



**AUSTRALIAN CAREERS**  
Business College  
*'Empowerment Through Education and Training'*



# STUDENT HANDBOOK

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## **About ACBC**

ACBC is a Registered Training Organisation (RTO) registered by the Australian Skills Quality Authority (ASQA). Our national provider code is #90271. ACBC is authorised to issue a range of nationally recognised qualifications as detailed on the college's scope of registration at [www.training.gov.au](http://www.training.gov.au). ACBC complies with the Standards for Registered Training Organisations (RTOs) 2015.

## **About this handbook**

This handbook sets out students' rights, obligations & responsibilities. Students enrolling at the Australian Careers Business College (ACBC) are joining one of Australia's leading private providers of Education and Training. The Australian Careers Business College conducts vocational education and training qualifications. The training provided is directly relevant to immediate job opportunities and towards the acquisition of skills which are recognised by the labor market. We pride ourselves on producing graduates who are highly skilled in their area of employment, and professional in their attitude and presentation.

### **1. MISSION STATEMENT**

At the Australian Careers Business College, we believe that the key to success is to

- Empower our students through education and training
- Provide progressive and innovative qualifications to enable our students to strive for excellence
- Help our students achieve their personal best in gaining a Business Education
- Ensure small class numbers so as to give students individual attention
- Guarantee job placement assistance
- Provide students with qualified, experienced and committed trainers who have the knowledge and expertise in their field

### **2. CODE OF PRACTICE**

The College operates within a clear Code of Conduct and we ask all students attending the College to co-operate in adhering to the guidelines so we can all work and study in a harmonious and productive environment.

Australian Careers Business College (ACBC) is committed to providing high standards of vocational education and training and other client services. The following Code of Practice describes the standards of our vocational education and training and other client services. The Code of Practice addresses the requirements of the RTO Standards 2015.

The policies as set out in the Code of Practice underpin the operations of the organisation.

#### **2.1 DELIVERY OF TRAINING**

Students will receive all the training for which they have enrolled. To be awarded a qualification, all assignments and assessments must be completed to a satisfactory level and submitted in accordance with instructions and within timeframes prescribed. Students are advised of the specific requirements to receive a qualification in their area of study as part of enrolment and when training delivery commences.

ACBC takes responsibility for the quality of the training and assessment being provided to students, and for the issuance of AQF certificates.

## **2.2 STEPS FOR STUDENT RECRUITMENT, SELECTION & ENROLMENT**

### **Recruitment**

The College advertises its courses on-line, in various newspapers, directories, on radio and on television and promotes courses at careers expos and school visits. Interested applicants are requested to telephone the College to enquire about the qualification content.

A Careers Advisor explains the various qualifications offered to applicants including details of qualification duration, qualification outcome and other requirements.

As part of this process, applicants are invited to inspect the College facilities and participate in an interview. Applicants are requested to bring copies of documents related to previous school or tertiary education and/or work history to the interview.

Students are recruited responsibly and ethically at all times and recruitment is consistent with the requirements of qualifications and curriculum.

The recruitment process and all operational procedures incorporate access and equity policies. The organisation prohibits discrimination towards any group or individuals in any form, inclusive of:

- Gender
- Pregnancy
- Race, colour, nationality, ethnic or ethno-religious background
- Marital status
- Homosexuality (male or female, actual or presumed)
- Age (in relation to compulsory retirement)
- Physical or intellectual or psychiatric disability or individuals who have any organism capable of causing disease.

Programs are designed and wherever possible facilities set up to enhance flexibility of delivery. It is our goal to maximise the opportunity for access and participation by disadvantaged students.

### **Selection**

Students are selected provided they have the following:

- For Certificate Level qualifications : Year 10
- For Diploma Level qualifications : Year 11 or mature age entry (Diploma of Accounting requires Year 12)
- For Advanced Diploma Level qualifications : Year 12 or mature age entry

In addition, students must meet qualification entry requirements as prescribed in the relevant Training Package.

ACBC is committed to non-discrimination when recruiting and selecting students and at all times complies with equal opportunity and anti-discrimination legislation.

### **Enrolment**

Successful applicants are offered a position in their preferred course once the College has confirmed that they meet entry requirements.

### **Unique Student Identifier (USI)**

As part of the enrolment process, ACBC staff shall collect details of students USI and/or facilitate the creation and recording of the USI. This process addresses in general the requirements of RTO Standard 3.6

### **Orientation**

An orientation session is arranged for all students. At the orientation, students are provided with details of how to access the current version of the ACBC student handbook (ACBC Website). They are also provided with information on their timetable, textbooks, and college facilities. The orientation session also provides students with an opportunity to ask questions and meet College personnel.

## **2.3 SAFETY**

ACBC is committed to providing a safe environment in which to participate in training and assessment. The following guidelines are provided as a basis for safe practice in the training environment:

- Know and observe details of emergency response and evacuation plans
- Do not undertake activities which may cause injury to self or others
- Be responsible for your own actions
- No smoking at the training and assessment facilities or offices
- Report all potential hazards, accidents and near misses to the RTO staff
- No consumption of alcohol within training and assessment facilities or during the conduct of training and assessment
- Keep training and assessment areas neat and tidy at all times
- Seek assistance if you volunteer to lift items e.g. move furniture in a training area
- Observe hygiene standards particularly in eating and bathroom areas

### **Electrical equipment**

- Electrical equipment that is not working should be reported to RTO staff.
- Electrical work should only be performed by appropriately licensed or trained personnel. Students, trainers and assessors should not undertake any task related to fixing electrical equipment such as lighting or electrical training aids.
- All personal equipment used at college must have a valid 'testing tag' to confirm that the equipment has been assessed for safety.
- The college can arrange tagging and testing for students. A fee may apply.

### **Fire safety**

- ACBC will undertake to communicate the procedures involved in evacuation and the location of fire equipment to students at each facility for each training and assessment event; and to users of the office at least twice each year.
- All users of a training and assessment facility need to be familiar with the location of all EXITS and fire extinguishers. Users will consult available maps to determine location.
- It is the user's responsibility to understand fire drill procedures displayed around the premises.
- Users are asked to attend any sessions on fire safety procedures and the use of fire safety devices.

### **Computer facilities**

- Extended periods of work with computers can result in general fatigue and eye strain. Repetitive tasks and incorrect posture will result in consistent aches and pains.
- Current workplace health and safety guidelines indicate that people working for long periods at computers should organise their work so as to allow a five to ten minute rest every hour. This rest should include a change of position and stretching exercises as appropriate.
- Posture can be improved by adjusting chair height so that the operator's feet are comfortably placed on the floor (or footrest) and your arms are at an approximate 90-degree angle.
- The screen should be positioned to avoid reflection from lights and windows and at a suitable distance so that it can be easily read.

### **Lifting**

- Students, trainers and assessors are encouraged not to lift anything related to the training and assessment provided by ACBC unless they do so voluntarily and taking all responsibility for any injury caused.
- Never attempt to lift anything that is beyond your capacity.
- Always bend the knees and keep the back straight when picking up items.
- If you have experienced back problems in the past do not attempt to lift heavy objects at all. Ask someone else to do it for you.
- Use a trolley where appropriate. A trolley is available at each campus.

### **Work and study areas**

- Always ensure that all work areas are clean and clear of clutter so as to avoid the danger of accident by tripping or falling over.
- Place all rubbish in the bins provided.

### **First aid**

- Provision for first aid is available where training is delivered.
- All accidents must be reported to RTO staff.
- The accident and any aid administered must be recorded by staff involved

## 2.4 EQUITY & PRIVACY

### Your equity

ACBC is committed to ensuring that the training and assessment environment is free from discrimination and harassment. All ACBC staff members (including contractors) are aware that discrimination and harassment will not be tolerated under any circumstances. In the event that discrimination and harassment is found to have occurred, disciplinary action will be taken against any staff member who breaches this policy. Suspected criminal behaviour will be reported to police authorities immediately.

Students should expect fair and friendly behaviour from ACBC staff members and we apply complaint-handling procedures advocated by the Australian Human Rights and Equal Opportunity Commission (HREOC).

Students who feel that they have been discriminated against or harassed should report this information to a staff member of ACBC that they feel they can trust. This will initiate a complaints handling procedure which will be fair and transparent and will protect your rights as a complainant. Alternatively, if a student wishes to report an instance of discrimination or harassment to an agency external to ACBC, they are advised to contact the HREOC Complaints Info-line on 1300 656 419.

### Your privacy

Australian Careers Business College takes the privacy of students very seriously and complies with all legislative requirements and obligations related to privacy. ACBC has in place a Privacy Policy which meets the requirements of the Privacy Act 1988 (as amended). This includes the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act) and subsequent Privacy Regulation 2013, made under the Privacy Act, which commenced in March 2015.

The ACBC APP Privacy Policy (March 2015) can be found on the ACBC website. The policy sets out how ACBC collects, manages and uses information. Students should access and review the APP Privacy Policy and seek clarification or further information regarding privacy from an ACBC Careers Advisor as required.

### Access to your records

Students are entitled to have timely access to current and accurate records of their participation and progress on request. You may require these to monitor your progress with training or simply to go back and confirm something in a previous training module. Whilst these records will be retained by Australian Careers Business College, you are welcome to have access anytime and request a copy. If you require access to your records, please make a request to the Campus Manager and it will be organised.

## 2.5 CONTINUOUS IMPROVEMENT

### Our continuous improvement of services

ACBC is committed to the continuous improvement of our training and assessment services, student services and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.

## **Learner Satisfaction Survey**

At the completion of your training program, you will be issued with a Learner Satisfaction Survey. This is a nationally consistent survey tool, which is designed to collect feedback from students about their experience with an RTO and in undertaking nationally recognised training. Your completion and return of this survey is important to ACBC for our ongoing improvement of services and to enable us to report this information to our registering authority. Your assistance in gathering this survey data is greatly appreciated.

## **2.6 MARKETING AND ADVERTISING**

ACBC is committed to integrity and accuracy in its marketing activities. The information provided to clients avoids vague or ambiguous statements and false or misleading comparisons with other providers or qualifications.

## **2.7 ASSESSMENT**

Assessment is competency based. This means that training is delivered based on units of competency developed by industry to national standards. Students' knowledge and skills are assessed against these units of competency based on what they 'can do' and know.

When students can demonstrate competency or show that they can demonstrate their understanding or skill, they can be assessed as competent. If a student is not successful on the first attempt, he/she is provided with feedback and given further opportunities to demonstrate competency (See Failure to Submit Policy).

Assessment at the College incorporates the requirements of the RTO Standards 2015, and in particular, Standard1. All assessments meet the assessment criteria of a training package on which the qualification is based.

Trainers/Assessors employed by ACBC are required to have:

- Relevant vocational competencies at least to the level or preferably higher than the level delivered or assessed
- TAE40110 Certificate IV in Training and Assessment and hold or demonstrate equivalent competency for the unit TAELLN401A Address adult language, literacy and numeracy skills.
- Current industry skills/experience
- Continuous professional development of Vocational Education & Training (VET) knowledge and skills
- Trainers/Assessors employed by ACBC are required to have qualifications and skills as required by the determination of the National Skills Standards Council of 17 June 2013.

It is important to note that to be eligible for assessment, students must complete all Units of Competency requirements



### **2.7.1 RETENTION OF STUDENTS' WORK**

ACBC is required by the VET regulator to retain and securely store completed student assessments for verification and review purposes for a minimum of 26 weeks after the date of assessment. Students may request the return of their work by writing to the Campus Manager after this period has passed. ACBC reserves the right to dispose of materials not claimed after the retention period has elapsed.

## **2.8 ASSESSMENT APPEAL PROCESS STEPS**

### **What is an appeal?**

An appeal is an application by a student for reconsideration of an unfavourable decision or finding during training and/or assessment. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be submitted to ACBC within 14 days of the student being informed of the assessment decision or finding.

Students are provided with a copy of the unit of competency requirements prior to being assessed.

The steps are:

- 1) Assessment requirements are explained in detail to students.
- 2) Assessment events are arranged by trainers and assessments are conducted using standard assessment tools (workplace projects, written assignments, tests, practical exercises, role-play) which have been developed to meet the requirements of the qualification.
- 3) Assessors provide feedback to students on performance and discuss areas where further learning/practice may be required. Where a student is assessed as competent, he/she is advised of the results and results are posted in their student records.
- 4) Where a student assessment is assessed as not yet satisfactory, the student is allowed the opportunity to resubmit the assessment.
- 5) Students may appeal assessment decisions. This involves the student completing an Application for Assessment Appeal form and submitting it to the Campus Manager.
- 6) The appeal will be reviewed by the Lead Trainer/Director of Studies.
- 7) Students will be notified in writing of the outcome of their appeal by the Campus Manager.
- 8) Where the appeal is not resolved through this process, students may request an independent assessment or choose to redo the unit. A fee may be payable.

## **2.9 CERTIFICATION OF COMPLETION**

The College issues students who are assessed as competent a VET qualification for full completion of the qualification or a VET Statement of Attainment for partial completion, within the RTO Standards 2015, that meet the Australian Qualifications Framework AQF. These are:

- a. **FULL QUALIFICATION:** The Qualification levels are Certificate II, Certificate III, Certificate IV, Diploma or Advance Diploma. The qualification is only issued when the student demonstrates all the required competencies for the qualification
- b. **PARTIAL QUALIFICATION:** A Nationally recognised Statement of Attainment is issued for partial completion of a qualification for the units in which competency is achieved.

In accordance with RTO Standard 3.3 AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid.

## **2.10 RECOGNITION POLICY**

In accordance with the requirements of the RTO Standards 2015, ACBC provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

Recognition generally takes two forms: recognition of prior learning and credit transfer.

### **Recognition of Prior Learning (RPL)**

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL assesses this unrecognised learning against the requirements of a unit of competence in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of policy and procedures outlined in the Assessment section of this manual.

RPL is a formal acknowledgment of skills/knowledge/competencies already obtained through:

- Formal education
- Work experience
- Life experience

If a student's prior learning through formal training or at work is relevant to the qualification then the student may be exempt from some components of the qualification. The advantage of a successful application is that students will not have to repeat a subject in which they have already achieved a competency.

All students are eligible to apply for RPL. An assessment fee of \$450 per unit of competency applies.

The granting of RPL will result in a reduction in student tuition fees. The amount of fees reduction is dependent on the number of units for which RPL has been granted and the qualification which the student is enrolling in.

### **Steps to apply for RPL**

- 1) Students wishing to apply for RPL should complete the following steps :
- 2) Students will be required to complete an Application for RPL form and attach supporting documentary evidence.

- 3) Applications for RPL skills recognition will be processed by the Director of Studies promptly and applicants will be informed in writing of the application outcome within 15 working days. Where RPL has been granted, students will be informed of the amount of reduction in tuition fees and the commencement date of their qualification. The letter will also inform applicants of their ability to appeal the decision if not satisfied, by writing to the Director of Studies within 14 days.
- 4) Appeals to the Director of Studies shall be accepted in cases where RPL skills recognition is not granted. Appeals must be made within 14 days of the original decision.

### **Credit Transfer (CT)**

As a condition of registration, the College is required to recognise and grant Credit Transfer for Nationally Recognised qualifications from other RTOs. This is called national recognition.

### **Steps to apply for CT**

- 1) Students to review the unit descriptions in the qualification outline and make an initial self-assessment of the units for which they wish to apply for Credit Transfer.
- 2) Complete an *Application for Credit Transfer* form which is available from Student Administration at the College and lodge the application along with evidence to support the application. Qualifications and Statements of Attainment issued by other RTOs must be originals or appropriately certified copies.
- 3) The Director of Studies will review the CT application form and note on the form whether the units applied for are approved or not.
- 4) The granting of CT will result in a reduction in student tuition fees for fee-paying students. The amount of fee reduction is dependent on the number of units for which CT has been granted and the qualification which the student is enrolling in.
- 5) Applicants are advised of the decision in a CT letter within 5 working days. Where Credit has been approved, students will be informed of the amount of reduction in tuition fees and the commencement date of their qualification the letter will also inform applicants of their ability to appeal the decision if not satisfied, by writing to the Director of Studies.
- 6) Appeals to the Director of Studies shall be accepted in cases where the applicant is not satisfied with the decision.
- 7) Appeals must be made within 14 days of the original decision.
- 8) A copy of the Credit Transfer Application and the Letter are placed in the Credit Transfer folder and stored in Student Administration.

## **2.11 STUDENT COMPLAINT PROCEDURE**

### **Student Complaints and Appeals Procedure and Policy**

PURPOSE: To ensure that all complaints and appeals made by students are dealt within a constructive and timely manner.

### **What is a complaint?**

A complaint is negative feedback about services or staff which has not been resolved locally. A complaint may be received by ACBC in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person.

It may relate to a student's expression of dissatisfaction with any aspect of ACBC's services and activities, such as:

- the enrolment, induction/orientation process;
- the quality of education provided;
- academic matters, including student progress, assessment, curriculum and awards in a VET course of study;
- handling of personal information and access to personal records;
- the way someone has been treated.

### **Natural Justice and Procedural Fairness**

Complaints and Appeals are managed at ACBC in accordance with the principles of 'procedural fairness', also known as 'natural justice'. Both terms are used interchangeably. The opportunity to be heard by an impartial decision maker is at the heart of the rules of procedural fairness/natural justice. It requires a procedurally fair hearing and an unbiased decision being made. All parties to a complaint (complainant and respondent) must be afforded natural justice.

These rules of Natural Justice apply whenever the rights or legitimate expectations of an individual are affected by a decision. Satisfying the rules of natural justice and procedural fairness will vary according to the specific circumstances. There are however important basic principles that apply to every situation.

Natural Justice requires:

- the right to be heard;
- the right to be treated without bias;
- a decision being based on relevant evidence.

It is also important that in making decisions, decision makers take into account relevant considerations; do not take into account irrelevant considerations; and act for a proper purpose.

When you register a complaint or appeal at ACBC, you can be assured that your matter will be heard in accordance with the guidelines set out in this document.

### **Early resolution of complaints and appeals**

In all cases, issues that arise during training and assessment that are the source of frustration or are in dispute should be resolved at the time they occur between the persons involved, where possible. Sometimes, it will not be possible and in these cases, you are encouraged to come forward and inform us of your concerns with the confidence that you will be treated fairly.

### **Procedure**

This procedure can be utilised by students, including potential students, enrolled, or seeking to enrol, in a qualification with ACBC to submit a complaint of an academic or non-academic nature. Complaints of an academic nature include matters related to student progress, assessment,

curriculum and awards in a VET course of study. Complaints of a non-academic nature cover all other matters including complaints in relation to personal information that ACBC holds in relation to the student.

During all stages of this procedure, ACBC will take all steps to ensure that:

- the complainant and the respondent will not be victimised or discriminated against;
- the complainant has an opportunity to formally present their case and each party to the complaint may be accompanied and assisted by a support person at any relevant meetings;
- a full explanation in writing for decisions and actions taken as part of the process will be provided if so requested by the complainant or the respondent;
- where the internal or external complaint handling or appeal process results in a decision that supports the complainant, ACBC will immediately implement any decision and/or corrective and preventative action required and advises the complainant of the outcome.

There is no cost to the complainant for utilising this complaint and appeals process.

### **Before an issue becomes a formal complaint**

Students are encouraged, wherever possible, to resolve concerns or difficulties directly with the person(s) concerned. The administration support staff are available to assist students to resolve their issues at this level.

### **STAGE ONE—Formal Complaint**

Formal complaints must be submitted in writing to the Campus Manager using a *Student Complaint/Appeal Form* available from Administration. Receipt of the complaint will be acknowledged within 5 working days and the complaints process will commence within ten days of the receipt of the written complaint and all reasonable measures will be taken to finalise the process as soon as practicable.

The Campus Manager, or their nominee, will then, if necessary, seek to clarify the outcome that the complainant hopes to achieve. Such clarification may be sought by written or verbal request or by a face-to-face interview with the complainant. When such clarification occurs in a face-to-face interview the complainant or respondent may ask another person to accompany them.

The Campus Manager, or their nominee, will then endeavour to resolve the complaint and provide a written report to the complainant on the steps taken to address the complaint, including the reasons for the decision, within 10 working days. The report will further advise the complainant of their right to access the internal appeals process if they are not satisfied with the outcome of their formal complaint.

### **STAGE TWO – Internal Appeal**

If a complainant is dissatisfied with the outcome of their complaint, they may lodge an appeal by writing to the CEO (who is senior to the original decision maker). An appropriate person or committee will be appointed to consult with the complainant and other relevant parties within ten working days.

Where possible such consultations should take the form of face-to-face interviews. The complainant or the respondent may ask another person to accompany them to these interviews.

Following the consultation, the CEO, or their nominee, will provide a written report to the complainant advising the further steps taken to address the complaint, including the reasons for the decision, within 10 working days. The report will further advise the complainant of their right to access the external appeals process if they are not satisfied with the outcome of their internal appeal.

### **STAGE THREE – External Appeal**

If the complainant is dissatisfied with the outcome of their appeal, they may make a written request to ACBC that they wish the matter be dealt with through an external dispute resolution process facilitated by an independent third party mediator acceptable to both parties.

An independent mediator will be accessed within 14 working days. It is then up to the mediator, the complainant and ACBC to resolve the complaint. ACBC will bear any costs related to mediation. The complainant or the respondent may ask another person to accompany them to meetings with the mediator.

The mediator will report to the CEO, or their nominee, the outcome of the mediation, including any recommendations arising, within 14 days of the completion of the review. Once the CEO or their nominee receives the report of the outcomes from the discussion or mediation, they will provide a written report to the complainant within 10 working days on the recommended actions to resolve the complaint. ACBC agrees to be bound by the independent mediator's recommendations and the CEO, or their nominee, will ensure that any recommendations made are implemented within 30 days of receipt of the mediator's report.

### **Further action**

This agreement and the availability of the complaints and appeals processes do not remove your right to take action under Australia's Consumer Law (effective 1 January 2011). Students seeking to make an external complaint about any administrative decision should do so after following the Colleges appeals processes by contacting:

#### **NSW Department of Fair Trading**

Telephone 13 32 20

[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

For complaints relating to an alleged breach of the colleges' APP Privacy Policy, students should use the college's prescribed internal processes for managing complaints as described in this student handbook. If unsatisfied with the handling of a complaint related to privacy, the individual should contact the Office of the Australian Information Commissioner to commence external complaint proceedings. Details of how to make a complain externally can be found on the website of the Office of the Australian Information Commissioner <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.

If a complaint remains unresolved after the external appeal through Fair Trading, the complainant shall be referred to the National Training Complaints hotline:

Consumers can register a complaint with the National Training Complaints Hotline by: Phone: 13 38 73, Monday–Friday, 8am to 6pm nationally.

Email: [skilling@education.gov.au](mailto:skilling@education.gov.au)

The National Training Complaints Hotline uses the services of the Translating and Interpreting Service and National Relay Service.

The procedures set out in this document do not replace or modify procedures or any other responsibilities, which may arise under other policies or under statute of any other law. Nothing in this policy and procedure limits the rights of individuals to take action under Australia’s Consumer Protection laws. In addition, these procedures do not circumscribe an individual’s rights to pursue other legal remedies.

### **Enrolment status**

Where a student chooses to access this policy and procedure, ACBC will maintain the student’s enrolment while the complaint handling process is ongoing.

### **Record keeping & confidentiality**

A written record of all complaints handled under this procedure and their outcomes shall be maintained for a period of at least 2 years to allow all parties to the complaint appropriate access to these records, upon written request to the Director of Studies. These records will be maintained at 149-151 George Street, Liverpool, NSW 2170.

All records relating to complaints will be treated as confidential and will be covered by ACBC’s APP Privacy Policy.

## **2.12 FEES, CHARGES & PAYMENTS**

Course fees are stated on the Student Course Acceptance and Enrolment Agreement and must be accepted by the student in writing at the time of enrolment. For a full list of current course fees and fees payment schedules please refer to section 19 of this handbook ‘2015 Course Fees & Payments.’

For fee paying students who are not on VET FEE-HELP, fees can be paid in 9 installments for Diploma courses and 10 installments for Advanced Diploma courses spread over the duration of the course. ACBC may discontinue training if the fee is not paid as required. Fees will vary for different courses.

Students having trouble with payments should approach Student Administration to discuss the issue before the payment’s due date.

### **Term Commencement Dates**

Commencement dates vary depending on the course.

Term 1 Between 27 January and 15 February

Term 2 25 April

Term 3 18 July

Term 4 Between 4 and 10 October

## 2.13 CANCELLATION / REFUND POLICY

If a student withdraws from a course, they must inform ACBC's Student Support Services in writing using a 'Notification of Student Withdraw from Course' form. The following information must be provided:

- Student name;
- The date the course started (or was due to start);
- The reason for withdrawing from the course; and
- Date of withdrawal.

### Definitions relevant to this policy

<b>Census Date</b>	20% of the way through the Unit of Study
<b>Administrative Date</b>	For VET FEE-HELP Courses: This is the same as the Unit of Study Census Date  For Entry Requirement Programs: 20% of the way through the program
<b>Start Date</b>	The first day of the course as listed in the Student Handbook
<b>Tuition Fees</b>	Includes tuition, assessment material and re-assessment fees. (No fees are charged for textbooks)
<b>Unit of Study</b>	A unit of study is a subject or unit that a student may undertake as part of a VET course of study. A unit of study includes one or more units of competency. ACBC has 4 units of study for each course.

### Australian citizens or Australian resident permanent humanitarian visa holder who are enrolled in a VET-FEE-HELP enabled course:

In the event of a student withdrawing from a Unit of Study on or before the Census Date for that Unit of Study:

- 100% of Tuition Fees paid for that unit will be refunded to the student; and
- The student will not incur a VET FEE-HELP debt.

In the event of a student withdrawing from a Unit of Study after the Census Date for that Unit of Study:

- No refund is applicable; and/or
- The student will incur a VET FEE-HELP debt.

A student who withdraws after the Census Date for a Unit of Study may apply for special consideration in line with the Student Review Procedures for Re-crediting a FEE-HELP Balance.

A student must officially withdraw from a unit of study or course by filling in a "Notification of Student Withdraw from Course" form. Failure to officially withdraw, results in student incurring all tuition fees.



Refer to: [http://www.acbc.nsw.edu.au/page/vet\\_fee\\_assistance.html](http://www.acbc.nsw.edu.au/page/vet_fee_assistance.html)

### **All other students:**

The amount of the refund will be determined as follows:

- a. If the student notifies ACBC of their withdrawal before the course Start Date, 100% of the Tuition Fees that have been paid will be refunded.
- b. If the student notifies ACBC of their withdrawal on or before the course Administrative Date, 100% of Tuition Fees paid for that Unit of Study will be refunded.
- c. If the student notifies ACBC of their withdrawal after the Course Administrative Date, no refund is applicable, and the student is liable for any outstanding fees for the Unit of Study.

Refunds will be paid within 4 weeks after receiving the student's written application. All refunds will be paid to the person who originally paid the course fees.

Requests for a refund based on extenuating or compassionate circumstances will be considered on a case-by-case basis.

If a student's enrolment is terminated by ACBC for misconduct or breach of College regulations, no refund of tuition fees will be given.

If for any reason ACBC is unable to provide your course, we will repay you 100% of the tuition fees you have already paid for the course. In this case, you will receive a refund within 2 weeks after the day on which the course ceased to be provided

ACBC will provide students with a written statement of the refund.

This agreement, and the availability of complaints and appeals processes, does not remove the student's right to take action under Australia's consumer protection laws. Students seeking to make an external complaint about any administrative decision should do so after following the college's appeals processes by contacting:

### **NSW Department of Fair Trading**

Telephone 13 32 20

[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

This refund policy will be made available to students and prospective students by publication in the Student Handbook and ACBC's Enrolment Agreement.

### **Fees payable**

For fee paying students who are not on VET FEE-HELP, fees can be paid in 9 instalments for Diploma courses and 10 instalments for Advanced Diploma courses spread over the duration of the course.

See [www.acbc.nsw.edu.au/page/fees\\_courses.html](http://www.acbc.nsw.edu.au/page/fees_courses.html)

## **2.14 STUDENT WELFARE, COUNSELLING & SUPPORT SERVICES**

### **Academic and Vocational Counselling**

Academic or vocational counselling and support is available at no charge to enrolled students.

### **Support Services**

ACBC has designated qualified Careers Advisors to deal with students at each campus. Students are offered advice and referral in the following:

- Language Literacy and Numeracy support (LLN)
- Health
- Legal matters
- Domestic violence
- Sexual assault
- Housing

Where a Trainer or other ACBC staff member identifies that a student may benefit from additional learning support in the areas of written English, comprehension or mathematics, an LLN Learning Support Plan will be recommended. This may include a requirement to attend structured additional study groups facilitated by specialist LLN Tutors. Campus Managers will manage LLN Learning Support Plans.

### **Personal Counselling**

Students experiencing personal problems affecting their study may approach a Careers Advisor to seek to resolve the issues. Where additional support is required, students will be assisted to access support from an external qualified counsellor. All student counselling is treated in the strictest of confidentiality.

## **STEPS IN STUDENT WELFARE, COUNSELLING & SUPPORT**

- 1) If a student is experiencing difficulty in coping with their studies due to the course content or College rules and regulations or for personal reasons, an appointment is made with a College Careers Advisor to seek to resolve the issue.
- 2) The Careers Advisor will review the student's concerns so that both parties have a full understanding. If the Careers Advisor is unable to resolve the issues raised, then a qualified counsellor is approached.

All student counselling is treated in the strictest of confidentiality.

## **2.16 POST PROGRAM SUPPORT**

Enrolled students are provided with assistance in job seeking, resume preparation, interview skills, vocational advice, mentoring, etc. Students are advised of the particular support available with each program. A fee may be charged depending on the type of support required.

## **3. ENTRY REQUIREMENTS**

Students must meet qualification entry requirements as prescribed in the relevant Training Package.

In addition, ACBC also has the following requirements:

- Advanced Diploma qualifications require completion of Year 12 of the NSW Higher School Certificate or its equivalent or mature age entry

- Diploma qualifications require completion of Year 11 of NSW Higher School Certificate or its equivalent or mature age entry, except for Diploma of Accounting, which requires the completion of Year 12
- Certificate level qualifications require completion of Year 10 Certificate or its equivalent or mature age entry

Entry into some qualifications may require the completion of a Prohibited Person Declaration and consent to the Working with Children Check.

ACBC qualifications are designed to assist students to enter the workforce as soon as possible after graduation and prepare them to be a productive employee from day one in their chosen career.

Our qualifications are designed so that people of all levels of ability are able to benefit from vocational skills training. Our philosophy is to place more value on how students perform at each qualification level of a program than on their HSC scores.

#### **4. VET FEE-HELP**

Australian Careers Business College (ACBC) is an approved provider under the VET FEE-HELP loan scheme.

Under VET FEE-HELP students can obtain a loan to pay for all or part of their tuition fees when undertaking a VET accredited Diploma or an Advanced Diploma course at an approved VET provider. VET providers must be approved by the Department of Education, and Training in order to be able to offer this assistance.

Students applying for a VET FEE-HELP loan are subject to a loan fee of 20%.

Students repay their loans through the Australian taxation system once they are working and they reach the minimum repayment threshold for compulsory repayment. In 2015-16 the threshold is \$54,126.

To be eligible applicants must be an Australian Citizen or the holder of a permanent humanitarian visa and residing in Australia all through the course for which they are receiving VET FEE-HELP Assistance.

#### **5. ATTENDANCE REQUIREMENTS**

Courses offered at ACBC require students to attend all scheduled class activities and practicums. Many of the assessments required for courses involve group work and class-based activities.

If a student's attendance rate is determined to be unsatisfactory, a Campus Manager or Careers Advisor will meet with the student to discuss the matter and try to resolve the situation in the best way possible.

If after consultation with the Campus Manager or Career Advisor, the student does not maintain the required attendance level, the student may be suspended from the College or have their enrolment cancelled.

Part-time employment and personal appointments including doctor's appointments should be arranged outside of College hours to avoid attendance levels being affected.

Students must notify the College before 9:00am if they are unable to attend class

- A medical certificate is required if a student is absent for more than one day
- If a student is absent on an assessment date, a medical certificate must be provided
- Students will be required to catch up on any outstanding work in their own time
- If assistance is required, an appointment must be made with the trainer
- Arriving to class late or leaving early is not acceptable as this causes disruption to the class

Note: To be eligible for assessment leading to a qualification as a minimum, students must meet the attendance, behaviour and presentation requirements.

## **6. DRESS CODE**

Students should remember that personal presentation is very important to their future success. We believe that this policy works well in developing a business-like attitude, and impressing future employers who visit the College.

We have found that the dress code the College has established is appropriate for the comfort of all students and staff. Students must also maintain this dress code while at work experience and remember that they represent the College at all times.

### **6.1 GENERAL UNIFORM REQUIREMENTS**

#### **Female students**

- Black or navy blue suits (skirts or tailored pants), white or sky blue collared shirts and low-heeled court shoes, with enclosed toes, suitable for business wear
- Ballet flats/pumps and heels including wedges higher than 5cm are not permitted for safety reasons'
- Overcoats and scarves may be worn over uniforms, but may not be worn in class or practicum

#### **Male students**

- White or sky blue collared business shirts with a tie, black or blue trousers and suit jacket and business footwear
- Overcoats and scarves may be worn over uniforms, but may not be worn in class or practicum

### **6.2 UNIFORM REQUIREMENTS FOR CHILD CARE STUDENTS**

Students enrolled in Child Care programs at ACBC are required to purchase and wear a specific uniform as follows:

- ACBC branded polo shirt (available from the college)
- Black or navy blue suits with tailored pants
- Black lace-up shoes (no ballet flats, boots, sports shoes, heels).
- Required shoe type will be specified at Orientation.
- In cooler weather, a plain black skivvy may be worn under the polo shirt
- Overcoats and scarves may be worn over uniforms, but may not be worn in class or practicum

## **7. CONDUCT**

Students are expected to conduct themselves in a quiet, courteous and orderly manner at all times during College hours. It is expected that all ACBC teachers and staff will be treated with courtesy and respect at all times.

## 7.1 ACADEMIC MISCONDUCT

Academic misconduct includes:

### Plagiarism

Plagiarism is the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media.

Plagiarism includes the following:

- Copying from another student
- Handing in another person's work with or without the author's knowledge
- Copying an entire source and presenting it as your own
- Copying sections from a source without appropriate acknowledgement
- Paraphrasing material from a source without appropriate acknowledgement
- Constant non submission of assessments by their due dates

### Cheating

Cheating includes the following:

- Providing or receiving information from other students.
- Copying from another student
- Bringing in unauthorised material to the examination
- Using unauthorised material in the examination
- Failing to follow Trainers' instructions on conduct during examinations.
- Plagiarism or cheating may result in a NOT Competent result for the unit and/or suspension or cancellation of enrolment.

## 7.2 NON-ACADEMIC MISCONDUCT

Non-academic misconduct includes but is not limited to the following:

- Behave in a manner that tarnishes the College's reputation and name
- Steal College or other students' property
- Damage College or other students' property
- Engage in unlawful activities on College premises
- Misuse College equipment
- Threaten, bully, harass, abuse, discriminate or vilify College staff members or students
- Disrupt classes and fail to follow Trainers' and other College staffs' reasonable directions
- Falsify Medical Certificates
- Physical fighting on College grounds, in class and anywhere else on College premises
- Provide College with false documents e.g. Qualifications, Statements of Attainment, References

Academic and non-academic misconduct offences may result in the termination of a student's enrolment.

### **7.3 STUDENT BEHAVIOUR**

ACBC reserves the right to instantly terminate any student who participates in unlawful activity and will report any such behavior to the legal authorities.

### **7.4 CLASSROOM BEHAVIOUR**

Students should respect their trainers and fellow students at all times and not participate in any misconduct. Students are requested not to speak in languages other than English in the classroom.

The use of inappropriate language/swearing is not permitted anywhere in the college and most specifically will not be tolerated in the classroom.

Students and staff should leave rooms neat and tidy. No food or drinks are permitted in lecture room. Chewing gum is not permitted on College premises.

Students are not to enter in the staff room or staff kitchen. Students who wish to leave their lunch or morning tea in the fridge or use heating facilities, should ask their trainers or a College representative for assistance.

### **7.5 MOBILE PHONES**

Mobile phones must be switched OFF at all times and not used on College premises under any circumstances. Please understand that mobile phones interfere with the Colleges computer systems. They also disrupt trainers, lessons and students' concentration. Please be considerate to all.

Each class has been supplied with wall-mounted pockets for students to store mobile phones during class. Students are required to place phones in these holders.

If students continue to leave their mobile phones switched on, the College reserves the right to confiscate the phones until the end of the day and/or ask the student to leave the class. Confiscated phones may be collected from the Campus Manager or Careers Advisor. Please note, if students need to be contacted by their families as a matter of urgency, messages will be left on the student message board or in some cases brought into class by College staff.

### **7.6 SMOKING**

The College is a smoke free zone. Students wishing to smoke must do so outside and away from the College. Amendments to the Smoke-free Environment ACT 2000 and Smoke-free Environment Regulation 2007 make it an offence to smoke within four (4) metres of the doorway to any public building (Jan 2013). Local council officers are authorised to issue on the spot fines for breaches of these regulations.

### **7.7 VANDALISM**

Writing on or sticking chewing gum on walls, doors, computers and desks, is vandalism and will not be tolerated. Litter is to be placed in the appropriate bins provided.

Books and College materials are not to be removed from the College premises without permission.

### **7.8 COMPUTER ETHICS**

All computers and printers are sensitive machines and students must take care of them when utilising the computer system. If any computer problems arise please notify the trainer immediately. Do not delete, copy or move files from the computer system unless instructed by the trainer.

## **7.9 USE OF PERSONAL ELECTRONIC EQUIPMENT**

Students are welcome to use their tablets/notebooks/laptops/Chromebooks at college for note taking/working on assessments. However, the power cables for these items must be 'tagged and tested' by a licensed electrical tradesperson before being used with college power supply.

Students are required to ensure that their equipment is fully charged before attending class and may not connect their equipment to the power supply whilst using the equipment. Charging stations are provided in each classroom/area to provide students with the opportunity to recharge their equipment during breaks.

Students use their own equipment at their own risk and ACBC is not liable for any data loss or damage to equipment caused by use of ACBC power source.

Students must be conscious of safety when connecting to the power supply.

## **7.10 USE OF NOTEBOOKS/LAPTOPS/TABLETS/CHROMEBOOKS/DEVICES IN CLASS**

Courses at ACBC have been designed so that students do not require access to a computer or the internet during class delivery. In some courses, where access to the internet is required, lessons will be delivered in computer labs or portable equipment loaded with relevant software (travel booking/accounting etc.) will be provided for student use during class.

A Wi-Fi service is available free for students at all campuses to assist students wishing to access the internet for pre or post-class study or personal use outside of class time. Content filters have been applied to this Wi-Fi service to prevent download of, or access to inappropriate materials.

Students who are found to be using their laptops/notebooks/Chromebooks or tablet devices during class for non-subject related activities (e.g. social media/gaming) will not be permitted to use their equipment in class.

## **8. WORK EXPERIENCE PROGRAM**

ACBC Advanced Diploma and Diploma qualifications offer an optional work experience opportunity. This program is one day a week and commences during term three until the end of the year. Students are advised of this at the course application interview or induction.

Students who undertake the work experience program must take it seriously and treat it like a real job. They are required to be punctual at all times and maintain a very high attendance rate.

Students who experience any problems with host employers should speak to their trainers, Campus Manager or Careers Advisor immediately. Students may be required to participate in a preparatory training program before participating in work experience.

Students whose attendance drops below 80%, are not punctual, disruptive and do not submit their assessments on time may be excluded from the Work Experience Program.

## **9. SUBMISSION OF ASSESSMENTS (including failure to Submit Policy)**

Completed written assessments are due to be submitted either (a) electronically via CloudAssess or (b) in some cases handed in to your Trainer (e.g. hard copy assignment, projects, portfolios etc.) by 9.00 a.m. on the date advised by your Trainer.

### Submitting Assessments

- 1) You are entitled to THREE (3) attempts for each assessment, but only if each assessment is submitted by the due date and is complete. This means that when you submit your assessment (with all sections and questions complete) on time, but it is **Not Yet Satisfactory (NYS)**, you will have another TWO (2) attempts to demonstrate a **Satisfactory (S)** result.
- 2) If your first attempt is not submitted by its due date, or it is submitted but is incomplete, you will forfeit the first two attempts and only have ONE (1) final attempt to gain a **Satisfactory** result.
- 3) If you are **NYS** on the first attempt, but fail to resubmit your assessment on the second attempt (resubmission) due date, you will forfeit your final attempt and will receive a Final Result of **NYS** for the assessment and a Final Result of **Not Yet Competent (NYC)** for the unit.
- 4) If your second attempt (the resubmission) is submitted on the due date, and a genuine attempt is made to rectify the gaps outlined by your trainer in Marking Guide feedback, but you are still **NYS**, you will have a final attempt to rectify the assessment. You have **THREE** days from the day you receive assessment feedback from your trainer.
- 5) If you resubmit the assessment in its original state and no changes have been made, the assessment will receive a Final Result of **NYS** and no further attempts will be granted.

In order to gain your full qualification, you must demonstrate competency in each Unit of Competency in your course. If you fail to do so, you will be provided with only a Statement of Attainment for the units you have successfully completed.

### **Very Important**

Please note: Students must submit **COMPLETE** work for all sections of the assessment, in order for the first attempt of the assessment to be accepted. Incomplete assessments will not be accepted, and the student will be advised that this is a Non Submission.

### **In class Assessments and Tests**

Students must undertake in-class assessments/tests on their due dates. If a student is absent from College on assessment day, the same procedure and outcomes applicable to Failure to Submit Written Assessments will come into force.

If you do not understand any part of this process, please discuss it with your Trainer or Campus Manager.



## 10. ASSESSMENTS / INAPPROPRIATE ACTIVITIES

### Cheating

Cheating of all forms either during assessments or copying of assignments will not be tolerated.

A person found cheating in a particular unit of competency will be excluded from that unit and will have to repeat that unit when next offered.

### Plagiarism

All assessments must be the students own work. If quoting a passage from a book, appropriate referencing must be used. If a student is found to have plagiarised they will receive a warning and have to submit their assessment using their own work. If a student plagiarises a second time a second time in any other assessment, they will be deemed NYC for the unit where the second plagiarism takes place. A third offence may be subject to instant dismissal from the course.

### Forging Documents

If a student forges any documents, e.g. work placement timesheets, logbooks, supervisor report signatures, dates, medical certificates etc., they will be subject to instant dismissal from the course.

## 11. TIMETABLE

There are 4 terms in each year. Term lengths can be up to 11 weeks. Classes are conducted between 8:30am and 5:00pm, Monday to Friday.

Some courses may not require scheduled classes and therefore may start later than 8:30am, or finish earlier than 5:00pm. Students are issued with a timetable related to their courses on Orientation day.

## 12. ORIENTATION

Students will be given a full orientation on an appointed day approximately one week before courses commence.

### What is Orientation?

An Orientation session is arranged for all students. The Orientation program is designed to give you important information that will help familiarise you with your campus, support services provided and the course you are enrolled in. The Orientation session also provides students with an opportunity to ask questions and meet College personnel.

The Orientation session will:

- introduce you to ACBC staff and your trainers
- show you class locations
- provide you with a timetable
- provide you with a textbooks list
- provide information on 'in case of an emergency'
- provide fee paying students with a payment plan

Students will be given a full orientation on an appointed day approximately 1 week before courses commence. On this day students will be issued with a list of items needed for their first day at College. Students will also have the opportunity to meet their fellow students.

### **13. AUSTUDY/ABSTUDY/YOUTH ALLOWANCE**

Full-time qualifications are Austudy/Abstudy/Youth Allowance approved and ACBC students are eligible to apply, provided they fulfil the normal conditions applicable to that allowance. Assistance in completing the necessary forms is available from Administration.

### **14. STUDENT ID CARD**

Students will be issued with a student ID Card. This card can also be used to load credit and use the student photocopier service located at each campus.

Replacement cards will incur an administration fee.

### **15. STUDENT TRAVEL CONCESSION**

All normal concessions apply to full-time students including rail and bus.

Application forms for concessions are available from College reception.

### **16. TERMINATION**

The Australian Careers Business College reserves the right to dismiss any student whose conduct or performance is not of a standard acceptable to the College.

### **17. COURSES OFFERED**

ACBC offers courses in the following areas:

- Accounting
- Business Administration
- Children's Services
- Counselling
- Information Technology
- Legal Services
- Marketing
- Tourism

See a Careers Advisor for detailed information on courses available.

### **18. IMPORTANT LEGISLATION WHICH AFFECTS A NSW RTO**

Vocational Education and Training (VET) is a term used to describe education and training arrangements designed to prepare people for work or to improve the knowledge and skills of people already working in Australia.

The National Vocational Education and Training Regulator Act 2011, governs the registration of RTO's in NSW.

## **Workplace Health and Safety**

Workplace Health and Safety in NSW is governed by the Workplace Health and Safety Act 2011. This legislation describes the general requirements necessary to ensure a safe and healthy workplace, and is designed to reduce the number of injuries in the workplace by imposing responsibilities on individuals and organisations.'

Under this legislation, a duty of care is imposed to detect unsafe conditions and behaviours and to fix them, or when a person does not have the authority, reporting them to the appropriate authority together with suggestions for control.

The objects of this legislation are:

- to secure and promote the health, safety and welfare of people at work;
- to protect people at a place of work against risks to health or safety arising out of the activities of persons at work;
- to promote a safe and healthy work environment for people at work that protects them from injury and illness that is adapted to their physiological and psychological needs;
- to provide for consultation and co-operation between employers and employees in achieving the objects of the legislation;
- to ensure that risks to health and safety at a place of work are identified, assessed and eliminated or controlled;
- to develop and promote community awareness of occupational health and safety issues;
- to provide a legislative framework that allows for progressively higher standards of Occupational Health and Safety to take account of changes in technology and work practices;
- to deal with the impact of particular classes or types of dangerous goods and beyond, place of work.

## **Compensation**

The Workers Compensation Act 1987 and Workplace Injury Management and Workers Compensation Act 1998 deal with the process for compensating individuals who are injured in the workplace and facilitating their effective return to work.

## **Discrimination & Equal Employment Opportunity**

The Anti-Discrimination Board was set up under the NSW Anti-Discrimination Act 1977. Its role is to promote anti-discrimination and equal opportunity principles and policies throughout NSW.

Discrimination means treating someone unfairly because they happen to belong to a particular group of people. For example, it is illegal to discriminate against someone because of their sex, race, age, marital status, sexual preference, disability, transgender or transsexuality, responsibility as a carer or because of their relationship or association with someone else.

Many people are often unsure of the difference between discrimination and equal employment opportunity (often called EEO). EEO is about making sure that workplaces are free from all forms of unlawful discrimination and harassment and providing programs to assist members of EEO groups to overcome past or present disadvantage. This means having workplace rules, policies, practices and behaviours that are fair and do not disadvantage people because they belong to particular groups.

In addition, organisations should aim to create an environment where all workers are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

Educational institutions should be harassment free and this applies equally to staff as well as students.

Harassment may include:

- deliberate physical contact displaying sexually graphic or offensive materials;
- victimisation, bullying or destruction of personal belongings;
- intimidation, abuse or indecent exposure;
- persistent staring or rude gestures, obscene or threatening phone calls and letters.

Under the Racial Discrimination Act 1975 (Commonwealth) it is against the law to treat someone unfairly or harass them because of their race, colour, descent or national or ethnic background in relation to:

- access to public places and facilities;
- advertising;
- education;
- employment;
- land, housing and accommodation;
- provision of goods and services;
- membership of trade unions and professional bodies.

Educational institutions must ensure that training takes place in an environment free of discrimination, harassment, victimisation and bullying.

### **Disability Standards**

The Disability Standards for Education (2005) ('the Standards') are formulated under the Disability Discrimination Act 1992 (Commonwealth). The Standards require education providers (including RTOs) to take reasonable steps to ensure that students with disabilities are provided with opportunities to realise their individual potential through their participation in education and training on the same basis as students without disabilities, and that they are not subject to discrimination.

The standards set out a process whereby educational institutions can meet their obligation, which includes a requirement to make reasonable adjustments where necessary.

The process includes:

- consultation with the student;
- consideration of whether an adjustment is necessary;
- if an adjustment is necessary, identification of a reasonable adjustment;
- making the reasonable adjustment.

If an educational institution complies with this process, then they have complied with the standards, and they cannot be said to have discriminated. Even though educational institutions are required to make reasonable adjustments, they are exempted from making adjustments that would impose unjustifiable hardship on them.'

## Privacy

Educational institutions must acknowledge and respect the privacy of individuals as required by the Privacy Act 1988 (Commonwealth) and the Privacy Principles espoused under the Act. ACBC has in place a Privacy Policy which meets the requirements of the Privacy Act 1988 (as amended). This includes the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act) and subsequent Privacy Regulation 2013, made under the Privacy Act, which commenced in March 2015.

Educational institutions will usually collect information from students (or prospective students) to provide them with information about study opportunities, course administration, academic information and to maintain proper academic records. Provision of personal information is voluntary but if this information is not provided by a prospective student, an educational institution may be unable to enrol them in a qualification or supply them with appropriate support.

Information provided to an educational institution must not be disclosed to any third party unless the institution has informed consent to do so, or unless required or authorised by law.

An educational institution must take all reasonable security measures to protect personal information from unauthorised access, misuse or disclosure. Educational institutions must also take all reasonable steps to ensure that personal information, which is collected, used or disclosed is accurate, complete and up-to-date. Students have the right to access their personal information and can request that incorrect information is corrected or deleted. Access to this information is usually made available by applying to the institution in writing.

## Young People

In relation to students under 18 years of age, educational institutions must comply with the Commission for Children and Young People Act 1998. Under this legislation prohibited persons (people who have committed serious sex offences against children or adults, or serious physical assault, kidnap or murder offences against children) are prevented from working in child-related employment. Educational institutions are required to undertake “Working With Children” background checks on all staff that are recruited to a position that works directly with children to determine whether they indicate any risk to children.

## 19. COURSE FEES AND PAYMENTS

### ANNUAL COURSE FEES

Code	Course name	Course Fee
ICT60215	Advanced Diploma of Network Security	\$16,400
BSB60515	Advanced Diploma of Marketing	\$15,900
FNS50210	Diploma of Accounting	\$14,900
BSB50415	Diploma of Business Administration	\$14,900
CHC51712	Diploma of Counselling	\$14,900
CHC50113	Diploma of Early Childhood Education and Care	\$15,900
BSB52215	Diploma of Legal Services	\$14,900
SIT50112	Diploma of Travel and Tourism	\$15,400
	(Entry Requirement Units - Tourism Operations – Office Based Pathway)	\$500

## MISCELLANEOUS FEES:

In the event of a student requiring the issue of a replacement Testamur, a \$50 fee will apply

## PAYMENT SCHEDULES AND DATES

### **BSB50415 Diploma of Business Administration**

### **BSB52215 Diploma of Legal Services and**

### **CHC51712 Diploma of Counselling**

Course Cost: \$14,900

Payment Date	Amount
15/02/2016	\$1700
16/03/2016	\$1700
26/04/2016	\$1700
25/05/2016	\$1700
22/06/2016	\$1700
18/07/2016	\$1700
17/08/2016	\$1700
14/09/2016	\$1700
12/10/2016	\$1300

### **ICT60215 Advanced Diploma of Network Security**

Course Cost: \$16,400

Payment Date	Amount
15/02/2016	\$1900
16/03/2016	\$1900
26/04/2016	\$1900
25/05/2016	\$1900
22/06/2016	\$1900
18/07/2016	\$1900
17/08/2016	\$1900
14/09/2016	\$1900
19/10/2016	\$1200

### **BSB60515 Advanced Diploma of Marketing**

Course Cost: \$15,900

Payment Date	Amount
15/02/2016	\$1800
16/03/2016	\$1800
26/04/2016	\$1800
25/05/2016	\$1800
22/06/2016	\$1800
18/07/2016	\$1800
17/08/2016	\$1800
14/09/2016	\$1800
19/10/2016	\$1500

### **SIT50112 Diploma of Travel and Tourism**

Course Cost: \$15,400

Payment Date	Amount
2/05/2016	\$1800
25/05/2016	\$1800
22/06/2016	\$1800
26/07/2016	\$1800
17/08/2016	\$1800
14/09/2016	\$1800
12/10/2016	\$1800
2/11/016	\$1800
16/11/2016	\$1000

### **CHC50113 Diploma of Early Childhood Education and Care**

Course Cost: \$15,900

Payment Date	Amount
27/01/2016	\$1800
16/03/2016	\$1800
26/04/2016	\$1800
25/05/2016	\$1800
22/06/2016	\$1800
30/08/2016	\$1800
14/09/2016	\$1800
12/10/2016	\$1800
16/11/2016	\$1500

### **FNS50210 Diploma of Accounting**

Course Cost: \$14,900

Payment Date	Amount
18/07/2016	\$1700
27/07/2016	\$1700
10/08/2016	\$1700
24/08/2016	\$1700
7/09/2016	\$1700
21/09/2016	\$1700
5/10/2016	\$1700
26/10/2016	\$1700
16/11/2016	\$1300

**Please note that course costs are subject to change without notice**

## COLLEGE CONTACTS

### Australian Careers Business College (ACBC)

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### Liverpool Campus

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### Parramatta Campus

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### Wollongong Campus

313 - 323 Crown Street, Wollongong NSW 2500  
Ph: (02) 4228 1222  
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## USEFUL LINKS

<b>Facebook</b>	<a href="http://www.facebook.com">www.facebook.com</a> – Australian Careers Business College
<b>VET FEE-HELP</b>	<a href="http://www.deewr.gov.au/skills/programs/support/vetfeehelp">www.deewr.gov.au/skills/programs/support/vetfeehelp</a>
<b>Austudy</b>	<a href="http://www.centrelink.gov.au/internet/internet.nsf/payments/austudy">http://www.centrelink.gov.au/internet/internet.nsf/payments/austudy</a>
<b>Abstudy</b>	<a href="http://www.centrelink.gov.au/internet/internet.nsf/payments/abstudy">www.centrelink.gov.au/internet/internet.nsf/payments/abstudy</a>

## IMPORTANT NOTE

ACBC reserves the right to make changes to policies, procedures, timetables, and rules associated with the delivery of programs. ACBC also reserves the right to merge classes and change Trainers as required. Where changes are made, students shall be notified accordingly.

Any changes to the student handbook will be posted on the ACBC website.