



2019

RTO 40548

student orientation

STUDENT ORIENTATION

Thank you for choosing the IVET Institute (RTO: 40548) 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 Institute 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 the IVET Institute directly. As a student of IVET 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 the IVET Institute before completing this checklist.

I am aware and understand that I am enrolling into my course through the IVET Institute a (Registered Training Organisation) and that the course will be delivered by my teacher at my school on behalf of the IVET Institute (RTO 40548).

I am aware and understand that my school has entered into a third-party agreement with the IVET Institute and are advertising, recruiting and delivering training on behalf of the IVET Institute on site at my school.

I am aware and understand that my teacher has is employed by the school and not the IVET Institute.

I am aware and understand that my school or the IVET Institute have support services available to support me through my course and I can access these at any stage through the course duration.

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 agree to receive information on educational pathways post-secondary education and can unsubscribe to these at a stage but emailing the IVET Institute on (admin@ivetinstitute.com.au).

I am aware and understand that if I am having difficulties with my course and/or assessment work, I am speaking to my teacher 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 the IVET Institute on admin@ivetinstitute.com.au.

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

I am aware and understand that any fees for my course must be paid directly to my school and not the IVET Institute. I can speak to my school and teacher if I have any questions and/or concerns.

I am aware and understand that if I wish not to proceed with my course I must speak directly to my school about withdrawing and adhere to the school's refund policy and procedure for getting back any fees paid.

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 the IVET Institute directly on admin@ivetinstitute.com.au who will investigate the legitimacy of the complaint.

I am aware and understand that I can access the IVET Institutes 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 with IVET Institute as an RTO occur, IVET will contact me directly regarding these changes (if applicable).

I am aware and understand that under government legislation IVET 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, IVET will contact me directly and that I must keep my personal details updated with IVET to ensure I receive the most up-to-date information.

I am aware and understand that this course fee for service and that IVET 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 the IVET Institute.

I am aware and understand that if I wish to withdraw from this course I can complete this through my school or contact the IVET Institute directly.

I am aware and understand that should my school or the IVET 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 am aware and understand the length of the programme and that this will work in conjunction with the school timetable.

I have been provided, have read and I 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 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 the IVET Institute during my period of enrolment.