

Creative Vision Training

RTO ID: 46013

**Learner Handbook**

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Creative Vision Training

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**Handbook Disclaimer**

This handbook contains information that is correct at the time of printing. Changes to legislation and/or training provider policy may impact on the currency of information included. Creative Vision Training reserves the right to vary and update information without notice. Readers are advised to seek any changed information and/or updates from the training provider.

This handbook has been prepared as a resource to assist Learners to understand their obligations and those of the training provider. All Learners must read, understand, be familiar with, and follow the policies and procedures outlined in this handbook.

Further information can be obtained by contacting:

Creative Vision Training

RTO ID: 46013

ABN: 94 648 030 595

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*Creative Vision Training acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our company is located and where we conduct our business. We pay our respects to ancestors and Elders, past and present*. *Creative Vision Training is committed to honoring Australian Aboriginal and Torres Strait Islander peoples’ unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.*

**Contents**

[Code of Conduct 8](#_Toc177540797)

[General Information 9](#_Toc177540798)

[Compliance with Legislation 9](#_Toc177540799)

[Environmental Sustainability 9](#_Toc177540800)

[Harassment, Bullying and Anti-Discrimination 9](#_Toc177540801)

[Rights and Responsibilities 10](#_Toc177540802)

[Learner Rights 10](#_Toc177540803)

[Learner Responsibilities 11](#_Toc177540804)

[RTO’s Rights 12](#_Toc177540805)

[RTO’s Responsibilities 12](#_Toc177540806)

[Smoking, Drugs and Alcohol 12](#_Toc177540807)

[Learner Feedback 13](#_Toc177540808)

[Learner Portal 13](#_Toc177540809)

[Learning Support 13](#_Toc177540810)

[Workplace Health and Safety 14](#_Toc177540811)

[Policies and Procedures 15](#_Toc177540812)

[Access and Equity 15](#_Toc177540813)

[Complaints and Appeals 15](#_Toc177540814)

[Learner Complaints 15](#_Toc177540815)

[Assessment Appeals 15](#_Toc177540816)

[Consumer Protection 16](#_Toc177540817)

[Course Information 16](#_Toc177540818)

[Fees and Charges 17](#_Toc177540819)

[Course Fees 17](#_Toc177540820)

[Fee Protection 17](#_Toc177540821)

[Additional Fee Information: 17](#_Toc177540822)

[Payment Options 18](#_Toc177540823)

[Failure to Make Payment 18](#_Toc177540824)

[Other Fees 18](#_Toc177540825)

[Privacy 19](#_Toc177540826)

[Records and Information Management 19](#_Toc177540827)

[Refunds 19](#_Toc177540828)

[Third-Party Arrangements 20](#_Toc177540829)

[Nationally Accredited Training 21](#_Toc177540830)

[Meeting Standards for Nationally Accredited Qualifications 21](#_Toc177540831)

[Entry Requirements 21](#_Toc177540832)

[Pre-requisites 21](#_Toc177540833)

[Enrolment 22](#_Toc177540834)

[Unique Learner Identifier (USI) 22](#_Toc177540835)

[Skills Recognition and Credit Transfer 22](#_Toc177540836)

[Recognition of Prior Learning (RPL) 22](#_Toc177540837)

[Credit Transfer (CT) 23](#_Toc177540838)

[Course Information 23](#_Toc177540839)

[Duration 23](#_Toc177540840)

[Competency-Based Assessment 23](#_Toc177540841)

[Flexible Learning and Assessment 26](#_Toc177540842)

[Your Training and Assessment Plan 26](#_Toc177540843)

[Submitting Assessments 26](#_Toc177540844)

[*Plagiarism* 26](#_Toc177540845)

[Referencing 26](#_Toc177540846)

[Resubmissions 26](#_Toc177540847)

[Assessment Feedback 27](#_Toc177540848)

[Reasonable Adjustment 27](#_Toc177540849)

[Withdrawing or Deferring Enrolment 28](#_Toc177540850)

[Withdrawing from Training 28](#_Toc177540851)

[Deferring Studies 28](#_Toc177540852)

[Cancelled Courses 28](#_Toc177540853)

[Issuing Certificates 29](#_Toc177540854)

[Continuous Improvement and Course Feedback 29](#_Toc177540855)

[Privacy Notice 31](#_Toc177540856)

Welcome!

Congratulations and thank you for choosing Creative Vision Training to support you on your learning journey!

About Us

Creative Vision Training is a Registered Training Organisation (RTO) providing nationally recognised training and assessment services to project management and small business industries. Based in the local government area of Parramatta, Sydney NSW we have a specialised scope focusing on Project Management and Entrepreneurial and Small Business Training.

With over 30 years’ experience in the Vocational Education and Training, our business leaders’ mission and vision are to provide high quality, flexible and industry relevant training that develops a safer skilled workforce, allowing us to be recognised as a leading provider of Project Management and Entrepreneurial and Small Business training that is contextualized to the industries employing our learners.

Here at Creative Vision Training, our quality programs provide realistic scenarios and extensive practical training, so our Learners gain the knowledge, skills and experience they need to work safely and go home each day.

As an RTO, Creative Vision Training is committed to exceeding the Standards for NVR RTOs 2015 and operating in accordance with the National VET Regulation Act 2011.

Creative Vision Training strives to deliver high quality, innovative and engaging training that is relevant to our community, employers and industry. We empower our Learners and local businesses to achieve their goals by providing a genuine and supportive Learner focused approach. Our commitment to continuously improving our service offerings means we can continue to evolve to meet the needs of our community through innovative education and learning opportunities.

We are a Registered Training Organisation that delivers qualifications from the Australian Qualifications Framework (AQF). We are regulated by the Australian Skills Quality Authority (ASQA), who are the national regulator for the vocational education and training (VET) sector and are responsible for regulating approximately 90% of Australian vocational education and training (VET) providers.

ASQA accredits VET courses to ensure they meet nationally approved standards, based on industry, enterprise, education, legislative and community needs and monitors Creative Vision Training’s performance and quality to ensure that we maintain a commitment to our Learners and that we continue to meet national standards.

## Code of Conduct

As a responsible member of the VET community, Creative Vision Training follows a Code of Conduct which outlines how Learners can expect us to behave. Similarly, we have expectations for Learner behaviour.

Creative Vision Training’s Code of Conduct states that:

‘Creative Vision Training promotes a culture that values high ethical standards and behaviours. We will not condone any behaviour or actions that may reasonably offend, insult, humiliate, discriminate against, or result in the risk of violence to another person or group of people or which puts Creative Vision Training’s reputation at risk.’

Creative Vision Training ensures that we all act with integrity and adhere to the Code of Conduct in our behaviour and decision making. The Code of Conduct details the standards expected to ensure difficulties and decisions are dealt with in an ethical and fair manner.

*When you enrol into one of our programs, you must agree to the terms and*

*conditions outlined in this handbook.*

# General Information

## Compliance with Legislation

As a registered training organisation, it is the responsibility of Creative Vision Trainingto ensure that we fully comply with all regulatory guidelines, frameworks and the Standards for Registered Training Organizations 2015 always as a condition of our registration.

Additionally, Creative Vision Training abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

* Anti-Discrimination Act (1991).
* Workplace Injury Management and Workers Compensation Act 1998.
* Fair Trading Act 1987.
* Commission for Children and Young People Act 1998.
* Child Protection (Offenders Registration) Act 2000.
* Copyright Act 1968.
* Disability Discrimination Act 1992.
* Disability Standards for Education 2005.
* Human Rights and Equal Opportunity Commission Act 1986.
* National Privacy Principles.
* Privacy Act 1988.
* Racial Discrimination Act 1975.
* Sex Discrimination Act 1984.
* Standards for Registered Training Organisations 2015.
* Workplace Injury Management and Workers’ Compensation Act (1998).
* Work Health and Safety Act 2011.
* Work Health and Safety Regulation 2011.

Creative Vision Training is dedicated to following the provisions in the Vocational Education and Training (VET) Quality Framework.

More information about these regulations and legal frameworks can be found at:

www.comlaw.gov.au (the Australian Government website for Commonwealth Law).

www.asqa.gov.au (this is the website for the regulator of Australia’s VET sector).

## Environmental Sustainability

Creative Vision Training recognizes the importance of protecting our environment and will minimise the environmental impact of our practices. We encourage all Learners, staff and visitors to participate in reusing, recycling and reducing our waste.

## Harassment, Bullying and Anti-Discrimination

Creative Vision Training considers harassment to be any unwelcome behaviour that offends, humiliates, or intimidates any other person on any grounds, either sexual or non-sexual. Harassment due to race, sex, pregnancy, religion, marital status, sexual preference, disability, transgender status or age is against the law under Anti-Discrimination legislation.

Harassment can take many forms, including:

* Material that is racist, sexist, ageist, sexually explicit, anti-gay, anti-transgender that is displayed publicly, circulated, or put in someone’s workspace or belongings, on a computer (including e-mail) or on the internet including social media platforms.
* Verbal abuse or comments that put down or stereotype people generally, or an individual particularly, because of their sex, pregnancy, race, homosexuality, disability, transgender (transsexual), age or marital status, or physical characteristics such as height and weight.
* Jokes based on gender, race, marital status, homosexuality, disability, age or transgender (transsexual).
* Ignoring, isolating, or segregating a person or group.
* Staring or leering in a sexual manner, unwelcome wolf-whistling.
* Sexual or physical contact, such as grabbing, kissing, or touching or intrusive questions about sexual activity.
* Repeated sexual invitations when the person has refused a similar invitation before.

Harassment does not have to be an ongoing pattern of behaviour or number of incidents. Just one act can be enough to be harassment. Someone does not have to say “no” before any behaviour or action can be considered harassment.

It is also against the law for anyone to victimise anyone because they complained about harassment, or because they supported someone who complained about harassment.

## Rights and Responsibilities

***Know your rights and responsibilities and what you can expect from us!***

|  |  |
| --- | --- |
| Learner RightsAll enrolled Learners will:Be treated fairly and with respect by trainers, other staff and other Learners.Learn in a safe training environment free from harassment and discrimination.Receive the training and support necessary to achieve educational goals (once all fees are paid or exemptions granted).Have their personal information stored, maintained and protected in accordance with the National Privacy Principles.Are provided with information about the requirements of the training program to enable them to make an informed decision regarding enrolment.Are informed about the implications of government training entitlements and subsidy arrangements (if applicable).Have access to our consumer protection system and our complaints and appeals process. | Be made aware of the fees and charges relevant to completing their training, including charges for equipment and other resources that may be necessary.Are consulted in the development of their plan and receive an updated copy as they progress through their education.Have the opportunity to present Recognition of Prior Learning (RPL) and Credit Transfer (CT) at the commencement of their learning.Receive information relating to deferring or discontinuing studies.Receive accurate Certificates and/or Statements of Attainment on successful completion of an accredited training course.Receive a refund for services not provided in the event of the training program being terminated early or if the agreed services are not provided either by ourselves or by a third party delivering on our behalf. |

|  |  |
| --- | --- |
| Learner ResponsibilitiesAll Learners must ensure that they:Treat all staff, Learners and the public with respect, fairness and courtesy.Provide true and accurate information throughout the course of their enrolment.Provide a valid USI on enrolment.Pay the necessary fees by the due date.Meet their Workplace Health and Safety (WHS) duty of care responsibilities and follow any WHS instructions.Always behave in an ethical and responsible manner.Are punctual and attend all scheduled training and assessment sessions.Complete assessments as scheduled and meet assessment deadlines.Do not plagiarise, collude or cheat in any assessment event. | Do no cause damage to equipment or facilities.Do not Illegally copy software, install software, or introduce viruses onto local computers.Are not under the influence of alcohol or illegal drugs in the learning environment.Do not use any social media such as Facebook, Twitter or Instagram, mobile phones, pagers or similar devices for personal reasons in class or during assessments.Do not use cameras or recording devices, including mobile phones, without the consent of the person being photographed or recorded.Do not behave in any way they might intimidate, threaten, harass or embarrass other Learners or staff.Do not use offensive language, smoke in any designated non-smoking areas, are always free from drugs and alcohol, or litter on or around our location. |

If a Learner does not meet these responsibilities, consequences will depend on the severity and frequency of the breach and include, but are not limited to:

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

### RTO’s Rights

As an RTO, we have the right to:

* Program to run and/or cancel any course, ensuring all Learners are notified and supported.
* Adjust course fees, times, or dates for the whole or any part of a program as required.

### RTO’s Responsibilities

As an RTO, we have the responsibility to:

* Support Learners in learning, studying, and developing skills in a safe and healthy educational and social environment.
* Do our best to make sure that Learners can complete their course in ways that are convenient to everyone.
* Make changes to course delivery, timetable, and location only if it is in the best interests of all our Learners or if the advantages of the changes will outweigh any inconveniences.
* Advise Learners of changes to fees, course delivery, timetable, and location and of any alternative arrangements available.
* Protect the welfare of children and other vulnerable people who may encounter our Learners during the work-placement or work experience components of a course, visits to industry and simulated workplace settings.
* Request Learners (where applicable) to sign a declaration in relation to their history of violent or abusive behaviour or dealing with vulnerable people.

Where there are any changes to agreed services, we will advise Learners 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.

## Smoking, Drugs and Alcohol

People under the influence of alcohol or unauthorised drugs in in our learning environment are a danger to themselves and to others. Smoking can also present an immediate danger, in relation to flammable or explosive substances, as well as long-term health damage.

Creative Vision Training is a smoke-free workplace. Smoking is prohibited in all buildings and only permissible at designated locations.

Any Learner under the influence of drugs and/or alcohol is not permitted on our premises, to use our facilities or equipment, or to engage in any Creative Vision Training activity. People taking prescription medication have a duty to ensure their own safety, and that of others, is not affected.

## Learner Feedback

To ensure we continually improve our training services and resources Creative Vision Training welcomes feedback from Learners at any time, however, we will specifically ask for feedback at the completion of your study. We are dedicated to ensuring our practices are continuously improved to ensure the best possible outcomes.

## Learner Portal

Upon successful enrolment, you will be given access to Creative Vision Training’s Learner Portal where you will be able to access a range of information, resources and forms. It is strongly recommended that you log in and set up your account so you can access these resources any time you like.

## Learning Support

Creative Vision Training is dedicated to the success of our Learners, which is why we offer a range of Learner support services and networks to ensure Learner’s ongoing engagement and motivation. Educational and support services can include:

* Pre-enrolment materials.
* Study support and study skills programs.
* Language, literacy, and numeracy (LLN) programs or referrals to these programs.
* Equipment, resources and/or programs to increase access for Learners with disabilities and other Learners in accordance with access and equity.
* Learning resource centres.
* Mediation services or referrals to these services.
* Flexible scheduling and delivery of training and assessment.
* Counselling services or referrals to these services.
* Mental health support or referrals
* Health and wellbeing support or referral
* Information and communications technology (ICT) support.
* Learning materials in alternative formats, for example, in large print.
* Learning and assessment programs contextualised to the workplace, and
* Use of trained support staff including specialist teachers, note-takers and interpreters.

Learners with a disability or barrier to learning are required to identify their disadvantage in the application process to ensure that appropriate resources and adjustments can be made prior to commencing the program. We support Learners with equal opportunity in their studies in accordance with the Disability Discrimination Act 1992 (Cth).

Learners facing any difficulties which may affect their learning can approach Creative Vision Training staff for advice and counsel.

## Workplace Health and Safety

Workplace health and safety legislation applies to everyone at Creative Vision Training. All staff, Learners and visitors are responsibility for ensuring our learning environment remains safe and that their personal actions do not put the health and safety of others at risk.

Each Learner will be provided with a work health and safety overview at the commencement of their learning program. This will include instructions for what to do in the event of an emergency.

# Policies and Procedures

## Access and Equity

Creative Vision Training promotes, encourages and values diversity and providing our Learners with a learning environment that fosters success. We strive to meet the needs of our community and of individuals and/or groups who might be otherwise disadvantaged. This includes providing equitable access to learning and development resources and equal opportunity to access training services with flexible delivery and assessment arrangements and LLN support where necessary.

Creative Vision Training prohibits discrimination based on factors including:

|  |  |
| --- | --- |
| * Gender.
 | * Marital Status.
 |
| * Race.
 | * Religious Background.
 |
| * Age.
 | * Sexual Orientation.
 |
| * Ethnicity.
 | * Parental Status.
 |

## Complaints and Appeals

### Learner Complaints

Throughout your learning program, if you have a concern about your course, your trainers, other staff, other Learners or Creative Vision Training policies and procedures, we recommend you speak with someone as soon as the situation arises.

In the first instance we recommend Learners discuss the situation with the people who are directly involved and give them the opportunity to respond. If you then feel that the situation or complaint has not been dealt with, you can contact the Consumer Protection Officer or by emailing Creative Vision Training.

Creative Vision Training will ensure that our complaints process is accessible, transparent, fair and equitable and that any complaint or appeal is treated privately and in a timely manner.

### Assessment Appeals

You have the right to appeal an assessment decision where you feel the assessment process was unfair or that the decision made by the assessor does not accurately reflect your competence.

Any assessment appeal must be lodged within two (2) weeks of being formally notified of the result of the assessment.

Participants are encouraged in the first instance to talk to the assessor who made the assessment decision. Where this is not practical, the participant is to direct their appeal to the Creative Vision Training

Grounds for appeal may include Creative Vision Training’s failure to:

* Provide appropriate advice before and during the assessment.
* Provide reasonable adjustment where necessary.
* Take literacy, numeracy and language requirements into consideration.
* Consider all available evidence and make an assessment decision consistent with the evidence provided.

**Additional Options**

If in the instance of an appeal or complaint not being resolved, there other avenues of complaint. These include:

* The Office Fair Trading for complaints regarding non-training issues such as disputes over refunds or charges.
* The Australian Skills Quality Authority (ASQA) is the national regulator of training and assessment delivery - www.asqa.gov.au.
* The WorkSafe Authority in your state is the point of contact for any Work Health and Safety issue.
* The relevant State Training Authority.

## Consumer Protection

Creative Vision Training provides protection for our consumers as part of our provision of quality training and assessment products and services. The Consumer Protection Policy Procedure advises our prospective and current Learners and customers on their rights and obligations as consumers. Under this policy, we provide:

* Accurate information about our services and fees.
* Information about Learner rights and responsibilities.
* Training and support necessary to allow achievement of competency.
* Quality training and assessment experiences.
* Clear and accessible feedback and a consumer protection system including an identified consumer protection officer.
* A complaints and appeals procedure.
* Procedures for protecting personal information.

## Course Information

Courses will be advertised on Creative Vision Training’s website where course information will be made available to Learners prior to their enrolment.

Once your enrolment has been accepted and the course commences, the trainer/assessor will be provided with a copy of your training and assessment plan which must be used to monitor and record your progress.

## Fees and Charges

### Course Fees

The applicable fee for each course offered by Creative Vision Training is outlined on our website.

Several factors will determine how much Learners will pay for their program. This includes things like:

* The course or program and its duration.
* Study load and mode (full time, part time, face-to-face, online etc.).
* Any credits that may be applied through direct credit transfer, recognition of prior learning.
* Any previous qualifications held.
* Eligibility for subsidies or concessions if applicable.

Irrespective of the availability and receipt of government subsidies by an employer, school, or Learner, it is a requirement of Creative Vision Training that where enrolment fees, administrative charges or other charges are applicable, these must be paid before or at the time of enrolment.

Our fees and charges are reviewed on a yearly basis and are subject to change.

### Fee Protection

Creative Vision Training is aware of its obligation as Registered Training Organisation to protect Learner fees paid in advance. To this effect, it has the following fee protection policy in place:

***Creative Vision Training is required to protect fees paid in advance for nationally recognised training. To meet this regulation,*** Creative Vision Training ***may accept payment of no more than $1,500 from individuals prior to the commencement of their course.***

***Following course commencement***, ***Creative Vision Training may require payment of additional fees in advance from the Learner but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the Learner does not exceed $1,500.***

### Additional Fee Information:

Prior to enrolling in your chosen program, you will be informed of any additional costs for equipment, textbooks or field trips that may be required. This information will also be included on our website.

Learners must have paid the relevant fees in full to receive any credentials. If fees are not paid in full, Creative Vision Training will not issue Certificates or Statements of Attainment and, in certain circumstances, will refer Learners’ debt to a debt collection agency.

In some circumstances (i.e., under certain Awards) an employer or support agency will pay the fee on behalf of the Learners, however, no credentials will be issued to this payer, unless written authorisation is provided by the participant themselves.

No additional fees will be incurred by the Learners if a third party is delivering training and assessment on our behalf (known as a Third-Party Arrangement).

Skills Recognition or Credit Transfer approvals will incur a fee adjustment, that you will be provided upon enrolment.

A processing fee applies if past Learners request a re-issue of a document that has been previously issued. Document re-issue fees apply to:

* Statement(s) of Attainment.
* Certificates and Diplomas.
* Record of Results.

### Payment Options

Payment of course fees can be made to Creative Vision Training via EFTPOS, direct bank deposit or credit card.

### Failure to Make Payment

All fees and charges must be paid by the due date. Failure to pay fees and charges may result in any or all of the following, until the full amount is paid:

1. Suspension from attending or participating in the course.
2. Exclusion from assessment activities.
3. Withholding of qualification and academic record.
4. Termination of the enrolment.

Exclusion from any future enrolments at Creative Vision Training

### Other Fees

**Replacement of Training Materials**

Creative Vision Training will charge a fee to replace any lost training and/or assessment materials that have been previously issued.

**Fees for Recognition of Prior Learning (RPL) or Credit Transfer (CT)**

Fees will be adjusted for RPL or Credit Transfer for any units in the Training Program.

**Re-issue of Transcripts**

An administration fee of **$80** applies if a Learner requires a re-issue of a document that has already provided. Document re-issue fees apply to:

* + Statement(s) of Attainment.
	+ Testamur.
	+ Record of Results.

**Cancellation Fee**

If a Learner withdraws their enrolment prior to the commencement of their course they may be entitled to receive a refund of monies paid, however, Creative Vision Training will retain the non-refundable administration fee of 20% of the total course fee. This fee covers the costs that Creative Vision Training has already incurred in processing the application, enrolment, resources and payments.

If a Learner withdraws from the course after the scheduled start date, no refund is applicable, and they may be required to pay any outstanding balance.

To apply to withdraw, Learners must complete the ***Application for Withdrawal / Deferral Form*** which can be download from the Learner Portal. It is advisable that the Learner first contact front office prior to submitting the form.

## Privacy

Creative Vision Training strongly supports the privacy and confidentiality of our Learners. Information is collected, used and stored in accordance with the Privacy Act 1988 (Cth) and the Trade Practices Act 1974 (Cth) and the National Privacy Principles.

Certain general, non-specific information such as location, sex, age and results may be passed on to other agencies to inform future funding arrangements and/or statistical data gathering requirements. These agencies may include State/Territory Departments of education and training and the National Centre for Vocational Education Research (NCVER).

We will not share personal information to any person or agency without a Learner’s permission, unless required to do so by law. Information is not given to any other agency, organisation or anyone else unless one of the following applies:

1. You have given us permission.
2. You would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies, or agencies.
3. It is required or authorised by law, or
4. It will prevent or lessen a serious and imminent threat to somebody's life or health.

Please refer to the Privacy notice at the back of this handbook.

## Records and Information Management

Creative Vision Training is committed to maintaining and safeguarding the accuracy, integrity, confidentiality, and currency of all records and responding in a timely manner to requests for information or access to records by past or current Learners.

All hard copy records including personnel files and Learner records are stored in a locked secure office area. Electronic records are saved on a password protected computer system and training records are stored in our Learner Management System. We protect records by maintaining up to date virus, firewall and spyware protection software.

## Refunds

Creative Vision Training maintains a fair and equitable refund policy that outlines the concurrences for which we would grant a refund of fees paid. If a Learner withdraws from their learning program, they must discuss this with their trainer to determine if a full or partial refund may be applicable.

The information below outlines some of the circumstances under which a refund may be granted.

|  |  |
| --- | --- |
| **Circumstance** | **Refund Policy** |
| Withdrawing from a training program. | If a Learner withdraws prior to the scheduled start of the training program, a refund will be granted less a non-refundable Administration fee of 20% of the total course fee**.** |
| If a Learner withdraws after the course commences, no refund will be granted, and the Learner may be required to pay any outstanding balance. |
| If a training program is cancelled before commencement.  | A full refund of fees paid will be made. |

## Third-Party Arrangements

If your course includes delivery by a Third-Party Provider, Creative Vision Training will advise you of the arrangement prior to the program commencing.

You will also be advised of:

* + The name and contact details of any third party that will provide training and/or assessment, and related educational and support services to you on our behalf, and

Your rights, including: if Creative Vision Training, or a third-party delivering training and assessment closes or ceases to deliver any part of the training product that you are enrolled in.

# Nationally Accredited Training

## Meeting Standards for Nationally Accredited Qualifications

As a Registered Training Organization (RTO) Creative Vision Training is required to comply with the VET Quality Framework and meet standards that overseen by the National VET Regulator, the Australian Skills Quality Authority (ASQA).

The framework incorporates the Standards for Registered Training Organisations (RTOs) 2015. We must comply with these standards to maintain our registration.

Each year, we conduct an internal audit of our compliance and every few years, ASQA will audit our organisation. We may ask you to participate in these audits and we appreciate your cooperation.

## Entry Requirements

Some of our learning programs may have entry requirements prior to enrolling. When you enrol into one of our programs, the entry requirements are clearly displayed in the course information on our website.

These entry requirements are the minimum qualifications, knowledge, skills, experience and/or attributes that a Learner must hold to be considered for entry into some courses.

Entry requirements may relate to things such as:

* Previous work experience or education.
* Specific levels of language, literacy and numeracy (LLN) skills.
* Access to a relevant workplace where required competencies can be practiced.
* Access to a computer, software and the capacity to access online materials.
* Access to an internet connection with enough capacity to download course materials.
* Access to specific materials such as personal protective equipment (PPE) or other tools of trade.

Courses delivered by Creative Vision Training may expose participants to both physical and psychological challenges and activities. It is the responsibility of the Learner to advise the trainer of any known physical, medical or psychological conditions.

Disclosure of these conditions will not prejudice the Learner’s opportunity to achieve the course outcome but will allow the trainer to cater for any special needs where required.

## Pre-requisites

Some units of competencies and/or qualifications may have specific pre-requisite requirements that must be met prior to a Learner’s enrolment in the training product.

These pre-requisites usually involve the requirement for Learners to hold specific qualifications or units of competency. Evidence that participants meet all course pre-requisites is required before acceptance to a course.

## Enrolment

All potential Learners must complete an enrolment application and meet any required eligibility criteria for subsidised training, prior to being accepted into any of Creative Vision Training programs. The application must be completed, and it is advised to disclose information about any special circumstances and/or training needs that you may have.

Information on the fees and charges relating to your proposed course of study will be provided to you and payment terms and methods will be agreed upon.

Once all enrolment documentation has been received, and the relevant fees paid, you will be enrolled into the program and a trainer and assessor will be assigned to support you through your learning.

## Unique Learner Identifier (USI)

A USI is required by all Australians undertaking nationally recognised training. It allows Learners to link to a secure online record of their qualifications gained from 1 January 2015, regardless of the provider.

Creative Vision Training cannot issue Certificates or Statements of Attainment without a verified USI. Therefore, it is mandatory that all Learners supply their USI upon enrolment. You can apply for your USI at https://www.usi.gov.au/Learners/create-usi.

If you are unable to create your own USI or require further assistance, contact Creative Vision Training or the Office of the Learner Identifiers Register (USI Office) www.usi.gov.au/contact-us.

## Skills Recognition and Credit Transfer

Creative Vision Training offers assessment only pathways that promote Recognition of Prior Learning (RPL) and consider competencies currently held, regardless of how, when or where the learning occurred. Any applications for RPL or Credit Transfer should be made at enrolment and evidence must be supplied.

### Recognition of Prior Learning (RPL)

RPL is an assessment process where the existing skills, knowledge and experiences of the applicant can be recognised towards the achievement of a unit of competency or qualification. These skills may have been obtained through training programs, work experience, voluntary work, schoolwork, life or sporting experience.

Candidates who believe they may be eligible for this assessment pathway must apply for RPL on one or more Units of Competency in their program. Successful applications for RPL will see that this process can save you time in achieving a qualification as you do not have to repeat learning for skills and knowledge you already have.

To apply for RPL, you are required to submit an ***Application for Recognition of Prior Learning Form***, where further details regarding RPL will be provided.

To obtain the required application form, contact Creative Vision Training.

### Credit Transfer (CT)

Creative Vision Training recognizes all nationally recognized qualifications issued by AQF providers. Credit transfer and advanced standing may be applied to equivalent Units of Competency and related qualifications that you have already been awarded.

Credit transfer can only be awarded for whole units of competence that meet the packaging rules of the Qualification you are enrolled in. Partial credit will not be considered, and you will be advised to seek recognition.

To ensure that we assess RPL and CT applications in a consistent and fair manner evidence must be provided.

## Course Information

Once your enrolment has been accepted and your course commences, you will be provided with the relevant training plan and training materials to support your learning. You will need to supply your own stationery materials.

You will be emailed a ***Letter of Acceptance*** which may include information on your classroom sessions and log-in details so you can access the Learner portal. Where your course requires workplace visits or practical placement, your trainer will advise you of the details.

### Duration

The duration of your program depends on several factors, including your commitment to your learning and to submitting assessments regularly and on time. Your study load (i.e., full- or part-time) and how many units (if any) are eligible for credit transfer and/or recognition of previous experience and qualifications can also contribute to the length of your program.

Further, the level and complexity of the qualification you are studying will impact on course duration. The AQF summarises the criteria of different qualification levels and gives an indication of the complexity, depth of achievement, knowledge, skills and levels of autonomy required to achieve a qualification at that level.

## Competency-Based Assessment

All the nationally recognised training delivered by Creative Vision Training is done so in line with the principles of competency-based assessment (CBA). CBA is an approach that focuses on your ability to do something and is used to develop tangible skills and is typically based on a standard of performance expected in the workplace and industry.

***Competency-based assessment*** is conducted to determine if you can demonstrate the essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether you have the required skills and knowledge to perform effectively in the workplace. A unit of competency consists of:

* ***Elements*** – Describe the essential outcomes of the unit by breaking down the unit into actions or outcomes.
* ***Performance Criteria*** - Break down the element into tasks, roles and skills, and applied knowledge that reflect the required standard of performance in the workplace.
* ***Foundation Skills*** - Describes language, literacy, numeracy and employment skills that are essential to performance in the workplace.
* ***Performance Evidence*** - Specifies process and evidence, as well as the frequency or volume of evidence, that the assessor needs to collect to determine a Learner’s competency.
* ***Knowledge Evidence*** - Specifies the knowledge a Learner must have to perform the work tasks described in the unit of competency.
* ***Assessment Conditions*** - Mandatory conditions, methods, contexts and resources required for assessment.

This means assessment is conducted to see whether you have the required skills and knowledge to perform effectively in the workplace.

As a Learner, if your performance in the assessment does not demonstrate the requirements, competency-based assessment will see you marked as ‘Not Yet Competent’, and more training will be provided to you to get you to the point of being ‘Competent’. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate that you can perform to the required standard and be classed as ‘Competent’ include:

* Being observed as you work/perform the tasks and activities.
* Responses to verbal questioning.
* Written responses to theory questions.
* Responding to a role play or case study.
* Conducting a project.
* Submitting a written report.
* Compiling a portfolio of work samples.
* A combination of the above.

All Creative Vision Training trainers/assessors meet the requirements detailed by the Standards for RTOs 2015, in that, training and assessment is delivered by persons who have:

1. Vocational competencies at least to the level being delivered and assessed.
2. Current industry skills directly relevant to the training and assessment being provided.
3. Current knowledge and skills in vocational training and learning that informs their training and assessment.

Industry experts may also be involved in the assessment judgement, working alongside the trainer and assessor to conduct the assessment.

### Flexible Learning and Assessment

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

### Your Training and Assessment Plan

We give all Learners enrolled in a qualification a Training and Assessment Plan which outlines how and when training will take place. This is signed by all parties involved and given to you at the start of your training.

### Submitting Assessments

As a Creative Vision Training Learner, you are expected to complete and submit your assessments by the due dates outlined in your training plan. Full and detailed instructions on the requirements for each assessment will be provided, including its context and purpose. You will receive feedback regarding the outcome of each assessment item and an assessment judgement of Competent or Not Yet Competent will be recorded based on the evidence you submitted.

## *Plagiarism*

Plagiarism is taking someone else’s work and using it as your own. The Creative Vision Training considered it to be a form of cheating, and we take it very seriously. The following are examples that constitute plagiarism:

* Copying and using sections of text without acknowledging the source.
* Cutting and pasting sections of other people’s work without recording a reference
* Presenting group work as your own.
* Using information (pictures, text, designs, ideas etc.) without citing original author(s).
* Unintentionally failing to cite where information has come from.

You will be required to sign a declaration that all work that you submit is your own.

### Referencing

You must provide references in your work that identifies where your information has come from (i.e., who wrote it, when it was written and the name of the text or a link to the website).

### Resubmissions

If one of your assessment submissions was deemed ‘Not Yet Competent’, it will be returned to you and you will be given an opportunity to review, redo and re-submit your work. This may mean submitting additional evidence or demonstrating a task again.

If, after two (2) resubmissions the assessor has confirmed a ‘Not Yet Competent’ outcome, you will need to meet with your trainer and discuss further options. These options may include, but are not limited to:

* Reasonable adjustment if required.
* Re-enrolling in and re-do the entire unit. Fees will also apply.

### Assessment Feedback

You will receive valuable feedback regarding the outcome of each of your assessment items, from your assessor. Your assessor may provide this feedback to you verbally, when required, and in writing using an ***Assessment Outcome Report Form***.

Your feedback will provide you with:

* Clear and constructive feedback on the assessment decision.
* Information on ways of overcoming any identified gaps in competency revealed by the assessment.
* The opportunity to discuss the assessment process and outcome, and
* Information on reassessment and the appeals process if applicable.

If you have any additional questions about your submission, you can speak with your assessor.

Feedback is provided to you within two (2) weeks of their submission and/or final submission date. Practical feedback may be provided immediately after the completion of assessment.

## Reasonable Adjustment

Not all Learners are able to demonstrate skill competency in the same way, therefore, it may be necessary to adjust the assessment tasks for individual Learners. Reasonable adjustment is the process of adjusting or changing the assessment to meet the needs, characteristics and any equity requirements of the candidate being assessed. This must be applied within the framework of the unit and the impact on the organisation.

Reasonable adjustment to learning methodologies and assessment may need to be applied when a Learner has any of the following issues:

* Physical disabilities.
* Limited language, literacy and/or numeracy skills.
* Limited communication skills.
* Limited learning strategies.

Reasonable adjustment ensures:

* Adjustable learning strategies that aim to meet the learning needs of each Learner.
* Appropriate learning materials for the individual needs of each Learner.
* Flexible learning activities with appropriate study materials.
* Adaptable assessment procedures that enable individual Learners to demonstrate the knowledge, skills or competencies.

Learners who believe they may require reasonable adjustment during their learning are encouraged to speak with the Creative Vision Training enrolment team during the enrolment process so that we can pass this information onto your trainer/assessor and include these adjustments in the training and assessment strategy.

The types of adjustments that are made must be within our capacity to provide them and include:

* Oral response to questions rather than written.
* Allowing extra time for assessment.
* Using a support person.
* Enlarging reading material.
* Braille translations.
* Use of technology such as voice activated software screen reading, voice synthesisers.
* Use of ramps, height adjustment desks.

## Withdrawing or Deferring Enrolment

### Withdrawing from Training

For whatever reason, you may need to withdraw from your learning program. If you wish to withdraw prior to your course commencing, you must:

* Discuss the reasons with your trainer or other staff.

Advise us in writing at least ten (10) working days prior to course commencement using the ***Withdrawal from Training Form.***

You may be entitled to receive a refund of monies paid; however, Creative Vision Training will retain the non-refundable administration fee. This fee covers the costs that has already been incurred in processing the course application, enrolment, resources and payments.

If you withdraw from the course after the scheduled start date, no refund is applicable, and you may be required to pay any outstanding balance. Contact us for more information.

### Deferring Studies

You can request a deferral at any time. If you decide to defer, you can do so for a maximum of 12 months. If, after this time, you are not ready to recommence your studies, you will not be entitled to continue with the course and no financial credits will be applicable.

Learners who wish to request deferral must advise us in writing. You will not incur additional fees, and you will remain responsible for all debts and other charges related to the course.

## Cancelled Courses

If Creative Vision Training cancels a course for any reason, all Learners enrolled at the time of the cancellation announcement will have their fees fully refunded.

Learners who have already been assessed as competent for progressing through the units in the course will be issued a Statement of Attainment for these units and the cost of issuing the statement(s) will be deducted from the refund total.

## Issuing Certificates

Upon your successful completion of all coursework and assessment tasks, and provided all fees are paid, Creative Vision Training will issue a Testamur and Transcript, or a Statement of Attainment to you within thirty (30) calendar days.

Referring agencies or Third Parties will under no circumstance be issued copies of Learner credentials, regardless of who pays the necessary course fees. You can give us permission to issue referring agencies or third parties with copies of your competency report.

Replacement credentials can be re-issued. Fees apply.

## Continuous Improvement and Course Feedback

Creative Vision Training is committed to providing high quality training and assessment services that are relevant to Learners, employers and industry and demonstrates this through systematically monitoring, evaluating and improving our practices through a quality improvement plan and continuous improvement actions.

We regularly evaluate our courses to ensure that we continue to deliver quality programs that meet our Learner’s needs. Creative Vision Training may use the following processes, tools and instruments to gather this feedback, but may not be limited to:

* Email communications.
* Training Evaluation form.
* Assessment Evaluation form.
* Client Feedback Form.
* Satisfaction surveys (online).
* Learner Questionnaire (Quality indictor).
* Employer Questionnaire (Quality indictor).
* Complaints forms.
* Appeals Forms.

**We wish you all the best and look forward to supporting your learning journey!**

# Privacy Notice

**Why we collect your personal information**

As a registered training organisation (RTO), Creative Vision Training collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide us with your personal information, you will not be enrolled as a Creative Vision Training Learner.

**How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

**How we disclose your personal information**

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

**How the NCVER and other bodies handle your personal information**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

* Administration of VET, including program administration, regulation, monitoring and evaluation.
* Facilitation of statistics and research relating to education, including surveys and data linkage.
* Understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER’s behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER’s Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

State training authorities may use your personal information for statistical, regulatory and research purposes. For more information about how the State training authorities will handle your personal information, please refer to the relevant State’s training authority website or request information from Creative Vision Training using the details below.

**Surveys**

You may receive a Learner survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

**Contact information**

At any time, you may contact Creative Vision Training to:

* Request access to your personal information.
* Correct your personal information.
* Make a complaint about how your personal information has been handled.
* Ask a question about this Privacy Notice.

***RTO Details:***

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| --- | --- |
| RTO Code: | 46013 |
| Phone: | 0432 805 882 |
| Email: | admin@creativevisiontraining.edu.au |