

that might reasonably be perceived, or considered

is mandatory that all students supply their USI upon enrolment.

If you do not have a USI, please visit <https://www.usi.gov.au/students/create-your-usi> for more information, and instructions on how to apply.

6.4: Atwea College Access to your USI

If you require Atwea College to look up a USI on your behalf, you must authorise this and declare that you have read the privacy information at <http://www.usi.gov.au>

- Sufficient it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
- Current it must demonstrate up-to-date knowledge and skills from the present or the very recent past
- Valid it must be relevant to what is being assessed

Learners wanting to apply for RPL should complete the application in the Student Enrolment Pack. On receipt of this application, the student will be provided with an RPL kit to complete and return to the Training Coordinator of the Program.

6.8: Direct Credit Transfer

Atwea College recognises AQF qualifications and Statements of Attainment issued by another Organisation. Credit transfer may be applied to Units of Competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to complete the Credit Transfer Form which will be provided to you and then supply a certified copy your documentation (certificates and/or statements) to the program Training Coordinator.

6.9 Induction

Students undergo an induction at the commencement of study, which clarifies the expectations required by you as a student

6.10 Attendance

Atwea College provides a Course Information Guide for your training if there are scheduled attendance requirements either face to face or online. 100% attendance is required unless a valid reason has been provided, should nonattendance be agreed. Student Support Services and your Trainer will work with you for your success in your training.

Should you fail to attend scheduled timetabled events without a valid reason you will be at risk of being withdrawn from your studies.

6.11 Work Placement

Some courses require placement in an industry workplace. This is so your skills can be practiced, and

then assessed in a realistic industry environment. If a course requires work placement, then work placement hours, trainer observations and assessment in the workplace will be required to determine if you are competent

You will be unable to commence any work placement hours until you have completed the theory of the unit/s that the work placement is attached to. This is so you have an opportunity to learn the skills before you are required to practice them.

Section 7: Student Support Services

All learners enrolled in Atwea College programs are treated as individuals and are offered advice and support services that may contribute to achievement of learning outcomes. Atwea College has a student Support Officer located at each campus. Please contact your Training Coordinator if you require assistance.

Section 8:

Section 9: Fair Treatment and Equal Opportunity

Atwea College incorporates the principles of equity into

approved tuition assurance arrangements have an approved exemption in place. It is intended that, from 1 January 2018, Atwea will be exempted from the requirement to be a party to an approved tuition assurance arrangement. Instead, Atwea is required to comply with interim arrangements which ensure similar tuition assurance protection is provided to students. To view Statement of Tuition Assurance for Exempt VET Student Loans (VSL) Providers, go to:

[Statement Of Tuition Assurance For Exempt Vet Student Loans \(VSL\) Providers](#)

Section 15: Assessment

Atwea College is committed to making valid and reliable assessment of achievements against industry requirements. All assessment undertaken at Atwea College is consistent with the Principles of Assessment and the requirements of the relevant training packages.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace. If

demonstrate the requirements, rather than a fail, competency based assessment means the student is provided an opportunity for more training to get to

evidence against which to base their judgements of competency. The ways to demonstrate to our qualified assessors that you can perform to the may

include:

- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written responses to theory questions

application for extension should be provided to your Training Coordinator.

15.3: Resubmissions

If you receive feedback to say your submission was Satisfactory

evidence to support your claim for competency. This may mean redoing some of the theory questions, putting extra or more relevant information into your portfolio, or demonstrating a task again. Talk to Training Coordinator for more information. All of the staff at Atwea College will take every reasonable effort to help you succeed in your course.

A not satisfactory submission can be attempted on 2 more occasions (resubmissions). You should ensure you understand the feedback which has been provided. Should your final resubmission be deemed

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