



A Registered Training Organisation

Student Handbook

Vocational Education and Training

St George and Sutherland Community College is committed to providing a range of quality vocational, accredited and leisure courses and programs to cater for the lifelong learning needs of our community.

St George and Sutherland Community College is committed to excellence and consistent standards of service.
We embrace Quality Assurance and support the process of continuous improvement.



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Background Information

Adult & Community Education

Adult and Community Education (ACE) is a sector of the NSW post-secondary education system, along with TAFE and universities. It provides short, accredited and non-accredited courses in non-threatening and community based venues to enable people to acquire learning and skills throughout their lives. ACE is different because it is truly a community based education, owned and run by the local community. ACE is therefore able to respond quickly and flexibly to the needs of the community. ACE centres can teach almost anything from vocational to literacy to workplace training to hobby and leisure classes.

St George & Sutherland Community College

The St George & Sutherland Community College (SGSCC) operates as an independent incorporated non-profit organisation. It is now one of the largest Evening & Community Colleges in NSW.

The provision of adult and community education in the St George and Sutherland area goes back to the 1930's when a centre was operating in Hurstville. The Port Hacking Centre began operations in the Sutherland Shire in 1958 with amalgamation of the two regions occurring in 1988.

The College enrolls upwards of 19,000 students each year in over 400 classes offered each term, in varied leisure, vocational and educational classes offered during the day and evening in over 30 venues. The College's specialised staff are also involved in the design and delivery of programs for people with disabilities, youth, seniors, people from non- English speaking backgrounds, long- term unemployed, educationally disadvantaged and specific workplace training.

The College receives funding from the NSW Board of Adult & Community Education (BACE), NSW Vocational Education and Training Accreditation Board (VETAB), Department of Education & Training (DADHC) Department of Ageing, Disability & Home Care



Board of Adult & Community Education

SGSCC – A Registered Training Organisation

As a Registered Training Organisation (RTO) and a participant in the ACE Quality Strategy the College is committed to Quality and to continually improving our service to you and the community.

St George and Sutherland Community College is registered to:

- Deliver training and conduct assessments
- Issue nationally recognised qualifications in accordance with the Australian Quality Training Framework (AQTF)

What is the Australian Quality Training Framework?

The Australian Quality Training Framework (AQTF) is a set of nationally agreed standards that:

- Ensures the quality of vocational education and training and training services throughout Australia
- Ensures all Registered Training Organisations and the qualifications they issue are recognised nationally.

Qualifications

St George and Sutherland Community College is registered to deliver training, assess competency and issue Australian Qualifications Framework (AQF) qualifications. (See *Appendix A for an overview of the AQF*)

All training programs delivered and all qualifications issued by SGSCC are in respect of training packages or nationally accredited courses.

Training Packages and Accredited Courses

Training Packages are sets of training materials that have been developed by industry to standardise vocational education and training around Australia. They replace various state and territory VET courses and lead to nationally recognised qualifications. Nationally endorsed standards (within these training packages) describe the skills and knowledge needed to perform effectively in the workplace.

Accredited courses are structured and sequenced vocational education and training courses.

Nationally Recognised Training

An AQF Certificate or Statement of Attainment issued by a Registered Training Organisation assures that students are competent in the standards set by industry. A nationally recognised VET qualification (indicated by the Nationally Recognised Training [NRT] logo) means that students have portable skills and qualifications that will mean something right around Australia.

Nationally Recognised and Accredited courses are identified in the College brochure by the NSW Vocational Education & Training Accreditation Board (VETAB) symbol. Being nationally recognised ensures a high quality of course delivery along with portability of qualifications that are recognised by employers and Registered Training Organisations throughout Australia.



Structure of Courses

In general, courses are usually divided into various subject areas. Depending on which course you are undertaking, these subject areas are called units of competency (from a training package) or modules (from an accredited course).

Within each unit of competency (or module) there is a series of learning outcomes that reflects the skills or competencies that you need to be able to demonstrate competence in, in order to satisfy the assessment requirements.

Competence and Competency Standards

Competence can be defined as the skills and knowledge required to perform the tasks a job requires to the standards demanded by industry.

Competency standards (also referred to as national industry/enterprise competency standards) are national standards that set out the work skills and knowledge required for effective performance in the workplace and are defined by industry. Competency standards are an endorsed component of training packages or where no training package exists, as the basis for defining the learning outcomes of an accredited course.

Assessment Guidelines

Assessment against competencies will be conducted in accordance with the assessment guidelines and competency standards of the appropriately endorsed training package or accredited course.

Students will be issued with a course outline containing details of all outcomes to be assessed within a unit of competency or module. Specific assessment criteria relating to individual courses will be available from the trainer.

Assessment

Assessment tasks are conducted using various methods, but generally take place by way of assignments and practical exercises. However, details of specific assessment tasks (in relation to a specific course) will be specified in 'Student course information' relevant to each course, which is handed out at the beginning of a course.

To demonstrate competency a student must show that they are competent in all units of competency or learning outcomes (as the case may be). Consequently, assessment tasks will measure all necessary competencies.

The assessment process will be valid, reliable, flexible and fair.

Assessment Results

A student is deemed to be competent when all outcomes have successfully been completed within a unit of competency or module.

The stated assessment outcomes in competency based courses are:

Competent	when the student can demonstrate competency in all learning outcomes
Not Yet Competent	when the student has not yet demonstrated competency in all learning outcomes

A student who fails to demonstrate competency in an assessment task can re-attempt that assessment task once, without having to re-enrol in the course. Such re-attempt shall be organised with the relevant trainer.

Appealing an Assessment Decision

If you are dissatisfied with the assessment result received you are entitled to have your assessment task reviewed. Appeals must be made within fourteen days of receipt of your assessment result. The mechanisms of appeal are as follows:

1. You must ask for a review of a marked assessment task by writing to the Manager – Business & Vocational Training seeking a formal review and completing the 'Appeals Against Assessment Result' form which is available from the VET department.
2. Once an appeal (in writing) has been received, the College will arrange for the assessment task/answer to be reviewed. The Manager – Business & Vocational Training will consider the appeal application in consultation with the VET course trainer and an independent person/panel.
3. You will be advised of the result of the assessment appeal in writing.

4. If, after review, you are still dissatisfied with the assessment task result, you can appeal to the Principal of the College for a further review, by completing and forwarding the "Appeal against Assessment Appeal form for a second appeal. This second appeal must be lodged with the College within fourteen days of the receiving results of their first review. The Principal will then arrange to review the assessment result (in consultation with another member of staff) and will then advise you of the decision.
5. If you are still not happy with the result you can contact VETAB or the National Training Complaints Hotline on 1800 000 674.

Completion of Assessment Tasks (eg. Assignments)

Where an assessment task requires completion out of class time (eg. Assignments), a final date for submission of the task will be set by the trainer.

All completed assessment tasks, with the appropriate Assignment Cover Sheet, are to be forwarded to:

St George and Sutherland Community College
PO Box 404,
127-129 Sutherland Road
JANNALI NSW 2226

Attention: VET Administration Assistant

It is your responsibility to keep a copy of your submitted work in case of any actions beyond the control of the College (eg: lost in the mail). Please note that the College cannot accept facsimile or e-mail copies of assessment tasks.

Students are also required to sign a statement on each Assignment Cover Sheet stating that the work done in the assessment task is their own work and not the work of any other student or person.

Plagiarism

Plagiarism is the act of passing off another person's work as that of your own. Examples include copying the work of another person or summarising the work of another.

Any student found plagiarising work will receive a non-completion result in the unit of competency or module attempted. Any person who knowingly aids another person to commit plagiarism shall be dealt with as if they themselves had committed plagiarism.

Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC)

St George and Sutherland Community College recognises that you may be able to demonstrate a particular competency on the basis of prior learning, skills gained in the workforce, or skills otherwise gained.

Recognition of prior learning (RPL) can be granted if you can demonstrate competency in all the performance criteria in the elements of a particular unit of competency (from a training package) or all of the learning outcomes in a particular module (from an accredited course).

Students must apply for RPL no less than two (2) weeks prior to the commencement of the course. (*See Appendix D for further detail*).

If you think you may be eligible for RPL in a prospective course you can pick up an RPL Information Package from the College Office or ring the Manager – Business & Vocational Training on (02) 9528 3344 to discuss your suitability. Supporting and current evidence must be submitted with your application. It is the student's responsibility to provide the evidence to support their claim for RPL.

Appealing against an RPL decision

The RPL applicant may appeal against an RPL decision they consider unfair. In such circumstances the RPL applicant will need to state their case with any new evidence to the RPL Assessor, Manager – Business & Vocational Training and College Principal. The same process as described in the previous section "Appealing an assessment decision" applies.

Mutual Recognition

St George and Sutherland Community College recognises Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO) where the Training Package guidelines allow it.

If you have a current qualification from another Registered Training Organisation (RTO) that you wish to seek credit for (towards a course offered by SGSCC) you can apply to the College for recognition of this achievement, including Credit Transfer where appropriate. (*See Appendix E*)

You must make this application within one week of the commencement of the course. Supporting evidence must be submitted with your application. Original documentation must also be sighted and verified by the College.

Rights and Responsibilities of Students

Students have the right to:

- Be treated fairly and with respect by SGSCC staff and students in line with equity and anti discrimination legislation and the Disability Standards for Education 2005.
- Privacy, dignity & confidentiality
- Quality provision of courses that recognise and appreciate individual needs and learning styles and contain no hidden costs
- Complain through appropriate channels
- Appeal for a review of the results of an assessment
- Be protected from all forms of harassment
- Expect truth in advertising
- Know about policies referring to them
- A safe & clean learning environment

Students have the responsibility to:

- Treat other SGSCC students and staff with respect and fairness and not to exercise prejudice against people with disability.
- Read the General Student Information in the College brochure
- Behave in an acceptable and appropriate manner towards other clients and staff and to respect the property of the College, host schools, lessors and clients
- Refrain from swearing in classrooms and other learning areas
- Not behave in any way that could offend, embarrass or threaten others
- Provide own course requirements where applicable (and where notified)
- Be punctual and regular in attendance
- Provide accurate information about themselves and advise of any changes
- Not to use mobile phones, pagers or similar devices at any time in the class
- Not engage in plagiarism, collusion or cheating in any assessment task
- Submit all assessment tasks by the due date or ask for an extension of time if there are exceptional circumstances
- Follow normal safety practices (eg: following both written and verbal directions given by SGSCC staff)

Student Support Services

Access and Support for People With a Disability

Access for people with disabilities is dependent on the access and facilities/resources available at the respective venue used by the College. Most of these venues have limited access, but the College will make whatever special arrangements are practicable to meet the needs of people with disabilities and is committed to the Disability Standards for Education 2005.

Support for students with a disability is also available. Please contact the Manager-Business & Vocational Training (9528 3344) to discuss your needs.

Cafe

Please come and visit our cafeteria now open during term at our Jannali site from:



Monday to Saturday 9:30am -1:30pm



This service is provided to help improve the facilities offered to you. Please give any suggestions you may have on how to improve this service to the Café Supervisor. Wherever possible, the College will endeavour to accommodate your requests.

Language, Literacy and Numeracy

Literacy support is available to students who need it. Please contact the Literacy Co-Ordinator on (02) 8543 7026 to discuss your needs.

Persons from non-English speaking backgrounds who are having difficulties in reading and writing English can also contact the College for additional help.

SGSCC offers courses at various College venues to help students improve their spoken English, reading, writing and numeracy skills. For more information call (02) 9528 3344.

Learning Pathways

Students may discuss pathways and avenues for further training with their trainer or contact the Manager - Business & Vocational Training on (02) 9528 3344.

Student Assistance

Site Co-ordinators are also available at College venues to direct students to classrooms, to inform students of any change in schedule and to assist in any problems that may occur at the particular venue.

General Information

Access and Equity

The College follows the principles of Equity and Diversity as core components of all the College practices ensuring all people involved in the College have equal opportunity and access. Equity and Diversity are inclusive and allow us to recognise that both differences and similarities play a big role in our College Community. The College values those things that make us different and uses them as opportunities to work and learn together to improve the College Community. The College is committed to the Disability Standards for Education 2005. All people have a right to Lifelong Learning.

The NSW Government Charter for Equity in Education and Training provides principles which are the basis for achieving equity in vocational education and training. These principles include:

- Everyone being entitled to high quality education and training programs that provide recognised credentials and clear pathways to employment and lifelong learning
- The diversity of the population is recognised and valued by inclusive approaches to the development, conduct and evaluation of programs
- A demonstrated commitment to these equity and principles is a core responsibility of all those involved in education and training.

SGSCC's vocational education and training program has an open access policy and encourages participation from the entire community.

Government Assistance

Government subsidies may be available for study from Centrelink. Contact your nearest Centrelink office for further details.

Changes to Personal Information/Correct Spelling of Names

Please inform the College if you make any changes to the following items of information:

- Your name (please provide documents for verification)
- Your address
- Your telephone number

Please ensure that your trainer has the preferred version of your name (and the correct spelling) so that any issuing of qualifications reflects accurate details.

Childcare

The College has limited spaces available for child minding at the Jannali Centre. Days and times will vary, according to demand. For more information call the College on (02) 9528 3344.

Child Protection Policy

Although the College is largely an adult education facility, minors under the age of 18 are periodically present on College owned or leased property. The College has a policy requiring all staff to sign a Prohibited Employment Declaration and a Consent to Screening Check stating that they have no prior convictions that would preclude them from working with children. If there are minors in your class (unless you are the parent or guardian) please ensure that you are not left alone with them on College owned or leased property. This is for your protection against unjust or spurious accusations as well as for the protection of the minor.

College Membership and College Council

Membership of the College is open to all students with the payment of a fee of \$5 per annum. This entitles a student to a vote at Annual General Meetings and to nominate as one of the five elected members on our College Council (should you so desire). It also ensures that you have a mailed copy of our brochure each term for twelve months.

Commitment to Quality

The College is committed to excellence and consistent standards of service. SGSCC embraces Quality Assurance and supports the process of continuous improvement. This commitment has been recognised by the NSW Board of Adult & Community Education (BACE) with the awarding of the *ACE Quality Endorsement Award* and official registration as a Registered Training Organisation with the NSW Vocational Education & Training Accreditation Board (VETAB). The college systematically reviews its policies and procedures, products and services to generate better outcomes for clients and to meet changing needs. Continuous improvement involves collecting, analyzing and acting on relevant information from clients and other interested parties, including the College's staff.

Students are invited to view any of the College's policies and procedures by contacting the Jannali Office reception desk. The College's objectives and plans are also held in the Resource Centre (at Jannali) and are available for perusal by students.

Computer Usage

If you are enrolled in a computer course please be aware of the potential dangers of computer viruses. Computer disks will be given to you for use at College and these must not be taken home until the end of the course. Do not use disks (used externally) in any College computers.

All users of College computer equipment should also be aware of the following:

- All computer software (other than that labelled as "public domain") is subject to the laws of copyright. The copying of or use of software without permission of the owner is illegal.
- SGSCC supports this legal principle and advocates that copyright computer software is to be used only in accordance with the licensing conditions.
- SGSCC will not protect any person using illegal software on equipment owned by the College. Anyone caught using illegal software will not be permitted to use College equipment again.

Concessions

A \$25 pensioner discount is given on one course per term on all courses NOT marked “No Discount” to people in receipt of a FULL Department of Social Security (DSS) Pension or Veteran’s Affairs Service Pension ONLY. This concession can only be granted on presentation of a CURRENT counter letter from Centrelink or letter from Department of Veteran’s Affairs.

A 5% seniors discount is given on all courses NOT marked “No Discount” in the brochure on presentation of a Seniors Card.

A \$25 discount applies for students enrolling in more than one computer course in the same term. The discount applies to the second and each additional computer course (conditions apply, see brochure for details).

Only one discount per course can apply.

Concessions can only be granted at time of enrolment. The College also runs some already discounted courses for Seniors and people with a disability. See brochure for details.

Enrolments

Enrolments can be made by mail, or if you have a credit card – online, by fax and phone. The Jannali Office is open to take enrolments from 9.00am to 5.00pm, Monday to Friday. Other enrolment venues are advertised in the College brochure.

Feedback and Evaluations

The College welcomes your feedback on the quality of our enrolment procedures, venues, courses and improvements to our services. It also welcomes suggestions of additional courses in various subject areas. The feasibility of your suggestions will always be investigated.

Please tell us if you are dissatisfied or unhappy with any aspect of the College's service. Alternatively please let us know if you are happy with our service. We will endeavour to rectify any problems immediately, as well as give any positive feedback to our staff where it is given. *(Also see section on grievance & dispute procedures)*

Although all courses are evaluated on a regular basis you may wish to fill in an evaluation form. Please ask our Jannali Reception or your Site Co-ordinator if you wish to fill in an evaluation form. Evaluation forms can be anonymous.

For accredited courses, the tutor/assessor will provide a Course Evaluation form to each student to complete.

Fees

Accredited courses are GST free. Payments can only be made by cheque, money order or credit card. For security purposes cash is not accepted.

The fee is specified alongside each course in the College brochure. On some occasions, courses advertised in the local media are not listed in the brochure – fee structures for these courses are made available to students when they enquire about the course.

Students are not required to buy any course notes or manuals unless specified. However fees do not usually include the cost of additional materials or ingredients – specific course requirements will be either listed in the student's confirmation of enrolment letter or explained to you by your trainer.

Freedom of Information

Strictest guidelines of Privacy and Confidentiality of all student records are maintained at all times.

Students have the right to view their own records. All requests must be in writing, addressed to the relevant Manager (for example: ELLN Manager, Manager - Business & Vocational Training, etc) and include a photocopy of a primary source of identification such as a driver's license or other photo ID.

Grievance and Dispute Procedures

The College welcomes feedback from students as part of its commitment to providing a quality service. The College will endeavour to respond to all student complaints/problems/queries promptly and with courtesy. If you have a complaint or problem, which you feel may be resolved by the trainer or the College's Jannali Reception/Administration staff, please inform your trainer or Reception staff immediately.

If this is not appropriate or the problem has not been resolved, please put your complaint/problem in writing and address the letter to the College Principal. Your letter will be acknowledged within two working days of receipt of your letter and an outcome given to you within 10 working days. If you are not satisfied by the College's response you can contact VETAB or the National Training Complaints Hotline on 1800 000 674 or a request can be made to have the matter dealt with by the Department of Fair Trading.

Harassment, Victimization, Bullying and Discipline

The College has a commitment to provide a work and learning environment free of harassment, bullying and victimisation. This is in accordance with the NSW Anti Discrimination Act 1977. Harassment is behaviour directed at another person that is uninvited and unwelcome and includes offensive and/or intimidating behaviour based on a person's sex, pregnancy, marital status, race, colour or ethnic background, physical appearance, age, sexual preferences or disability. Complaints about harassment whether from staff or students that cannot be resolved informally through your trainer should be put in writing with the letter addressed to the College Principal. Your letter will be acknowledged within two working days of receipt of your letter. Counselling and disciplining of staff will be provided if deemed appropriate in accordance with

College policy and procedure. Counseling and exclusion from class of offending students may also be appropriate.

Occupational Health and Safety and First Aid

Information on occupational health & safety pertinent to the particular course you are enrolled in will be given as part of your course.

Students using computers should note the information on correct posture and exercises that is displayed in all computer rooms.

Your trainer will discuss evacuation procedures with you in the first session of your course. These procedures are also displayed in every room at the Jannali site.

If first aid is required please report immediately to the Site Co-ordinator, Reception, or your trainer. Each Site Co-ordinator is First Aid trained and has access to a First Aid Kit. A number of staff at Jannali are also First Aid trained and have access to First Aid Kits.

The College also welcomes any information from students on potentially hazardous situations at any of the College's venues. If you notice any potential hazards please inform your trainer, Site Co-ordinator or the Jannali Reception.

Parking

Limited parking is available at some College venues but at the owner's risk. The College does not take responsibility for providing parking for students. Please lock your car and take your valuables with you.

Receipts and Acceptance of Enrolments

Students can expect to receive confirmation of their enrolment within three days. (If there is a problem the College will notify you). This confirmation letter also serves as your receipt. Should you not receive your letter within this time please contact the College.

Refunds and Transfers

Refunds will be given where a course has been cancelled or is already full.

The College, however, does not accept any responsibility for changes in your personal circumstances. Please choose carefully as refunds and transfers will not usually be given. Should the College, due to exceptional circumstances, approve a transfer or refund you will incur an administration charge. Requests for transfers or refunds (due to exceptional circumstances) must be made via letter to the Principal.

Smoking

Smoking is not permitted in any College owned or leased properties or grounds. At the Jannali Centre, smoking is permitted outside the building perimeter.

Staff Contacts and Phone Numbers

Phone enrolments		9528 3344
Fax enrolments		9589 0517
Jannali Reception		9528 3344
Principal, Patricia Carroll)	
Manager – Business & Vocational Training)	
AMEP Manager)	
Literacy Co-ordinator)	9528 3344
Office Managers)	
Special Needs Manager)	
Resource/Seniors/Quality Manager)	

Email: enquiries@sgscc.nsw.edu.au

Web Home Page: www.sgscc.nsw.edu.au

Text Books/Course Requisites

Some courses require a textbook or materials. If this is not included in your enrolment fee it will be indicated in the brochure course description or letter of confirmation (where appropriate).

The College does not usually purchase books or requisites on behalf of students. Your trainer will generally have obtained details of where to acquire these.

Appendix A Overview of the Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training.

The qualifications are shown below, grouped according to the sector in which they are most commonly issued

Schools Sector	Vocational Education and Training (VET) Sector	Higher Education Sector
		Doctoral Degree
		Masters Degree
		Graduate Diploma
		Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Advanced Diploma
Senior	Diploma	Diploma
Secondary	Certificate IV	
Certificate of Education	Certificate II	
	Certificate I	

Appendix B Appeal against Assessment Result

If you are dissatisfied with an assessment result received you are entitled to have your assessment task reviewed. **Appeals must be made within fourteen days of receipt of your assessment result.**

ADDRESS APPEALS FORM TO:

The Manager – Business & Vocational Training
 St George and Sutherland Community College
 PO Box 404, JANNALI NSW 2226

I wish to appeal against an assessment result as follows.

Name			
Address			
Telephone			
Course			
Unit of competency/Module			
Assessment Task <i>*please attach the Assessment Task with the outcome and the assessor's feedback</i>	<i>Please provide the name of the assessment task</i>		
Date the Assessment Task was completed		Date the Assessment result was provided to you	

Comments/Additional Evidence to be considered:

Student name		Student signature		Date	
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Assessment Decision Review (office use only)

The abovementioned Assessment Result was reviewed by:

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Result of review:

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.....
.....
.....

.....
Signature of Training Manager Business
and Vocational

.....
Date

Date student was notified in writing about the result of the appeal	
Date assessor was notified about the result of the appeal	

Appendix C

Appeal against Assessment Appeal

If you are dissatisfied with an assessment result received you are entitled to have your assessment task reviewed. **Appeals must be made within fourteen days of receipt of your assessment result.**

ADDRESS APPEALS FORM TO:

*The Manager- Business & Vocational Training
St George and Sutherland Community College
PO Box 404, JANNALI NSW 2226*

I wish to appeal against an assessment result as follows.

Name			
Address			
Telephone			
Course			
Unit of competency/Module			
Assessment Task <i>*please attach the Assessment Task with the outcome and the assessor's feedback</i>	<i>Please provide the name of the assessment task</i>		
Date the Assessment Task was completed		Date the Assessment result was provided to you	

Comments/Additional Evidence to be considered:

Student name		Student signature		Date	
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Principal's Review (office use only)

Result of review:

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Signature of the Principal

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Date

.....
Signature of the Training
Manager Business and
Vocational

.....
Date

Date student was notified in writing about the result of the appeal	
Date assessor was notified about the result of the appeal	

Appendix D

RCC/RPL Information Sheet

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through:

- Formal training (*St George and Sutherland Community College recognises AQF qualifications/Statements of Attainment issued by other RTO's*)
- Work experience
- Life experience
- Or other means

Why complete an RPL/RCC process

- Eliminate or reduce the duplication of learning
- Gain a fairer access to studies
- Increase your career & education options through the mobility of your training & credentials
- Reduce the cost of the training you wish to undertake

How do you apply for RPL?

1. Find out about the course that you want to study.
2. Request an RPL Suitability Questionnaire and identify whether you already have the skills, knowledge and attitude of the relevant Units of Competence.(Fee applies)
3. Speak to St George and Sutherland Community College staff and ask for an RPL Instructions document and an RPL Application Template for the relevant course you are interested in.(Fee applies)
4. Submit the portfolio for assessment

How much does it cost?

The first stage of evaluation of the preliminary self-assessment tool completed by the student will incur a flat fee of \$100.00, which will be deducted from the RPL Application fee should you decide to go ahead with the RPL process.

The RPL Application fee will be depending on the number of Units of Competency and must be paid before the RPL Application can be made available. If you have paid for the Suitability Questionnaire, this amount will be deducted from the RPL Application cost. Please note this fee is not redeemable if you are deemed Not Yet Competent.

How long will it take?

- Time frames will greatly depend on your ability to manage your time and work will depend on the outcome of the Application submission and, if required, you will be allowed to re-submit once. Time frames for the re-submission will depend on your agreement with the Manager – Business & Vocational Training or the assigned Assessor

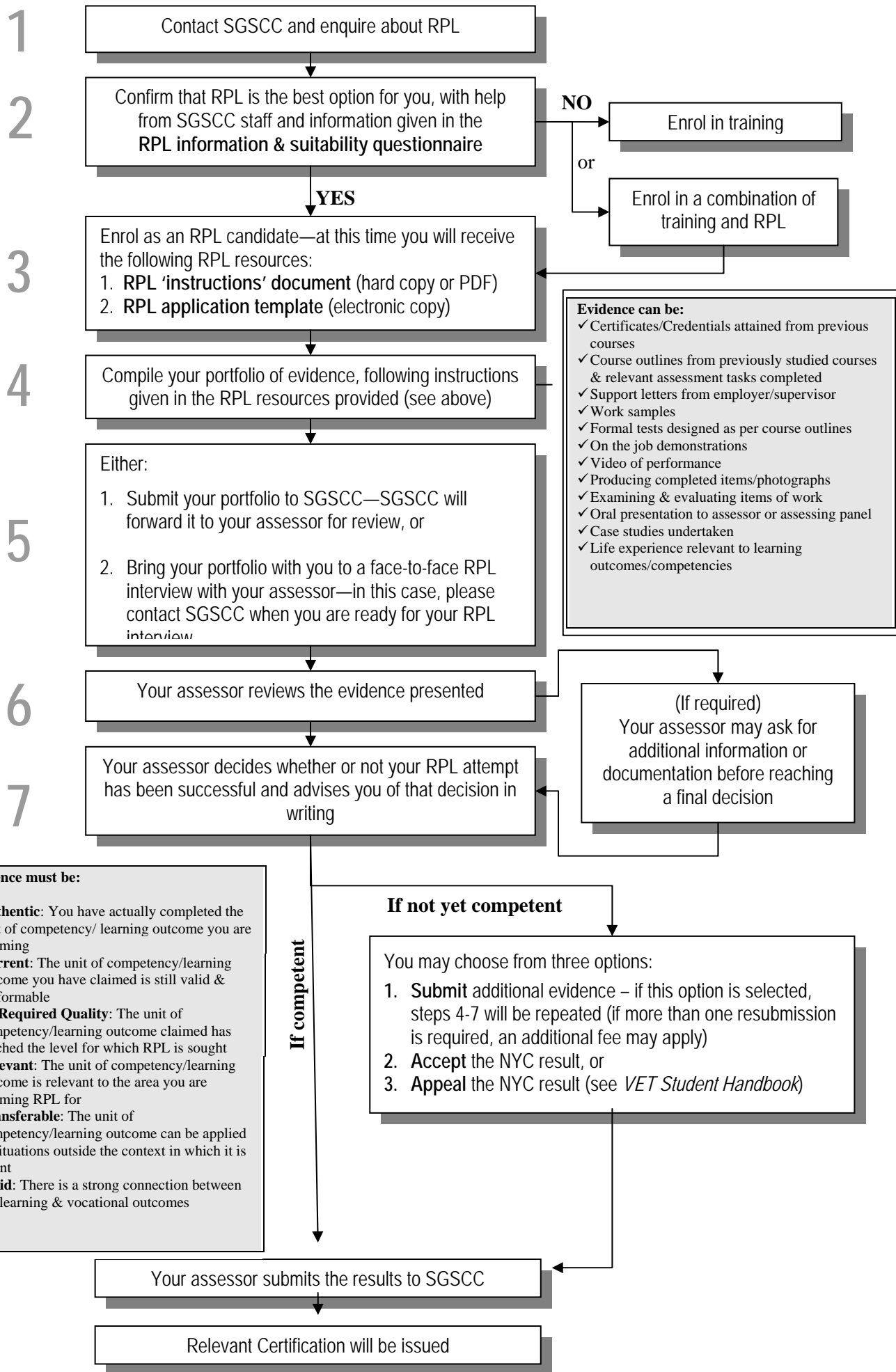
How will I be notified if my application is successful or not?

- The Manager – Business & Vocational Training or the assigned Assessor will contact you to provide you with the relevant feedback.
- Should your application be successful, a Certificate or Statement of Attainment will then be issued.

Can I appeal if I do not agree with the result of my application?

- You may appeal an assessment decision by forwarding a letter requesting the relevant Appeals forms to submit to the College. Please consult the VET Student HandbookStaff will follow the SGSCC appeals procedure by reviewing the decision and advising you in writing.

Contact our Manager- Business & Vocational Training, for more information on (02) 9528 3344.



Appendix E

SGSCC

Mutual Recognition of Qualifications

St George and Sutherland Community College recognises Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), in accordance with the Training Package Guidelines. If you have a current qualification from another Registered Training Organisation (RTO) that you wish to seek credit for (towards a course offered by SGSCC) as long as the relevant Training Package Guidelines allow it, you can apply to the College for Credit Transfer recognition.

You must make this application within one week of the commencement of the course. Supporting evidence must be submitted with your application. Original documentation must also be sighted and verified by the College.

APPLICATION FOR CREDIT OF CURRENT QUALIFICATION

Credit Transfer is given for a subject satisfactorily completed at another Registered Training Organisation (RTO) where the content and objectives of that subject are sufficiently the same as those for the present subject – that is, the evidence presented is of the same standard as that required in the benchmark and Credit Transfer is allowed according to the Training Package Guidelines .

For example:

A student attends another RTO (eg: TAFE) and successfully completes CHCFC1A – Support the development of children in the service / Statement of Attainment from Certificate III in Children Services with that organisation in October 2006. The student now wishes to finalise the full qualification and attends SGSCC to complete the remaining units of competency.

The student provides the original transcript and Statement of Attainment (which is sighted and verified by SGSCC). The student obtains a Credit Transfer for CHCFC1A – Support the development of children in the service, successfully completes the remaining units of competency from the full qualification (at SGSCC) and obtains a Certificate III in Children Services.

***** Evidence provided must be valid, authentic, sufficient and current *****

Applicant to complete the following:

Applicant's Name		
Applicant's Address		
Applicant's Telephone Number	Home	Mobile
Qualification for which Credit Transfer is being sought <i>(eg: CHCFC1A – Support the development of children in the service)</i>		
Date the qualification was issued		<i>Note – the qualification for which credit transfer is sought must be CURRENT – that is, are you still able to demonstrate the skills and knowledge?</i>
RTO at which qualification was awarded		

Please forward this form, together with your ORIGINAL documentation to:
The Manager - Business & Vocational Training, St George and Sutherland Community College
 PO Box 404, Jannali NSW 2226, 127-129 Sutherland Road, Jannali NSW 2226