
- description of assessment tasks
- resources needed
- required reading assignment

Contact Log includes:

- details and purpose of visits

Structured Training Withdrawal Log includes:

- details of all training and activities undertaken for each unit of competency

An Advance Trainer/Assessor will visit your workplace every two to four (2-4) weeks to deliver training and provide you with the appropriate skills and knowledge. These workplace training sessions will be approximately one to two (1-2) hours in duration. During these visits your Trainer/Assessor will identify the required skills and knowledge that you need to develop and practice in your workplace environment. These will be clearly outlined to you and your workplace supervisor.

You and your workplace supervisor are required to allocate approximately three (3) hours per week for a full time employee (pro-rata for part time employees) to complete relevant activities and further develop the required practical skills as outlined in the Logbook and by your Trainer/Assessor.

These activities will be documented in your Contact Log for each unit and will form part of the evidence gathered to ensure you are ready to undertake the remaining assessment tasks.

During each visit your Trainer/Assessor will review your Contact Log, discuss your progress with you and your workplace supervisor. This will ensure that you and your Supervisor are aware of your current course status, and required development prior to your Trainer/Assessor's next visit. This also allows for your workplace to provide relevant support and guidance.

To validate your knowledge and skills, you will be assessed through written questions, case studies or projects, and practical demonstrations and verbal questions.

Remember that evidence of your knowledge and skills is built up over a period of time and related to particular work tasks being practiced. Advance Trainers/Assessors are available to readily assist you in your learning process.

6.9 Assessment

The purpose of the assessment is for you to demonstrate competency against current industry standards (as outlined in the Unit of Competency) through application and demonstration of knowledge and skills.

Assessment of each Unit of Competency comprises of assessment tasks; written questions, a project/case study, and observation checklist, practical demonstration and verbal questions.

- The written questions are designed to assess your understanding and application of your theoretical knowledge.
- The project allows you to apply your practical knowledge in simulated work tasks.
- The observation checklist provides you the opportunity to demonstrate application of skills and knowledge to the standard of performance required in the workplace.

Competency is built over time; as such you will be assessed at various points as you gain knowledge and master skills.

Each assessment task is reviewed by an Advance Trainer/Assessor and an outcome of Satisfactory/Not Satisfactory is determined for each completed assessment task.

To demonstrate competency in this unit, you must satisfactorily meet the requirements for all assessment tasks.

Assessment Appeals

If you disagree with an assessment outcome, you may appeal within 21 days of the assessment decision.

Advance will ensure any issue raised regarding the assessment is managed promptly and fairly through the Complaints and Appeals Policy and Procedure.

For further information contact Advance via phone 5977 2976 or email tim.n@advance.vic.edu.au.

Re-assessment

In the event that you are required to re-sit an assessment, no additional fees will be charged.

Progress

You will be kept informed of your participation and progress in your course by your Trainer/Assessor, and can request an update at any time by speaking with your Trainer/Assessor. If you would like a formal indication of your participation and progress with Advance, you are welcome to email Advance at mornington@advance.vic.edu.au and request a current Training Plan. The Administration Department will provide you with the report in a timely manner.

6.10 Timeframes

The length of time for a traineeship or apprenticeship will vary according to the qualification being undertaken and how quickly the assessment tasks are completed. The allowed time for most apprenticeships/traineeships is between 12 and 48 months for full time Apprentices and Trainees.

Should more time be needed to complete the training, an application can be made to the Australian Apprenticeship Support Network for an extension. Usually approval will be given for extensions up to 3 months.

An application for a suspension can also be made if circumstances change and the employer or student is temporarily unable to meet the obligations of the traineeship or apprenticeship.

If an apprentice becomes unemployed, it may still be possible to complete the training program. Apprentices should speak to their Trainer, RTO Manager or contact the Apprenticeships Centre on 1300 363 831 to discuss their options.

7. Cheating and Plagiarism

Definitions

Cheating: means to seek to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study.

Plagiarism: means to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works.

Examples include:

- Not acknowledging reference materials used (ask your Trainer/Assessor for more information about appropriate referencing);
- Collaborating on assignments when this is not a requirement of the assessment;
- Copying all or parts of assessments from another Apprentice/Trainee;
- Copying from another source;
- Submitting the same work for multiple courses;
- Submitting the work of others or a version of the work of others from previous courses; and/or
- Stealing work from your Trainer/Assessor, other Apprentices, or computer.

Advance has in place a number of mechanisms used to reduce the occurrences and likelihood of plagiarism, cheating and collusion amongst our Apprentices and Trainees including:

- The Student Declaration to authenticate the work you submitted;
- Clear assessment guidelines;
- Training and assessment will be carried out under guidance and supervision of your Trainer/Assessor;
- In the case of workplace training; cheating would be detected by your Employer and reported to your Advance Trainer/Assessor;
- Multiple methods of assessment for each unit;

If the claim is substantiated, the assessment results are recorded as Not Satisfactory and you are advised of disciplinary procedures to be taken if required. If you are unhappy with the result, you can lodge an appeal using the Complaints and Appeals Policy and Procedure.

Disciplinary Action

In the event that you are observed cheating by copying someone else's work or claiming ownership of a practical activity, you will be officially warned and asked to resubmit the work.

In the event of repetition, your Employer will be contacted and consideration given to the continuation of your apprenticeship.

8. Complaints and Appeals

Advance has in place fair and equitable processes for dealing with complaints. If you have a concern please discuss it with your Trainer or Manager.

Details regarding our complaints and appeals process are located at <https://advance.vic.edu.au/policies-and-procedures/>

You may also choose to lodge a complaint with the RTO registering body, ASQA, at www.asqa.gov.au or with the relevant State Training Ombudsman.

9. Certificates

When assessed as competent in accordance with the requirements of the Training Package, Advance will ensure it issues you a Certificate or Statement of Attainment (as appropriate) that:

- Meets the Australian Qualifications Framework (AQF) requirements
- Identifies the RTO by its national provider number from training.gov.au
- Includes the Nationally Recognised Training (NRT) logo in accordance with the current specification guide.

9.1. Completion

On completion, when you have been assessed as competent in all Units of Competency in the Training Plan, Advance will issue a nationally recognised qualification.

Once a qualification has been issued, you should apply for a Trade Paper via the VRQA. Details can be found at <https://www.education.vic.gov.au/training/learners/apprentices/Pages/tradepapers.aspx>.

9.2. Partial Completion

Where you withdraw from training prior to completion of the full qualification, Advance will issue a nationally recognised Statement of Attainment listing all Units of Competency for which you have been assessed as competent.

9.3. Re-issue of Certificates or Statements

Where you have lost the original copy of a Qualification or Statement of Attainment issued by Advance you may request a re-issue.

An \$11 fee applies for a replacement Certificate or Statement of Attainment.

10. Unemployed Apprentices and Trainees

- When an Apprentice becomes unemployed, Advance can help unemployed Apprentices to access assistance to find employment, including:
 - Contact the Victorian Apprenticeship Support Officer (ASO), to report the loss of employment: <https://www.education.vic.gov.au/training/learners/apprentices/Pages/officers.aspx>
 - Encourage the Apprentice to access the Victorian Skills and Jobs Centres for re-employment or further training advice: <https://www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres/Pages/default.aspx>
 - Refer the Apprentice to the Apprenticeship Employment Network website which advertises employment opportunities for Apprentices: <https://aen.org.au/>
- Where a Trainee becomes unemployed, Advance can support unemployed Trainees to seek re-employment in order to complete their Traineeship, including encouraging them to access the Victorian Skills and Jobs Centre for re-employment or further training advice: <http://www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres/Pages/default.aspx>.

For both Apprentices and Trainees, there is the potential to continue training in the event that they become unemployed. To discuss your situation, please consult with your trainer.

11. Fees and Charges

Advance calculates student fees in accordance with the *Skills First Guidelines about Fees*. Fees will be levied based on the number of nominal enrolled hours and using a set hourly rate for each qualification and will be calculated based on individual circumstances at enrolment. An Advance representative will be able to confirm fees based on individual student circumstances during the pre-enrolment process.

A full list of fees and charges can be accessed from the Advance website: www.advance.vic.edu.au

Student tuition fees are subject to change given individual circumstances.

12. Legislative Information

11.1 National Legislation

Advance is subject to the following regulatory and statutory obligations for students and staff:

- National Vocational Education and Training Regulator Act 2011
- **Australian Skills Quality Authority:** The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.
- **VET Quality Framework:** The VET Quality Framework is aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced.

The VET Quality Framework comprises:

- the Standards for Registered Training Organisations 2015;
- the Fit and Proper Person Requirements;
- the Financial Viability Risk Assessment Requirements;
- the Data Provision Requirements; and
- the Australian Qualifications Framework.

Standards for VET Accredited Courses: In addition to the VET Quality Framework, there are also Standards for VET Accredited Courses. The Standards for VET Accredited Courses apply to all courses regulated by ASQA, including those courses that were accredited by referring state and territory course accreditation bodies prior to the introduction of the new national arrangements.

More information about Quality standards can be found at www.asqa.gov.au

AQF: Australian Qualifications Framework (AQF) is a quality assured, national framework of qualifications in the school, vocational education and training (VET), and higher education sectors in Australia. The Framework links together all these qualifications and is a highly visible, quality-assured national system of educational recognition which promotes lifelong learning and a seamless and diverse education and training system.

More information about AQF standards can be found at: www.aqf.edu.au.

11.2 State Legislation

Victoria

Higher Education and Skills Group (formerly Skills VIC): The Higher Education and Skills Group (HESG) facilitates participation and achievement in senior secondary and tertiary education and training by supporting partnerships between providers, employers and the community and advising on public funding and regulation. It manages the Government-funded training market, public provider governance and accountability, and the apprenticeship system.

More information can be found at www.education.vic.gov.au.

11.3 Equal Opportunity and Discrimination Legislation

This legislation makes discrimination and harassment in the provision of education, employment and the provision of goods and services unlawful on the basis of protected attributes.

These attributes are: Age; Disability; Industrial Activity; Gender Identify; Lawful Sexual Activity/Sexual Orientation; Marital Status; Parental Status or Status as a Carer; Physical Features; Political Belief or Activity;

Pregnancy; Religious Belief or Activity; Race; Sex; Employment Activity; Breastfeeding, Aid of an Assistance Animal.

More information about Equal Opportunity can be found at: www.humanrightscommission.vic.gov.au.

11.4 Child Safe Standards

Advance is committed to the Ministerial Order No. 870 Child Safe Standards. All of our staff and volunteers abide by our Child Safe Code of Conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the Code of Conduct.

11.5 Occupational Health and Safety Legislation

Occupational Health and Safety (OHS) laws apply to the workplace at all times, including during periods of training. It is important to ensure that all students, trainees and apprentices understand principles of safety and health as they relate to the workplace.

More information about OHS laws can be found at: www.worksafe.vic.gov.au.