



VET STUDENT TRAINING AGREEMENT

Student name:

This document contains our training terms and conditions and your rights and responsibilities as a VET student of **Mount Morgan State High School– RTO # 30409**.

Please ensure you:

- read the following information
- sign this Training Agreement on the last page of this document

Prior to enrolment	
PART 1 • VET Information Evening • Create a USI	Students will receive an invitation to attend sessions to guide them through the creation of their USI. VET Information evenings are run in Term 4 and are recorded and advertised in the Newsletter. Students should aim to attend online sessions or recordings, which cover: • clear information regarding the qualification/accredited course and/or units of competency • delivery methods • course outcomes and pathways • entry requirements, if applicable • assessment information/foundation skills/assessment requirements • fee information and payment terms, if applicable • Student / parent pre-enrolment information
PART 2 • Pre-enrolment activities • VET Student Induction • Access MMSHS's VET Student Handbook	Students will complete the VET Student Induction interactive activities and submit via QLearn. This provides information to trainers and other stakeholders who can provide support on skill levels. Pre-enrolment activities also identify students' digital literacy skills which indicate ability to access online learning material. The VET Student Handbook outlines the processes when studying a VET subject at school and ensures that it is available to students and parents.
PART 3 • VET Student Training Agreement	Completion and submission of the Training Agreement is the final step in this compliance procedure.

General Information	
Guarantee of Service	Mount Morgan State High School management ensures that students receive the services detailed in this agreement. Mount Morgan State High School is committed to completing the training and assessment once students have started study in their chosen qualification/s or course/s from the course start date, and meeting all of their student responsibilities. If this is not possible, for whatever reason, Mount Morgan State High School will endeavour to have training completed by another RTO (additional fees may be incurred). Duration of courses: The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with a Qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment.
Complaint/Appeal Procedure	Mount Morgan State High School has a Complaints and Appeals Procedure. If you wish to lodge a complaint against Mount Morgan State High School, a Complaints Application form is available for this purpose. All complaints/appeals will be heard and decided within 60 working days of the receipt of the complaint/appeal by Mount Morgan State High School.
Refund Policy	In the event that Mount Morgan State High School cancels any course/training program, participants will be entitled to a full refund if fees were applicable, or a transfer of funds to another future course. Where applicable, once participation in a course/unit has commenced no refund is available to learners unless they can provide a medical certificate or show extreme personal hardship, approved by the CEO of Mount Morgan State High School. No refund will be made for materials and resources that are considered to be supplied to and/or used by the student.
Refund procedure	All requests for refund must be submitted in writing by completing a 'Request for a Refund Form'. Requests for refund will normally be considered and processed within a period of 14 working days from receipt of the written request.
Access and Equity	Mount Morgan State High School is firmly committed to achieving best practice in the provision of vocational education and training and acknowledges that this is dependent on non-discriminatory access to services and comparable educational outcomes by all groups in society. Mount Morgan State High School is inclusive of all learners regardless of gender, sexuality, cultural and ethnic background, impairment, language and literacy ability level or any other factor.
Student Support Services	Mount Morgan State High School offers flexible learning methods, particularly for students with special needs. If you have special needs or require assistance or guidance in an area of concern please discuss this with your trainer or Senior Schooling HOD.
Literacy and Numeracy	Where necessary, arrangements will be made for those students requiring literacy and/or numeracy support programs. If you are undertaking training from a training package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered and assessed in the context of an industry area of your liking and choice. If you still feel you need additional language, literacy or numeracy support, please approach your trainer, Senior Schooling HOD or the Principal.

Financial Information	
	- Fees are payable prior to the commencement of training unless a payment plan is organised with the relevant school. - If regular payments are not up to date, Mount Morgan State High School has the right to cancel studies unless an application for extension is made in writing and approved by the CEO. - Certificates and Statements of Attainment will not be printed until course fees have been paid in full. - An administration fee may be charged should a reprint of award, results or academic history be required.
Training and Assessment Information	
Competency based training	Competency based training is performance based and focuses on learners acquiring the knowledge, skills and attitudes to be able to perform specific tasks in the workplace at industry standard. Every opportunity will be provided to learners to achieve competency but should this not be achieved at the first attempt learners will be offered further opportunities.
Flexible learning	VET Cluster Capricornia Schools offer various flexible training options to its learners such as face-to-face, external, on-the-job, off-the- job and a mixture of delivery modes. All materials to complete the training, e.g. workbooks, will be provided at the time of enrolment
Assessment	Mount Morgan State High School uses a variety of assessment methods which may include but is not limited to written tests or tasks, oral questioning, practical demonstration, portfolio of work, role plays and scenarios. Students will be assessed in accordance with the performance criteria and evidence guides for each unit of competency, including oral communication. The pre-enrolment booklet specifically outlines the foundation skills you will be assessed on for individual competencies to demonstrate knowledge and performance evidence. You will be advised by your trainer in advance what assessment method is going to be used and when assessment will take place.
Reasonable adjustment	Mount Morgan State High School will make reasonable adjustments to assessments in line with ASQA guidelines and the relevant training package in order for students to demonstrate competency. Reasonable assessment adjustments will be made provided it does not take away from the intent and integrity of the unit.
Recognition of Prior Learning	RPL is a form of assessment that involves the gathering of evidence of formal and informal learning against the criteria of the unit of competency. RPL is available to all students who must ensure they have sufficient evidence to meet all the criteria to be eligible for this type of assessment. To apply for RPL ask Mount Morgan State High School for an RPL kit. Complete the RPL Application Form and pay the enrolment fee for the application to be assessed if fees are applicable. VET manager will determine if the RPL process can occur for individuals.
Recognition of Qualifications	Mount Morgan State High School recognise qualifications and statements of attainment issued by other RTOs. Where these are being used as recognition of current competency towards a new qualification a Justice of the Peace certified copy will need to be supplied to Mount Morgan State High School.

Work Health and Safety	Mount Morgan State High School is committed to providing a safe and healthy learning environment for its learners in accordance with relevant legislation. Potential risks and hazards should be reported to your trainer or Senior Schooling HOD. Staff and students are also asked not to put themselves in a position of risk or contravene WHS legislative requirements whilst undertaking any training activity at Mount Morgan State High School.
Student rights and responsibilities	
As a student at Mount Morgan State High School you have both rights and responsibilities.	
You have a right to:	• be treated fairly and with respect by other peers and by staff • learn in an environment free from discrimination and harassment • learn in a supportive and safe environment • study a program which meets current industry standards and accreditation requirements • be given information about assessment requirements and assignment due dates at the beginning of your program of study • have your work assessed as promptly as possible and receive feedback about your progress • access the services, facilities and resources and training to support your program of study. • have personal records kept private and made available only to authorised users • have access to learning and student support services • appeal results and access the review process in accordance with Institute principles • adequately prepared training sessions • expect trainers to notify you of their availability for consultation and adhere to these arrangements • workloads which correlate to the duration of the course.
To ensure that all students enjoy the above rights:	
You also have a responsibility:	• to treat other students and staff with respect and fairness • to behave in a non-discriminatory, non-harassing manner to other students and staff • to behave so as not to offend, embarrass or threaten others • to complete all assessment tasks by the due date • to complete all assessments honestly, without any form of cheating or plagiarism • to respect other's copyright and work within copyright law • to follow normal safety procedures e.g. approved clothing, safety equipment and workplace practices • to respect the rights of others by not using mobile phones in classrooms, • not to damage or steal property • not to enter Mount Morgan State High School with any illegal drugs or weapons, or to be under the influence of illegal drugs or alcohol
Disciplinary Procedures	Failure to accept the above responsibilities and/or the rights of others may lead to students being suspended or terminated from training.

VET Data Use Statement

Under the *Data Provision Requirements 2012* and the *National VET Data Policy* (including the *National VET Provider Collection Data Requirements Policy*), Mount Morgan State High School– RTO #30409 – is required to collect and report data compliant with AVETMISS to the National VET Provider Collection for all nationally recognised training.

This data is held by the **National Centre for Vocational Education Research Ltd (NCVER)** and may be used and disclosed for the following purposes:

- Populate authenticated VET transcripts.
- Facilitate research and statistics related to education and training, including data linkage and surveys.
- Pre-populate student enrolment forms.
- Support policy development, workforce planning, and provide consumer information about the VET sector.
- Administer and evaluate VET programs, including regulation and monitoring.

You may be invited to participate in a survey conducted by NCVER, a government department, or an authorised third-party contractor. Participation is voluntary, and you may opt out at the time of contact. NCVER will collect, hold, use, and disclose your personal information in accordance with the *Privacy Act 1988 (Cth)*, the *National VET Data Policy*, and NCVER's published policies and protocols (available at www.ncver.edu.au).

Please sign to verify that you understand these terms and conditions:

School	Mount Morgan State High School		
Tick all enrolled course	☐	Certificate II Conservation and Eco Management	
	☐	Certificate III in Business	
	☐	Certificate III in Community Services	
	☐	Certificate III in Early Childhood Education and Care	
	☐	Certificate II in Retail Services	
	☐	Certificate II in Skills for Work and Vocational Pathways	
	☐	Certificate II in Active Volunteering	
	☐	Certificate II in Hospitality	
	☐	Certificate II in Sampling and Measurement	
	☐	Certificate	
Student Name			
Student Signature		Date	
Parent/Guardian Name			
Parent/Guardian Signature		Date	