
Student Handbook

Victoria Only

CHC33015 Certificate III in Individual Support (Ageing, Home and Community)

HLT33115 Certificate III in Health Service Assistance

CHC43115 Certificate IV in Disability

CHC43415 Certificate IV in Leisure and Health

CHC62015 Advanced Diploma of Community Sector Management

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QUALITY • TRAINING • RESULTS

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Welcome

The Management and Staff of EmployEase would like to welcome you. As a student undertaking accredited training with us, you have chosen to explore new options and acquire new or updated skills that will enhance your opportunities for employment.

EmployEase is a Registered Training Organisation (RTO) and is responsible for the quality of your training and assessment in compliance with the Standards for Registered Training Organisations 2015. The training you receive is accredited and will provide you with a nationally recognised qualification upon successful completion of all units of competence.

We are here to support you. Should you have any questions, please contact either your Trainer or our Head Office at Box Hill on (03) 9761 2156 or via email to admin@employease.com.au. Our Office hours are 8.30am to 5pm Monday to Friday.

Our Mission

To deliver high quality training to a wide range of students which celebrates diversity and individual achievement and facilitates positive change in the life of the learner and in the community.

Our Vision

Be a leader in vocational training through innovation, resilience, integrity and strong teamwork

Our Values

Integrity, Excellence, Collaboration, Dedication, Sustainability and Innovation

Our Goals/Objectives

To deliver quality outcome for our students and stakeholders

To employ best practice through a regime of continuous improvement and consultation with all stakeholders

Purpose of Student Handbook

This Student Handbook contains important information about how EmployEase operates, your rights and responsibilities as a student and how training and assessment is conducted. It is important that you read the entire Student Handbook and ask questions about anything you do not understand.

Vocational Education and Training

Vocational Education and Training (VET) prepares people for jobs and careers by giving them the specific skills and knowledge they need. VET covers many careers and industries including community services, trades, office work, retail, hospitality, and technology. Training and Assessment in VET in Australia operates under what is known as: "Competency Based Training and Assessment".

Competency Based Training and Assessment

In competency-based training and assessment the emphasis is on:

- identifying what people need to do in their job
- identifying what people need to know to do their job
- clearly indicating the standard of performance required in the job by the industry or enterprise
- indicating how, when, where and by whom assessment will occur
- the student demonstrating that they have the knowledge, skills and attitudes to perform the job to a required standard.

Website Relevant to VET in Victoria and Australia

National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs): www.training.gov.au

Quality of Training and Assessment

EmployEase is solely responsible for the quality of the training and assessment undertaken in accordance with the Standards for Registered Training Organisations 2015 (RTOs) and for the issuing of an AQF qualification.

Where it is necessary and appropriate EmployEase may enter into a third-party arrangement in respect to the training of students on work placement. Where this does occur, the on-site clinical facilitator will provide guidance in relation to your demonstrated skills and practice whilst on placement, provide overall feedback and a final placement result of satisfactory or not satisfactory in terms of placement only. The on-site clinical facilitator will not be making a judgement as to your competency in any individual unit or combination of units.

EmployEase does not engage in third party arrangements in the provision of formal training or assessment against a unit or units of competency, or in educational and support services (refer Work Placement)

Credit Transfer (CT)

Is a process that provides students with agreed and consistent credit outcomes for units in a qualification based on identified equivalence in content and learning outcomes between matched qualifications (see AQF Glossary). To have credit transfer applied you must produce the original or a certified copy of your 'Statement of Attainment' to EmployEase as evidence that you have successfully completed the identical unit, or equivalent unit of competence. You must apply for credit transfer at the time of enrolment. Where a credit transfer has been applied the student will be exempt from attending the training and completing assessment for the credited unit or units of study. However, in the instance where two units are clustered together for delivery and/or assessment, you may be required to attend the training and complete individual components of the assessment. Further enquiries about the credit transfer process should be directed to the Business Development team.

Recognition of Prior Learning (RPL)

Is an assessment process which involves assessing the candidates existing knowledge and skills, gained through either work, study or life experience, against the requirement of a particular unit or units of study. Fee for service rates apply to RPL. Fees are charged on a per unit basis. You must apply for RPL prior to enrolment by contacting the office to arrange an RPL interview. RPL is available to all students, with the exception of those enrolled in Foundation Programs.

Access and Equity

EmployEase has a responsibility and a commitment to the provision of services to all eligible participants. Disabled access and facilities are available and people with a disability are encouraged to apply for courses that are relevant to their employment goals.

EmployEase upholds the following:

- EmployEase staff are instructed in their responsibilities with regards to Access and Equity principles.
- EmployEase students have equitable access to all programs irrespective of their gender, culture, linguistic background, race, location, socio-economic background, or disability.

Course Information

A Course Outline is issued to you as part of your Course Information Pack and is also available from the EmployEase website www.employease.com.au. The Course Outline provides information about entry requirements, units of competency, delivery and assessment methods.

Government subsidised and fee for service courses are offered by EmployEase. Registrations of interest can be made by contacting the office on (03) 9761 2156 and requesting to attend an information session.

Computer Access

EmployEase supports students to develop a range of skills and knowledge required in today's workplace. To support learning in 'using technology' our courses require active participation in virtual classroom training and electronic submission of assessment tasks. As such students who undertake training with EmployEase will need to have the following:

- Readily available access to a personal computer or laptop (a mobile phone is insufficient). Please note that no more than two students may share a computer screen for Zoom training and a working camera and microphone must be available at all times.
- Readily available access to reliable internet
- MS Word
- Readily available access to a document scanner or digital uploading resource

Students who do not have easy access to one or more of the above requirements **must** discuss this with their Course Advisor prior to their enrolment.

Basic to intermediate computer skills are also required including skills in word processing, file management, downloading and uploading documents and email. This will be assessed as part of the Pre-Training Review (see Pre-Enrolment).

Information Sessions

Where health restrictions permit, Information Sessions are held weekly at our training venues. These sessions are designed to provide potential learners with general information about EmployEase, our courses, how courses are delivered and eligibility for funding assistance under the Skills First Program.

Pre-Enrolment

Pre-Training Review

All candidates seeking to enrol in a course with EmployEase will undertake a Pre-Training Review. The purpose of the Pre-Training Review is to ensure that the course is suitable for you, meets your interests, needs and career goals, that you are able to meet the language, literacy and numeracy requirements for entry into the qualification and adequate resources (IT equipment, time and support) to complete the course. The Pre-Training Review (PTR) also enables EmployEase to identify any additional support you might need to make sure you have the best opportunity to successfully complete the qualification.

The Pre-Training Review consists of four (4) steps:

1. Pre-Training Review Candidate Background Information and Telephone Interview

The purpose of the Candidate Background Information and follow-on Telephone Interview is to identify your interests, your existing knowledge, skills and experience and to gain an understanding of your short and long-term goals. Firstly, you will answer some background information questions. Then your Course Advisor will revisit these questions as part of a telephone interview. This is also an opportunity for us to measure

your oral language skills including your spoken language and listening skills as well as your ability to understand English and your skills in being a self-directed and independent learner.

2. Pre-Training Review LLN Assessment

The purpose of the assessment is to measure your current language, literacy, numeracy and learning skills and compare these against the ACSF entry requirements of the course. You will also be asked about your access to a computer or laptop and your computer skills, which are also required for you to be able to successfully complete the course.

3. Judgement

This step involves looking at all the information we have gathered as part of the Candidate Background Information, Telephone Interview and the LLN Assessment and measure this against the requirements for entry into the course. At this point an informed judgment will be made as to whether the course is appropriate for you, and what additional support you might need in the classroom to successfully complete the qualification.

4. Student Declaration

The purpose of this declaration is to confirm that you have received information and understand all the requirements relating to Immunisation, Police Checks, Working with Children Checks, Statement of Fees, Funding eligibility, RPL, Credit Transfer, Placement requirements and other information provided to you as part of the pre-enrolment process.

Enrolment

Student Selection and Admission

Every student who meets the course entry requirements will be accepted into a training/assessment program. If more than the maximum numbers of participants register for a course, the Business Development Team Leader will determine allocation of places. The criteria will include principles of access and equity and a commitment to complete the course.

Admission procedures will therefore be free of discrimination, and if an individual does not meet entry requirements, all attempts will be made to assist them to identify alternative options. Successful applicants will be advised in writing and an EmployEase enrolment form must be completed in full, with all supportive evidence provided, prior to the course commencing.

Police Check

If you need to undertake work placement as part of your course, you will be required to provide a current Police Check with **NO** disclosures. This will be discussed with you as part of the Telephone Interview and details are also contained in the Course Outline.

Without a clear Police Check you will not be allowed to undertake work placement, therefore be unable to complete your qualification and as such be ineligible for government funding. EmployEase requires a Police Check to be available to us no later **than four weeks prior** to your scheduled Placement Information session (PINF). Late Police Checks will result in a delay in placement eligibility (refer Official Course End Date).

At your Return to Study Part 2 session you will receive an email from EmployEase containing an online link to the National Crime Check Application form. EmployEase will provide payment for the check on your behalf. It is important to apply for your Police Check immediately after your Return to Study session, so it is ready for us to be able to access (draw down from the NCC system) when it is required.

Unfortunately, due to timelines set by industry it may not be possible for EmployEase to know if a disclosure appears on your Police Check until you have already attended some of your training, it is therefore **very important** that if you suspect a disclosure might appear on your Police Check, however minor, that you declare this before your enrolment so enquiries can be made early.

EmployEase takes no responsibility for training undertaken, or loss of fees due to a disclosure appearing on a Police Check. EmployEase has a strict procedure of how Police Check disclosures are managed. It is important that you understand these procedures and the implications should a disclosure appear on your Police Check.

See below:

Disclosure	Implication for Enrolment
A conviction for murder or sexual assault	Enrolment will not proceed or will be cancelled
A conviction of, or a disclosure showing without conviction, regardless of whether the student was imprisoned or not, for any form of assault or bodily harm, neglect or a person in their care, violence or threats of violence or crimes of a sexual nature	Enrolment will not proceed or will be cancelled
A conviction, or a disclosure showing without conviction, regardless of whether the student was imprisoned, relating to dishonesty (including but not limited to fraud and theft) or of drug offences within the past 5 years.	Enrolment will not proceed or will be cancelled
Multiple traffic/driving offences (more than two) e.g. drink driving, driving under the influence, dangerous driving. Culpable driving	Enrolment will not proceed or will be cancelled
A conviction, or a disclosure showing without conviction, regardless of whether the student was imprisoned, relating to dishonesty (including but not limited to fraud and theft) or of drug offences more than five years prior	Students will be offered the opportunity to source a suitable placement within 15 business days of the disclosure being identified, not pursue enrolment or cancel their enrolment
Incidental traffic/driving offences (no more than two) e.g. drink driving, driving under the influence, dangerous driving	Students will be offered the opportunity to source a suitable placement within 15 business days of the disclosure being identified, not pursue enrolment, or cancel their enrolment.

It should be noted that the decision as to whether to accept a student for placement who has a disclosure on their Police Check, however minor, is at the absolute discretion of the industry, facility or service.

Where at any stage a student's enrolment is cancelled by EmployEase, or the student chooses to cancel their enrolment because of a disclosure appearing on a Police Check, the standard refund policy applies.

EmployEase is unable to take responsibility for any training undertaken or monies lost due to a student being unable to provide a clear Police Check. Refer to EmployEase Fees Charges and Refunds Policy.

Working with Children Check

Some courses also require the student to hold a current Working with Children Check. You will receive information about the online application process at the Return to Study – Course Orientation. You must have EmployEase listed as a registered organisation on your account.

Again, where at any stage a student's enrolment is cancelled by EmployEase, or the student chooses to cancel their enrolment due to their Working with Children Check, the standard refund policy applies. Refer to EmployEase Fees Charges and Refunds Policy. The opportunity to apply for a Working with Children's check is also available as part of the application for the NDIS Worker Screening Check (see below).

NDIS Worker Screening Check (Certificate IV in Disability students only)

From February 2021 everyone who works for a Registered NDIS Provider, and some other workers in "risk" assessed roles, must have clearance to do so. This includes work placement students. You must apply for an NDIS Worker Screening Check once you have been in your course **for 1 month**. You can apply for your NDIS Worker Screening Check on-line through Service Victoria. An information instruction sheet was provided to you at enrolment. If you need a copy please email admin@employease.com.au. The screening check application will cost you \$119 (correct at 25th June 2021). Unfortunately without clearance being approved you will not be able to progress to placement (with no refund of course fees applicable). Please speak with your Course Advisor or Placement Coordinator for more information about this check.

Covid19 Vaccinations

Information relating to Covid19 vaccinations requirements is provided to students prior to enrolment. At the time of this publication the Victorian Aged Care industry is mandated to be vaccinated. This means that to work in Aged Care or to complete a placement in Aged Care (i.e. Certificate III in Individual Support, Certificate IV in Leisure and Health, Certificate III in Health Services Assistance students) you must have your first Covid19 vaccination by 15th October 2021.

Although at the time of this publication the Disability sector and Health Sectors are not yet mandated, students are advised to anticipate that this will eventually be introduced.

In addition, on or around November 5th 2021 EmployEase is able to deliver face to face training only to fully vaccinated students and we must have evidence that all students attending have received two Covid19 Vaccinations.

To show evidence of your vaccination students are required to upload their Immunisation History Statement or COVID-19 Digital Certificate showing both doses to the online campus. Information about how to access your digital vaccination record can be found here:

<https://www.servicesaustralia.gov.au/individuals/subjects/getting-help-during-coronavirus-covid-19/covid-19-vaccinations/how-get-proof#gettingproofonline>

Annual Flu Injection

Aged Care facilities, hospitals and some disability services are now requiring students to have proof of immunisation including the flu vaccination prior to PINF (Placement Information Session). Should you for health or other reasons choose not to have a flu shot, it is suggested that you discuss this with your Career Advisor or a Placement Coordinator asap. You will need a letter from your doctor/health practitioner which you can present to your Facility Manager or host employer. However, it is at the sole discretion of the facility

or service as to whether placement will go ahead. You may also be required to have a blood test to check your immunity if you have not had recent immunisations. EmployEase takes no responsibility for a student being unable to undertake compulsory placement due to refusal or inability to receive a flu vaccination.

Other pre-requisite checks

Individual facilities and services may require specific pre-placement checks including Covid19 Test Results, Statutory Declarations and/or Covid Immunisation. Please refer to your Course Handbook for more information or speak directly with your Placement Coordinator.

Fees and Charges

Refer Statement of Fees issued as part of your Course Information Pack or by visiting our website at www.employease.com.au

Fee Protection

EmployEase has implemented learner fee protection measures as required by ASQA in clause 7.3 of the Standards for Registered Training Organisations 2015. EmployEase holds an unconditional financial guarantee from the HSBC bank, for the total amount of prepaid fees held by us in excess of the \$1,500 prepaid threshold per learner for services to be provided by EmployEase to those learners.

Certificates and Statement of Attainments

Replacement Certificates or Statements of Attainment are available at a cost of \$33 (incl. GST) each. Please note that Certificates and Statement of Attainments are not released to students with outstanding accounts.

Government Subsidised Training

EmployEase courses are delivered using Commonwealth and State Government Funding. Eligibility for a government funded position through Skills First Program is discussed with you prior to enrolment and confirmed through the completion of the Evidence of Student Eligibility and Declaration. It is important that you understand that accessing government funding through the Skills First Program may impact on your eligibility for future training programs.

Refunds/ Course Withdrawals

Where a student provides EmployEase with **written notification** (e.g. email) of their withdrawal from a course within a period of no less than three (3) working days prior to the course scheduled commencement date will be refunded all tuition and service and amenities fees paid less \$80.

Where a student provides written notification (e.g. email) of their withdrawal from a course less than three (3) working days prior to the course scheduled commencement date, or within 28 days after the date the course commenced, they will be refunded all tuition and service and amenities fees paid less \$1,000. This includes where EmployEase withdraws the student from the course for reasons including but not limited to breach of student code of conduct, inability to complete training/placement, Police Check with disclosures, or non-participation.

Where a student provides EmployEase with written notification (e.g. email) of their withdrawal from a course, or EmployEase withdraws the student from the course for reasons including but not limited to breach of student code of conduct, inability to complete training, Police Check with disclosures, or non-participation, more than 28 days after the course commenced, no refund is payable.

Where a student withdraws from a course, is unable to complete the course or is withdrawn from the course by EmployEase but has an existing payment plan in place, the payment plan will continue after withdrawal until the required fees are paid. Discretion may be applied as deemed reasonable by EmployEase. See our Fees, Charges and Refunds Policy available on our website or by contacting EmployEase on (03)9761 2156.

Cancellation of a Course

Where a course is cancelled by EmployEase prior to commencement, all fees paid will be automatically refunded unless the student chooses to transfer to another EmployEase course. No additional costs will be incurred. Should EmployEase cancel a course after course commencement, every reasonable step will be taken to support students to complete their training with another EmployEase group without financial disadvantage. In the event of the RTO closure all fees paid will be automatically refunded.

Course Orientation

Return to Study Parts 1 & 2

Return to study is delivered in two parts. Part 1 is undertaken on-line using the EmployEase on-line learning tool. Students will receive a link to this program as part of their enrolment and commencement process. Return to Study Part 2 is, where health restriction permit, a classroom-based session which builds on information provided in Part 1 and also includes important study skills and an introduction to our on-line campus. It is vital that you participate in both RTS Part 1 and RTS part 2 however if you are unable to attend RTS Part 2 due to illness or late enrolment, arrangements will be made for you to attend with another group, where available.

Zoom training

As our courses are delivered using a blended delivery style a timetabled Zoom training session is provided as part of each timetable. Again, it is imperative that you participate in this session to ensure that you are ready to undertake your training using this platform. Additional Zoom support and training is available to all students via our Admin team by calling 9 761 2156. Sometimes it is necessary for us to change the mode of delivery e.g. face to face to Zoom delivery in response to sudden health restrictions, this is unavoidable, and you will be notified asap via our admin despatch system if this occurs.

Timetable

It is important that you regularly refer to your timetable. However, sometimes it is necessary to change your timetable due to unforeseen circumstances. This might include trainer illness, an unexpected issue with a venue or change in health advise. EmployEase makes every effort to ensure that the student's learning experience is not unreasonably hindered, however, where a change is timetable is unavoidable you will be notified asap via our admin despatch system and your class will be rescheduled.

Attendance

You are required to attend all classes and expected to participate in the class for the timetabled period. Good attendance shows strong employability skills.

If you are not going to be able to attend class, you must call EmployEase **before 9am** so we can notify your trainer.

When you look at your timetable you will see that different units are delivered over a different number of days. You must attend a minimum number of training sessions in a unit before you can be assessed. See below.

1 training session unit	You must attend the training session or apply to rebook
2 training session unit	You must attend both training sessions or apply to rebook
3 training session unit	You must attend all three training sessions or apply to rebook
4 training session unit	You must attend at least three training sessions or apply to rebook
5 training session unit	You must attend at least four training sessions or apply to rebook
6 training session unit	You must attend at least five training sessions or apply to rebook

You may be entitled to one (1) free rebooking per unit, at the discretion of EmployEase. Further approved re-bookings will incur an \$80 fee.

Where you have not attended the minimum number of training sessions for a unit, we are unable to accept or mark online assessments for the unit until you have rebooked and attended the required minimum number of sessions (again with EmployEase approval).

Assessments are sometimes completed in class, you must attend all in-class assessment days, otherwise you must contact our administration office to request a rebooking opportunity (also refer Official Course End Date).

EmployEase has the right to cancel a student’s enrolment for continued absence from class resulting in non-participation. Standard refund policy applies.

Non-Attendance Across a Complete Unit

Where a student does not attend any of the timetabled training sessions for a unit, or attends only partially, they will be required to apply to re-book into the unit. No assessment evidence will be accepted or marked until attendance occurs. Re-bookings are at the sole discretion of EmployEase.

Punctuality

Classes are scheduled from 9.30am to 3.30pm or 6.15pm to 9.15pm, except for Zoom evening training sessions which are 6pm to 9pm. First Aid Training (optional and applicable to Certificate IV in Disability students only) is timetabled for 9.30am to 5pm.

It is important to arrive for your training at the scheduled time. Again, this is an employability skill. Please check your timetable for session start and finish times. If you are late for your training, we ask that you respect other students by ensuring as little disruption as possible occurs as you either enter the classroom or join your Zoom training. Where a student arrives in class more than one hour late or leaves class more than one hour early, or logs onto their Zoom class more than 30 minutes late or logs off 30 minutes early, they will be marked as having a “partial attendance” and they may be required to rebook into the training. Regular late attendance, or frequently leaving class early may lead to a formal review of your progress or enrolment in the course.

Please note: It is not appropriate to take children to class under any circumstances. If you are unable to secure child-care on any given day or if your child is sick, please contact the office to record your absence.

Record of Attendance

The trainer will record your arrival and departure from training each session. This will be automatically recorded on your student file via our on-line digital attendance system. The attendance record provides us with an accurate record of your attendance in your course and is also an important document should an emergency or venue evacuation be needed.

Active Participation

All students are expected to actively participate in their training and show strong independent learning skills. This includes remaining visible on a Zoom training session. You are expected to submit assessments by the due date, attend all timetabled training, actively participate in class activities and discussions and undertake placement as arranged. Courses delivered by EmployEase are funded by government, as such EmployEase is required to collect evidence of participation from our students.

There are a number of ways we do this:

- **Compulsory Review Quiz's**

Although the online quiz is not an assessment, it is however compulsory and provides important evidence that you are continuing to engage in learning and is attached to your government funding (if applicable). You are required to complete each quiz as it appears on your online campus and continue to complete each quiz the whole time you remain a student with EmployEase. If you are receiving government funding towards your studies, should you decide to withdraw from the course before you complete your studies, you must have completed a **quiz within the past 30 days**. If needed EmployEase will be in touch and ask you to complete a quiz as part of the withdrawal/cancellation process.

- **Written Assessments via Online Campus**

You are required to submit your assessments as per your assessment schedule/task due date and in the correct sequence. Again, assessments show evidence of your active involvement with your studies. If you are shown not to be actively participating in your course or you are falling behind in submitting your work, EmployEase will contact you to talk to you about what support you might need and to see if your training plan needs to be adjusted. Alternatively you should contact EmployEase directly on 9 7612156 or via email admin@employease.com.au

- **Regular Attendance**

Demonstrated via the class attendance record and your log on/off records and the trainer attendance record for Zoom sessions. It is important to understand that EmployEase has the right and is obligated to cancel the enrolment of any student who has not actively participated in the program for more than 30 days. EmployEase has the right to cancel an enrolment where a student, consistently fails to submit evidence by the agreed time, fails to meet the agreed conditions of a Study Agreement or fails to progress in their studies.

Extended Leave/Absence from Studies or delayed Placement

Your course or your enrolment cannot be deferred once it has commenced. Periods of leave for reasons including illness, injury, pregnancy and other family matters cannot extend beyond a period of 60 days. Should you expect to be absent from your course for a period between 30 and 60 days, you must be able to show continued active participation in your studies for the enrolment to remain open. (see Active Participation). You must also arrange to rebook into any classes you have missed over the period of absence.

However, where a student has commenced training but is then unable to participate in the course including placement, and they do not provide evidence of participation for a period of more than 30 days, their enrolment will be cancelled. The standard refund policy remains in place.

Although we acknowledge that there may be a delay in securing placements due to Covid, some placements are still occurring. Where a student has commenced training and is eligible for placement, but unable to participate due to a period of extended leave including for illness, injury, pregnancy or any other family matter, they must be able to resume and be available to undertake placement within the 60-day period.

Where a student has commenced training but is then unable to participate in training or placement due to illness, injury, pregnancy or any other family matter, for a period of more than the 60-day limit, their enrolment will be cancelled. The standard refund policy remains in place.

Deferring an Enrolment

Where a student has enrolled but has not commenced training, their enrolment may be deferred (transferred) to a later date with an alternative study group.

Training Delivery

EmployEase uses a blended delivery model. This means that some units are timetabled for face to face, classroom-based training, whilst others are timetabled for Zoom delivery. All training, whether in class, or via Zoom are led by fully qualified industry trainers and assessors. As part of each training session you will take part in a range of small and large group learning activities, discussions, and practical demonstrations. Refer to your Course Handbook for more information.

Holistic Learning

At EmployEase we recognise that the work of a qualified community services support or care worker is made up not of a set of individual and distinct tasks, but a holistic approach to the care and support of another human being. As you work through your training plan and timetable, trainers will support you to gain an understanding of how your new knowledge and skills apply to other areas of your practice. For example, whilst learning how to support client's health and wellbeing and providing individualised support you will also be considering safe work practices. At EmployEase we call this holistic learning. Holistic learning allows you to be able to practice and consolidate your learning in different contexts, over and over, through small and large group activities, discussions, and practical demonstrations. For more information about how your program is delivered, please refer to your Course Handbook.

Assessment

(see also In-class Assessment and First Aid)

All assessment is conducted by qualified Workplace Assessors. EmployEase uses a range of assessment methods to measure your knowledge, skills and attitudes against the requirements of each unit or units of competency in any particular qualification. The process of assessment is designed to be fair, valid, reliable and flexible. Methods of assessment used by EmployEase include:

- Written questions
- Case Studies/scenarios
- Research tasks
- Practical demonstration/Observation (both the classroom and directly in the workplace)
- Journals/logbooks
- Written tasks
- Third Party Reports

Most qualifications delivered by EmployEase requires a compulsory practical work placement with minimum hours attached (refer Work Placement). Although the Advanced Diploma of Community Sector Management does not include a specific work placement it is workplace based and students enrolled in this course with EmployEase are required to complete tasks referenced and applicable to their current employment and supported by a workplace mentor. For additional information please read your Course Handbook.

Each assessment method used by EmployEase including placement is designed to gather evidence, which is valid, authentic, current, and sufficient.

Whether you are completing an online written assessment; a workplace task or a practical demonstration in the classroom or in the workplace, your Assessor will provide you with timely and constructive feedback to ensure you are able to monitor your own progress, identify your strengths and understand where improvements need to be made.

A reminder that assessments cannot be undertaken for a unit/s for which you did not attend the minimum number of training sessions (see Attendance). For more information about assessment in your program, refer to your Course Handbook.

To be awarded an individual unit you must receive a satisfactory outcome for every assessment task and practical demonstration attached to the unit. To successfully complete the qualification, you must successfully complete each individual unit of study within the timeline of your course.

Online Assessments

(see also Evidence of Participation)

Online assessments provide partial evidence of your competency in a particular unit or combination of units. Most of the online assessments are completed directly on the online campus or may involve you uploading documents to the campus.

You are encouraged to begin working on your online assessment within one week of commencing the focus unit or unit. You are required to submit your online assessments by the scheduled due date or seek an extension (see below) if you need more time. Some on-line assessment tasks may provide evidence for more than one unit in the qualification. Where this is the case if you are unable to achieve a satisfactory outcome for the task, this may impact on more than one unit in your course.

You are permitted a total of **three (3) attempts** to receive an outcome of satisfactory for an on-line assessment.

If you are unable to achieve a satisfactory outcome following your 2nd attempt, you will be encouraged by your assessor to:

- Speak to an EmployEase trainer after your class
- Book into a Study Support Session by contacting our Administration via admin@employease.com.au
- Consider rebooking into all or part of the unit to refresh your knowledge (at the discretion of EmployEase)

If you are deemed not satisfactory on your 3rd attempt, your Assessor will alert you to this and provide you with the following advise as part of their general feedback:

You have not successfully completed this assessment after three attempts. This means that you are currently Not Competent in this unit/s. To attempt the unit/s again you must contact Administration on (03) 9761 2156 to rebook into the unit and attend the classes again (please read Official Course End Date).

Any re-bookings will be at the full discretion of EmployEase and if approved will incur additional charges.

EmployEase reserves the right to close an assessment that has not been successfully completed within 6 weeks from the original due date and the student has now applied for an extension or is under a formal Study Plan or Study Agreement. The task will be marked as Not Yet Satisfactory and as a result the student will not meet the requirements of the individual unit or units of competency. If the task is a placement prerequisite, this may impact on the student's ability to progress to placement and place continuation of your enrolment at risk. The opportunity to rebook into the unit will be at the full discretion of EmployEase.

Applying for an Extension to Submit an Online Assessment

The expectation is that you will submit each of your assessments as per your assessment schedule and in their correct sequence. However, should something occur which means you are unable to submit an assessment on time, you must contact EmployEase Administration on (03) 9761 2156 or email admin@employease.com.au to request an extension.

An initial extension of up to one week may be applied by admin and a note will then be placed on your student file. Any change to an assessment due date which extends beyond one week must have the approval of the RTO Operations Manager and will only be considered under special circumstances.

Where a student fails to submit an assessment by the due date and has not been in contact with EmployEase to seek an extension, efforts will be made to contact them to follow up on their progress, identify any support requirements and to arrange a study plan or agreement.

EmployEase reserves the right to close an assessment that has not been successfully completed within six weeks from the original due date. As a result the student will be deemed not satisfactory for the unit. Any unit rebooking will be at the full discretion of EmployEase.

EmployEase has the right to cancel an enrolment where a student consistently fails to submit evidence by the agreed time, fails to meet the agreed conditions of a Study Agreement or fails to progress in their studies. Standard refund policy applies.

Work Placement / Practical Demonstration

It is important to understand that practical demonstration in the workplace may provide evidence of most if not all of the units in the qualification. This means that you must achieve a Satisfactory outcome for your final practical demonstration conducted by your EmployEase Workplace Assessor and all workplace tasks as part of the requirements of your course.

There are strict pre-requisites you need to meet to be eligible to undertake placement at the scheduled time. It is important that you read your Course Handbook, so you are clear about what your pre-requisites include (refer also to Police Check and Working with Children Check, Flu Vaccination and NDIS Worker Screening Check).

Work Placement is an excellent opportunity to demonstrate your strong employability skills and in the cases of many students has led to later employment.

Depending on your course you will either be allocated to a specific placement, or EmployEase will work in partnership with you to secure a placement. Refer to your Course Handbook for more information.

You will have two opportunities to demonstrate your competency in the workplace. If you are deemed not satisfactory on your first attempt, you will be provided with constructive feedback from your assessor, and you will have a 2nd opportunity at placement. The scheduling of the 2nd placement and the location will be arranged in consultation with your Placement Coordinator. If you are unable to achieve a satisfactory outcome for your first placement or the placement is terminated, you must complete all placement hours again. If you are deemed not satisfactory on your 2nd practical demonstration you will be deemed Not Yet Competent for all units linked to the practical assessment.

Where a student is unable to achieve a satisfactory outcome after two placement attempts, even if all other assessment tasks are deemed satisfactory, EmployEase is unable to award the qualification. If your Host

Employer terminates your placement prior to your final assessment, or you choose to end your placement, this will be counted towards your first or second placement opportunity.

Where a situation occurs that you are unable to continue with your placement e.g. family emergency, significant injury or illness, you must discuss this with your Placement Coordinator. Unfortunately, EmployEase is unable to take responsibility for a student who is unable to successfully complete the qualification due to an unforeseen or planned absence from placement.

Please note that EmployEase is unable to provide or approve placement allocations outside of our standard course delivery locations.

Work Placement Tasks

Work placement tasks are another way that EmployEase gathers evidence of your competency against a unit or units of study. You must obtain a satisfactory outcome for all workplace tasks to successfully meet the requirements of the qualification. As these tasks need to be completed within a workplace, it may be necessary for you to complete additional placement hours to complete the tasks to a satisfactory standard.

You will be given **three opportunities** to successfully complete your workplace tasks. If you do not achieve a satisfactory outcome via two attempts, you will be marked as not satisfactory and depending on the task you will need to speak with your workplace mentor to explore what you need to do to gain further knowledge and experience before attempting the tasks again. This might include more placement hours, or more class time (at the discretion of EmployEase).

In-Class Assessment (see Attendance)

Some assessments are conducted as part of your timetabled class time. Should you miss an in-class assessment this may delay the progress of your training. Details of classroom assessments are listed in your 'Assessment Schedule' which is distributed at the start of your training.

If you are unable to attend an in-class assessment session, you must contact the office to record your absence and arrange to re-book with another group. Only one re-booking is permitted. Any further re-bookings are at the complete discretion of the RTO Operations Manager and may involve an \$80 fee.

You are permitted **three (3) attempts** at your in-class assessments. If you are deemed Not Satisfactory on your first in class attempt, you need to contact EmployEase to rebook into the class for a 2nd attempt. If you again are unable to gain a satisfactory result, you will be strongly encouraged to consult with your Trainer or complete a Study Support Session prior to undertaking a 3rd and final attempt. If, following your third attempt, you are unable to gain a satisfactory outcome, you will receive a Not Yet Competent for the task and unfortunately you will be unable to meet the requirements of the unit/units of competency and the qualification. The opportunity to complete the unit again will be at the full discretion of EmployEase and additional fees may apply.

Reasonable Adjustment

Reasonable adjustment will be applied to take into account the individual needs of a student, within the constraints of the particular unit of competency. Reasonable adjustment that may be applied includes:

- Additional time to complete an assessment
- Rescheduling of an assessment
- Verbal assessment
- Adjustments to the equipment or resources used as part of the assessment

Employability Skills

Almost everything we do at work requires us to use Employability Skills. Employability Skills include language, literacy and numeracy skills and include those skills which are essential to employment including teamwork, communication; problem solving; initiative; planning and organising; self-management; learning and technology. Each unit within your qualification will include employability skills and as a result each assessment task includes an opportunity for you to demonstrate employability skills. For example, an assessment might require you to problem solve, to use technology or show communication skills by reading workplace policies and procedures, writing a workplace report, using the internet to complete your assessment or showing initiative and teamwork in class or in the workplace. Students are expected to demonstrate strong employability skills throughout their training including in the classroom and on placement.

First Aid

Certificate IV in Disability students only.

First Aid is an optional training opportunity offered at no charge by EmployEase to students enrolling in our Certificate IV in Disability Course. Disability course candidates are asked if they would like to enrol in the First Aid training as part of their enrolment process. Please refer to your Course Handbook for more information about this additional training opportunity.

End of Training

Official Course End Date

As with any contract or agreement, there needs to be a defined end. It is the same with a training course or training plan. Your course will officially end four weeks after the scheduled placement period, or four weeks from the end of your timetabled training sessions whichever comes last in your course. This means that all course requirements/evidence must be completed and submitted to be included in your final outcome.

If you need to transfer to another group mid-course, rebook into a training session, extend your placement time or ask for an extension in submitting an online assessment, EmployEase will always take into account your course end date before authorising these changes.

Any adjustments which will result in your enrolment extending beyond your original course end date will be at the complete discretion of EmployEase Management and will be based on particular circumstances, your study history including your attendance and progress to date and the expected revised Course End Date.

It is important to understand that although EmployEase makes every effort to support all students to complete their course successfully it is not always possible or appropriate for training to extend beyond a timeline which is reasonable.

Certificate Issuance

As an RTO, EmployEase are required to issue a Certificate within 30 calendar days of a student being assessed as competent in the training program they are enrolled in. If you do not receive your Certificate, please contact the office. Please note that Certificates and Statement of Attainments are not released to students with outstanding accounts. Replacement Certificates or Statements of Attainment are available at a cost of \$33 (incl. GST) each.

Student Support

EmployEase uses a range of strategies to support students who are undertaking training with us.

Return to Study

Refer Return to Study Parts 1 & 2

Zoom Training

Refer Zoom training (above)

Trainer Support

EmployEase Trainers offer the opportunity for any student to speak with them and ask general study questions at the end of the training session between 3pm to 3.30pm. However, it is important to recognise that there may be other students requiring support at the same time.

If you wish to get in touch with your trainer and they have not provided you with their email or mobile phone number, please contact our Administration team via 9 7612156 or admin@employease.com.au. Please understand that our Trainers/Assessor may be delivering training or not available at the time, so you may need to be patient.

Study Support Sessions

Zoom and in class Study Support sessions provide an opportunity for you to receive additional trainer support. A Zoom study session is timetabled into each course, however you are able to book into additional study sessions with other groups, if the need arises. At Study Sessions you have the opportunity to bring your laptop and spend 1:1 time with a trainer. Trainers can revisit class content from a focus unit, explain questions or feedback, or direct you to additional resources. There is no limit to the number of study sessions you may attend, within your agreement study plan. Additional sessions are readily available by contacting the Administration staff on (03) 9761 2156 to register. You will be provided with a list of scheduled sessions for all campuses at your Course Orientation.

Student Liaison

Student Liaison is available Monday to Friday 8.30am to 4.30pm. Students who are experiencing challenges which are impacting on their studies are encouraged to contact our Student Liaison Coordinator. Student Liaison can help with goal setting, time management, study skills, problem solving and welfare referrals. The Student Liaison Coordinator can be contacted by calling EmployEase on (03) 9761 2156 or email admin@employease.com.au. It is important to understand that with any type of support, EmployEase will provide a level of support which is deemed reasonable and achievable and where the needs of other students are also considered.

LMS Support

Students are expected to have minimum computer skills. Additional support with our on-line campus is available by contacting our Administration team on (03) 9761 2156 or emailing admin@employease.com.au

Continuing Quality Improvement

Course Feedback

EmployEase welcomes feedback from student across all areas of our service delivery. Throughout your training you will be asked to provide feedback via completion of an online survey. An email with a link will be sent to you. Please take the time to complete and submit each survey as your input is invaluable to us. However, you don't have to wait until you receive a survey or until your course is finished to give us your feedback, you can access a survey on your on-line campus at any time. Or, alternatively you can contact EmployEase and ask to speak with the RTO Operations Manager.

You may also receive a National Centre for Vocational Education and Research (NCVER) and/or an invitation to participate in a Department (DEECD) endorsed project. These surveys assist in the ongoing evaluation and

continuous improvement of courses. You may also be contacted by the Victorian Skills Commission for audit or review purposes.

Student Conduct

Courses are delivered in an adult learning environment. This means that there is an expectation that all students will at all times conduct themselves in a respectful and professional manner. Where a student's behaviour is considered to be disrespectful, disruptive to others, or places themselves or others at risk, the trainer or EmployEase Management has the right to either ask the student to leave the training session.

Where a student's behaviour is not in line with the Student's Code of Conduct EmployEase has the right to cancel the student's enrolment.

EmployEase Student Code of Conduct

Student Rights

All students have the right to:

- Be treated fairly and with respect by trainers, staff and other students, without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- Learn in a supportive and stimulating environment in which to pursue their goals
- Access student support if desired or required
- Privacy concerning records that contain personal information, subject to statutory requirements
- Be given information about assessment procedures at the beginning of the course and progressive results as they occur
- Lodge a complaint without fear of retaliation or victimisation
- To work and study in a safe, clean, smoke free, orderly and cooperative environment
- The right to express and share ideas and to ask questions.

Student Responsibilities

All students have a responsibility to:

- Treat other students, trainers and staff with respect and fairness
- Follow any reasonable verbal or written direction from a trainer or member of staff
- Refrain from using indecent or abusive language
- Behave responsibly by not harassing fellow students, trainers or staff
- Behave responsibly by not damaging, stealing, modifying or misusing EmployEase or other students' property
- Behave responsibly by not possessing or being under the influence of drugs and alcohol
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt a class
- Attend scheduled classes and work placement
- Complete all assessment tasks honestly, and not engage in plagiarism or cheating
- Follow EmployEase safety practices
- Not to behave in a way that is disrespectful, would offend, embarrass or threaten others
- Comply with all lawful regulations, rules or procedures of EmployEase that pertain to them
- Pay all fees and charges to EmployEase within the required time frames
- Attend all interviews required by EmployEase to discuss your course progress
- Meet or carry out all activities required by EmployEase in relation to maintaining course progress.

Refer to EmployEase Student Behaviour Guidance Policy and Procedure.

Sexual Harassment

EmployEase is committed to providing a safe, flexible, and respectful environment in which staff and students are free from all forms of sexual harassment.

Sexual harassment will not be tolerated under any circumstances and rapid disciplinary action will be taken against any person who engages in this behaviour.

Sexual harassment is a specific and serious form of harassment and is unlawful. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated, or intimidated.

Sexual harassment can be physical, spoken or written. EmployEase' Sexual Harassment Policy can be viewed on our website at www.employease.com.au . Alternatively, contact the office to request a hard copy.

Use of Mobile Phones and Other Devices in training sessions

Students are not to refrain from using mobile phones, pagers or any other electronic communication devices, that may disrupt a training session or prevent the student from actively participating in learning.

Where a student is observed to be using the mobile phone or communication device whilst training is being conducted, either with or without earphones, and this is considered by the trainer to be non-productive, disruptive, disrespectful or preventing the student or others from actively participating in learning, the trainer has the authority to ask the student to leave the class or exist the session.

Using Zoom

Students are required to fully participate in Zoom Training. This includes the student having their camera active and remaining visible to the trainer at all times. Students must have access to a microphone so they can contribute to discussions and participate in the learning. Where a student is observed shutting down their camera and/or disengaging with the learning, the trainer has the right to ask them to leave the training session and mark them as absent. EmployEase has the right to cancel any enrolment against which the student fails to actively participate in Zoom training. Please note that mobile phones are not suitable for engagement in Zoom training and no more than two students are to share the same screen as part of a Zoom training session (Refer Computer Access).

Use of Laptops

Although students are able to use laptops and other digital devices for note taking as part of class-based training session, students are not permitted to complete assessments during training time. Where a student is observed using their laptop for non- study purposes or for tasks not associated with the current training session. the trainer has the authority to ask the student to close the device and exit the class. Appropriate use of electronic devices as part of Zoom sessions is also expected.

Use of Social Media

EmployEase recognises the benefit of social media groups to students however, behaviour on social media which is shown to breach the student code of conduct or is deemed to be cheating will result in the student's enrolment being cancelled.

Cheating / Plagiarism

Learning to think and work independently is part of the educational process. Providing evidence of your individual knowledge and skills is a responsibility of every student and a requirement of competency-based training. Cheating or plagiarising work in any form is considered a serious violation of expected student behaviour and may result in disciplinary action.

Definition of Cheating

Cheating is defined as obtaining or aiding another to obtain credit for work by any dishonest or deceptive means.

Cheating includes, but is not limited to:

- Copying from another student's assessment or work, completing assessments together or seeking answers from another student or past student including via social media
- Providing answers either directly or indirectly to another student
- Submitting all or part of another student's work under your own name
- Giving copies of any part of your completed assessments/tasks to other students.
- Providing access to your online system/log-in details to another student

Definition of Plagiarism

In the context of this course plagiarism is using others' ideas and passing them off as your own. For example, copying, cutting and pasting text from an electronic source (internet), or a published text or resource including power-points. When you submit work, you must make sure that what you write comes from your own knowledge and you use your own words. Taking content from the internet, or from a text simply means that you can copy from the internet or a text, it does not show that you understand what you have written. It should be noted that EmployEase encourages students to talk to staff, fellow students and other people who may be able to contribute to a student's learning, but assignments submitted must always reflect your own work and knowledge.

EmployEase utilises a range of strategies to identify student work which may not be authentic. Where cheating or plagiarism has been identified in an individual item of work EmployEase holds the right to review all previous assessments and revert any existing results to Not Satisfactory if cheating or plagiarism is found. Process for addressing suspected Cheating or Plagiarism

- The Trainer will contact the student directly to discuss the matter and arrange for a resubmission of the work by the student.
- An interview with a Lead Trainer or a member of the EmployEase Management will be held

Depending on the outcome of this interview the following actions may occur:

1. You will be given the opportunity to resubmit your assessment
2. You will be required to undertake a verbal assessment or complete your assessment with an EmployEase staff member present.
3. Your enrolment in the course will be cancelled

After Hours Security and Safety Measures

EmployEase has a number of initiatives in place to protect your security and safety. We ask you to take the time to review this information.

The following measures have been put in place:

- The training venues are locked from 6:15 pm
- A doorbell is available to gain access in the evening
- Buildings are well lit, internally and externally
- Parking is available close to the building

EmployEase requires students to:

- Ensure their car is parked close to the building in a well-lit area.
- Leave training venue in pairs where possible
- Ensure that at least one student stay with trainer until they lock up and leave the premises.

EmployEase takes student and trainer safety very seriously, however, we cannot guarantee that we can prepare for, and prevent, every likely event.

Complaints and Appeals

Students who have concerns relating to the delivery of training and/or assessment should, in the first instance, discuss the matter with the relevant trainer/assessor or staff member (as appropriate). If the concern is unable to be resolved the student may lodge a Formal Complaint.

Lodging a Formal Complaint

1. Complete an EmployEase Complaints/Appeal Form. Forms can be downloaded from www.employease.com.au
2. Submit the completed form to EmployEase by email admin@employease.com.au or mail to:
RTO Operations Manager
EmployEase Pty Ltd
Level 3, 990 Whitehorse Road
Box Hill Vic. 3128

EmployEase will strive to resolve any complaint within 15 working days of lodgment. Students will be notified of the outcome of a formal complaint, including reasons for the decision. Complaints must be lodged within 12 months of completion of course class times.

If the formal complaint cannot be resolved internally, EmployEase will direct the participant to the Dispute Settlement Centre of Victoria.

Information about the Dispute Settlement Centre of Victoria can be found at www.disputes.vic.gov.au. The cost of external mediation will be borne equally by EmployEase and the student. Refer to EmployEase website for entire Complaints Policy.

Please Note: Individuals have the option to register a complaint while anonymous or using a pseudonym. It may be impracticable, however, to investigate and resolve an individual's complaint unless the complainant provides their name or similar information.

Assessment Result Appeal

Assessment is the process of collecting evidence and making judgements about whether competency has been achieved. Assessments are carried out in accordance with the *Principles of Assessment* and *Rules of Evidence*.

Students who feel they have been assessed unfairly should discuss with the Assessor directly. If the matter is not resolved satisfactorily, it should be taken to Training and Development Manager who will refer it firstly to the Lead Trainer for review. Should the student still be dissatisfied, they have the right to lodge an Assessment Result Appeal which will be managed by the RTO Manager in consultation with the Training and Development Manager.

Lodging an Assessment Result Appeal

The student is the only person who can lodge an assessment result appeal.

1. Complete an EmployEase Assessment Result Appeal Form. Forms can be downloaded from www.employease.com.au
2. Submit the completed form to EmployEase by email admin@employease.com.au or mail to:
RTO Operations Manager
EmployEase Pty Ltd
Level 3, 990 Whitehorse Road
Box Hill Vic. 3128

Assessment Result Appeals must be lodged within 2 weeks of assessment.

EmployEase will strive to resolve any Assessment Result Appeals within 28 working days of lodgment. Students will be notified of the outcome. Assessment Result Appeals will be reviewed against the Principles of Assessment and the Rules of Evidence.

Refer to EmployEase website for entire Assessment Appeals Policy and Complaints and Appeals Policy.

Compliance and Other Matters

Marketing

Written permission to use student images and/or testimonials in marketing material is gained upon student enrolment and is recorded on the enrolment form. Authority is retained in the student file. Students have the right to withhold or withdraw permission of such rights and should do so by contacting the RTO Operations Manager in writing.

Accessing Student Records

Current and accurate records of student participation and progress is available to students upon request. To request access to student records:

1. Call EmployEase on 9761 2156 and speak to the Administration Manager or
2. Email admin@employease.com.au

Requests will be actioned within 7 business days.

Changes in RTO

EmployEase will notify all relevant students, in writing, of any changes at an organisational level which may affect the services being provided. This includes, change of ownership of the training organisation, or third-party training arrangements. Such notification will be provided no later than five days prior to the change occurring.

Legislative Compliance

EmployEase supports and abides by relevant Legislation, Acts and Compliance in regard to Education and Training. The following provides a brief summary of relevant Acts and how they support your participation in training:

NB: The information following are excerpts of the acts sourced via www.comlaw.gov.au, www.legislation.vic.gov.au and other relevant websites identified below.

Charter of Human Rights and Responsibilities Act 2006 (Vic)

The main purpose of this act is to protect and promote human rights.

- Human rights belong to all people without discrimination
- Human rights come with responsibilities and must be exercised in a way that respects the human rights of others.

Child Wellbeing and Safety Act 2005 (Vic)

The Child Safe Standards were introduced by the Victorian Government to improve the way organisations prevent and respond to abuse of children and young people under the age of 18 within their organisations. The Standards seek to create a culture and environment that is supportive and protective.

Competition and Consumer Act 2010 (Cth)

EmployEase complies with Schedule 2 - Australian Consumer Law which protects consumers against misleading or deceptive conduct, unconscionable conduct and unfair practices.

Copyright Act 1968 (Cth)

The Copyright Act 1968 (Cth) allows people to use copyright material without the copyright owner's permission in certain situations.

Key points:

The Copyright Act states that if you use less than a certain amount of a copyright item for research or study, the use is deemed to be fair. If the amount used exceeds these limits, the Act sets out a number of factors to be taken into account to work out whether the use of the material is "fair".

If you are reproducing text from a hard copy edition of 10 or more pages, the Act deems that it is fair to copy:

- 10% of the number of pages; or
- one chapter, if the work is divided into chapters.
- For text material published in electronic form, it is deemed to be fair to copy:
- 10% of the number of words; or
- one chapter, if the work is divided into chapters.

The Act deems that it is fair to reproduce an article from a periodical publication (such as a newspaper, magazine or journal) or more than one article if each article is for the same research or course of study.

Current and further detailed information can be located on the Australian Copyright website

www.copyright.org.au.

Disability Discrimination Act 1992 (Cth)

The objects of this Act are:

- to eliminate discrimination against persons on the ground of disability in the areas of work, accommodation, education, access to premises, clubs and sport
- to ensure, as far as practicable, that persons with disabilities have the same rights to equality as the rest of the community
- to promote recognition and acceptance within the community of the principle that persons with disabilities have the same fundamental rights as the rest of the community.

Education and Training Reform Act 2006 (Vic)

This Act required that all providers of education and training ensure programs are delivered in a manner that supports and promotes the principles and practice of Australian democracy. All Victorians should have access to a high-quality education that maximises their training achievement and promotes enthusiasm for lifelong learning.

Equal Opportunity Act 2010 (Vic)

The purpose of this act is to eliminate and protect against discrimination, sexual harassment and victimisation including racial and religious.

Freedom of Information Act 1982 (Cth)

The Freedom of Information Act 1982 gives you the right to:

- access your personal records
- request that incorrect or misleading information held about you be amended or removed
- seek a review of our decision not to allow you access to a document or not to amend your personal record.
- student has full access to his/her records upon request to the RTO Manager. A written authorisation signed by a student is required.

Occupational Health and Safety Act 2004 (Vic)

The purposes of this act are:

- a. to secure the health, safety and welfare of employees and other persons at work

- b. to eliminate, at the source, risks to the health, safety or welfare of employees and other persons at work
- c. to ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self-employed persons
- d. to provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards.

EmployEase is committed to providing a safe and healthy learning environment. We make every reasonable effort to prevent accidents and injury and to promote the health, safety and welfare of all students. As a student, you are encouraged to report identified risks or hazards to your trainer/assessor.

Privacy Act 1988 (Cth); Privacy Amendment Act 2012

EmployEase is committed to protecting the privacy of your personal information. Our Privacy Policy sets out the way personal information is handled and can be accessed via www.employease.com.au Only information that is required by government bodies and is directly relevant to effective service delivery is collected. EmployEase adheres to the 13 Australian Privacy Principles. The APPs set out standards, rights and obligations for the handling, holding, accessing and correction of personal information (including sensitive information). These can be accessed via the following website: www.privacy.gov.au

Racial Discrimination Act 1975 (Cth)

It is unlawful for a person to do any act involving a distinction, exclusion, restriction or preference based on race, colour, descent or national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of any human right or fundamental freedom.

Sex Discrimination Act 1984 (Cth)

It is unlawful to discriminate against persons on the grounds of sex, marital status, or pregnancy. This Act eliminates discrimination involving sexual harassment in the workplace and educational institutions.

Working with Children Act 2005 (Vic)

The purpose of this Act is to assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body. The purpose of a Working with Children Check is to establish a process for assisting in determining whether a person is suitable to work in child related work. Student's undertaking the Certificate IV in Disability at EmployEase are required to have a Working with Children Check (WWCC) prior to work placement.

Other Compliance

EmployEase complies with the requirements of the:

Australian Qualifications Framework

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

Current and further detailed information can be located via www.aqf.edu.au

Victorian Skills Commission

The Victorian Skills Commission (VSC) is the statutory authority providing for the delivery of vocational education and training in Victoria.

The VSC monitors and provides advice to the Government on the performance of the demand driven Victorian training market, oversees public funding for training and further education, regulates apprenticeships and traineeships and supports industry advisory arrangements.
Current and further detailed information can be located via www.education.vic.gov.au

Standards for Registered Training Organisations 2015

Standards which guide nationally consistent, high-quality training and assessment services in the vocational education and training system www.asqa.gov.au

Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's vocational education and training sector. **ASQA** regulates courses and training providers to ensure the nationally approved quality **standards** are met (see Standards for Registered Training Organisations 2015) www.asqa.gov.au

Other Support Services

Accommodation

Department of Human Services
Ph: 1300 650 172

Tenants Union of Victoria
Ph: 03 9416 2577

Women's Domestic Violence Crisis
Service
Ph: 1800 015 188

Wesley Mission Supported
Accommodation (Homeless) Services
Ph: 02 9263 5555

Health Services

Turning Point Alcohol and Drug Centre
Ph: 1800 888 236

Alcoholics Anonymous Australia
Ph: 1300 222 222

Lifeline
Ph: 131 114

Eastern Psychology
Contact
(no referral required)
Phone: (03) 9898 0610
Mobile: 0438 123 265

Box Hill Family Clinic
Includes Psychology services
420 Elgar Road
Box Hill Vic 3128
Phone (03) 98992425
Fax (03) 9899 7900

Legal and Consumer Services

Victorian Legal Aid
Ph: 03 9269 0120

Consumer and Tenant Resources Centre
Ph: 03 9761 0288

Victorian Equal Opportunity and Human
Rights Commission Victoria
Ph: 1300 292 072

Commonwealth Ombudsman
Ph: 1300 362 072

www.employease.com.au

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