
Kiama Community College Ltd

Student Handbook

October 2023



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1. ABOUT THE COLLEGE

Welcome

Thank you for choosing Kiama Community College. We sincerely hope you will gain great benefit from the course in which you have enrolled. We aim to provide affordable programs where our students feel welcome, respected, and supported. It is important to keep this handbook on hand during your course, as it will provide additional guidance about the College's services, policies, and procedures as you progress through your learning and development. Please feel free to call us if you have any queries regarding your course or information provided to you.

Purpose

Kiama Community College Ltd provides quality learning opportunities to empower, inform and connect individuals for a socially and economically inclusive community. We are committed to a more equal society, accessible learning options, support of the individual, a community focus and professionalism.

About the College

Kiama Community College Ltd is a not-for-profit public company limited by guarantee. We are governed by a voluntary Board of Directors, drawn from the community, and supported by members. We operate as an independent, not-for-profit, community-based organisation dedicated to providing adult education courses and activities to meet the expressed learning needs of the community. The College is known for the friendly, supportive, and reassuring environment it provides to participants, its flexibility and high-quality training.

We are registered as a Charity by the Australian Charities and Not-for-profits Commission (ACNC) and have Deductible Gift Recipient (DGR) status. The primary communities we serve are Kiama, the Shoalhaven (as far as Bay and Basin). We also seek to benefit those throughout the greater Illawarra that experience some type of barrier/obstacle to social or economic inclusion.

The organisation became a Registered Training Organisation (RTO) in 1994 and we are a contracted provider of funded and subsidised courses including the NSW Government's *Smart and Skilled* and *Adult Community Education* programs. We also attract several other sources of government funding as well as fee for service business to fund our operations.

Scope of Registration

As an RTO (No. 90087), the College operates under the Australian Skills Quality Authority (ASQA). This means that we provide quality assured and nationally recognised qualifications. Our courses have been independently evaluated by government and industry representatives to guarantee that they meet the highest standards of course excellence. To check the accredited qualifications and units of competency that are on the College's scope of registration, please visit training.gov.au. This website provides a database on vocational education and training in Australia. It is the official National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs) and has been developed for training sector users.

To see all our current programs and download the latest brochure, visit <https://kcc.nsw.edu.au>

College Contact Details

Staff:

Chief Executive Officer	Linda Livingstone
Compliance, Admin & Risk Manager	Jodi Keast
Training Services Manager	Suzette Laird
Personal Assistant to CEO	Leanne Spence
Administration Manager	Stacey Dekker
VET Coordinator	Robert Murphy
Foundation Skills Coordinator	Rosemary Westley
Hair & Beauty Coordinator	Lillian Spence
R.I.S.E. Program Coordinator	Wendy Rafferty
Digital Learning Designer & Project Officer	Su Montgomery
Outdoor Recreation Coordinator	Brendon Harris
Ticket Coordinator	Naomi Stanton
Student Support Officer	Phuong Meester
Student Support Officer	Jane Mathew
Indigenous Liaison Officer	Lisa Chapman
Community Engagement Officer	Sarah Cimino
Accounts Officer	Terrie Moran
Communications Officer	
Administration Officer	Christine Glover, Sarah Herbert
Receptionist @ Kiama	Britt Flecknoe
Receptionist @ Shoalhaven	Tammy Barkwith, Natalie Ruff

Board:

Chairperson	Michelle Hudson
Board Members	Catherine Glover Kate Wadwell Michael Forsyth Frazer Hill Rodney Hoffman

	Kiama	Shoalhaven
Address	7 Railway Pde, KIAMA PO Box 52, KIAMA NSW 2533	1 Mattes Way, BOMADERRY PO BOX 137 NOWRA 2541
Ph/Fax	4232 1050 / 4232 1051	4423 0351 / 4422 1545
Email	info@kcc.nsw.edu.au	sccreception@kcc.nsw.edu.au

Open: Weekdays 9.00am - 3.00pm **Website:** www.kcc.nsw.edu.au

Facebook: <https://www.facebook.com/KiamaShoalhavenCommunityColleges/>

Instagram: https://www.instagram.com/kiama_shoalhaven_community_co/

Twitter: @KiamaComCollege

Youtube: /KiamaComCollege

2. FEES AND CHARGES

The Kiama Community College makes prospective students and clients aware of the College's fees, charges and refund arrangements before accepting enrolment. The [Fees and Refund Policy](#) can be sourced from the College's website or a copy obtained from Reception.

All texts, resources and materials are included in the cost of the course unless otherwise stated in the College's advertising material. The College determines course fees for its fee-for-service training provision. For government subsidised programs, the program contract may stipulate the fees that a student is to pay.

Smart and Skilled Fees

Students enrolling with [Smart and Skilled](#) subsidies must pay the relevant fee as set out in the NSW Skills List. The College will calculate the relevant fee using the Smart and Skilled Provider Calculator, the student's eligibility criteria and any applicable Recognition of Prior Learning and Credit Transfer arrangements.

Adult and Community Education (ACE) Program Fees

Students enrolling with ACE Program must pay fees set under the ACE Provider Contract. The College will calculate the relevant fee using *ACE Provider Operating Guidelines*, the student's eligibility criteria and any applicable Recognition of Prior Learning and Credit Transfer arrangements.

Apprenticeships and Traineeships

Apprenticeships and Traineeships combine paid work and structured training. They allow apprentices/trainees to learn a workplace skill and receive a nationally accredited qualification while earning a wage. Apprenticeships/traineeships usually last for one to two years and are available in a wide range of careers. They may be undertaken in a full or part-time capacity, including if you are still at school.

Government subsidies are available for the formal training component of apprenticeships and most traineeships. Under [Smart and Skilled](#), all apprenticeship and most traineeship qualifications are now 100% subsidised. Training for existing-worker trainees is generally not subsidised. More details are available on our website and specific information is provided to Trainees and their Supervisors.

RISE Program Fees

Students enrolling in the RISE Program establish a service agreement which sets out the fees payable. The [Current Pricing Schedule](#) can be found on the website.

Fees for Other Subsidised Programs

Students enrolling with any other subsidy must pay any fees that the funding body sets out in its guidelines.

Concessions & Exemptions

The College offers a 10% concession for all courses (excluding subsidised courses) for students who hold a valid pension concession card or healthcare card. Students undertaking subsidised courses should contact reception to determine if they are eligible for concessions/exemptions.

Fees Paid in Advance

The College will, at no time, request or accept from a prospective or current learner prepaid fees in excess of a total of \$1,500. Prepaid fees include all fees that a learner is required to pay, including enrolment fees, tuition fees, material fees and any other fee component that is a mandatory payment for the course. If your course fee is greater than \$1,500, a payment plan will be worked out with you that reflects the length of your course.

For further information, please read the [Fees and Refund Policy](#).

VET Student Loans

[VET Student Loans](#) are available to assist eligible students studying VET qualifications at the diploma level and above. VET Student Loans can be used to pay all or part of an eligible student's tuition fees when studying with an approved VET provider.

With the VET Student Loans program, the Government pays your course fees so you can start studying now and you pay back the loan later when you are working and earning over a certain amount.

To find out further information in relation to VET Student Loans, in particular if you are entitled, how much you can borrow, loan limits, fees and charges, etc. please contact reception to discuss your options.

3. ENROLMENT & INDUCTION

Leisure & Lifestyle Courses – Age restrictions

Anyone 15 years or older may enrol into our non-accredited courses at any time on our website by choosing the course they are interested in, finding a day and time that suits best and clicking the enrol now button. Students aged from 12 years may be considered for enrolment if they remain in the company of a parent during the course. The enrolment of a student aged less than 15 years will also be at the trainer's discretion.

Pre-enrolment Information

To enable an informed decision to study with the College, relevant Pre-Enrolment Information (available for each accredited course or program) and the College's Student Handbook are both made available to all potential students prior to enrolment. Course Pre-Enrolment Information and the Student Handbook may be accessed on the College's [website](#) or from College reception. The Student Handbook includes information on assessment procedures, complaint and appeal procedures, facilities, equipment and support services.

Prior to enrolment you will be provided with the following information detailed and available on the College's [website](#)

- Language, Literacy and Numeracy assessments
- [Recognition of Prior Learning](#) and Credit Transfer information
- [VET Student Loans Program Information](#) (if applicable)
- [Consumer protection information](#)
- Legislation and Regulatory [Compliance policy](#)
- What a student should do if they wish to defer or discontinue training
- How students can [access support](#) during training
- Contact details for any [support services](#) provided
- [Fee and refund policy](#)
- [Smart & Skilled Subsidised information](#)
- [Complaints and Appeals](#)

Terms and Conditions of Enrolment

Given the broad range of accredited and non-accredited programs offered by the College the terms and conditions may vary depending on the course. In general, the College applies Terms and Conditions in order to provide a quality customer and learning experience and to be fair and transparent with our students. These are listed on our [website](#) and updated on our enrolment forms, which students receive a copy of.

Unique Student Identifier (USI)

The Unique Student Identifier (USI) is an Australian-wide student number required by students who are completing nationally accredited vocational education and training (VET). A USI provides the capacity for students to track their accredited vocational education and training (VET) records online across all Australian states and territories. Students undertaking nationally accredited courses need to apply for a USI and provide their USI to the College at enrolment. A USI is a requirement to receive a Statement of Attainment or a Qualification. Students can apply (at no cost) to the Commonwealth Government for a USI at: <http://usi.gov.au>, or the College can apply on your behalf, with consent. The USI stays with a student for life and is recorded against any completed nationally recognised VET course or qualification.

Language, Literacy and Numeracy (LLN) assessment

All students undertaking accredited training are required to undertake an LLN assessment. Students who are identified as in need of assistance with their learning will be provided with support throughout the learning process. An LLN assessment will be coordinated through the enrolment officer, as part of your enrolment process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs requiring students to have basic skills in the areas of:

- Reading
- Writing
- Numeracy
- Oral Communication

Entry Requirements

In addition to adhering to our Terms and Conditions students should also note the following which may apply to their enrolment:

Pre-requisites

Some of our courses (accredited and non-accredited) may have pre-requisite skills or knowledge and/or be suggested as a series of programs on a learning pathway. Work placements in some courses will also need Police Checks and/or other clearances. Information about this is provided on the website and during the enrolment process. Our course names may reflect this (introductory, intermediate, advanced). If during your training it becomes evident that you are not in the right level of class, we will work with you to transfer your enrolment to a different scheduled class.

Eligibility for funded and subsidised programs

All funded programs targeted at particular cohorts of clients or for specific programs will have eligibility criteria. The College will check your eligibility and work through this with you prior to completing your enrolment. For example, to enrol under the NSW Government Smart and Skilled programs you must meet all of the following criteria:

- 15 years old or over
- no longer at school
- living or working in NSW
- an Australian citizen, Australian permanent resident, Humanitarian visa holder or New Zealand citizen

You are responsible for providing accurate and honest information and may be required to provide us with specific documents as proof of your eligibility, including your age, residency or citizenship status, details about any government benefits you receive and prior qualifications.

The College's acceptance of an enrolment into a funded or subsidised course is conditional on the applicant meeting the entry requirements, including providing relevant documentation. The information you supply will also help us estimate the fee that is applicable to your enrolment in a funded or subsidised program

What happens at the beginning of my course?

By or on the first day of the course (at the latest), students are to receive induction and/or orientation appropriate to their course, which further ensures they:

- Understand the information contained in the Student Handbook and the Pre-Enrolment Information
- Understand the rules and regulations as set out in the Student Handbook
- Are familiar with the College's facilities and resources
- Have identified the College's key training, administration and support people
- Have the necessary course materials, course content and information about assessment
- Know where to access more information
- Discuss pathways e.g. type of work you might seek with your new skills or further education or training opportunities available to you.

Students will also be provided with induction on:

- Work, health and safety (WH&S) requirements
- Dress codes and conduct
- Their rights and responsibilities (Code of Behaviour) as a learner.

Medical Conditions

If you have ongoing or emerging medical conditions such as diabetes or epilepsy, you are encouraged to make your teacher aware of this in case you require sudden assistance. We also recommend that you provide the College an emergency contact.

4. LEARNING & ASSESSMENT

How do I submit work?

All assessments should be submitted either directly to your Trainer or to the Kiama Community College Office or by email to info@kcc.nsw.edu.au.

All assignments should be accompanied by a Kiama Community College coversheet. Your Trainer will give you a copy of the coversheet.

What about assessment?

All accredited courses at Kiama Community College involve assessment processes. Assessments serve the purpose of allowing participants to provide evidence of their skills and abilities against the competencies of the course or qualification. During the first lesson of your course, your Trainer will advise you of the assessments required for your course.

In keeping with the requirements of competency-based training, assessments conducted by Kiama Community College demonstrate compliance with the four key assessment principles of validity, reliability, flexibility and fairness.

Persons who conduct assessments for accredited courses and competencies in Training Packages have the appropriate assessor credentials. Participants who do not achieve competency at the first assessment attempt will have further reasonable opportunities to achieve competency. For further guidance, please read the College [Assessment Policy](#).

Recognition of Prior Learning (RPL)

RPL is the process whereby past work or life experience may be recognised as satisfying some or all competencies of a course or qualification.

Kiama Community College will provide advice and assessment of current competencies on an individual need basis. If you would like to apply for recognition of prior learning, please read the [RPL Policy](#) at the College's website and then make an appointment to speak to the course coordinator.

Credit Transfer

Kiama Community College recognises the Qualifications and Statements of Attainment issued by other Registered Training Organisations in accordance with the requirements of the VET Quality Framework. Credit Transfer (CT) is granted as a result of identifying learning outcomes already achieved through formal training. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit Transfer given may reduce the time required for a student to achieve the qualification. To apply for Credit Transfer, you will need to provide original or certified copies of certificates previously attained through formal training prior to completing the enrolment process.

What if I don't agree with my assessment results?

If you disagree with an assessment decision you should address the matter with your assessor or trainer. If the matter remains unresolved you should contact the Coordinator who will conduct a review of the assessment process. If the Coordinator feels you have a case for review, a suitably qualified independent person will be employed to conduct another assessment. If the Coordinator does not believe there is a case for review, you will be notified of the decision and provided with a copy of the College's [Complaints Policy](#). Students are welcome to nominate a third party to be present at all meetings with Trainer and Managers to act as their advocate.

What if I am deemed Not Yet Competent?

Your competency will be assessed if you are enrolled in a nationally accredited course. If you are deemed *Not Yet Competent*, you will have the opportunity to re-submit your work. A maximum of 2 submissions are permitted.

If you are deemed *Not Yet Competent* after 2 submissions, please discuss your options with your coordinator. These options may involve additional cost and may include:

- a) Re-sit the assessment task a third time at a cost of one hundred dollars (\$100); or
- b) Re-enrol in the course or Unit of Competency at the normal enrolment fee; or
- c) Undertake additional private tuition; or
- d) Undertake career planning with a Student Support Officer; or
- e) Review your study options and discuss with a trainer/coordinator/Student Support Officer; or
- f) Withdraw from the course.

Work Placement

Kiama Community College may also, at times, offer work placement as part of training to assist students to gain employment or to provide a simulated environment for practical activities. On other occasions, there are some Compulsory Work Placement requirements for some courses. Work placement is an unpaid experience in a facility in which real-life experience is gained prior to the issue of a qualification. Kiama Community College has a responsibility to protect members of the public (and students) from being harmed when taking part in workplace or simulated workplace learning. If there is evidence that your skills or behaviour could present a risk to yourself or other people in the workplace, you may not be allowed to participate in a work placement, at least for a period of time. All students should speak with their Trainers if they have any questions or require any assistance with regards to their work placement.

How do I get my Certificate for Accredited Courses?

On successful completion of your course and associated assessment work, your Certificate or Statement of Attainment will be posted to you. Please ensure we have your current postal address. Certificates or Statements of Attainment may be withheld if fees are outstanding. If your Certificate or Statement of Attainment is lost or damaged, replacement Certificates or Statements of Attainment can be produced on request for a fee of \$55.

5. TRAINERS

All Trainers appointed to teach accredited courses are qualified in accordance with the VET Quality Framework. Trainers must hold a Certificate IV in Training and Assessment, relevant industry qualifications and have recent and extensive industry experience to ensure that you will receive the appropriate quality training and assessment in the course you are enrolled in.

Trainers of non-accredited courses have experience and expertise in their training field but may or may not hold a Certificate IV in Training and Assessment, which is not a requirement for these courses.

6. STUDENT SERVICES, WELFARE AND COUNSELLING

What Support Services are Available?

We endeavour to make your learning as comfortable as possible and are committed to creating an environment where our students feel welcome, respected and supported.

In our training rooms at 7 Railway Parade Kiama and at 1 Mattes Way Bomaderry, student facilities include complimentary tea and coffee and access to photocopying facilities. Students studying by distance or flexible learning are offered additional support in the form of phone contact, email contact and assistance with planning your assessment schedule.

Kiama Community College caters to diverse client learning needs and aims to identify and respond to the learning needs of all students. All students are encouraged to express their views about their learning needs at all stages of their learning experience, from the initial enrolment and induction stage to completion stage. The College is committed to providing students with additional support, advice or assistance while training. To achieve this and to ensure the quality delivery of training and education, the College will assist and support students as appropriate and/or refer them to qualified counsellors. Staff will respond to and attempt to alleviate any signs of distress or discomfort of students.

Additional support and services may include:

- Education and Careers Pathway advice
- Whether or not specialist support equipment or personnel is required
- Whether or not any reasonable adjustments need to be applied to a candidates training (see below)
- Mentoring
- IT support
- Referral to counselling services (see below)
- Literacy and numeracy support
- Grievance /conflict support
- Stress management
- Access and equity support

Reasonable Adjustment

The College is experienced at, and committed to, working with students with disability and to meeting our obligations under relevant legislation. Students with a disability, or specific medical condition, are strongly encouraged to discuss their personal circumstance with their Trainer or the Course Coordinator so that we can work with you to participate in our training programs on the same basis as those without disability. All information discussed will be treated with privacy and confidentiality. Examples of reasonable adjustments may be to adapt learning resources, modify delivery strategies and/or activities, and/or vary the pace or process of assessment. For more information, please refer to the [Assessment Policy](#) on our website.

Student Welfare & Counselling

Our Student Support Officer is available should any students be experiencing difficulty with their chosen course. The College is at all times concerned for the welfare of students.

If you require extra assistance, please make contact with a member of our team who will be happy to support you. If you require counselling or personal support, you can also contact one of the below organisations:

- Lifeline Telephone: 13 11 14 or website: www.lifeline.org.au
- Beyond Blue Telephone: 1300 224 636 or website: www.beyondblue.org.au
- MensLine Australia: 1300 78 99 78 or website: <https://mensline.org.au/>

Transport Concession Cards

Transport Concessions Cards are available to students who meet the eligibility criteria. A Concession may be issued to a student who:

- a. Is an Australian citizen or permanent resident of Australia; and
- b. resides in New South Wales; and
- c. is enrolled in an Australian Qualifications Framework accredited higher education or vocational education and training course; and
- d. is a full-time student enrolled on an internal basis (except where, by reason of disability, you are enrolled on a part-time basis and/or on an external basis); and
- e. has agreed to the terms and conditions for use of a Concession and has consented to the disclosure of certain personal information to Transport for NSW by their Institution as set out in the guidelines.

Note: a 'full-time student' means a student who is enrolled in a course of study requiring at least 16 hours per week of classes for a continuous period of at least six weeks. To check your eligibility for transport concession cards, please contact the College reception.

What if I Need Extra Help?

We endeavour to provide access to courses regardless of gender, national or ethnic background, physical or intellectual impairment, religious affiliation, or age. We will make all efforts within our capability to provide fee concessions to those who are eligible. We will assist a student with any specific learning need to access an appropriate program. Some assisted learning takes place in regular College courses by enlisting the support of a "buddy". Assisted learning takes place in specially targeted courses for people who need particular support in a learning area; other assisted learning is provided in literacy and numeracy courses. If you need some extra help, please contact us.

What about my Records?

The College recognises its responsibility to provide secure storage of student records. The College has safe on and off-site storage of records in accordance with legislative requirements. Kiama Community College has a [Privacy Policy](#) to protect student information. This Policy may also be accessed through the College administration or on our website. Student and staff information will not be given to any person or organisation unless they

produce written proof of legal right to that information. Student information and records will not be used for any purpose other than that related to their training.

All course attendances at Kiama Community College are recorded on class rolls. Trainers are responsible for keeping rolls up to date and securing rolls while courses are in progress. At the end of the course, the College retains the roll. Records of Credentials issued (Qualifications and Statements of Attainment) are kept and are available for re-issue for 30 years as required by law. You can get access to your records by appointment. Please contact the College to arrange access.

7. HOW DO I GIVE FEEDBACK?

We value your feedback on our service at any time during the process from enrolment to completion of your course. At the end of your course you will be provided with an evaluation form as an opportunity to comment on your satisfaction with the course provision. You may return the evaluation form directly to your Trainer or to the College. Results will be reviewed by the Course Coordinator and recommendations for improvements made.

Employer feedback is also important to the continuous improvement of the College and is sought on a regular basis.

If you have any concerns or suggestions regarding your course, please do not hesitate to contact your Trainer or Course Coordinator.

8. CONSUMER PROTECTION

The Kiama Community College (the College) will provide services with due care and skill, which are fit for the specified purpose and within a reasonable time. The College will provide education, training and support of a quality consistent with ASQA regulations and funding contract requirements to allow the student to achieve competency. The College will ensure that all students are informed about personal information that is collected about them and the right to review and correct that information.

The College's [Consumer Protection Policy](#) can be sourced from our [website](#).

For further information or a full copy of our Consumer Protection Policy, please contact our ***Dedicated Consumer Protection Officer:***

Training Services Manager
PO Box 52
KIAMA NSW 2533
P: 02 4232 1050

Your local consumer protection agency can be contacted at **NSW Fair Trading**, PO Box 972, Parramatta NSW 2124, T. 13 32 20, www.fairtrading.nsw.gov.au

9. COMPLAINTS & APPEALS

The College and its staff are committed to providing an effective, efficient, timely, fair and confidential grievance handling procedure for all students. The [Student Complaints Policy](#) cover both academic and non-academic grievances and appeals and can be found on the College [website](#). A copy can also be obtained from Reception.

Academic matters include those matters which relate to student progress, assessment, course content or awards in a VET course of study. Non-academic matters include those matters which do not relate to student progress, assessment, course content or awards in a course and include grievances in relation to personal information that the provider holds in relation to a student. Non-academic grievances tend to arise from events occurring at a provider or from decisions made by a provider.

Complainants are entitled to access the grievance procedures regardless of the location of the campus at which the grievance has arisen, the Complainant's place of residence or mode of study.

If a student is enrolled at the time they choose to access this policy and procedure, KCC will maintain the Student's enrolment while the grievance and appeals process is ongoing.

Students are encouraged initially to attempt to resolve a grievance informally through the Informal Grievance Procedure. Whilst KCC encourages students to follow this procedure before an issue becomes a formal grievance, this step is not mandatory and a student may proceed directly to the Formal Grievance Procedure.

The [Student Complaints Policy](#) sets out the steps involved in resolving student complaints and appeals and provides guidance in relation to any further action.

10. WHAT ARE MY RIGHTS AND RESPONSIBILITIES?

Attendance

It is recommended that students attend all classroom sessions. It is important to attend as your course requires the attainment of knowledge as well as the ability to learn and demonstrate your practical skills. The less you attend, the less opportunity you have to absorb this knowledge and skills and the further behind in the course you get. It also makes it difficult for your trainer who needs to adjust their delivery schedule to go back and cover material that has already been covered, when you haven't been in class. This is not fair on the other students as well, as they are ready to move on to new material. In addition, absences from classroom sessions could potentially result in you missing an assessment.

If you are having difficulty attending your course, please discuss this with your trainer or our Student Support Officer as they may be able to assist or develop strategies to support you.

Rights

All students have the right to:

- receive quality training and assessment in courses which are current and relevant to industry;
- receive a Certificate or Statement of Attainment for nationally accredited units they have demonstrated competence in;
- expect a competent Trainer who can assist them to achieve the expected course outcomes;
- be reassessed if competency is not met in the first instance;
- learn in an appropriate environment that is free from any form of harassment or discrimination;
- be treated with dignity and respect and to receive services without exploitation, abuse or neglect; and
- be free from reprisals, or a well-founded fear of reprisal, in any form for making a complaint, an appeal, or to enforce their rights.

Responsibilities

College staff, volunteers and students have the responsibility to:

- Notify the College or the Manager when enrolling if support is required (e.g. help with literacy, transport, access to venue etc);
- Be responsible for personal possessions during class;
- Act to prevent harassment, discrimination and victimisation against others;
- Refuse to join in with these behaviours and report all alleged cases of abuse or harassment;
- Support the person in saying no to these behaviours;
- Respect differences among other staff, students and volunteers, such as cultural and social diversity;
- Treat people fairly, without discrimination, harassment or victimisation;
- Respect the rights of others;
- Respect people's rights to privacy and confidentiality;
- Act as a witness if the person being harassed decides to lodge a complaint;
- Observe site rules or behaviour guidelines set by College Trainers/Assessors;
- Behave in a manner that does not interfere with the learning of others;
- Conduct themselves in a responsible manner while in training; and
- Ensure the rights of all students to have their say, balanced with the responsibility to listen to others and allow others to have their say.

It is every participant's responsibility to respect the rights of other participants, trainers and staff while attending a Kiama Community College course. Participants whose behaviour is deemed to be unacceptable will be asked to leave. Fees will not be refunded. Such behaviour may include that which:

- Puts others at risk
- Is deemed to be disruptive
- Hampers others' learning

Misconduct

Plagiarism and cheating are considered academic dishonesty and will not be tolerated at Kiama Community College. Plagiarism is using someone else's words/work and submitting it as one's own. Cheating may include providing or receiving information to other students.

Other acts of misconduct such as theft, the damaging of property, misuse of equipment, threatening behaviour, harassment and abuse of staff or students will also not be tolerated.

These acts of misconduct are subject to sanctions including exclusion from training.

Can I give my trainer a gift at the end of my course?

You are not expected to give a gift to your trainer. It is their role to support you to achieve your personal and educational goals. And whilst it is a lovely thought, our trainers must avoid conflicts of interest and maintain high levels of integrity and trust. Offering a trainer a gift may give rise to concerns about bribery, corruption or conflicts of interest, whether actual, potential or perceived.

However, we realise that a student or a class may wish to thank their trainer for all their support throughout their course. As such, we have introduced threshold limits that ensure the gift or benefit is not excessive:

- An individual student may provide a gift / benefit as long as it is less than \$30; or
- A group/class may provide a gift / benefit as long as it is less than \$100.

Please chat to your Course Coordinator to check that what you are offering is within the College's guidelines.

11. WORK HEALTH & SAFETY

Please help to keep your College a safe place to work and study. If you see something you think is unsafe, please let us know. Notify your Trainer or a staff member immediately. The first aid kit is located in the office area.

Students are required to:

- Wear clothing and shoes appropriate to the course and, follow any legal requirements regarding protective clothing. Students are notified of such circumstances at enrolment;
- Ensure that safety directions are followed and are asked to think about their own actions so as not to endanger the safety of others;
- Listen carefully to the Trainer when s/he is informing you of WH&S matters;
- Ensure the Trainer is aware of issues relating to WH&S or any practices you believe to be unsafe;
- Abide by WH&S rules and follow instructions given by KCC staff relating to safety;
- Ensure you are aware of the location of first aid kits, evacuation plans, emergency assembly areas and emergency fire equipment; and
- Report all incidents or injuries to your teacher immediately after the event.

Evacuation Procedures

In the event of an emergency situation (e.g. a fire, bomb threat, gas leak etc.) staff will take the lead in managing Evacuation Procedures.

- Upon notification to evacuate, (e.g. alarm or a warning from the Fire Warden) await further instructions from the Fire Warden.
- Once the Fire Warden has given instructions to evacuate each staff member and student should:
 - Follow the Fire Warden to the Evacuation Meeting Point
 - Leave the building in an orderly manner, and
 - Meet at the Evacuation Meeting Point indicated on the signs located around the building.
 - Upon arriving at the Evacuation Meeting Point please await further instructions from the Fire Warden or the Emergency Services.
 - Please do not leave the Evacuation Meeting Point until you are instructed to do so, as a roll call will be initiated to ensure that there are no students, employees/contractors or visitors left behind in the building.

Drugs and Alcohol

Kiama Community College takes safety of staff and students very seriously. Legislation is in place to protect workers and the workplace from those who attempt to work affected either by alcohol or drugs. If students present in an alcohol or drug affected manner, they may be asked to vacate the premises. If this happens again, they may be excluded from training permanently.

Smoking on College Venues

With the exception of any designated outdoor smoking area, a *no smoking* policy exists at all College venues and precludes anyone from smoking while on College's premises. This includes the areas immediately outside entrances to the College's buildings. No smoking signs must be obeyed at all times.

How do I find out if the College is open or closed?

On rare occasions, the College may decide to temporarily close the venue due to certain events e.g. a nearby bushfire. Venue closures may be communicated on our [website](#), or on our [Facebook](#) site, or directly to you by our staff or trainers, or via email. For the latest updates, we encourage you to check Facebook or the website regularly.

Can I bring my children to class?

Minors, who are not enrolled in a VET course, are not allowed on site during a course as they may disrupt the learning environment and their safety, health and welfare cannot be assured.

12. DISCRIMINATION, BULLYING AND HARASSMENT

The College is committed to providing an environment for work and training that is free from discrimination, bullying and/or harassment of any kind. Behaviour of this nature will not be tolerated in any form and will result in the immediate disciplinary action that may include expulsion from the program. This applies to both participants and College staff members.

If you witness or experience any incident of discrimination, bullying or harassment you are encouraged to inform the person where the behaviour is unwanted, unacceptable and/or offensive. If you feel unable to approach the person, or if the behaviour continues following your request that the behaviour cease, report it to the Trainer, Coordinator or Training Services Manager of the College immediately. Any report will be treated with absolute seriousness and privacy. Refer to the [Access and Equity Policy](#) and [Anti-bullying Policy](#) for further details.

13. IMPORTANT LEGISLATION WHICH AFFECTS A NSW RTO

As a Registered Training Organisation (RTO), Kiama Community College is committed to complying with Commonwealth and State legislation and all regulatory requirements relevant to its operations. It is required under the terms of its registration as an RTO to ensure that information is given to students and staff about current legislation that significantly affects their participation in VET. The following list identifies areas in which legislation applies to accredited assessment and delivery at Kiama Community College Ltd.

- Work Health & Safety (WH&S)
- Anti-discrimination including age, disability, racial and sex discrimination
- Child Protection
- Vocational Education and Training (VET)
- Governance
- Privacy and personal information
- Consumer Protection
- Disability Standards
- Apprenticeships and Traineeships
- Employment
- Hair and Beauty training
- Horticulture training
- Hospitality training

A copy of full details of the legislation and Compliance Policy can be sourced from our website or Reception.

14. LINKS AND RESOURCES

Australian Skills Quality Authority - www.asqa.gov.au

Smart & Skilled Website - <https://smartandskilled.nsw.gov.au/>

Unique Student Identifier Website – www.usi.gov.au

VET Student Loans Website - <https://www.education.gov.au/vet-student-loans>