



trainwest
training your future

TRAINWEST STUDENT HANDBOOK

Handbook Disclaimer

This handbook has been prepared as a resource to assist students in understanding their obligations and those of Trainwest. Please carefully read through the information contained in this guide. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this handbook.

This handbook contains information that is correct at the time of printing. Changes to legislation and/or Trainwest policy may impact the currency of the information included. Trainwest reserves the right to vary and update information without notice. Students are advised to seek any changed information and/or updates from their trainer or by contacting Trainwest.

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WELCOME

Thank you for choosing Trainwest. This information handbook has been compiled for your Vocational Education and Training (VET) course. You are required to read and understand the content before you commence your course.

We strive to provide you with a first-class experience based on up-to-date practices and skills used in the workplace and across industry. We pride ourselves on the quality of service we provide and aim to continuously improve the level of service we offer in all areas.

Many factors contribute to the Trainwest difference, including:

- Highly regarded and enthusiastic trainers and assessors
- Experienced and friendly employees
- A positive and motivating learning experience
- Flexible training options
- In-house training options are our specialty
- Superior facilities and resources.

Once again, welcome, and we look forward to the start of your learning journey with Trainwest!

About Us

At Trainwest, we aim to deliver a first-class learning experience that equips you with the skills and knowledge needed for success in today's competitive workplace. We believe that education should be practical, relevant, and aligned with industry standards, so every course we offer reflects the latest practices and technologies used across various sectors.

As a Registered Training Organisation (RTO), (**Provider 51807**), we are committed to providing nationally recognised training that meets Australia's rigorous Vocational Education and Training (VET) standards. This means you can be confident that your training at Trainwest is high quality and recognised across the country.

Our scope of registration enables us to offer a range of courses designed to meet career pathways and industry needs. You can view our scope of registration online at training.gov.au.

We take pride in the quality of our services and are always looking for ways to enhance your learning experience. Whether upskilling, starting a new career, or expanding your knowledge, Trainwest supports your journey to success.

Our Mission

To **engage, motivate and inspire** our learners providing a **high quality** training and assessment service to **individuals** and across **industry**.

Our Difference

We make our training courses attainable:

- With flexible training options, including clustered delivery, courses can be spread over several weeks or months, making it suitable for busy lives and FIFO workers.
- Our centrally located training centre provides convenient access to public transport.
- We offer payment plans for courses costing \$1,500 or more.

We offer a personal training touch, not just an online facility:

- All students are treated as individuals, not just as another number.
- We offer a personal experience from initial enquiry to receipt of the qualification.
- We have highly regarded and enthusiastic Trainers and Assessors employed full-time, not casual contractors who come and go.
- Our employees are genuinely interested in supporting students when help is needed, offering support beyond the course.
- Our friendly Student Services Team promptly answers student calls and responds to emails.
- We consistently receive a 4.5 out of 5 rating from our students.

Our training courses are focused on getting you qualified and upskilled in the real world:

- Our training courses focus on practical application rather than theory.
- Our Trainers and Assessors will share with you their real-world experiences.
- We believe in maximising what you can immediately transfer back to the job. Otherwise, it is not worth taking you off the job for training.
- Our courses are regularly revised with input from past students, other trainers and research to ensure the content is relevant, reliable, current, and fresh.
- We hold your interest through the effective use of instruction, discussion, interactive, experiential learning activities, case studies, audio-visuals, role plays, assessment activities, planning tools, and more.

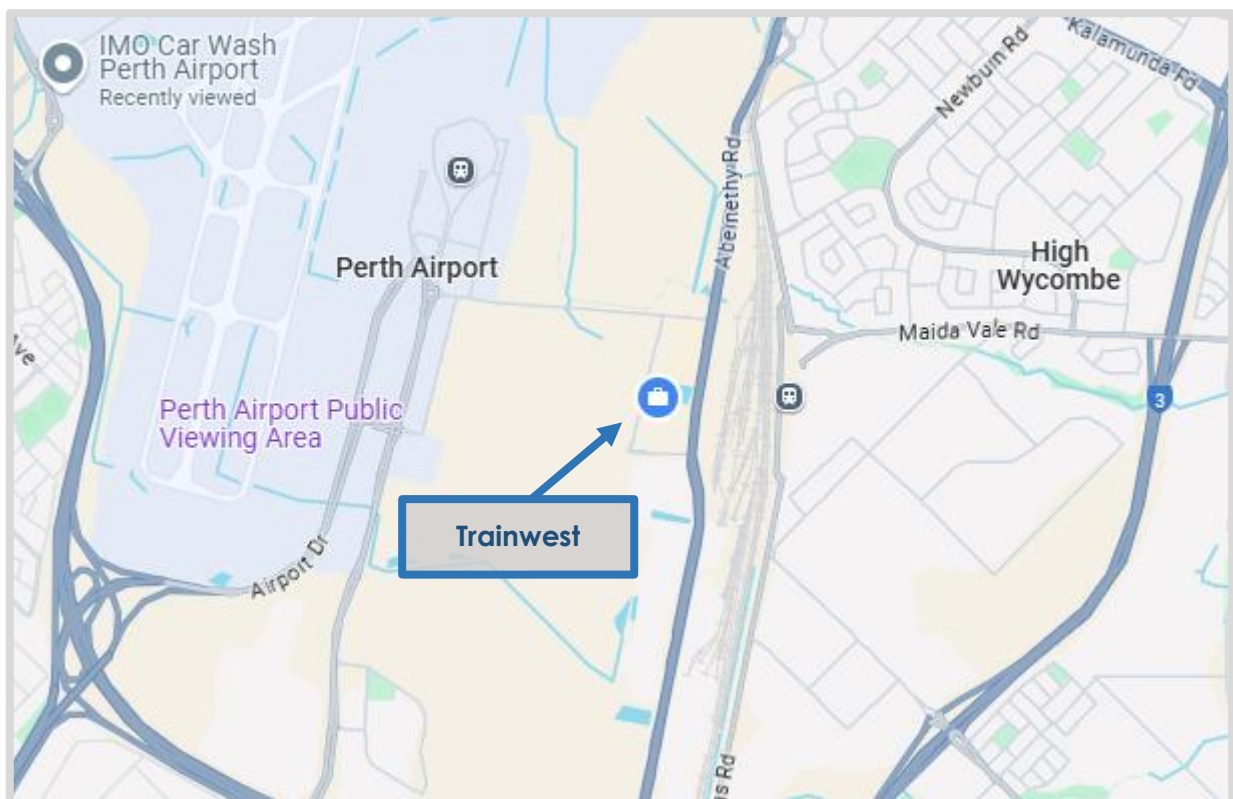
Contact Us

Please contact us with any queries regarding your experience with Trainwest.

Address	Level 1, 23 Abbott Road, Perth Airport, WA, 6105
Phone	1300 938 411
Email	admin@trainwest.com.au
Website	www.trainwest.com.au

Locations

Head Office and Training Centre



GOVERNANCE AND LEGISLATION

As a Registered Training Organisation (RTO), Trainwest is authorised by the **Australian Skills Quality Authority (ASQA)**, the National Regulator, to deliver nationally recognised training in the Vocational Education and Training (VET) sector.

RTOs issue qualifications and statements of attainment that are nationally recognised in Australia.

Legislative Requirements

Trainwest adheres to legislation designed to uphold the integrity of nationally recognised training, including:

- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations (RTOs) 2015*
- *Financial Viability Risk Assessment Requirements 2021*
- *Data Provision Requirements 2020*
- *Student Identifiers Act 2014*
- *Student Identifiers Regulation 2014*
- *Disability Standards for Education 2005*
- *Australian Qualifications Framework.*

Trainwest abides by other legal requirements at a **State and Commonwealth** level, including:

- *Age Discrimination Act 2004*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Privacy Act 1988*
- *Competition and Consumer Act 2010*
- *Fair Work Act 2009*
- *Work Health and Safety Act 2020.*

Student Policies

The following policies underpin Trainwest's operations:

- *Access and Equity Policy*
- *Complaints and Appeals Policy*
- *Fees and Refunds Policy*
- *Privacy Policy*
- *Support Services Policy*
- *Work Health and Safety Policy.*

Visit our **website** or contact our Student Services Team for more information.

ROLES AND RESPONSIBILITIES

The following responsibilities apply to Trainwest employees and our students.

Trainwest Responsibilities

Trainwest will:

- Provide you with clear information about your course prior to enrolment
- Assist you to determine the most appropriate course to meet your needs
- Provide you with information about fees and refunds as per our **Fees and Refunds Policy**
- Provide you with clear confirmation information after enrolment, including venue, catering, and parking information
- Only employ qualified Trainers and Assessors who are subject matter experts with the appropriate vocational experience
- Provide you with support, which may include making reasonable adjustments where possible to accommodate your needs
- Provide you with quality resources to support your learning
- Provide you with post-course support, including free workshops, telephone and email assistance, and face-to-face mentoring (fees may apply)
- Assess your submitted assignments within 30 days of submission
- Provide you with written and/or verbal feedback on your assessments
- Provide you access to our **Complaints and Appeals Policy**
- Issue you with a qualification or statement of attainment certificate within 30 days of competency being achieved
- Provide you with access to your student records if requested.

Student Responsibilities

You will:

- Carefully read all pre-course information provided to you as it contains important information about your chosen course and venue, including start and finishing times, parking, and catering arrangements.
- Advise our Student Services Team before attending your course of any factors that may affect your ability to successfully undertake the course, such as physical or other limitations, literacy, language, numeracy difficulties, and digital skills needs. This will help us advise you about the suitability of the course and consult with you about adjustments that could be made to improve your learning experience.
- Provide correct personal details requested at enrolment, including your **Unique Student Identifier (USI)**.
- Pay all course fees as per your invoice and the information in this handbook.
- Attend your course during the required hours and participate actively and enthusiastically in all training activities.
- Behave courteously and respectfully towards your Trainer, Assessor, other Trainwest staff and students.
- Not attend face-to-face training if you are unwell.
- Advise our Student Services Team if you are unable to attend a course as soon as practicable
- Wear suitable attire for all classes to maintain a comfortable and professional learning environment, including personal protective equipment (PPE) when required. Activewear and thongs are not considered suitable.
- Take responsibility for your learning.
- Discuss any concerns with our Student Services Team, your Trainer, and/or Assessor.
- Seek support in completing your assessments as appropriate.
- Comply with the **Code of Conduct** at all times.

ENROLMENT PROCESS

You are provided with all clear and accurate information prior to enrolment, which may include, but not limited to:

- Course content and structure
- Duration and delivery modes
- Entry requirements and prerequisites
- Assessment methods and requirements
- Resource requirements
- Pathways and career outcomes
- Policies on refunds, withdrawals, and transfers
- Fees and payment options
- Credit transfer (CT) processes
- Recognition of prior learning (RPL) processes
- Support services
- Student rights and responsibilities.

Enrolments can be initiated by:

- Contacting our Student Services Team on 1300 938 411 or admin@trainwest.com.au
- Enrolling online through our [website](#)
- Visiting our head office at Level 1, 23 Abbott Road, Perth Airport, WA 6105.

Enrolment applications are assessed to ensure you meet any entry requirements and pre-requisites, including language, literacy, numeracy, and digital (LLND) skills specific to your course.

Access and Equity

Trainwest works as per our [Access and Equity Policy](#) to meet the needs of the community, individuals and/or groups who might be otherwise disadvantaged. This includes providing fair allocation of resources and equal opportunity to access training services.

Trainwest prohibits discrimination based on factors including, but not limited to:

- Gender
- Age
- Marital status
- Sexual orientation
- Race
- Ethnicity
- Religious background
- Parental status.

Trainwest ensures all students have the right resources available to allow the successful completion of their course. All Trainwest staff are responsible for upholding our commitment to access and equity principles.

Entry Requirements

Enrolment into a Trainwest course may be subject to meeting certain pre-requisites and entry requirements. Specific details of these requirements are outlined in the course information provided to you prior to enrolment.

Entry requirements may relate to things such as:

- Previous workplace experience
- Completion of another qualification that is specified as a pre-requisite for a course
- Levels of language, literacy and numeracy (LLN) skills appropriate for successful completion of the course and for effective performance in the workplace
- Digital skills required for specific courses
- Access to a relevant workplace and job role where the required competencies can be learned and practised
- Access to a computer that has appropriate software and capacity to access learning and assessment materials
- Access to an internet connection with sufficient capacity to download course materials (e.g. broadband connection)
- Access to course-specific materials such as personal protective equipment (PPE) or other tools of trade.

Unique Student Identifier (USI)

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure online record of all AQF certificates gained regardless of the provider.

Trainwest cannot issue an AQF Qualification or Statement of Attainment certificate without a USI. Therefore, it is mandatory that you supply your USI upon enrolment.

If you do not have a USI, please create one at usi.gov.au/students/create-your-usi.

FEES AND REFUNDS

Trainwest provides you with current and accurate information on all course and other fees prior to enrolment as outlined in our [Fees and Refunds Policy](#).

Fees and Information

You receive written information on all fees, costs and refunds through our [website](#), marketing materials and enquiry emails. including:

- All fees payable and costs involved with the course
- How and when fees must be paid
- How to request a refund
- The conditions under which a refund will be provided
- The student's rights as a consumer.

Course fees

Course fees depend on the type of course and method of study and may include:

- Tuition
- Administration
- Resources.

Other fees

Other training and assessment fees may include:

- RPL application
- Resource replacement
- Personal coaching
- Enrolment extension
- Certificate replacement
- Course withdrawal
- Course cancellation.

Government-funded fees

The relevant program will determine government-funded fees and may include:

- Enrolment fees
- Applicable subsidies
- Eligibility for fee exemption.

Concession fees

Students of Aboriginal or Torres Strait Islander origin and/or holders of concession cards, like Health Care Card, Pensioner Concession Card or Veteran Affairs Pensioner Concession Card, may be eligible for a reduction on government-funded courses.

If you do not have a concession card, contact [Human Services \(Centrelink\)](#) to determine your eligibility.

Payment Terms and Conditions

Payment terms and conditions are provided to you prior to enrolment. You will be issued a tax invoice upon enrolment and a tax receipt when payment is received.

Payment options

You can pay your fees through the following payment options:

- Pay the full amount of fees and costs prior to commencement
- Pay the deposit prior to commencement and the remaining fees in instalments as per the agreed payment plan
- Submit evidence of third-party payment arrangements for all fees and costs prior to commencement (e.g. employer, school).

Payment methods

You can pay your fees by cheque, bank transfer, credit card, or cash.

Payment plans

Trainwest offers our students payment plan options for courses costing \$1,500 or more.

Payment plans are provided through **EzyPay** as per the terms and conditions outlined in our **Fees and Refunds Policy**.

Payment responsibility

If payments are not made according to the agreed terms and conditions of enrolment, Trainwest will hold certificates until payment is made in full.

Failure to meet payment obligations may result in the outstanding debt being handed over to a registered debt collector. Any fees associated with this service will be added to the total outstanding amount for recovery.

In the event your course is invoiced to your employer or third-party, and that organisation ceases to operate or refuses to make payment, the course fee becomes your responsibility.

Fee waivers

If you are enrolled in a government-funded course and are experiencing financial difficulty, you may be eligible for fees to be waived.

Please contact Trainwest as early as possible to discuss your options.

Refund Terms and Conditions

You may request a refund for prepaid fees.

Refund arrangements

Refunds for scheduled courses are provided as per the following arrangements:

Notification Period	Refund	Fee
Student Withdrawal		
Five (5) or more business days prior to course commencement	100%	\$0
Less than five (5) business days prior to course commencement	100%	\$100
On the date of course commencement	50%	\$0
Student Transfer*		
Five (5) or more business days prior to course commencement	NA	\$0
Less than five (5) business days prior to course commencement	NA	\$100
On the date of course commencement	NA	\$100
Student Deferral		
Complimentary	NA	\$0
RTO Cancellation		
Prior to course commencement	100% of prepaid fees	\$0
After course commencement	100% of unused prepaid fees	\$0

* Students transferring into another course or method of study must pay the balance of the course fees.

Refund requests

Contact our Students Services Team to request a refund and submit our Client Refund Form.

No refund will be payable if a student breaches Trainwest policies and procedures.

Extenuating circumstances

Trainwest exercises discretion if you are experiencing extenuating or significant personal circumstances that led to your withdrawal or transfer. In these circumstances, you may be offered a full refund which will be assessed on a case-by-case basis.

Extenuating circumstances may include:

- Illness
- Employment restrictions
- Family or personal matters
- Other extraordinary reasons.

Prepaid Fee Protection

Trainwest protects prepaid fees collected from students through our established banking guarantee with the Commonwealth Bank.

If we are unable to deliver training and assessment services, you will be reimbursed for all prepaid fees.

In the event we are unable to continue to offer a course, or cease to operate as an RTO, we will:

- Support students to continue their course at another RTO where possible
- Support students to transfer to another Trainwest course
- Refund students any unused portion of prepaid fees
- Issue a Statement of Attainment for completed unit(s)
- Return student work where a grade has not been finalised.

SUPPORT SERVICES

At Trainwest, we provide all students with the support they need to succeed throughout their learning journey. Whether you are facing academic challenges or personal concerns, our range of student support services is here to assist you.

We aim to create a positive, inclusive, supportive environment where every student can thrive.

We are committed to the welfare of our students and acknowledge some, at times, may require support.

If you need help, please don't hesitate to contact our Student Services Team, who will ensure you receive the assistance you need.

Academic Support

We understand that every student learns differently; sometimes, you may need additional help with your course. Our academic support services include:

- **Learning resources:** Access additional materials, including study guides and online tutorials.
- **Assessment feedback:** Receive detailed feedback on your assessments to help you improve in future tasks.
- **Homework workshops:** Attend free post-course workshops to work on assessments with support from a Trainwest Trainer and Assessor.
- **One-on-one coaching:** Get help and access one-on-one support with the first 30 minutes free.
- **Course extensions:** Request an **extension** if you are impacted by unforeseen circumstances that prevent you from completing your course within the specified duration.

Disability and Accessibility Support

We are committed to creating an inclusive learning environment. If you have a disability or specific learning needs, our tailored support services include:

- **Accessible learning materials:** Adjustments to ensure all materials are accessible.
- **Reasonable adjustments:** Changes to the way training and assessments are delivered to suit your individual needs.
- **Assistive technology:** Access to tools and technology to assist learning.

Other Support

If you are experiencing difficulties and require counselling or personal support, there are several professional organisations well equipped to offer services to help, including, but not limited to:

- **Lifeline:** 13 11 14 or www.lifeline.org.au
- **Beyond Blue:** 1300 22 4636 or www.beyondblue.org.au
- **Salvation Army:** 13 SALVOS (13 72 58) or www.salvos.org.au
- **Foodbank:** 9258 9277 or www.foodbank.org.au.

COURSE DELIVERY

Trainwest delivers courses by appropriately qualified and experienced Trainers and Assessors using various methods. We offer training sessions via:

- Face-to-face training
- In-house delivery
- eLearning
- Self-paced study
- Video conferencing
- A combination of the above.

Competency-Based Training

Competency-based Training (CBT) is an approach to teaching that allows students to demonstrate their ability to do something. Used in the Vocational Education and Training (VET) sector, CBT develops concrete skills and is typically based on a standard of performance expected in the workplace and industry.

Training and Assessment Strategies

Our training and assessment strategies and practices 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 while maintaining the integrity of the training product. .

Trainers and Assessors

Trainwest Trainers and Assessors are appropriately qualified and have extensive, relevant industry experience to train and assess our courses.

On occasion, a subject specialist may conduct an assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course where this may be the case.

Training Resources

At the commencement of your course, you will be given access to training materials in hard copy and/or digital format. Textbooks may be provided.

You need to supply your own laptop, stationery materials, and any other equipment specific to your course.

myTrainwest

CanvasLMS is our web-based learning management system that provides easy access to your learning resources and project templates at any time.

You can manage your course materials, track progress, and submit assessments online.

Credit Transfers

Trainwest accepts and provides credit if you have equivalent units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by either:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation
- Authenticated VET transcripts issued by the Registrar.

To apply for a credit transfer, you need to supply a certified copy of your documentation (certificates and/or statements), or your USI transcript.

We will contact the issuing RTO to verify the authenticity of the certificate prior to awarding the credit transfer. If the issuing RTO's registration is not current, we will review the scope history for delivery and assessment of the qualification on the National Register of VET to inform credit transfer application.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that involves judging an individual's skills and knowledge based on past study and/or experience.

RPL aims to recognise your existing competencies without having to go through the complete processes of training and assessment. You will still need to provide evidence though, upon which your assessor can base their judgement.

You may be eligible to apply for RPL for one or more units of competency in your course.

To apply for RPL, your evidence must be:

- **Authentic:** Be your own work
- **Sufficient:** Demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
- **Current:** Demonstrate up-to-date knowledge and skills, i.e. from the present or the very recent past
- **Valid:** Relevant to what is being assessed.

Course Duration

How long your course takes will depend on several factors, including your own efforts and commitment to attending training, submitting assessments on time, your study load, and whether you have any units eligible for credit transfer or recognition of prior learning.

Further, the level of the qualification being undertaken will also impact your course duration. The **Australian Qualifications Framework (AQF)** summarises the criteria of different qualification levels. It indicates the complexity, depth of achievement, knowledge, skills and levels of autonomy required to achieve a qualification at that level. The AQF expresses the time expected to gain a qualification as equivalent to full-time years.

Extensions

Trainwest recognises that you may be impacted by unforeseen circumstances that prevent you from completing all your course requirements as per the specified duration.

Extension terms

Extensions are provided as per the following terms:

- You are granted up to a 12-month enrolment period, subject to transition arrangements
- You may request up to two 3-month extensions
- The first approved three-month extension is complimentary
- The second approved three-month extension incurs a fee as per our [Fees and Refunds Policy](#).

Application process

You should submit an Extension Request Form as soon as the need is identified, but in all cases before the course end date. You can request an Extension Request Form from your Trainer/Assessor or our Student Services Team.

You may be required to submit supporting documentation depending on the reason for the extension, as per the following guidelines:

Supporting Documentation Guidelines	
Application reason	Supporting documentation examples
Accident	<ul style="list-style-type: none">• Officially signed statutory declaration• Police report• Fire officer report
Bereavement	<ul style="list-style-type: none">• Bereavement notice or officially signed statutory declaration
Medical/illness/disability	<ul style="list-style-type: none">• Medical certificate (issued in-person or online)• Letter of support for student disability and accessibility
Other compassionate circumstances	<ul style="list-style-type: none">• Officially signed statutory declaration
Personal safety issues	<ul style="list-style-type: none">• Police report• Officially signed statutory declaration
Sporting or cultural commitment	<ul style="list-style-type: none">• Letter from a sporting body• Letter from a religious leader or church group
Technical difficulties	<ul style="list-style-type: none">• Proof of help request• Officially signed statutory declaration
Work commitments	<ul style="list-style-type: none">• Letter from employer on company letterhead

We will process your extension application, including:

- Review your application on its merits
- Request supporting documentation if required
- Notify you of the decision via email, including an Invoice for second extensions
- Provide you with information on available support services.

ASSESSMENT REQUIREMENTS

Assessment is the process of collecting evidence and making judgements on whether competency has been achieved. It confirms that an individual can perform to the standard required in the workplace, as specified in a VET course.

Competency-Based Assessment

Unlike the traditional school system, which grades assessments on a scale from A to Fail, an assessment of Competency-Based Training (CBT) determines whether you have the required skills and knowledge... or not yet.

Assessment is specifically conducted to determine whether a student can deliver essential outcomes related to the performance criteria within each unit of competency. This means it is conducted to determine whether a student has the required skills and knowledge to perform effectively in the workplace.

If your performance in the assessment does not demonstrate the requirements, rather than fail, Competency-Based Assessment (CBA) means you are marked as 'Not Yet Competent' and more training is required to get 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' may include, but are not limited to:

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

Assessment Submissions

Assessments must be submitted within 12 months of your first attendance. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose. Please talk to your Assessor to clarify anything unclear.

It is your responsibility to ensure each assessment item is:

- Submitted by the due date (if applicable) unless an extension has been granted
- Submitted to the Assessor using the nominated submission method
- Fully completed, legible and understandable
- Referenced to relevant sources if required.

Re-submissions

If you receive feedback that your submission is 'Not Yet Competent', you will need to provide more evidence to support your claim for competency. This may mean re-doing theory questions, putting extra or more relevant information into your portfolio, or demonstrating a task again.

We do not charge a re-submission fee for assessments within the specified training period.

Assessment Feedback

You will receive feedback regarding the outcome of your assessment tasks within 30 days of submission.

If you are 'Not-Yet Satisfactory', you will be provided with information on areas of improvement.

You must 'Satisfactorily' complete all assessment tasks and unit requirements to be deemed 'Competent' in a unit of competency.

Help and Support

Please speak with your Assessor for help understanding how to complete your assessments. They are happy to support you and can be contacted on 1300 938 411 or email admin@trainwest.com.au.

CODE OF CONDUCT

Just as Trainwest is responsible for meeting student expectations and legislative requirements, students also have obligations they are expected to meet.

You are expected to participate with commitment in your studies, regularly submit assessments, and behave in a manner that does not contravene workplace health and safety or the principle of respect for others.

Student Misconduct

Trainwest views student misconduct seriously. We expect that you behave in an honest, respectful manner that is appropriate for a learning environment and will uphold the integrity of Trainwest.

Examples of student misconduct include, but are not limited to:

- Cheating or lying about marks or assessments
- Impairing others' freedom to pursue their study
- Conduct that brings Trainwest into disrepute or slander of Trainwest, other course students or staff
- Plagiarising material
- Failure to comply with reasonable instruction or supervision
- Any conduct that places others at risk
- Assault to any member of our staff or students, including verbal, physical or threatening comments or gestures
- Discrimination, harassment (of any sort), disorderly conduct, disruptive, abusive or anti-social behaviour
- Destruction or damage to our property or premises used by Trainwest
- Stealing any property or equipment belonging to a student or Trainwest
- Persistent lateness or unacceptable disruption in the classroom
- The use of profanities, crass or obscene language, drunkenness or influence by illegal substances
- Behaviour that breaches the *Privacy Act 1988*.

Consequences of student misconduct vary and may include expulsion from the course.

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

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

Students found guilty of misconduct have a right to appeal by following our [Complaints and Appeals](#) process.

Attendance and Participation

Regular attendance and active participation are key to your success. You are required to attend all scheduled classes for your course, and absenteeism may delay course completion.

Please ensure that you:

- Attend all scheduled classes and workshops
- Engage in group activities and discussions
- Notify Trainwest if you cannot attend due to illness or other reasons.

Plagiarism and Cheating

Plagiarism is presenting someone else's work, ideas, or intellectual property as your own without proper acknowledgment. Cheating refers to any attempt to gain an unfair advantage in assessments or exams by dishonest means.

You must submit your own work. Attempting to pass off another person's work, ideas, or content generated by AI tools, such as ChatGPT, as your own is not permissible.

Engaging in plagiarism or improper use of AI tools will result in penalties, including exclusion from units or cancellation of enrolment.

To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging the source of the information
- Combining multiple 'cut and paste' sections without properly referencing them to form an assessment response
- Presenting work that was done as part of a group as your own
- Using ChatGPT or any AI tool to generate responses without proper attribution or when prohibited by course requirements.

You are expected to use AI tools responsibly and only as per the course guidelines. Misuse of these tools, such as submitting AI-generated content as your original work without proper acknowledgment, will be treated as a violation of academic integrity.

All attempts at plagiarism or cheating, including improper use of AI, will be treated extremely seriously.

Smoking, Drugs and Alcohol

Trainwest is a smoke-free workplace. Smoking and vaping is prohibited in all buildings and is only permissible at designated locations away from building entrances.

Any student under the influence of drugs and/or alcohol is not permitted on Trainwest premises, to use Trainwest facilities or equipment, or to engage in any Trainwest activity.

If you are taking any prescription medication, you must ensure your safety and that of others are unaffected.

Bullying and Harassment

Trainwest is committed to fostering an environment where all students and staff feel safe, respected, and supported.

Bullying, harassment, intimidation, and discrimination of any kind are strictly prohibited and will not be tolerated. This includes, but is not limited to:

- Verbal, physical, or psychological harassment
- Bullying or intimidating behaviour towards other students, Trainers/Assessors, and employees
- Any form of sexual harassment, including unwelcome advances, inappropriate comments, or behaviour of a sexual nature.

Discrimination based on race, gender, disability, religion, or any other characteristic protected by law.

If you experience or witness any form of harassment, bullying, or intimidation, we strongly encourage you to report it immediately.

You can raise your concerns with your Trainer/Assessor or our Student Services Team. All reports of bullying, harassment, or discrimination will be handled with the utmost seriousness and confidentiality. We will investigate any allegations thoroughly and take appropriate action as per our policies and relevant legislation.

Students found in breach of these conduct requirements may face disciplinary action, which could include suspension or cancellation of enrolment, depending on the severity of the incident.

Your wellbeing and safety are our priority. If you have any concerns, please do not hesitate to speak up, and we will support you through the process.

Health and Safety

Trainwest is committed to providing a safe environment for everyone. Our **Work Health and Safety Policy** and related procedures manage and minimise risks.

As a student, you play a vital role in maintaining a safe environment. You are expected to follow all safety instructions, report hazards or unsafe conditions, use equipment properly, and stay aware of your surroundings. Participating in safety training and adhering to safety guidelines contributes to a safe and productive learning experience for everyone at Trainwest.

Personal Property

While attending your training sessions at Trainwest, you are responsible for safeguarding your personal belongings. Trainwest is not liable for any lost, stolen, or damaged personal property.

We recommend the following precautions to help you protect your property:

- Always keep your bag, mobile phone, and other valuables with you or in a secure place
- Avoid bringing large sums of money, expensive personal items, or unnecessary valuables

Additionally, any food or containers left in the communal fridge at the end of each week will be disposed of for hygiene reasons. Please take all food items home with you to avoid waste and maintain cleanliness in shared spaces.

COMPLAINTS AND APPEALS

You have the right to:

- Complain if you are dissatisfied with the training and/or assessment services you have received
- Appeal an assessment decision if you feel treated unfairly or discriminated against.

Complaints and Appeals Policy

If you have a complaint or an appeal, please refer to our [Complaint and Appeals Policy](#), available on our [website](#).

Complaints and Appeals Process

1. Lodge the complaint or appeal

Informal complaint/appeal:

- In an attempt for early resolution, the Complainant/Appellant is encouraged to raise their complaint/appeal with the relevant person directly involved or speak to our Student Services Team as soon as an issue arises.

Formal complaint/appeal:

- If the issue remains unresolved, the Complainant/Appellant is to lodge the complaint/appeal in writing to the Trainwest head office or email feedback@trainwest.com.au within 28 days of the incident, decision, or allegation.
- Submissions can be made using our [Complaints and Appeals Form](#).
- The reason for the complaint/appeal should be clearly outlined, and supporting evidence should be included where possible.

2. Acknowledge receipt

Trainwest will acknowledge receipt of the complaint/appeal and explain the process in writing within three (3) working days. This includes informing the Complainant/Appellant that they have the right to be assisted by a support person at any meetings relevant to the complaint/appeal process.

3. Review the complaint or appeal

- Trainwest will:
 - **Complaint:** Conduct a thorough review, including discussions with all relevant parties, to ensure a fair and impartial investigation that respects the rights and privacy of all involved.
 - **Appeal:** Have a suitably qualified independent panel review the assessment evidence to ensure the principles of assessment and rules of evidence have been implemented. Recommendations from this moderation activity will inform the outcome of the appeal.
- The Complaint/Appellant will be provided the opportunity to present their case formally.
- The Complaint/Appellant will receive regular updates on the progress of the matter until it is resolved.
- The principles of procedural fairness and natural justice will be applied at each stage of the complaint/appeal process.

5. Arrange independent review if necessary

- If the issue cannot be resolved internally, Trainwest will arrange for an independent review.
- The Complainant/Appellant will be allowed to be accompanied by a third party of their choice.

6. Provide the outcome

- Trainwest will notify the Complainant/Appellant of the outcome within seven (7) days after making the decision, including details of the decision and reasons.
- If the complaint/appeal requires more than 60 calendar days to resolve, Trainwest will inform the Complainant/Appellant in writing with reasons for the delay and provide regular updates until finalised.
- If the Complainant/Appellant does respond to communications from Trainwest within 60 calendar days of the initial lodgement, the complaint/appeal will be closed.

PRIVACY AND CONFIDENTIALITY

Trainwest takes the privacy of our students seriously and complies with all legislative requirements, ensuring that the collection of information is fair, lawful, unobtrusive and necessary for the organisational functions.

Student Information

Students' personal information is collected for enrolment purposes, and assessment records are recorded as per the *Standards for Registered Training Organisations (RTOs) 2015* (the Standards).

Use of student information

- Trainwest is required to collect personal information that is necessary for enrolment into nationally accredited and non-accredited training courses
- This information is required by law to be collected, held, used, and supplied in accordance with the National VET Provider Collection Data Provision Requirements
- Trainwest provides student information to training team members on a need-to-know basis.
- Trainwest uses information collected for the express purpose for which it is collected unless prior consent is obtained from the student
- Trainwest ensures the accuracy of information provided, confirmed through the Student Agreement on the first day of attendance to the course
- Trainwest does not use personal details in direct marketing without obtaining prior written permission from the person concerned
- Students are asked to provide consent prior to any photographs or video evidence being captured for marketing purposes
- Students are asked to provide consent to release or discuss course progress with their employer
- Trainwest will not release any personal information to a third-party without the written consent of the student unless required by law.

Storage and security of information

- Trainwest takes all reasonable steps to protect personal information against misuse, loss, and unauthorised access by implementing the following measures:
- Securing all files in secure physical and electronic locations
- Restricting access to information to relevant team members only
- Destroying information securely after the required retention period
- Ensuring robust computer security, including firewalls, up-to-date antivirus software, password security, encryption of sensitive data, and file permissions
- Regularly updating cyber security protocols and systems to protect against hacking, data breaches, malware, and other cyber threats
- Implementing multi-factor authentication (MFA) for critical systems to enhance security
- Conducting regular IT security audits and testing to identify and address vulnerabilities
- Having cyber security insurance in place to protect against potential financial and reputational damages caused by cyber incidents
- Notifying relevant government bodies and affected individuals as per the **Notifiable Data Breach Scheme** in the event of a data breach.

Access to your performance information

Trainwest provides access to your personal information upon request to change and update information.

If you wish to access your information, please direct your enquiry to admin@trainwest.com.au.

Disclosure of your information

Trainwest may provide attendance, progress, and participation information, as well as a copy of the outcome of training results to the following parties:

- Schools if you are a secondary student undertaking VET training as part of a school program
- Employers if you are enrolled in training paid for by your employer
- Regulatory Bodies if you are enrolled in a course regulated by another organisation
- Commonwealth and State or Territory government departments and authorised agencies
- National Centre for Vocational Education Research Ltd (NCVER)
- Department of Training and Workforce Development (DTWD).

Trainwest will not supply personal information to any other party without authorisation. Students must complete a Disclosure of Details Consent Form for results or other information to be released to any other third-party not listed above.

National Centre for Vocational Education Research Ltd (NCVER)

Trainwest is required by law under the *National Vocational Education and Training Regulator Act 2011 (Cth) (NVR Act)* to disclose personal information to the National VET Data Collection maintained 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.

Trainwest is authorised by law (under the *NVETR Act*) to disclose personal information to the relevant state or territory authority. From time to time, we may also have to disclose student information due to a court order, subpoena, or warrant, in the course of legal proceedings, or in response to a law enforcement agency request.

Department of Training and Workforce Development (DTWD).

If you are enrolled in a government-funded course subsidised by the Department of Training and Workforce Development (DTWD), Trainwest is required to collect and report specific student information to comply with funding and regulatory requirements. This reporting ensures that the funding program is administered effectively and aligns with government policies.

Trainwest Direct Marketing

Trainwest may use students' personal information to provide direct marketing materials, updates, or newsletters related to course enrolments or inquiries. Students are requested to provide media consent and subscribe to marketing emails via the Student Agreement. All other media consent is requested through our Media Consent Form.

Students can unsubscribe from marketing emails anytime by clicking the unsubscribe link or emailing admin@trainwest.com.au with the subject 'Unsubscribe'. Occasionally, students may be contacted via email or SMS to confirm or change course bookings.

Trainwest does not, and will not, sell personal information to any other party.

Privacy Notice

Under the *National Vocational Education and Training Regulator Act 2011* (NVR Act), RTOs are required to disclose your personal information to the National Centre for Vocational Education Research Limited (NCVER). This privacy notice outlines how the manage that information.

Why we collect your personal information

As a Registered Training Organisation (RTO), we collect your personal information so we can process and manage your enrolment in a VET course with us.

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) (NVR 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 Vocational Education and Training (VET) sector.

We are also authorised by law (under the NVR 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 NVR 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 Employment and Workplace Relations (DEWR), 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 listed below.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVET 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 Trainwest 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.

Telephone: 1300 938 411

Email: admin@trainwest.com.au

Refer to our [Privacy Policy](#) for more information.

COURSE COMPLETION

Completion of your course is when you have been assessed as meeting all requirements for your qualification, units of competency, skill set, accredited course, or non-accredited course.

Issuing Certificates

Upon successful completion of your course, and provided all fees are paid, a Qualification or Statement of Attainment certificate will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course.

All course fees must be paid prior to the issuance of your certificates.

You will receive a digital copy of your certificate. Hard copies can be requested.

Replacing Certificates

If you require a certificate replacement, please contact our Student Services Team. Upon confirmation of your identity, you may request a digital or hard copy of your certificate.

A replacement digital copy is free, and a replacement hard copy will incur a fee, as per our **Fees and Refunds Policy**.

USI Transcripts

When you complete your course and receive your certificate, please be aware that it will not appear on your Unique Student Identifier (USI) transcript immediately.

The record of your obtained qualification or units of competency will be available on your USI transcript in the second half of the calendar year following the year you completed your course. For example, if you complete your course in March 2024, your USI transcript will be updated with your certificate in June 2025.

If you need further information or assistance regarding your USI transcript, please visit **www.usi.gov.au**.

Student Feedback

Trainwest is dedicated to constantly reviewing its practices to ensure the best possible outcomes. This approach to continuous improvement relies on input from you, our student, regarding your experiences during your course enrolment.

We welcome feedback anytime but will also specifically ask for it after your study.

You can complete our **Learner Feedback Form** or visit our **website** to provide other feedback.