



## Student Handbook

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This Student Handbook  
has been prepared for the clients of:

**OPEC Systems Pty Ltd  
(Trading as OPEC College)**

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# INTRODUCTION

## Message from the General Manager (GM)

As GM of this organisation, I can assure students that I will fully support the implementation of all quality, management and operational functions articulated in this student handbook I welcome your input and will ensure myself and the OPEC College team adhere to our underlying philosophy of continuous quality improvement in all aspects of OPEC College operations.

This student handbook provides the direction that informs and guides OPEC College towards the provision of best practice in training development, management and service delivery. For OPEC College, it will facilitate compliance with the standards regulated by the Australian Skills Quality Authority. For clients of OPEC College, it will ensure that their investment in training provides the best possible training experience and outcomes.

OPEC College recognises the importance and benefits of combining industry experience with tertiary education when striving to deliver programs of highest quality and relevance to the client. All trainers and assessors employed or contracted by OPEC College have demonstrated significant industry experience in addition to obtaining tertiary qualifications, allowing them to provide a professional, well rounded learning environment for participants. Staff are equipped with the skills to ensure their teaching methods are suitable for all participants, utilising simple language where appropriate to communicate information most effectively. OPEC College strictly adheres to the Standards for Nationally Recognised Registered Training Organisations to continue delivering training services of the highest quality to their clients.

The GM recognises that opportunities for improvement arise in every aspect of business and has developed an organisational culture within OPEC College to capitalise on these opportunities for improved practice. OPEC College supplies feedback forms to all students at the end of each program, as participant feedback has been identified as an important and valuable factor in monitoring and developing business practices and quality training, ensuring the ever-changing needs and expectations of clients are being met.

As a student with OPEC College, your feedback is critical to our continuous improvement policy. Along with the formal feedback mentioned earlier, students are encouraged to give feedback throughout their enrolment.

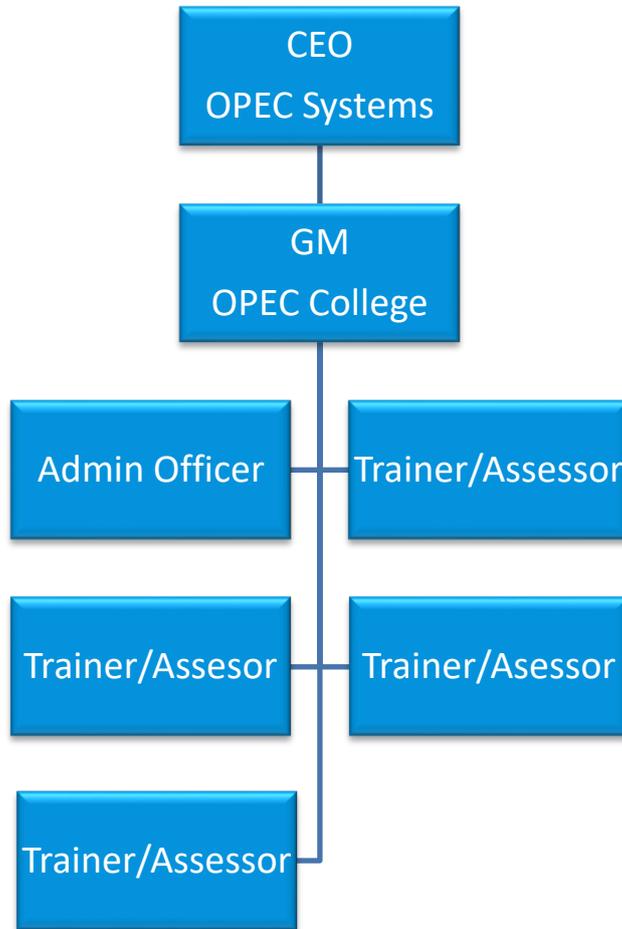
In order to encourage and achieve continuous improvement based on the collection of the abovementioned data, OPEC College has developed a best practice register which will include a written record of all improvement strategies.



David Kirkby

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## Organisational Structure



This organisational chart illustrates the two-way lines of communication between the CEO, management and trainers which ensures the decision making of senior management is informed by the experiences of its trainers and assessors.

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## LEGISLATIVE REQUIREMENTS

Registered training organisations are subject to legislation pertaining to training and assessment, as well as business practice. OPEC College will comply with relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its intended scope of registration.

OPEC College will also inform all staff and clients of the legislative and regulatory requirements that affect their duties or participation in vocational education and training. OPEC College recognises that compliance with legislative requirements underpins the effective implementation of its operations and ensures accountability and transparency of activities of both management and staff.

### Complying with Legislation

Staff will be advised at induction and kept up-to-date with changes to legislation through monthly management meetings and written correspondence. Policies and procedures and associated tools and templates will be updated to reflect updates to legislation as soon practical following advice. Any training that is required will be organised in a professional and timely manner.

All staff are encouraged to view current legislation online at: <http://austlii.edu.au>

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Examples of legislation relevant to the training business and its staff includes but is not limited to:

#### Commonwealth legislation:

- Copyright Act 1968
- Commonwealth Privacy Act 1988/Privacy Amendment Act 2012/Privacy Regulation 2013
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Age Discrimination Act 2004
- Commonwealth Disability Discrimination Act 1992
- National Vocational Education and Training Regulator Act 2011
  - Standards for VET Regulators 2015
  - Standards for Registered Training Organisations 2015

#### QLD legislation:

- Commission for Children and Young People Act 2000
- Disability Services Act 2006
- Anti-Discrimination Act 1991
- Fair Trading Act 1989
- Further Education and Training Act 2014
- Work Health and Safety Act 2011

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**Training authorities / regulators:**

- National VET Regulator (NVR)
- Department of Education and Training
- Department of Employment
- Australian Skills Quality Authority (ASQA)
- Council of Australian Governments Industry and Skills Council (COAGISC)

## Work, Health and Safety Policy

The Work Health and Safety Act 2011 outlines the requirements of an RTO in establishing and maintaining workplace health and safety standards. The requirements of an RTO as specified in the above mentioned Act are to:

- Secure the health, safety and welfare of employees and other persons at work
- Eliminate, at the source, risks to health, safety or welfare of employees and other persons at work
- 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
- Provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards.

OPEC College has initiated procedures, policies, guidelines and work instructions, practicing an ongoing commitment to workplace health and safety including each site used for training delivery.

The following presents a strategic overview of OPEC College safety system and provides guidance for meeting the requirements of Work Health and Safety Act on OPEC College premises thereby ensuring a high standard of workplace health and safety at all times.

It is obligation under legislation that all OPEC College employees and management contribute to and assist in maintaining workplace health and safety and risk management operations as part of their role within the RTO. OPEC College management is responsible for providing the following standards as part of its commitment to employees and clients:

- A safe workplace, with a safe system of work
- Adequate workplace health and safety professional development for OPEC College students, employees, management and stakeholders
- Properly maintained facilities and equipment
- A clean, tidy, suitably designed workplace with the safe storage of goods.

**The following procedures and standards are observed by OPEC College to achieve a safe working and learning environment:**

- Maintain a safe, clean and efficient working environment
- Evacuation plan (fire, bomb, major incident)
- Emergency control
- Accident / Incident reporting
- Rehabilitation
- Risk identification reporting

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- PPE / chemicals (storage)
- Manual handling techniques and training
- Store and dispose of waste according to WHS regulations
- Equipment checks and maintenance
- Equipment safe storage
- Fire hazards identified and fire prevention
- Student safety
- Unsafe situations identified and reported
- First aid and safety procedures displayed, for all OPEC College staff and student's to see

## Harassment and Discrimination Policy

Under Australian law it is a requirement of every workplace to ensure it provides an environment free from all forms of harassment and discrimination, including victimisation and bullying. In doing so, all staff and students are treated fairly and have the opportunity to feel safe, valued and respected.

By definition, harassment includes any form of behaviour that is unwanted, unwelcome or unreciprocated by relevant persons. This may manifest as verbal or physical harassment, but includes any acts that may be perceived as humiliating, offensive, intimidating, threatening, discriminatory or otherwise contributing to an unpleasant workplace or experience for the persons.

At OPEC College it is made known that in the event that a person considers that he or she has been or is being harassed, this person should be encouraged to inform the other party that their behaviour is objectionable and should not be continued, provided they are comfortable with confronting the offender. In instances where the person is not comfortable discussing the matter with the offending party, a trainer or other OPEC College staff member should be informed of the situation. In this case it becomes the responsibility of the relevant staff member to follow OPEC College policy and procedures to rectify the situation.

All students and staff working with OPEC College have the right to discuss matters of harassment with the relevant members of staff without making a formal complaint; all discussions are dealt with in confidentiality. The right to lodge a formal complaint of misconduct against the offending party is available and will be actioned according to OPEC College policy and procedures.

OPEC College ensures that all staff are adequately trained in dealing with harassment and discrimination in order to fulfil their roles and responsibilities in creating and contributing to a harassment and discrimination free workplace. In addition to relevant training, OPEC College management provides opportunities for communication and mentoring amongst staff to ensure that all employees understand and correctly apply the processes and procedures involved in identifying and addressing of all forms of harassment and discrimination.

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**OPEC College’ staff and students should be aware of the following definitions:**

**Racial harassment**

Involves a person or persons being threatened, abused, insulted or taunted in relation to their race, descent, nationality, colour, language, ethnic origin or any other racial characteristic. It may include but is not limited to; derogatory remarks, innuendo or slur, gestures, intolerance, mockery, displays of material prejudice towards a race, racial jokes, discrimination, exclusion, allocation of least favourable jobs or positions, or unfair treatment.

**Sexual harassment**

Involves any verbal or physical conduct of a sexual nature, which is inappropriate, unwelcome or uninvited. It may include but is not limited to; sexually related physical contact such as kissing, embracing, pinching or other suggestive gestures, intimidation, coercion, requests for or promising of sexual favours, questions about a person's private or sexual life, sexist or explicit jokes, unwelcome phone calls, emails or other forms of non-work related communication, offensive noises, or displays of sexually graphic or suggestive material.

**Bullying**

Involves any behaviour that suggests a real or perceived power over another party, or otherwise undermines a person or group, generally comprised of repeated, persistent acts over a period of time. It may include, but is not limited to; verbal abuse, physical assault, intimidation, humiliation, unjustified criticism, sarcasm, insults, false or malicious rumours, exclusion or isolation, inflicting unnecessary work stresses, or sabotage of a person's work or their ability to work by withholding resources or information.

**Confidentiality**

Relates to privacy of information, ensuring that the information is only accessible to those who have the authority to access it. Within an RTO this may refer to private verbal discussions, student assessments, managerial decisions and legal proceedings.

**Discrimination**

Involves the unfair or unequal treatment of another person based solely on class or category. Equal opportunity laws prohibit discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious beliefs, political conviction, gender history, impairment, age or sexual orientation. All forms of victimisation are also treated as a type of discrimination.

**Harassment**

Involves any behaviour intended to disturb, offend or upset. It may include any unwelcome or uninvited verbal or physical action that results in a person feeling intimidated, offended, humiliated or embarrassed. Equal opportunity laws prohibit harassment on the grounds of sex and race.

**Personnel**

Refers to all employees and contractors of OPEC College.

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**Victimisation**

Involves any process that results in the unfavourable treatment of a person on unjust terms. It may include, but is not limited to; unfair punishment, treating a person poorly for their involvement in a complaint, to swindle or defraud a person, adverse changes to another’s work environment, or denial of access to work related resources.

**Specific principles:**

- It is the right of all staff and students to work and study in an environment free of any form of harassment and discrimination
- All reports of harassment and discrimination will be treated seriously, in an unbiased, respectful and sensitive manner. Any form of harassment and discrimination is considered unacceptable behaviour and will not be tolerated by OPEC College
- When OPEC College management is informed of any event involving harassment or discrimination, it is their responsibility to take immediate and appropriate action to address it
- In dealing with all complaints, the rights of all individuals involved should be respected and confidentiality should be maintained
- It is the intention of OPEC College management that a process of discussion, cooperation and conciliation will resolve all complaints. The aim is to achieve an acceptable outcome for the involved parties while minimising any potential damage to the organisation
- Both the person making the complaint and the person against whom the complaint has been made will receive information, support and assistance in resolving the issue from OPEC College management
- Victimisation is unacceptable and will not be tolerated. No person making a complaint or assisting in the investigation of a complaint should be victimised
- Harassment or discrimination should not be confused with legitimate comment and advice (including constructive feedback) given appropriately by management or trainers. Managers and trainers should be conscious of how they present their feedback to ensure the message is not misinterpreted
- Staff and students should not make any frivolous or malicious complaints. All staff and students are expected to participate in the complaint resolution process in confidence that the procedures are designed to ensure fair resolution

**Working with Persons Under 18 Years of Age**

Students under 18 years of age may enrol with OPEC College. According to the law, a child is considered any individual less than 18 years of age.

OPEC College will ensure that all students are protected from all forms of harm, including bullying, harassment, discrimination and intimidation. All staff are required to report to OPEC College management any behaviour that can reasonably be considered harmful or potentially harmful to students, or where it is reasonable to believe that a student has been harmed or requires protection from harm.

In cases where allegations or information indicate it is reasonable to believe a student has suffered from or may require protection from harm, OPEC College will report to the Department of Communities, Child Safety and Disability Services OPEC College.

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**The initial information that a child protection officer will require is:**

- The name, age and address of the child or young person
- The reasons you suspect the child or young person may have experienced or is at risk of experiencing harm
- The immediate risk to the child or young person
- Contact details. You may remain anonymous; however, it is preferable to provide these details so that the officer can call you if further information is needed

If allegations may constitute child abuse by a person external to OPEC College, the OPEC College CEO will report the matter to the Police or the Department of Communities, Child Safety and Disability Services.

OPEC College will comply with all relevant State and Federal legislation in the area of working with children.

OPEC College management recommend that all staff obtain the appropriate Police check for child related employment. Information is available at: <http://afp.gov.au>

## Consumer Rights

### Consumer protection

On 1 January 2011, the Australian Consumer Law commenced and the Trade Practices Act 1974 was repealed and replaced by the Competition and Consumer Act 2010. The Australian Consumer Law provides for:

- National consumer protection and fair trading laws
- Enhanced enforcement powers and redress mechanisms
- A national unfair contract terms law
- A new national product safety regime
- A new national consumer guarantees law

### Contractual agreement

Students who enrol in a training program with OPEC College should be aware that they are entering into a contractual agreement. With a view to ensuring all students are fully aware of their rights and obligations, OPEC College will design agreements, enrolment forms, service agreements or similar using a logical format and simple English. This may include, but is not limited to:

- Wording that allows the perspective student to know what he / she is agreeing to
- Clearly explained disclaimers
- No misleading or deceptive behaviour
- No actions, omissions or dialogue (written or verbal) that may force or coerce the student
- Fair dealings for disadvantaged students

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## Student progress

Students have the right to request information about or have access to their own individual records. OPEC College trainers and assessors or administration staff will provide the requested information or access. Students also have the right to request a hardcopy of their own individual file that can be supplied as a printout from records retained within the data management system.

Please feel free to ask your OPEC College trainer and assessor or administration staff at any time for a printout of your progress.

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## STUDENT OVERVIEW

### What courses can I study with OPEC College?

OPEC College strictly adheres to Standards for RTOs 2015 with all programs aligned to the qualifications contained in the PUA12 Public Safety Training Package. Ensuring best practice in service and delivery at all times.

Currently OPEC College is able to offer students accredited training in a wide range of courses. Those courses are found on our website at [www.opeccollege.edu.au](http://www.opeccollege.edu.au)

### How is training delivered?

All training courses, with the exception of Oil Spill, with OPEC College are delivered by:

- Online Learning

OPEC College Oil Spill courses are delivered in a face to face environment due to the requirement for practical assessment on a large body of water.

### What are the prerequisites?

Prerequisites are specific to individual courses. Please consult the course outline of your chosen course for prerequisite information.

### How do I enrol?

Enrolment is initiated by you contacting OPEC College. We will despatch to you by suitable means an enrolment form and literature on the course(s) being considered and any other relevant documentation.

## FEES

OPEC College operates predominately as a 'fee for service' training business. This means all training programs attract fees.

In some cases a course will be requested by a corporate client and in that case the course fees will be invoiced directly to the corporate customer. Individual course fees will not apply.

## Fee Structure

### Total course fee

Each qualification, unit of competency or accredited course offered by OPEC College has a specific course fee. The course fee is the maximum fee that may be charged to the student for his/her selected training program.

It is OPEC College policy that the course fee will be *all-inclusive*. Students will not be 'surprised' by unexpected requirements, fees or expenses.

Where additional resources normally associated with a program of study are required (for example; reference material, research documents, own computer) the student will be clearly advised of exactly what is required in the student study guide for that program.

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### Course Fees

- **Certificate III** qualification:
  - Full RPL achieved – \$895.00
  - Partial RPL – variable up to a max of \$1995.00
  - Full Training - \$1995.00
  
- **Certificate IV** qualification:
  - Full RPL achieved – \$1195.00
  - Partial RPL - variable up to a max of \$2595.00
  - Full Training - \$2595.00
  
- **Diploma** qualification:
  - Full RPL achieved – \$1595.00
  - Partial RPL - variable up to a max of \$3995.00
  - Full Training - \$3995.00
  
- **Advanced Diploma** qualification:
  - Full RPL achieved – \$1895.00
  - Partial RPL - variable up to a max of \$4495.00
  - Full Training - \$4495.00
  
- **Graduate Certificate** qualification:
  - Full RPL achieved – \$2295.00
  - Partial RPL - variable up to a max of \$4995.00
  - Full Training - \$4995.00
  
- **Graduate Diploma** qualification:
  - Full RPL achieved – \$3395.00
  - Partial RPL - variable up to a max of \$5495.00
  - Full Training - \$5495.00

### Variable Fees Formula

Variable fees are determined using the following formula:

- x**      Number of UOC to be Studied equals No. of UOC in Qual minus No. of UOC to be RPLed
  
- a**      RPL Cost per unit equals RPL cost divided by total UOC
  
- y**      No. of UOC to be RPLed equals No. of UOC in Qual minus Number of UOC to be studied
  
- b**      Study cost per unit equals Study cost divided by total UOC

$$\text{Total cost} = (x * b) + (y * a)$$

#### **Example**

A student studying a Diploma of Leadership and Management (12 UOC in total) and able to RPL 5 UOC.

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**Study Cost**

$$\begin{aligned}
 12 - 5 &= 7 & \therefore x &= 7 \\
 \$3,995 / 12 &= \$332.90 & \therefore b &= \$332.90 \\
 \$332.90 \times 7 &= \$2330.30 & \therefore b * X &= \$2,330.30
 \end{aligned}$$

**RPL Cost**

$$\begin{aligned}
 12 - 7 &= 5 & \therefore y &= 5 \\
 \$1,595 / 12 &= \$132.90 & \therefore a &= \$132.90 \\
 \$132.90 \times 5 &= \$664.50 & \therefore a * y &= \$664.50
 \end{aligned}$$

$$\$664.50 + \$2,330.30 = \mathbf{\$2,994.80} \qquad \therefore (x * b) + (y * a) = \$2,994.80$$

In the circumstance where a student attempts RPL for a UOC and is unsuccessful, requiring study of that UOC, the fees will be adjusted to reflect that change. This adjustment will be completed at the end of the RPL stage of the course and a new notice of fees issued to the student.

**Timing of Payments**

Students will be invoiced according to the following payment schedule:

**RPL**

1. Preliminary Assessment – No fee
2. Enrolment - \$500
3. Assessment process complete – Remainder of course fee

**Study**

1. Enrolment - \$500
2. Remainder of fees broken down into:
  - a. One third of course complete – 40%
  - b. Two thirds of course complete – 40%
  - c. At completion - Remainder of course fees

Fees may be broken down into smaller, more frequent payments at the student’s request.

Additionally fees may be broken down into smaller more frequent payments if the GM OPEC College believes the student is a payment risk.

All course fees will be discussed with the student and a Notice of Fees letter/email will be provided prior to enrolment.

Qualification Testamurs will not be issued until final payment has been received from the student.

**Enrolment fee**

An enrolment fee of \$500.00 is applicable for all courses. This fee is a deposit and forms part of the total fee. This fee will be held in trust until training has commenced.

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**Withdrawal fee**

No withdrawal fee is applicable. Any fees paid up to the date of withdrawal are subject to OPEC College’s Refund Policy.

**Re-submit/Re-assessment fee**

No fee applies for two additional assessment attempts (three attempts in total). A fee equal to the UOC price is charged for each additional three attempts.

**Produce partial completion statement of attainment**

No fee applies to produce a statement of attainment when the student has partially completed the training program and must withdraw.

**Re-print certification**

Where the student requests a new copy of his / her certification, the following fees apply:

- Statement of attainment \$25.00+GST
- Qualification (with academic transcript) \$40.00+GST

**Contact Us**

1319 Lytton Rd Hemmant QLD 4174  
 Phone: 1300 99 OPEC  
 Email: GM@opeccollege.edu.au

**Late Payments**

Where a client is more than 14 days overdue with payments, OPEC College reserves the right to suspend all services until payment is made to bring fees up-to-date.

OPEC College may make alternative payment arrangements for clients experiencing genuine difficulty in paying their fees. Clients must advise OPEC College, in writing to initiate this option.

For long term, outstanding amounts, OPEC College may utilise the services of a debt recovery agency to ensure the collection of outstanding fees.

Payment terms are 14 days of receipt of the invoice unless specified otherwise in the agreement.

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## Refunds

A student is deemed enrolled where an enrolment form has been completed and signed.

OPEC College will protect fees paid in advance and has a fair and reasonable refund policy. An application for a refund is addressed according to the notice given by the person making the request:

- 14 days prior to the commencement of the course – 100% refund
- Between 13 days and 7 days prior to the course - 75% refund
- Between 6 days and the commencement of the course – 50% refund
- Withdrawal during the course – no refund. A pro-rata credit is available so the student can complete the course at a later date

All fees paid in advance are separated from the operations of the business. This is achieved by maintaining a Holding account (deposits account) to ensure sufficient funds are always available for refund. The Holding account is represented in OPEC College accounting system as a separate repository for funds paid in advance and will not be accessed until the respective students commence training.

In the unlikely event that OPEC College is unable to deliver the course in full, the student will be offered a refund of all unspent pre-paid course fees to date. The refund will be paid within 10 working days of the day on which the course ceased to be provided by OPEC College. The student has the right to choose between a refund of unspent pre-paid course fees or to accept a place in another course. If the student chooses a placement in another course the student will be required to sign a statement that indicates their acceptance of the placement.

All refunds must be approved by the GM OPEC College or authorised delegate. Exemptions to the refund conditions may occur where the participant has extenuating, or compassionate grounds as determined by the GM OPEC College or authorised delegate.

Approved refunds are paid directly to the person who made the payment. Under no circumstances will a payment be made to a third party without the written consent in English of the person who made the payment. All refunds are made in Australian dollars, paid directly into the nominated bank account. The participant or the person who made the payment will be required to sign a Refund Authority form to authorise payment to a third party.

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## RECORDS

OPEC College has a clearly documented quality administrative and records management system in place to secure the accuracy, integrity and currency of records, to keep documentation up-to-date and to secure any confidential information obtained by OPEC College and committees, individuals or organisations acting on its behalf.

Data is collected and stored in accordance with the processes outlined in this document and OPEC College record management procedures ensure timely and accurate records inform the continuous improvement processes of OPEC College. In addition, these records management procedures will ensure that all documentation providing evidence of compliance to the essential standards of registration is accurately maintained.

### Record Keeping Procedures

Upon enrolment, student’s details will be entered into the OPEC College database system. This process initiates the establishment of the student’s individual file which is then used to record all future details pertaining to the client. The file is retained by OPEC College and management of the file will be in accordance with the OPEC College training records policy.

OPEC College is committed to maintaining the accuracy, integrity and currency of all student files, as well as ensuring appropriate security of all records to uphold confidentiality and protect student privacy. OPEC College management will undertake a validation of the training records of approximately 5% of registered students and report the findings at the monthly management meeting.

#### Completed assessments

Each and every assessment submitted by every student will be retained for a minimum period of six (6) months. At the expiration of six (6) months period, the student’s assessments will be scanned and stored electronically for thirty (30) years.

When in paper format, student’s work will be filed alphabetically according to the students’ names. Individual student records will be stored in a lockable steel filing cabinet in a locked secure office area. If the files are stored in a location where student or public access is possible, the cabinets will remain locked.

For ease of application and consistency, a similar filing process will be used for electronic files. The electronic records are stored utilising AVETMISS compliant software and access is restricted by a password system.

#### Results of assessment records

Student assessment results will be recorded electronically within the OPEC College database system. This information may be used to provide annual competency completion reports and/or AVETMISS reports, as required.

- Sufficient information to re-issue the testamur, if required, will be retained
- Results of assessment will be retained for thirty (30) years

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## Security

OPEC College ensures further security of records by complying with the storage requirements detailed in ASQA's General directive: *Retention requirements for completed student assessment items*, 22 June 2012. This directive includes requirements for storage including: safeguards against unauthorised access, fire, flood, termites or any other pests, and to ensure that copies of records can be produced if the originals are destroyed or inaccessible. OPEC College enhances its compliance with this directive by protecting electronic files with up-to-date virus protection, firewall and spy ware protection software. The data management system is Cloud based and offers the security and integrity expected of a reputable Cloud storage system.

OPEC College will retain student's results for a period of no less than thirty (30) years. If requested, enrolment information, training and assessment information or results of assessment will be provided in electronic format wherever possible.

Paper based records will be scanned and saved in Adobe PDF format. Paper records will be securely shredded every twelve (12) months in accordance with OPEC College GM's directions.

A copy of each testamur issued is scanned and retained in Adobe PDF format. If requested, the testamur may be re-printed at any time within the thirty (30) year period after issue. This method ensures the original format, design, signature, date and units of competency are re-printed accurately and with a minimum of effort and expense.

The database system is used and data/files/records are converted and saved in Adobe PDF format. OPEC College has chosen Adobe PDF because research indicates this software will be able to be opened and read for up to thirty (30) years.

## Ceasing operation

In the event that OPEC College ceases to operate, its records will be transferred to ASQA in the appropriate format and detail as specified by the Department at the time of ceasing RTO operations.

All other records including training records, taxation records, business and commercial records will be retained for a period of at least seven (7) years.

OPEC College will ensure that any confidential information acquired by the business, individuals, committees or organisations acting on its behalf is securely stored.

## Access to Records

OPEC College has implemented a record management system that ensures that all students have access to accurate information regarding their learning in a timely fashion. To ensure this, employees are informed of their responsibilities for record keeping and the process is monitored through the continuous improvement process and improved where necessary. This section outlines the data management procedures that support our records management system.

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### Access to student records

Access to individual student training records will be limited to those required by the SNR, such as:

- Trainers and assessors to access and update the records of the students whom they are working with
- Management staff as required to ensure the smooth and efficient operation of the business
- Officers of ASQA or their representatives for activities required under the standards for registered training organisations

OPEC College trainers and assessors will maintain accurate and current records of each student's progress and achievement of competencies in the area of their study. These records will be entered on the OPEC College database system during training and assessment or immediately at the completion of training and assessment.

As students complete each competency, the trainer or assessor will check the achievements against the relevant qualification packaging rules and sign off successfully completed competencies.

All details of full or partially completed competencies will be recorded and stored on the student's file.

Upon completion of all relevant competencies within a qualification, the student will be entitled to receiving the full qualification. The certificate and academic record and / or statement of attainment will be produced and signed by OPEC College management, trainer and / or assessor, and presented to the student.

A scanned electronic copy of all signed qualifications issued will be converted to PDF format and secured in the student's file.

### Student Access to Records

Students have the right to request information about or have access to their own individual records. OPEC College trainers and assessors or administration staff will provide the requested information or access. Students also have the right to request a hard copy of their own individual file that can be supplied as a printout from records retained within the data management system.

You should feel free to ask your OPEC College trainer and assessor or administration staff at any time for a printout of your progress.

### Privacy

OPEC College considers student privacy to be of utmost importance and will practice a high standard of care and concern in regard to maintaining student privacy in all aspects of business operations.

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The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act) made many significant changes to the Privacy Act 1988 (Privacy Act). These changes commenced on 12 March 2014. The Privacy Regulation 2013, made under the Privacy Act, also commenced on 12 March 2014.

Privacy Principles that are strictly applied to all aspects of OPEC College operations include:

**Collection**

OPEC College will only collect necessary information pertaining to one or more specific operations. The student will be informed as to the purpose for which details are being collected.

**Use and disclosure**

OPEC College will ensure student personal information is not used or disclosed for secondary purposes without obtaining explicit consent from the student, unless a prescribed exception applies. Student consent must be obtained in writing from the student, unless the student is under the age of 18 years, in which case written consent from their parent or guardian must be obtained. Consent to disclosure of information forms and / or letters will be recorded.

**Data quality**

OPEC College will take all reasonable measures to ensure that all students' personal information that is collected, used or disclosed is accurate, current and complete.

**Data security**

OPEC College will take all reasonable measures to ensure all collected students' personal information is protected from misuse, loss or damage, and that all data and record storage is secure from unauthorised access, modification or disclosure.

**Openness**

OPEC College will maintain documentation which detail how students' personal information is collected, managed and used. When a student makes an enquiry in relation to information collected, OPEC College will explain what information is held, for what purpose it is held and what procedures outline the collection and use of information.

**Access and correction**

OPEC College will allow students access to personal information held in all circumstances unless prescribed exceptions apply. If the student identifies errors within the information, OPEC College will correct and update to file.

**Unique identifiers**

OPEC College will not assign students unique student number identifiers except when it is necessary for efficiency of operations. Commonwealth Government identifiers, such as the Unique Student Identifier, Medicare numbers or Tax File Numbers, will only be used for the purposes of which they were issued.

**Anonymity**

OPEC College will provide students the opportunity to interact with the business without requiring the student to make their identity known in any circumstances it is practical and possible to do so.

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### Trans-border data flows

OPEC College privacy protection principles apply to the transfer of data throughout Australia.

### Sensitive information

OPEC College will request specific consent from a student in circumstances where it is necessary to collect sensitive information. Sensitive information may include, but is not limited to; information relating to a student’s health, criminal record, racial or ethnic background.

## Recognise Qualifications From Another RTO

OPEC College will recognise all AQF qualifications and statements of attainment issued by any other RTO. OPEC College will seek verification from the relevant RTO before recognising the qualification or statement of attainment.

## Procedure for Recognition of Qualifications

Students enrolling with OPEC College will be made aware of the recognition of qualifications policy by OPEC College staff at the time of enrolment to offer the opportunity of recognition of relevant qualifications or statements of attainment prior to the commencement of training. OPEC College trainers will remind students of the policy progressively throughout the duration of their course.

When a student presents an AQF qualification or statement of attainment to a trainer or staff member, a copy of the certificates will be taken and submitted for verification.

Verification is achieved by contacting the RTO that delivered the qualification or by accessing the USI transcript for the student via the USI transcript service at <https://www.usi.gov.au/> . Students will be asked to activate permission prior to access.

The verified copy of the qualification or statement of attainment is placed in the student’s file. Once verification of the qualification or statement of attainment has been established, OPEC College staff will inform the student and offer exemption from the relevant unit(s) of competency. Staff will ensure the student is aware of and understands what component(s) of their training and assessment are affected.

OPEC College staff will update the student’s records accordingly.

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## Credit Transfer

Credit transfer refers to the transferral of academic credit obtained by students through participation in courses or national training package qualifications with other RTOs, towards a qualification offered by OPEC College. Credit transfer is granted on the basis that the credit validates the student’s competency within the relevant qualification / unit of competence. Credit transfer of a qualification / unit of competence is available to all students enrolling in any training program offered by OPEC College.

## Unique Student Identifier

The [Unique Student Identifier \(USI\)](#) scheme, enabled by the [Student Identifiers Act 2014](#), allows students to access a single online record of their VET achievements. The scheme also allows for reliable confirmation of these achievements by employers and other RTOs.

The online system provides each student with a USI.

The USI scheme provides a national online authenticated record of student’s training attainment and serves as a building block for a range of vocational education and training reforms. Over time, the ability of students to access and share their training records will make enrolment processes more efficient for training providers and students. Training providers will have access to an online information source to manage student transfers between training providers, and the assessment of credit transfer and pre-requisites.

OPEC College will only issue a qualification or statement of attainment to a student after the student has provided a verified USI or OPEC College applies for a USI on behalf of the student. To avoid any delays in issuing certification documentation OPEC College will ensure that student’s USIs are applied for or verified USI at the time of enrolment.

OPEC College will protect the security of all information related to USIs. Security measures are in place to protect both digital and hard-copy records from loss, damage or unauthorised access. OPEC College stores paper based records in locked cabinets. Digital records are backed up on a Cloud system. All AQF certification documentation issued by OPEC College is kept for 30 years. Where a qualification or statement of attainment is recorded in the USI scheme, OPEC College does not retain additional records to demonstrate this because the required records will exist within the USI scheme.

When reporting data about the training, each record of nationally recognised training that is provided to the national centre for vocational education research (NCVER) national VET provider collection will have a USI attached. This USI will be used to draw down on this data collection in real time. This means that, in the future, students will be able to draw down a record of their VET achievements from one place. They can view this online or they can use the data to develop a transcript that they can attach to a job application, for example. The USI will be increasingly useful for OPEC College when the data builds, OPEC College (with the student’s permission) will be able to draw down information about that student’s previous VET attainments throughout Australia. This will assist with assessing student’s admission to courses, for credit transfer and in some circumstances, their eligibility for funding.

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## TRAINING AND ASSESSMENT

OPEC College is committed to delivering high quality training and assessment services that exceed the expectations of their students. To ensure this, OPEC College has implemented processes for data collection and analysis within its operations that ensure the continuous improvement of training and assessment. Continuous improvement measures in this area respond to the results of data analysis and involve all internal and external stakeholder groups.

The quality and continuous improvement policy and procedure defines the methods of data collection and analysis. In order to provide high quality outcomes to their clients and students, OPEC College ensures that strategies for training and assessment are developed with effective consultation with industry and stakeholders.

### Principles of Training and Assessment

Training and Assessment Strategies developed by OPEC College will adhere to the following principles:

- Training and Assessment Strategies are developed for each qualification / unit of competency that will be delivered and assessed
- All training programs will require the development of a training and assessment strategy for full and partial completion of a qualification
- Each training and assessment strategy will be developed in consultation with industry representatives, trainers, assessors and key stakeholders
- Training and assessment strategies will reflect the requirements of the relevant training package and will identify target groups
- Training and assessment strategies will be validated annually through the internal review procedures

#### Quality training and assessment principles

OPEC College will apply the *Principles of Assessment and the Rules of Evidence*.

#### Principles of assessment

To ensure quality outcomes, assessment should be:

- Fair
- Flexible
- Valid
- Reliable

#### Fair

Fairness in assessment requires consideration of the individual student's needs and characteristics, and any reasonable adjustments that need to be applied to take account of them. It requires clear communication between the assessor and the student to ensure that the student is fully informed about, understands and is able to participate in the assessment process, and agrees that the process is appropriate. It also includes an opportunity for the person being assessed to challenge the result of the assessment and to be re-assessed if necessary.

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### Flexible

To be flexible, assessment should reflect the student’s needs; provide for recognition of competencies no matter how, where or when they have been acquired; draw on a range of methods appropriate to the context, competency and the student; and support continuous competency development.

### Valid

Assessment is valid when the process is sound and assesses what it claims to assess.

Validity requires that:

- Assessment against the units of competency must cover the broad range of skills
- Knowledge that are essential to competent performance
- Assessment of knowledge and skills must be integrated with their practical application
- Judgement of competence must be based on sufficient evidence (that is, evidence gathered on a number of occasions and in a range of contexts using different assessment methods). The specific evidence requirements of each unit of competency provide advice on sufficiency

### Reliable

Reliability refers to the degree to which evidence presented for assessment is consistently interpreted and results are consistent with assessment outcomes. Reliability requires the assessor to have the essential competencies in assessment and relevant vocational competencies (or to assess in conjunction with someone who has the vocational competencies). It can only be achieved when assessors share a common interpretation of the assessment requirements of the unit(s) being assessed.

### Rules of Evidence

These are closely related to the principles of assessment and provide guidance on the collection of evidence to ensure that it is:

- Valid
- Sufficient
- Authentic
- Current

### Valid

Assessment is valid when the process is sound and assesses what it claims to assess.

Validity requires that:

- Assessment against the units of competency must cover the broad range of skills
- Knowledge that are essential to competent performance
- Assessment of knowledge and skills must be integrated with their practical application
- Judgement of competence must be based on sufficient evidence (that is, evidence gathered on a number of occasions and in a range of contexts using different assessment methods). The specific evidence requirements of each unit of competency provide advice on sufficiency

### Sufficient

Sufficiency relates to the quality and quantity of evidence assessed. It requires collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied

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and that competency can be demonstrated repeatedly. Supplementary sources of evidence may be necessary. The specific evidence requirements of each unit of competency provide advice on sufficiency.

**Authentic**

To accept evidence as authentic, an assessor must be assured that the evidence presented for assessment is the student’s own work.

**Current**

In assessment, currency relates to the age of the evidence presented by a student to demonstrate that they are still competent. Competency requires demonstration of current performance, so the evidence collected must be from either the present or the very recent past.

## Assessment Policy

OPEC College acknowledges the critical role that assessment plays in determining the competency of students. In developing the assessment (including RPL) for each qualification and unit of competence, the GM will ensure:

- Compliance with the assessment guidelines from the relevant training package, qualification and unit of competence of accredited course
- Assessment leads to a qualification or statement of attainment under the Australian Qualifications Framework (AQF)
- Assessment complies with the principles of competency based assessment and informs the student of the purpose and context of the assessment
- The rules of evidence guide the collection of evidence to support the principles of validity and reliability
- The application of knowledge and skills is relevant to the standard expected in the workplace, including skills for managing work tasks, contingencies and the job environment
- Timely and appropriate feedback is given to students
- Assessment complies with OPEC College access and equity policy
- All students have access to re-assessment on appeal

OPEC College implements an assessment system that ensures that assessment (including Recognition of Prior Learning) complies with the assessment requirements of the relevant training package or VET accredited course. OPEC College recognises that each unit of competency contains assessment requirements relating to; performance evidence, knowledge evidence and assessment conditions.

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## Training Guarantee

It is the intention of the GM of OPEC College that all students will receive the full training services paid for at all times, including but not limited to training and assessment, assessment only, recognition of prior learning or short courses. The corporate structure, governance and financial management College and processes guarantee the training for students enrolled with OPEC College. Specifically, the integrity, business experience and training expertise of the GM ensures continuity of training and completion of training is guaranteed for all students. The continuous improvement and quality management practices employed by OPEC College GM and staff are designed to proactively identify any anomaly that might cause a business interruption or training failure, and address this situation before any students are affected.

### Protecting fees prepaid by individual students

Student's training is protected by OPEC College financial management policy and procedure. Fees paid in advance are not transferred to the operating account until training commences.

Furthermore, should an interruption occur while a student is enrolled in a training program, the student will be advised of any changes in writing and given time to respond. The student will be given the opportunity to respond, agree or offer input.

### Protecting students that do not prepay in advance

Where fees are not collected in advance from individual students i.e. invoice in arrears, OPEC College will send each client/student an invoice after training is completed.

### Protecting students where course fees are less than \$1500

The corporate structure, governance and financial management College and processes guarantee the training for students enrolled with OPEC College. Specifically, the integrity, business experience and training expertise of the CEO ensure continuity of training and completion of training is guaranteed for all students.

Student's training is further protected by OPEC College financial management policy and procedure. Fees paid in advance are not transferred to the operating account until training commences.

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## RECOGNITION OF PRIOR LEARNING

OPEC College appreciates the value of workplace and industry experience, and recognises that students will acquire vocational skills and knowledge from a variety of sources other than formal training. These skills are legitimate irrespective of how they were acquired and the RPL process is designed to provide validation of such relevant skills.

### OPEC College Recognition of Prior Learning Process

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and / or partial or total completion of a VET qualification.

Students who believe they have already obtained current skills and knowledge that would otherwise be covered in the qualification / unit of competence for which they intend to attain, should apply for RPL at the time of enrolment. The student's skills and knowledge will be assessed and validated, and where appropriate, units of competency acknowledged and face-to-face training reduced.

As part of the OPEC College enrolment policy, trainers will advise students of the availability of RPL policy, explain what the process involves and how it relates to the attainment of the qualification. Trainers will remind students of this option progressively throughout their time in training, in order to provide multiple opportunities for students to engage in the RPL process.

#### When approached by a student seeking RPL, trainers will:

- Provide the student with copies of an RPL introduction letter/email
- Provide the student with information about the types of evidence that can be used to support an RPL application

#### Recognition of prior learning fee

The student will be charged fees as per the Course Fees section of this Student Handbook. This includes the initial application, consultation either in person or via phone with a suitably qualified assessor, the RPL assessment and (if successful) certification.

Where the student is not able to achieve the full qualification through RPL and gap training is required, a training plan and costing structure will be mutually agreed upon. The basis of the cost structure will be pro-rata on a unit by unit basis based on the scheduled course fee.

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## CLIENT SERVICES

OPEC College is committed to delivering high quality services that support students throughout their training and assessment. This commitment is based on a client focused operation that produces the best possible outcome for students. OPEC College will ensure students are informed of the services they are to receive, their rights and obligations, and the responsibilities of the RTO. Students who undertake training with OPEC College receive every opportunity to successfully complete their chosen training program. OPEC College will provide students with information prior to commencement of services including any subcontracting arrangements affecting the delivery of training and/or assessment.

### Student advice

OPEC College takes a systematic approach to establish and recognise the needs of each client. It is a requirement that all staff members do their utmost to meet the needs of students. Where a student's need is outside the scope or skill of the organisation they will be referred to an appropriate service or an alternate training organisation.

OPEC College delivers specialised training and assessment services<sup>1</sup>. As such, it is vital that all students are informed of and understand the extent of the training course that they are enrolling in. OPEC College has in place a process and mechanism to provide all clients information about the training, assessment and support services to be provided, and about their rights and obligations, prior to enrolment or entering into an agreement.

#### In summary, OPEC College will provide:

- Training programs and services that promote inclusion and are free from discrimination
- Support services, training, assessment and training materials to meet the needs of a variety of individual students
- Consideration of each individuals needs to provide the best opportunity for skill development and attainment of qualifications that can lead to further training or employment
- Opportunity for consultation between staff and students so that all aspects of individual circumstances can be taken into consideration when planning training programs
- Consideration of the views of students' community, government agencies and organisations, and industry when planning training programs

<sup>1</sup> Services include:

- (a) Pre-enrolment materials;
- (b) Study support and study skills programs;
- (c) Language, Literacy and Numeracy (LLN) programs or referrals to these programs;
- (d) Equipment, resources and/or programs to increase access for students with disabilities;
- (e) Mediation services or referrals to these services;
- (f) Flexible scheduling and delivery of training and assessment;
- (g) Counselling services or referrals to these services;
- (h) Information technology (IT) support;
- (i) Learning materials in alternative formats, for example, in large print; and
- (j) Learning and assessment programs customised to the workplace.

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- Access to information and course materials in a readily available, easily understood format
- Information to assist students in planning their pathway from school or the community to vocational education and training

While OPEC College guarantees that all students will receive the full training services paid for, it does not guarantee a student will successfully complete the course in which they are enrolled or that the student will obtain a particular employment outcome outside the control of OPEC College.

## Student information policy

OPEC College will provide all relevant information and directions to each student prior to enrolment as part of the student induction to enable the student to make informed decisions about undertaking training with OPEC College. This information will be clear and readily available in print or referral to an electronic copy. This will include details required to source the OPEC College student handbook, available as PDF document on OPEC College website:

OPEC College will provide the following information specific to each student:

- the code, title and currency of the AQF qualification, skill set or VET course to which the student is to be enrolled, as published on the National Register the services the RTO will provide to the student including the:
  - estimated duration of the services
  - expected locations at which the services will be provided
  - expected modes of delivery
  - name and contact details of any subcontractor which will provide training and assessment to the student
- the student's obligations including any requirements that OPEC College requires the student to meet to enter and successfully complete their chosen AQF qualification, skill set or VET course
- any materials and equipment that the student must provide; the educational and support services available to the student

Where there are any changes to agreed services, OPEC College will advise the student in writing and with a follow-up telephone call as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

## Client Selection and Enrolment Procedure

### Client selection

Enrolment and admission into some OPEC College training programs is subject to meeting certain prerequisite conditions and/or entry requirements. Specific details of the prerequisites pertaining to these training programs are contained in individual course documentation and are made available prior to enrolment. In the case that a potential student does not meet the prerequisite conditions and/or entry requirements, OPEC College staff will endeavour to

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assist them in understanding their options in regards to meeting the standards. Any questions regarding these arrangements can be addressed by trainers or OPEC College management.

### **Enrolment**

The enrolment procedure commences when a student contacts OPEC College expressing interest in a training program(s). OPEC College staff will respond by dispatching by suitable means an enrolment form, student handbook, literature on the program(s) being considered and any other documentation which may be relevant.

Enrolment applications will then be assessed to ensure that the student meets any prerequisites and/or entry requirements that have been set for the selected course. Students will be informed of successful enrolment and sent information on the course and their course induction. Students who do not meet the prerequisites for the selected course will be notified of their unsuccessful enrolment and invited to contact OPEC College to discuss their training needs and alternative opportunities.

### **Pre-course letter**

As an additional support to enrolling students, OPEC College will send a pre-course letter to the student prior to the commencement of training. Information includes the time, date and location of training, the resources the student should bring to the course and overview of the units of competency to be studied and the format/style of training to be provided.

### **Pre-course evaluation checklist**

A pre-course evaluation of each student is conducted. Questions are designed to identify the student's needs, so OPEC College staff members can evaluate any requirements the student may have to improve his/her learning experience and outcome. These questions are integrated within the enrolment form.

Based on the information in the enrolment form, interview, and any other relevant correspondence and conversation, OPEC College staff and management may offer additional support. Examples of the support services may include:

- Study support and study skills programs
- Language, literacy and numeracy (LL&N) programs or referrals to appropriate programs (The Learning Resource Group)
- Equipment, resources and / or programs to increase access for students with disabilities
- Mediation services or referral to appropriate services (Queensland Mediation Group)
- Flexible scheduling and delivery of training and assessment
- Counselling services or referral to appropriate services
- Information technology support
- Learning materials in alternative formats i.e. large print
- Learning and assessment programs customised to the workplace

LLN testing may be conducted by OPEC College if the trainer believes it is warranted for the level of training to be provided.

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## Access and Equity

OPEC College is committed to practicing fairness and providing an equal opportunity for all current and potential students to access and participate in learning, and to achieve their learning outcomes regardless of age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location that may present a barrier to access, or any other perceived difference in class or category. OPEC College ensures that its practices are as inclusive as possible and do not unreasonably prevent any clients from accessing its services. OPEC College will address access and equity matters as a nominated part of operational duties.

If a student identifies with one or more of the following priority groups, he/she may be able to receive additional assistance:

- Aboriginal and / or Torres Strait Islander people
- Carers of people who are ill, aged or who have a disability
- People with a disability
- Women and girls who are returning to education and training
- Women and girls who are seeking training opportunities in non-traditional roles
- Young people aged 15 to 25
- Australian South Sea Islanders
- Parental job seekers
- People with English language, literacy and numeracy needs
- Mature aged workers who require up skilling
- Long term unemployed and disadvantaged jobseekers
- People from different cultural and ethnic backgrounds
- People who speak a language other than English

OPEC College has developed this quality management and operational framework to guide and inform all staff and students in their obligations regarding access and equity. Upon induction into OPEC College, all staff is provided with copies of the policies which they must adhere to throughout all their operations as an OPEC College staff member. Students are made aware of the access and equity policy via the OPEC College student handbook, and informed of their rights to receive access and equity support and to request further information.

OPEC College access and equity policies are in place to ensure that training opportunities are offered to all people on an equal and fair basis in all circumstances, irrespective of their gender, culture, linguistic background, race, socio-economic background, disability, age, marital status, pregnancy, sexual orientation or carer’s responsibilities.

Practicing these policies will guarantee that any student who meets OPEC College entry requirements will be accepted into any training programs. If any student or staff member have issues or questions regarding access and equity, or believes they have been treated unfairly, they will be directed to OPEC College management for consultation.

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## Language, Literacy and Numeracy Assistance

OPEC College course information and learning materials contain written documentation and in some cases, numerical calculations.

OPEC College recognises that not all students will have the same level of ability in relation to reading, writing and performing calculations. When an issue is identified by OPEC College staff or requested by a student, a language, literacy and numeracy test will be provided to assess the student’s ability. This process is to ensure that all students who commence a training program possess the skills required to understand the presented material and complete assessments.

OPEC College will endeavour to provide assistance to students having difficulty with language, literacy or numeracy to accommodate their needs. In the event that a student’s needs exceed the ability of OPEC College staff to assist, the student will be referred to the “Learning Resource Group” for customised training to obtain the skills required to complete the training program.

## Student support

### Student support policy

OPEC College will make all reasonable effort and utilise a variety of available methods to assist all students in their efforts to complete training programs. OPEC College will determine the support needs of individual students and provides access to the educational and support services necessary for the individual student to meet the requirements of the AQF qualification, skill set or VET course as specified in training packages or VET accredited courses. OPEC College will continue to develop strategies to make support available where gaps are identified.

Trainers are responsible for ensuring that all students are aware they can contact their trainer or other OPEC College staff members in the event that they are experiencing difficulties with any aspect of their studies. Staff will ensure students have access to the full resources of OPEC College to assist them in achieving the required level of competency in all nationally recognised qualifications.

In the event that a student is experiencing personal difficulties, training staff will encourage the student to contact OPEC College who will provide discreet, personalised and confidential assistance as according to the nature of the difficulties.

In the event that a student’s needs exceed the capacity of the support services OPEC College can offer, they will be referred to an appropriate external agency. Extensive information regarding support agencies, resources and services may be sourced online. OPEC College staff members will assist students to source appropriate support.

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## Flexible delivery and assessment procedures

OPEC College recognises that some people are better suited to learning via teaching methods not usually obtained in the traditional classroom setting. With some minor adjustments to teaching and assessment methods, a student who is experiencing difficulty learning and achieving the desired results in the traditional setting may show considerable improvements.

The staff and management of OPEC College respect these differences among students and will endeavour to make any necessary adjustments to their methods in order to meet the needs of a variety of students. For example, the inability to complete a written assessment will not be interpreted as a sign of incompetence, provided the student can verbally demonstrate competency.

Acceptable adjustments to teaching and assessment methods may include, but are not limited to; having a trainer read assessment materials to students, having a student's spoken responses to assessment questions recorded or allowing a student to sit for an assessment alone in a different room.

OPEC College staff will pursue any reasonable means within their ability to assist students in achieving the required competency standards. In the event that a student's needs exceed the capacity of the support services OPEC College can offer, they will be referred to an appropriate external agency.

### Reasonable adjustment

Reasonable adjustment means adjustments that can be made to the way in which evidence of student performance can be collected. Whilst reasonable adjustments can be made in terms of the way in which evidence of performance is gathered, the evidence criteria for making competent / not yet competent decisions (and / or awarding grades) should not be altered in any way. That is, the standards expected should be the same irrespective of the group and / or individual being assessed; otherwise comparability of standards will be compromised.

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## DISCIPLINE

OPEC College makes every effort to practice cooperation and mutual respect in all internal and external dealings to uphold high quality, professional training and assessment services. The same disciplined behaviour is expected of students as a contribution to a functional learning environment, and as a sign of respect to staff and fellow students.

### Professional Behaviour

OPEC College Management advises any trainer or staff member who is dissatisfied with the behaviour or performance of a student that they have the authority to:

- Warn the student that their behaviour is unsuitable, or
- Ask a student to leave the class, without refund or acceptance into another course, or
- Immediately cancel the class.

If a student wishes to object or lodge an appeal against the disciplinary action taken, they have the right and opportunity to follow the OPEC College complaint procedure.

OPEC College staff are expected to maintain a professional and ethical working relationship with all other staff members, management and students. Breaches of the disciplinary standards will result in discussion between the relevant trainer and OPEC College, and appropriate action will be taken.

## Plagiarism

### Definition<sup>2</sup>

Plagiarism is the "wrongful appropriation" and "purloining and publication" of another author's "language, thoughts, ideas or expressions," and the representation of them as one's own original work.

### Policy

Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to serious sanctions such as expulsion. It is quite reasonable to research material in the course of undertaking assessment. All sources, however, must be clearly referenced. OPEC College CEO takes a very strict approach to plagiarism and proven incidents will not be tolerated.

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<sup>2</sup> From [www.wikipedia.org](http://www.wikipedia.org)

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## COMPLAINTS AND APPEALS

OPEC College has a defined complaints and appeals process that will enable student's complaints and appeals are addressed effectively and efficiently.

OPEC College strives to ensure that each student is satisfied with their learning experience and outcome. In the unlikely event that this is not the case, all students have access to rigorous, fair and timely complaint and appeal processes which are outlined in this section of the policy and procedures document. Any complaints or appeals will be reviewed as part of the continuous improvement process and where corrective action has been highlighted, it will be implemented as a priority.

A student may lodge a complaint regarding the RTO; Third Party; Subcontractor or Trainer. There is also provision for any and all interested stakeholders to make a complaint if they feel aggrieved. For example, a Trainer may lodge a complaint against a student.

The OPEC College appeals process is concerned with a student's right to request change to decisions or processes of an official nature, usually in relation to academic or procedural matters.

OPEC College management will maintain a complaints register and an appeals register to document the course of action and resolution of all formal complaints/Appeals.

If the student is still not satisfied with the resolution of the complaint after following and exhausting the complaints procedure, the student may contact ASQA and lodge a written complaint.

The form may be submitted by mail to:  
 Complaints Team  
 Australian Skills Quality Authority  
 PO BOX 9928  
 Sydney NSW 2001

Or via email to: [complaints.team@asqa.gov.au](mailto:complaints.team@asqa.gov.au)

### Complaints / Appeals Procedure

All persons wishing to make a complaint, appeal or any other manner of objection in relation to the conduct of OPEC College or any third party (such as other students, outsourced trainers, subcontractors, staff, trainers, assessors) have access to the following procedure:

#### Informal complaint / appeal:

- An initial complaint or appeal will involve the student communicating directly with OPEC College verbally or by other appropriate means
- All persons identified or subject to a complaint will be notified in writing of the content of the complaint and/or allegation and afforded all natural justice and procedural fairness response mechanisms

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- OPEC College management will make a decision, discuss their judgement with the student and record the outcome of the complaint or appeal
- Students dissatisfied with the outcome of OPEC College decision may initiate the formal complaint procedure

**Formal complaint / appeal:**

- It is normal procedure that all formal complaints proceed only after the initial informal complaint or appeal procedure has been finalised
- The formal complaint or appeal is to be submitted in writing, using the F005 Complaints/Appeals form provided by OPEC College or simply on an email or letter, and the procedure and outcome recorded by OPEC College management
- On receipt of a formal complaint, the GM or a nominated senior management person independent of the complaint will notify the complainant in writing that they have received the submission.
- The GM will convene the complaint committee to hear the complaint
- The complaint committee will consist of a panel of members with no previous involvement or vested interest in the outcome of the particular complaint or appeal. Members of the committee should include:
  - A representative of OPEC College management
  - A OPEC College staff member
  - A person independent of OPEC College (i.e. Richard Turner of TBS Consulting)
- The complainant / appellant shall be given an opportunity to present the case to the committee and may be accompanied by one (1) other person as support or as representation
- Staff member(s) involved shall be given an opportunity to present their case to the committee and may be accompanied by one (1) other person as support or as representation
- The complaint committee will reach a decision on the complaint or appeal after consideration of each case presented
- The complaint committee will inform all parties involved of the outcome in writing within five (5) working days of making the decision

All complaints and appeals will be reviewed at OPEC College monthly management meeting. Continuous improvement procedures may be actioned when the complaint / appeal procedure results in identification of factors appropriate for improvement to internal operations. When the initial causative factor of the complaint identifies a problem with current OPEC College policies and / or procedures, the continuous improvement procedure will ensure changes are made to prevent reoccurrence of the problem.

**Delayed processes**

In the unusual circumstances where a delay in the complaint or appeal process occurs, where longer than sixty (60) calendar days are required to process and finalise the complaint or appeal, OPEC College will inform the complainant or appellant in writing.

In line with the importance that OPEC College places on open and transparent processes and communication, the first written communication will be made at five (5) days.

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From that point, the complainants or appellant will be regularly updated on the progress of the matter. Including reasons why more time is required.

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## ACKNOWLEDGEMENT DECLARATION

I acknowledge that I, \_\_\_\_\_, have received, read and fully understood the contents of this student handbook, which outlines the conditions of my rights and responsibilities as a student of OPEC College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

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## APPENDIX: GLOSSARY

### A

<b>AQF</b>	Australian Qualification Framework
<b>AQTF</b>	The Australian Quality Training Framework
<b>ASQA</b>	Australian Skill Quality Authority
<b>ATO</b>	Australian Taxation Office
<b>AVETMISS</b>	Australian Vocational Education and Training Management Information Statistical Standard

### B

<b>BAS</b>	Business Activity Statement
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### C

<b>CAL</b>	The Copyright Agency Ltd
<b>CEO</b>	Chief Executive Officer
<b>COAG</b>	Council of Australian Governments
<b>COAGISC</b>	Council of Australian Governments Industry and Skills Council
<b>CPA</b>	Certified Practising Account
<b>CQI</b>	Continuous Quality Improvement
<b>CV</b>	Curriculum Vitae

### E

<b>EFTPOS</b>	Electronic Funds Transfer Point of Sale
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### G

<b>GST</b>	Goods, Services Tax
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### I

<b>ISC</b>	Industry Skills Council
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### J

<b>JP</b>	Justice of the Peace
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### M

<b>MS Access</b>	Microsoft Access
<b>MS Excel</b>	Microsoft Excel

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## N

<b>NCVER</b>	National Centre for Vocational Education Research
<b>NQC</b>	National Quality Council
<b>NRT</b>	Nationally Recognised Training
<b>NVR</b>	National Vet Regulator
<b>NGO</b>	Non-Government Organisation

## O

<b>OHS</b>	Occupational Health and Safety
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## P

<b>PDF</b>	Portable Document Format
<b>PPE</b>	Personal Protective Equipment

## Q

<b>QI</b>	Quality Indicators
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## R

<b>RTO</b>	Registered Training Organisation
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## S

<b>SNR</b>	Standards for Initial Registration
<b>SWOT ANALYSIS</b>	Strengths, Weaknesses, Opportunities and Threats Analysis

## T

<b>TAE</b>	Training and Education
<b>TESTAMUR</b>	Certificate of Merit or Proficiency

## U

<b>USI</b>	Unique Student Identifier
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## V

<b>VET</b>	Vocational Education and Training
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## W

<b>WHS</b>	Work Health and Safety
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