



# Student Information Booklet

## Contents

Introduction .....	4
Our mission .....	4
Our objectives .....	4
Our expectation of you .....	4
Your safety .....	4
Electrical equipment .....	5
Fire safety.....	5
First aid.....	5
Computer facilities.....	5
Lifting .....	5
Work and study areas .....	5
Your equity.....	6
Your privacy .....	6
Fees and refunds.....	6
Payment of GST.....	6
Fees payable.....	6
Payment method .....	6
Protecting fees being paid in advance .....	7
Student cancellation .....	7
Refunds .....	7
Our Guarantee to Clients .....	7
Replacement of text and training workbooks.....	7
Student complaints about fees or refunds .....	7
Access to your records .....	8
Access to Completed Student Certificate .....	8
Re-issuing a certificate, qualification or statement of attainment.....	8
Our continuous improvement of services .....	8
Suggesting improvements.....	8
Learner satisfaction survey .....	8
Your language, literacy and numeracy skills.....	8
Making complaints and appeals .....	8
What is a complaint? .....	9

What is an appeal?.....	9
Early resolution of complaints and appeals.....	9
Complaint and appeals handling.....	9
Recognition of your existing skills and knowledge .....	9
What is recognition? .....	10
Recognition guidelines .....	10
Forms of evidence for recognition.....	10
Getting credit for your current competence .....	10
What is credit transfer? .....	11
Evidence requirements .....	11
Credit transfer guidelines.....	11
Support Services .....	11
Unique Student Identifier Number .....	12

## Introduction

This information booklet is designed to provide you with information about the services provided by Axiom Compliance and our approach to providing you a safe, fair and supported environment to participate in training and assessment. This booklet does not provide you with specific information about a particular course offered by Axiom Compliance. This information is contained in the Course Brochure supplied separately.

## Our mission

Axiom Compliance's mission is to deliver quality training assessment that meets the needs of learners and industry.

## Our objectives

In recognition of this mission, our objectives are:

- **People.** We strive to attract, recruit and retain talented, competent and committed people. We promote excellent performance through leadership and professional development.
- **Safety and equality.** We are committed to providing an environment which is safe, equitable and which promotes a confident and productive training and assessment environment.
- **Integrity and ethics.** We conduct ourselves in accordance with shared and agreed standards of behaviour which holds ethical conduct and integrity as our highest priorities.
- **Quality committed.** We aspire to deliver consistent, high quality services and apply quality systems which support training and assessment excellence.
- **Learner centred.** We thrive on providing training and assessment that is learner centred and which supports lifelong learning. We respect our clients and strive to attract them time after time through high quality training and assessment experiences.
- **Industry engagement.** We recognise the value of industry engagement as the driving force in shaping our training and assessment strategies. We deliver training and assessment services

which are founded on industry needs and expectations.

## Our expectation of you

Axiom Compliance expects you:

- To contribute to learning in a harmonious and positive manner irrespective of gender, race, sexual preference, political affiliation, marital status, disability or religious belief.
- To comply with the rules and regulations of Axiom Compliance.
- To be honest and respectful, which includes not falsifying work or information and not conducting yourself in any way that may cause injury or offence to others.
- To be responsible for your own learning and development by participating actively and positively and by ensuring that you maintain progress with learning modules.
- To monitor your own progress by ensuring that assessment deadlines are observed.
- To utilise facilities and Axiom Compliance publications with respect and to honour our copyrights and prevent our publication from being distributed to unauthorised persons.
- To respect other students and Axiom Compliance staff members and their right to privacy and confidentiality.
- Be punctual and register daily 10 min prior to training commencement.

## Your safety

Axiom Compliance is committed to providing you a safe environment in which to participate in training and assessment. The following guidelines are provided as a basis for safe practice in the training environment:

- Know and observe details of emergency response and evacuation plans;
- Do not undertake activities which may cause injury to self or others;

- Be responsible for your own actions;
- Smoke only in allocated area at the training and assessment facilities.
- Report all potential hazards, accidents and near misses to Axiom Compliance staff;
- No consumption of alcohol within training and assessment facilities or during the conduct of training and assessment;
- Keep training and assessment areas neat and tidy at all times;
- Seek assistance if you volunteer to lift items e.g. move furniture in a training area; and
- Observe hygiene standards particularly in eating and bathroom areas.

### **Electrical equipment**

- Electrical equipment that is not working should be reported to Axiom Compliance staff.
- Electrical work should only be performed by appropriately licensed or trained personnel. Students, trainers and assessors should not undertake any task related to fixing electrical equipment such as lighting or electrical training aids.

### **Fire safety**

- Axiom Compliance will undertake to communicate the procedures involved in evacuation and the location of fire equipment to students at each facility for each training and assessment event; and to users of the office at least twice each year.
- All users of a training and assessment facility need to be familiar with the location of all EXITS and fire extinguishers. Users of the office will consult available maps to determine location.
- It is the users of the office responsibility to understand fire drill procedures displayed around the premises.
- Users of the office are asked to attend any sessions on fire safety procedures and the use of fire safety devices.

### **First aid**

- Provision for first aid facilities are available where training is delivered.
- All accidents must be reported to staff.
- The accident and any aid administered must be recorded by staff involved.

### **Computer facilities**

- Extended periods of work with computers can result in general fatigue and eye strain. Repetitive tasks and incorrect posture will result in consistent aches and pains.
- Current occupational health and safety guidelines indicate that people working for long periods at computers should organise their work so as to allow a five to ten minute rest every hour. This rest should include a change of position and stretching exercises as appropriate.
- Posture can be improved by adjusting chair height so that the operator's feet are comfortably placed on the floor (or footrest) and your arms are at an approximately 90-degree angle.
- The screen should be positioned to avoid reflection from lights and windows and at a suitable distance so that it can be easily read.

### **Lifting**

- Students, trainers and assessors are encouraged not to lift anything related to the training and assessment provided by Axiom Compliance unless they do so voluntarily and taking all responsibility for any injury caused.
- Never attempt to lift anything that is beyond your capacity.
- Always bend the knees and keep the back straight when picking up items.
- If you have experienced back problems in the past do not attempt to lift heavy objects at all. Ask someone else to do it for you.

### **Work and study areas**

- Always ensure that all work areas are clean and clear of clutter so as to avoid the danger of accident by tripping or falling over.

- Place all rubbish in the bins provided.
- Ensure that kitchen bench spaces are left clean and tidy and that all dishes are washed.
- Do not leave tea towels or any cleaning cloths in a bundle on the bench tops or draped near any bin.
- Do not sit or climb on any desks or tables.

## Your equity

Axiom Compliance is committed to ensuring that the training and assessment environment is free from discrimination and harassment. All Axiom Compliance staff members (including contractors) are aware that discrimination and harassment will not be tolerated under any circumstances. In the event that discrimination and harassment is found to have occurred disciplinary action will be taken against any staff member who breaches this policy. Suspected criminal behaviour will be reported to police authorities immediately. Students should expect fair and friendly behaviour from Axiom Compliance staff members and we apply complaint handling procedures advocated by the Australian Human Rights and Equal Opportunity Commission (HREOC).

Students who feel that they have been discriminated against or harassed should report this information to a staff member of Axiom Compliance that they feel they can trust. This will initiate a complaints handling procedure which will be fair and transparent and will protect your rights as a complainant. Alternatively, if a student wishes to report an instance of discrimination or harassment to an agency external from Axiom Compliance, they are advised to contact the HREOC Complaints Info-line on 1300 656 419.

## Your privacy

Axiom Compliance takes the privacy of students very seriously and complies with all legislative requirements. These include the Privacy Act 1988 and National Privacy Principles (2001).

Student information is only shared with external agencies such as registering authorities to meet compliance requirements as a Registered Training Organisation (RTO). All information shared is kept in the strictest confidence by both parties and is available on request.

In some cases we are required by law to make student information available to others such as the National Centre for Vocational Education and Research. In all other cases Axiom Compliance will seek the written permission of the student for such disclosure.

## Fees and refunds

In accordance with applicable legislation, Axiom Compliance is entitled to charge fees for items or services provided to students undertaking a course of study. These charges are generally for course materials or text books, student services and training and assessment services.

## Payment of GST

GST is exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course.

Where a student is enrolled in a course which is offering units of competence or a whole qualification, the course fees attached to this enrolment will be exempt from the payment of GST. GST does apply on the payment of some miscellaneous charges where these charges are in addition to and outside the normal services offered in a course.

## Fees payable

Fees are payable when the student has received confirmation of enrolment including an invoice for enrolment fee. Fees must be paid in full within 10 days of receiving an invoice from Axiom Compliance. Axiom Compliance may cancel an enrolment or discontinue training if fees are not paid as required. Fees will vary for different training programs. For a full list of current fees and charges please request a copy of Axiom Compliance schedule of fees and charges.

## Payment method

Axiom Compliance accepts payment for fees using:

Credit Card (VISA/Mastercard)

Electronic Funds Transfer (account details on invoice or available on request)

Cheque (made payable to Axiom Compliance)

Payment in cash is discouraged.

### **Protecting fees being paid in advance**

Axiom Compliance acknowledges that it has a responsibility under SNR 22.3 to protect the fees paid by individual students in advance of their training and assessment services being delivered. To meet our responsibilities Axiom Compliance adopts option 3 and may accept payment of no more than \$1000 from each individual student prior to the commencement of the course.

Following the course commencement, Axiom Compliance may require payment of additional fees in scheduled payments in advance from the individual student but only such that at any given time, the total amount required to be paid does not exceed \$1,500.

The basis for determining the amount for scheduled payment must be based on the costs of the individual student's training and assessment which is yet to be delivered to the student.

### **Student cancellation**

Students who cancel their enrolment part way through a training program must notify Axiom Compliance in writing at the soonest opportunity if you wish consideration of fee reimbursement.

### **Refunds**

The following refund policy will apply:

- Students who give notice to cancel their enrolment more than 10 days prior to the commencement of a program will be entitled to a full refund of fees paid or cancellation of invoice created on enrolment.
- Students who give notice to cancel their enrolment less than 10 days prior to the commencement of a program will be entitled to a 75% refund of fees paid or 75% reduction of invoice created on enrolment. The amount retained or required to pay (25%) by Axiom Compliance is required to cover the costs of staff and resources which will have already been committed based on the students initial intention to undertake the training.
- Students who cancel their enrolment after a training program has commenced will not be

entitled to a refund of fees and required to pay any unpaid invoice concerning enrolment.

Discretion may be exercised by the Chief Executive Officer in all situations, if the student can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases, the student should be offered a full credit toward the tuition fee in another scheduled program in-lieu of a refund. Chief Executive Officer may also authorise a refund of tuition fees if the circumstances require it.

Where refunds are approved, the refund payment must be paid to the student within 14 days from the time the student gave written notice to cancel their enrolment. Tuition refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form.

### **Our Guarantee to Clients**

If for any reason Axiom Compliance is unable to fulfil its service agreement with a student, Axiom Compliance must issue a full refund for any services not provided. The basis for determining "services not provided" is to be based on the units of competency completed by the student and which can be issued in a statement of attainment at the time the service is terminated.

### **Replacement of text and training workbooks**

Students who require replacement of issued text or training workbooks will be liable for additional charges to cover the cost of replacement. Where a student has purchased a text or training workbooks and subsequently cancels his or her enrolment, Axiom Compliance will not refund monies for the text unless a written request for a refund is received and we are satisfied that the text is in as-new condition. For a full list of replacement charges please refer to Axiom Compliance schedule of fees and charges.

### **Student complaints about fees or refunds**

Students who are unhappy with Axiom Compliance arrangements for the collection and refunding of tuition fees are entitled to lodge a complaint. (See Making complaints and appeals)

## Access to your records

You are entitled to have access to your student file and learning and assessment records on request. You may require these to monitor your progress with training or simply to go back and confirm something in a previous training module. Whilst these records will be retained by Axiom Compliance, you are welcome to have access anytime and request a copy. If you require access to your records, just ask your trainer and it will be organised immediately.

## Access to Completed Student Certificate

On successful completion of students training and the receipt of all training documentation including any required work logs within the specified unit time frame. The Certificate will be completed within 14 days and posted to the student's personal address.

## Re-issuing a certificate, qualification or statement of attainment

Re-issuing a certificate, qualification or statement of attainment will require written request via mail or email followed by a call from Axiom Compliance representative with identification questions. The Certificate will be completed within 14 days after receipt of re-issue fee ( see fees schedule) then posted to the student's personal address.

## Our continuous improvement of services

Axiom Compliance is committed to the continuous improvement of our training and assessment services, student services and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.

## Suggesting improvements

The primary method of reporting opportunities for improvement by students is via the continuous improvement reporting procedure. This procedure allows any person to raise a Continuous Improvement Report for consideration by the Continuous Improvement Committee. Often these reports will be generated after an opportunity for improvement has been identified by a staff member or student. The Continuous Improvement Report template is available on request. Students are encouraged to provide feedback to Axiom Compliance so we can improve our services in the future.

## Learner satisfaction survey

At the completion of your training program, you will be issued with a Learner Satisfaction Survey. This is a nationally consistent survey tool which is designed to collect feedback from students about their experience with an RTO and in undertaking nationally recognised training. Your completion and return of this survey is important to Axiom Compliance for our ongoing improvement of services and to enable us to report this information to our registering authority. Your assistance in gathering this survey data is greatly appreciated.

## Your language, literacy and numeracy skills

Language, literacy and numeracy skills are critical to almost all areas of work. This is particularly true in many vocations where language, literacy and numeracy skills influence the performance of workplace tasks such as measuring, weighing and comprehending written work instructions.

To support this approach Axiom Compliance will:

- Assess a student's language, literacy and numeracy skills during their enrolment to ensure they have adequate skills to complete the training;
- Support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
- Provide clear information to students about the detail of the language, literacy and numeracy assistance available;
- Refer students to external language, literacy and numeracy support services that are beyond the support available within Axiom Compliance and where this level of support is assessed as necessary; and
- Negotiate an extension of time to complete training programs if necessary.

## Making complaints and appeals

Axiom Compliance is committed to providing a fair and transparent complaints and appeals process that

includes access to an independent external body if necessary.

### **What is a complaint?**

A complaint is negative feedback about services or staff which has not been resolved locally. A complaint may be received by Axiom Compliance in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person but are generally made by students and/or employers.

### **What is an appeal?**

An appeal is an application by a student for reconsideration of an unfavourable decision or finding during training and/or assessment. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be submitted to Axiom Compliance within 28 days of the student being informed of the assessment decision or finding.

### **Early resolution of complaints and appeals**

In all cases, issues that arise during training and assessment that are the source of frustration or are in dispute should be resolved at the time they occur between the persons involved, where possible. Sometimes, it will not be possible and in these cases you are encouraged to come forward and inform us of your concerns with the confidence that you will be treated fairly.

### **Complaint and appeals handling**

Axiom Compliance undertakes to apply the following principles to its complaints and appeals handling:

- A written record of all complaints and appeals is to be kept by Axiom Compliance including all details of lodgement, response and resolution.
- A complainant or person lodging an appeal is to be provided an opportunity to formally present his or her case at minimal or no cost.
- Each complainant or person lodging an appeal may be accompanied and/or assisted by a support person at any relevant meeting.
- The handling of a complaint or appeal is to commence within 10 working days of the lodgement of the complaint / appeal and all

reasonable measures are taken to finalise the process as soon as practicable.

- The complainant or person lodging an appeal is to be provided a written statement of the outcome, including details of the reasons for the outcome.
- The complainant or person lodging an appeal is to have the opportunity for a person or a body that is independent of Axiom Compliance to review his or her complaint or appeal following the internal Axiom Compliance complaint or appeals process. It is noted that a review of findings by an independent person or body will generally only relate to the appeals process and is less likely to be required in complaints handling.
- Axiom Compliance shall maintain the enrolment of the complainant or person lodging an appeal during the complaint or appeals process.
- Decisions or outcomes of the complaint or appeals process that find in the favour of the student or otherwise shall be implemented immediately.
- Complaints and appeals are to be handled in the strictest of confidence. No Axiom Compliance representative is to disclose information to any person without the permission of Axiom Compliance Chief Executive Officer. Decisions to release information to third parties are only to be done after the complainant or person lodging the appeal has given permission for this to occur.
- Complaints and appeals are to be considered on the basis of procedural fairness and lead to opportunities for improvement as a Continuous Improvement Report.

### **Recognition of your existing skills and knowledge**

In accordance with the requirements of the Standards for NVR Registered Training Organisations, Axiom Compliance provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

## What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

## Recognition guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for recognition for units of competence or a qualification which are not included in Axiom Compliance's scope of registration.
- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competence.

## Forms of evidence for recognition

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient on their own. When combined together, with a number of evidence items, the candidate will start to provide a strong case for competence. Axiom Compliance reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

## Getting credit for your current competence

Axiom Compliance acknowledges the requirement as an RTO to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the

national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

### **What is credit transfer?**

Credit transfer is the recognition of learning achieved through formal education and training. Under the Standards for NVR Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit Transfer allows a student to be awarded a unit of competency/module based on successful completion of the unit which has been previously awarded.

### **Evidence requirements**

If you are seeking credit you are required to present your statement of attainment or qualification for examination by Axiom Compliance. These documents will provide the detail of what units of competence the applicant has been previously issued. You must provide satisfactory evidence that the statement of attainment or qualification is yours and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework Implementation Handbook. You are required to submit copies only which are certified as a true copies of the original.

### **Credit transfer guidelines**

The following guidelines are to be followed in relation to credit transfers:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
  - Students may not apply for credit transfer for units of competence or qualification which are not included in Axiom Compliance’s scope of registration.
  - Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
  - The student does not incur any fees for credit transfer and Axiom Compliance does not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and applicants will be advised to seek recognition.

### **Support Services**

Axiom Compliance provides support services to the individual to facilitate a successful training outcome.

#### **Student Support Services**

- During enrolment procedure an assessment on a student’s language, literacy and numeracy skill levels is performed to ensure they have adequate skills and abilities to meet the requirements of their desired training program, where LLN support services are beyond the support available within Axiom Compliance we will refer students to an external LLN support service available to the student locally.
- When informed by the student of a disability during enrolment, or identified by a trainer, if required we shall make changes or “reasonable adjustments” for students with a disability necessary for that student to complete essential course-work. Reasonable adjustment is provided to those with a disability or special need according to individual circumstances. Adjustments such as providing the appropriate services and/or facilities for student learning and assessment for example alternate venues identified, providing students with specific font size on training resources, specific coloured paper or introduction of appropriate external support.
- Provide students with recommendation to suitable accommodation if they are required to travel
- Provide students with the ability to have a discussion prior to training with their trainer
- Provide general advice on the relationship between the qualification and licensing requirements
- Provide referral information for the application of a license
- If Identified Student does not meet the entry course level but their trade skills could be assessed. Provide student with Referrals to NSW Vocational Training Tribunal (VTT)
- Additional tutoring service available for a fee.

- Allow with no additional charge 3 attempts at assessment if student is having difficulty achieving competency.
- Personal issues are considered where affecting a student's completion and option of attending different course dates are provided no additional charge.
- Resources for study are available to students
- Pre enrolment information.

Contact Axiom Compliance if you require additional support throughout your enrolment and or training process.

### **Unique Student Identifier Number**

A Unique Student Identifier (USI) number is a unique number that is allocated to students studying nationally recognised (VET) Vocational Educational Training in Australia. Australian Government introduced the USI initiative, which allows students to access their training records and results from one location.

From the January 2015 USI numbers are required for anyone completing nationally recognised training.

Students registering for nationally recognised training, are required to provide their USI number to the Registered Training Organisation so the RTO can report the student's training information to the National Centre for Vocational Education Research (NCVER).

You can obtain a USI number instantly via an online application. [www.usi.gov.au](http://www.usi.gov.au)

Any questions regarding this handbook please contact Axiom Compliance Learning on 02 49539959 or email [admin@axiomcompliance.com.au](mailto:admin@axiomcompliance.com.au)

