

STUDENT INDUCTION PACK

SELECTION OF STUDENTS

Not all students applying for a place in a course will be successful, as demand usually exceeds availability.

The following criterion is used as a basis for assessing students for suitability for a course:

- Industry knowledge and/or experience;
 - Technical skills;
 - Work education/experience;
 - Interests in the area of study/training;
 - Analysis of relevant training package pre-requisites;
 - Student's motivation/enthusiasm;
 - Meeting acknowledged industry standards/requirements
 - Level of under-pinning skills and knowledge; &
 - Suitability for the level of study/training requested.
- A pre-vocational test may apply to some vocational courses.

All applicants do not have to meet all criteria. The individual and the relevance of the course to individual needs will be carefully considered.

RECOGNITION

The Harness Racing Training Centre recognises the AQF qualifications and Statements of Attainment issued by any other RTO.

Clients who consider they already possess the competencies identified in all or part of any course/qualification offered by the Harness Racing Training Centre will be encouraged to seek formal Recognition.

The Recognition process may also be referred to as Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC).

It is the determination on an individual basis of the competencies obtained by a client through:

- previous formal training,
- work experience, and/or
- life experience

Recognition therefore determines the consequent advanced standing to which the client is entitled in relation to a course/qualification.

The main focus of Recognition is what has been learned rather than how, where or when it was learned. Recognition focuses on both the demonstration of competence and the currency of that competence to industry standards.

If any client has gained competencies at work or elsewhere which are relevant to the course/qualification in which he/she is participating, then he/she may not have to study module(s)/unit(s) of competence covering that content.

Clients seeking Recognition must establish the currency of their competence.

The processes used to determine Recognition are fair to all parties and the Harness Racing Training Centre ensures that it provides adequate support to all potential applicants.

RECOGNITION PROCESS

Information and advice on making application for a recognition assessment can be obtained by contacting the Harness Racing Training Centre.

The minimum cost for the administration and assessment of a recognition assessment application is \$100.00 or \$90.00 concession. This NON-REFUNDABLE fee is in addition to the course enrolment fee and will apply whether the RPL/RCC assessment is requested for a single unit, a number of units or an entire course.

It must be paid IN FULL when lodging an application. Each separate application incurs this fee. If your application is successful, a further cost of \$1.00 per nominal unit delivery hour applies, to a maximum of \$200.00 (for example – If a unit is 20 hours long, the minimal successful recognition fee is \$20.00 plus the initial application fee). The Executive Officer has authority to vary this to take account of the time taken to conduct the assessment.

Candidates may make application prior to the beginning of the course. Applications should include evidence of skills, experience, training details etc. Candidates could be invited to attend an interview process to discuss the application. Further information / documentation may be requested.

Candidates should obtain a copy of the relevant unit/s of competency from the National Training Information Service (NTIS) website - <http://www.NTIS.gov.au>.

With this document at hand, it is the candidate's responsibility to gather sufficient evidence to support his/her application for Recognition.

This evidence may entail;

- aligning the competencies for the qualification with the competencies associated with previous education, training or workplace experience;
- collecting any documentation, references and relevant examples to support your application;
- providing proof of ownership of any examples of work;
- submitting certified/endorsed copies (NOT ORIGINALS) of qualifications. Certification may generally be obtained from any bank or Post Office as long as identification is provided.
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Candidates unable to supply sufficient documentary evidence to support their Recognition application they may be required to sit, or undertake, a "Skill Test" to determine competence.

Applicants will be notified of the assessment decision. Where applicable, exemptions / credits will be given and recorded, and qualifications / Statements of Attainment issued. Candidates may appeal a decision. Appeals should be lodged with the Executive Officer.

CREDIT TRANSFER/MUTUAL RECOGNITION

Recognition may also include the opportunity for Credit Transfer for previous study and must also be accompanied by evidence of currency in the study area. The Harness Racing Training Centre recognises: the assessment decisions, Statements of Attainment and Qualifications issued by any other Registered Training Organisation if the documentation of these follows the requirements of the Australian Qualification Framework. There is NO fee for this service.

APPLICANTS WITH SPECIAL NEEDS

The Harness Racing Training Centre is committed to assisting those with special needs. This may include persons with disabilities, mature age adults, long-term unemployed adults, adults with low self-esteem / confidence, adults requiring literacy / numeracy assistance, single parents, young school-leavers, etc.

PROBLEMS?

Staff are available to assist YOU if you have any concerns about your ability to reach your full potential.

Should any client be unsatisfied with any assessment decision given by a representative of the **Harness Racing Training Centre**, the **Harness Racing Training Centre** will provide another qualified assessor to review the disputed assessment processes and evidence provided.

ATTENDANCE

Placements are usually limited. It is expected that students will be present, punctual and actively participate in all sessions.

Unsatisfactory attendance may contribute to a student not achieving a Certificate/Statement at the conclusion of the course.

CERTIFICATE/STATEMENT ISSUE

Tutors/trainers have 3 weeks after the conclusion of a course to submit relevant documentation to his/her manager. Certificates/statements will be mailed to students 4 weeks after the conclusion of a course.

FEES AND CHARGES

Course fees will be invoiced prior to the first session of a course.

PLEASE NOTE: No Statements of attainment/certification will be released until fees are paid in full.

Students facing hardship may apply to pay in instalments. Should a fee affect a student's ability to participate he/she may apply for special consideration.

There will also be a nominal fee to cover costs of supplying replacement Statements of Attainment or Certificates.

THE LEARNING ENVIRONMENT

The Harness Racing Training Centre fosters an open and supportive learning environment. We anticipate that all students will be committed to, and responsible for, their own learning.

It is expected that students in conjunction with tutors work cooperatively and collaboratively to assist each other in the areas of learning development.

Students will be given an opportunity for at least one reassessment for any competencies not achieved on the first attempt.