



2018

RTO 32413

Student Orientation

STUDENT ORIENTATION

Thank you for choosing the TAE Training Institute (RTO: 32413) as your preferred provider of this course. Prior to course commencement, you are required to complete a student induction (below). All of the following information is provided to students via the IVET Group website, the Student Handbook and the relevant course flyer. If students require any further information please do not hesitate to discuss with your trainer, school or contact IVET Group directly. As a student of TAE Training Institute, you have been placed into this course based on the information provided and decisions made in conjunction with your school.

Student Declaration

I agree to go through the student induction and will read all required information prior to commencing my course. I agree that if I am unsure of anything I will speak to my teacher and/or IVET Group before completing this checklist.

I am aware and understand the entry requirements, duration and how many units must be completed as part of my course.

I am aware and understand that all assessment work I complete will be assessed by my teacher. They will deem me either competent or not yet competent and will provide feedback where necessary.

I am aware and understand that if I am having difficulties with my course and/or assessment work, I am speaking to my trainer about extra support internally, externally and possible reasonable adjustments.

I am aware and understand that my assessment is competency based and I can be graded Competed or Not Yet Competent. A grade will be given and I can resubmit my assessment if need be.

I am aware and understand that I can apply for Credit Transfer from previous studies and/or Recognition of Prior Learning from work experience. I am aware I need to speak to my teacher about these options.

I am aware and understand that my academic records will be kept for 30 years and can access these at any time by emailing TAE Training Institute

I am aware and understand that I can see my course progress on the TAE Training Institute portal, however I can speak directly to TAE Training Institute if I have any concerns or questions.

I am aware and understand that if I wish to raise a complaint about my enrolment, training and assessment or any other part of my course, I can contact TAE Training Institute directly who will investigate the legitimacy of the complaint.

I am aware and understand that I can access TAE Training Institute's complaints and appeals policy to appeal any decision made on my complaint raised and if not resolved I can contact the Australian Skills Quality Authority for further support.

I am aware and understand that where any changes to TAE Training Institute as an RTO occur, TAE Training Institute will contact me directly regarding these changes (if applicable).

I am aware and understand that under government legislation TAE Training Institute must retain copies of my student work for a period of 6 months post completion and they may be used for Continuous Improvement purposes.

I am aware and understand that if there are any changes with my course, TAE Training Institute will contact me directly and that I must keep my personal details updated with TAE Training Institute to ensure I receive the most up-to-date information.

I am aware and understand that this course is fee-for-service and TAE Training Institute does not claim any government funding while I undertake the course.

I am aware and understand that by entering the course I must meet all set criteria, conditions and be assessed as

competent for all assessment and before I gain a qualification.

I am aware and understand that by enrolling into this course, I will not receive any guaranteed employment outcomes. I can however, apply for employment opportunities once qualified.

I am aware and understand that upon completion of the course I am studying I will not be eligible for a specific license or accreditation unless the issuer of that license has confirmed this to be the case.

I am aware and understand my consumer rights and that my right to access Australian consumer protection law and other legal remedies is not affected by the terms and conditions of enrolment with TAE Training Institute

I am aware and understand that if I wish to withdraw from this course I can complete this by contacting TAE Training Institute directly.

I am aware and understand that should TAE Training Institute cease to exist, I will be given the opportunity to complete this course through another RTO.

I am aware and understand all the entry requirements I must meet for the course including supplying my own specific equipment and/or software outlined in the course information.

I have been provided, have read, and am aware and understand all information and policies within the Student Handbook and agree to abide by this.

I am aware, understand and have read the student Code of Conduct within the Student Handbook and agree to abide by this.

I am aware and understand my right to be treated fairly and equally and not discriminated against by TAE Training Institute during my period of enrolment.