



Learner Handbook

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Introduction

This information booklet is designed to provide you with information about the services provided by the Creative Edge Training and our approach to providing you a safe, fair and supported environment to participate in training and assessment. This handbook does not provide you with specific information about a particular course offered by Creative Edge Training. This information is contained in the Course Brochure which is supplied separately.

About Creative Edge Training

Creative Edge Training is a Registered Training Organisation (Code: 41497) providing high-quality training to learners. Creative Edge Training has modern, up to date facilities, and boasts a team of qualified and dedicated Trainers. You can find out more about Creative Edge Training at the following websites:

www.creativeedgetraining.com.au

Creative Edge Training is responsible under its registration with the Australian Skills Quality Authority for the quality of the training and assessment being delivered on your chosen course and is also responsible for the issuance of any AQF certificate that may result based on your achievement of the course requirements.

Academy Hours

Administration hrs is 9am-4.30pm Monday to Friday. Your Creative Educator can be contacted on the number provided at sign up.

The academy reserves the right to alter or amend any class schedules for an individual student or group of students as required.

Dress Code

Students are a representation of their Salons where they work, therefore it is a requirement for Apprentices/students to represent as they would in the workplace (No Bellies or Décolletage showing) when attending Bootcamps/Workshops as per workplace requirements. This includes covered footwear according to Workplace Health and Safety regulations. Failure to do so may result in the student being turned away from class. Employers will be informed should apprentices not abide by our dress code.

Code of Practice

Our commitment to education standards:

- The policies and practices of the academy are adopted to maintain high professional standards in the management, marketing and delivery of education and training which safeguards the interest and welfare of students and public.
- By marketing the courses with integrity, accuracy and professionalism consistent with the educational, cultural and regulatory systems.
- By ensuring that students have access to adequate orientation, counselling and remedial education, including an effective grievance mechanism. These arrangements will be sensitive to the cultural and special needs of students from different backgrounds.
- By acting with integrity in dealing with students, past and present, and with the general public
- By ensuring that the facilities are conducive to the success of each student and that the learning environment is maintained to the highest standards.
- By ensuring that the educational staff have the necessary qualifications, industry experience and instructional skills to effectively tutor students within specific courses.
- The academy will ensure that the content of the course syllabus is relevant to individual and that all training and assessment material is developed in consultation with industry representatives to remain at the forefront of emerging industry needs and training trends.

Our Services

Creative Edge Training provides training and assessment services in support of the following nationally endorsed training products:

- SHB30416 Certificate III in Hairdressing
- SHB30516 Certificate III in Barbering
- SHB20216 Certificate II in salon Assistant

Customised education & Training

We bring Education & Training to you, servicing the Gold Coast, Brisbane, Sunshine Coast and South East QLD. Training. Customised in salon training that will inspire your team and develop their skills in the comfort of their own environment producing a stronger team. Education that is personalised to your individual needs for both apprentices and staff that require skills upgrades with a program designed to satisfy.

Your education program will be customised with your employer to deliver quality education with industry's finest creative educators. The training will be delivered in partnership with your employer and customised to develop your individual needs in a flexible delivery mode to suit your employment conditions.

Your Creative Educator will visit each 4 weeks or as agreed with additional support by way of telephone and email, along with attending our Bootcamps and workshops.

Boot Camps & Workshops

Compulsory boot camps/workshops will be attended in addition to your in salon training where Industry icons and specialists in their field will inspire and educate you.

Your educator will guide you to which boot camp/workshop you should attend and is offered a number of times, in several locations to ensure you are able to join.

Boot camps will include practical activities, which will require students to bring all hairdressing / Barber equipment. All enrolled Creative Edge Training Apprentices are able to attend our boot camps & workshops free of charge as part of our commitment to education.

Our boot camps & workshops are also offered to salon employees who may require further education or attendance at any of our specialist workshops, offered for a small fee, please discuss this with your educator or contact administration.

Competency Based Training

This is a system in vocational education, which allows you to work at your own pace. It also rewards you for skills and knowledge you already have by allowing you to progress more quickly through your apprenticeship or traineeship.

Our mission

Creative Edge Training mission is to deliver quality training assessment that meets the needs of learners and industry.

Creative Edge Training is an organisation that provides excellence in training services. Our philosophy encompasses first class customer service with experienced and highly trained staff that helps ensure students gain qualifications that will help pave a way for their future.

Creative Edge Training aspire to Inspire creativity from the foundations as an Apprentice to extending Individuals skills within a team to surpass Industry Standards and beyond.

Personalised, supportive learning that can lead you anywhere from updating your skills to your dream career in Hairdressing or Barbering. Creative Edge Training provides you with the qualifications and the competitive edge to succeed in the hair industry gained from first class educators with strong ties to Industry.

With a reputation within the industry and an alignment with Industry icons, we will bridge the gap in education to become the leading Education Provider specialising in hairdressing & Barbering.

Our objectives

In recognition of this mission, our objectives are:

- **People.** We strive to attract, recruit and retain talented, competent and committed trainers. We promote excellent performance through leadership and professional development.
- **Safety & equality.** We are committed to providing an environment which is safe, equitable and which promotes a confident and productive training and assessment environment.

- **Integrity & 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 Focused.** We thrive on providing training and assessment that is learner focused and which supports lifelong learning. We respect our learners 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.

Contact us:

P: 07 55 109 112

M: 0408 981 784

W: www.creativeedgetraining.com.au

E: info@creativeedgetraining.com.au

Our Trainers

Our Trainer Assessors are qualified, dedicated professionals who have current industry experience and qualifications in a range of industries. Their industry experience is continually up to date by participating in professional development activities, therefore giving our learners the best practical industry experience.

At Creative Edge Training we deliver a nationally accredited qualification via training face-to-face workshops and in the workplace. When you study with Creative Edge Training , your Trainer Assessor will be always there to assist you throughout your course. You can either attend a classroom training environment, or receive job visits and even phone or email your Trainer Assessor for advice which means you get the support you need when you need it.

Creative Edge Training trainers are all professionally qualified trainers and have personal industry and job role experience. Our trainers deliver their training in a way that learners will enjoy.

Focused on education that's personalised and engaging, Creative Edge Training boast a Team of industry professionals that are both inspired and professional and will ensure our students experience excellence in education and training to develop their talent as future leading Hairdressers, relevant and respected in Industry.

Our expectation of you

Creative Edge Training 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 Creative Edge Training.
- 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 Creative Edge Training publications with respect and to honour our copyrights and prevent our publication from being distributed to unauthorised persons.
- To respect other learners and Creative Edge Training staff members and their right to privacy and confidentiality.

Enrolment

Client Selection

Recruitment of all clients will be responsible, ethical and consistent with training package requirements at all times. Creative Edge Training is committed to non-discrimination in any form and at all times complies with equal opportunity and anti-discrimination legislation.

There may be pre-requisites before commencing a program due to health and safety, language literacy and numeracy requirements or the nature of the program. Appropriately, qualified persons will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on the applicant's qualifications and proficiencies. Participation in training is subject to payment of all fees and charges.

Entry Requirements

Please contact Creative Edge Training to check for any course pre-requisites or entry requirements.

Enrolment Procedure

A completed enrolment form is required to advise all details necessary to register a client. All questions should be answered and the client's signature should appear under the certification section or electronic acceptance acknowledged.

The enrolment form may be posted, completed on premises or submitted online.

When the completed enrolment information is received, the client is allocated a permanent identification number and enrolled into their allocated course.

A copy of the Student Handbook is available to all clients prior to commencement of study and is accessible on our website. The Student Handbook advises about assessment

procedures, complaints and appeal procedures, facilities and equipment and support services.

Induction/Orientation

All students will receive an induction/orientation appropriate to their course which ensures students:

- Understand the information contained in the Student Handbook and course information
- Understand the rules and regulations as set out in the handbook
- Are familiar with facilities and resources
- Have identified the key training, administration and support people
- Have necessary course materials
- Know where to access more information

Unique Student Identifier

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide learners with easy access to their training records and results (transcript) throughout their life. You can access your USI account online from your computer, tablet or smart phone anytime. Fact sheets –available to download [Student Information for the USI](#)

It's free and easy to [create your own USI](#) and will only take a few minutes of your time. Alternatively, we can create your USI on your behalf. To do this we will need some additional identification information from you such as your driver's licence number.

You will not receive a copy of your Certificate from Creative Edge Training Training unless you have provided your USI.

Language, literacy & numeracy skills

Language, literacy and numeracy skills are critical to almost all areas of work. This is particularly true in many vocations where language, literacy and numeracy skills influence the performance of workplace tasks such as measuring, weighing and comprehending written work instructions.

To support this approach Creative Edge Training will:

- Assess a learner's language, literacy and numeracy skills during their enrolment to ensure they have adequate skills to complete the training;
- Support learners during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
- Provide clear information to learners about the details of the language, literacy and numeracy assistance available. Creative Edge Training generally recommends the LLN training courses provided by TAFE. These institutes have specialist teachers to support the learner's development.
- Refer learners to external language, literacy and numeracy support services that are beyond the support available within Creative Edge Training and where this level of support is assessed as necessary; and
- Negotiate an extension of time to complete training programs if necessary.

Your safety

Creative Edge Training is committed to providing you a safe environment in which to participate in training and assessment. We are aware under the Work Health and Safety Act 2011 of our responsibilities to maintain a safe environment.

The following guidelines are provided as a basis for safe practice in the training environment:

- Know and observe details of emergency response and evacuation plans;
- Do not undertake activities which may cause injury to self or others;
- Be responsible for your own actions;
- No smoking at the training and assessment facilities or offices;

- Report all potential hazards, accidents and near misses to the RTO staff;
- No consumption of alcohol within training and assessment facilities or during the conduct of training and assessment;
- Keep training and assessment areas neat and tidy at all times;
- Seek assistance if you volunteer to lift items e.g. move furniture in a training area; and
- Observe hygiene standards particularly in eating and bathroom areas.

Electrical equipment

- Electrical equipment that is not working should be reported to Creative Edge Training staff.
- Electrical work should only be performed by appropriately licensed or trained personnel. Learners, trainers and assessors should not undertake any task related to fixing electrical equipment such as lighting or electrical training aids.

Fire safety

- Creative Edge Training will undertake to communicate the procedures involved in evacuation and the location of fire equipment to learners at each facility for each training and assessment event; and to users of the office at least twice each year.
- All users of a training and assessment facility need to be familiar with the location of all EXITS and fire extinguishers. Users will consult available maps to determine location.
- It is the user's responsibility to understand fire drill procedures displayed around the premises.
- Users are asked to attend any sessions on fire safety procedures and the use of fire safety devices.

First aid

- Provision for first aid facilities are available where training is delivered.
- All accidents must be reported to staff.
- The accident and any aid administered must be recorded by staff involved, in the injury register.

Lifting

- Learners, trainers and assessors are encouraged not to lift anything related to the training and assessment provided by Creative Edge Training unless they do so voluntarily and taking all responsibility for any injury caused.
- Never attempt to lift anything that is beyond your capacity.
- Always bend the knees and keep the back straight when picking up items.
- If you have experienced back problems in the past do not attempt to lift heavy objects at all. Ask someone else to do it for you.

Work & study areas

- Always ensure that all work areas are clean and clear of clutter so as to avoid the danger of accident by tripping or falling over.
- Place all rubbish in the bins provided.
- Ensure that bench spaces are left clean and tidy.
- Do not sit or climb on any desks or tables.

Your equity

Creative Edge Training is committed to ensuring that the training and assessment environment is free from discrimination and harassment. All Creative Edge Training 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. Learners should expect fair and friendly behaviour from Creative Edge Training staff members and we apply complaint handling procedures advocated by the Australian Human Rights and Equal Opportunity Commission (HREOC).

Learners who feel that they have been discriminated against or harassed should report this information to a staff member of Creative Edge Training 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 learner wishes to report an instance of discrimination or harassment to an agency external to Creative Edge Training, they are advised to contact the HREOC Complaints Info-line on 1300 656 419.

Your privacy

Creative Edge Training takes the privacy of learners very seriously and complies with all legislative requirements. These include the Privacy Act 1988 and Australian Privacy Principles (effective from 12th March 2014).

Here's what you need to know:

- Creative Edge Training will retain personal information about you relating to your enrolment with us. This includes your personal details, your ethnicity and individual needs, your education background. We will also retain records of your training activity and are required to do this in accordance with the National Vocational Education and Training Regulator Act 2011.
- Your personal information is retained within our hard copy filing system and our computer systems. Your information is collected via the enrolment form and through your completion of administrative related forms and based on your training outcomes. Hard copy files are secured in lockable filing cabinets which are monitored throughout the day and secured in the evening. Electronic data retained on our computer systems is protected via virus protection software and firewall protection. Our data is backed up continuously to our server which is secure.
- Creative Edge Training is required by the National Vocational Education and Training Regulator Act 2011 to securely retain your personal details for a period of 30 years from the date your enrolment has completed. The purpose of this is to enable your participation in accredited training to be recorded for future reference and to allow you to obtain a record of your outcome if required.
- In some cases we are required by law to make learner information available to Government agencies such as the National Centre for Vocational Education and Research or the Australian Skills Quality Authority. In all other cases Creative Edge Training will seek the written permission of the learner for such disclosure. Creative Edge Training will not disclose your information to any person or organisation unless we have written instructions from you to do so. If you require your records to be accessed by persons such as your parents, you need to authorise this access otherwise this access will be denied.
- You have the right to access information that Creative Edge Training is retaining that relates to you. Further instructions are provided on how to access records within the section titled "Access to your records".
- If you have concerns about how Creative Edge Training is managing your personal information, we encourage you to inform our staff and discuss your concerns. You are also encouraged to make a complaint directly to us using our internal complaint handling arrangements outlined in this handbook. Under the Privacy Act 1988 (Privacy Act) you also have the right to make a complaint to the Office of the Australian

Information Commissioner (OAIC) about the handling of your personal information. You can find more information about making a privacy complaint at the website of the OAIC located at: <http://www.oaic.gov.au/privacy/privacy-complaints>.

Fees

Fees are payable when a learner has received a confirmation of enrolment. The initial fee payment must be paid prior to commencing training or within 10 days of receiving an invoice from Creative Edge Training. Creative Edge Training may discontinue training if fees are not paid as required. For a full list of current fees and charges please request a copy of Creative Edge Training schedule of fees and charges.

Learner cancellation

Learners who cancel their enrolment part way through a training program must notify Creative Edge Training in writing via email or letter at the soonest opportunity. Learners who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees. Learners are advised to consider alternative options such as requesting to suspend their enrolment and re-commencing in another scheduled training program.

Replacement of text & training workbooks

Learners who require replacement of issued text or training workbooks will be liable for additional charges to cover the cost of replacement. For a full list of replacement charges please refer to Creative Edge Training schedule of fees and charges.

Refunds

Learners, who give notice to cancel their enrolment **10 business days** or more prior to the commencement of a program, will be entitled to a full refund of fees paid. This policy complies with the Australian Consumer Law required statutory cooling off period for the sale of goods and services. It is a requirement under the Standards for Registered Training Organisations that an RTO must allow the minimum statutory cooling off period applicable for the jurisdiction in which they operate. Australian Consumer Law introduced in 2010 has made this consumer protection consistent in all States and Territories.

Learners who give notice to cancel their enrolment **9 business days** or less prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Creative Edge Training is required to cover the costs of staff and resources which will have already been committed based on the learners initial intention to undertake the training.

Learners who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.

Where a learner has purchased a text or training workbooks and subsequently cancels, Creative Edge Training will not refund monies for the text.

Payment method

Creative Edge Training accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Payment in cash is discouraged.

Substitutions

Requests for substitutions are to be made in writing and can be made at any time up to 2 working days before the program commencement date.

Transfers

Requests for transfers to alternate programs can be arranged if Creative Edge Training is advised in writing more than 10 working days prior to the program commencement date and there is availability on the selected program. One transfer will be accepted without charge where Creative Edge Training has been notified in writing at least 10 working days prior to the scheduled commencement date. All subsequent transfers will attract an administration charge of \$55.00 (incl. GST).

Statutory cooling off period

The Standards for Registered Training Organisations require Creative Edge Training to inform persons considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.

It must be noted that Creative Edge Training do not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period in not applicable to our learners who have enrolled into a program. For refund option in other circumstances, learners must refer to the above refund policy.

Our Guarantee to Clients

If Creative Edge Training cancels or ceases to provide training, Creative Edge Training must issue a full refund for any services not yet provided. The basis for determining “services not yet provided” is to be based on the units of competency completed by the learner and which can be issued in a statement of attainment at the time the service is ceased.

As an example: A learner enrolled in a course of 10 units of competency and paid \$1,500.00 up front as the total course fee. The course was cancelled due to the trainer falling ill and the learner at that time had completed 4 of the 10 units. The learner’s enrolment would be finalised and the learner would receive a Statement of Attainment for the 4 completed units. The learner would also receive a refund of \$900.00 which represents that value of the training not delivered.

Changes to terms and conditions

Creative Edge Training reserves the right to amend the conditions of the learner's enrolment at any time. If amendments are made that effect the learner's enrolment the learner will be informed 7 days prior to changes taking effect.

Contribution Fees and charges for Apprentices under user choice funding

Certificate III in Hairdressing & Barbering Apprenticeships are funded under the User choice programme. Although funded a contribution fee is required by the government.

Student contribution fees are charged at the rate of \$1.60 per nominal hour based on the hours supplied by DETE. Workbooks cannot be issued without payment of these fees prior to each group of enrolment and is imperative to your continual progression. There are some categories for exemption of these fees. If you fall into any of the exemption categories listed below please advise us immediately as you may be eligible for funding to cover the student contribution fees. Apprentices will be invoiced for each group as they enrol. There are 3-4 groups within the full qualification. All Students are charged student contribution fees; this includes units where Recognition of Prior Learning is being sought.

Partial exemption

RTO's must charge 40 per cent of the student contribution fee where the student falls into one or more of the following exemption categories:

- Evidence that the student is under 17 years of age in the year in which the Academy provides training and the student has not completed year 12.
- Where the student is a partner or a dependent of a person who holds a Health Care Card or Pensioner concession card and is named on that card.
- Presentation of current Health Care Card (or Pensioner Card issued under the Commonwealth Law)
- If a student issues the college with an official form/letter under Commonwealth Law confirming that the student is entitled under a Health Care Card or Pensioner Concession Card.
- Students who are Aboriginal or Torres Strait Islander.

Full Exemption

- If a student is a school based Apprentice they are exempt from Student Contribution fees whilst remaining at school.
- FEE FREE Training – Eligible students must have successfully completed YR 12 at the end of 2013 and been granted a QLD Certificate of Education (QCE). If the student is enrolled in a qualification within 12 months of completing yr 12 then they will be eligible for Fee Free training.
- Students can apply for exemption due to extreme financial hardship. After managing the appeal from the student the Academy will notify the student of the outcome. Evidence for that appeal will need to be provided by the student.
- Where credit transfer/ national recognition has been applied to a unit of competence.

All course fees are inclusive of:

- Training delivery
- Training assessment
- Course material and Training record book
- 1 head block (Any additional headblocks may be purchased)
- Issue of award

If an Apprentice loses their Training Record book a \$25.00 re-issue fee will apply due to administrative costs incurred to replace data.

Hardship

- To apply for hardship A letter must be addressed to the Director of Education requesting an assessment.
- Once received, a Budget outlining your expenses V's Income is required and the supporting documentation to be assessed on an individual basis.
- The outcome will be communicated to the individual in writing.
- An application must be put to the Dept to accept your eligibility before this can be applied.

Refund Policy for Apprentices

Apprentices will be given a pro rata refund of student contribution fees, should they withdraw from CET or cancel their apprenticeship resulting in termination of their enrolment. This refund will be based only on training which has not commenced with your educator.

A 100% refund on Student Contribution fees will be issued if the student has enrolled but has had no delivery.

A refund of the apprentices' contributions will be given on receipt of their workbooks.

No refund policy applies for school based apprentices, as they are exempt from student contribution fees.

Apprentice Trainee Information

Training Plan

Legislation requires that a Training Plan be negotiated during the apprentice's probation period.

A Training Plan is negotiated between the apprentice, employer and training provider. It is a document that states the training to be delivered to the apprentice by the employer, on the Job, and Creative Edge Training, off the Job.

The skills required for the apprentice to perform their job competently, are identified in the Training Plan. Should an employer wish to change the sequence of training, a new Training Plan must be amended or completed

Your Training Plan has been developed so it is easy for the apprentice and employer to follow. It sets out objectives which are replications of the skills that the employer would like their apprentice to complete in order, and which allows for a linking of both simulated and work-based performance.

A copy of the Training Plan is given to the apprentice and the employer, so that training and progression can be monitored by CET, your workplace, as well as the apprentice themselves.

Progression

Apprentices undertaking SHB30416 Certificate III in Hairdressing / SHB30516 Certificate III in Barbering will progress through their qualification according to their completed competencies.

Full time apprentices undertaking the Certificate III in Hairdressing / Barbering sign a three-year contract but because their education and training is competency-based, they could complete their apprenticeship sooner or may need an extension.

As you achieve competence both the employer and your CET educator will sign your TRB Record Book which depending on number of units may allow you to progress to the next level.

Please note: Finishing units of competency with CET does not automatically entitle you to competency in that unit until your Workplace (employer/workplace trainer/manager) has also signed you as being competent in the workplace. It is recommended that you meet with your employer at a suitable time to review your progression and sign your TRB every 2- 3 months. Your TRB will be updated with the Academy when your educator visits each training session.

Training Record Book

The Training Record Book is to record the achievement of units of competency, which make up the Certificate III in Hairdressing / Barbering.

It is a personal record, which records and monitors your progress towards achieving the standard of competency required for the qualification or certificate.

It has the following functions:

- It is a permanent record of the total competencies you have received.
- It acts as a guide to record the competencies you still have to achieve.
- It forms the required record for certification of nationally recognised training for the hairdressing / barbering industry
- It may be used when seeking promotion, additional training programs, future employment, or applying for Recognition of Prior Learning (RPL).

Make sure that you keep this Record Book in:

- Good condition
- A safe place
- In the salon, so that your employer or workplace trainer/assessor has access and can monitor your training progress and please ensure you bring it to all workshops and Bootcamps provided by CET.
- Keep it up-to-date

Cancelling an Apprenticeship

Should an apprentice cancel or have their apprenticeship cancelled, the employer and apprentice need to notify CET.

If you recommence in a new apprenticeship with a new employer CET can be contacted to continue your training.

If you are an existing CET student we will not recharge you for books you have already enrolled and commenced to continue your training if it is within 3 months. This will allow you to continue where you finished with your previous employer.

Completion of Apprenticeship

When both the employer and the training provider have signed off all units of competency in the students Training Record Book, the apprentice is qualified.

In order to finalise this, a Completion Agreement must be signed by the employer, apprentice and Registered Training Organisation. Once this has been done, the apprentice will be issued their Certificate and/or qualification and a Statement of Attainment. You will find this document at the back of your TRB.

The Department of Employment and Training will notified of the agreed completion date of the apprenticeship and they will issue you with a Trade certificate.

All 3 signatures must appear on the completion certificate to be deemed completed.

Contact book

All apprentices will have received an Employer, Apprentice, and Trainer Contact Book in their apprentice pack, which is used to keep communication lines between the three parties open.

The student is to complete the contact book at the end of each training session with information of what units were enrolled in, any units handed in, the practical work completed and homework set before next visit by your Creative Educator and signed by both Educator & apprentice.

It is then the apprentice's responsibility to show their employer this contact book after each visit and have them sign it.

Change of student details

Throughout your training with Creative Edge Training, you must notify Administration when your personal details change.

These changes include:

- Name
- Address
- Phone number/ Mobile
- E-mail address
- Emergency contact details
- Employer details for Apprentices
- Guardian details if applicable.

This information is very important for posting out your qualification. If the incorrect address is on file then a fee to reprint your certificate will apply as per schedule.

Access to your records

You are entitled to have access to your records. These records include your:

- learner file,
- learning and assessment record,
- administrative records,
- AQF certificates including a reissuance of a statement of attainment or qualification which has been previously issued.

You may require these records 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 Creative Edge Training, you are welcome to have access anytime just ask your trainer and it will be organised immediately.

You can access hard copy records and reports from our learner management system, but only relating to you personally. You can request this access using the Learner Records Request Form. Access to requested records during a work day will be arranged as soon as possible and definitely within 24 hours. Learners should note that these records cannot be taken away unless a copy is requested. Where photocopies are requested, Creative Edge Training reserves the right to charge a one-off photocopy fee of \$10.00. There is no cost to simply view records at our office.

In the case of accessing a reissuance of a previously issued Statement of Attainment or Qualification certificate, if you have lost or misplaced your AQF certificate you may obtain a reissued certificate from Creative Edge Training. To obtain this you must complete the Learner Records Request Form and return this to the Office Manager. The cost of \$33.00 will apply for each issued AQF certificate. These monies must be paid in advance. Reissued AQF certificates will be an exact duplicate of the original with the exception of small wording at the bottom of the document which identifies the certificate as reissued. AQF certificates may only be collected in person or can be posted via registered post. A learner may also nominate another person to collect the certificate, however these persons must be notified to Creative Edge Training beforehand and the person must provide photo ID to validate their identity.

Continuous improvement

Creative Edge Training is committed to the continuous improvement of our training and assessment services, learner services and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.

Suggesting improvements

The primary method of reporting opportunities for improvement by learners is via the continuous improvement reporting procedure. This procedure allows any person to raise a Continuous Improvement Report for consideration by the Continuous Improvement Committee. Often these reports will be generated after an opportunity for improvement has been identified by a staff member or learner. The Continuous Improvement Report template is available on request. Learners are encouraged to provide feedback to Creative Edge Training so we can improve our services in the future.

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 learners about their experience with an RTO and in undertaking nationally recognised training. Your completion and return of this survey is important to Creative Edge Training 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.

Assessment

At Creative Edge Training assessment is conducted using a combination of Written Knowledge Assessment, Research Tasks, Case Studies, Work Log Book, Supervisor Feedback and Workplace Observation.

The following provides a brief explanation of the primary assessment methods:

- **Written Knowledge Assessment:** The learner is required to provide a written response to a range of questions relating to required knowledge of the units of competency. These would generally be short answer response activities and may include other questioning methods including multiple-choice.
- **Research Tasks:** The learner is required to undertake research within their own workplace and the available reference material and provide a written response to each question. These

assessment activities are usually short to medium answer response activities. The responses provided by the learner will largely be specific to their workplace.

- **Case Study Response:** The learner is required to provide a written response to a situation presented in a case study scenario. This will usually require the learner to consider carefully the situation presented, undertake some research to inform their response and then to propose their recommended actions.
- **Workplace Log book:** The learner is required to record details of their work activity completed during the work placement. These details are recorded against specified tasks which are predesigned for the learner to complete. This forms an important part of the assessment evidence as it often includes critical evidence that is otherwise difficult for the assessor to observe.
- **Supervisor Feedback:** The assessor will periodically engage with workplace supervisors to seek their feedback about the learner's performance. This is undertaken as an interview with a duration of approximately 15 to 20 minutes. This interview can be undertaken over the phone or face to face. Feedback from a supervisor is recorded into the assessment record.
- **Workplace Observation:** The learner will be observed performing specific tasks in their day-to-day work activities. The assessor will attend the workplace and observe the learner performing tasks relevant to the units of competency being assessed. The learner will be briefed on these observation activities in events and is required to make arrangements to undertake these activities when the assessor is in attendance at the workplace.

Re-assessment

Learners who are assessed as not yet competent are to be provided with detailed verbal and written feedback to assist them to identify the gaps in their knowledge and skills to be addressed through further training. These learners are to be provided with additional training and learning support to target their specific gaps in knowledge and/or skills and prepare them for additional assessment.

It is the policy of Creative Edge Training to provide three opportunities for additional training and re-assessment at no additional cost to the learner or employer. Learners who require additional training and re-assessment after they have exhausted their three opportunities will be required to pay a fee for additional training and re-assessment. Please refer to the current fee schedule to identify the re-assessment fee.

Learner's requiring additional learning support are to be brought to the attention of Creative Edge Training management so the progress of the learner can be monitored closely and additional support services can be applied well before it becomes necessary to impose an

additional fee for re-assessment. Where learners repeatedly do not demonstrate competence following significant learning and assessment support, a learner's enrolment can be determined through mutual agreement.

Issuing Qualifications and Statements of Attainment

Creative Edge Training will issue all AQF certification documentation (Qualifications and Statements of Attainment) to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to Creative Edge Training have been paid.

Making complaints & appeals

Creative Edge Training is committed to providing a fair and transparent complaints and appeals process that includes access to an independent external body if required. To make a complaint or an appeal, you are requested to complete one of the following forms:

- Complaint Form
- Request for Appeal of a Decision

These forms are available by request by contacting administration at the following:

- info@creativeedgetraining.com.au
- Or phoning 55 109 112

Once you have completed the required form you are requested to submit this to the Office Manager either in hard copy or electronically via the following contact details:

- 46 Palladium Blvd Hope Island 4212
- director@creativeedgetraining.com.au

If you are having any difficulty accessing the required form or submitting to us, please contact us at the following number:

- 07 55 109 112

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 Creative Edge Training 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 learners and/or employers.

What is an appeal?

An appeal is an application by a learner 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 Creative Edge Training within **28 days** of the learner being informed of the assessment decision or finding.

Early resolution of complaints & 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, as 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.

Complaint and appeals handling

Creative Edge Training applies the following principles to its complaints and appeals handling:

- Written records of all complaints / appeals are to be kept by Creative Edge Training including all details of lodgement, response and resolution. Creative Edge Training will maintain complaints / appeals register to be used to record the details of the complaint / appeal and to maintain a chronological journal of events during the handling process. Records relating to complaint / appeal handling are stored securely to prevent access to unauthorised personnel.
- A person making a complaint or seeking an appeal is to be provided an opportunity to formally present his or her case at no cost.
- Each person may be accompanied and/or assisted by a support person at any relevant meeting.

- Consultation will be had with all parties involved I.e.: RTO Staff & students giving them the right to be heard.
- The handling of a complaint / appeal is to commence within seven (7) working days of the lodgement of the complaint / appeal and all reasonable measures are taken to finalise the process as soon as practicable.
- The person making a complaint or seeking an appeal is to be provided a written response to the complaint / appeal, including details of the reasons for the outcome. A written response must be provided to the person within fourteen (14) days of the lodgement of the complaint / appeal.
- Complaints / appeals must be resolved to a final outcome within sixty (60) days of the complaint / appeal being initially received. Where Creative Edge Training Chief Executive Officer considers that more than 60 calendar days are required to process and finalise the complaint / appeal, the CEO must inform the person making a complaint or seeking an appeal in writing, including reasons why more than 60 calendar days are required. As a benchmark, Creative Edge Training will attempt to resolve complaints / appeals as soon as possible. A timeframe to resolve a complaint / appeal within thirty (30) days is considered acceptable and in the best interest of Creative Edge Training and the person making a complaint or seeking an appeal. A person making a complaint or seeking an appeal should also be provided with regular updates to inform them of the progress of the complaint / appeal handling. Updates should be provided to the person making a complaint or seeking an appeal at a minimum of four (4) weekly intervals.
- Creative Edge Training shall maintain the enrolment of the person making a complaint or seeking an appeal during the handling process.
- Decisions or outcomes of the complaint / appeal handling process that find in the favour of the person making a complaint or seeking an appeal shall be implemented immediately.
- Complaints / appeals are to be handled in the strictest of confidence. No Creative Edge Training representative will disclose information to any person without the permission of Creative Edge Training Chief Executive Officer. A decision to release information to third parties can only to be made after the person making a complaint or seeking an appeal has given permission for this to occur. This permission should be given using the Information Release Form.

- Complaints / appeals are to be considered and handled to ensure the principles of natural justice and procedural fairness are applied at every stage of the handling process. This means that the person making a complaint or seeking an appeal is entitled to be heard with access to all relevant information and with the right of reply. The person making a complaint or seeking an appeal is entitled to have their complaint heard by a person that is without bias and may not be affected by the decision. Finally the decision must be made based on logical evidence and the decision-maker must take account of relevant considerations, must act for a proper purpose and must not take into account irrelevant considerations.
- Further guidance on principles of natural justice and procedural fairness can be accessed at the following link: [Principles of Natural Justice and Procedural Fairness](#)

Unresolved Complaints and Appeals

Where the person making a complaint or seeking an appeal is not satisfied with the handling of the matter by Creative Edge Training , they have the opportunity for a body that is external to Creative Edge Training to review his or her complaint or appeal following the internal completion of complaint or appeals process.

Learners who are not satisfied with the process applied by Creative Edge Training may refer their grievance to the following external agencies:

- In relation to consumer protection issues, these may be referred to the Office of Fair Trading.
- In relation to the delivery of training and assessment services, these may be referred to the National Training Complaints Service via the following phone number: 13 38 73.

Recognition of your existing skills & knowledge

In accordance with the requirements of the Standards for Registered Training Organisations, Creative Edge Training provides the opportunity for learners to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

Recognition guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any learner is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Learners may not apply for recognition for units of competence or a qualification which are not included in Creative Edge Training scope of registration.
- Whilst learners may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the learner down a more efficient path to competence.
- Learners who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competence.

Forms of evidence for recognition

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient on their own. When combined together, with a number of evidence items, the candidate will start to provide a strong case for competence. Creative Edge Training reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

What is national recognition?

National recognition is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows a learner to be awarded a unit of competency/module based on successful completion of the unit which has been previously awarded.

Evidence requirements

If you are seeking national recognition you are required to present your statement of attainment or qualification for examination to Creative Edge Training.

These documents will provide the detail of what units of competence you have been previously issued. You must provide satisfactory evidence that the statement of attainment or qualification is authentic, is yours and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework. You are required to submit copies only which are certified as a true copies of the original.

National recognition guidelines

The following guidelines are to be followed in relation to national recognition:

- Any learner is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Learners may not apply for national recognition for units of competence or qualification which are not included in Creative Edge Training scope of registration.
- Whilst learners may apply for national recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the learner down a more efficient path to competence.
- The learner does not incur any fees for national recognition and Creative Edge Training does not receive any funding when national recognition is granted.
- National recognition may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and applicants will be advised to seek recognition.

Legislative and Regulatory Responsibilities

Creative Edge Training is required to operate in accordance with the law. This means we comply with the requirements of legislative and regulatory requirements. The following legislation is a list of the Acts that Creative Edge Training has recognised it has compliance responsibilities to. They also represent obligations to you as a learner whilst training with Creative Edge Training.

During your day-to-day work and when participating in training, you will need to be aware of the relevant legislation that may impact on your conduct and behaviour.

Copies of State and Federal legislation can be found on the Internet at www.australia.gov.au/state-legislation (State) and www.comlaw.gov.au (Federal).

The following is a summary of the legislation that will generally apply to your day-to-day work and training.

Work Health and Safety Act 2011

The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces. The WHS Act protects workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant.

The WHS Act covers workers by providing a nationally uniform work health and safety laws. This includes employees, contractors, sub-contractors, outworkers, trainees, work experience learners, volunteers and employers who perform work.

The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities.

Section 29 of the WHS Act requires that any person at a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

They must also cooperate with any actions taken by the person conducting business or undertaking to comply with the WHS Act and WHS Regulation.

Privacy Act 1988

The Privacy Act is supported by the Australian Privacy Principles which came into effect on 12th March 2014. The object of Australian Privacy Principles is to ensure businesses and government agencies manage personal information in an open and transparent way.

Review the section within this handbook that relates to privacy protection. It provides you with information about:

- the kinds of personal information that the entity collects and holds;
- how the entity collects and holds personal information;
- the purposes for which the entity collects, holds, uses and discloses personal information;
- how an individual may access personal information about the individual that is held by the entity and seek the correction of such information;
- how an individual may complain about a breach of the Australian Privacy Principles and how the entity will deal with such a complaint; and
- whether the entity is likely to disclose personal information to overseas recipients.

Disability Discrimination Act 1992

Sect 5 - Disability Discrimination

(1) For the purposes of this Act, a person (discriminator) discriminates against another person (aggrieved person) on the grounds of a disability of the aggrieved person if, because of the aggrieved person's disability, the discriminator treats or proposes to treat the aggrieved person less favourably than, in circumstances that are the same or are not materially different, the discriminator treats or would treat a person without the disability.

For the purposes of subsection (1), circumstances in which a person treats or would treat another person with a disability are not materially different because of the fact that different accommodation or services may be required by the person with a disability.

Sex Discrimination Act 1984

Objects The objects of this Act are:

- to give effect to certain provisions of the Convention on the Elimination of All Forms of Discrimination Against Women; and
- to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status, pregnancy or potential pregnancy in the areas of work, accommodation, education, the provision of goods, facilities and services, the disposal of land, the activities of clubs and the administration of Commonwealth laws and programs; and
- to eliminate, so far as possible, discrimination involving dismissal of employees on the ground of family responsibilities; and
- to eliminate, so far as is possible, discrimination involving sexual harassment in the workplace, in educational institutions and in other areas of public activity; and
- to promote recognition and acceptance within the community of the principle of the equality of men and women.

Age Discrimination Act 2004

The objects of this Act are:

- to eliminate, as far as possible, discrimination against persons on the ground of age in the areas of work, education, access to premises, the provision of goods, services and facilities, accommodation, the disposal of land, the administration of Commonwealth laws and programs and requests for information; and
- to ensure, as far as practicable, that everyone has the same rights to equality before the law, regardless of age, as the rest of the community; and
- to allow appropriate benefits and other assistance to be given to people of a certain age, particularly younger and older persons, in recognition of their particular circumstances; and
- to promote recognition and acceptance within the community of the principle that people of all ages have the same fundamental rights; and
- to respond to demographic change by:

- removing barriers to older people participating in society, particularly in the workforce; and
- changing negative stereotypes about older people.

Racial Discrimination Act 1975

This Act gives effect to Australia's obligations under the International Convention on the Elimination of All Forms of Racial Discrimination. Its major objectives are to:

- promote equality before the law for all persons, regardless of their race, colour or national or ethnic origin, and
- make discrimination against people on the basis of their race, colour, descent or national or ethnic origin unlawful.

Copyright Act 1968

Copyright is a type of property that is founded on a person's creative skill and labour. It is designed to prevent the unauthorised use by others of a work, that is, the original form in which an idea or information has been expressed by the creator.

Copyright is not a tangible thing. It is made up of a bundle of exclusive economic rights to do certain acts with an original work or other copyright subject-matter. These rights include the right to copy, publish, communicate (eg. broadcast, make available online) and publicly perform the copyright material.

There is no general exception that allows a work to be reproduced without infringing copyright. Where a part of a work is copied, the issue is whether a substantial part of that work has been reproduced and thus an infringement has occurred. However, there is a 10% rule which applies in relation to fair dealing copying for the purposes of research or study. A reasonable portion of a work may be copied for that purpose, and a reasonable portion is deemed to be 10% of a book of more than 10 pages or 10% of the words of a work in electronic form.

Fair Work Act 2009

The main objectives of this Act are to provide a balanced framework for cooperative and productive workplace relations that promote national economic prosperity and social inclusion for all Australians by:

Providing workplace relations laws that are fair to working Australians, are flexible for businesses, promote productivity and economic growth for Australia's future economic prosperity and take into account Australia's international labour obligations;

Ensuring a guaranteed safety net of fair, relevant and enforceable minimum terms and conditions through the National Employment Standards, modern awards and national minimum wage orders;

Enabling fairness and representation at work and the prevention of discrimination by recognising the right to freedom of association and the right to be represented, protecting against unfair treatment and discrimination, providing accessible and effective procedures to resolve grievances and disputes and providing effective compliance mechanisms.

National Vocational Education and Training Regulator Act 2011

This legislation provides that basis for the regulation of Registered Training Organisations in Australia. The legislation provides the basis for the establishment of the National VET Regulator who are the registration authority for RTOs. A core component of this legislation is that it defines the condition for the registration of an RTO which include:

- compliance with the VET Quality Framework
- satisfying Fit and Proper Person Requirements
- satisfying the Financial Viability Risk Assessment Requirements
- notifying National VET Regulator of important changes
- cooperating with National VET Regulator
- compliance with directions given by the National VET Regulator