

# LEARNER INFORMATION

## 2021

### PORTLAND

### WORKSKILLS

Training Organisation ID 4030

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## A. Portland WorkSkills – Organisational Profile

- WorkSkills is an incorporated, not-for-profit organisation managed and operated by a community-based board of management for the benefit of the community and the region.
- Established in 1989, WorkSkills delivers an array of training and employment services to South West Victoria.
- WorkSkills is a Registered Training Organisation, accredited by Skills Victoria and is an accredited Learn Local provider with Adult, Community and Further Education (ACFE).
- WorkSkills also delivers nationally recognised training through state and federal governments training programs and through fee-for-service training.
- Linkages are maintained with a range of peak bodies and regional organisations to ensure that the organisation is aware of developments and trends in the training and employment services arena.

## B. Code of Practice – Training Services

At all times our priority is to achieve the best outcomes for our stakeholders and clients. We will deliver services to the best of our ability and with adherence to relevant legislation, contracted requirements and service guidelines. **The actions of all stakeholders should be guided by what is ‘fair and reasonable’.**

Portland WorkSkills will:

1. comply with all relevant Australian laws, including privacy, anti-discrimination and Occupational Health & Safety (including COVIDsafe procedures)
2. act with honesty, due care and diligence
3. behave ethically and professionally and be openly accountable for our actions
4. treat all clients fairly and with respect
5. consider clients’ individual needs and provide value for money
6. ensure that the information we collect about clients is relevant and necessary and is kept confidentially
7. make clients’ records available to them via written request
8. communicate accurate information about services we provide
9. ensure that clients are aware of their rights and responsibilities
10. provide feedback to clients about decisions that could affect them
11. have an effective complaints process
12. encourage feedback from clients with the aim of continuous improvement

Our learners will:

1. Respect the rights of all other people who access the services/facilities of WorkSkills’, including online services
2. Uphold and encourage application of WorkSkills’ Access and Equity policy
3. Behave in ways that contribute to the orderly, effective and safe functioning of WorkSkills including adhering to WorkSkills’ OH&S Policy
4. Not negatively impact on the learning environment (including online) for other individuals or groups of learners
5. Comply with attendance requirements of courses and not unreasonably disrupt a class through lack of attendance or non-punctuality
6. Ensure that work submitted for assessment is honestly presented and reference sources are appropriately acknowledged

WorkSkills will not tolerate any anti-social, disruptive or damaging behaviour or any other form of unacceptable conduct.

In response to inappropriate behaviour:

- the learner may be excluded from class for the session, day or course
- the learner's enrolment may be cancelled
- the learner may be requested to make restitution
- the police may be notified

Where a learner is dissatisfied with WorkSkills' treatment of the situation the learner may also have access to WorkSkills' Complaints Policy & Procedures.

## **C. Access and Equity Policy**

All Portland WorkSkills staff, trainers/assessors and clients are to adhere to the principles and practices of access and equity in all education and training services. People with disabilities are encouraged to participate and Portland WorkSkills adheres to the Disability Act 2006.

Training and education services will be made available to all clients regardless of race, gender, religion, age, marital status, physical or intellectual impairment, or sexual orientation. Support mechanisms are available to support clients where appropriate.

Clients will not be denied access to services where they are deemed eligible for such a service and where the organisation has the appropriate resources to provide high quality services. Where access to service/s is dependent on a selection process, selection will comply with equal opportunity legislation.

WorkSkills does not have the accreditation or funding to provide childcare. Any enquiries in relation to childcare arrangements will be referred to an appropriate community agency.

Complaints procedures have been put in place to ensure any concerns during training or employment placements, are dealt with immediately and appropriately (refer to the Complaints and Appeals Handling Policy & Procedures).

## **D. Enrolment & Induction**

All learners participating in training through Portland WorkSkills must complete an enrolment form. For nationally recognised training, a pre-enrolment interview with the Training Manager/Training Coordinator is also required. Information is required by organisations receiving government funds and is used to maintain learner training records and for statistical purposes to plan future training opportunities and facilities. In some cases, additional information may be requested to manage disabilities, impairments or long-term conditions as indicated on an enrolment form. Where a third party has a vested interest in a learner's enrolment (eg. fees are paid by the third party), relevant enrolment and attendance information may be provided to the third party. All other information about learners will only be used for the intended purposes and will not be disclosed to other parties unless permission has been sought and granted from the learner. All staff will respect learners' privacy and maintain confidentiality as required under privacy legislation. Where a learner chooses to not fully complete an enrolment form, Portland WorkSkills may be unable to provide the services they seek.

Furthermore, regular attendance in scheduled classes, or regular contact with trainer/coordinator, is required to maintain the enrolment. Where unsatisfactory attendance/engagement is evident, a learner will be considered to have withdrawn and their enrolment cancelled.

As of 1 January 2015, all learners enrolling in nationally recognised training must have a Unique Learner Identifier (USI). Portland WorkSkills can create USIs using additional information which has been added to our Enrolment Form (place of birth, preferred contact method) and an acceptable form of ID (Driver's licence, Medicare Card, Passport, Birth Certificate). Learners are also required to sign off on a Privacy Statement in relation to the USI.

## **E. Fees & Charges Policy (2020)**

### **1. Enrolment & Fees**

All learners must complete an Enrolment Form. Enrolments are confirmed only upon payment of fees, which must be paid (or arrangements for payment made) prior to commencement of the course. Portland WorkSkills may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, Portland WorkSkills may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.

If a learner has outstanding fees from an earlier enrolment, a new enrolment will not be accepted until all outstanding fees have been paid.

### **2. Invoices**

Where a learner makes arrangement for another entity to pay for the course, an Authority to Invoice must be completed before the commencement of the course. An invoice will subsequently be sent to the nominated entity.

### **3. Tuition Fees – Government Funded Training Programs**

Course Category	SCH rate	Concession Fee	Minimum tuition fee	Maximum tuition fee
Foundation skills	Up to \$1.00	20% of full fee	\$0	N/A
Skills creation (Cert I & II)	Up to \$1.50	20% of full fee	\$0	N/A
Skills building (Cert III & IV)	Up to \$1.50	20% of full fee	\$0	N/A

### **4. Tuition Fees – Fee for Service**

Portland WorkSkills will advise prospective learners of the cost of Fee for Service courses before the commencement of the course. Usually the fees will be a total course cost ie. Tuition, materials and General Service will be included in the course cost. Concessions are not available on Fee for Service courses, however prospective learners may apply for Assistance via WorkSkills Education, Training & General Support Fund (see 8 below).

### **5. Materials and General Service Fees**

Course fees may include materials and/or General Service fees. These are compulsory non-academic fees. The amount charged is dependent on several factors including

- Materials supplied. These remain the property of the learner.
- Resources and facilities needed for the class/classes
- Additional course costs eg. travel expenses, activities
- Other costs incurred by WorkSkills to hold the class

Any Materials and/or General Service Fees will be itemised prior to enrolment.

### **6. Fee Concessions for Learners holding a Valid Concession Card**

Where a learner holds a valid concession card, the learner will be eligible for the concession tuition rate in government-funded courses.

## 7. Concessions

- Health Care Card holders
- Pensioner Concession Card holders
- Veterans Gold Card holders
- Indigenous learners

## 8. Fee Exemption/Concession for Learners Facing Financial Hardship

Portland WorkSkills maintains a fund to support learners who are facing financial barriers to participating in classes at Portland WorkSkills. A form, "Application for Assistance via WorkSkills Education, Training & General Support Fund", is available for learners facing financial hardship. After submitting the application, the request will be assessed and a decision communicated to the learner. A concession or exemption of tuition fees and/or materials and General Service fees may be granted where it is considered that the collection of fees would impose extreme hardship. Please see the administration officer for a form.

## 9. Refunds

### Government Funded Training Programs

Refunds will be made in the following circumstances:

1. To learners who have overpaid the tuition/administration fee.
2. Where Portland WorkSkills cancels the course.
3. Where the learner's application for enrolment is declined by Portland WorkSkills, a refund of all fees will be made, within 30 days, without deduction.
4. When, the learner provides evidence of eligibility for a concession to reduce the amount already paid in tuition fees. Evidence to be provided prior to course commencement.
5. Where a learner withdraws, by written notice, from government-funded training or further education in a qualification at any time up until 4 weeks after the scheduled commencement date of classes, Portland WorkSkills will refund the tuition contribution paid in respect of the enrolment and any other fees and charges paid by or on behalf of the learner which have not been expended.
6. For the purposes of clause 5, if a learner withdraws from only part of an enrolment, Portland WorkSkills will only refund the portion of the tuition fee and materials fee applicable to that part of the course.
7. Portland WorkSkills will refund the learner for the hours granted where a Credit Transfer/National Recognition has been granted and therefore reduce the number of nominal scheduled training hours.

### Fee-for-Service Training

1. As above with the exception of clauses 4 and 5.
2. Portland WorkSkills reserves the right to retain fees for learners who have enrolled in a course but failed to attend without notifying WorkSkills.
3. Course deposits on Fee for Service courses will not be refunded when a learner does not attend scheduled sessions.
4. Learners enrolling in Fee for Service courses are advised to consider carefully. Course costs are kept to a minimum for learners. Therefore, if a learner withdraws, in writing, from a Fee for Service course
  - an administrative fee will be retained by WorkSkills
  - a refund will only be provided if the course/unit has not commenced
  - fees will not be refunded after the commencement of the course/unit except those fees that have been charged for materials and/or General Service and the materials/General Service have not been provided as yet.

## **F. Language, Literacy & Numeracy**

Vocational education and training includes language, literacy and numeracy tasks. Training materials & resources and assessments are consistent with the level required in the workplace. A pre-training review will be undertaken with all learners before they are enrolled in qualifications. The review will help to establish entry to a course/training program, confirm the appropriateness of delivery and/or assessment strategies and will help identify where additional supports are required.

Portland WorkSkills will provide additional support during training such as assistance with literacy, numeracy, or other special needs for learning. There will be opportunities for repeated and supported practice to assist learners to meet the requirements of the qualification. Where the curriculum does not specify language, literacy or numeracy skills, alternative delivery and assessment strategies, which do not rely strongly on those skills, will be utilised.

Portland WorkSkills may also refer the learner to optional Literacy & Numeracy classes.

## **G. Employability Skills**

The development of Employability Skills has been integrated into the delivery of all qualifications from Training Packages.

Employability Skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions".

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology.

## **H. Welfare Policy**

Portland WorkSkills adheres to Occupational Health & Safety (OHS/WHS), anti-discrimination and equal opportunity legislation. The Welfare Policy is underpinned by this legislation and relevant policies.

Portland WorkSkills provides a safe environment (including online) for staff and learners and which is free from sexual harassment, bullying and intimidation.

The Executive Officer and/or the Training Manager are the nominated representatives for welfare support to both staff and learners. The nominated representative/s will provide information to all complainants on the Portland WorkSkills procedures for handling complaints and due process will be followed.

In areas of welfare which fall outside the area of expertise for the nominated representative/s (eg. financial management, drug/alcohol abuse), Portland WorkSkills utilises a system of referral to outside agencies to cater for specific issues.

Portland WorkSkills maintains a referral book of current contact details of support services available in and around Portland and makes this freely available and accessible to both staff and learners. This may also be used for self-referral.

## **I. Learner Requirements & Expectations**

- a. Punctuality – classes will start and finish on time
- b. Absences - If you are unable to attend a training session (or Practical Placement), please ring to advise of your absence before the start of the session.

- c. When a learner is absent for 10 consecutive hours of training without notifying WorkSkills, the learner may be deemed to have withdrawn. Any relevant agencies will be notified of the withdrawal eg. Centrelink
- d. Where possible, learners are to supply a doctor's certificate, or other evidence to support the reason for their absence.
- e. Learners enrolled in nationally recognised training are expected to attend at least 80% of scheduled classes. Non-attendance may impact on the achievement of the qualification.
- f. No Smoking - All WorkSkills' buildings are smoke free environments. This extends to covered walkways, verandas, sheds, vehicles etc.
- g. Appropriate breaks will be provided during training sessions.
- h. A broad cross section of the community participates in our classes. Please respect other participants, their belongings and their confidentiality.
- i. Participants are reminded that our training venues are public places and participants are responsible for their own property. Valuables are not to be left unattended.
- j. Parking - Most of the Woolworths/Target car park has 2 hour parking limits, however there are some unlimited spaces available. To avoid a parking fine, please ensure that you have parked in a suitable area.
- k. Appropriate language and behaviour, which reflects the "community" nature of our organisation, should be maintained at all times during training.
- l. Mobile phones should be switched off (or silent) during classes. If learners need to be contacted during class times, a message can be left with reception on 5523 1645.
- m. Learners are not permitted to bring children, pets or other companions to class. Alternative arrangements for care responsibilities should be made before enrolling.
- n. Any injuries, illnesses, diseases or conditions which a learner is aware of that could reasonably expect to affect participation in learning (and/or Practical Placements) or put others at risk, must be disclosed.
- o. . WorkSkills adheres to COVIDsafe procedures and guidelines and learners must also conform. If a learner is unwell, they should stay at home

## **J. Infectious Diseases**

### **1. Exclusions due to illness**

When a learner is unwell with an infectious disease/condition, they will be excluded from class. Please advise WorkSkills of the absence and gain a medical certificate, to cover the absence, where possible. For specific information on exclusion times, please refer to the Exclusion Schedule on the following website <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

Diseases/conditions which are to be excluded include:

- Head lice, scabies, ringworm
- Conjunctivitis
- Influenza (flu), strep throat, Glandular fever, SARS, COVID, Tuberculosis
- Gastro – vomiting and/or diarrhoea
- School sores
- Measles, mumps, German measles, Chickenpox, Whooping Cough
- Meningococcal infection

### **2. COVID specific requirements**

We closely follow government guidelines, directions and restrictions. In particular, we follow the routine directions or guidelines of the Department of Education and Training in regard to TAFEs and Training Organisations. Likewise, we take into account directives or guidelines from the Department of Health and Human Services. We also take into account community expectations.



If required, classroom based learning will be suspended and a remote and flexible training delivery implemented. This may include online learning. Learners will be advised of any changes to courses in which they are enrolled.

## **K. Social Media, Photos & other Recordings**

Learners' own phones, cameras or other devices must not be used for recording WorkSkills' activities. Learners are not to take photographs, videos or other recordings of other learners or WorkSkills' staff without their consent. Furthermore, photographs, videos or other recordings of people who learners come into contact with through Practical Placement or other WorkSkills' activities, are prohibited.

All learners have a right to participate in activities at WorkSkills, free from unwanted exposure through social media. Where a social media platform is used as a forum for class activities and discussion, the postings and all content of that site is to be relevant to the program.

Refer to the Privacy Policy.

## **L. Computer and/or Internet Access Guidelines**

### **1. Treatment of Computers**

Respect the training computers and treat them with care. Do not alter any of the settings on the computer and leave the computer as you find it.

Should there be any problems with the computer on which you are working, advise the supervisor immediately. Under no circumstances should a user of the computer try to "fix" the computer.

### **2. Internet Usage**

Users are welcome to surf the net to access information they require. No additional programs may be downloaded to access sites/information that would otherwise be unavailable.

### **3. Offensive Material**

Please ensure that any sites visited are consistent with the "community" focus of our organisation. Offensive material must not be accessed or distributed. The history of sites visited will be regularly checked and if it is deemed that improper sites have been accessed, the user will be cautioned in the first instance and any further breach of trust will disqualify the user from further access.

### **4. Illegal Material / Activities**

Electronic communications must not be used in any manner to offend others, contrary to the law or likely to contravene the law. Any offender will be referred to the police.

## **M. Assessment Policy**

### **1. Background**

Assessment of learners undertaking nationally recognised training, will be in line with curriculum and assessment guidelines and workplace standards. Assessment tasks will vary from unit to unit.

A learner is seen to successfully complete a unit when they have demonstrated competency (skills and knowledge) and/or achieved the learning outcomes.

Assessments in VET qualifications usually include both a written assessment (knowledge) and a practical application (skills). Assessments are conducted across the learning timeframe and are not stacked at the end of courses.

## 2. Assessment Process

Trainers will advise learners of the context and purpose of the assessment, the assessment process, when and where assessment/s will occur, the required competencies/learning outcomes and when a learner has successfully completed. Attendance and class participation may be considered vital components of courses. Trainers will discuss the range of assessment methods with learners and will be flexible to cater for individual learner's needs.

Learners are required to sign Assessment Cover Sheets, affirming that the work that they have submitted is their own and that they have acknowledged references appropriately.

Learners who feel they have been unfairly assessed should refer to the Appeals Process.

All results will be kept in accordance with the guidelines set down by VRQA/Skills Victoria. If a learner does not complete an entire qualification, a Statement of Attainment will be issued. A Certificate will be issued to each learner who satisfactorily completes a qualification.

Learners participating in non-accredited training will generally be issued with either a Certificate of Participation or a Certificate of Completion at the conclusion of the training.

## 3. Learner integrity and honesty

Our emphasis will be on developing learner awareness of integrity and honesty rather than relying on penalties.

Learner cheating, plagiarism and other academic misconduct are prohibited and will result in penalties for those involved. Suspected abuses of learner integrity will be investigated and if found to be so, will attract penalties. Penalties may range from counselling through to producing an alternative work requirement or the assessment being deemed Not Satisfactory. Learners may access the Appeals process if they disagree with the decision.

**Cheating-** when a learner seeks to obtain an unfair advantage in written or practical work produced for assessment.

**Plagiarism-** conduct that deliberately or accidentally claims ownership of an idea or concept without acknowledging the source. Plagiarism ranges from paraphrasing without reference through to copying entire work requirements.

**Other academic misconduct-** behaviour that lowers the academic integrity of a learner or other learners and their work. This could include collusion or unauthorised collaboration, in which work is ultimately presented as work completed independently. It could also include allowing one's work to be copied or interfering with work produced by others.

## 4. Credit Transfer/National Recognition – for nationally recognised courses

If a learner has achieved competency in a unit (with same unit name and unit code or an equivalent unit) with another registered training provider, and can substantiate the claim (original certificate or details of training so WorkSkills can contact RTO to substantiate), a Credit Transfer will be given for that unit. See the Training Manager for Credit Transfers.

## 5. Recognition of Prior Learning/Current Competency – for nationally recognised courses

WorkSkills acknowledges skills and knowledge gained through life experiences, work experiences, other courses and on-the-job training through its Recognition of Prior Learning/Current Competency process.

Learners' experiences can be assessed against the competencies/learning outcomes to be gained from the qualification to see if the learner can be exempt from doing parts or all of those units. RPL is delivered on a fee-for-service basis.

### **5.1 Advantages of gaining "Recognition of Prior Learning/Current Competency"**

- It may mean you complete your course sooner or that you have more time to spend on other subjects/units.

- You will not be repeating learning you have already undertaken.
- You will be given formal recognition of knowledge you have gained in other situations.

### ***5.2 Process of applying for “Recognition of Prior Learning/Current Competency”***

Learners undertake a Pre-Training Review to determine whether they have previous experiences which may contribute to Recognition of Prior Learning/Current Competency. If you feel you may qualify for Recognition of Prior Learning/Current Competency, you may request an Application for RPL form. RPL is conducted external to the classroom environment.

### ***5.3 Evidence to support an application for RPL***

You will be required to provide evidence to support your claim for RPL. In considering your application for RPL, the following may be considered:

- Your degree of knowledge as evident in discussion/s.
- References from people who can verify your skills/claims.
- A demonstration of the skill/competency in question.
- Assignment/course work done in previous course/s
- Samples of work from other situations eg. employment
- Evidence of participation in other training

### ***5.4 Letting you know how you went***

At the end of the process you will be advised if you were successful or not.

### ***5.5 Recording your result***

If you are successful in gaining Recognition of Prior Learning/Current Competency for a unit, RPL/RCC will be recorded against your name and will be included with your other results on your certificate at the end of the course.

A full copy of the Assessment Policy, including the Appeals Process, is available on request.

## **6. Progress towards achievement of training goals.**

Portland WorkSkills monitors each learner’s progress towards the achievement of learning goals and maintains records.

Learners may request feedback on their progress, at any time during their enrolment, from the Training Manager or Training Coordinator.

## **7. Issuing Certificates and Statements of Attainment**

On the successful completion of an accredited qualification Portland WorkSkills (RTO) will issue a Certificate. This Qualification will record the learner’s name, date of completion, the full name of the Qualification acquired and a list of the competencies achieved. The nationally recognised training logo on the certificate indicates the qualification is recognised throughout Australia. Therefore the skills are transferable.

If the learner is unable to achieve the full qualification (or if only a part of the full qualification was offered at the time) a Statement of Attainment will be issued. This will include a list of the competencies achieved.

Portland WorkSkills can, on request, provide a replacement Certificate or Statement of Attainment. The learner must provide evidence of identity (eg. Driver’s Licence) and Portland WorkSkills may charge a fee for the replacement document.

For learners undertaking other training (pre-accredited) a Portland WorkSkills Certificate of Completion or Certificate of Participation will be issued.

## **N. Complaints & Appeals - Policy & Procedures**

### **1. Complaints**

The Complaints Handling Policy & Procedures provides a guideline when having to deal with complaints. WorkSkills has prepared these measures as a means to have problems experienced by a learner addressed immediately, effectively, professionally and confidentially. The policy and procedures provide an avenue for most complaints to be addressed. However, we are aware that in some cases alternative measures may need to be explored and therefore each case is addressed on its merits. It is WorkSkills policy to encourage the parties to approach a complaint with an open view and to attempt to resolve the situation through discussion and conciliation. Where the complaint cannot be resolved amicably through discussion and conciliation, WorkSkills recognises the need for an appropriate, external and independent agent to mediate between parties.

All complaints will be recorded in writing together with the outcome and where the subject of a complaint is found to be substantiated, Portland WorkSkills will review relevant policies and procedures and implement changes where deemed appropriate.

Learners with a complaint may request a full copy of the Complaints Handling Policy & Procedures and a Complaint Reporting and Action Form.

### **2. Appeals**

Portland WorkSkills has an appeals procedure for any decisions made by, or on behalf of, Portland WorkSkills. The Appeals procedure is to reassure clients that any concerns about such decisions will be taken seriously, and handled professionally and confidentially in order to achieve a speedy resolution.

The procedure is implemented where:

- A client disagrees with a decision made by, or on behalf of, Portland WorkSkills
- A learner disagrees with an assessment decision made by a trainer/assessor
  1. An Appeals Form is to be completed and submitted to the Training Manager and/or the Executive Officer.
  2. The evidence and decision will initially be reviewed by the Training Manager and/or the Executive Officer, then by an independent person or panel.
    - For appeals of a general nature, the Board of Management Review Panel will be used.
    - For assessment appeals, a suitably qualified trainer/assessor from another RTO will be used.
  3. The learner will be invited to present his or her case.
  4. The learner will be advised, in writing, of the appeal outcome including reasons for the decision.
  5. If the learner is not satisfied with the decision, they may take their appeal to the Victorian Registration & Qualifications Authority (VRQA). The VRQA may be contacted on 03 9637 2806 (9.00am-5.00pm Mon-Fri) or email [vrqa@edumail.vic.gov.au](mailto:vrqa@edumail.vic.gov.au)

## **O. Occupational Health & Safety Policy**

### **1. Statement of Intent**

Portland WorkSkills is committed to fostering an organisational environment and providing a physical environment, which ensures safe and healthy working conditions for all staff, learners and visitors. The Occupational Health and Safety Policy of Portland WorkSkills complies with all relevant safety legislation and aims to protect clients and others at our workplace, training venues or host workplaces from work-caused injury and ill health. In host workplaces the employer is responsible for safety issues and must abide by workplace safety responsibilities. Portland WorkSkills will review the workplace initially and make any recommendations to employers on additional requirements they may need in their work environment/routine to keep the workplace safe for our training representatives/s and learners.

## **2. Responsibility**

Portland WorkSkills Staff will carry out this Policy, in any operation under their control. Staff will be provided with necessary instruction, training and resources to implement the Policy and will hold some accountability.

Trainers and all persons directing the work of others will share responsibility for the safety of all persons in their charge. They will actively take steps to identify hazards, which could cause harm to persons in their area of control or operation and take prompt action to remove or control them, or alternatively report them to another person who has the authority and capability to do so.

Staff may delegate safety duties or activities to others (eg. learners), but responsibility remains with them.

Clients must take care of their own health and safety and that of their fellow workers to the extent of their capability. All safety rules, procedures and instructions of trainer/s, workplace supervisor/s or any other management person/s must be followed.

## **3. Learner Safety & Security**

Portland WorkSkills demonstrates Duty of Care towards all their learners and implements strategies to ensure their safety and security.

Portland WorkSkills does not require or permit learners to attend scheduled classes for more than eight hours in any one day.

Classes are generally scheduled within business hours (9.00am to 5.00pm) but to cater for the needs of all learners, some classes are scheduled of an evening. All evening classes conclude by 9.00pm.

The Portland WorkSkills training complex is in Pioneer Plaza, located within the CBD of Portland and close to the Post Office, Safeway and Target. Adequate parking is available in the Woolworths/Target carpark. Both the carpark and Pioneer Plaza are well serviced with adequate lighting. Public transport is located 300 metres away.

## **4. Implementing the Policy**

This Policy will be carried out through an OHS Program, which includes:

- Active involvement and commitment of staff;
- Identification and control of hazards;
- Investigation and reporting of all accidents and dangerous incidents;
- Participation of, and consultation with, clients on safety matters;
- Provision of first aid and emergency procedures;
- Provision of information, training and supervision as necessary for safety; and,
- Implementation of specific OHS policies developed for VET in specific occupations.

## **P. Privacy Policy**

In accordance with the Australian Privacy Principles (APPs), Portland WorkSkills is committed to protecting all individuals' privacy and personal information.

It is necessary for Portland WorkSkills to collect personal information about learners and does so by getting learners to complete the Portland WorkSkills Enrolment form. Portland WorkSkills, DET - Training & Participation – South Western Victoria, Skills Victoria and relevant State and/or Commonwealth statutory bodies will use the information gathered for statistical and reporting purposes. It may also be used to claim State and/or Commonwealth Government funding for training. In some cases, additional information may be requested to enable Portland WorkSkills to better manage disabilities, impairments or long-term conditions if indicated on the enrolment form.

Where a third party is a stakeholder in a learner's enrolment, (eg. Fees are paid by the third party) relevant enrolment or attendance information may be provided to the third party. All other

information about learners will only be used for the intended purposes and will not be disclosed to other parties unless permission has been sought from the learner. All staff will respect learner's privacy and maintain confidentiality as required under privacy legislation. Where a learner chooses to not fully complete an enrolment form, Portland WorkSkills may be unable to provide the services they seek.

If at any stage an individual's personal details change throughout the course of their training, the learner should inform the Administration Officer so that their details can be amended. Individuals have the right to access their personal information via written request. Learners will be provided with information on the Portland WorkSkills' Privacy Policy at enrolment.

Portland WorkSkills takes steps to ensure that all learner information, including images, is protected from unwanted exposure.

## **Q. Gifts**

Portland WorkSkills discourages learners from giving gifts to trainers and other WorkSkills employees as those gifts may influence an individual, raising an actual, potential or perceived conflict of interest. For example, an end of year gift to a trainer may be perceived as influencing a final assessment outcome.

## **R. Continuous Improvement**

All WorkSkills' Policies will be reviewed regularly, or when required by changes in legislation, or when organisational operations require it.

### **Feedback**

Portland WorkSkills encourages feedback from learners. Learner feedback is formally collected via surveys towards the end of courses and through informal avenues such as comments, attendance and completion rates.

The surveys are processed to gain information on learner attitudes towards such things as delivery quality, appropriateness of facilities, resources and equipment, and overall satisfaction with the courses.

WorkSkills uses the data to identify trends and review all aspects of training delivery such as delivery approaches and methods, facilities, resources and equipment.

This can then be used to identify opportunities for continuous improvement.

### **NCVER Surveys and Department endorsed Surveys**

The National Centre for Vocational Education Research (NCVER) undertakes surveys of learners who successfully completed or undertook some vocational training in Australia. NCVER collects information and provides research on vocational education and training in Australia to governments, the training sector, industry and the community. The Department of Education and Training will use the results to develop government policy on training and to help employers and industry.

Portland WorkSkills advises learners that they may be contacted and requested to participate in an NCVER survey or a Department endorsed survey or audit or review.

## **S. Pathways**

All classes have aims and learners are encouraged to consider their personal goals for participation in classes.

WorkSkills recognises that learners may have different reasons for participating in classes so the courses are designed with a range of pathway options including:

- Other courses / programs on offer through WorkSkills
- Other courses / programs available through other Adult Education institutions eg. South West TAFE
- Employment opportunities / skills shortages in the local labour market