



Chisholm Catholic College Cornubia RTO 30511 VET Student Handbook – 2026

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Contents

Introduction	3
What is Vocational Education and Training (VET)	3
The VET Quality Framework (VQF)	3
The Australian Qualifications Framework (AQF)	4
Competency Based Assessment	4
Enrolment	5
Course Information	5
Unique Student Identifier (USI)	5
Codes of Practice	6
Legislation	6
Sanctions	6
Quality Management Focus	6
Marketing and Advertising	6
Student Services	6
Language, Literacy and Numeracy Support	7
Access and Equity	8
Disciplinary Procedure	8
Student Expectations	8
Homework and Study Expectations	8
Attendance	9
Refund Policy	9
Training Guarantee	9
Assessment	9
Flexibility and Reasonable Adjustment	10
Recognition of Prior Learning (RPL)	10
Credit Transfer	11
Certification	11
Privacy and Confidentiality	12
Complaints and Appeals	12
Procedure:	13
Complaints procedure	13
Appeals procedure	14
Glossary	17



Introduction

This handbook has been written to provide students with important information about the vocational education and training (VET) qualifications offered at the College, as well as their rights and responsibilities as VET students.

Students will be asked to **sign a register to acknowledge that they have read this handbook**, so they should take the time to study it carefully and ask their VET teacher or Program Leader - VET if they are unsure of any details. Students are to keep this handbook for future reference while enrolled as VET students at the College.

What is Vocational Education and Training (VET)

The term Vocational Education and Training (VET) cover a range of work experience and training activities within the secondary school curriculum. VET courses develop industry and workplace-specific skills and knowledge.

Vocational Education and Training in Schools (VET in Schools) refers to programs undertaken by school students as part of the senior secondary certificate that provide credit towards a nationally recognised VET qualification within the Australian Qualifications Framework.

The objective of VET courses is to give students experience in the workplace, broaden post-school options and prepare them for the transition between school and work.

There are many benefits to undertaking a VET course while at school. These include:

- gaining a nationally recognised qualification
- developing relevant industry knowledge and skills for employment
- networking and establishing links with employers through work placement
- achieving credits towards the Queensland Certificate of Education (QCE)
- providing a pathway to employment or further study

The VET Quality Framework (VQF)

As a Registered Training Organisation, the College operates under the VET Quality Framework (VQF). This framework comprises:

- the Standards for Registered Training Organisations (RTOs) 2015
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements
- the Data Provision Requirements.

The College is registered to deliver a range of VET qualifications/training products under the direction of Queensland Curriculum and Assessment Authority (QCAA) and/or the Australian Skills Quality Authority (ASQA). <http://www.asqa.gov.au/vet-registration/understand-the-requirements-for-registration/the-vet-quality-framework.html>



The Australian Qualifications Framework (AQF)

The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

<http://www.aqf.edu.au/>

Schools Sector	Vocational Education and Training Sector	Tertiary or Higher Education Sector
Senior Statement of Education (QCE)	Vocational Graduate Certificate Vocational Graduate Diploma Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Master's Degree Graduate Diploma Graduate Certificate Bachelor's degree (Honors) Bachelor Degree Associate Degree Diploma

All VET courses offered by the College RTO lead to nationally recognised qualifications, either a Certificate if all requirements of the qualification are completed, or a Statement of Attainment for units successfully completed where the full qualification is not completed. These certificates and statements of attainment are recognised in all states and territories in Australia.

Your Trainer and Assessor will provide you with information about your VET qualification, including an overview of the specific units of competency or modules, assessment requirements and vocational outcomes. Qualifications available for completion at the College RTO are listed on the College website and in subject selection materials.

Competency Based Assessment

Each VET qualification or course contains a number of units of competency. These units are assessed through a concept known as Competency Based Learning (CBL). Competency based training is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing training or through relevant experience and learning that has taken place in the workplace or elsewhere.

People are considered to be competent when they are able to apply their knowledge and skills to successfully complete work activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace.



Enrolment

Students enroll in a VET course through the same enrolment and selection processes used for other subjects at the College. The following processes are designed to support students with their enrolment:

- SET plans
- Subject selection processes
- Subject information sessions

Where places are limited in VET subjects, selection will generally be based on the order in which enrolments are received. For some higher-level courses, students' grades and demonstrated ability may also be considered as part of the selection process.

At the commencement of the course, students will participate in a VET induction session. This session will provide information about the training, assessment and support services available, as well as students' rights and obligations as VET students.

Prior to participating in vocational placement, students will complete a relevant workplace induction program. Students may also be required to complete an industry work booklet related to their time in the workplace, which will be signed off by an employer representative or supervisor.

Course Information

Information about each qualification or accredited course can be sourced from course documentation provided by the Trainer and Assessor, the Vocational Education Course Guide, the College website and the Student Resources Portal.

The VET Pathway Handbook provides an outline of all qualifications, including the relevant assessment methods attached to each course of study.

Unique Student Identifier (USI)

If you are a new or continuing student undertaking nationally recognised training, you need a USI to receive your qualification or Statement of Attainment. If you do not have a USI, you will not be able to receive your qualification or Statement of Attainment.

The Unique Student Identifier (USI) is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
 - gives you access to your training records and transcripts
 - can be accessed online, anytime and anywhere
 - is free and easy to create
 - stays with you for life.

The USI is available online and at no cost to the student. <https://www.usi.gov.au/>



Codes of Practice

As a Registered Training Organisation (RTO), the College has agreed to operate within the Principles and Standards of the Australian Quality Training Framework. This includes a commitment to recognise training qualifications issued by other Registered Training Organisations and to issue Credit Transfers where necessary. The College is registered to deliver a range of VET qualifications and courses under the authority of the Australian Skills Quality Authority (ASQA) and the Queensland Curriculum and Assessment Authority (QCAA) as ASQA's delegate body.

The mission of the College as an RTO is to deliver quality training and assessment across a range of selected industry areas in accordance with the National Training Packages. The College reserves the right to amend the Code of Practice to suit the needs of the training organisation as required. All amendments will be in accordance with legislation governing RTOs.

Legislation

The College will comply with relevant Commonwealth, state or territory legislation and regulatory requirements, including Work Health and Safety legislation, workplace relations requirements and vocational placement standards at all times.

Sanctions

The College will honour all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligations of this Code or supporting regulatory requirements, we may have our registration as a Registered Training Organisation withdrawn.

Quality Management Focus

The College is committed to providing a quality service with a focus on continuous improvement. We value feedback from students, staff and industry representatives and incorporate this feedback into future programs. Student feedback forms and surveys are used regularly to gather valuable information, which can then be used to update assessment and teaching methods for the qualifications we deliver.

Marketing and Advertising

The College will provide clear, current and accurate information about the RTO, the training and assessment offered, and the performance of the RTO. The College will ensure that all marketing and advertising is ethical, accurate and consistent with its scope of registration. The College will honour all commitments made in any marketing or advertising materials.

Student Services

We have sound management practices to ensure effective service to students. We have service standards to ensure timely issue of student assessment results and qualifications. These will be appropriate to competencies achieved and issued in accordance with national guidelines.



Our quality focus includes a Recognition of Prior Learning Policy, a Mutual Recognition Policy, a fair and equitable Refund Policy when extra levies are required, a Grievance and Appeals Policy, an Access and Equity Policy and Student Support / Welfare and Guidance Services.

Where necessary, arrangements will be made for those students requiring literacy and/or numeracy support programs. We will take every opportunity to ensure that this information is disseminated, understood and valued by staff, students and parents.

Information relating to all fees and charges, course content, assessment procedures and vocational outcomes will be outlined prior to enrolment.

The College will provide any educational or support services, as required. These may include:

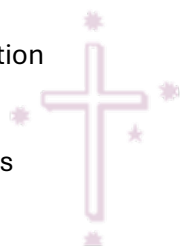
- Study support and study skills programs
- Language, literacy and numeracy (LLN) programs or referrals to these programs
- Equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity
- Learning resource centres
- Mediation services or referrals to these services
- Flexible scheduling and delivery of training and assessment
- Counselling services or referrals to these services
- Information and Technology (IT) support
- Learning materials in alternative formats, for example, in large print
- Any other services that the College considers necessary to support learners to achieve competency.

Students have access to a wide range of support, welfare and guidance services at the College RTO, including support from:

- Principal
- Deputy Principal
- Program Leader Vocational Education
- Curriculum Leaders
- Trainers and Assessors
- Pathway Leader/Guidance Counsellor
- Learning Enrichment Teacher

Language, Literacy and Numeracy Support

The College recognises the importance of ensuring that students are assisted to identify the most suitable course for their needs. Many potential students may also require assistance with the development of their English language, literacy and numeracy (LLN) skills prior to, or in conjunction with, their enrolment. If you are undertaking a VET course, you will find that basic literacy and numeracy elements have been incorporated into the learning and assessment for the course, in line with the requirements of each unit of competency. This will assist you to develop these skills more readily, as they are delivered and assessed in the context of your chosen industry or vocational area.



Access and Equity

The access and equity guidelines at the College are designed to remove barriers so that all students can gain skills, knowledge and experience through access to VET subjects. The College RTO strives to meet the needs of each student by incorporating access and equity principles and practices that acknowledge the right of all students to equal opportunity without discrimination. The College RTO is inclusive of all students regardless of sex, race, impairment or any other factor. Any matter relating to access and equity will be referred to the RTO Manager.

All students will be informed of the requirements of the curriculum or relevant National Training Packages. The College ensures that student selection decisions comply with equal opportunity legislation. Appropriately qualified staff will assess the extent to which each student is likely to achieve the stated competency standards and course outcomes, based on their qualifications and experience.

The College is committed to regularly providing students with information regarding their participation and progress. All student files are stored securely. If you wish to access your own records, you must make a request to your VET teacher or the VET Administration Support Officer. The VET teacher or VET Administration Support Officer will arrange supervised access at a mutually convenient time.

Disciplinary Procedure

The College behaviour expectations are outlined in the College Behaviour Management Policy. Please make sure that you read this policy, as it also applies to all College VET programs.

Student Expectations

As a student, you are expected to:

- Make a serious commitment to your studies at the College
- Meet the expectations and demands of the College in terms of participation, cooperation, punctuality, successful submission of work and high standards of behaviour and conduct
- Be polite, courteous and respectful to others
- Take responsibility for your own learning
- Exhibit mature and safe behaviour
- Contribute to classroom learning
- Follow the ethos of the College
- Use and take reasonable care of any equipment that is provided
- Obey any reasonable instructions in relation to health and safety

Homework and Study Expectations

Homework is work set by a teacher to be completed at home by a set time. Study indicates preparation for testing and for revision of daily work. It is also the revision of work covered in class even if not specifically set by the teachers.



Attendance

Students must attend the College on each official school day. Attendance in VET classes and activities complies with the College's Attendance Policy.

In the case of absence or late arrival, a note of explanation properly certified by a parent or guardian, or a telephone call, is required. Late arrivals must report to the College Office to sign in so they are recorded as present. A late slip will be given to the student to take to their current teacher. Parents are contacted by letter or telephone when students have extended or unexplained absences.

Students over the compulsory school age (15 years) who do not maintain a satisfactory attendance rate (90%) may be determined not to have completed course attendance requirements.

Refund Policy

The College does not charge student fees for VET services (except when the course is offered through an external RTO).

Fees are only collected for consumable costs or other additional services such as the issuing of a replacement qualification document. Any fees and charges that do occur for additional services will be made known to students prior to enrolment. The College will refund on a pro-rata basis any fees collected for consumable costs to the students who leave before completion of the VET service.

Matters regarding payment of fees or refund of fees will be managed by the College's Fee Policy.

Training Guarantee

The College has controls in place to ensure that qualifications, statements of attainment and records of results are not issued unless the learner has completed all requirements. The College guarantees that its training and assessment meet the requirements of the qualification as defined in the relevant Training Package.

The College guarantees that, once you have commenced your course, training and assessment will be provided to allow you to complete the course. In the unlikely event that the RTO cannot do this, a process is in place to support students in completing the course.

Assessment

Your VET teacher, Trainer or Assessor will provide you with a thorough overview of the assessment requirements for your individual VET program. Assessment is an integral part of the College curriculum. Its nature varies from subject to subject. In each semester, you will complete a number of assessment tasks that will be used to assess your competency.

These may take the form of:

- Objective and short answer/response tests
- Written responses
- Response to stimulus material
- Research and project work
- Practical work



- Oral presentations
- Presentation of information
- Procedural applications
- Demonstrations
- Teacher observation
- Simulated workplace case studies and scenarios
- Electronic learning

All VET students at the College will be fully informed of the VET assessment process and requirements and will have the right to appeal. The College has personnel with appropriate qualifications and experience to deliver the training and facilitate assessment relevant to the training products offered. Assessment will meet the National Assessment Principles, including Recognition of Prior Learning and Credit Transfer. Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to student success.

Flexibility and Reasonable Adjustment

All VET courses are flexible and are designed to give every student the opportunity to demonstrate competence. If you have an identified need, the conditions of an assessment task may be adjusted. This is referred to as reasonable adjustment. Reasonable adjustments may be made to the assessment strategy to support equity for all students, while maintaining the integrity of the assessment outcomes as stated in the relevant Training Package.

Recognition of Prior Learning (RPL)

All students may apply for Recognition of Prior Learning (RPL) for relevant industry skills, life skills, previous training or experience. RPL allows you to receive recognition and credit for knowledge and skills you already have, regardless of how or where they were attained, including overseas. These may include skills gained from:

- other subjects
- previous training
- learning or experience gained outside school, such as community or sporting involvement
- work experience or industry placement, including paid or unpaid work
- part-time employment.

It is important to apply for RPL if you already have knowledge or skills that may be relevant to the vocational components of the course. Course information will include competency standards or learning outcomes, which identify the skills, knowledge and attitudes expected of a person performing a role in the workplace. Before deciding whether to submit an RPL application, read the information on the units of competency or learning outcomes you wish to be assessed against and compare these with your own knowledge and skills.

If you wish to apply for recognition of prior qualifications or experience, you will need to do so within two weeks of enrolment. You must complete an RPL Application Form and provide details of any skills or knowledge you already have. It is your responsibility to provide sufficient evidence to support your application.

Students will be provided with an RPL kit for the unit or units of competency for which they are



applying. Students must submit supporting evidence, as outlined in the RPL kit, by the agreed due date.

Your Trainer and Assessor will:

- review the RPL application and provide feedback within two weeks of receiving the evidence
- analyse the evidence against the relevant unit or units of competency and determine whether the evidence meets the Rules of Evidence and the requirements of the unit or units of competency
- request further evidence where required, which may include a competency conversation. Additional evidence must be supplied within two weeks from the date of the request
- notify the student of the outcome through the RTO Manager or delegated representative
- advise the student that they may appeal the decision through the complaints and appeals process.

Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit Transfer will be granted where students have previously completed qualifications or units of competency that are recognised as being equivalent to those in a qualification or unit/s of a student's enrolment with the RTO.

As a Registered Training Organisation, the College accepts the qualifications issued by other RTOs based in any State/Territory of Australia. The awarding of credit will be granted based on certified copies of testamurs, records of results and statements of attainment only. The College undertakes to ensure that all Qualifications and Statements of Attainment issued by any other RTOs are authentic, that they have been issued by a registered provider and the qualifications and/or units are nationally recognised.

Students will be notified within 21 days of the credit transfer application and informed of the outcome. Students who are dissatisfied with the outcome of a credit application may apply for a review of the decision to the Program Leader within 10 working days of notification of the decision. The application for review is to be made in writing in accordance with the Complaints and Appeals Policy.

Certification

The College will ensure that through the implementation of the AQF Qualifications Issuance Policy:

- Students will receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- A clear distinction can be made between AQF qualifications and non-AQF qualifications
- The College RTO will establish anti-fraud mechanisms by including the College RTO's own logo each document issued to ensure there is no fraudulent reproduction or use of credentials.



The RTO maintains a Register of Certification Documents Issued for 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. All requests for a replacement qualification or statement of attainment must be in writing (email is acceptable) from the student to the RTO Manager. The replacement will be issued with 30 working days of receipt of the written request.

Privacy and Confidentiality

The College is committed to maintaining the privacy and confidentiality of its RTO personnel and students' records. It is necessary for the RTO to gather some personal information in the course of its dealings with students seeking or receiving a service and who are enrolled in the RTO's programs. We will only collect personal information relevant to students' training program and the business activities that support this.

Information about a student, except as required by law or as required, is not disclosed without the student's written permission and that of their parent or guardian if the student is less than 18 years of age. The RTO will ensure that they have consent from each student.

Complaints and Appeals

In undertaking vocational studies, there may be occasions where the need arises to question the procedures involved in awarding a unit of competency or in recognising the RPL process.

Any person wishing to make a complaint against the College concerning its conduct as an RTO, whether regarding a grievance, appeal, RPL application, assessment decision or the quality of instruction provided throughout a course, will have access to the complaint's procedure.

A **complaint** can be made to the College RTO regarding the conduct of:

- the College RTO, its trainers, assessors or other College RTO staff
- students of the RTO
- any third parties providing services on behalf of the College RTO, if relevant.

Complaints may be made to any member of staff.

An appeal can be made to the College RTO to request a review of a decision, including an assessment decision.

Appeals should be made to the Trainer and Assessor in the first instance but may also be made to the relevant Curriculum Leader or the Program Leader - VET.

The College RTO will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process.

- Any staff member can receive a complaint or appeal. Where possible, complaints are resolved immediately.
- All complaints and appeals are heard and resolved within 60 calendar days of receipt.
- If the College RTO considers that more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons for the extended timeframe in writing and will be regularly updated on the progress of the matter.
- The College RTO will maintain a secure Complaints and Appeals Register, documenting all complaints and appeals received, as well as actions taken and decisions made.



- The College RTO will undertake a continuous improvement process that includes reviewing the details in the Complaints and Appeals Register, reviewing the complaints and appeals policy and procedures, and taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again.

Procedure:

If a complaint relates to a report about harm or safety, refer to the College's appropriate Student Protection procedures.

Complaints procedure

On receipt of a verbal complaint:

- Resolve the complaint if possible, documenting the complaint, its cause, actions taken and decisions made in the secure Complaints and Appeals Register.
- If the complaint cannot be promptly and simply resolved, advise that an appropriate staff member will deal with the complaint, but a written record of the complaint is required.
- To put a complaint in writing, advise the complainant/appellant that:
- They may use the support of a third party in progressing the complaint or appeal.
- They can put the complaint or appeal in writing using the Student Complaints and Appeals Form, or:

A staff member can make a written record for them to sign. In this case, note whether the complainant wants the support of a third party.

- Ensure the complainant signs and dates the form
- Identify yourself and your role within the RTO.
- Sign and date the form yourself.
- On receipt of a written complaint:

If the complaint is not in relation to the Program Leader

- The complaint is forwarded to the Program Leader - VET or delegated representative.
- A written acknowledgement is sent to the complainant from the Program Leader - VET.
- The complaint is entered into the secure Complaints and Appeals Register

If the complaint is in relation to the Program Leader - VET, the complaint is forwarded to the Principal/CEO of the RTO.

- A written acknowledgement is sent to the complainant from the Principal
- The complaint is entered into a separate secure Complaints and Appeals Register, which is kept separate from the main Register

To resolve the complaint or appeal, the RTO Manager and/or Deputy Principal will:

- discuss the issue with the staff member to whom the complaint or appeal was made
- give the complainant or appellant an opportunity to present their case. They may be



- accompanied by other people for support or representation
- give the relevant staff member, third party or student, as applicable, an opportunity to present their case. They may also be accompanied by other people for support or representation
- if necessary, convene an independent panel, the Complaints and Appeals Committee, to hear the complaint or appeal
- ensure the committee has had no previous involvement with the complaint or appeal and includes:
 - a representative of the Principal
 - one or more representative/s of the teaching staff
 - an independent person.
- deal with the issue/s
- communicate the outcome or decision to all parties in writing within 60 calendar days of receipt of the complaint or appeal
- document the complaint or appeal, including the cause, actions taken and decisions made, in the appropriate secure Complaints and Appeals Register.

If the complaint is not finalised within 60 calendar days, the complainant is informed of the reasons in writing and regularly updated on the progress of the matter. If the procedures fail to resolve the issue/s, the complainant/appellant may have the outcome reviewed (on request) by an appropriate party independent of the RTO.

If the complainant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints (<https://www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/appeals-complaints-enforcement>).

The College RTO will undertake a continuous improvement process that includes:

- reviewing the details in the Complaints and Appeals Register
- reviewing the complaints and appeals policy and procedures
- taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again.

If the process fails to resolve the complaint or appeal, a review by an independent party will be provided if requested.

Appeals procedure

On receipt of a verbal appeal:

- Resolve the appeal where possible, documenting the appeal, its cause, actions taken and decisions made in the secure Complaints and Appeals Register.
- If the appeal cannot be promptly and simply resolved, advise the appellant that an appropriate staff member will respond to the appeal and that a written record of the appeal is required.

To put an appeal in writing, advise the appellant that:

- They may use the support of a third party in progressing the appeal.
- They can put the appeal in writing using the Student Complaints and Appeals Form, or:



A staff member can make a written record for them to sign. In this case:

- note whether the appellant wants the support of a third party
- ensure the appellant signs and dates the form
- identify yourself and your role within the RTO
- sign and date the form yourself.

On receipt of a written appeal:

- If the appeal is not in relation to the RTO Manager:
 - the appeal is forwarded to the RTO Manager or delegated representative
 - a written acknowledgement is sent to the appellant from the RTO Manager or delegated representative
 - the appeal is entered into the secure Complaints and Appeals Register.
- If the appeal is in relation to the RTO Manager:
 - the appeal is forwarded to the Principal/CEO of the RTO
 - a written acknowledgement is sent to the appellant from the Principal
 - the appeal is entered into a separate secure Complaints and Appeals Register, which is kept separate from the main Register.

If the appeal is not finalised within 60 calendar days, the appellant will be informed of the reasons in writing and regularly updated on the progress of the matter. The Program Leader VET will either deal with the appeal or convene an independent panel, the Complaints and Appeals Committee, to hear the appeal. The Complaints and Appeals Committee will not have had previous involvement with the appeal and will include representatives of:

- the Program Leader VET
- the teaching staff
- an independent person.

The appellant will be given an opportunity to present their case and may be accompanied by other people for support or representation. The relevant staff member, if applicable, will be given an opportunity to present their case and may be accompanied by other people for support or representation.

The outcome or decision will be communicated to all parties in writing within 60 calendar days. If the process fails to resolve the appeal, the outcome will be reviewed by an appropriate party independent of the RTO, if requested.

If the appellant is still not satisfied, the RTO Manager or delegated representative will refer them to the relevant VET regulator website for further information about making complaints.

The root cause of any appeal will be included in the systematic monitoring and evaluation processes of the RTO so that appropriate corrective action can be taken to eliminate or mitigate the likelihood of recurrence.

The College will include the following information on its public website.

- The College, as an RTO, has a complaints and appeals policy specific to its RTO operations.
- A complaint can be made to the College RTO regarding the conduct of:



- the College RTO, its trainers, assessors or other College RTO staff
- students of the RTO
- any third parties providing services on behalf of the College RTO, if relevant.

An appeal can be made to the College RTO to request a review of a decision, including an assessment decision. The College RTO will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All complaints and appeals will be heard and decided within 60 calendar days of receiving the complaint or appeal. If the College RTO considers that more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.

If the process fails to resolve the complaint or appeal, a review by an independent party will be provided if requested. Complaints or appeals should be directed to the Principal as CEO of the College RTO.



Glossary

AQF qualification	AQF qualification type endorsed in a training package or accredited in a VET accredited course
ASQA	Australian Skills Quality Authority
Assessment	the process of collecting evidence and making judgements about whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
Australian Qualifications Framework (AQF) Code	the framework for regulated qualifications in the Australian education and training system, as agreed by Commonwealth, state and territory ministers with responsibility for higher education. unique identifier for units of competency, skill sets, VET accredited courses, modules, AQF qualifications or training packages as required by the Standards for Training Packages and Standards for VET Accredited Courses
Competency	the consistent application of knowledge and skills to the standard of performance required in the workplace. Competency includes the ability to transfer and apply skills and knowledge to new situations and environments.
National Register	the register maintained by the Commonwealth department responsible for VET and referred to in section 216 of the National Vocational Education and Training Regulator Act 2011.
RTO	Registered Training Organisation
RTO code	the registration identifier given to the RTO on the National Register.
Scope of Registration	the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to: - provide training delivery and assessment that results in the issuance of AQF certification documentation by the RTO; or - provide assessment that results in the issuance of AQF certification documentation by the RTO. -
Student/learner	a person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation.
Standards	Standards for Registered Training Organisations (RTOs) 2025



Statement of attainment	a statement issued to a person confirming that the person has satisfied the requirements of one or more units of competency or accredited short courses specified in the statement.
Training Product	an AQF qualification, skill set, unit of competency, accredited short course or module.
Unit of Competency	the specification of the standards of performance required in the workplace as defined in a training package.
VET	Vocational Education and Training
VET Regulator	ASQA is the regulatory body for RTOs in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia and Tasmania. The Queensland Curriculum and Assessment Authority (QCAA) acts as ASQA's delegate for Queensland schools.

