

2021

Student Handbook

Heed Education

Registered Training Organisation #45064

www.heededucation.com.au | info@heededucation.com.au

Heed Education Pty Ltd. | ABN: 21 617 613 984 | P: 0422 964 333

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Welcome to Heed Education

Thank you for choosing Heed Education as your preferred Registered Training Organisation (RTO).

Heed Education is formed with a clear vision of not just selling a qualification to an entity but to impart an individual with the right skills and knowledge that can be put to use in the industry and will help realise dreams. My journey started as an international student in Australia in 2007. After completing my double post grad qualification in Professional Accounting and Business Administration I was fortunate to secure an accounting job with a reputed firm on the Gold Coast. But soon after starting the job I realised that what I learnt was a lot of knowledge in my Postgrad qualification, but I was not skilled as an accountant or to analyse business information. Hence the spark to set up an educational institute that will not only provide knowledge but will also impart skills to work in the industry. Since then I have been working as an academic with Southern Cross University and TAFE at Gold Coast, Australia.

As an Accounting and Business academic in Australia since 2009 I have met hundreds of students who are not able to find a job even after holding a Degree in the relevant field. On the other hand, numerous conversations with business owners the truth of the matter for preferring an experienced and skilled employee over a graduate is that we have expectation gap between our qualification and industry. Mostly the businesses do not have the time and resources to train a fresh graduate hence the preference of an experienced worker.

My sincere effort at Heed Education is to not only make sure you are qualified with a document that states you have completed a qualification but are also job ready and an employer prefers to have a Heed Education graduate on board.

Trust your learning experience to be rewarding and fruitful and look forward to your feedback.

Best wishes

Monica Nagpal

Chief Executive Officer

E: monica@heededucation.com.au



TABLE OF CONTENTS

1. Introduction	1
2. Course Information	1
Course duration	1
Resource requirements	2
Textbook requirements	2
Computer/Digital Skills	2
3. Enrolment	3
Induction and Preliminary Assessments	3
Language Literacy Numeracy (LLN)	3
Training plan	3
Student support	4
Training evaluation	4
Unique Student identifier (USI)	4
4. Fees and charges	4
Course fees	5
Payment Options	5
Fee Protection for our students	5
Additional fees and charges	6
Failure to make payments on time	8
Suspending study due to illness or hardship	8
5. Assessment	8
Submitting assessments	9
Submission assessment time:	9
Qualification Issuance	10
Previous study and Skills Recognition	10
6. Rights and responsibilities	11
Academic misconduct	12
Student Rights	13
Student Responsibilities	13
Changes in personal information or situation	13
Equal Opportunity Policy	14
Complaints and Appeals Policy and Procedure	14
Privacy Policy	16

Work Health and Safety 19

1. INTRODUCTION

Heed Education is a quality education provider, registered with Australian Skills Quality Authority (ASQA) with provider number#45064.

Our courses are delivered online and in classroom environment by industry qualified educators who have significant accounting and business experience.

As a Registered Training Organisation (RTO), Heed Education delivers nationally recognised qualification in the following areas:

- Certificate III in Business Administration – BSB30415
- Certificate IV in Accounting and Bookkeeping – FNS40217
- Diploma of Accounting – FNS50217
- Diploma of Business – BSB50215
- BAS Agent Skills Set – FNSSS00004
- Accounting Principles Skill Set – FNSSS00014
- Advanced Accounting Principles Skill Set - FNSSS00015
- Tax Agents Skill Set – FNSSS00008

Heed Education ensures that its educators meet the national standards for delivery and assessment of the courses offered.

Our courses are designed to meet the needs and demands of the industry, employers and we aim to provide a quality learning experience for our students.

2. COURSE INFORMATION

Information for each of our courses is available to students via our [website](#). Students are encouraged to access this information before enrolment and are welcome to get in touch with our course representative with request for further information via phone or email if required. Website includes information on:

- Course details including course overview, recognition, assessment methods;
- Entry requirements with age and pre-requisites (if applicable);
- Curriculum – units under each course;
- Fees and resource requirements;
- Location of training (if applicable);
- Qualification to be issued upon successful completion.

COURSE DURATION

Students are required to complete their course within the following maximum timeframes:

Table 1 - Course duration

Course Name	Maximum time allowed to complete the course
Certificate III in Business Administration – BSB30415	12 months
Certificate IV in Accounting and Bookkeeping – FNS40217	12 months
Diploma of Accounting – FNS50217	24 months
Diploma of Business – BSB50215	12 months
BAS Agent Skills Set – FNSSS00004	06 months
Accounting Principles Skill Set – FNSSS00014	12 months
Advanced Accounting Principles Skill Set - FNSSS00015	12 months
Commercial law fot Tax Agents Skill Set – FNSSS00005	12 months
Tax Agents Skill Set – FNSSS00008	06 months

Please refer to Fees and Charges section below for course extension and upgrade requests and fees.

RESOURCE REQUIREMENTS

1. To complete an **online self-paced** course (distance learning environment), student will require the following resources:
 - A functional computer/laptop (Windows or Mac**) with currently supported version of Windows or Mac Operating System
 - Computer/laptop installed Microsoft office 2010 or above
 - In-built speaker & microphone or external headsets
 - Internet
 - Smart phone
2. To complete a **classroom-based course** (blended learning environment), student is required to bring (bring your own device) the following resources to the classroom as Heed Education does not provide electronic device:
 - A functional laptop (Windows or Mac**) with currently supported version of Windows or Mac Operating System
 - Laptop installed with Microsoft office 2010 or above
 - In-built speaker & microphone or external headsets
 - Smart phone
 - Any required cables or chargers
 - Backup device (USB/External hard drive)

**Mac users: For MYOB related units, students will need to install and use 'Parallels' or similar software i.e. an emulator installed to allow the Mac to run Windows programs as data files are supplied in Windows format.

TEXTBOOK REQUIREMENTS

Textbooks are required to be purchased from the nominated suppliers to complete a course with Heed Education. The total cost will vary depending on following factors:

- Personalised training plans and unit allocation as some of the units do not require a textbook purchase.
- Choice of e-text or textbook (hard copy).

Average cost per textbook is \$35. Textbook purchase information (discount codes, supplier detail etc.) is provided at the time of enrolment.

Students are provided access to the learning support material, assessment and any supporting documents with supplementary information via online learning platform upon enrolment.

COMPUTER/DIGITAL SKILLS

A significant portion of the course is completed through online learning hence students are expected to have the following computer/digital skills:

- File Management: create and manage computer files (Microsoft Office, PDF documents, audio, video files etc.) including how to find, download, copy, rename, recover, print, scan and organize your files;

- Use of internet and email (including selecting and using web browsers, and using email);
- Use of cloud storage solutions (For e.g. Dropbox, OneDrive, Google Drive).

Please note Heed Education staff are not able to provide technical support regarding system setting and essential computer management and maintenance tasks.

3. ENROLMENT

At the time of enrolment, students will be requested to fill an online enrolment form prior to commencing the course. Upon enrolment students will receive a welcome email, a short video demonstrating how to access course information and login details to the student portal.

INDUCTION AND PRELIMINARY ASSESSMENTS

Before the commencement of the course, all students will be required to complete preliminary assessments which include Language, Literacy and Numeracy (LLN) Test (explained in next section below) and a Work Health and Safety Assessment. There is also a requirement for an oral communication test in a role-play conversation between yourself and others. These tests will be completed online using Heed Education's student portal. Further details with complete written instructions and videos on how to proceed with preliminary assessments will be provided at the time of enrolment.

LANGUAGE LITERACY NUMERACY (LLN)

As part of the initial course assessment to review student's readiness for study, Heed Education is required to check if a student requires any additional support before or during the course of their study by undertaking LLN online test at the time of enrolment.

Please note it is a requirement that LLN assessment be undertaken before any of the course units may be attempted.

Students requiring LLN assistance or support should speak with their trainer or assessor. Where consistent with the course requirements, students with concern about having insufficient LLN skills to complete the course may be provided with reasonable adjustment of course material and assessment strategies to assist in meeting qualification requirements through other methods. Please note a reasonable adjustment may result in an additional expense to the student and not Heed Education.

ENGLISH AS A SECOND LANGUAGE (ESL)

Students identified with SSL needs can be guided to take specialist support services to enable them to improve their English language.

A guide to literacy and numeracy can be downloaded from following website: <https://www.australia.gov.au/information-and-services/education-and-training/literacy-and-numeracy>

TRAINING PLAN

Students are allocated a personalised training plan at the time of enrolment to assist with completion of studies in line with course duration, which will include suggested unit assessment submission dates. Please note the training plan is only a suggested plan and it's not mandatory to follow the timelines as per personalised training plan. However, following a suggested

training plan ensures timely completion of the course in line with the course start and finish dates.

STUDENT SUPPORT

Heed Education has an excellent student support system in place to assist with a smooth transition during the study period. Students are provided support through the following means:

- Email
- Assessor/administration support phone call
- Weekly live online sessions
- Student online discussion forums

TRAINING EVALUATION

Each student is requested to complete an online survey upon completion of their course. This survey assists Vocational Education & Training (VET) Regulatory Bodies and Heed Education to evaluate its quality of training and any opportunities for improvement.

UNIQUE STUDENT IDENTIFIER (USI)

A Unique Student Identifier (USI) is required by all students undertaking nationally recognised training. It allows students to link to a secure online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, and it will show student achievements from 1 January 2015 onwards.

As an RTO, Heed Education cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment.

If you do not have a USI, please visit <https://www.usi.gov.au/students/create-your-usi> for more information, and instructions on how to apply.

As a USI account holder you can use your USI to access your national training record online in the form of a USI Transcript.

The transcript will show your successfully completed nationally recognised training from 2015 onwards in the one record. You will also be able to access your USI account to download or print your USI Transcript and/or share it electronically with registered training providers if you wish.

4. FEES AND CHARGES

Heed Education is committed to a transparent disclosure of course fee and charges to all students (potential and current) and/or approved third party(s) responsible (e.g. employer).

All course fees can be accessed via relevant course page on Heed Education's website. Course fees are subject to change and are revised from time to time. For most up to date course cost please refer to the relevant course page on Heed Education's website. Students seeking to enrol in a course with Heed Education are advised to read and understand the fees, charges and refund terms printed in Student Handbook before enrolling with Heed Education.

Heed Education has fair and equitable policies that are adhered to in relation to course fees, refunds and flexible payment options.

At the time of enrolment, each student is provided with the following information:

- The total amount of course fees including administration fees, learning materials cost and any other additional charges;
- Payment terms, outlining the timing and amount of fees to be paid and any non-refundable charges and administration fees;
- Any fees and charges (if applicable) for additional services pertaining to the course;
- Refund terms and conditions.

Heed Education's CEO is responsible for overseeing the implementation of Fees and Refund Policy.

COURSE FEES

Unless and otherwise specified, Heed Education's course fee includes the cost of all compulsory training and assessment. This includes access to:

- online platform;
- online webinars;
- recorded/live online tutorials (if any);
- student edition of MYOB/Xero accounting software (required for certain unit of competencies during the course);
- assessment tools;
- unit study guides; and
- learner guides (if any).

Learning materials (e-texts or paper back copy of textbooks) are not included as part of course fee, unless stated otherwise for certain units. Cost pertaining to learning material requirement for each qualification is published on Heed Education's website.

Student shall be provided with supplier/publisher details regarding purchase of learning materials at the time of enrolment.

PAYMENT OPTIONS

The payment of the course fee can be made to Heed Education through one of the following options:

Option 1

- Direct deposit via Electronic Funds Transfer (EFT)
- Credit/Debit card (Visa or Master)¹

Option 2

- Payment plan via direct debit

Fees to be paid by the agreed due date as per invoice issued at the time of enrolment.

FEE PROTECTION FOR OUR STUDENTS

Heed Education encourages applicants to utilise the Payment Plan Options. A Payment Plan Option is available to all students. If a student opts for Payment Plan, they are issued with an

¹ An additional 3% surcharge on credit/debit card payment is applicable.

invoice at the time of enrolment that details payment amounts with dues dates and agreed payment option. Please note a deposit is required at the time of enrolment for all our courses with payment plan option and the course fee could be higher with payment plan option. All course fees and payment plans can be accessed via relevant course page on Heed Education's website.

Following course commencement, if the course requires payment of additional fees in advance the total amount required to be paid, which is attributable to training and assessment yet to be delivered, will not exceed \$1500.

ADDITIONAL FEES AND CHARGES

Other fees and/or charges that may be relevant to your enrolment, study and issuance of the qualification may include:

Table 1 – Additional fees and charges

Additional fees and charges for the following items:	Charges
Recognition of Prior Learning (RPL) Pre-course assessment fees. Please note this is a non-refundable fee and is payable upon application.	Certificate IV level course - \$500 Diploma level course -\$500
Re-issue a Qualification Testamur or Statement of Attainment transcript. Where a Qualification Testamur or Statement of Attainment transcript has been lost or damaged by the student, a re-issuance fees will need to be paid prior to the document being issued.	\$50
Late submission and re-submission of assessments outside of the specified timeframe. In case where assessments have not been submitted within the specified timeframe without an approved extension, a late assessment submission fee of \$50 per unit will apply for late submission of assessments. Similarly, if a student re-submits an assessment previously marked 'Not Yet Satisfactory' (NYS) outside of the requested timeframe, a \$50 fee may be applied to re-assess each submission.	\$50 each late submission/re-submission
Formal extension to the Nationally Recognised qualifications (course) If student is unable to complete their course during the specified timeframes, student must submit a written extension request via email. Please note a three-month extension is available at no extra charge. If student is unable to complete their course after the first extension, a course extension fee of \$50 per incomplete unit will apply for next 6 months. Fees to extend the course duration is payable upon application for extension.	First 3-month extension – No charges* Subsequent 3-month extension - \$50 per incomplete unit up to a maximum of total 6 months extensions. *Only available for Nationally Recognised qualifications.
Formal extension for unaccredited courses (such as Xero and MYOB short courses) If a student is unable to complete their short course during the specified timeframes, student must submit a written extension request via email. Fees to extend the course duration is payable upon application for extension.	Extension for short courses \$30 per month up to a maximum of 3 months.
Extension to the Xero Accounting Software student edition access If student is unable to complete their course during the specified timeframes and requires additional access to Xero Accounting Software as part of their course, an additional fee of \$25 per month applies.	\$25 per month up to a maximum of 6 months
Exam Supervision Fee The Tax Practitioner Board (TPB) approved units require a supervised an exam assessment. The students have the option to nominate their own supervisor (in accordance with the requirements set out in Supervisor Nomination Form) for a date and time suitable to them. In case a student is not able to find their own exam supervisor, Heed Education can arrange online Exam Supervision via Zoom or Skype for a supervision fee per exam.	\$75 per exam supervision
Course Upgrade Fees If the allowed timeframe to complete the course has passed and your enrolled course is superseded (course updated by the VET regulator). Transfer of Credit (ToC) might be available for some of the completed units. Any additional units will be charged on a pro-rata basis of the updated course fee.	\$300 excluding additional units.
Late payment fee charge If a student opts for payment plan option at the time of enrolment and the payment of any instalment is not received as per the dates set in the payment plan, a late payment fee will be charged and access to the course will be disabled until the all the balance payment for the invoice is received. This would mean the payment plan option will be forfeited.	\$5 per day late fee.

<p>Printed copy of learning materials Heed Education provides digital copy for certain learning material (this excludes any textbooks that a student is required to purchase) at no extra cost via its online learning platform but where a printed copy of the learning material is requested, this will incur a fee that needs to be paid prior to the learning material is mailed.</p>	\$100 per unit material + postage charges
<p>Re-issuing of learning materials Where the learning material issued by Heed Education has been lost or damaged by the student, a re-issuance fees will need to be paid prior to the learning materials being issued.</p>	\$100 per unit material + postage charges

FEES ASSOCIATED WITH WITHDRAWAL, CANCELLATION AND REFUNDS:

- All full fee-paying students have a 7-day evaluation period from the time of enrolment. Please note no refund is possible once the allowed 7-day evaluation period has been completed. Heed Education considers course enrolment date as the date course fees is received. See table 2 below for details.
- Course fee refunds are available to students who advise Heed Education in writing the following information via Refund Application Form and are as per notification requirements listed in Table 2 below.
- Students will be advised of the course withdrawal and refund outcomes within 10 working days from the receipt of Refund Application Form.

Table 2 - Course withdrawals, cancellations and refunds

Action	Refund Outcome
Student withdraws from the course after course commencement	No refund
Student withdraws from the course after access to online learning platform issued	No refund
Student withdraws from the course more than 7-days prior to the agreed start date without access to online learning platform issued	Full refund
Student withdraws from the course less than 7-days prior to the agreed start date without access to online learning platform issued	Full refund after deducting \$500 administration fee
Student abandons the course without notice	No refund and full course fee payable by the student.
Course cancelled by Heed Education	Full refund
Recognition of Prior Learning (RPL) fees	No refund
Student withdrawn by Heed Education CEO due to inappropriate student behaviour	No refund
<p>Suspending study due to illness or hardship Heed Education may consider a pro rata refund of fees and charges at any time during the delivery of their course if a student withdraws for reasons of hardship beyond their personal control for instance:</p> <ul style="list-style-type: none"> ● <i>Serious illness</i> ● <i>Injury or disability that prevents the student from completing the course/qualification</i> ● <i>Other exceptional reasons at the discretion of the CEO.</i> <p>Please note that a documentary evidence to support the claims of illness or hardship will be required at the time of application.</p>	Pro-rata basis after deducting \$500 administration fees

All refund requests should be made in writing using a Refund Application Form (found on [Heed Education's website](#)) and addressed to Chief Executive Officer:

Via email to: info@heededucation.com.au

Or via post to:

The CEO
Heed Education Pty Ltd

20 Jandakot Court,
Elanora, QLD, 4221

All requests for refund will be assessed by Heed Education's CEO and the student will be advised of the outcome in writing within ten (10) business days.

Any refund of amounts owed to the student will be paid within ten (10) business days following a decision being made.

Please note that the fee paid to Heed Education is not transferable to another person or institution. The refund will only be processed back to the original account that funded the deposit/payment of course with Heed Education unless Heed Education Pty Ltd receives written direction to refund to another account by the original account holder

FAILURE TO MAKE PAYMENTS ON TIME

If fee payments are not made as agreed at the time of enrolment, Heed Education may find it necessary to suspend training until the balance payment is received with any late payment charges where applicable. Failure to meet payment obligations may result in the outstanding debt being handed over to a Registered Debt Collector Agency.

Any fees associated with Registered Debt Collector Agency service will be added to a student's total outstanding amount for recovery.

Heed Education will not issue a qualification to a student where fees have not been paid in full.

If you are experiencing any issues meeting your course fee payment arrangements and agreements, please contact Heed Education as soon as practicable to discuss options.

SUSPENDING STUDY DUE TO ILLNESS OR HARDSHIP

Heed Education may consider a pro rata refund of fees at any time during the delivery of their course if a Student withdraws for reasons of hardship beyond their personal control for instance:

- Serious illness resulting in unable to continue their study;
- Injury or disability that prevents the student from completing the course/qualification;
- Other exceptional reasons at the discretion of the CEO.

Please note that a documentary evidence to support the claims of illness and/or hardship will be required.

5. ASSESSMENT

Australian VET system is competency based where students are assessed on the occupational skills standards which are set out in the units of competency within training packages and accredited courses. Students assessments are conducted to assess students' ability (demonstration of competency) against the pre-determined set of criteria for the Unit of Competency. This means assessment is conducted to assess whether a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements, rather than a fail, competency-based assessment means the student is marked as 'Not Yet Competent'/'Unsatisfactory', and more training is required to get to the point of being 'Competent'/'Satisfactory'. Assessors will look for evidence against which to base their judgements of competency.

Heed Education maintains a Training and Assessment Strategy for each of the qualifications delivered that outlines the required approaches for the conduct of assessment to meet the mandatory Standards for Registered Training Organisations 2015 and the Qualification outcomes.

The ways to demonstrate to our qualified assessors that you can perform to the required standard is to be classed as Satisfactory (S) in your individual unit assessment tasks, resulting in a Competent (C) unit outcome where all assessment tasks in a specific unit are deemed Satisfactory.

Assessment tasks include, and are often a combination of the following, but are not limited to the following:

- Multiple choice question and answers;
- Written responses to theory questions;
- Exam;
- Report writing;
- Solving case studies;
- Role plays with audio/video recordings;
- Project tasks;
- Third party reports;
- Portfolio of evidence.

SUBMITTING ASSESSMENTS

Students are expected to complete assessments for all units of competency and/or a qualification enrolled in as per their personalised training plan. Student will receive full and detailed instructions on the requirements for each assessment via student learner portal. Student are encouraged to talk to their trainer/assessor to clarify any doubt(s). Your trainer /assessor is available to support your success.

Your individual unit assessments will be reviewed, and the outcome identified by the trainer/assessor as either:

- Satisfactory (S) or
- Unsatisfactory (U)

Competency (C) across a unit of study can only be achieved once a student has been identified as Satisfactory (S) across the collective assessment tasks within a unit (or module) of study.

If after two (2) attempts, student submission is deemed as being 'Unsatisfactory' (U), student will then be given a final 'Not Yet Competent' (NYC) outcome will result and the unit will not be awarded towards the Qualification/Skill Set.

You will receive feedback from your trainer/assessor regarding the outcome of each of your submitted assessment items. This feedback will support and guide you if any re-assessment required. Trainer/assessor at Heed Education will make every reasonable effort to support you to succeed in your studies and unit outcomes. Please talk to your trainer/assessor for more clarification/support.

The student will need to re-enrol in the unit after two (2) unsatisfactory attempts.

SUBMISSION ASSESSMENT TIME:

- Initial submission- up to 10 business days
- Re-submission - up to 10 business days

Heed Education trainers/assessors aim to meet above-mentioned timeframes in assessing student submissions but there may be instances, due to circumstances beyond our control where assessment may not be marked in the suggested timeframe. Our trainers/assessors will ensure to keep such delays to absolute minimum.

QUALIFICATION ISSUANCE

On competent completion of all required units of study and provided all fees are paid, Heed Education will award the student a Course Certificate (Qualification) with record of result/Statement of Attainment within 30 calendar days of the student being assessed as competent in all units of study.

Should a student be deemed as 'Not Yet Competent' in one or more of the enrolled units of study, the student will not be issued the 'Qualification', however Heed Education will issue a Statement of Attainment for all units deemed as Competent.

PREVIOUS STUDY AND SKILLS RECOGNITION

Heed Education offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning took place in the form of Transfer of Credit and Recognition of Prior Learning.

TRANSFER OF CREDIT (TOC)

Heed Education recognises Australian Qualification Framework (AQF) Qualifications and Statements of Attainment that have been issued by other RTOs. If you have completed a prior Qualification or a Statement of Attainment with unit(s) equivalent to those enrolling in, issued under AQF from any state or territory, Heed Education will offer exemptions for those unit(s) of competency.

To apply for a ToC student will need to supply a certified copy of the relevant documents (certificates and/or statement of attainment(s)) and/or access to student USI portal to verify completed unit of competency/qualification in accordance with the VET regulator's requirement.

ToC must be applied at the point of enrolment.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is an assessment process that involves your assessor making a judgment on the skills and knowledge you have acquired through work experience, employment and other life experience. All students where permissible have the opportunity to apply for RPL with Heed Education. RPL acknowledges an individual's skills and knowledge.

The aim of RPL is to recognise your existing competencies without having to go through the complete process of training and assessment. You will need to provide evidence(s) on which your assessor can base their judgement. All assessment evidences must be:

- Authentic – it must be your own work.
- Sufficient – it must demonstrate competence over a period, that the competencies can be repeated, and the evidence must be sufficient for an assessor to make an accurate judgement regarding competency.
- Current – it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past.
- Valid – it must be relevant to what is being assessed.

The assessment process for RPL incorporates competency acquired through formal, non-formal and informal learning.

- Formal learning refers to learning that takes place through a structured program of instructions and is linked to the attainment of an AQF qualification or statement of attainment (for example a certificate, diploma or a university degree);
- Non-formal learning refers to learning that takes place through a structured program of instructions, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business); and
- Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Students may be eligible to apply for Recognition (RPL/ToC) on one or more Units of Competency in their course.

Students must identify their intent for RPL or ToC before enrolment.

For more information or to apply for Recognition please contact Heed Education.

STEPS FOR AN RPL ASSESSMENT

- Pre-course assessment will be conducted upon receipt of non-refundable pre-course assessment fee (Refer to Fees and Charges section for RPL pre-course assessment fee).
- After pre-course assessment, the assessor will advise student of the evidence requirements and course learning outcomes or competencies.
- Student collects and submits evidence to support their RPL application to Heed Education.
- Assessor analyses supplied evidence against appropriate learning outcomes/competencies. Evidence may involve a telephonic/online interview with the student.
- Student will be advised of the outcome. If the outcome is 'Satisfactory' against appropriate learning outcomes/competencies, student is granted full recognition
- If the outcome is 'Unsatisfactory' the student is requested for further evidence.
- If further evidence is 'Unsatisfactory' the RPL claim will be rejected.
- The student may appeal the decision and request an assessor to make a recommendation.

6. RIGHTS AND RESPONSIBILITIES

Following section outlines the rights and responsibilities for both (students and Heed Education):

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 respect for others.

Heed Education takes student misconduct seriously. It is expected that students will behave in an honest and respectful manner appropriate for a learning environment, and in a way, that will uphold the integrity of Heed Education. Consequences of student misconduct vary, up to and including removal from the course. Examples of student misconduct include, but are not limited to:

- Academic misconduct including plagiarism and cheating;

- Harassment, bullying, 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 Heed Education and/or a partner organisation such as a school or workplace;
- Attending classroom training or entering Heed Education's premises under the influence of alcohol or illicit substances or abusing Heed Education's staff member or students.

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

- Formal written warning;
- Removal from the course without refund and/or credit;
- Reimbursement by the student of any costs incurred for any damage caused;
- Referral to authorities (e.g. police).

Students found guilty of misconduct have a right to lodge an appeal by following Heed Education's Complaints and Appeals Policy outlined in below section.

ACADEMIC MISCONDUCT

PLAGIARISM AND CHEATING

Plagiarism is the act or practice of taking thoughts or writings of another and using as one's own without acknowledgement. It is a form of cheating and is taken seriously at Heed Education. Students engaging in this behaviour will face disciplinary action.

Following examples 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 individually your own.
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s).
- Unintentionally failing to cite the source of information.

If a student is found to have plagiarized, they will be required to redo a new assessment. A new assessment fees of \$200 will apply.

REFERENCING ASSESSMENTS

When it comes to acknowledging where information has come from, students are expected to be aware of referencing protocols. Heed Education expects that student uses an acceptable style of referencing (for e.g. APA or Harvard style) when preparing assessments. More information on APA referencing and plagiarism can be found by clicking on the following link: [APA Referencing](#).

As a student, you have the right to lodge an appeal with Heed Education if you disagree with a decision regarding an assessment outcome. You are encouraged to speak with your assessor in the first instance. If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision in writing in accordance with Appeals Procedure outlined in below section.

STUDENT RIGHTS

Besides above all students at Heed Education have the right to expect to:

- be treated fairly and with respect by all staff and students.
- not be discriminated, harassed, bullied or victimized against.
- be learning in a healthy and safe environment where the risks to personal health and safety are managed and minimized.
- have their personal details and records kept private and secure as per the Heed Education's Privacy Policy.
- access to Heed Education's student services.
- have their complaints dealt with fairly, promptly, confidentially and without retribution through our complaints policy and procedure.
- have the right to make appeals about procedural and assessment decisions.
- be given clear and accurate information about their course, fees, training and assessment arrangements and their progress.
- have the access and support they need to effectively engage and progress in their training program.
- provide feedback, whether positive or negative to Heed Education on the services, training, assessment and support services.

STUDENT RESPONSIBILITIES

All Heed Education students are responsible for the following during their course of enrolment:

- ensure they have read, understood and agree to all terms and conditions outlined in the Heed Education's Student Handbook.
- treat ²others with fairness and respect and not do anything that will potentially offend, embarrass or threaten others.
- follow all workplace health and safety policies and procedures as directed.
- notify Heed Education where there is a change in personal or contact detail information.
- engage in the enrolled course with due personal commitment and integrity dedicating the necessary time, diligence and application to the learning and assessment requirements.
- submit and complete all required assessment tasks, learning activities observation requirements and any other evidence in a timely manner, with honesty and without plagiarism.
- notify Heed Education should you be unable to attend a scheduled workshop or required meeting for any reason prior to the commencement of the workshop or meeting.
- make timely payments of your agreed fees and charges.

CHANGES IN PERSONAL INFORMATION OR SITUATION

Students must advise Heed Education of any change in their personal details (legal name/address/contact details) or situation by emailing: info@heededucation.com.au

² Others refers to all staff, educators, student and/or stakeholders of Heed Education, including representing Heed Education for any work placement requirements)

EQUAL OPPORTUNITY POLICY

Heed Education is committed to providing equal opportunity through the recruitment, training and assessment services to all our students regardless of race, sex, socio-economic status, religion, national origin, mental or physical disability.

Heed Education will work to ensure all participants have the right resources available to allow successful completion of their course requirements. This includes flexible delivery, assessment arrangements where necessary, and LLN support.

Students identified as having significant LLN and/or Learner Support needs may be referred to external support agencies and will be advised of any optional studies to support their learning journey where necessary.

It is the responsibility of all staff and students at Heed Education to uphold our commitment to Access and Equity principles.

COMPLAINTS AND APPEALS POLICY AND PROCEDURE

Heed Education is committed to undertake all necessary actions to resolve student complaints, grievances and appeals relating to both academic and non-academic matters in a fair and expeditious manner.

If a student has a concern, they should initially discuss it with the relevant staff member of Heed Education. If, however the student is not satisfied with the outcome they are then able to escalate their complaint and use of the complaints and appeals procedure outlined below. All complaints and appeals shall be subject to notification within the Heed Education's management meeting and require the implementation of Heed Education's complaints and appeals process.

COMPLAINTS PROCEDURES

Student may choose to submit a complaint to the Heed Education's staff via an Informal or Formal Process outlined below:

INFORMAL PROCESS:

- Students may submit a complaint (verbally or in writing) directly to Heed Education's staff with the purpose to resolve a complaint through discussion and through mutual agreement.
- Student may be accompanied by a third party of their choice to support them in the informal process discussion.
- All informal complaints when finalised shall be reported to Heed Education's Management by its staff using 'Stakeholder Feedback Form' for further review and consideration for potential continuous improvement, regardless of whether the complaint was resolved or not.
- All informal complaints that are not resolved with students by mutual agreement with Heed Education's staff will require the completion of the formal complaints process.

FORMAL PROCESS

- When a student wishes to submit a formal complaint or is dissatisfied with the attempt to resolve an informal complaint (directly with staff) the student may submit a formal complaint to Heed Education's management utilising the 'Complaint Form'.
- Heed Education's Management will respond in writing to all formal student complaints within five (5) business days of receipt of a 'Complaint Form'.

- Where a Complaint is recognised as requiring more than sixty (60) calendar days to resolve, Heed Education's management will inform the complainant in writing, including reasons why more than sixty (60) calendar days are required; and shall regularly update the complainant on the progress of the matter as required.
- Heed Education's Management shall respond to formal complaints from student in writing proposing a resolution to the complaint.
- Heed Education's Management response to the complainant shall include information and procedures concerning the complainant's right to appeal the proposed solution and request for an independent adjudicator.
- All formal complaints when finalised shall be reported to Heed Education's Management by its staff using 'Stakeholder Feedback Form' for further review and consideration for potential continuous improvement, regardless of whether the complaint was resolved or not.

APPEALS PROCEDURES

In the event of a student advising that they are dissatisfied with the proposed solution for a formal complaint to Heed Education's management, the CEO shall provide an additional opportunity to provide a solution and shall apply the External Appeal process outlined as follows:

EXTERNAL APPEAL

- The CEO shall advise the student that an Independent Third party shall be sought to consider the nature of the complaint and a possible further resolution at no cost to the student.
- The selection of the Independent Third party shall be communicated to the student and the selection must be with mutual agreement.
- Heed Education's management shall contact the Independent Third party and provide all documentation related to the formal complaint.
- Independent adjudication responses must be within fourteen (14) business days from the date that all formal complaint documentation is provided to the Independent Adjudicator.
- Where an appeal process is recognised as requiring more than sixty (60) calendar days to resolve, Heed Education's management must inform the appellant in writing, including reasons why more than sixty (60) calendar days are required; and regularly update the appellant on the progress of the matter where required.
- On receipt of the formal complaint documentation the Independent Third party shall make contact with Heed Education's Management staff and student and shall arrange a suitable time for further discussion pertaining to the formal complaint.
- All Independent Third Party proposed solutions shall be final and be reported to Heed Education's management and student in writing and will require immediate implementation by both parties.

ASSESSMENT RESULT APPEALS

All appeals from student relating to assessment results must be received in a period no longer than 3 months following the competency decision.

ASSESSMENT APPEALS PROCEDURE

Staff delivering training and assessment services on behalf of Heed Education will be required to:

- Provide timely guidance to all course participants regarding the assessment appeals procedure.
- Clarify any aspects of the assessment results that a student does not understand.
- Provide each student that requests an assessment appeal with the required 'Assessment Appeal Form'.
- Communicate directly via email as soon as possible with Heed Education's management on any advice (verbal or written) provided by a student that they are seeking to appeal an assessment decision.
- Schedule a meeting as soon as practical with the student and Heed Education's management when a completed Assessment Appeal Form is received from a student.
- Communicate any outcome decision by Heed Education's management to uphold or overturn an assessment appeal to the student by completing the Assessment Appeal Form clearly identifying the reason for the outcome.
- All assessment appeals will be processed by Heed Education's staff and management within ten (10) business days of receipt of an appeal. All assessment appeals must be maintained on the student file.
- Student records will be adjusted to comply with Heed Education's management appeal outcome decisions.

COMPLAINTS AND APPEALS RECORDS

Heed Education's management shall maintain records of all informal and formal complaints and appeals along with their outcomes and reference its complaints and appeals in its management meeting minutes identifying potential causes of complaints and appeals and takes appropriate corrective actions to eliminate or mitigate the likelihood of reoccurrence.

PRIVACY POLICY

Heed Education is committed to ensuring the privacy of its prospective, current and past students and employee information in accordance with the Privacy Act. Heed Education collects personal information that is necessary for the conduct of its business and assures to use it only for the purpose intended.

All personal information supplied to the organisation is handled with confidentiality, in accordance with the guidelines and standards that apply to Registered Training Organisations. No information is provided to third parties unless required by law and/or legislation.

Under the *Data Provision Requirements 2012*, Heed Education is required to collect personal information about you and disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on the enrolment form), may be used or disclosed by Heed Education for statistical, administrative, regulatory and research purposes. Heed Education may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and

- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt-out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au/>)

Privacy Notice Schedule 1

MINIMUM MANDATORY CONTENT FOR INCLUSION IN A PRIVACY NOTICE

Why we collect your personal information

As a Registered Training Organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you choose not to agree to this, you will not be able to enrol with our college.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVET and other bodies handle your personal information

The NCVET will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVET Act. Your personal information may be used and disclosed by NCVET for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVET is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf.

The NCVET does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at www.ncvet.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt-out of the survey at the time of being contacted.

Contact information

At any time, you may contact Heed Education by writing an email to info@heededucation.com.au:

- request access to your personal information

- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

WORK HEALTH AND SAFETY

Heed Education is committed to providing a safe and healthy environment to all our students and staff by following Occupational Health and Safety and Security but adhering to the Government Legislation and taking personal interest in the wellbeing of our staff and students. Students and staff are responsible for not only their own health and safety but also the health and safety of other within their training/workplace environment. Students should immediately report any unsafe working conditions, faulty equipment and accidents in the workplace environment to the training consultants or supervisor.

DOCUMENT VERSION CONTROL

This student handbook shall be updated from time to time in order to reflect updated policies and procedures. Is it important to ensure you are reviewing the latest version of this student handbook.

This document was updated in January 2021