

ENROLMENT INFORMATION



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 **diversitat**training

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Enrolment Information Pack

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Welcome to Diversitat Training

Diversitat Training can enhance your future direction and create opportunities, whether you want to:

- Launch a brand new career
- Grow your skill base for diversified potential
- Kick start your dream career with respected qualifications

Diversitat Training presents training options all with national recognition that will qualify you to work anywhere in Australia.

Diversitat Training diversifies your potential

Diversitat Training is Geelong's largest and most preferred Private Registered Training Organisation (RTO), having delivered national training to individuals and industry since 1998, with over 3,500 enrolments accepted in 2013.

Your future starts now

If you're ready to improve your future with career building skills, you can get the ball rolling right away.

You will be supported every step of the way

Advancing your career prospects is a smart move. You deserve to be supported in your enterprise. Whether you are launching a brand new career, enhancing your employability or diversifying into exciting new markets. It all starts with your enrolment.

Am I Eligible For Funding? The Victorian Training Guarantee

The Victorian Training Guarantee (VTG) is making vocational education and training more accessible to people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold.

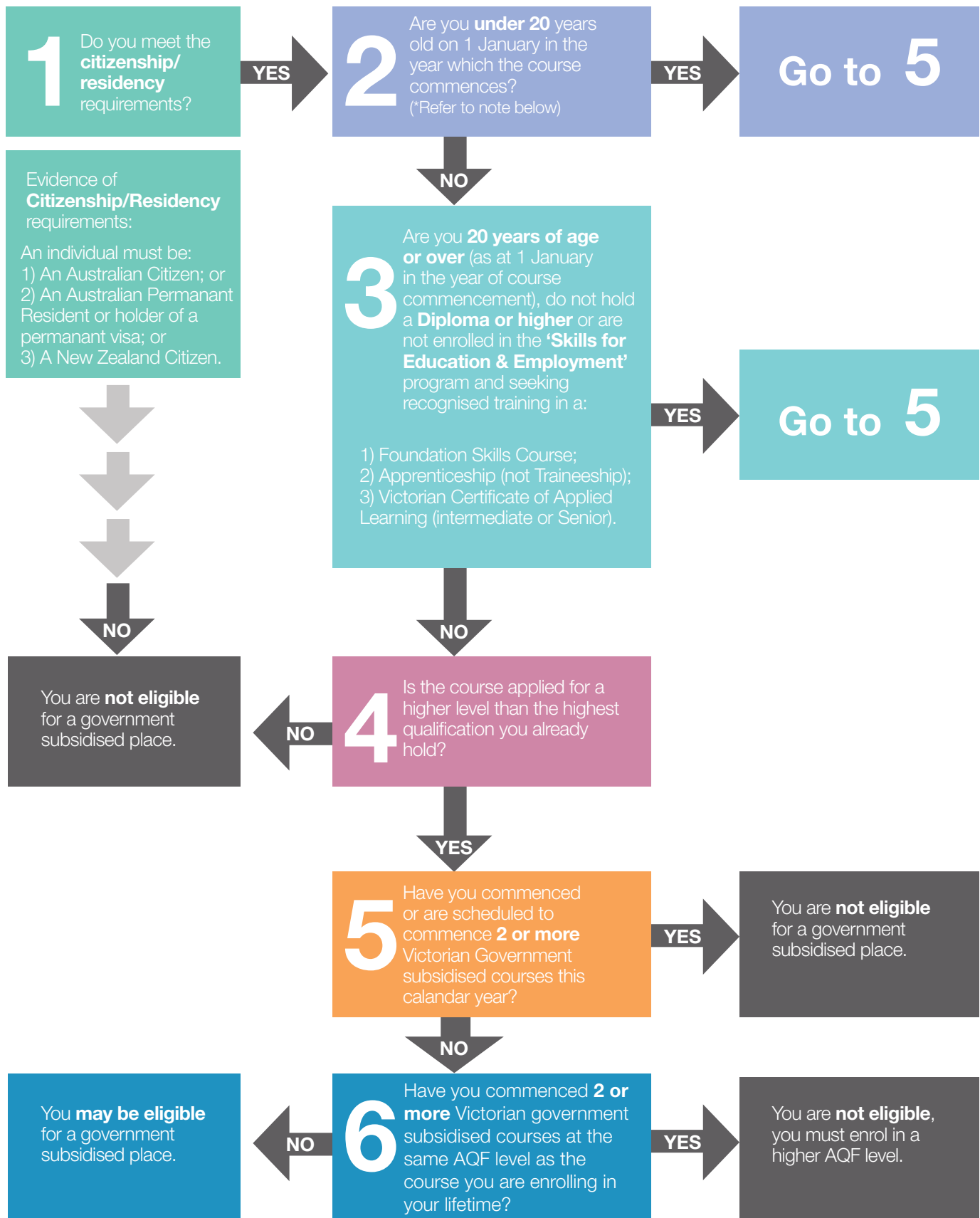
This entitlement to a Victorian government subsidised place in recognised national training can be accessed at any time and will continue to be available for training at successively higher levels. While a person keeps moving up the qualification scale, the Victorian Training Guarantee will continue to subsidise their training up to an advanced diploma level. There are government subsidised training places available to people who meet the eligibility criteria. Please consult the flowchart overleaf to see if you might be eligible.

For all enrolments on or after 16 June 2014, individuals accessing the Victorian Training Guarantee will only be eligible to commence a maximum of two courses/qualifications at the same Australian Qualifications Framework (AQF) level in their lifetime. Individuals will also only be eligible to commence a maximum of two accredited courses with the title 'Course in...' in their lifetime (excluding courses on the Foundation Skills List).



Geelong Ethnic Communities Council Inc. trading as Diversitat, RTO 5819.
This training is delivered with Victorian and Commonwealth Government funding.

Are you eligible for Victorian Training Guarantee subsidy?



*NB: If you are enrolled in school in 2015 you will not be able to access VTG funding for programs outside your school unless you are a school-based apprentice or trainee.

Providing Evidence Of Eligibility

Do you think you meet the eligibility criteria for the Victorian Training Guarantee? If you believe you are eligible based on the flowchart on the previous page, then it's vital that you prove both your identity and eligibility. Here is the evidence you will need to provide:

Please bring originals of supporting evidence of eligibility to the Information Session/Interview

1. Do you meet the **citizenship/residency** requirements?

Acceptable evidence includes:

- an Australian Birth Certificate; or
- a current Australian Passport; or
- a naturalisation certificate; or
- a current New Zealand Passport; or
- a **green** Medicare Card; or
- formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence; or
- a signed declaration by a relevant referee
- referral form under specific initiatives

2. Are you **under 20** years old on 1 Jan in the year which the course commences?

If a learner's age is relevant to their eligibility and the document produced from the list above does not include a date of birth, the following evidence must be provided:

- a current driver's licence; or
- a current learner permit; or
- a Proof of Age card; or
- a 'Keypass' card

3. Are you applying for any of the listed **Foundation Skills courses** offered at Diversitat Training

22235VIC Certificate I in General Education for Adults (Introductory)	10362NAT Certificate I in Spoken and Written English
22236VIC Certificate I in General Education for Adults	10363NAT Certificate II in Spoken and Written English
22237VIC Certificate II in General Education for Adults	10364NAT Certificate III in Spoken and Written English
VCALFND001 Victorian Certificate of Applied Learning (Foundation)	22129VIC Certificate I in Transition Education
10361NAT Course in Preliminary Spoken and Written English	22128VIC Certificate I in Work Education

4. Is the course applied for at a higher level than the highest qualification you already hold?

For the purpose of applying this criterion, the following prior qualifications are NOT taken into account:

- VCE, VCAL (intermediate or senior), International Baccalaureate Diploma, senior secondary school certificates from other Australian jurisdictions; and
- qualifications listed in the Approved Foundation Skills List; and
- any VET certificates completed as part of a senior secondary qualification including SBAT's; and
- qualifications with the title 'Course in...' which are not aligned to a specified level within the Australian Qualifications Framework (AQF); and
- non-Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.

5. Have you commenced or scheduled to commence **2 or more** Victorian Government subsidised courses this calendar year?

If the applicant answers YES. Applicant may not be eligible for subsidised training but is still eligible to apply for a course. An individual is eligible to enrol in and commence a maximum of two government subsidised courses in a calendar year. An individual is eligible to undertake a maximum of two government subsidised courses at any one time. If an individual is seeking to enrol in an Apprenticeship (not Traineeship), qualifications listed in the Pre-Apprenticeship and Pathway Qualifications will not be counted towards the course maximums

6. Have you commenced **2 or more** Victorian government subsidised courses at the same AQF level in your lifetime?

An individual is eligible to enrol in and commence a maximum of two government subsidised courses at the same AQF level in their lifetime and commence a maximum of two government subsidised accredited courses with the title 'Course in...' in their lifetime. Qualifications listed on Foundation Skills List (and their predecessors) VCE/VCAL, VET certificates completed as part of a SBAT will not be taken into account.

Want to know more?

If you have more questions about the Victorian Training Guarantee or would simply like some more information, visit the Department of Education and Early Childhood Development website at <http://www.education.vic.gov.au/training>

Unique Student Identifier (USI)

From 1 January 2015, if you are undertaking nationally recognised training delivered by a registered training organisation, you will need to have a Unique Student Identifier (USI). You must provide a valid USI to Diversitat before we can give you your Qualification or Statement of Attainment.

A 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. You only need to apply once and you keep the USI for your lifetime.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life. You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

For information about the USI go to: <http://www.industry.gov.au/skills/RegulationReformsAndInitiatives/UniqueStudentIdentifierForVET/Pages/Informationforstudentsandparents.aspx> You will also find a helpful USI Student Video there.

It is free to create your USI online, or Diversitat will be happy to apply for a USI on your behalf.

To apply for and manage your USI account, go to the USI Website at: <http://www.usi.gov.au/Pages/default.aspx#>

Victorian Student Number (VSN)

The Victorian Student Number (VSN) is a student identification number that will be assigned by the Department of Education and Early Childhood Development (DEECD) to all students in government and non-government schools, and students in Vocational Education and Training Providers.

The number, which is unique to each student, will be used as a key identifier on a student's records, and will remain with the student throughout his or her education, until reaching the age of 25.

The VSN provides DEECD with the capability to accurately detect patterns of student movement through, and departure from, the Victorian education and training system. It improves the collection and analysis of timely and accurate data about education in Victoria.

Students will need their VSN to enrol in any government funded or in any fee-for service accredited qualification/course at Diversitat. If you do not have a VSN, Diversitat can arrange for one to be created.

For information about the VSN, please go to <http://www.vcaa.vic.edu.au/pages/schooladmin/vsn/index.aspx>.

How Much Is My Training Going To Cost?

Financing your future is a key enrolment consideration. Take a look at our website on the 'Fees and Charges' page for a full breakdown of costs per qualification that we offer, visit: http://training.diversitat.org.au/fees_and_charges.cfm or call (03) 5224 2329

Tuition Fees For Government Funded Training Places

If you are eligible for a Government subsidised training place, your tuition fees will be subsidised by the Government, greatly reducing the cost of your training.

Tuition Fees For Full Fee Paying Learners

If you are **not** eligible for a Government subsidised training place you can still study with Diversitat. You will be required to pay the full unsubsidised fee which will be referred to as 'Fee for Service'.

JSA Referral

If you are being referred by a Job Seeking referral Agency (JSA) you must supply Diversitat Training with the JSA Referral form **before the commencement of training**. The form must also identify the learner tuition fee and who is responsible for the payment. If you hold a current Health Care Card or Pensioner card or a Veterans Gold Card and are seeking to undertake a course at level IV or below you may be eligible for a concession.

Fees & Charges

Fees are calculated on a course-by-course basis. That means your overall costs depend upon your individual study program.

You are required to pay a Tuition Fee. Other fees that may apply to your course of study includes:

- Learner Amenities Fee
- Materials
- Additional Expenses/Levies

You may be required to pay a Tuition Fee and a Learner Amenities Fee. These are set by Diversitat Training on a course-by-course basis. Fees are calculated at the time of each enrolment.

Any additional enrolment you undertake at Diversitat Training will attract the appropriate additional Tuition Fee and Learner Amenities Fees.

We calculate fees at the time of each enrolment based on the number of hours you enrol in.

- *Tuition Fee* is the fee required for entry into a course and covers training delivery.
- *Learner Amenities Fee* contributes to the provision of learner services such as kitchen and refreshment facilities, learner activities and Student Welfare Services. This fee may apply to training or further education, except for courses where learners are undertaking workplace training (trainees) and do not attend classes at a Diversitat Training venue.

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- *Materials/Resources Fee* may be charged for course materials such as resources, handouts and text materials
- *Additional Expenses/Levies* some courses require this to cover extra course expenses such as tools of trade, equipment, excursions etc. You will be advised if these expenses apply to your studies prior to enrolment.

Concessions

You may be able to get concessions on tuition fees for your government subsidised training place. These are available for all courses except Diploma level and above.

If you are eligible for concessions on your Tuition Fees, you will pay no more than the set concession fee. If you enrol in different courses in a calendar year, the tuition fees will be calculated independently for each course.

You will be able to claim a concession if you belong to one of the following groups:

- Commonwealth Health Care Card holders plus their dependent children and dependent spouses
- Pensioner Concession Card holders plus their dependent children and dependent spouses
- Veteran's Gold Card holders (but not their dependents).

There is NO concession fee for Diploma and Advanced Diploma courses, nor is there a concession fee if your fees are being paid in full by a Commonwealth Government agency or as part of a Commonwealth Government Program.

Fee Waivers & Exemptions

The RTO must allow tuition fee waivers/exemptions for learners where the following criteria apply:

- An individual whose enrolment is undertaken by arrangement with another education institution which provides payment to the RTO for tuition.
- An enrolment for which funding has been provided directly or indirectly by the Commonwealth Government and where a condition of the funding prohibits the imposition of a tuition fee.
- An individual who is from the Judy Lazarus Transition Centre.
- An individual who is required to undertake the course pursuant to a community based order.
- An individual referred with a standard Young People Transitioning From Care Referral Form.

Indigenous Learners

Under an Indigenous Completions Initiative, learners who self identify as being of Aboriginal or Torres Strait Islanders descent pay only the concession tuition fee for all courses. This includes courses of a Diploma level or above.

Payment Of Fees

Course places WILL NOT be confirmed until fees or a deposit are received.

Short Courses (less than 7 weeks duration)

Payment is required in full prior to commencement of course.

Long Courses (7 weeks duration or longer)

A deposit is required prior to commencement of course.

Payment Options

Diversitat Training welcomes payment via:

- Cash, cheque (with appropriate identification) or EFTPOS, at the Diversitat Training Reception.
- Credit card payments by phone will also be accepted after enrolment.

Direct Debit Payment Plan Options

Are you experiencing hardship or financial difficulty? Talk with us as you may be eligible to negotiate a payment plan agreement. Payment plans require an initial deposit of an agreed amount and then instalments paid via direct debit. Payment must be finalised before completion of your course.

Payment By A Third Party

Are your fees being met by a third party such as a government agency or business entity? You will need to provide an Authority to Invoice letter or Training Agreement at the time of enrolment. Employers will not be invoiced without a Authority To Invoice letter or signed Training Agreement.

Certificate Charges

Upon successful completion of your course you will receive a Certificate. The cost of producing this certificate is covered by the course fee. There is, however, a charge of \$50.00 for re-issuing lost or damaged certificates.



Fee Refunds Policy

Government funded Training Places – Courses

If a learner officially withdraws (by written notice*) at any time up until 4 (four) weeks of the course or unit commencement date, the learner will be refunded their course fee less a \$200. Administration fee. This refund is subject to the return of all training resources in good condition to Diversitat Training. Fee Refunds may take up to 30 days from date of application and will be paid to the learner in the form of a cheque.

If a learner officially withdraws (by written notice*) at any time beyond 4 (four) weeks of the course or unit commencement date, the learner will remain liable for the full course fee, payable within 30 days.

*It is the learner's responsibility to complete, sign and return a Withdrawal/Cancellation form. This form is available from Diversitat Training reception.

Fee for Service – Long Courses (7 weeks or longer)

In the event of a course being cancelled or postponed by Diversitat by more than 4 (four) weeks, a full refund will be issued to the learner, unless alternative arrangements, acceptable to the learner are made. Learners who officially withdraw (by written notice*) between enrolling and four weeks into the course will receive refund of the course fee less a \$200 administration fee. Fee Refunds may take up to 30 days from date of application and will be paid to the learner in the form of a cheque.

No refunds will be given after four weeks from the commencement date. If extenuating circumstances apply, a refund of the course fee less a \$200 administration fee may be given, after a written report by the learner has been assessed.

*It is the learner's responsibility to complete, sign and return a Withdrawal/Cancellation form. This form is available from Diversitat Training reception.

Fee for Service – Short Courses (Less than 7 weeks)

No refund will be given to learners who withdraw* 7 days (seven) or less before course commencement (or non-attendance) without proof of extenuating circumstances (e.g. medical certificate). If proof of extenuating circumstances is received and approved, up to 80% of the course fee may be refunded.

*It is the learner's responsibility to complete, sign and return a Withdrawal/Cancellation form. This form is available from Diversitat Training reception.

Fee Refunds may take up to 30 days from date of application and will be paid to the learner in the form of a cheque.

Cancellation/Adjustment – Courses only

Diversitat reserves the right to adjust, cancel or postpone classes/courses if necessary. Classes/courses will be cancelled or postponed if insufficient numbers of learners are enrolled. Full refund of fees are payable if classes/courses are cancelled by Diversitat.

Fee Refunds may take up to 30 days from date of application and will be paid to the learner in the form of a cheque.

Government Funded – Workplace based

Invoices are generated at the commencement of the traineeship, and include training costs for each trainee. This invoice is considered applicable unless notified officially (by written notice*) of withdrawal and/or cancellation within the 4 (four) week period from commencement of structured training. If a learner officially withdraws and/or cancels (by written notice*), from a Government funded Traineeship, within the 4 (four) week period from commencement of structured training, all payments less a \$200 administration fee will be refunded or invoice amended. This refund is subject to the return of all training resources in good condition to Diversitat Training.

Fee Refunds may take up to 30 days from date of application and will be paid to the learner in the form of a cheque. No refunds will be given after 4 (four) weeks from the commencement of structured training.

*It is the learners' and Employers' responsibility to complete, sign and return a Withdrawal/Cancellation form. This form is available from Diversitat Training reception.

Fee for Service – Workplace based

Invoices are generated at the commencement of the traineeship, and include training costs for each trainee. This invoice is considered applicable unless notified officially (by written notice*) of withdrawal and/or cancellation within the 4 (four) week period from commencement of structured training. If a learner officially withdraws and/or cancels (by written notice*) within the four (4) week period from commencement of structured training, all payments less a \$200 administration fee will be refunded.

Fee Refunds may take up to 30 days from date of application and will be paid to the learner in the form of a cheque. No refunds will be given after four (4) weeks from the commencement of structured training.

*It is the learner and Employers' responsibility to complete, sign and return a Withdrawal/Cancellation form. This form is available from Diversitat Training reception.

Recognition Of Prior Learning (RPL)

What is Recognition of Prior Learning? (RPL)

RPL is the acknowledgment of your current skills and knowledge. Through our RPL process, Diversitat Training recognises what you have already learnt from:

- Other courses
- Life experience
- Work experience
- Workplace training.

RPL considers all of your prior learning and measures this against the requirements of your chosen Diversitat Training course. You may not have to repeat those parts of the course where your understanding is assessed to meet the current learning requirements.

Recognition can only be granted for a whole Module/Unit of competency (subject). To obtain recognition you must satisfy the course requirements for the entire Module/Unit, not just parts of it.

The RPL application process takes time. You need to allow sufficient time to collect evidence in support of your application as RPL must take place prior to the commencement of your course.

What does it cost?

The cost can vary depending on your enrolment so please enquire with your Enrolment Administration Officer.

Fees for RPL will be charged per unit based on the amount per scheduled hour.

Credit Transfer

In accordance with the VET QF requirement of Mutual Recognition, Diversitat will recognise Qualifications and Statements of Attainment issued by other RTOs from all states and territories in Australia. Where a person provides evidence of successfully completing a Unit that is identical to a Unit currently included in a course or traineeship, the Learner will not have to repeat that Unit again.

The Learner must present a certified copy of the Certificate/Statement of Attainment and transcript, clearly indicating Course and Units undertaken and results obtained otherwise full fee will be charged.

Applications for credit transfer must take place prior to the commencement of the course 2 weeks from enrolment.

A Credit Transfer Application is available upon request. Please contact the Program Manager for more information.

What does it cost?

There is no fee for Credit Transfer.



Entrance Requirements

All nationally accredited training programs have varying entrance requirements and these are outlined in 'Course Information Sheets'. All candidates are required to undertake a Pre-Enrolment Information Session and interview, as well as a Language, Literacy and Numeracy assessment to ensure that you meet the selection criteria of the program. A Police Record Check and/or a Working With Children Check may also be required.

Access & Equity

Diversitat Training is an organisation that is firmly committed to achieving best practice in the provision of education and training. Diversitat Training acknowledges that this commitment is dependent on non-discriminatory access to services and comparable training outcomes by all groups in society. By providing accessible and equitable training services all community members will be able to develop knowledge and skills to enhance work and life opportunities.

Course Structure & Assessment

Diversitat Training offers a range of full-time courses, as well as part-time courses and traineeships so you can continue to work while you study. Course delivery may include a classroom component, an off-campus study component and may also include a work placement component. Assessment is based on competency, which is the ability to demonstrate specific skills and will involve a combination of assessment methods. These assessments can include a combination of written assignments, discussion, interviews, workplace projects and practical demonstrations.

Induction

Diversitat Training staff will ensure that all learners who enrol in a training program are provided with a comprehensive induction session tailored to workplace or classroom-based learning.

During your induction, you will be taken through the Learner's Handbook. For classroom-based learning inductions, you will also be given information about housekeeping issues such as WH&S, course breaks, parking etc. You will also be guided through the outline of your course and your timetable.

Class Size

To provide you with an optimum learning experience Diversitat Training adheres to a strict guideline of minimum and maximum learner numbers for each course. Courses will only proceed if the number of enrolments is sufficient. Alternatively, if a course is full, you will be placed on a waiting list and informed when the next course runs or if a place becomes available.

Language & Literacy

Diversitat Training staff will work with you to identify the appropriate learning supports/adaptations that you may need to successfully undertake the training program. We will make every attempt (within the parameters of our Access and Equity Policy and resources) to modify/adapt our Learning and Assessment Strategies to meet the differing needs of learners who experience language/literacy/numeracy barriers, cultural and/or linguistic differences and challenges relating to disability.

Work Placement

Most Diversitat Training accredited courses require you to complete a work placement. The placement forms part of your course and must be completed for you to finish your course. Work placements provide an ideal opportunity to put into practice the skills you have learnt during your time in the classroom. Diversitat Training will assist you in organising a work placement. You will be asked for your preferences regarding time and location, but there is no guarantee you will be able to get your first preference. You will be given a Work Placement Handbook which will contain placement information and assessment tasks to be completed while you are on placement.

Qualification

If you successfully complete accredited training you will be issued with an appropriate Qualification (Certificate) and/or Statement of Attainment under the specific requirements set by Australian Skills Quality Authority (ASQA).

Certificate

A learner who has successfully completed all of the required units of competency or modules (as specified in the Training Package qualification or accredited course) is entitled to receive the following certification documentation:

- A Qualification, and
- Transcript of unit/modules

The record of results may be provided in addition to the qualification, or printed on the back of the qualification.

A Statement Of Attainment

A Statement Of Attainment will be issued if a learner successfully completes one or more Units of Competency or Modules or an accredited short course, but does not meet the requirements for a qualification (as specified in the Training Package). The Statement of Attainment will list all of the Units of Competency or Modules achieved. A record of results may also be issued.

Health & Safety

Diversitat Training has a responsibility to ensure that our training and assessment services are conducted in a safe and healthy environment and we're committed to resolving any issues that impact on meeting this responsibility. We take the support and welfare of our learners very seriously and have a designated Student Welfare Support Officer. If you feel you have additional support needs or welfare concerns relating to your training which are not being met by your trainer or your workplace supervisor, please speak to the Student Welfare Support Officer.

Attendance

To achieve successful outcomes for your training program, please attend every class/training session. We understand this is not always possible due to sickness, family issues and/or casual employment. If you are unable to attend a class/training session, please contact the Diversitat Training office to advise us of your non-attendance for that day. If you are going to be absent for an extended period, please discuss this with your Trainer.

Privacy Policy

Victoria's Information Privacy Act (2000) stipulates that organisations who hold identifying personal information must follow a set of 'Information Privacy Principles'. Information disclosed to Diversitat Training, its employees and agents will be treated confidentially. Our Privacy Policy provides information about the collection and use of personal information. All information is stored in a secure storage system and is destroyed after the mandated period set by government departments.

If you would like access to your own personal records, please speak to an Administration Officer.

Further Information

For further information, forms or to enrol in a course at Diversitat Training, please enquire by phone on (03) 5224 2329, email training@diversitat.org.au, or visit us in person.



www.diversitat.org.au/training

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