



Australian Institute *of*
Technology Transfer



Student **HANDBOOK**



V12 2026

We hope that your training will be enjoyable and productive. Please let us know if you experience any difficulties during your course, so that we can take action to assist you. Our aim is for you to achieve high levels of competency, and we will assist you flexibly and fairly to achieve your goals.

Please read this Handbook and the Course Information for your course carefully.

If you have any questions after reading this Handbook and the Course Information provided to you, please consult your trainer contact AITT directly.

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This handbook contains the Code of Practice and Privacy Policy.

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1. Code of Practice

1.1 Educational Standards

Australian Institute of Technology Transfer (AITT) has a Code of Practice to guarantee quality service and good practice in all areas of its training services. Good practice applies to the way we market our services, operate our business, manage our finances, and administer our training programs.

AITT delivers training and assessment in accordance with the Standards for Registered Training Organisations (RTOs) 2025, ensuring quality, compliance, student support and other client services. AITT has policies and management practices to maintain high professional standards in the marketing and delivery of our services, and which safeguard the interests and welfare of clients.

AITT maintains a learning environment that supports the success of students. We have the capacity to deliver courses on our Scope of Delivery, provide adequate facilities and use appropriate methods and materials. AITT ensures that the following are the minimum elements of our Code of Practice:

- Sanction
- Legislative Requirements Quality Management Focus
- Language, Literacy and Numeracy Support
- Marketing and Advertising Access and Equity
- Training and Assessment Standards Admissions/Enrolment

- Fees and Charges
- Possible Vocational Pathways Refund Policy
- Complaint Policy
- External Complaint Procedure Discipline Policy
- Appeal Policy
- Recognised Prior Learning [RPL] and Credit Transfer
- Assessment Criteria Issue of Certification
- Student Services, Welfare and Guidance
- Privacy Policy Guarantee
- Digital Support

1.2 Sanction

AITT recognises that registration as a Registered Training Organisation may be withdrawn if it does not honour the obligations of the Code of Practice.

1.3 Quality Management Focus

AITT is committed to providing a quality service with a focus on a continuous improvement. AITT values feedback from students, tutors, and industry representatives. Where possible, AITT designs diagnostic assessment instruments specific to student needs.

1.4 Marketing and Advertising

AITT will market our training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. The

information provided to clients will have no false or misleading comparisons with other providers or courses. AITT's marketing strategies will not contravene legislation.

1.5 Guarantee

AITT will honour all guarantees outlined in our Code of Practice.

2. Admissions/Enrolment

2.1 Client Selection and Recruitment

AITT selects and recruits students in a fair, ethical and responsible manner and complies with all relevant equal opportunity and anti-discrimination laws. Students are admitted based on their ability to meet the entry requirements and their capacity to benefit from the training.

Some programs may have prerequisites. These may relate to:

- Health and safety requirements
- Language, literacy, numeracy and digital literacy (LLND) needs
- Specific skills or knowledge required for the course

A qualified AITT assessor will review each student's existing skills, experience and qualifications to determine suitability for the program. Where training is arranged through an employer, AITT may also require approval from the workplace supervisor.

Participation in AITT training and assessment is dependent on payment of the required fees in accordance with AITT's Fee and Refund Policy.

2.2 Unique Student Identifier (USI)

A verified Unique Student Identifier (USI) is mandatory for all students undertaking nationally recognised training and must be provided and validated before any AQF certification can be issued. A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this:

3AW88YH9U5

A USI account will contain all of a student's nationally recognised training records and results. A student's results will typically be available the following year after completion. Students can access transcripts through USI after completing the qualification. When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life. Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

2.2.1 Who needs a USI?

Students who need a USI include:

- students who are enrolling in nationally recognised training for the first time;
- school students completing nationally recognised training; and
- students continuing with nationally recognised training

A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will

continue studying after 1 January 2015. Once a student creates their USI they will be able to:

- give their USI to each training organisation they study with;
- view and update their details in their USI account;
- give their training organisation permission to view and/or update their USI account;
- give their training organisation access to view their transcript;
- control access to their transcript; and
- view online and download their training records and results in the form of a transcript

2.2.2 How to get a USI

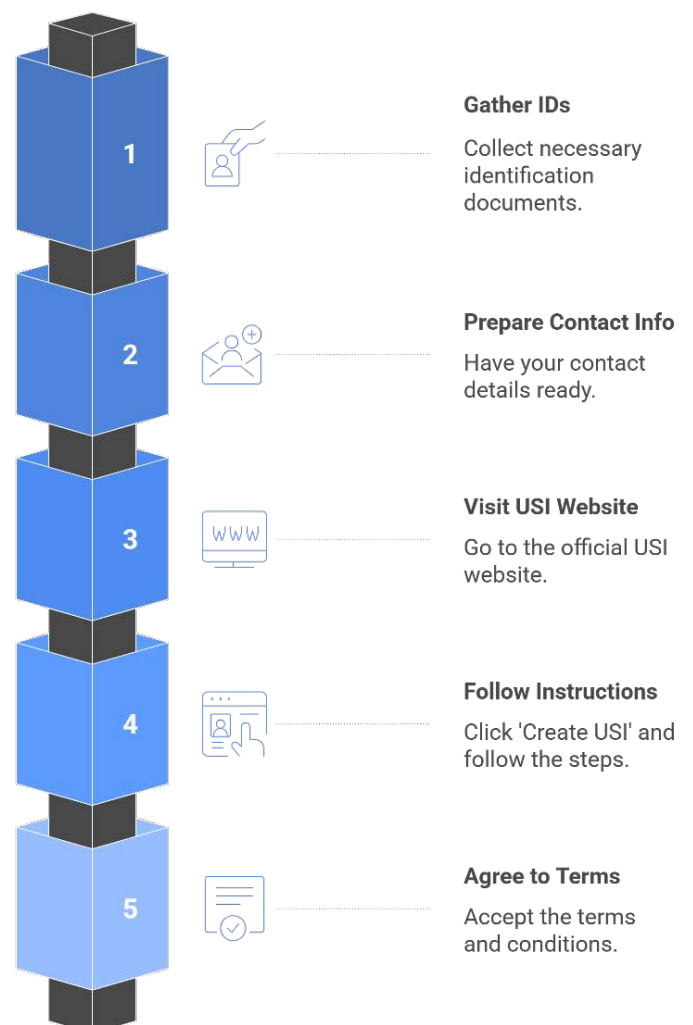
AITT may apply for a USI on your behalf. This can be done during the enrolment process by ticking the appropriate box on the enrolment form. Otherwise, it is free and easy for you as a student to create your own USI online. Have at least one and preferably two forms of ID ready from the list below:

- Australian Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Centrelink Concession Card

- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard
- Aviation and Maritime Security Identification Cards

IMPORTANT! To make sure all a student's training records are kept together, the USI will be linked to the student's name as it appears on the form of ID used to create the USI. The personal details entered when a student creates a USI must match exactly with those on their form of

Steps to Create a USI



ID. If a student has no proof of ID from the list above, they will be required to contact their training organisation about other forms of ID they can accept to help a student get a USI.

For more information visit: www.usi.gov.au ; email: usi@industry.gov.au ; or phone: National Training Complaints Hotline – 13 38 73

2.3 Enrolment Procedure

Students receive clear information on entry requirements, assessment, delivery mode, support services, fees, and resources before enrolment.

Where a course requires work placement, students will be informed of mandatory checks, hours, supervision and assessment requirements before enrolment.

Depending on qualification, a pre-enrolment assessment may be completed to ascertain student eligibility of a course. Certain courses will require a pre-enrolment assessment to be completed to ascertain eligibility.

Once eligible, an enrolment form and payment may be completed on the premises or online. A completed enrolment form is to advise all details necessary to register a student. All questions should be answered and the student's signature should appear under the certification section.

AITT's Student Management System, aXcelerate, generates an internal student number for all students enrolled. The information collected during enrolment is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes. The information provided by students and assessment outcomes are reported to the relevant state department and National Centre for Vocational Education Research (NCVER) through timely AVETMISS data submissions. AITT ensures AVETMISS data

collection is accurate, secure and maintained in accordance with NCVER and privacy requirements.

Enrolment forms are processed manually by Administration staff to confirm that all required information has been obtained from the student.

The enrolling officer opens a confidential student record file. The student is advised that this is a confidential file and will only be accessed by the student personally or the trainers connected with their course. If the fees are received in full then the enrolment form and the funds are processed and receipted. If the fees received are a deposit only, then the arrangements for the payment of the balance are made before proceeding.

Receipts of payment and confirmation of enrolment are forwarded to the student. The original receipted confirmed enrolment form is filed in numerical sequence. The receipt number, date of receipt, total receipt and any further payment arrangements made with the student are noted on the enrolment form.

The student is recommended to read through this document prior to enrolment and is advised about graduate certification procedures, assessment procedures, complaint and appeal procedures, facilities and equipment and student support services.

2.4 Induction/Orientation

By the first day of the course at the latest, students are to receive induction and/or orientation appropriate to their course, and which ensures they:

- understand the information contained in the Student Handbook and Course Booklet;
- understand the Rules and Regulations;

- are familiar with facilities and resources;
- have identified the key training, administration and support people;
- have necessary course materials; and know their timetables;
- know where to access more information

3. Course Information, Content and Vocational Outcomes

3.1 Course/Program Information

Details of the training program, pathways into and through nationally recognised training, fees, content, assessment methods and certification will be explained to students either before or during a training course enquiry or registration. Students may ask questions directly to training or assessing staff, or may call and discuss questions with AITT office staff who are there to assist with your training program enquiries.

Students receive the following information prior to enrolment:

- client selection, enrolment and induction/orientation procedures;
- course information, including content and vocational outcomes;
- competencies to be achieved by students;
- certification to be issued to the student on completion or partial completion of the course;
- assessment procedures;
- arrangements for the recognition of prior learning;
- facilities and equipment;
- fees and charges, including refund policy and exemptions (where applicable);
- provision for language, literacy and numeracy assessment;
- client support, including any external support for clients;
- flexible learning and assessment procedures;
- welfare and guidance services;
- complaints and appeals procedures;
- disciplinary procedures;
- any other information specific to their course

AITT publishes specific Course Information Guides for each qualification or course. These contain:

- Entry Requirements
- Units of Competency
- Assessment Requirements
- Delivery mode and duration
- Vocational outcomes
- Work placement requirements (if applicable)
- Resources or technology learners must have
- Fees and payment options

- Pathways and further study options
- Support services

Course/program information, content, assessment requirements, and vocational outcomes are supplied within the Learning Management System (Canvas by Instructure) for each course. Consult trainer or course adviser for more information.

3.2 Vocational Outcomes

Upon successful completion of their studies with AITT, a record of the graduate's attained skills and competencies is maintained for future vocational reference. Graduates may choose to progress to related qualifications or higher-level study in line with the Australian Qualifications Framework (AQF) pathways.

AITT provides clear and realistic information about training and vocational outcomes; however, employment outcomes are not guaranteed.

Participants intending to use their completed studies for purposes such as entry into tertiary education, alternative entry pathways, or contribution towards secondary school completion must seek advice from the relevant state or territory education authority or their school VET coordinator or teacher. AITT does not guarantee that completion of its courses will contribute to secondary school completion or meet entry requirements for higher education.

Table 1.1 State and Territory Secondary Education Authorities

State / Territory	Senior Secondary Certificate	Curriculum / Assessment Authority
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Western Australia (WA)	Western Australian Certificate of Education (WACE)	School Curriculum and Standards Authority (SCSA)
South Australia (SA)	South Australian Certificate of Education (SACE)	SACE Board - South Australian Certificate of Education Board
New South Wales (NSW)	Higher School Certificate (HSC)	NSW Education Standards Authority (NESA)
Victoria (VIC)	Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL)	Victorian Curriculum and Assessment Authority (VCAA)
Australian Capital Territory (ACT)	ACT Senior Secondary Certificate	ACT Board of Senior Secondary Studies (BSSS)
Northern Territory (NT)	Northern Territory Certificate of Education and Training (NTCET)	Northern Territory Board of Studies (NTBoS)

Queensland (QLD)	Queensland Certificate of Education (QCE)	Queensland Curriculum and Assessment Authority (QCAA)
Tasmania (TAS)	Tasmanian Certificate of Education (TCE)	Tasmanian Assessment, Standards and Certification (TASC)

4. Course Fees, Charges and Refund Policy

4.1 Scope and Procedures

AITT endeavours to ensure clients and students are made aware of its Fees, Charges and Refund Policy prior to enrolment.

The policy applies to fees, charges and refunds applicable to the provision of training for fee for service (self-funded) students and students undertaking training under Government and employer funded programs. Students engaged in training which is funded by the Government programs, will be made aware of the funding and its eligibility criteria, student standard fee and concession fee, and if applicable any additional fees such as administration charges, resource or material costs.

4.2 Administration and Resource Charges

These may include, but are not limited to, an administration charge, enrolment fee, booking fee, learning resources essential for the course, textbooks, photocopying, re-issuing of receipts,

change of enrolment, additional copies or re-issue of qualifications and statements of attainment.

4.3 Course Fee Payments

Self-funded students

Where the total course fee exceeds \$1,500, AITT will accept no more than \$1,500 in a single payment.

Where course fees exceed \$500, self-funded students may opt to pay course fees in instalments called “payment plans”. All payment plans are interest free and do not incur additional charges. Payment plans are direct debit agreements and will be charged to a bank account, credit card or debit card. A minimum \$500 deposit is required upon enrolment to be eligible for a payment plan. Students may opt for:

- 6 monthly payments; or
- 12 monthly payments; or
- A custom payment plan approved by the CEO or Manager.

Students may request to change their payment plans at any time. All requests must be made in writing. Outcome of requests will be provided within 5 business days.

Course fees must be paid in full before a student will be awarded their certificate or qualification. For government funded courses where a student is required to pay a portion of the course fee, that student fees must be paid in full by the student upon enrolment.

4.3.1 Business to Business

AITT will typically issue invoices to B2B clients. Payment terms are strictly 21 business days. Where AITT may incur expenses prior to delivery

of services, AITT will request a purchase order be raised. Course fees must be received in full before students will be awarded their certificate or qualification. All other student rights and conditions apply.

4.3.2 Administration and resource charges

AITT discloses all charges, including additional resources, licensing, third-party, or placement-related costs, in writing before enrolment to comply with Australian Consumer Law and to align with the Standards for RTOs 2025. These may include, but are not limited to, an administration charge, enrolment fee, booking fee, learning resources essential for the course, text books, photocopying, re-issuing of receipts, change of enrolment, additional copies or re-issue of qualifications and statements of attainment.

4.4 Course Deferment or Cancellation

AITT reserves the right at all times to defer or cancel a course, change course start dates, change units of competency in a course, or change course programs at any time and without notice.

Where AITT cancels a course prior to its commencement date, monies paid to AITT will be refunded within 10 working days. Where a course start date is being deferred, and the new date is unacceptable to the student, monies paid to AITT will be refunded within 10 working days of notice of the rescheduling.

Where a course has been cancelled and assessment has occurred, a partial refund will be offered and a Statement of Attainment issued for units completed. This will be assessed on a case-by-case basis.

4.5 Student Withdrawal or Cancellation

4.5.1 Self-Funded and Privately Funded Training

The following rules apply where students opt to withdraw or cancel from a course:

1. Self-paced / online / blended learning
 - a. A 10-business day cooling off period applies. A full refund will be granted for all cancellations or withdrawals in this timeframe.
 - b. An 80% refund will be granted where no work is submitted within 30 days of enrolment.
 - c. No refunds will be granted for withdrawals/cancellations after 30 days.
2. Face to face learning
 - a. A 10-business day cooling off period applies. A full refund will be granted for all cancellations or withdrawals in this timeframe EXCEPT where a student attends a workshop or classroom activity.
 - b. An 80% refund will be granted where no work is submitted within 30 days of enrolment.
 - c. No refunds will be granted in all other cases.

4.5.2 Government Funded Training

The following rules apply where students opt to withdraw or cancel from a course that is being funded or subsidised by the Government;

- If a student withdraws or cancels enrolment before a course confirmation letter is issued to student, AITT will refund to the student all fees paid by the student.

- If a student withdraws or cancels enrolment after a course confirmation letter is issued to student, AITT will refund to the student all fees paid by the student less an administration and cancellation charge of 50% of the prescribed fee payable by the student.
- If cancellation is made after commencement of program, no refund will be granted.
- Commencement in all cases is effective from the date of confirmation of enrolment.

4.5.3 Third party arrangements including auspice arrangements

Where a student withdraws from or cancels enrolment in a course delivered under a third-party or auspice arrangement, refund arrangements are governed by the relevant agreement. Students should refer to the applicable contract or contact the third-party organisation (for example, the School or Organisation) directly for information regarding fees and refunds.

4.6 Notification and Refunds

Student withdrawals/cancellations must be made in writing to AITT stating reasons and where appropriate to provide supporting documents. AITT will confirm in writing receipt of the notification within 10 working days.

Where an enrolment form has been processed, a student will be required to complete a withdrawal form.

Refund conditions must be fair, transparent, and not misleading. Students receive written refund rights during enrolment. All refunds

must be approved by the CEO or Manager before payment is made.

AITT may require that any refunded funds are returned to the original payee for security and verification purposes. Where a refund is requested to be made to a different person or entity, AITT reserves the right to seek written clarification and verification prior to processing the refund.

4.7 Replacement of Testamur

Students will be charged a fee of \$75+GST if they request a re-print of their testamur. This fee is to cover the administration costs of updating the certificate register, ensuring the previous testamur is cancelled and for cost of materials and postage.

4.8 Complaints/Disputes

Any complaints or disputes regarding refunds are to be referred to the CEO in accordance with AITT's Complaints and Appeal Policy.

5. Language, Literacy and Numeracy Assessment and Support

AITT provides support for Language, Literacy, Numeracy and Digital Literacy (LLND) as required under the Standards for RTOs 2025.

AITT uses a range of assessment tools to support entry and support decisions. These may include standardised assessments aligned to the Australian Core Skills Framework (ACSF), such as Australian Council for Educational Research (ACER) assessments, as well as internal assessment methods. Internal assessments may include interviews and/or the completion of exercises relevant to the proposed training program.

6. Student Support

6.1 Student Services, Welfare and Guidance

AITT uses quality management practices to ensure effective student services. Operational standards ensure timely issuance of training assessments, results and qualifications, appropriate to competence achieved and issued in accordance with National guidelines. All student results and documentation is recorded, kept confidential and securely archived. Records are kept in safe custody, with access restricted to authorised staff. Students can access their files by request, with 14 days' notice in writing. All relevant organisational documents carry a version number and date. Records of updated version numbers are kept on file.

AITT provides student welfare, digital literacy, and guidance services relevant to its training products. Where necessary, students requiring literacy and/or numeracy support are referred to AITT's network of relevant qualified experts.

AITT focuses on student monitoring progress and support services where a student may need assistance regarding their training.

Any fees incurred are the responsibility of the student. AITT informs students of all fees and charges prior to enrolment. Students are advised of course content, outcomes, and assessment procedures before training commences.

AITT's quality focus includes access and equity, recognition of prior learning, fair and equitable refund policy, complaint and appeal policy and procedure. For any matter outside of AITT's expertise or control, AITT will make every attempt to refer the student to the relevant agency or expert.

6.2 Procedure for Student Support/Counselling

AITT is at all times concerned with the welfare of our students. Staff will counsel students as appropriate and/or refer them to qualified counsellors, such as *Relationships Australia*. The staff are required to respond to and attempt to alleviate any signs of distress or discomfort by students, and to actively render appropriate assistance.

7. Flexible Learning and Assessment

7.1 Training and Assessment Standards

AITT's staff have appropriate qualifications and experience to deliver the training and assessment offered. Assessment follows the Principles of Assessment and Rules of Evidence including Recognition of Prior Learning and Credit Transfer. AITT is committed to ethical and professional assessment practices, ensuring fairness, validity, reliability, and consistency in line with the Standards for RTOs and accepted professional assessment practices.

Assessment methods, conditions, timelines, and resources are provided to students before assessment.

Sufficient training materials and physical resources are utilised to achieve the learning outcomes of the training product. Appeals procedures are in place for students who are not satisfied with assessment or training. All assessment processes are valid, reliable, flexible and fair. Students are advised of assessment requirements before training commences.

7.2 Flexible Learning

AITT provides students with learning flexibility by taking their personal situations into consideration so as (a) to maximise learning outcomes, and (b) to optimise access to learning activities. Any flexible arrangements must adhere to the course assessment standards and requirements at all times. Students should initially discuss possible flexible arrangements with their trainer. If the desired change is feasible, authorisation should then be obtained from the Senior Manager.

7.3 Assessment

The assessment policy and procedures for each course are detailed within the Learning Management System. AITT applies the principles of validity, reliability, fairness and flexibility in all assessments. The objective of assessment is for the student to show that they have achieved the unit's competencies. Students may be assessed by one or more of the following methods:

- Observation – the completion of a specified task or set of procedures, normally performed under close supervision, using a detailed checklist.
- Oral questioning – a response is provided to a series of questions presented in order to demonstrate understanding of principles or reasoning behind the action taken.
- Case study – an opportunity to display problem solving and decision making skills is provided in a simulated context.
- Multiple choice – a question or incomplete statement followed by several options [usually 4 – 5] from which the student selects the appropriate answer/s.

- Written short answer – a written response item consisting of a question/s with answers of a single word, a few words, a sentence, or a paragraph.
- Project – an exercise or investigation based on a real life situation, generally requiring a significant part of the work being carried out without supervision, and involving the completion of a project report.
- Or any other method outlined in the course information.

Students will be advised of the assessment methodology before training commences.

7.4 Marking, Feedback and Resubmissions

AITT endeavours to provide assessment marking and feedback on a regular basis. Depending on the course and delivery mode, feedback is typically provided on a weekly or fortnightly cycle. Students may discuss alternative feedback schedules with their trainer, where appropriate.

You will be notified through Canvas if changes or improvements are required. It is important that you stay up to date with your assessments

If an assessment is unsuccessful after two attempts, your trainer may contact you to discuss.

8. Complaints and Appeals

8.1 Complaints

AITT has systems in place to protect students and staff from:

- Bullying;
- victimisation

- racial vilification;
- discrimination on any grounds;
- harassment;
- unfair treatment or unprofessional behaviour; and
- unfair assessment decisions or processes

In the event of a complaint students should:

- try to resolve the problem with the person concerned;
- seek the assistance of their trainer;
- consult the Senior Manager;
- seek arbitration by a third party acceptable to all parties to the complaint

If the complaint is still unresolved, AITT will advise students of external organisations to which they can appeal.

8.2 Appeals

AITT seeks to prevent appeals by ensuring students are satisfied with their training. Personnel are expected to be fair, courteous and helpful in all dealings with students.

Any complaint about any assessment will be treated seriously, investigated thoroughly, and dealt with according to the merit of the complaint. The circumstances and results of any appeal are analysed by the appropriate personnel and appropriate improvements are made to prevent recurrence of the problem. Appeals must be made within 21 days of receipt of assessment. All records of any appeals are

kept on file and are treated with the utmost confidentiality in a fair and equitable process.

8.2.1 Appeal Procedure:

- Notify trainer in writing (for example, via email) within 21 days.
- Trainer and/or Senior Manager provide a written statement of outcome within a further 21 days.
- Seek reassessment or arbitration by a 3rd party/panel acceptable to all parties to the appeal.
- If the appeal is still unresolved, the student will be notified in writing within 14 days and advised of external organisations, e.g. Consumer Affairs or relevant Government Departments that may be able to assist.
- Students may also seek legal redress through the usual court processes if they feel unsatisfied.

9. Disciplinary Procedures

9.1 Discipline Policy

Students at all times must maintain appropriate behaviour and follow AITT rules. Penalties for breaches of rules or unsuitable or disruptive behaviour will be imposed depending on the nature and severity of the breach.

In the case of minor breaches, a warning will be given, and penalties imposed for subsequent breaches. In the case of major or repeated breaches, penalties may be imposed immediately, and the student may be requested to leave the course. All disciplinary matters will be handled by the Senior Manager.

9.2 Rules and Regulations

The following apply to all persons, staff and students:

- An individual's property is to be respected and not interfered with without prior consent. Individuals are requested to look after their own possessions. AITT accepts no responsibility for personal property lost or stolen at training sessions.
- No individual has the right to interfere with another's ability to learn through disruption of classes or harassment of any kind.
- No aggressive physical contact or verbal abuse is to occur between any persons.
- Smoking is not permitted inside training facilities.
- Drinking alcohol is not permitted inside training facilities.
- Eating or drinking is not permitted in any space other than the designated areas.
- Clothing and behaviour should be appropriate and not cause offence to anyone.
- Mobile phones are to be turned to silent or switched off during classes and in study areas.

9.3 Student Code of Conduct

9.3.1 Student Conduct

Just as AITT has a responsibility to meet expectations of students, legislation, and regulations, so too, do students have obligations they are expected to meet. It is expected that

students will participate with commitment in their studies, regularly submit assessment items, and behave in a manner that does not contravene workplace health and safety or the principle of respect for others.

AITT views student misconduct seriously. We expect that our students will behave in an honest, respectful manner appropriate for a learning environment, and in a way that will uphold the integrity of the RTO. Consequences of student misconduct vary up to and including expulsion from the course.

Examples of student misconduct include, but are not limited to:

- Academic misconduct including plagiarism and cheating
- Harassment, bullying and/or discrimination
- Falsifying information
- Any behaviour or act that is against the law
- Any behaviour that endangers the health, safety and wellbeing of others
- Intentionally damaging equipment and/or materials belonging to AITT and/or a partner organisation such as a school or workplace

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (warning)
- Suspension or withdrawal from the course
- Student to reimburse the costs incurred by any damage caused

- Cancellation of the course without refund and/or credit
- Matter referred to the police
- Students found guilty of misconduct have a right to lodge an appeal by following our Complaints and Appeals process

9.3.2 Plagiarism and Generative Artificial Intelligence

All work that you submit must be your own. You will have signed a declaration at the start of each assessment that this will be the case.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by AITT. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from

Generative AI tools may be used appropriately for learning support (for example, brainstorming

ideas, checking grammar, or improving clarity). However:

- You must not submit AI-generated content as your own work
- You must not rely solely on AI to complete assessments
- You remain responsible for the accuracy, relevance and originality of all submitted work
- If assessment work is identified as not being your own, you may be:
 - Required to resubmit the task, or
 - Deemed Not Yet Competent in that assessment

If you are unsure whether your use of AI is appropriate, speak with your trainer before submitting your work.

AITT is committed to supporting all individuals enrolled in AITT programs in their lifelong learning journey. In the process of learning we often read work written by others, consider their ideas or even copy processes developed by others. We usually learn by considering what others have learned before us and, when using this learning in a piece of work authored by us we must ensure we give credit to the person whose original thought or work it is.

Plagiarism will not be tolerated at AITT and severe penalties apply. Remember, plagiarism is not only about copying the words of another person, but also the use of ideas or data as well as verbal original thoughts of another person without giving credit to that individual.

While we understand that some student's answers may from time to time come directly

from readings, websites or particular legislation, we can easily identify work that has simply been plagiarised. Furthermore, when you submit your work you are required to sign a cover sheet for each unit clearly stating the following:

"I hereby certify that this is my own work, based on my personal study and/or research. I have acknowledged all material and sources used in the presentation of this assessment whether they are books, articles, reports, lecture notes, or any other kind of document or personal communication. I also certify that this work has not previously been submitted for assessment in any other subject or at any other time in the same subject and that I have not copied in part or whole or otherwise plagiarised the work of other students and/or other persons."

Making such a declaration submitted with plagiarised work is in fact making a false declaration.

AITT's Approach to Plagiarism

AITT supports the development of academic integrity and encourages students to learn from the ideas and work of others while appropriately acknowledging all sources.

Plagiarised work will **not be accepted** and will be deemed **Not Yet Competent (NYC)**. The student will be required to correct and resubmit the assessment. Repeated plagiarism may result in the student being deemed **NYC without further resubmission**, and in more serious cases, removal from the course.

Where plagiarism continues after warnings, AITT may terminate the student's enrolment at the discretion of the CEO. No refunds will apply in cases where a student is removed for academic misconduct.

Academic misconduct

Plagiarism and cheating are serious offences. Students engaging in this behaviour will face disciplinary action.

AITT has a Zero Tolerance Policy for abusive, threatening and challenging behaviours directed against any staff member or other students. Any behaviour that a reasonable person would consider unacceptable or hostile and that creates an intimidating, frightening, threatening, offensive or physically dangerous situation in the workplace or other location will not be tolerated. This may include but not limited to:

- shouting, swearing, threats, name calling, racist comments, sexist remarks, inappropriate gestures and all forms of such unprofessional conduct or, abusive conduct
- physical violence against any person—for example, hitting, kicking, punching, spitting on or throwing objects at a person
- acting in a way that would cause a person to have a reasonable belief that assault was intended
- adopting a physical position or state and/or producing an object that a reasonable person would consider constitutes a serious and imminent threat of physical violence
- oral or written (including email or communication through social media) threats, abuse or harassment, inappropriate touching and stalking of staff members or other students
- damaging, defacing or destroying property intentionally or through inappropriate and aggressive behaviour such as throwing objects or punching and kicking property

- theft of property, illicit drug taking on EST Provider's or AITT premises, use of EST Provider's or AITT equipment and/or property for illegal purposes
- making offensive noises or gestures, inappropriate or suggestive comments, vilification
- threatening suicide; causing injury to oneself
- any other behaviour that is deemed inappropriate.

Without Exception, if a student is displaying any of these behaviours, they will be required to leave the training premises immediately and will be withdrawn from their course.

Such matters will be reported to the Police and the respective stakeholders.

10. Access and Equity

10.1 Access and Equity Principles

AITT supports the needs of individuals and the community through the implementation of access and equity principles to ensure the fair allocation of resources and the right to equality of opportunity without discrimination. AITT increases opportunities for people to participate in the vocational education and training system, and in associated decisions, which affect their lives. AITT supports digital accessibility needs where reasonably practicable.

All training materials, training programs and assessments are written in Plain English. Students may tell the trainer or assessor if they have any special needs including help with reading and writing or understanding what is required from an assessment. If students require

any extra assistance above that offered by a trainer or assessor, students can discuss individual needs with an Administrative Officer or the Chief Executive Officer. An individual's access to the assessment process will not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in the qualification. Reasonable adjustments will be made to ensure equity in assessment for people with disabilities.

Culturally appropriate processes and techniques suited to the language, literacy and numeracy capacity of individuals and the work being performed may be used where necessary.

AITT prohibits discrimination towards any group or individuals in any form, including:

- Gender Identity
- Pregnancy
- Race, colour, nationality, ethnic or ethno-religious background
- Marital status
- Homosexuality (male or female, actual or presumed)
- Age (in relation to compulsory retirement)
- Disability
- Carer responsibilities

10.2 Staff Responsibilities for Access and Equity

AITT applies access and equity principles to all programs and provides timely information and suitable support to assist students to identify and

achieve their desired outcomes. Access and equity issues are considered during training product development, and in training delivery and assessment.

11. Recognition of Prior Learning (RPL)

11.1 Recognition of Other Qualifications / Credit Transfer

AITT recognises Australian Qualification Framework qualifications and Statements of Attainment which are issued by any other Registered Training Organisation where competencies are still up-to-date and industry requirements remain the same as those for which the students holds the certification.

Students should check with a trainer or assessor who will advise of currency and recognition in terms of nationally recognised training arrangements.

Students may be entitled to a credit transfer in the following circumstances:

- Completed units of competency from a relevant National Training Package.
- Approved units of competency from a National Training Product.

11.2 Recognised Prior Learning (RPL)

Students who have completed appropriate training or, who through prior learning and experience, have gained the required skills/competencies stipulated for the modules of the course may be granted credit upon substantiation of that claim. Students may make an application on request. AITT advises all applicants of RPL opportunities and procedures

on enrolment. The performance criteria of the course module sets the RPL benchmarks.

Evidence suitable for a prior learning process may include:

- evidence of current competence;
- performance, demonstration, or skills test;
- workplace or other pertinent observation;
- oral presentation;
- portfolio, logbook, task book, projects or assignments;
- written presentation;
- interview; and/or
- simulations.

There are a number of stages in an RPL claim.

1. Information stage;
2. Initial support and counselling stage;
3. Application stage;
4. Assessment stage;
5. Post-assessment guidance stage; and
6. Certification stage.

A student may appeal an unsuccessful claim. (See Complaints.)

RPL is managed by qualified staff. A student may receive recognition for all competencies required for the course module or recognition of high standing. High standing recognition indicates that some but not all competencies for

the course module have been attained. The benchmarks for RPL are the learning outcomes of the module.

Evidence considered for assessment is the Application Form plus a wide range of supporting evidence. Initial assessments are conducted with students self-assessing against the learning outcomes of the modules. Assessments are evaluated by the Senior Manager or a panel consisting of a course/subject expert and the Senior Manager.

If further evidence is required, then this is negotiated with the student. The process may take any practical form consistent with the assessment criteria for the claimed competencies and the principles of validity, reliability, fairness and flexibility. It may include a further interview, written assignment, workplace assessment or collection of other material. Assessment must be conducted by a qualified assessor.

The RPL applicant is advised promptly of the RPL outcome. If the application is not successful, the reasons are given and unsuccessful applicants are advised of the appeal mechanisms. "Top up" learning options prior to a second assessment will be suggested. "Competent" is recorded on the student's record if recognition is granted.

12. Human and Physical Resources

12.1 Human Resources

AITT is committed to a high standard of training through high quality trainers with:

- a thorough knowledge of their subjects through formal study and practical on-the-job learning;
- extensive experience in industry in their field; and

- appropriate qualifications in training and assessment

Trainers keep current with industry developments through release to industry and participation in industry training programs. In addition, they participate in an ongoing basis in training to enhance their training and assessment skills.

12.2 Physical Resources

Students have access to or provision of necessary facilities/materials/equipment. This may include:

1. Training Room Facilities:

- adequate ventilation, heating/cooling to maintain a temperature at which people can work for sustained periods;
- provision of chairs, designed for use over a sustained period;
- adequate lighting for normal viewing, writing and reading but avoidance of glare, brightness and competing visual stimuli where practical;
- tables that are suitable for writing and which do not cramp students for space;
- clear sight and hearing from all points and to the point of presentation;
- audio visual equipment that is not intrusive;
- strategically placed power points;
- clearly accessible amenities such as toilets and drink stations;
- telephones placed away from training rooms;

- rooms located away from external noise of any kind likely to disturb proceedings; and
 - shape and size of the room(s) and the type of furniture conducive to varied layouts.
2. Reference Materials
 3. Refreshment Facilities

13. Procedure for Issuing Certificates

AITT issues AQF certification within 30 days of the student being assessed as competent, in accordance with Standards for RTOs 2025. If the student completes only one or more modules but not a complete qualification, a Statement of Attainment will be issued. A Statement of Attendance may be issued where appropriate.

Before certification is issued, the Senior Manager verifies that competency has been properly assessed, all tasks completed, all fees paid and all administrative requirements, including USI verification, are met.

Certification

Once all is in order, the Senior Manager issues the relevant certificate. When a student has completed their course and a certificate has been issued, the student's file is archived. A reference is made of the student name, student number and certificate number in the archive filing register.

14. Legislation

AITT identifies and complies with relevant State or Territory laws including Commonwealth or State legislation:

- Work Health and Safety Act 2011
- Privacy Act 1988 (APPs)
- Notifiable Data Breaches Scheme
- Workplace Injury Management and Workers' Compensation Act 1998
- Anti-Discrimination Act 1991
- Disability Discrimination Act 1992
- Equal Employment Opportunity 1987
- Vocational Education, Training and Employment Act 2000
- Health Rights Commission Act 1991
- Fire and Emergency Services Act 1998
- Commission for Children and Young People Act 2000
- Aged Care Act 1997 (including Aged Care Accreditation Standards)
- Home and Community Care Act 1985
- Health (Drugs and Poisons) Regulations 1996
- Education Services for Overseas Students (ESOS) Act 1991
- Occupational licensing requirements

- Relevant local council regulations (e.g. physical access, hours of operation)
- Apprenticeship and studentship requirements where appropriate.
- Health Practitioner Regulation National Law (WA) Act 2010

The various acts are held onsite and are accessible on the internet at <http://www.slp.wa.gov.au/legislation/statutes.nsf/default.html> or at the Australian Legal Information Institute web site: <http://www.austlii.edu.au/>

Staff and students should keep aware of the above requirements through such means as orientation, staff and student meetings, handbooks, bulletins and noticeboards.

15. Privacy Policy

15.1 Privacy Policy Information

Australian Institute of Technology Transfer (AITT) recognises the importance of your privacy and understands your concerns about the security of your personal information. This privacy policy describes generally how we manage your personal information and safeguard your privacy. 'Personal information' is information or an opinion relating to an individual which can be used to identify that individual.

In the course of its business AITT may collect information from Students or potential Students, either electronically or in hard copy format, including information that personally identifies individual users. We may also record various communications that Students or potential Students have with us.

AITT complies with the Privacy Act 1988, including the Australian Privacy Principles (APPs), the Notifiable Data Breaches (NDB) Scheme and the Privacy Regulation 2013 which establishes minimum standards for the private sector in relation to the collection, handling, use, disclosure, management, access, correction and disposal of 'personal information' about natural persons. AITT is also committed to the standards of privacy required of Registered Training Organisations (RTOs) in accordance with National Vocational Education and Training Regulator Act 2011 (National VET Regulator Act).

AITT will only collect personal information by fair and lawful means which is necessary for the functions of the RTO and is committed to ensuring the confidentiality and security of the information provided to us. The personal information supplied by individuals to AITT will only be used to provide information about study opportunities, program administration, academic information and to maintain proper academic records. If an individual chooses not to give AITT certain information, then we may be unable to enrol the individual in a program or supply them with appropriate information.

15.2 Disclosure of personal information

Personal information about Students studying with AITT may be shared with the Australian Commonwealth Government and relevant State Governments (in the case of State Funded Public Training) and other such designated authorities. This information includes personal and contact details, program enrolment details and changes, and any disabilities that the student is required to disclose.

Any person or organisation to whom personal information is disclosed as described in this

procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

AITT shall not disclose Personal Information to an external company or third party. Personal information shall not be sold to anyone and shall not be used for promotions independent of the RTO. Personal information shall be destroyed, if there is no longer any legitimate purpose in retaining such information and that the record retention periods imposed by the state and federal governments have been exceeded.

AITT will not, under any circumstance, disclose an individual's personal information to another person or organisation unless:

- a) the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;
- b) the individual concerned has given written consent to the disclosure;
- c) AITT believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
- d) the disclosure is required or authorised by or under law

15.3 Security of personal information

AITT will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up to date and complete.

AITT will store securely all records containing personal information and take all reasonable

security measures to protect, personal information collected by us from unauthorised access, misuse or disclosure.

Persons using our websites and e-learning sites may do so aware that the sites do not collect information of a personal nature from such visits.

Information submitted digitally to our organization (i.e. electronic data, using an electronic form or application or by sending an email) is collected and used for the purposes that it is provided it. For example, if you request information about a course, the RTO will use the information to process your inquiry. AITT may also use personal information collected as above to provide or offer further services and products and to manage our business relationships.

15.4 Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that AITT holds about them. Requests to access or obtain a copy of personal information must be made in writing and individuals will be required to provide two (2) acceptable forms to prove their identity. There is no charge for an individual to access personal information that AITT holds about them; however, we may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made. Where an individual requests that, a record be amended because it is inaccurate, but the record is found to be accurate, the details of

the request for amendment will be noted on the record.

Written requests for access to or to obtain a copy of personal information held by AITT should be sent to:

Chief Executive Officer

Australian Institute of Technology Transfer
Suite 9, 8 Brodie-Hall Drive
Bentley
Western Australia 6102