



Student Handbook

for

Early Childhood Education & Care 2018

Acknowledgements

This Student Handbook is part of a set of materials used for Student Orientation as part of the Enrolment Package produced by Rowe Training and Consulting.

National Provider Number 70054

Nationally Recognised Training Organisation

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WELCOME

Welcome to Rowe Training & Consulting, this book outlines our Early Childhood Education and Care courses which are delivered in a supportive, conducive and friendly atmosphere.

You will be assigned a Trainer/Mentor through the enrolment process. They will be your support person who will guide you through the course to reach your goal and gain a qualification.

Please ensure you access and read our policies and other information on how we operate via our website: www.rowetraining.com.au

Enjoy your course and welcome!

Debbie Rowe

CEO

P& D Rowe Pty Ltd

Trading As Rowe Training & Consulting

National Provider Number: 70054

Contact Details

Should you have any queries, do not hesitate to contact our office:

CEO / Managing Director

Debbie Rowe

P: 8927 5950

E: Debbie.rowe@rowetraining.com.au

Administration

P: 8927 5950

E: info@rowetraining.com.au

About Rowe Training & Consulting

We have been working within the Childcare and Training Industries in the Territory for approximately 25 years and we have quickly gained a reputation for delivering quality nationally recognised Early Childhood Education & Care training since becoming a Registered Training Organisation in 2007. Courses are offered to meet the needs of you, the client, drawing on relevant current examples. The workshop sizes are small and we pride ourselves in getting to know all our students and being able to provide them with personal learning support and mentoring throughout their training.

At Rowe Training our aim is "To engage in partnerships supporting students and organisations in reaching their full potential".

We ensure we keep abreast of best practices in training and in Early Childhood Education & Care. Our business practices being one of continuous improvement; therefore, information is constantly changing. Please refer to our website for all information regarding policies and procedures.

Our Objectives

In recognition of our aim, our objectives are:

- » People. We strive to attract, recruit and retain talented, competent and committed people. We promote excellent performance through leadership and professional development.
- » Safety and equality. We are committed to providing an environment which is safe, equitable and which promotes a confident and productive training and assessment environment.
- » Integrity and ethics. We conduct ourselves in accordance with shared and agreed standards of behaviour which holds ethical conduct and integrity as our highest priorities.
- » Quality committed. We aspire to deliver consistent, high quality services and apply quality systems which support training and assessment excellence.
- » Learner centred. We thrive on providing training and assessment that is learner centred and which supports lifelong learning. We respect our clients and strive to attract them time after time through high quality training and assessment experiences.
- » Industry engagement. We recognise the value of industry engagement as the driving force in shaping our training and assessment strategies. We deliver training and assessment services which are founded on industry needs and expectations.

Our Expectations of You

Rowe Training and Consulting expects you:

- » To contribute to learning in a harmonious and positive manner irrespective of gender, race, sexual preference, political affiliation, marital status, disability or religious belief.
- » To comply with the rules and regulations of Rowe Training and Consulting.
- » To be honest and respectful, which includes not falsifying work or information and not conducting yourself in any way that may cause injury or offence to others.
- » To be responsible for your own learning and development by participating actively and positively and by ensuring that you maintain progress with learning modules.
- » To monitor your own progress by ensuring that assessment deadlines are observed.
- » To utilise facilities and Rowe Training and Consulting publications with respect and to honour our copyrights and prevent our publication from being distributed to unauthorised persons.
- » To respect other students and Rowe Training and Consulting staff members and their right to privacy and confidentiality.

OUR COURSES

Are you currently working in an Early Learning Service / Child Care Centre and need to obtain a qualification?

We recognise and value workplace evidence. You may wish to complete our newly developed Self-Assessment Tool which will give you an idea of how your current skills and knowledge map across to units of competency in the Community Services Training package. This will also assist us on developing an individual Training Plan for you. The training plan maps out what units of competency you will complete towards gaining your qualification. It also outlines your plan for providing evidence or completing assessment, the different types of evidence and assessment methods used include:

- » On the job assessment – Workplace observation, demonstration, and/or workplace tasks
- » Third party evidence – Workplace supervisor's comments and evidence
- » Written Assessment Program – Schedule of written assessments, available online.

CHC30113 Certificate III in Early Childhood Education & Care

Prerequisite: RT&C Aptitude Quiz

The CHC30113 Certificate III in Early Childhood Education and Care is recognised as the National Industry Standard Qualification for entry as a Childcare educator. Typical work outcomes would include you working in a Childcare service either in Long Day Care, Family Day Care, Outside School Hours Care or Preschool. The units offered by Rowe Training & Consulting are listed on the following page. You will note that there are 15 core and 3 elective units. You must complete all core and elective units successfully to achieve the qualification.

Upon successful completion of all of the 18 units, you will receive your qualification.

Rowe Training & Consulting's delivery of the CHC30113 Certificate III in Early Childhood Education and Care is aimed at those students working in Child Care taking up a Traineeship. Under the Traineeship arrangement with the Australian Apprenticeship Centre, much of the trainee's learning is on the job.

Workshops are also offered to substantiate work based and online learning, classes are not compulsory but highly recommended.

Please note all workshops are held on Saturdays.

As a small RTO we try to be flexible and meet students and employer's needs. To enrol in the Certificate III, it is envisaged that all students will hold Year 10 level passes or equivalent, please enquire with your training supervisor on enrolment if you have not passed Year 10 as you may require learner support.

You can enrol at any time during the year and get started on your studies!

The Units of competency are clustered holistically and mapped across to the job role, enabling a streamlined delivery of the CHC30113 Certificate III in Early Childhood Education and Care qualifications.

The following table outlines the clustering of units. The Course takes on average 12 months to complete.



CHC30113 Certificate III in Early Childhood Education and Care

Clusters		Unit Code	Unit Name
Keeping Safe and Healthy	Core	CHCECE002	Ensure the health and safety of children
	Core	HLTWHS001	Participate in work health and safety
	Core	CHCPRT001	Identify and respond to children and young people at risk
	Elective	CHCPRT003	Work collaboratively to maintain an environment safe for children and young people
Caring and Nurturing	Core	CHCECE003	Provide care for children
	Core	CHCECE004	Promote and provide healthy food and drinks
	Core	CHCECE005	Provide care for babies and toddlers
Learning and Development	Core	CHCECE011	Provide experiences to support children's play and learning
	Core	CHCECE010	Support the holistic development of children in early childhood
	Core	CHCECE009	Use an approved learning framework to guide practice
	Core	CHCECE013	Use information about children to inform practice
	Elective	CHCECE006	Support behaviour of children and young people
	Core	CHCECE007	Develop positive and respectful relationships with children
Being Professional	Elective	BSBWOR301	Organise personal work priorities and development
	Core	CHCLEG001	Work legally and ethically
	Core	CHCECE001	Develop cultural competence
	Core	CHCDIV002	Promote Aboriginal and Torres Strait Islander cultural safety
First Aid	Core	HTLAID004*	Provide an emergency first aid response in an education and care setting

*HTLAID004 – RT&C does not deliver this unit but has arrangements with "Darwin First Aid" for its delivery.

Please refer to website <http://firstaidcoursesdarwin.com.au/>

This qualification satisfies all requirements for first aid, anaphylaxis management and emergency asthma training (ACECQA; Qualifications List). www.acecqa.gov.au/Qualifications.aspx

120hrs compulsory 'on the job' component (30 hours of which needs to be completed working with babies & toddlers)

CHC50113 Diploma of Early Childhood Education & Care

Prerequisite: RT&C Aptitude Quiz

The CHC50113 Diploma of Early Childhood Education and Care is recognised as the National Industry Standard Qualification to be deemed as a qualified group/team leader. Typical work outcomes would include you working in a Childcare service either in Long Day Care, Family Day Care, or as a Coordinator of a Preschool or Early Childhood Program.

The units offered by Rowe Training & Consulting are listed on the following page. You will note that there are 23 core and 5 elective units. The Core units are essential for completion, the elective units were chosen after considerable consultation with students and employers. Upon successful completion of all 28 units listed on the next page, you will receive your qualification.

After further consultation with Early Childhood Education and Care Industry (students and services) in the NT in 2015, it has been determined that the delivery of workshops is to continue to be offered as part of our flexible delivery options (online, self-pace study textbook, workshops).

Workshops are also offered to substantiate work based and online learning, classes are not compulsory but highly recommended.

For workshop dates please refer to Workshop Timetables, Email info@rowetraining.com.au or phone 8927 5950.

You can enrol at any time during the year and get started on your studies! If you are ready to enrol please send your enquiry through the 'Contact Us' on the website.

The units of competency are clustered holistically and mapped across to the job role, enabling a streamlined delivery of the CHC50113 Diploma of Early Childhood Education and Care qualification.

The following table outlines the clustering of units. The course takes on average between 12 months and two years to complete depending on Credit and RPL obtained.



CHC50113 Diploma of Early Childhood Education and Care

Clusters		Unit Code	Unit Name
Promoting Wellbeing	Core	CHCECE016	Establish and maintain a safe and healthy environment for children
	Core	HLTWS003	Maintain work health and safety
	Core	CHCECE025	Embed sustainable practices in service operations
Fostering Development	Core	CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
	Core	CHCECE018	Nurture creativity in children
	Core	CHCECE020	Establish and implement plans for developing cooperative behaviour
	Core	CHCECE021	Implement strategies for the inclusion of all children
Programming	Core	CHCECE022	Promote children's agency
	Core	CHCECE023	Analyse information to inform learning
	Core	CHCECE024	Design and implement the curriculum to foster children's learning and development
	Core	CHCECE026	Work in partnership with families to provide appropriate education and care for children
Becoming a Leader	Core	CHCECE019	Facilitate compliance in an education and care services
	Elective	CHCMGT003	Lead the work team
	Elective	CHCPRP003	Reflect on and improve own professional practice

RPL or Credit Transfer offered to students who have completed CHC30113 or earlier version of Certificate III in Early Childhood Education and Care

Core	CHCPRT001	Identify and respond to children and young people at risk
Core	CHCLEG001	Work legally and ethically
Core	CHCECE001	Develop cultural competence
Core	CHCECE002	Ensure the health and safety of children#
Core	CHCECE003	Provide care for children
Core	CHCECE004	Promote and provide healthy food and drinks
Core	CHCECE005	Provide care for babies and toddlers
Core	CHCECE007	Develop positive and respectful relationships with children
Core	CHCECE009	Use an approved learning framework to guide practice
Core	CHCDIV002	Promote Aboriginal and Torres Strait Islander cultural safety
Core	HLTAID004*	Provide an emergency first aid response in an education and care setting

*HLTAID004 - RT&C does not deliver this unit but has arrangements with "Darwin First Aid" for its delivery.

Please refer to website <http://firstaidcoursesdarwin.com.au/>

This qualification satisfies all requirements for first aid, anaphylaxis management and emergency asthma training (ACECQA; Qualifications List). www.acecqa.gov.au/Qualifications.aspx

240hrs compulsory 'on the job' component (30 hours of which needs to be completed working with babies & toddlers)

WORK PLACEMENT

As a part of Rowe Training & Consulting courses, students are required to undertake work placement. This is the opportunity to develop and demonstrate the application of skills and knowledge in a workplace context. Written assessments allow you to demonstrate your knowledge, and a work placement allows you to demonstrate actual skills in a real-life workplace.

You will become exposed to real work conditions and expectations and develop generic employability skills as well as job-specific skills and knowledge.

Work placement also provides insight into particular job roles and responsibilities within an industry context. You can find out if this is the right industry for you and whether you are right for this industry.

Students should be aware that if they possess a criminal record involving violence or abuse, there may be restrictions to their practical placements, and workplace and career options involving contact with children and vulnerable people. Students will be required to undergo a Working with Children clearance at their own cost, if not already held. Workplaces will be checked/approved on acceptance of enrolment, please ensure you **complete details of your workplace or intended workplace on the enrolment form.**



WHY STUDY WITH US

We offer value for money! All students requiring one-on-one mentoring, ESL (English as Second Language) or extra Learning Support needs is included in the course fees. We hold fortnightly small study groups at locations throughout Darwin and Palmerston. We mentor Students "On-the-job" demonstrating best practice skills and work to support students with their service's planning and procedures. As we specialise in Early Childhood and Care, all of our Trainers and Assessors are not only up to date on current practices but they are also "Practice Mentors" and can support you with the practical tasks.

YOUR INVESTMENT

ADMINISTRATION	FEE
Enrolment / Administration Fee	\$220 (GST Incl.)

GOVERNMENT FUNDING

Rowe Training & Consulting are a local training provider and are an NT Government Endorsed RTO. We offer Traineeships and NT Entitlement funding to cover course costs to all eligible students.

For further information on types of funding available please see our Website [Rowe Training and Consulting](#) for information on [Traineeships](#) or [NT Entitlement Funding](#) or to [contact the office](#)

OR

Phone 08 89275950

Email info@rowetraining.com.au

PO Box 43159, Casuarina NT 0811

FEE FOR SERVICE STUDENTS

TRAINING PROGRAMS	INVESTMENT
CHC30113 Certificate III in Early Childhood Education & Care (828 hours)	
• Classes/Online/On-the-job Delivery	\$4,140.00 (GST Free)
• Online/Distance Learning only	\$2,250.00 (GST Free)
CHC50113 Diploma of Early Childhood Education & Care (1898 hours)	
• Classes/Online/On-the-job Delivery	\$9,490.00 (GST Free)
• Online/Distance Learning only	\$4,350.00 (GST Free)

Payment Plans Available

Inclusions:

All learning and assessment materials

E Text Book supplied

Certification on Completion

Graduation Function Event

Classes:

Study Groups – fortnightly

On-the-job Mentoring 2-6 Weekly mentoring pending student's needs

Whole Service Best Practice Mentoring

RPL

\$185.00 per unit

MISCELLANEOUS CHARGES

FEE

Re-issuing a certificate, qualification or statement of attainment \$27.50 (GST Incl.)

Replacement of text or learning material At Cost

Re-scheduling a Workplace Assessment Session \$55.00 (GST Incl.)

Where a student fails to notify trainer they are unable to attend or complete assessment and trainer attends workplace.

Please refer to our [Fees and Refunds Policy](#) on our website for further details.

As a private RTO, we are unable to provide further financial support to students on Pensions or special benefits.

STUDENT SERVICES

Student Administration

Ongoing support is available. Administration is available Monday to Friday from 9am – 5pm to assist you with any enrolment enquiries and student administration requirements. Administration can support you with the following:

- » Enrolment information
- » Access to Student Log In/ Password changes etc
- » Time tables/Face to Face Workshop Schedule
- » Training Venue Information
- » Student Fees & Charges
- » Assistance with course suspensions/withdrawals
- » Training Progress Reports
- » List of units enrolled in
- » Personal Student Records/updating/changes
- » Training Policies and Procedures
- » Rights and obligations
- » Accessing student records

Student Support – Course Trainers

All course facilitators are enthusiastic, highly qualified early childhood trainers and mentors, their role is to support you to achieve your best. They draw on their current skills and knowledge of changing practices to ensure you have an effective learning experience.

Course facilitators are available for learning queries and to support you through the following:

- » Orientation to course
- » Development of Training Plan
- » Assessment or Learning Queries Email/Phone
- » Workplace Mentoring/ on-site visits with student and supervisors
- » Regular reviews to ensure you are progressing as per your Training Plan
- » Completion of RPL

Rowe Training and Consulting values feedback on the quality of training provided. During your training program trainers will ask students to complete a training evaluation form about training sessions and activities this is the time to let us know what's working and what could be improved. Feel free to provide feedback anytime through the Website, (if you wish this can be anonymous). Trainers will also visit you on site at your Service where you are employed, these visits will give you access to a one on one with trainer, if required.

Students are responsible for arranging times for visits that are suitable to both parties.

Accessing Your Records

You are entitled to have access to your student file and learning and assessment records on request. You may require these to monitor your progress with training or simply to go back and confirm something in a previous training module. Whilst these records will be retained by Rowe Training and Consulting; you are welcome to have access anytime and request a copy. If you require access to your records, contact administration and it will be organised immediately.

Unique Student Identifier [USI]

As of the 1st of January 2015, all Australians who undertake Vocational Education and Training [VET] must have a USI. The USI ensures that people can obtain a complete record of their enrolment and achievements from a single online source.

If you do not have a USI a Registered Training Organisation (RTO), such as Rowe Training and Consulting, cannot issue a Statement of Attainment (SOA) or Qualification Certificate upon the successful completion of training.

USIs form an important part of the student records system, they can be obtained at any time. Please create your USI and submit to Rowe Training and Consulting when completing your Enrolment Application Form.

More Information

For more information about USIs and how to apply for your own USI watch this video: www.youtube.com/watch?v=HRYaaF-B7Ho

Apply Here To apply for your USI visit: [Create a USI](#).

Help? Contact Administration at Rowe Training and Consulting. Or contact the USI Department directly by visiting the usi.gov.au website and/or contact the USI office on 13 38 73 OR usi@industry.gov.au

Training Sites

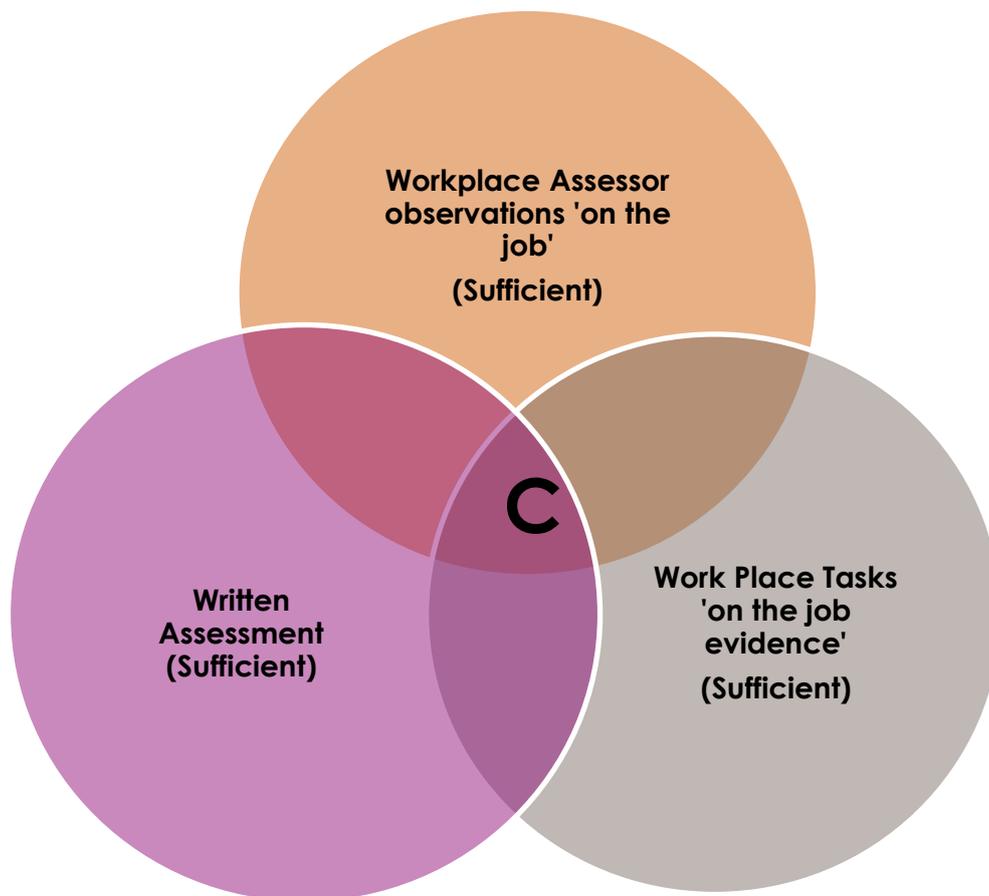
Training sites are fully resourced with computers and internet access. Check with administration for the location of the training room. Our Training Rooms are in Palmerston or if required in Darwin City.

ASSESSMENT

Final assessment items are marked "C" (Competent) or "NYC" (Not Yet Competent).

If one of your assessments is marked as Insufficient, your Training Facilitator will provide you with information on reassessment opportunities. This will be noted in the assessment feedback process online.

For trainees, the assessments and due dates will be negotiated and recorded when we develop the Training Plan. Failure to achieve competency will result in further negotiation with you, your workplace supervisor and Rowe Training, which will be documented on your Training Plan. If you are finding it difficult to complete your assessments please speak to your Training Facilitator or the Managing Director Debbie Rowe.



C	=	Competent
NYC	=	Not Yet Competent
Sufficient	=	Competent in this part of the assessment task. Additional assessment/s i.e. on the job assessments <u>are required</u> to receive full competency.
Insufficient	=	You have not met the criteria for this part of the assessment.

SUBMITTING ASSESSMENTS

Assessment tasks should be submitted online. In Eduongo “the eLearning Management System”, each section of the course has a space to submit assessments. Your training facilitator will demonstrate submitting an assessment with you after enrolment. Please note if you are having any difficulties with submission or accessing your course online contact administration (see contacts on page 4) who will be able to support you with the process or give you an alternative option.

Your assessment submissions must be computer processed in electronic format. No handwritten assessments will be accepted.

If for some reason you are without access to a computer or the internet, please advise your Training Facilitator or Administration.

If your assessment has been submitted online, you will note a response “assessment submitted successfully”.

Assessments are often completed whilst studying with other students; please note that each student should submit an original answer to assessment tasks, those students submitting the same work will not be accepted. Students need to be aware of plagiarism (refer to policies).

ON COMPLETION

Partial Completion

Issue of Statements of Attainment*

Statements of Attainment are issued for partial completion of a qualification within 21 days of withdrawal from the course. Statement of Attainment will not be released if there are outstanding fees to be paid. The exception is for trainees and apprentices who will receive their Statements of Attainment within 30 days of withdrawal, irrespective of fee status.

To apply for a Statement of Attainment to be reissued, students must make a request in writing to Administration.

This request must contain the following information:

- » Student Name and Number
- » Course Name and Course Code
- » Date started and completion date of the course
- » Mailing Address and contact telephone number
- » Cheque, money order or proof of direct deposit details to effect a payment of **\$27.50 (GST Inc.)**

Please allow 30 days for processing. Statements of Attainment can only be issued if student has provided RT&C with their USI for training completed from January 1st 2015.

Full Completion

The Qualification parchment and a Statement of Results will be sent within 30 days of course completion, providing all relevant fees are **paid** and student has provided RT&C with their USI. The exception is of trainees and apprentices who will receive their Statements of Results within 30 days of completion of their course, irrespective of fee status.

To apply for a Parchment or Statement of Attainment to be reissued, students must make a request in writing with the information as above.

Learner Satisfaction Survey

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

COMPLAINTS

Rowe Training and Consulting is committed to providing a fair and transparent complaints and appeals process that includes access to an independent external body if necessary. If you have a complaint, we will listen. We aim to deal with any complaint in an effective and timely manner. You should know that if you have a complaint or grievance:

- » We will take your complaint/grievance seriously, and will record the details, actions taken and the outcome in writing
- » You may have an independent person attend any meetings with you to act as a support person or your advocate
- » You will have the opportunity to formally present your case
- » You will receive a letter from us detailing the outcome of your complaint and any reasons for the decisions we have made about it.

Our Complaints and Appeals policy is also available on our website for you to view at:

www.rowetraining.com.au/studying-us/policies-and-downloads

What is a complaint?

A complaint is negative feedback about services or staff which has not been resolved locally. A complaint may be received by Rowe Training and Consulting in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person but are generally made by students and/or employers.

What is an appeal?

An appeal is an application by a student for reconsideration of an unfavourable decision or finding during training and/or assessment. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be submitted to Rowe Training and Consulting within 28 days of the student being informed of the assessment decision or finding.

Early Resolution of Complaints and Appeals

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

QUALITY ASSURANCE

RTC is bound by requirements under the VET Quality Framework. In line with these requirements and to ensure high quality of service delivery, we undertake regular evaluations of student learning, on site with students and employers and following the completion of courses and through an annual student review. Results of each annual review will be provided to all students in our student newsletter and will be published on our web site.

We use information gathered from this process to make improvements to our training programs and services to all our clients.

Please ensure you access and read the following policies found on our website:

- » Student Enrolment
- » Fees and Refund
- » Assessment
- » Complaints and Appeals
- » Language, literacy and numeracy
- » Privacy
- » Plagiarism

These are available for download at: www.rowetraining.com.au/studying-us/policies-and-downloads

Your Equity

Rowe Training and Consulting is committed to ensuring that the training and assessment environment is free from discrimination and harassment. All Rowe Training and Consulting staff members (including contractors) are aware that discrimination and harassment will not be tolerated under any circumstances. In the event that discrimination and harassment is found to have occurred disciplinary action will be taken against any staff member who breaches this policy. Suspected criminal behaviour will be reported to police authorities immediately. Students should expect fair and friendly behaviour from Rowe Training and Consulting staff members and we apply complaint handling procedures advocated by the Australian Human Rights and Equal Opportunity Commission (HREOC).

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

Your Privacy

Rowe Training and Consulting takes the privacy of students very seriously and complies with all legislative requirements. These include the Australian Privacy Principles (2014).

Student information is only shared with external agencies such as registering authorities to meet compliance requirements as a Registered Training Organisation (RTO). All information shared is kept in the strictest confidence by both parties and is available on request.

In some cases, we are required by law to make student information available to others such as the National Centre for Vocational Education and Research. In all other cases Rowe Training and Consulting will seek the written permission of the student for such disclosure.

STUDENT INFORMATION CHECKLIST

RTC will discuss the following with each student prior to enrolment:

- Scope of Registration
- Application processes and selection criteria
- Fees and costs involved in undertaking training
- Fee refund policy
- Qualifications to be issued on completion or partial completion of courses
- English language proficiency
- Competencies to be achieved during training
- Prerequisites, including literacy and numeracy requirements
- Complaint procedure
- Staff responsibilities
- Facilities and equipment
- Student support
- Terms and Conditions
- Photo Permission
- Student's Rights and Obligations
- Workplace Inspection Checklist