



**LEADING
INTEGRAL
TRAINING**

EXCITING EXCELLENT FUTURE 45895

Student Handbook

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Overview

This handbook provides information about Leading Integral Training's policies, procedures and day-to-day operations. Read this handbook in its entirety. If you disagree with or cannot comply with any of the provisions within, you must immediately notify Leading Integral Training in writing stating your concerns.

Furthermore, if you do not understand any of the provisions in this handbook, you should have your career advisor explain them to you.

Welcome to Leading Integral Training

Leading Integral Training is a nationally Registered Training Organisation (RTO) that has its auditing and registration managed by the Australian Skills Quality Authority (ASQA). The training programmes offered by Leading Integral Training to meet the strict guidelines set out by state and federal governments and their training bodies. Leading Integral Training RTO ID 45895 is approved to deliver qualifications and the Australian qualifications framework leading to careers in:

Aged care	Disability	Health support services
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Leading Integral Training inspires, prepares and empower students to succeed in a changing world. This means:

- We inspire students to learn and develop as whole people: intellectually, physically, and emotionally
- We inspire students to continue learning throughout life
- We prepare and empower students to be successful by helping them to develop the knowledge, skills and abilities needed to enter or progress within the workforce and to adapt and thrive in our increasingly diverse and ever-changing world

At Leading Integral Training, we strive to be a national leader in transforming lives through an innovative, rigorous and compassionate approach to education.

This means:

- We continually strive to strengthen and improve the positive impact we have on our students and community: transforming their lives, as well as our own, through our work
- We will become known nationally as an institution that "makes a difference" and offers our students not just jobs but rewarding careers
- We continually strive to innovate - finding new and more effective ways to educate and serve students
- We sustain rigour in our work - holding high standards and expectations for both our students and for ourselves
- We approach our work with compassion- acknowledging the whole person, working with integrity and caring, accepting people where they are and moving them forward without sacrificing standards or expectations, bringing joy, honesty and understanding of our work

The team at Leading Integral Training is driven to uphold the community values of:

- ✓ inspiring learning
- ✓ responding to community needs
- ✓ transforming lives
- ✓ broaden in perspectives
- ✓ pursuing excellence
- ✓ achieving goals
- ✓ celebrating achievement

We trust that you will thrive throughout your Leading Integral Training journey with us.

Leading Integral Training Mission Statement

Code of Practice

Leading Integral Training strives to provide high-quality training and is committed to:

- Maintaining the highest of professional standards in the delivery of training and assessment services
- Safeguarding the interests and welfare of our students
- Providing facilities and learning resources appropriate to the learning and assessment needs of our students
- Continually monitoring and assessing the performance and progress of our staff and students
- Recognising access and equality principles and processes in the delivery of our services
- Continuous improvement of our products and services
- Compliance with all legislation, national standards, guidelines and codes of practice related to the administration of our students
- Providing a high level of duty of care for all our students
- Delivering an enhanced training service to students, leading to caring and learned professionals

Our Team

The team at Leading Integral Training are committed to our students and their learning experience.

Our Trainers are qualified in the subjects they teach and are active industry members.

Executive Group

The Executive group is comprised of the CEO and General Manager. This group provides

Strategic direction and leadership for the business.

General Manager

The General Manager works behind the scenes and ensures the team supplies you with the quality you deserve. The General Manager also ensures ongoing business viability and compliance with all relevant Commonwealth and State legislation, regulations and contracts.

Group Administration Manager

The Group Administration Manager heads up the Administration team and ensures we perform to the highest standards.

Training Manager

The Training Manager oversees the delivery and assessment of all training courses offered at Leading Integral Training and 'trains the trainers'. The Training Manager supports students and works to ensure training activities match the standards set by the relevant industries and regulatory bodies.

Trainers and Assessors

A regular face for our students, Trainers and Assessors are here to guide you through your training.

Administration Team

The Administration team can help you with your questions, comments and queries.

Career Advisors

Your career advisor's manager your enrolment and work to link you with the industry.

Student Participation and Certification

Leading Integral Training will ensure:

- You are made aware before enrolment of all fees that may be applied to you and the circumstances in which they apply
- You receive before enrolment accurate and sufficient information about services and qualifications, including
 - ✓ Course fees
 - ✓ Student support services
 - ✓ Leading Integral Training facilities
 - ✓ Leading Integral Training policies relating to enrolment
 - ✓ Training program durations
 - ✓ National recognition
- You are not required to attend scheduled classes for more than eight (8) hours in any one day
- You are not required to attend scheduled classes outside of 8:00 am to 10:00 pm on any day
- If you attend classes after 6:00 pm and on weekends, facilities are staffed by teaching staff. Students must stay together to maximise student security and safety whilst arriving, studying, and leaving the premises.
- Students will receive a statement of attainment for partial completion of any qualification on withdrawal, cancellation or transfer at no cost (provided you are financial for those units completed)
- Compliance with all requirements of State and National authorities about the information contained in Certificates and Statement of Attainment
- Its conditions of registration issue qualifications
- Your electronic student records are securely stored and protected from loss, damage or unauthorised access for thirty (30) years

Tuition Fees

Leading Integral Training provide all students with an individual Statement of Fees at application. The Statement of Fees includes the following information for students to review and confirm their agreement prior to confirming their enrolment:

- Fees for the proposed course of study including tuition, resources and/or placement fee (if applicable)
- Practical placement arrangements
- The approximate value of the government contribution (if applicable)
- Refund policy

The student fees published on our website are subject to change once we have confirmed individual circumstances at enrolment and reviewed documentation which may include Credit Transfer/RPL application.

For all courses fees, please see the full fees schedule on our website at <https://leadingintegraltraining.com.au>

Additional Fees and Charges

Some services such as assessment re-sits, re-issues of certificates, recognition of prior learning, appeals and course transfers may attract an additional fee. Information regarding additional fees is available from the administration and listed on the Leading Integral Training website

<https://leadingintegraltraining.com.au>

Tuition Assurance

Leading Integral Training will not collect an amount exceeding \$1,500 in advance fees at any one time.

Government funding

Leading Integral Training does not have any contracts with the State or Commonwealth government and cannot provide students with funding.

VET Student Loans

Student loans are only available for Diploma courses or higher. To discuss fee payment options, please speak to a career's advisor.

Enrolment Terms and Conditions

Cooling Off Period

All enrolment agreements are subject to a cooling-off period which expires either ten (10) business days after the date of signing of the agreement or the commencement of the training program nominated in the agreement, whichever comes first. Students are entitled to cancel their enrolment during the cooling-off period.

Cancellations and Refunds

- Students are entitled to a full refund, including deposit if they terminate during the cooling-off period and return all materials in good condition
- Where a student terminates their agreement after the expiry of the cooling-off period and before the date, which is ten (10) days before the commencement of the program, they will be immediately liable for payment of 50% of the program fees and any fees paid by the student over that amount will be refunded

- Where a student terminates their agreement on or after the date, which is ten (10) days before the commencement of the program or after the program commences, they will be liable for 100% of the program fees and not entitled to any refund
- If Leading Integral Training postpones a program, students will be allocated a place in the replacement program at a suitable time and place. If one is not available or suitable, a refund will be paid
- In the event that Leading Integral Training terminates a student's agreement at any time because they have breached the terms of the agreement (e.g. behave unacceptably), they will not be entitled to a refund and will be immediately liable for payment of 100% of the program fees

Withdrawals

Students may terminate their agreement by delivering a written notice to Leading Integral Training

- Within the cooling-off period; or
- If a student cannot attend the program(s) as a result of a permanent sickness or physical incapacity, they are required to provide a medical certificate stating they cannot attend the program(s) because of a permanent sickness or physical incapacity

Students are entitled to defer their agreement after the date, which is then (10) business days before the commencement of the program

Leading Integral Training may terminate or defer a student's agreement at its option by written notice if:

- The student fails to pay the agreed for
- The student behaves unacceptably in the opinion of Leading Integral Training
- The student fails to comply with a reasonable request from Leading Integral Training
- There is a risk to the student's health if they participate in the program(s) in the opinion of Leading Integral Training, in which event the whole of the program fees due by the student will be immediately payable despite any previous payment plan

If Leading Integral Training defers an agreement, a student's right to attend a program is immediately suspended until Leading Integral Training reinstates that right.

Privacy

We respect your privacy; that means that personal information collected as a result of your enrolment will be used by Leading Integral Training for specific purposes only; these being general administration, vocational education and training administration and regulation, as well as planning, reporting, communication, research, evaluation financial administration (including debt recovery) auditing and marketing.

Only authorised Leading Integral Training personnel and other authorised parties (e.g. service providers) will access this information. Your personal information may be disclosed to Australian and State government authorities and agencies to comply with legislation.

If you are under 18 years, your personal information, attendance details, progress and results may be disclosed to your parents/guardians.

No further access to your personal information will be provided without your consent unless authorised or required by law.

When signing the Enrolment form, you acknowledge that there may be a time during your enrolment where images of you are captured photographically, electronically or by other means and that such images will only be captured legally.

You permit such images to be used by Leading Integral Training in any staff training and promotional material they deem necessary.

Such promotional materials may be (but not limited to) printed brochures, television, posters etc. There is no fee for modelling, and you will not seek remuneration.

You acknowledge and give consent unconditionally for your information to be provided to potential employers and industry bodies.

Student Records and Confidentiality

Leading Integral Training keeps complete and accurate records of all students' admission, progress, and graduation, including financial records that reflect payments.

Students' records are kept in confidential files by the Privacy Amendment (Enhancing Privacy Protection) Act 2021. Upon making a written request to the Group Administration Manager, you can view your file.

The CEO ensures the confidentiality of all student records and stores these records free from damage and theft in a place where access is limited to authorised staff members. Active files are kept in a secure, restricted area to ensure confidentiality. We archive static physical files in a secure location for two years. Electronically recorded student records are kept for 30 years to comply with registration requirements. Students wishing to obtain their records may make a formal written request to the CEO.

Records of assessment and outcomes of training and assessment conducted by Leading Integral Training are recorded electronically in a format required by the registering authority.

Change of Contact Details

Please notify a leading Integral Training team member immediately of any changes to your contact details. The Administration team will then have you complete a Change of Personal Details Variation form.

Issuance of Qualifications

Qualifications and Statements of Attainment are issued to students who meet the required outcomes of a qualification or unit of competency, by all appropriate national guidelines, and compliant with the Australian Skills Quality Authority (ASQA) Standard 3.3, which is within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete. Providing all agreed fees, the learner owes to the RTO have been paid.

Student Support and Welfare

Leading Integral Training considers the need of all students in the structure and delivery of its programs.

Each student has a right to:

- Equal access to training and assessment services
- Avenues for complaint and appeal
- A sensitive response to an expression of special needs
- Confidentiality

Counselling

If you struggle with any part of your program or have any personal challenges that may affect your study, you can make time with the General Manager or Training Manager to discuss your issues. We will provide you with additional support to help you with your studies and refer you to an external professional organisation for guidance. All communications will be kept in the strictest of confidence.

Should you need urgent counselling, use the following helpful services:

- Lifeline: 13 11 14 lifeline.org.au available 24 hours per day
- SANE Australia: 1800 187 263 sane.org
- Beyond Blue: 1300 22 4636 beyondblue.org

If you require specialist help outside of these organisations, please refer to our General Manager or Training Manager, who will contact the correct organisation for your current circumstances.

Special Needs

If you have special language, literacy and numeracy, you must alert us to this requirement. Information regarding specialist service options may be provided for you. Leading Integral Training will cooperate with external specialist service providers to ensure successful outcomes. For more information regarding Adult Basic Education (ABE) or English for Speakers of Other Languages (ESOL), contact:

- Reading and writing hotline: 1300 655 506
- Centrelink: 131 021
- OBD college - 03 930173002 - www.brite.org.au
- GO TAFE – 1300 468 233 - www.gotafe.vic.edu.au
- Getting Somewhere - Adult learning. Support of the whole person. Wangaratta, Bradford, Mansfield Yea
- The Centre Wangaratta - 03 572 102 00 – www.thecentre.vic.edu.au
- Ames- Free Migrant English courses- 1300 542 106 – www.ames.net.au

Complaint and Appeals

Leading Integral Training encourages open communication and an environment of trust. A Leading Integral Training student who believes that they have been treated unfairly or has a complaint, grievance, or appeal is instructed to speak to their trainer first. A resolution cannot be reached. They are instructed to discuss the difficulty with the Training Manager or General Manager.

The student is directed to make a formal complaint that is more serious or cannot be resolved through such informal means.

In instances of a formal grievance or complaint, the student should submit their complaint in writing to the CEO. The complaints and appeals form is available on the website or from our administration team. The complainant is invited to include suggestions about how the complaint might be resolved.

An appeal is an application by a student for reconsideration of an unfavorable decision or finding during training and assessment. In these instances, students will be given the opportunity for reassessment. If the student remains not yet competent after reassessment, the student will meet with the Training Manager again to discuss the assessment outcome.

If the student remains unsatisfied, the student will have the option to lodge a formal complaint. Please speak to an administration team member, trainer, or assessor regarding the complaints and appeals processes.

Recognition Pathways

If you have gained knowledge and skills through your work, life experience, training or education, you may be partway through a qualification and not realise it. Even if you have never formally studied or trained in a particular area, you may be able to have your skills officially recognised.

By going through a recognition process, you can gain a formal Statement of Attainment (SOA) for one or more units of competency or gain a real qualification without having to attend/undertake training. The idea of recognition is to accept and reward knowledge and skills that have been achieved in a wide variety of ways. The process is quicker than undertaking training and may be cost-effective. So, recognition could save you time and money.

Recognition of your current skills and knowledge can occur through:

Credit Transfer (CT)	Recognition of prior learning (RPL)
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Credit Transfer (CT)

If you have completed past studies in areas related to your qualification, you may be eligible for a credit transfer. You will need to provide original or certified copies of original documentation of your past study so an assessor can decide whether a credit transfer can be granted. You complete a National Recognition form obtained from our website or a member of our administration team. There is no fee for a CT, and any units credited will be reduced from your overall course fees.

Recognition of Prior Learning (RPL)

Suppose you believe you are already competent in several skills through your work or life experience. In that case, these skills may be eligible for RPL; you can often be credited towards a partial or even a complete vocational qualification. A fee is charged for the RPL process.

As part of the RPL assessment, a qualified assessor will assess your existing skills and knowledge against a range of industry standards. You can demonstrate your competence in various ways, including performing tasks, sharing your stories about how you carry out tasks in the workplace or providing work samples. Depending on your skills, knowledge and experience, you may find you are eligible for a qualification, and you may never need to enter a classroom.

What are the benefits of recognition?

- You will be recognised for what you already know and may complete training in a shorter period
- You do not have to undertake training where you can prove you already have the skills and knowledge to do the job
- You can apply for 100% recognition if you already have the skills and knowledge that you would learn from an entire course
- You can update your existing qualification to ensure that you can obtain formal recognition for your current competence

Please see our complaint and appeals policy.

Quality Assurance

Leading Integral Training has adopted and maintains a quality assurance system for managing and monitoring all education, training operations, reviewing student and staff satisfaction.

The National Centre for Vocational Education Research (NCVER), operated by the federal government, may ask you to complete a survey as part of their data collecting and national statistics about the training sector.

Our Programs

Leading Integral Training offers nationally recognised training in the following fields:

Aged Care	Disability	Health Support	First Aid
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You will find details about the content of these qualifications on the Leading Integral Training website @ <https://leadingintegraltraining.com.au> or through our pre-enrolment flyers available from the administration team.

For a list of qualifications Leading Integral Training has on its scope of registration, visit the TGA website @ <http://www.training.gov.au/organisation>

Our programs may incorporate more than one qualification; please speak to a career advisor for more information.

Our Learning Styles

Our programs are delivered face-to-face and by professional trainers in the classroom, and in a real-life working environment with all necessary equipment. As part of a qualification, you complete practical work placement in an appropriate facility (except for First Aid). We believe learning should be exciting, enjoyable and fun.

A mix of theory and hands-on experiences will help you understand the important fundamentals and apply them practically.

Trainers and Assessors

Our trainers and assessors are experienced and insightful, assisting you in reaching your potential. Many of our trainers and assessors are employed full-time, so you can be sure that knowledgeable, technical people are always on hand for advice. Our Trainers and Assessors possess the relevant qualifications, skills and experience equivalent to or exceeding national industry standards and

requirements, assessing your competency accurately. Our trainers and Assessors continue to work in the industry they teach to stay current with industry standards.

Learning Materials

Our learning materials include learner guides, supplemented with training notes, activities and self-assessment projects. You will receive your training materials during your program induction and throughout your program, and you will be required to bring these to every class.

Program Induction

Before the commencement of your first session, your Trainer will provide you with an induction. Information about the time and date of your induction and the first session will be provided to you as part of your enrolment confirmation. You will receive further information about your program structure, assessment activities, work placement, and our classroom facilities at induction. You will be taken through housekeeping and the emergency evacuation procedure and have all your questions answered.

Attendance

Attendance is an essential part of the program. You are expected to attend all sessions, arrive punctually and stay until the end of each session. If you have a challenge with attendance, please discuss this with your Trainer.

Program Assessment

At the beginning of your course, you will receive information on how you will be assessed throughout your training program. You must let your Trainer know if you have any concerns about the nature or timing of assessments.

You must submit assessment work and attend scheduled assessments at the required times. To obtain your qualification, you must complete all the required assessment tasks and be deemed competent for all units contained in the qualification by your Trainer/Assessor.

Assessment Process

Assessment is the process carried out by Trainers/Assessors of collecting evidence and making judgments as to how well you have achieved the intended learning and performance outcomes. Assessment is a key component of the teaching and learning environment, and it is how progress or competency (achievement) in a unit of competency is evaluated.

The training team will use formative assessment practices to prepare you for your final assessment activities as you progress through your program.

This may include:

- ✓ Oral questioning
- ✓ Multiple choice questioning
- ✓ Case studies
- ✓ Observation of practical skills
- ✓ Projects
- ✓ Role-plays

Evidence plays a crucial role in determining the outcome of an assessment. It provides proof that a student has acquired through the learning process the skills and knowledge as defined in relevant units of competency necessary to maintain employment in the relevant vocational industry.

The standard of the evidence supplies through a student's completion of assessment tasks, as assessed by the training team, will ultimately determine whether they are '*Competent*' or '*Not Yet Competent*'.

Evidence to support an assessment must be valid, sufficient, authentic and current. The Training team will consider these points when reviewing your assessments. You are required to keep a copy (Electronic or hard) of all items you submit for assessment, in case they are misplaced or lost, unless the format of the assessment item preclude a copy from being made and stored.

Once you have submitted an assessment task, the Training team will review it and form a judgment on the assessment task. They will check that the assessment material provided by you meets the rules for supplying evidence.

They are:

Valid	The evidence supplied answers the questions posed by the assessment tool, underpinned by the related competency standard.
Sufficient	The evidence supplied is consistent with guidance provided to the student within the assessment tool on the style and amount of evidence needed to demonstrate competence in a particular unit.
Authentic	<p>The evidence supplied is the students' work, and a declaration is signed by then confirming this (Cheating and plagiarism will not be tolerated).</p> <p>Where evidence is supplied as part of an application for recognition of prior learning (RPL), it may be necessary for an RPL assessor to contact the third parties listed within the RPL application to verify authenticity and validation of the evidence provided.</p>
Current	The evidence supplies must be relevant and current to "today's standard "as specified in the relevant unit of competency.

Upon judgment, you will be awarded a 'Satisfactory' or 'Not Satisfactory' result for the assessment task (the Training team will mark your work either S or NS). An NS result is obtained, a re-sit/re-submission will be arranged with the student.

The Training team will provide you with sufficient feedback promptly. Such feedback may be provided as follows:

- Verbal feedback during face-to-face meetings, discussions, on conclusion of practical assessment
- Written feedback on completion of written assignments, knowledge checks, assessment records, marking sheets, correspondence

Once you have completed all assessment tasks for a unit of competency to a satisfactory standard, you will be deemed 'Competent' by the Training Team for the unit (where one or more tasks are 'Not Satisfactory', you will be deemed 'Not Yet Competent').

The results are explained as follows:

Competent (C) the student has achieved all the learning and performance outcomes specified by the unit of competence is assessed.

Not Yet Competent (NYC), the student has not achieved all the learning and performance outcomes specified by the unit of competence assessed.

Remember that if the Training team requires you to re-do any assessment tasks, you will be provided with sufficient feedback promptly about your performance and allowed sufficient time to attempt the task again.

You may be required to re-sit lessons or study further if you have attempted the same assessment more than three times. Your Trainer will discuss with you how this will be achieved if necessary.

Students have six months **for AQF level 4** and below to reattempt any assessment tasks required. After such time a student may be required to recommence the program (this may incur additional costs).

Cheating/Plagiarism

Cheating is defined as any behaviour whatsoever by students about any item of assessment that may defeat the purpose of the assessment. A student shall not cheat, attempt to cheat or incite or assist another student in cheating in any assessment item. Using the work of others without acknowledgment (plagiarising) infringes Leading Integral Training rules, breaks criminal law and incurs liabilities at civil law.

Using another's work in an assessment item will be treated as cheating. The following actions, without proper attribution (quoting and referencing), will attract stringent penalties:

- Copy the work of another student
- Directly copy any part of another person's work
- Summaries another person's work
- Use or develop an idea or thesis derived from another person's work
- Use experimental results or data obtained or gathered by another person

All the above, if properly attributed to the original author, are permissible within the varying contexts and purposes of particular assessment items and the use of appropriate quoting and referencing procedures.

Students are expected to exhibit honesty and ethical behaviour in undertaking the assessment requirements of their program. Academic penalties will apply where cheating/plagiarism is identified.

Penalties include:

No marks for that assessment item	Repetition of the assessment item	Oral examination	Failure of assessment	Exclusion from the program
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Procedures for dealing with Cheating/Plagiarism

Allegations regarding cheating/plagiarism should be referred to the General Manager or Training Manager, who will investigate the matter. In all cases, the student will be advised in writing and allowed to show cause within fourteen (14) days why a penalty should not be applied.

Program Evaluation

To continually improve the program content and delivery, we request that you complete an evaluation questionnaire at various times in your training.

Student Code of Conduct

During your time at Leading Integral Training, we expect students to behave in a manner that promotes the wellbeing of themselves and others.

The student code of conduct applies to all students enrolled in any course offered by Leading Integral Training and formalises behaviour expectations of students undertaking Leading Integral Training studies.

This code cannot encompass all possible situations.

Where direction is required beyond the provisions of the code, advice must be sought from an appropriate staff member.

Guidelines

All students have the right to:

- Be treated fairly and with respect by Leading Integral Training staff and other students and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- Learn in a supportive and stimulating environment that promotes the pursuit of their goals
- Have access to counselling if desired or required
- Privacy concerning records that contain personal information, subject to statutory requirements
- Be given information about assessment procedures at the beginning of the program and progressive results as they occur
- Complain without fear of retaliation or victimisation
- Have principles of Natural Justice applied during any investigation process concerning a breach of the Student Code of Conduct
- The right to work and study in a safe, clean, smoke-free, orderly and cooperative environment
- The right to express and share ideas and to ask questions

Policy

Student Responsibilities

All students have a responsibility to:

1. Treat other students and Leading Integral Training staff with respect and fairness
2. Follow any reasonable direction from a member of staff
3. Supply accurate personal and other information to Leading Integral Training according to deadlines in place
4. Refrain from indecent or abusive language
5. Refrain from eating or drinking in classrooms and other learning areas (water in a sealed bottle permitted)
6. Behave responsibly by not littering, harassing fellow students, damaging, stealing, modifying or misusing Leading Integral Training or students' property
7. Respect all Leading Integral Training property and facilities, including the classroom, kitchen, change room, clinic resources, and respect the rights of others to use the facilities
8. Behave responsibly by not possessing or being under the influence of drugs and alcohol
9. Refrain from using mobile phones or any other electronic devices that may disrupt a class
10. Attend scheduled classes and work placements punctually and correct dress as outlined in the work-placement guide
11. Complete all assessment tasks honestly and not engage in plagiarism, collusion or cheating
12. Engage in their learning process and manage their course progression, including contacting Leading Integral Training to follow-up outstanding assessments
13. Follow Leading Integral Training's safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by Leading Integral Training staff
14. Not to behave in a way that would offend, embarrass, or threaten others
15. Comply with all lawful regulations, rules or procedures of Leading Integral Training that pertain to them
16. Pay all fees levied by Leading Integral Training within the required time frames
17. Attend all meetings called by Leading Integral Training to discuss course progress
18. Meet or carry out all activities agreed with Leading Integral Training about maintaining course progress
19. Professionally conduct themselves whilst undertaking professional work placement and respect the confidentiality of the client or commercial information made available to them whilst on placement
20. Provide honest, constructive feedback to Leading Integral Training and its staff on the quality of teaching and service
21. Respect to opinions of others and engage in rational debate in areas of disagreement

Breach of Conduct

A student breach of conduct occurs when a student behaves in a manner described below:

- Assaults, attempts to assault or threatens a person on Leading Integral Training premises
- Acts contrary to Equal Opportunity practices of Leading Integral Training, which is committed to the prevention and elimination of discrimination on the grounds of:

Age	Physical features	Gender
Marital status	Religious belief or activity	Lawful sexual activity
Race	Industrial activity	Pregnancy
Impairment	Political belief or activity	Status as a parent or carer

- Disobeys or disregards any lawful direction by a staff member of Leading Integral Training
- Acts dishonestly or unfairly in connection with a test, assignment or other means of the assessment conducted by Leading Integral Training
- Engages in any conduct or activity prejudicial to the management and good governance of the classroom/site
- Deliberately obstructs or attempts to deter any employee of Leading Integral Training in the performance of their duties
- Willfully damages or wrongfully deals with any Leading Integral Training property
- Attends Leading Integral Training whilst under the influence of alcohol or affected by drugs or possesses, uses, or traffics drugs of addiction or drug of dependence within the meaning of the Crimes Act 1958 or the Drugs Poisons and Controlled Substances Act 1981 or any Act in substitution thereof
- Carries or uses items such as a firearm, knives, syringes etc., as a weapon
- Fails by or within the agreed required date or period to pay any fee or charge payable to Leading Integral Training
- Fails to comply with workplace health and safety regulation or willfully places another person in a position of risk or danger
- Fails to attend scheduled classes and work placement consistently and regularly on time and inappropriate dress
- Behaves in a way that impacts on class learning or the performance of a Trainers duties
- Constantly interrupts class time through the use or presence of mobile phones or other electronic devices
- Uses abusive language
- Fails to attend meetings called to discuss course progress
- Fails to carry out actions or engage in activities agreed with Leading Integral Training to maintain course progress
- Fails to notify Leading Integral Training of a withdrawal from enrolment formally

Workplace Health and Safety (WHS)

We encourage safe working practices as an integral part of our operations. We comply with relevant legislation, namely the **Work Health and Safety Act 2011**. Should an incident happen while you are at Leading Integral Training, all involved parties must complete an Incident Report Form at the time of the incident. Forms can be obtained from a Trainer, Administration or on our website.

All Leading Integral Training Trainers are certified to administer first aid. If you have any questions regarding safety and the prevention of accidents, including the use of equipment, please do not hesitate to speak to your Trainer.

WHS Policy

Leading Integral Training is committed to effectively managing workplace health, safety and welfare, which ranks equally with all other operational and administrative considerations. This policy is a statement of the commitment of our management and workers to health and safety in this workplace. It aims to reduce or remove the risks to the health and safety of all workers, contractors and visitors that may be affected by our business operations. We adopt a planned and systematic approach to the management of WHS and will provide the resources for its successful implementation.

Policy Objectives

The objectives of this policy are to ensure:

- All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled according to the hierarchy of control
- Measures to control hazards and risks to health and safety are regularly monitored and evaluated
- All members of the Leading Integral Training community will be provided with clear information that outlines their responsibilities especially relating to the duty of care

Responsibilities for Leading Integral Training students include:

- Following the policies and procedures of Leading Integral Training and the reasonable instructions of trainers about WHS
- Ensure their health and safety and that of others in the workplace/learning environment
- Report any incident or hazards in the classroom and at work to their trainer/supervisor immediately
- Use any equipment provided to protect their health and safety whilst engaged in training or work experience
- Abide by their duty of care concerning health and safety whilst engaged in Leading Integral Training learning or business, including compliance with Leading Integral Training Student Code of Conduct and with all persons, they relate to

Compliance with Legislation

Leading Integral Training complies with relevant government laws including but not limited to Commonwealth-State legislation such as:

- Commonwealth – www.aph.gov.au or www.comlaw.gov.au
- Copyright Act 1968
- Disability Discrimination Act 1992
- Disability Discrimination Amendment (Education Standards) Act 2005
- National Vocational Education and Training Regulator Amendment (Annual Registration Charge) Act 2017
- Equal Opportunity Act 2010 (Vic) and Racial and Religious Tolerance Act 2001(Vic)
- The Working with Children Act 2005 (Vic)
- The Privacy Act 1988 (Cth) and National Privacy Principles
- Workplace Health and Safety Act 2011(Vic)

- Work, Health and Safety Regulation 2011(Vic)
- Public Records Act 1973 (Vic)
- Safe Work Australia Act 2008
- Commonwealth Taxation and Superannuation Legislation
- Fair work Act 2009 and Fair work Regulations 2009
- Community Services Act 1970 (Vic) Health Records Act 2001(Vic)
- Anti-Money Laundering and Counter-Terrorism Act 2006
- Corporations Act 2001 and associated legislation
- Competition and Consumer Act 2010
- Competition Policy Reform (Victoria) Act 1995
- Health Professions Registration Act 2005 (Vic)
- Health Services Act 1988 (Vic)
- Mental Health Act 1986 (Vic)
- Guardianship and Administration Act 1986 (Vic)
- Drugs, Poisons and Controlled Substances Act 1981 (Vic)
- Food Act 1984 (Vic)
- Liquor Control Reform Act 1998 (Vic)
- Age Discrimination Act 2004
- The Victorian Equal Opportunity Act 2010
- Education and Training Reform Act 2006
- Freedom of Information Act 1982 (Vic)
- Student Identifiers Act 2014
- Australian Privacy Principles (APP) – Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012

All staff and learners at leading Integral Training must also meet the following regulatory requirements:

- ASQA (Australian Skills Quality Authority)
- VET Quality Framework (VQF)
- The Australian Qualifications Framework (AQF requirements)

Other applicable legislation and regulations as relevant. In addition, staff and learners at Leading Integral Training must meet various particular legislative requirements mentioned in the training packages and legislation register.