



Information for Students



RTO No. 45604

Information for Students

Welcome

Thank you for your interest in a training program with AIO Training (AIO). We are committed to working with you to achieve your goals, and to provide you with high quality training services.

As an enrolled student, you have rights, but you also have obligations in your training and assessment. This booklet provides you with a summary about our standards, policies and procedures, and your obligations as an enrolled student with AIO. Please take the time to read through the information.

Who are we?

AIO Training (AIO) RTO code, 45604, is a Registered Training Organisation (RTO) offering quality training and assessment in Community services. We collaborate with professionals to provide education and training for a competent and adaptable workforce that meet the ever-changing needs of the industry to supports the best outcomes for our students, but in all cases, we as the RTO are responsible for the delivery of training in accordance with Standards for Registered Training Organisations (SRT0 2015) and we will be issuing a nationally recognised certificate when you successfully complete your course.

Publicly available information about AIO Training is available on the national register of vocational education and training (VET) website www.training.gov.au. Our RTO code is (45604) and our registration details and approved scope are available for further information.

How can you contact AIO?

You can contact us directly by visiting our office at **Suite 302D, 84-90 Hotham Street, Preston, VIC 3072** or call us at **(03) 7008 5056**. You can also email your queries to info@aiotraining.vic.edu.au and we will get back to you.

Selection of Students

Enrolment is carried out by AIO's enrolment officer at various stages throughout the enrolment process, in a manner that gathers information about your future goals, any previous education, identifying any existing skills or knowledge, how you best learn, and endeavour to identify any support that you may require throughout your learning journey at AIO. This is also known as a **Pre-Training Review**. All this information assists AIO to determine the suitability and appropriateness of the course to meet your learning needs and goals. As part of the enrolment process, or before the commencement of training, a Pre-Training Review will be undertaken to

- Discuss your career aspirations and motivations,
- Ascertain the most suitable qualification for you to enrol in
- Identify any competencies previously acquired
- Conduct a Language, Literacy and Numeracy assessment (see below)
- Identify computer literacy levels

Language, Literacy and Numeracy (LLN)

All applicants are required to undertake a Language Literacy and Numeracy assessment. The purpose of this test is to determine whether you may require additional support in order to complete the course successfully. This way, we can tell you prior to your enrolment if we are able to provide the level of support you require or if you might need to seek support from external agencies

Pre-Training Review

In conjunction with the LLN assessment, AIO also addresses your existing or previous educational and digital capabilities. If you feel you will need additional support, please bring this to our attention so we can be sure we are in a position to be able to provide the support or provide details on the form.

What is VDSS?

VDSS stands for 'Vocational Education and Training Delivered to Secondary Students'. You may also know it as VET DSS, VET in Schools or VETiS.

VDSS is a hands-on program for secondary school students, designed to give them a head start in life by completing a nationally recognised qualification while still attending school.

Corporate One, 84-90 Hotham Street, Preston VIC 3072

Phone: +61 3 7008 5056

Website: <http://www.aiotraining.vic.edu.au> Email: info@aiotraining.vic.edu.au

The benefits of enrolling in a VDSS program:

- Boost your resume with nationally recognised qualifications and units of competency
- Taste test potential careers while you are still in school
- Gain industry experience and employability skills
- Gain credits towards further education via pathway opportunities post secondary school
- Develop valuable hands on skills and experience for work, further training or university
- Study close to home and experience an adult learning environment
- Gain valuable skills and knowledge to assist with employment whilst studying.

Program Duration & Outcome

VDSS programs are run over two years, part time, generally requiring a one day a week commitment over the two school years. To complete a qualification, you need to successfully complete all units of competency in the two years.

If you don't successfully complete all units of competency in the program you will still receive a Statement of Attainment (SOA) which will list the units you have achieved. These can then be used to apply for credit in future studies in the same area or simply add to your employability skills.

Eligibility

Students must be at least 15 years of age and enrolled in Year 10, 11 or 12

Most students undertake VDSS in their final two years of secondary studies. VDSS can be undertaken in both VCE and VCE VM streams.

In VCE VM your study is broken into blocks. For every 90 hour block, you get one VCE VM unit credit.

In VCE your VDSS program can contribute in two ways:

In an unscored VDSS program, your studies will contribute through block credit recognition. If you undertake an unscored VDSS program as part of your VCE, the VDSS program cannot contribute directly to your ATAR however it can contribute a 10% increment of your top 4 average subject study scores towards your ATAR.

In a scored VDSS program, your 3 and 4 sequence will contribute directly to your ATAR as one of your top 4 subjects or as a 5th/6th

Requirements

Each week of the program you will attend a full day of work on campus. You will also have homework and revision to complete at home.

Being in an adult setting your trainers will expect you to demonstrate responsibility and a mature approach to your studies. You are required to meet a minimum of 90% attendance. As the programs are fast paced, missing classes will jeopardise your ability to enjoy the program and make progress as required.

Your program will consist of units of competency which means you will need to demonstrate that you have understood and mastered the skills expected. You will be assessed on your performance however it is not like an exam, instead it is an ongoing process.

Our program is a great start to VET studies as the trainers you have in VDSS are the same trainers you will have if you continue to study with us after you leave school.

Cost

We do not charge any fees to you directly to undertake VDSS with us.

Your VDSS fees will be charged by your school and you will pay your home school as part of your school fees.

Discontinuing your VDSS program

Although VDSS programs are intended for a two-year commitment we understand that sometimes circumstances change. It is important to communicate with your school and with us if you feel you wish to discontinue your studies or change programs.

VDSS programs only have one intake per year, so you will only be able to change after the first year as you cannot change courses mid-year.



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If you wish to discontinue your VDSS program after year one, you will still get credit for any units you complete however you will not get the qualification.

If you wish to change programs after year one, you will begin the new program at year one level. You can use credits in units if they are the same across programs.

If you don't successfully complete all units in a VDSS program, you will be able to enrol through our mainstream VET programs and complete outstanding units after you've exited from secondary school.

Student Support

Your initial point of contact whilst studying at AIO is your Trainer and Assessor. However, AIO has student support and administration officers that can offer guidance if you are experiencing any difficulties related to your studies. If further support is required, AIO can provide you with access to support strategies or referrals to enable you to undertake your studies.

Course Duration

The time taken to complete a qualification can vary, depending on the course you have chosen to study, the requirements, and your commitment. For further information about your chosen qualification please refer to www.aiotraining.vic.edu.au and find your qualification under courses.

Attendance, Participation and Course Progress

Students need to be aware that significant non-attendance may impact their chances of success in the unit and potentially the course. Students are expected to attend scheduled classes for each unit within the course and participate in the learning activities, discussions, etc.

If you find you are unable or unlikely to be able to attend or participate in classes, you must discuss this with your Trainer/Teacher, as soon as possible. Failure to attend classes on a regular basis without acceptable evidence of incapacity may result in not meeting the assessment requirements for a unit of competency or course.

Maintaining Contact

Our trainers will keep in regular contact with you throughout the course. In addition, our student support and administration staff may send you correspondence from time to time. It is important that you communicate with your Trainer or our student support and administration staff if there is any support you require or circumstances that impede on you from maintaining your enrolment

Work Placement (CHC Qualifications)

In our CHC courses there is a mandatory component of work placement. Students are encouraged to seek workplace arrangements that are convenient to their place of residence, work or studies. Where students have difficulties in doing so, AIO will offer support and allocate a suitable service where the required placement hours and activities can be undertaken. Where AIO provides such allocation, it would be communicated in writing and request that students accept or reject the offer. Where students reject the offer, they will be responsible to find an alternative place and the offer will be allocated to other student/s. AIO will not be responsible to allocate a placement position for the student who rejected the offer.

All mandatory hours and activities must be successfully completed as part of the course requirements

Note: A Working with Children Check is required before commencing placement.

Delivery and Assessment

AIO uses a range of delivery modes and assessment methods. For further information about your chosen qualification please refer to www.aiotraining.vic.edu.au and find your qualification under courses.

Allowable interaction and plagiarism

You are permitted to ask questions of your trainer and receive help where you need support. Unless otherwise specified by the trainer or the instructions for each assessment activity, you are also permitted to work in groups with other students.

Discussing assignments and case studies with other students is encouraged, as it can help enhance understanding and generate ideas, however, students must write work in their own words from their own perspective. **All student work must be original.** Do not lend your work to another student. If you do lend your work to another student and they copy your work, you will both fail the assessment task.

It is considered academic misconduct to reproduce other people's work without their permission; this includes literary, dramatic, musical, artistic, electronic, software and certain other intellectual works. This means that copying directly from books or other materials, without properly referencing the source constitutes plagiarism. It is easy for a trainer to determine if the work did not originate from the student. Students caught plagiarising other people's work will immediately fail the assignment.

Unless otherwise specified by the trainer or the instructions for each assessment activity you are permitted to conduct research, through the internet or other resources, but you must source in your work, you must state the origin of the source of reference. During the term of enrolment students may be provided with resources to aid in your studies. These resources remain the property of AIO Training.

Equipment and Resources

We will provide you with the necessary learning resources to meet your training and learning needs. These resources are used for the purpose of Training and Assessment. You are required to refer to these resources to complete these assessments unless otherwise instructed by your Trainer or the instructions in the assessment itself.

Testamur and Statement of Attainment

On the successful completion of the qualification, AIO will issue a Testamur and Record of Results. Upon partial completion of a qualification, AIO will issue a statement of attainment for the unit/s of competency that have been successfully completed. Please keep these documents in a safe place. Should you misplace the original documents, AIO is able to provide a re-issuance (fees apply).

Student Code of Conduct

Disciplinary Procedures

AIO is committed to ensuring a fair, safe and constructive learning environment and will use defined procedures in the event of any disciplinary issue. Where we suspect that any actions of the student are unlawful, we may contact external agencies such as the police.

Student disciplinary procedures will be implemented in the event of a student committing serious misconduct including, but not necessarily limited to:

- deliberate destruction of property
- plagiarism, collusion or cheating
- using abusive or indecent language or actions
- taking, possessing, or being affected by, alcohol or illegal substances
- any harassing or bullying behaviour towards other learners or staff
- constant non-attendance, and/or
- constant disruptive activities within the classroom or other activities

If there is deliberate destruction of our property you will be liable for all costs associated with repairs. You are entitled to representation or support at any stage in the disciplinary process. In summary, our process is:

- student spoken to by trainer/assessor, issue investigated and attempt to resolve the matter
- if a resolution is not reached, a written request to comply will be issued
- if the matter is still not resolved the student will be interviewed by the RTO Manager or Director of AIO, and
- if the matter is still not resolved the student will be dismissed from the training program, course, or activity.

We may immediately terminate the enrolment of any student involved in a serious, deliberate breach of our standards or any act of gross misconduct. In the event of dismissal, any refund of monies paid to AIO will be negotiated with the person funding the training.

Access and Equity

AIO is committed to providing an accessible and fair learning environment. This is about making sure that people are not discriminated against or harassed on the basis of their sex, race, age, disability, sexuality, marital status or pregnancy. Equal Opportunity legislation ensures that people are treated fairly. When you become an enrolled student of AIO, you also have an obligation under legislation to treat others fairly in this way.

If you have a disability that you feel may affect your learning program, please feel free to discuss this with us. We can arrange an interview so that your needs can be assessed and, resources, specialized equipment or additional personnel can be negotiated. We will treat such information in confidence and we will endeavor to provide the required support within our resources.

Bullying and Sexual Harassment

Under legislation, you are required to ensure you do not bully or harass fellow students, trainers and assessors and any other person in connection with your training. This includes sexual harassment, which is unlawful. Sexual harassment is about any unwelcomed behavior of a sexual nature and can include sexual gestures, offensive remarks or physical contact.

We expect high standards from our students and an environment free from harassment or bullying. Any breaches of this code will be treated very seriously.

If you feel you have been bullied or harassed, please speak with your AIO representative and we will deal with the issue promptly and in confidence in line with our policies and procedures. If you cannot speak with our representative, please complete the grievance form and forward as detailed.

Your obligations

As an enrolled student, you are expected to;

- Attend all training, contribute to, and participate in, training and be punctual
- Arrive at training with all prescribed materials and equipment
- Be well informed about the requirements of the course that is being undertaken
- Comply with all Health & Safety requirements
- Comply with AIO policies and procedures
- Discuss with staff any problems that may be encountered
- Notify AIO if any of your personal details (including address) change
- Notify your Trainer if you are going to be absent from training
- Respect the rights and welfare of AIO staff and students
- Submit work, which is wholly your own, within the time frames negotiated
- Take an active role in planning and pursuing your studies

Grievances, Complaints and Appeals

If there is any aspect during your enrolment at AIO that you are unhappy with any part of your training program, including assessment, we encourage all students to discuss their concerns with their Trainer, or with our student support officers. AIO's complaints or appeals policy provides for a timely, effective, fair and professional process. All students have access to voice their complaint, air a grievance or appeal any decisions (including assessment decisions). If we receive complaints, grievances or complaint or appeal we will use informal processes to resolve issues where possible, but we also have formal procedures to deal with any complaints or grievances if informal processes are not effective.

If you are not comfortable with a personal approach, or the matter remains unresolved, please complete a Complaints and Appeals Lodgment Form, available from the Head Office or on our website. For further information, please refer to www.aiotraining.vic.edu.au