



Ozford College of Business

VET Trainer Staff Handbook  
2017

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## **Welcome**

We welcome you Ozford! This handbook is designed to introduce the Ozford College of Business and its work to new VET Coordinators and Trainers, and should be read in conjunction with the core group of documents that can be downloaded from the website.

We are pleased to have you on board as a team member and we will provide you with the support you require to make sure you to have an intimate knowledge of the organisation's policies and procedures. Those which relate most directly to VET are referred to in this handbook.

We look forward to a productive and successful working relationship. Please speak to the Coordinator if you have any questions or feedback.

## **Mission Statement**

Ozford is an innovative educational institution in the heart of Melbourne with many opportunities offered to students to excel academically and maximise their potential.

Ozford provides quality educational programs for students to achieve their educational and personal goals and encourages lifelong learning. Ozford fosters a personalised environment where students can develop skills and values to enable them to participate effectively in their chosen career and the wider community.

Students are provided with the opportunity to practice skills learned by undertaking real life learning which is based on global needs and values. Our dedicated staff provide a student-focused approach to ensure a supportive and innovative learning experience.

Ozford is committed to the achievement of excellence in education. A student's success is Ozford's success.

## **Values**

### **Unity**

We work together to achieve our vision, mission and objectives.

### **Passion**

We are passionately committed to delivering quality education experiences and to expanding all learners' horizons.

### **Respect**

We respect all our clients and stakeholders by providing a caring Ozford community based on openness, fairness and friendship. At Ozford we recognise that with rights come responsibilities to ourselves, our clients and our stakeholders.

### **Integrity**

We act responsibly and honestly in all we do.

### **Diversity**

We promote intercultural awareness and understanding through authentic experiences both within the Ozford community and the broader Australian and global community.

### **Excellence**

We strive for the highest quality in every aspect of our work.

## General Information

Ozford College of Business is a Registered Training Organisation based in Melbourne. It is part of the Ozford Education Group comprising Ozford College of Business – Vocational Education and Training (VET), Ozford English Language Centre and Ozford College (Senior Secondary Year 10, VCE and VCAL). Ozford Institute of Higher Education delivers degree programs.

The VET programs are 9 weeks per term and do not operate during school holidays unless it is a holiday class. The timetable offers 20 hours per week.

### **College Holidays**

Please refer to college calendars for the College holidays. 2017 Term dates:

Term 1: 13 February – 13 April

Term 2: 1 May – 30 June

Term 3: 17 July – 15 September

Term 4: 2 Oct – 1 December

### **Critical Incident Management**

All staff are expected to be familiar with the Policies and Procedures including the Critical Incident Policy and Procedures. All Ozford policies are available at: <http://www.ozford.edu.au/policies-procedures/>

### **Communication**

For urgent matters speak to staff members directly. For non-urgent matters please communicate via email. For any issues requiring discussion it is expected that you will speak to the staff member involved directly, promptly and appropriately. Emails should be checked frequently, at least twice per day during your teaching days, as this is the main form of communication. Please delete any emails you no longer require. Please respond to all emails sent by Coordinator or other staff to acknowledge that you have received the email. Emails are for work purpose only. Chatting online is prohibited at Ozford unless it is pre-approved by the Coordinator for work related reasons.

### **Dress Code**

All staff members are required to dress in a professional manner (no jeans, skimpy tops, runners or thongs). Please note that your staff ID lanyard must be worn at all times whilst at work. Your staff ID is required for photocopying.

### **Electronic Sign on Timecard Procedure**

The instructions for setting up and completing your electronic timecard are provided when you join Ozford. The Time Card is used by the Payroll Officer to calculate your fortnightly pay. You need to complete the timecard in full and submit it every second Wednesday at the end of the pay period.

Please note that the Payroll Officer will not be able to process your fortnightly pay if your approved Time Card is not received promptly from your Head of Department. It is imperative that you do not neglect to email the fortnightly Time Card to your Head of Department.

### **Emergency & evacuation procedures**

All staff are expected to be familiar with the emergency & evacuation procedures, prevalent in the building you work within. Drills are conducted regularly and it is compulsory that staff participate in these drills. To be familiar with exits of the building are important for personal survival in emergencies. Refer to the Emergency Evacuation procedures on the intranet.

### **Library**

The Library is located on Level 10. There are many resources available in the library including:

- Subject reference books
- Learning materials
- Newspapers
- Educational magazines
- Biographies
- Novels
- Motivational books

Trainers and students can borrow resources during library opening times. Please note that you are responsible for all items you borrow. Class sets of laptops can be booked via the intranet booking system.

### ***Maintenance & Cleaning***

If you notice anything that needs fixing, replacing or cleaning, please send an email to [maintenancedesk@ozford.edu.au](mailto:maintenancedesk@ozford.edu.au). Please advise Reception if it is urgent or an OHS situation.

### ***Mobile Phone Policy***

Mobile phones are to be switched to silent mode or switched off while in the classroom. Never answer whilst teaching.

### ***Office Phone Policy***

Office phones are to be used for work purposes only, unless it is an emergency. Personal phone calls are to be kept to a minimum.

## **Operations**

### ***IT***

If you require IT assistance, please send an email to [itservicedesk@ozford.edu.au](mailto:itservicedesk@ozford.edu.au).

### ***Payment of Salary***

Salaries are credited into your nominated bank account, fortnightly by the Monday. However the pay period is from Thursday of week one to Wednesday of week two. A pay slip will be emailed to your nominated email account. There may arise occasions beyond management control, where there could be a delay of the pay being debited into your account. This could be due to banking system failure or public/bank holidays occurring on the pay day.

For any payroll discrepancies email [payroll@ozford.edu.au](mailto:payroll@ozford.edu.au).

### ***Photocopying***

The staff ID card is required for photocopying. This will be ready shortly after your commencement. Please use paper efficiently, shrink pages and print double sided where possible, or use the unused side of recyclable paper as we want to be an environmentally friendly college. Please make sure that unusable paper is placed in the paper recycle bin located near the photocopier.

All staff have a set monthly budget limit of \$100 on the photocopying cards. This can be increased as needed by short email request to [itservicedesk@ozford.edu.au](mailto:itservicedesk@ozford.edu.au) with a cc to the coordinator. Your staff card is also your photocopying card. Photocopy requests for large amounts must be approved by the VET Coordinator. Please ensure you attach the documents to the request for checking as this can only be completed once the form is signed.

Please note that the Australian Copyright regulations restrict the photocopying of hard copy materials to 10% of the number of pages or one chapter of a book, whichever is the greater. All photocopying must be done out of class time – teachers cannot leave their class unattended or send students to photocopy for them.

### **Procedures for Roll Marking, Student Lateness and Student Absences**

1. All trainers are provided with a copy of rolls for each of their courses.
2. All trainers must make sure that rolls are marked for every class, hard and soft copies.
3. Trainers mark their rolls for each period according to the following:
  - 1: present
  - 0: absent
  - L: late (e.g.: L10 = Late for 10 minutes)
  - E: left early
4. Trainers place the completed rolls in the “rolls in” tray at the end of each day.

### **Punctuality**

*All staff members are to be* at work at least 15 minutes prior to their class starting. If you are running more than 15 minutes late please call the school on 8663 7188.

### **Staff Absence and Lateness**

If you are running late please call reception and notify them so the school knows that you are on the way. If you know you will be absent please complete a leave application form (found on the intranet) and hand it to the VET Coordinator 2 weeks in advance of the absence. If you are unable to come in just before your class notify the VET Coordinator. Upon your return, fill in a leave form and forward to the Coordinator.

### **Staff Code of Conduct**

Ozford is committed to the highest standards of conduct in education, training and administration. To meet this commitment, this Code of Conduct covers all Ozford departments and aligns employee conduct with the organisational values, policies and procedures. Please make sure you are familiar with the Code of Conduct, found on the website: <http://www.ozford.edu.au/wp-content/uploads/2017/01/Code-of-Conduct-Policy-and-Procedures-2017.pdf>

### **Staff Meetings**

Daily briefings are held at 8.45am. Regular team meetings are held each term, please check meeting dates on OZFORD Intranet calendar. From time to time it may be necessary to vary this arrangement to suit particular circumstances. Trainers are requested to email agenda items to the VET Coordinator at least 2 days before the meeting.

### **Stationery**

Ozford doesn't supply personal stationery requirements. We will provide white board markers and dusters. Please see the Coordinator for any other requirements.

### **Unsatisfactory Course Progress**

Please refer to the Course Progress Policy found on [www.ozford.edu.au](http://www.ozford.edu.au).

## **Staff Qualifications**

As a trainer and assessor at Ozford you have been employed because you meet the requirements for trainers and assessors in the Standards for Registered Training Organisations. Besides having appropriate qualifications and the TAE40110 as a trainer and assessor you are expected to have and maintain industry currency on a unit of competency basis for all the units you are assigned to deliver and assess. It is a requirement that trainers and assessors continually improve their:

- Industry currency
- VET knowledge
- Trainer and assessor competencies

Consequently Ozford takes a keen interest in the professional development of all trainers and assessors and has an ongoing approach to supporting your professional development. Please talk regularly to the VET Coordinator about your professional development. Under the Standards for NVR RTOs and specified requirements of ASQA (as the regulator), Ozford has to keep a range of documents to provide evidence that you meet all the requirements of a trainer and assessor. These documents are held in your staff file. You can access your staff file at any time through your VET coordinator.

### **Staff File**

Your staff file will include

- A CV that has been signed by you
- A skills matrix that has been signed by you
- A current position description
- Evidence of past professional development
- A future professional development Plan for the current year- that has been signed by you
- Where necessary there is evidence of Australian recognition of overseas qualifications
- A current employment contract/agreement is in the file indicating your role of trainer assessor
- Copy of assessor qualifications – verified by Ozford or otherwise certified
- Copy of vocational qualifications – verified by Ozford or otherwise certified

Your VET coordinator will ask you from time to time to ensure that all the information in your staff file is up to date and meets any changing requirements of ASQA as the regulator of the National Vocational Education and Training Regulator Act 2011, so your cooperation in this matter is appreciated.

### **Staff Professional Development**

- Ongoing and needs driven professional development is an obligation of all professionals.
- Each individual's professional development is a shared responsibility between Ozford College of Business and the staff member.
- Whole staff professional development plan is consulted, endorsed and provided to staff.
- The professional development plan will allow for both College identified needs, and those of a personal interest.
- The Head of Education Programs, VET Coordinator and relevant key staff will have the role of informing staff of professional development opportunities. They will also play a role in coordinating and organising professional development activities for individuals and the whole College.
- A budget will be allocated to professional development each year and adhered to. Budget implementation will allow, over time, for equity of resources amongst staff, and include an amount for incidental professional development.
- Staff are encouraged to seek and provide professional development from other staff members within the college or outside the organisation.

## **Student Orientation and Support Services**

Ozford is committed to providing appropriate support services to students to enable and provide them with every opportunity to adjust to study and life in Australia, to achieve their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course.

### **Access to Student Records**

Each student's records are available to them on request. Students' records are not available to other people unless Ozford College of Business has received a request in writing from the student to allow such access.

### ***Fees and Charges***

Students of Ozford College of Business pay an agreed fee on commencement of the program in which they are enrolled. In accordance to this type of arrangement and protection of the student funds Ozford College of Business comes under the Tuition Protection Service (TPS).

### ***Orientation & Transition Support***

All students go through an Orientation Program during their first week at Ozford. The Orientation program involves familiarisation with living and studying in Melbourne.

Contents of the Orientation program include:

- Orientation to Melbourne and a tour of Ozford campuses. Emergency evacuation procedures will be explained at the same time.
- Details of the course, timetable, staff members contact details
- Relevant Ozford's policies and procedures
- Details of other Student Services and Support available in Student Handbook
- Information on other support available eg. Legal, emergency and health services available
- Visa requirements (for international students)
- Contacts for assistance with payment, welfare and academic issues.

### ***Student Code of Conduct***

The Code of Conduct requires the following rights to be respected and adhered to at all times by students.

- The right to work and study in a learning environment that is free from disruptive behaviour initiated by the student or by other students.
- The right to be treated with respect by others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and the school property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the Grievance Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courteously at all times.

### ***Student Disciplinary Procedures***

All Ozford College of Business students are expected to take responsibility in line with all current workplace practices and legislation for their own learning and behaviour. Any breaches of discipline will result in the student being given a verbal warning. Further breaches will result in the student having to "show cause" as to why they should not be excluded from further participation in the program.

Every student is expected to adhere to the requirements of Ozford College of Business with regard to general behaviour, use of facilities, punctuality and attendance at classes. Students not conforming to these requirements will be formally warned and if the problem is not rectified then their enrolment may be cancelled.

### ***Student Success - Ozfolio***

Student Success Coach, Melanie Butler, collaborates with VET staff on aspects of the curriculum and assessment that support students to create and maintain their success portfolios – known as the Ozfolio. She coaches and guides students to self-assess, set goals and gain industry experience or internships related to their areas of



study or interest and encourages them to view their Ozfolios as a reflection of how they might achieve their personal and career objectives. Trainers will provide insights as to what the specific unit expectations

## Student Learning

Ozford College of Business ensures the resources in the area(s) of recognition sought meet the requirements of the relevant endorsed training package(s) and/or accredited course(s), for the delivery, assessment and issuance of qualifications.

Ozford College of Business affirms that it has in place and applies the following resources:

- Delivery personnel with appropriate qualifications and experience, including assessor requirements as identified in the relevant Training Package assessment guidelines;
- Delivery and assessment resources appropriate to the methods of delivery and assessment requirements; and
- Relevant Training Package and/or accredited course documents and support materials with necessary copyright authorisations.

### ***Delivery***

Delivery Strategies used by Ozford College of Business are always selected to best achieve the required elements of competence while giving full consideration to the learning style of the participant. The provision of training may include a flexible combination of off and on-the-job delivery and assessment.

Delivery modes may include, but are not limited to:

- Demonstrations
- Group participation
- Individual projects
- Learning support works
- Writing tests

### ***Moodle***

Ozford VET courses are delivered using the Ozford LMS. Please make sure you are fully trained in how to use Moodle for the units you are delivering.

### ***Training Packages***

Courses at Ozford College of Business are Training Package courses. A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise. Each Training Package:

- provides a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training which suits individual and industry requirements, and
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

### ***Competency Standards in Training Packages***

Competency Standards define the skills, knowledge and attitudes required for effective performance in the workplace. Standards are expressed in outcome terms and have a common format comprising unit title, unit description, elements, performance criteria, range statement and evidence guide. They are descriptions of the competencies required for effective performance in the workplace, both in the routine conduct of the job role

and in the ability to adapt to changing role definitions. Competency standards relate to the industry as a whole, but need to be interpreted in terms of specific worksite. In other words, assessors need to take the information contained within the competency standards, relate this to the particular workplace, then use or customise that information to inform the assessment process.

### ***Requirements for Apprenticeship/ Traineeships***

These requirements are not applicable to Ozford College of Business current target clients.

## **Student Assessment**

Ozford College of Business has demonstrable experience and skill in providing or facilitating assessments which meet the endorsed components of relevant training package(s) and/or accredited courses.

Ozford College of Business is committed to ensuring valid and reliable assessment of achievements against industry competency standards.

### ***Assessment Principles***

Ozford College of Business ensures that all assessment conducted within the organisation is reliable, flexible, fair and valid.

- Reliable - all assessment methods and procedures will ensure that competency standards/modules are applied consistently and that there is always consistency in the interpretation of evidence.
- Flexible - assessment will be offered in the workplace (on-the-job), in the training environment (off-the-job), in a combination of both or via recognition of prior learning/recognition of current competence. Ozford College of Business will ensure that all assessment methods and practices allow for diversity with regard to how where and when competence has been/will be acquired.
- Fair - assessment methods and procedures will not, under any circumstance, disadvantage any student.
- Valid - Assessment activities will always meet the requirements as specified in the unit of competence/module. Sufficient evidence will always be collected, and will be relevant to the standard/module being assessed.

### ***Assessment Resources***

Ozford College of Business will ensure that all aspects of competence are covered when designing assessment resources. All assessment reporting systems will indicate the units of competency that the student has attained.

### ***Competency Based Assessment***

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The purpose of competency based assessment is to confirm that an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed industry or enterprise competency standards. The best way to assess is through holistic assessment methods that focus on whole work activities rather than specific tasks or components of a work activity.

### ***Conducting Assessment***

When conducting assessment, Ozford College of Business ensures it has personnel with appropriate qualifications and adheres to the endorsed Training and Assessment competency standards.

Assessment activities undertaken by Ozford College of Business always follow the methodology outlined below:

1. Assessment procedures are fully explained to students. Throughout all training, students are regularly reminded of the ongoing availability of assessment.
2. Opportunities for Recognition (recognition of prior learning/ recognition of current competence and credit transfer) are also discussed, as are any available flexible methods of assessment. The appeals and reassessment process is also outlined.

3. The assessment requirements of the unit(s) of competence/modules(s) are outlined, and any particular arrangements for the workplace/ training environment are arranged.
4. All evidence-gathering methods remain reliable, flexible, fair and valid.
5. As assessments are taken, Ozford College of Business trainers/assessors record individual student assessment results. Copies of the assessment instrument are kept by Ozford consistent with the General Direction of ASQA.
6. Post-assessment feedback is always available to students.
7. A fair and impartial appeals process is always available.
8. Evaluation of assessment processes and procedures is gathered on an on-going (informal) basis.

Evidence gathering methods commonly used by Ozford College of Business include, but are in no way limited to:

- Demonstration
- Questioning
- Workplace performance
- Role-play
  - Simulation
  - Oral presentation
  - Graphic presentation
  - Projects/assignments
- Audio/visual display

### ***Retention of Assessments***

The current ASQA general direction requires that all original assessments of all students be kept for a minimum of six months. The ASQA assessment /audit process is multifaceted when original pieces of assessment are audited. Everything from consistency with requirements of the unit of competency through authenticity of work to meeting AQF requirements is examined. Consequently Ozford requires trainers and assessors to make sure that all assessments for each unit of competence are:

- complete and have been accurately and completely marked
- consistent with and meet the requirements of the unit of competency and
- are consistent with those specified in any Learning and Assessment strategy or delivery and assessment plan

Ozford also makes sure that the following information is also available in relation to assessment for each unit of competency:

- a mapping of skills and knowledge and critical aspects of evidence against assessment tasks
- a mapping of employability skills against assessment tasks
- a mapping of performance criteria against assessment tasks
- a clear set of assessment criteria/model answers for each assessment task that relate to the tasks
- an indication within session plans of when assessments were/are to be initiated and when finalised
- clear advice to assessors on the process of assessment for the unit
- clear advice to students
  - of the assessment tasks to be completed and the specific requirements of each assessment task,
  - indicating that students need to satisfactorily complete all specified assessment tasks.
  - specifying the commencement and completion dates and any specific times scheduled for assessments
- an assessment cover page for each assessment task that uses S and NYS as results
- an overall assessment record sheet (Unit Cover page) for the unit(s) of competence to show achievement of the participant against each of the specified assessment tasks a documented assessment validation approach

- a rigorous process to ensure that no student can be recorded as competent without clear evidence that they have successfully completed all specified assessment requirements.
- evidence of assessor undertaking assessment integrity checks

## Recognition and RPL

Ozford College of Business recognises the assessment decisions of, and Statements of Attainment and Qualifications issued by any other RTO. This means that qualifications and units recorded on statements of attainment are recognised. Students wishing to gain recognition of qualifications or units must submit certified copies certificate at the time of enrolment.

RPL Students who consider they already possess the competencies identified in all or part of any course / qualification offered by Ozford College of Business will be encouraged to seek formal recognition by applying for Recognition of Prior Learning (RPL). It is the determination on an individual basis of the competencies obtained by a student through:

- Previous formal training
- Work experience, and/or
- Life experience

RPL therefore determines the consequent advanced standing to which the students is entitled in relation to a course/qualification. The main focus of RPL is what has been learned rather than how, where or when it was learned. RPL focuses on both the demonstration of competence and the currency of that competence to industry standards.

If any student has gained competencies at work or elsewhere which are relevant to the course/ qualification in which he/she is participating, then he/she may not have to study module(s) unit(s) of competence covering that content. Students seeking RPL must establish the currency of their competence.

The processes used to determine RPL are fair to all parties and Ozford College of Business ensures that it provides adequate support to all potential applicants.

### **Recognition and RPL Process**

It is the student's responsibility to gather sufficient evidence to support his/her application for Recognition.

This evidence may include:

- Obtaining a copy of the relevant units of competency from Ozford College of Business;
- Aligning the competencies for the qualification with the competencies associated with previous education, training or workplace experience;
- Collecting any documentation, references and relevant examples to support your application;
- Providing proof of ownership of any examples of work;
- Submitting certified copies (NOT ORIGINALS) of qualifications. Certification can generally be obtained from any bank or post office as long as identification is provided.

Currently the VET Coordinator is responsible for processing and approving all applications for RPL.

### **Credit Transfer**

Recognition can also include the opportunity for Credit Transfer for previous study and must also be accompanied by evidence of currency in the study area.

### **Reports**

Students will receive a report stating the units that they have successfully completed at the end of each semester. Students will be assessed as Competent or Not Yet Competent and will receive a grade point score.

### ***Statements of Attainment***

Where an AQF qualification is partially achieved through the achievement of one or more endorsed units of competency, Ozford will issue a Statement of Attainment. Issuance of Statements of Attainment must comply with the advice provided in the Australian Qualifications Framework (AQF) Handbook or otherwise specified by ASQA.

Under the Standards for Registered Training Organisations, Ozford will recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

## **Policies and Procedures**

Please read all the current college's policies and procedures on Ozford's website:

<http://www.ozford.edu.au/policies-procedures/>

Some important policies and procedure must be read and understood are:

- Anti-Bullying and Anti-Harassment Policy and Procedures
- Code of Conduct
- Critical Incident Policy
- Course Progress Policy and procedures
- Completion within Expected Duration Policy
- Complaints and Appeal Policy
- Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy & Procedures
- Course Credit Policy and Procedures
- Recognition of Qualifications Issued by Other RTOs
- Terms and Conditions of Student Enrolment
- Transfer Policy and Procedures

Please take time to familiarise yourselves and follow the relevant policies and procedures.

## **Marketing**

Ozford College of Business markets and advertises its products and services, in an ethical manner in accordance with the national protocol for marketing and advertising. Ozford College of Business markets its products and services with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of this information, no false or misleading comparisons will be drawn with any other provider or course. This approach to marketing or conveying information to clients is equally applicable to all VET staff of Ozford.

### ***Ethical Marketing Practices***

Ozford College of Business will:

- adopt policies and management practices which maintain highly professional standards in the marketing and delivery of its products and services and which safeguard the interests and welfare of all students.
- maintain an educational environment that is conducive for all students for the achievement of the pre-determined competencies.
- always gain a student's written permission before using information about that individual in any marketing materials.

- always accurately represent training products and services to prospective students.
- Will ensure that students are provided with full details of conditions in any contractual arrangements with the organisation.

### ***Accurate and Clear Marketing***

Where advertisements and/or advertising materials refer to Ozford College of Business RTO status, the products and services covered by the organisation's scope of registration are clearly identified. Ozford College of Business only advertises those AQF qualifications it is registered to issue.

Advertisements and advertising materials used by Ozford College of Business identify nationally recognised products separately from courses recognised by other bodies or without recognised status.

The names of training packages, qualifications and/or accredited courses listed in advertising material used by Ozford College of Business comply with the names / titles as endorsed by the National Registration and Accreditation Program or recognised by the State Registration Authority.

Information on specific course including content and vocational outcomes is available from Ozford College of Business prior to enrolment.

## **Relevant Legislation & Regulatory Requirements**

There are a number of legislation and regulatory requirements that significantly affect staff duties and are applicable to all staff. Staff members **MUST** ensure that they carry out their duties in accordance to the current legislation and regulatory requirements. The Information on relevant legislation and regulatory requirement can be found at the following websites.

### ***ESOS Framework***

The *Education Services for Overseas Students Act 2000 (the ESOS Act)* and related laws set out the requirements for providers who deliver education services to international students on a student visa. These laws protect international students and also help ensure students meet student visa conditions for attending classes and making satisfactory progress in their studies while in Australia. Information on the ESOS legislation is available on the ESOS Act page.

[The Education Services for Overseas Students \(ESOS\) Act 2000](#) (current) governs:

- the registration process and obligations of registered providers
- the [Tuition Protection Service](#); and
- enforcement and compliance powers.

For more information, please refer to: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

### ***The National Code***

The [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the National Code) provides nationally consistent standards for the conduct of registered providers and the registration of their courses. The standards govern the protection of overseas students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

The standards set out specifications and procedures to ensure that registered providers of education and training courses can clearly understand and comply with their obligations under the National Code. This means that all staff members must ensure that they are aware of these obligations as they relate to their work role.

The National Code 2007 contains:

- A description of the principles and guidelines that underpin the National Code 2007;
- A description of the roles and responsibilities of state and territory governments;
- Requirements for CRICOS-registered providers; and
- Standards for CRICOS-registered providers.

### ***VET Quality Framework***

The vocational education and training (VET) Quality Framework is aimed at achieving greater national consistency in the way RTOs are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced. The VET Quality 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, and
- the Data Provision Requirements.

### ***Australian Skills Quality Authority***

An essential mechanism for the regulation of vocational education and training (VET) is the national standards against which RTOs are assessed. The Australian Skills Quality Authority (ASQA) is the national VET regulator. ASQA's role includes:

- registering training providers as 'registered training organisations' (RTOs)
- registering organisations on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to deliver training to international students on student visas
- ensuring that organisations comply with the conditions and standards for registration, including by carrying out compliance audits
- accrediting vocational education and training (VET) courses.

The Standards for VET Regulators 2015 ensure:

- integrity of nationally recognised training by regulating RTOs and VET accredited courses
- consistency in the VET regulators' implementation and interpretation of the standards applying to RTOs and VET accredited courses, and
- accountability and transparency of VET regulators.

More information about the Standards for Registered Training Organisations (RTOs) 2015 is available on the **ASQA website**: <http://www.asqa.gov.au/>

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites:

### ***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/>

**Other Government Department Links**

**Department of Immigration and Border Protection** <https://www.border.gov.au/>

**OH&S – WorkSafe Victoria** <http://www.worksafe.vic.gov.au/>

**Privacy – Office of the Privacy Commissioner** <https://www.oaic.gov.au/>

**EO -** <http://www.humanrightscommission.vic.gov.au/>

It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times. Use the websites indicated, or contact the VET Coordinator if you require further information.