



TRAINING

Participant Handbook

March 2020

WELCOME TO HIA TRAINING

I am pleased to welcome you to HIA Training and would like to take this opportunity to congratulate you on choosing us as your preferred training provider.

Our commitment to providing excellence in delivering training and assessment services ensures a great training experience, whether you are here for a professional development workshop or a full qualification or any one of our short courses.

Our trainers are in touch with the latest trends and practices in the industry and their years on the tools mean they can add those extra tips and tricks that you can only get from someone who has “been there, done that”.

You will be the beneficiary of the years of industry experience and training expertise that set our qualified and skilled trainers apart from the rest.

I know you will enjoy your learning experience.

Regards

Tim Ferrari

General Manager - Training

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INTRODUCTION

Who is HIA?

“Housing Industry Association - the voice of Australia’s home building industry.”

HIA is Australia’s largest residential building member organisation. Our members include builders, trade contractors, design professionals, kitchen and bathroom specialists, and manufacturers and suppliers.

HIA offers valuable information and advice about:

- Training and apprenticeships
- Safety, technical and planning issues
- Business operations and development
- Licensing information
- Economic and industry issues

We have been supporting the Australian home building industry for more than 60 years.

HIA Training

As a Registered Training Organisation (RTO) we are able to deliver nationally recognised (accredited) training, and issue Certificates for full qualifications or Statements of Attainment for partial qualifications in accordance with our Scope of Registration.

Our RTO is registered with the Australian Skills Quality Authority (ASQA) which is governed by the National Vocational Education and Training Regulator ACT 2011 (NVR Act 2011). This legislation provides a framework to ensure that all RTOs are offering nationally recognised training that is consistent across all States and Territories and across all industries.

For more information on the requirements of being a Registered Training Organisation and how National Regulator operates, visit the ASQA website at: <http://www.asqa.gov.au>

Through the audits conducted by our regulator we are given the opportunity to demonstrate that we are providing quality training and assessment services in accordance with legislation.

We offer affordable, flexible and practical training through our short courses, full qualifications and professional development workshops designed specifically for the building and construction industry. By participating in one of our courses you can update your skills, get a qualification that is recognised across Australia and gain industry CPD Points.

We are committed to:

- Providing quality, industry relevant courses that are developed by industry experts
- Training delivered by a team of professional facilitators who are committed to excellence and adult learning principles
- Outcomes that are current, relevant and promote industry best practice

Information about course content, delivery options, schedules, pricing, and locations can be found on our website: www.hia.com.au or by contacting your local HIA Training team for more information on 1300 650 620.

Scope of Registration

As an RTO we must notify ASQA of each of the training products we wish to deliver and provide evidence of our capability to deliver a quality service for these products. Once approval has been granted, these products are added to our Scope of Registration. We are not able to deliver training or issue certificates for any training product that has not been approved by ASQA to include on our Scope of Registration.

You can check for the latest information about our Scope of Registration by visiting the National Register at: <http://training.gov.au/Home/Tga> and searching for our National Provider Number 1091.

As at 19th March 2020, we are offering courses in the following products from our Scope of Registration:

Full Qualifications:

- BSB30115 Certificate III in Business
- BSB41415 Certificate IV in Work Health and Safety
- BSB41419 Certificate IV in Work Health and Safety
- BSB42615 Certificate IV in New Small Business
- Bsb42618 Certificate IV in New Small Business
- CPC10111 Certificate I in Construction
- CPC20112 Certificate II in Construction
- CPC30211 Certificate III in Carpentry
- CPC40110 Certificate IV in Building and Construction (Building)
- CPC40208 Certificate IV in Building and Construction (Contract Administration)
- CPC40308 Certificate IV in Building and Construction (Estimating)
- CPC40508 Certificate IV in Building and Construction (Site Management)
- CPC50210 Diploma of Building and Construction (Building)
- CPC50308 Diploma of Building and Construction (Management)

Units of Competency

- CPCCBC6001B Apply building codes and standards to the construction process for large building projects
- CPCCBC6014A Apply structural principles to the construction of large, high rise and complex buildings
- CPCCWHS1001 Prepare to work safely in the construction industry

- HLTAID003 Provide first aid

Accredited Courses

- 10559NAT Course in Working Safely with Asbestos Containing Materials
- 10675NAT Course in Asbestos Awareness

Participant Handbook

This Participant Handbook has been written to provide you with important information about undertaking courses and professional development programs with us. Here you will find information about your rights and responsibilities as a Participant and our obligations as a Registered Training Organisation, as well as information about our processes and how to access our services.

Please take the time to read this Handbook and ask one of our team members if there is anything you are unsure about.

CODE OF CONDUCT

The HIA Training Code of Conduct guides the actions and behaviour of all who are involved in providing training and assessment services. Development of the code reflects our commitment to all our stakeholders who are:

- Our participants
- Employers
- The Industry
- Our Members
- Our Staff
- Our registering body - the Australian Skills Quality Authority
- The Consumer - the ultimate beneficiary of our skilled professionals

The following principles provide the foundations for our Code of Conduct:

- ❖ We will act with integrity at all times in our dealings with our stakeholders.
- ❖ We will ensure that our practices are consistent; participant focussed and in line with our conditions of registration at all times.
- ❖ We will ensure access to our services is non-discriminatory and our administrative processes do not unfairly disadvantage any person.
- ❖ We will provide clear and accurate information about the training products and services we offer.
- ❖ We will maintain a learning environment that is conducive to the success of all participants.
- ❖ We will maintain records of all participant engagement with training and assessment.
- ❖ We will ensure that we have clearly documented processes to support the quality management of our training operations.
- ❖ We will ensure continuation of training and assessment services to all our participants through responsible financial and business management practices.
- ❖ We will actively seek stakeholder feedback about all aspects of our training and assessment services to ensure that we continue to improve these services and meet the changing needs of our stakeholders.
- ❖ We will make every effort to ensure that each participant is able to complete the course in which they have enrolled. In the event that this is not possible the participant will receive a refund for the proportion of services not received.

Information on how we meet these principles is contained in this Participant Handbook and in our HIA Training Policies.

ACCESS AND EQUITY

What is Access & Equity?

Access refers to a person's ability to participate fully in our training and assessment services, regardless of racial, religious, cultural or language backgrounds, as long as they can meet the entry requirements of the Training Package.

Equity refers to how we apply the guidelines and practices that make access possible and that we apply these equally to all persons.

How do we support Access & Equity?

We are fully committed to the entire process for every participant. From the design of our courses through to ensuring Natural Justice when things go wrong, we recognise the barriers that may exist and will take steps to ensure these barriers are identified and removed or reduced.

Our People - We have Policies which guide the behaviour of our people and the culture of our business to ensure that Access and Equity are not just words, but a belief system.

Our Courses - Our courses have flexible pathways and delivery options including course structure, locations and timetabling.

Our Selection, Enrolment and Administrative Processes - The selection criteria for entry into our courses are based on the requirements of the training product. Our administrative processes are designed to be simple and flexible, for example, completion and processing of enrolment documentation may be via electronic or hard copy, and will not be unnecessarily complex.

Our Training Environment - We actively promote an inclusive training environment by being supportive, setting standards for all participants, determining any special needs that may exist and ensuring that physical access is available to participants that may have difficulties.

Our Assessment Processes - We will recognise existing skills of our participants and provide them with adequate information about the assessment process and requirements to ensure they are ready for assessment and negotiate the time and place for assessment.

Support - We recognise that from time to time a person may require additional support to enable them to complete the course. We encourage all participants to discuss with us any special needs that they may have and where possible we will make adjustments to the training or assessment to accommodate these needs.

Participant welfare - The welfare of every participant is important to us and we will not allow bias, discrimination or harassment to interfere with any person's ability to fully participate in the training course.

Natural Justice - And, if things still go wrong, we have a fair and equitable complaints process that will not put any person at a disadvantage or interfere with their course whilst the issue is being resolved.

BEFORE YOU ENROL

Before you enrol with us, we want to make sure that you have been provided with enough information to make an informed decision about undertaking training with us.

The information you need includes:

- The course content and expected outcomes
- Entry requirements
- Training and Assessment arrangements
- Recognition (RPL or CT)
- Any resources or equipment you need to supply
- Fees, payment details and refunds
- Complaints and Appeals process
- Support and guidance services
- Government funding that may be available

Please call us on 1300 650 620 for more information. Our staff are always available to answer any questions you might have if you need further clarification.

To ensure that you fully understand the options available and your rights and obligations, our induction and enrolment process includes discussion with one of our dedicated training team members where you will be provided with this information and given the opportunity to ask questions prior to enrolling in the course.

Once your training commences we will ensure that:

- The facilities, materials, resources and methods are adequate for the achievement of the required outcomes.
- The learning environment is free from harassment, discrimination and bullying.
- The learning environment does not pose any Occupational Health and Safety/Workplace Health and Safety risks to any persons.
- The course is conducted and completed as agreed.
- The confidentiality, safety and security of your training records are protected.
- You have timely and accurate access to your training records.

ENROLMENT

Who Can Enrol With Us?

HIA Training is committed to non-discrimination and at all times complies with the equal opportunity and anti-discrimination legislation. Access to our courses is determined by the requirements of the Training Package, the availability of training places and the payment of appropriate fees and charges.

Pre-requisites

In some instances, the Training Package may require pre-requisite units to be completed and formally recognised prior to engagement in the course. We will assist you to achieve these pre-requisites where possible.

Entry requirements

Entry requirements are the informal requirements of the course and may include prior industry experience and Language, Literacy and Numeracy skills appropriate to the employment outcomes of the qualification.

Appropriately qualified persons will assess the extent to which you are likely to achieve the stated competency standards and outcomes of the course, based on your qualifications and proficiencies.

Enrolment process

A completed enrolment form is required by all participants prior to commencement of training. You must answer all questions and sign your acceptance of the terms and conditions. The enrolment form may be posted, emailed or completed on premises. For participants accessing government funding subsidies there will be additional requirements including evidence of eligibility for the funding.

Arrangements will then be made for the payment course fees.

When we receive the completed enrolment information and payment you will be enrolled into your chosen course.

A copy of this Participant Handbook is available to all participants prior to commencement of training. This Handbook also advises about Fees, Charges and Refunds, procedures for Assessment, Assessment Appeals, Complaints and participant support services.

Unique Student Identifier (USI)

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation (RTO) you will need to have a Unique Student Identifier (USI).

Your USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

HIA is unable to issue you with any nationally recognised VET qualification or statement of attainment without your USI.

If you do not have a USI:

- you can apply for it by visiting <https://www.usi.gov.au/students/create-your-usi>
- you can authorise HIA Training to apply for it on your behalf

Please see our enrolment form for further details and instructions.

PARTICIPANT RIGHTS

Right to Complain

HIA Training is committed to maintaining an effective, timely, fair and equitable complaints handling system which is easily accessible.

The following principles apply to our Complaints handling:

- All our clients and participants have the right to raise any complaints or grievances without fear of retribution or threat to continuation of service.
- All complaints will be given due consideration with the primary objective of the complaints process being to find an immediate solution which is agreed to by all parties.
- Complaints handling and resolution processes are participant focused and help to prevent complaints from recurring.
- The views of each complainant and respondent are respected and all parties to a complaint are free from discrimination and victimisation.
- Written records are kept of all complaints and maintained in our Complaints Register.
- We respect the right of the complainant to seek the assistance of an external organisation to resolve the complaint, grievance or appeal.

Definition of a Complaint

A complaint can be defined as your expression of dissatisfaction with any aspect of our services and activities including:

- The enrolment, induction/orientation process
- The quality of training or assessment provided
- Our trainers, assessors or other staff
- A third party providing services on our behalf
- Access to personal records
- The way someone has been treated

Before an issue becomes a formal complaint

You are encouraged, wherever possible, to resolve your concerns or difficulties directly with the person(s) concerned. Our staff are available to assist you to resolve the issues at this level.

Lodging a complaint

If you wish to lodge a formal complaint, your enrolment will be maintained throughout the process. There is no cost to you to lodge a complaint.

All complaints must be submitted by completing our Complaints Form. You can request a copy of the form by contacting your local HIA office or by downloading a copy from our website. This form has the full details of the Complaints process. You can also request or download a copy of our formal Complaints Policy.

Right to Appeal an Assessment Outcome

General Principles

We will ensure that all assessment appeals will be handled in a fair, equitable and consistent manner and ensure that your rights are preserved at all times.

Our goal is to provide excellent service to our participants, and we seek to prevent the occurrence of appeals by ensuring that you are fully prepared for assessment. We will ensure that you are aware of the requirements of the assessment and will negotiate assessment arrangements, including timeframes and readiness for assessment, with you.

Grounds for Appeal

An application for appeal will be considered where you

- claim disadvantage because the trainer did not provide, in either written or verbal form, a subject outline
- claim disadvantage because the trainer varied, without consultation or in an unreasonable way, the assessment requirements as specified in the subject outline
- claim disadvantage because assessment requirements specified by the trainer were unreasonably or prejudicially applied
- are of the view that a clerical error has occurred in the documenting of the assessment outcome
- claim there is a discrepancy between the practical observation and the formal assessment

Process for Appeals

If you wish to appeal an assessment outcome, you are encouraged to first discuss the issue with your Trainer/Assessor. If you are still not satisfied with the outcome you can proceed with the Assessment Appeals process by completing the Assessment Appeals Form. You can request a copy of this form by contacting your local HIA office or by downloading a copy from our website.

Assessment Appeals must be submitted within 10 business days from the date of notification of the original assessment outcome.

There is no cost for an appeal and your course will continue without interruption while the appeal is being assessed.

All Appeals must be submitted by completing our Assessment Appeals Form. This form contains the full details of the Appeals process. You can also request or download a copy of our formal Assessment Appeals Policy.

Right to Be Supported

General Principles

If you have met the entry requirements for a course you will also have access to a range of academic support options to provide you with the best opportunity to successfully complete your course.

We will seek to establish during your pre-training review if there are any support requirements that may exist and continue to monitor your academic progress to identify potential obstacles to successful completion of the course.

Who is Eligible for Support?

Our support options are available to any currently enrolled participant.

We will provide a supportive learning environment to the best of our ability and resources. However, there may be support and welfare needs which are beyond our scope of expertise and you may be referred to an external provider.

Where possible, support will be provided by us at no additional cost to you. However, where support services are provided by an external provider the cost of accessing those services will be your responsibility.

Provision of personal counselling or personal support is beyond our scope of expertise.

Support Options

Achievement of academic goals may be jeopardised by difficulties arising from a number of circumstances which may include:

- Language, Literacy and Numeracy
- Disabilities (both physical and psychological)
- Cultural
- Socio-economic
- Personal or environmental difficulties

Our enrolment process provides an opportunity to identify any existing special needs that may have an impact on your ability to complete the course.

It is not possible to list all potential support options; however, the following are examples of support that may be available:

- Reasonable Adjustment of assessment tasks
- Extended timeframes for completion of assessment tasks
- Alteration to training delivery timetables
- Individual coaching by training staff (Note: additional coaching may incur a fee)

Right to Have Your Privacy Respected and Protected

General Principles

We gather personal information from staff, participants, potential participants and other stakeholders. We respect the privacy of the personal information gathered and take the storage and security of this information seriously.

Types of personal information collected

We collect personal information that allows for positive identification of each participant such as:

- Name, address, contact number, occupation, gender, date of birth, email address, literacy level, course results, credit card details and welfare information.

How and why personal information is collected

We collect personal information directly from you as part of services delivered. In some instances personal information is sourced from a third party that has been referred to us by you.

We only collect personal information that is necessary to perform functions and duties such as:

- Conduct business as an education provider
- Determine eligibility for a course
- Analyse your needs
- Comply with specific reporting requirements of NCVER
- Comply with requirements from the National VET Regulator (ASQA)
- Comply with the requirements of USI registrar

Security of personal information collected

We are committed to protecting your rights to privacy and will take all reasonable steps to ensure personal information is stored in a secure environment protected from unauthorised access, modification and disclosure. When we no longer require your personal information, we will dispose of the records in line with our Records Management Policy.

Accuracy of personal information

We will take reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. If you feel that your personal information is not accurate, complete or up to date, you can request that the information be amended.

Access to personal information

You can request access to the personal information held by us. The request must be made in writing using the Access to Records Request Form. You can request a copy of this form by phoning our office on 1300 650 620. There is no charge for you to access personal information; however we may charge a fee to make a copy of this information.

Right to Have Your Existing Skills/Qualifications Recognised

General Principles

Under the Standards for RTOs 2015, we must recognise AQF Qualifications and Statements of Attainment issued by any other RTO. We will also recognise and assess the skills and knowledge you have gained over your years of work and life experiences. The underlying principle of Recognition of Prior Learning (RPL) and Credit Transfer (CT) is that no participant should be required to undertake a unit of competency for which they are already able to demonstrate competency as outlined in the endorsed training package.

We will offer recognition to all participants for any nationally recognised course we offer, prior to enrolment. We will only recognise credit for qualifications/units of competency completed within the Australian Qualifications Framework. All participants are informed at the pre-training induction of the availability of RPL/CT recognition. All participants have the right to apply for RPL/CT.

Applying for Credit Transfer (CT)

If you have previously completed some of the units contained in your chosen training course, you can complete an Application for Credit Transfer form or indicate on the pre-training induction paperwork that you wish to apply for Credit Transfer.

In order to apply for a CT, you must supply evidence to show that the unit(s) of competency has been successfully achieved. Evidence for this may include a Statement of Results or a Statement of Attainment. Where CT is being sought for units with different unit codes and there is insufficient correlation between the unit previously attained and the unit being sought, then you will be referred to the RPL application process.

We will assess the application and notify you of the outcome. If the CT application is successful, you will not need to attend classes or complete assessments for that unit of competency.

Successful CT applications may result in a reduction of the total course costs.

Applying for Recognition of Prior Learning (RPL)

In order to apply for an RPL, you must supply evidence to demonstrate prior learning and relevant skills and knowledge gained through work and life skills. Evidence for this may include;

- Position descriptions from current/previous employment
- References from current/ former employers
- Work samples
- Resume

If you feel that you have gained the required skills and knowledge for some of the units contained in your chosen training course, you can complete a Request to Apply for RPL form or indicate on the pre-training induction paperwork that you wish to apply for RPL.

An RPL kit for that unit(s) of competency will be provided. The kit explains the process and outlines the evidence required to assess RPL. Complete and submit the RPL kit and all of the evidence to us.

Fees are payable for this RPL service prior to assessment.

A qualified assessor of HIA Training team will assess the application and notify you of the outcome.

If the evidence is sufficient to demonstrate current competency against the unit(s) of competency requirements, RPL will be granted and you will be notified.

If your RPL application is successful, you will not need to attend classes or complete assessments for that unit(s) of competency.

Unsuccessful applications for RPL/CT

If you are unsuccessful in the RPL/CT applications then you will have to enrol and attend training for those units of competency.

Assessment Appeals

If you are not satisfied with the outcome of your RPL/CT application, you can access our Assessment Appeals Policy and appeal the outcome.

Right to Access Your Records

Our policies and procedures ensure that you have timely access to records related to your participation, progress and final outcomes upon written request. We will manage current and past records of your participation in training to ensure their accuracy, integrity and privacy at all times.

Your records will be managed in line with the following principles:

- Our Records Management processes meet all regulatory and legislative requirements
- Records are kept in a consistent and easily accessible format
- Records are routinely checked for accuracy and currency
- Records are secure and protected
- Only authorised staff have access to participant records
- HIA Training offices and work areas are secure and limited to authorised personnel
- Electronic records are routinely backed up

During the period of your enrolment we will provide information on the status of your training and assessment to ensure that you are able to progress through the course in accordance with the training schedule as discussed at your enrolment.

If you require access to your training records held by us you will need to apply in writing using the Access to Records Request Form. This form can be obtained by calling us on 1300 650 620. You will need to provide evidence of your identity prior to the release of the records.

We will provide the records to you via email, over the phone and/or hard copy via regular post.

Should you wish another person to receive your records on your behalf, you will need to provide the details of that person on the form and they will need to provide evidence of their identity before the records will be released to them.

There is no charge for you to access personal information; however we may charge a fee to make paper copies of this information.

Re-issue of Certificates

In line with our Privacy Policy, Certificates and Statements of Attainment are considered personal information.

Replacement certificates can only be re-issued where the details provided on the form match the details we have on record. You can request a replacement certificate or statement of attainment by completing a Request for a Replacement Award form.

If you have changed address, we can send the replacement certificate to the new address as long as you have also provided the address that we have on record.

The name on the certificate must match the identification provided at enrolment. It is not permissible to alter the name unless it is to rectify a clerical error.

Re-issued or replacement certificates will indicate that the parchment is a re-issue.

Please contact your local HIA office for details about the cost of a replacement certificate.

Assessment Conditions

What do I have to do to be marked competent?

These assessment tasks are designed to demonstrate competency against the requirements as stated in the unit(s) of competency from the respective unit of competency documents. These documents are available from training.gov.au or upon request to HIA.

- Unless otherwise noted, all assessment tasks are open book.
- Specific requirements for individual tasks are provided at the beginning of each assessment task.
- All assessment tasks must be completed satisfactorily
 - All questions must be answered correctly
 - All project tasks must be completed
- All responses, unless specified, should refer to the legal requirements in your State or Territory.
- *HIA has a strict policy about submitting work that is not the participant's own work ("plagiarism"). Please refer to the HIA Participant Handbook for further information about the HIA Cheating and Plagiarism Policy.*

All responses provided by the participant will be assessed by a qualified assessor with current industry expertise. Feedback on each completed assessment task will be provided by the assessor.

What happens if I don't get it right?

In the following situations a participant will be given the opportunity to re-submit their assessment:

- Incorrect, insufficient or missing answers to questions
- Project tasks are incorrect or incomplete or do not address the requirements of the project

Where re-submissions have been requested, the final date for completion of the unit or cluster of units will be extended. The extra time allowed will be negotiated between the participant and trainer/assessor.

A maximum of two re-submissions will be allowed before the participant will be required to attend further training. Any further training required may incur additional costs to the participant.

What if I don't agree with the assessor's decision?

Where the participant does not agree with an assessment decision they are able to lodge an appeal. Please refer to the HIA Participant Handbook for further information about the *HIA Assessment Appeals Policy*.

Right to Request an Extension of Time for Assessment

We understand that there may be occasions where events can interfere with your ability to complete assessment tasks in the timeframes originally agreed.

Requests for an extension must be made no later than 3 business days prior to the assessment due date. Failure to submit the assessment by the due date or request an extension may result in an outcome of Not Competent awarded for the unit(s).

Right to Re-Submit Assessment

Specific information about the completion of assessments is contained within each assessment booklet.

If you submit an assessment task that has incorrect answers, or answers that are incomplete or do not address the requirements of the unit(s) of competency you will be given the opportunity to re-submit the assessment.

A maximum of two re-submits are allowed. Should the assessment still not meet the requirements of the unit(s), further training may be recommended. You may be charged for any additional training required.

Right to Receive Feedback

Receiving feedback on progress is a fundamental concept of adult learning. You will be provided with feedback on the assessment work you submit.

This feedback is designed to provide acknowledgement of achievement of competency and guidance on areas which may need improvement.

Right to Give Feedback

We welcome all feedback from our stakeholders as this provides us an opportunity to improve our training and assessment services.

At the end of your course you will be asked to complete a survey either in the classroom or online. These surveys can be submitted anonymously or if you wish to be contacted, just include your name and contact details.

Additionally, the National Centre for Vocational Education Research (NCVER) may contact you directly for your feedback about the training you received.

PARTICIPANT OBLIGATIONS

Participant Code of Conduct

You are responsible for ensuring that:

- You attend training sessions regularly and maintain satisfactory progress
- You discuss any personal/medical circumstances with the Training Manager as soon as they become known, medical conditions or personal circumstances which have not been declared, cannot normally be taken into account in assessing performance on the course
- You are aware of the correct time, date and location of all training sessions and assessments tasks that you are required to attend
- All course work, assessments and portfolios of evidence are in concise and accurate English and your own work
- You behave in a way that is respectful of fellow participants and HIA Training staff
- You take care of the training venue by keeping it clean and tidy and take care of the amenities that are provided for participants

It is expected that you will:

- Treat all HIA Training staff, participants and the general public with respect, fairness and courtesy
- Be punctual and regular in attendance
- Submit assessment events by the due date or seek approval for an extension of time
- Observe safe practice standards by wearing appropriate clothing and footwear, using protective equipment and following instructions.

You must not:

- Smoke in any designated non-smoking areas
- Litter
- Harass fellow participants, HIA Training staff or the general public
- Use mobile phones, pagers or similar devices in the training room or during assessments - or use cameras or recording devices in mobile phones without the consent of the person being photographed or recorded
- Damage, steal, modify or misuse HIA property
- Be under the influence of alcohol or illegal drugs
- Engage in behaviour which may offend, embarrass, threaten or harm other participants

Appropriate Behaviour

We provide a learning/training environment which aims to ensure the health, safety and respect of all participants. We seek to create an inclusive and productive learning environment at all courses for everyone.

To do so, we request that all participants ensure their behaviour is appropriate for an adult learning environment.

Some general tips

Noise levels - Please be aware of noise levels and be respectful of your fellow participants and any other occupants of the training venue.

Presence of non-participants - Due to the distraction and disturbance to other participants, no children or pets are to be brought to training rooms.

Dress Standards - You are expected to dress in an appropriate manner.

Drugs and Alcohol - The use of illegal drugs and alcohol may impair an individual's capacity to learn safely, efficiently and with respect for other participants. The use of such substances may result in the risk of injury or a threat to a participant's well-being or that of other parties.

No participant is to attend training whilst under the influence of alcohol or illegal drugs.

Prescription medication - The use of prescription pharmaceuticals is not prohibited. You should check with your Doctor that the prescription medication will not impair your study performance ability, or put others at risk.

Sexual harassment - HIA Training is committed to ensuring that its training environments are free from sexual harassment. Sexual harassment will not be tolerated under any circumstances, and disciplinary action will be taken against any participant who breaches this policy. Sexual harassment in education is illegal under the Sex Discrimination Act 1984. Some forms may constitute a criminal offence.

Consequences of breaches to any of the above behaviours

HIA Training will assess each breach individually and consider the disciplinary action based on:

- Level of breach
- Extent of breach
- Participant's history with HIA Training

Disciplinary action may include:

- A verbal warning
- A written warning
- Exclusion from enrolling in a particular competency and/or course
- Exclusion of the participant from HIA Training

No Cheating and/or Plagiarism

We have a zero tolerance towards cheating and will not issue an assessment outcome of Competent for any unit(s) where cheating has been proven.

We will ensure that every participant is aware of the implications of cheating and we will seek to minimise the opportunities for deliberate or accidental occurrences of cheating.

We will conduct all investigations into suspected cheating with respect for the participant at all times.

We acknowledge that the level of intent to deceive and the extent of the plagiarism should be the criteria for determining penalties.

Penalties for plagiarism will vary and may include counselling and a warning or a finding of Not Competent for the unit/s of competence. We will consider the extent of the plagiarism, whether it is a first or repeated offence, whether there is evidence of deliberate deceit and whether advantage has been taken of another participant.

All staff involved in training and assessing will assist in providing a learning and teaching environment that upholds academic integrity.

Definitions

Cheating is an attempt to obtain or give credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. The most common form of cheating is plagiarism.

Plagiarism means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. It includes:

- Word for word copying of text from one or more sources which are the work or data of other persons
- Closely paraphrasing sentences, paragraphs or themes
- Using another person's ideas, work or research data without due acknowledgment
- Submitting work which has been produced by someone else as if it were the work of the participant
- Copying or submitting computer files in whole or in part without indicating their origin
- In the case of collaborative projects, falsely representing the individual contributions of the collaborating participants where individual contributions are to be identified

You have a responsibility to:

- Ensure that you have knowledge of what constitutes cheating and plagiarism
- Clarify/check what actions could be interpreted as cheating and plagiarism
- Produce original work with appropriate and correct citations where work, information or ideas are taken from any source
- Take careful notes of ideas or information are sourced

How we manage and deal with cheating and plagiarism

We will not suspend any training whilst investigating alleged cheating. However, no further assessment submissions will be accepted until the matter under investigation is resolved.

The following procedures describe the process for managing alleged cheating and plagiarism:

- When cheating is suspected, the staff member will report the incident, together with relevant evidence, to the Training Manager.

- On receiving details of alleged cheating, the Training Manager, together with the staff member reporting it, will decide whether or not plagiarism has occurred.
- If plagiarism has not occurred, there will be no further action
- If cheating or plagiarism has occurred; the Training Manager will provide appropriate educational or remedial advice to you.
- You will be:
 - given written notification of the nature of the fault in your work
 - provided with the opportunity to correct your work
 - given the opportunity to re-submit the assessment (or part thereof) for remarking
- Repeat offences may result in your withdrawal from training and your enrolment cancelled

FEES, CHARGES AND REFUNDS

Handy definitions

Tuition Fee/Course Fee/Student Contribution Fee: The full fee charged for the delivery of the training and assessment and is inclusive of all administration and materials costs.

Commencement Date: The date of the first training session of the first short course.

Accredited Courses: Courses which provide state and or/national recognition in accordance with the Australian Qualifications Framework.

For the purpose of applying these guidelines, please note that you will become liable for the full course fee upon enrolment. Whether you have agreed to pay the full course fee prior to commencement or have agreed for payments to be made in stages, as per the signed Course Fee Agreement, these guidelines apply.

Refunds

Prior to Commencement Date

For written cancellations received greater than five (5) business days prior to the course commencement date, we will refund all monies paid for that enrolment.

For written cancellations received less than five (5) business days prior to the course commencement date, no refund will be given.

Once training has commenced

Once the course has commenced we will only refund monies in exceptional circumstances.

Requests for a refund must be made in writing to the Training Manager, by completing a Refund Request form.

Course Postponement

If we postpone a course you have paid for to an alternative start date you will receive a refund for that course or be offered an opportunity to transfer to the next available course.

Cancellation

If we cancel any part of your training, you will not be liable for costs associated with that portion of the training. You will be provided with a Statement of Attainment for all completed units of competency and offered the opportunity to re-enrol with us or another RTO with full recognition of that statement.

Additional Fees

There may be some additional costs to you not included in course fees. These might include specialist equipment which you retain after the training or optional charges for

additional resources beyond or in a different format from what is provided as part of the course. Any additional costs will be explained prior to being charged.

There may be additional fees incurred for additional LLN support services. All services will be discussed with you before you're required to make any commitment.

Fees for RPL will be assessed on an individual basis. Credit Transfer will incur no fees.

Outstanding Fees

Your course may be suspended if payment has not been made in accordance with your signed Course Fee Agreement.

We will attempt to recover outstanding fees by contacting you directly via the contact details you provided to us at enrolment (or updated throughout the training period). Where applicable, we will discuss payment plan options and personal circumstances. If payment is not received in full at completion of training, any testamurs (Certificates, Diplomas or Advanced Diplomas) or Statement of Attainment will be withheld until all outstanding fees have been received.

If payment is still outstanding six (6) months from the planned completion date or the date upon which you were deemed competent in all units (which ever comes later), we will engage the services of a debt collecting agency to recover outstanding fees.

VARIATION TO ENROLMENT

If you wish to vary your enrolment

If you wish to vary your enrolment in a course or professional development program that has not yet commenced you must do so at least 5 working days prior to the course commencing. Depending on the nature of the variation, you may be asked to complete a new enrolment form.

If a refund is requested, HIA's Fees Charges and Refunds Policy will apply.

You may request deferment of a course on the grounds of compassionate or compelling circumstances (at the discretion of HIA Training). The length of time you may have your enrolment deferred is at the discretion of the Training Manager but may not exceed six (6) months. Deferral does not automatically entitle you to a refund.

You are advised to retain your original documents (e.g. medical certificates) for your own records and submit copies with applications for deferment or cancellation. Please note that HIA Training may ask to see the original documents.

You will be advised in writing of the outcome of your request for variation to your enrolment. If you are dissatisfied with the outcome of your request, you can access the complaints process.

HIA Training initiated variation to enrolment

HIA Training may defer, vary or cancel your enrolment in the following instances:

- Your failure to uphold and maintain the HIA Training policies and procedures as set out in this Participant Handbook
- Repeated plagiarism or copying
- Cheating in an assessment task which has been reported by his/her trainer/assessor and following investigation, is proved to be correct
- As part of an intervention strategy for unsatisfactory course progress
- In compassionate and compelling circumstances
- Demonstration of serious misconduct as outlined in this Participant Handbook
- Erratic course progress (for example, consistent unsatisfactory course progress or continuous absence from scheduled sessions)
- Non-payment of fees - courses are to be paid strictly in accordance with the HIA Training enrolment terms and conditions
- In the case of a Government funded training place, where a participant has been adequately informed of the requirements of the funded place but refuses to meet these requirements

HOW TO CONTACT US

In most regions, the standard office hours are Monday to Friday, 9:00am to 5:00pm.

REGIONAL OFFICES		
Nth Queensland 25 Blackhawk Boulevard Townsville Qld 4817 Phone: 07 4755 6600 Fax: 07 4773 1777 nthqld_training@hia.com.au	NSW 4 Byfield Street North Ryde NSW 2113 Phone: 02 9978 3333 Fax: 02 9888 7555 nsw_training@hia.com.au	Tasmania 30 Burnett St North Hobart TAS 7000 Phone: 03 6230 4600 Fax: 03 6230 4660 tas_training@hia.com.au
Queensland 14 Edmondstone Street South Brisbane QLD 4101 Phone: 07 3021 8800 Fax: 07 3021 8895 qld_training@hia.com.au	ACT/SNSW 28 Collie Street Fyshwick ACT 2609 Phone: 02 6285 7300 Fax: 02 6280 0333 act_training@hia.com.au	South Australia Cnr Port Road & Station Place Hindmarsh SA 5007 Phone: 08 8340 5900 Fax: 08 8340 5992 sa_training@hia.com.au
Hunter NSW 17 Murray Dwyer Circuit Mayfield West NSW 2304 Phone: 02 4014 2000 Fax: 02 4014 2040 hunter_training@hia.com.au	Victoria 70 Jolimont Street Jolimont VIC 3002 Phone: 03 9280 8200 Fax: 03 9654 8168 vic_training@hia.com.au	Western Australia 22 Parkland Road Osborne Park WA 6017 Phone: 08 9492 9200 Fax: 08 9443 3424 wa_training@hia.com.au
SUB-REGIONAL OFFICES		
Gold Coast Unit 4, 2 John Duncan Court Varsity Lakes QLD 4227 Phone: 07 5587 7444 Fax: 07 5587 7400 qld_training@hia.com.au	Northern Territory 651 Stuart Highway Berrimah Business Park Berrimah NT 0828 Phone: 08 8995 6300 Fax: 08 8995 6333 nt_training@hia.com.au	Coffs Harbour Office 22-23 Lot 5 Druitt Court Coffs Harbour NSW 2450 Phone: 02 6651 2422 Fax: 02 6652 6077 coffs_training@hia.com.au