

STUDENT HANDBOOK

Master Builders Association of Victoria



IS YOUR BUILDER A MASTER BUILDER?



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Acknowledgment of country

In the spirit of reconciliation, the Master Builders Association of Victoria acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Abbreviations and Acronyms

| | |
|--------------------------|---|
| AQF | Australian Qualifications Framework |
| ASQA | Australian Standards and Quality Authority |
| LLN | Language, Literacy and Numeracy |
| Master Builders Victoria | Master Builders Victoria Association of Victoria |
| MBTI | Master Builders Victoria Training Institute |
| NCVER | National Centre for Vocational Education Research |
| NVR | National VET Regulator |
| RTO | Registered Training Organisation |
| SMS | Student Management System |
| TP | Training Packages |
| VET | Vocational Education and Training |
| ITECA | Independent Tertiary Education Council Australia |

Our Vision, Mission and Values

Vision:

Master Builders Victoria leads a future-ready industry that builds a better world.

Mission:

Master Builders Victoria: Empowering people to build a better future.

Our Values:

- Members first - all the time, every time
- Brave enough to be different
- Do the right thing, even when no one is watching
- Always find another way

1 Code of Practice

Master Builders Victoria Association of Victoria (hereafter referred to as *Master Builders Victoria*) as a Registered Training Organisation (RTO no 3935) operates within its conditions of registration as set out by its Vocational Education and Training (VET) regulator, the Australian Skills and Quality Authority (ASQA). It is governed by *National Vocational Education and Training Regulator Act 2011 and the Standards for Registered Training Organisations (RTO) 2015*. This Student Handbook outlines broad principles of practice that the management and staff commit themselves to in the daily activities of Master Builders Victoria.

2 Compliance with Legislations and Guidelines

Master Builders Victoria complies with the requirements of and pays all fees and bears all costs connected with all applicable laws and regulations, including without limitation all relevant privacy, anti-discrimination and equal opportunity legislation.

Master Builders Victoria will comply with all relevant legislative requirements of the Commonwealth and State Government, including but not limited to:

- Standards for RTOs 2015 under the subsection of the National Vocational Education and Training Regulator Act 2011
- Occupational Health and Safety Act 2004 and related legislation
- Copyright Act 1968
- Privacy Act 1988
- Human Rights and Equal Opportunity Act 1986
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Workplace Relations Act 1996
- Disability Act 2006
- Working with Children Act 2005
- Charter of Human Rights and Responsibilities 2006 (Vic)
- Australian Consumer Law - Schedule 2 of the Competition and Consumer Act 2010
- Child Wellbeing and Safety Act 2005 (Victoria)

Further to the above, all information you provide to us at enrolment will be entered into our database for the purpose of providing our regulatory obligation to the VET Regulator and our registering body – the Australian Skills Quality Authority (ASQA) - and all associated regulatory and research bodies.

According to the Standards for Registered Training Organisations (RTOs) 2015, we, as a Registered Training Organization (RTO) are obligated to provide data on our students and courses.

The data we collect at enrolment meets the data specifications of the “Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) VET Provider Collection Specifications: Release 8.0”. For more information visit www.ncver.gov.au.

As a student of Master Builders Victoria, you may be contacted and requested to participate in a National Centre for Vocational Education Research (NCVER) survey or a Department-endorsed project, audit or review.

3 Our Policies & Procedures

Master Builders Victoria is committed to providing a friendly, educational environment for all staff and students and therefore have a series of Policies to comply with the above legislation and regulatory requirements which are relevant to its operations.

Our Policies are available for students to access on our website www.mbavtraining.com.au for student's access.

Our policies include:

- Access and Equity
- Pre-Application, Application, Selection and Enrolment
- Assessment
- Complaints, Concerns and Appeals
- Fees, Charges and Refunds
- Recognition of Prior Learning
- National Recognition and Credit Reschedule/transfer
- Occupational Health and Safety
- Plagiarism and Cheating
- Privacy
- Issuance of AQF Certification Document
- Unique Student Identifier
- Learner Support

4 Management and Administration

Master Builders Victoria has policies and management strategies that ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and safeguards student fees until a student's course and assessment are complete.

Master Builders Victoria has a Fees, Charges and Refund Policy that is fair and equitable. For more information refer to section 14. *Course fees, Cancellations and Refunds.*

Student records are managed securely and confidentially in our SMS and are available to students upon request. For more information refer to section 20 *Student Access of Records.*

Master Builders Victoria has adequate insurance policies including the public liability to ensure students' wellbeing in the event that Master Builders Victoria is no longer able to provide the training services students are enrolled into.

5 Internal and External Audits

Master Builders Victoria participates in external monitoring and audit processes as required by our VET regulator ASQA and this includes:

- quality audits as deemed appropriate by ASQA;
- audit following complaint; and/or
- audit for renewal of registration.

Master Builders Victoria also conducts annual internal audits of its management systems, policies and processes and operational functions to ensure that it is consistently measured as compliant to the requirements of the *Standards for RTOs 2015* and State Funding Contract.

6 Marketing and Advertising

Master Builders Victoria markets training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. This means that Master Builders Victoria will ensure that in the provision of information, no false or misleading information will be provided on its marketing material – electronic or otherwise – i.e. the Master Builders Victoria website and the Course Guide.

Master Builders Victoria will also seek students' consent for the use and disclosure of any information collected from the student for marketing purposes – e.g. Student testimonials.

7 Continuous Improvement

Master Builders Victoria is committed to providing quality assurance in training functions including the processes for managing, monitoring and continuous improvement of all training and support operations and for reviewing student/client satisfaction.

We value your feedback, so we endeavour to collect this from both students and employers by issuing the Learner Engagement & Employer Satisfaction surveys at the end of each course. Students will be asked to provide feedback on course content and delivery, their facilitators, the course materials and the assessment process.

We also ask students to complete a Course Progression Survey at the end of every unit or unit cluster.

Where appropriate, the student's employer will also be asked to submit an Employer Questionnaire.

This information is collated for the basis of systematically evaluating our services and uses the outcomes of the evaluations to continually improve our training and assessment strategies and practices.

8 Quality Trainers and Assessors

Master Builders Victoria employs personnel with appropriate qualifications and experience to deliver training and facilitate the assessment relevant to the training products offered.

All our trainers/assessors have the appropriate qualifications (TAE40116 Certificate IV in Training and Assessment) and a wealth of knowledge, skills and expertise in the building and construction industry, to deliver the training and assess students' skills and competencies.

Our trainers and assessors maintain industry currency in their field by exposure to the building and construction industry and ongoing participation in professional development workshops, seminars, industry committees etc.

9 Training Facilities

Master Builders Victoria undertakes regular reviews of its facilities and resources to ensure that equipment is:

- typical of the type of equipment used in the industry;
- safe and serviceable; and
- fit-for-purpose.

At the start of the course, you will be briefed on the facilities that are available to you in accordance with the training venue where your course is being held.

10 Master Builders Victoria Qualifications and Courses

Master Builders Victoria offers a wide range of training programs from nationally recognised qualifications to short industry specific courses designed to help students up-skill or enter the workforce. The nationally recognised qualifications and accredited courses currently offered by Master Builders Victoria are accessible on www.mbavtraining.com.au

The nationally recognised qualifications and courses offered at Master Builders Victoria are:

- CPC50220 Diploma of Building and Construction (Building) AQF Level 5
- CPC40120 Certificate IV in Building and Construction (Building) AQF Level 4
- BSB41419 Certificate IV in Work Health and Safety AQF Level 4
- BSB30719 Certificate III in Work Health and Safety AQF Level 3
- CPCCWHS1001 Prepare to work safely in the construction industry AQF Level 3
- CPCWHS3001 Identify construction work hazards and select risk control strategies AQF Level 3

The building and construction qualifications can be useful to those who are already a registered builder or those seeking to become a registered builder.

Master Builders Victoria have training and assessment strategies and practices that are consistent with the requirements of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or cluster in which they are enrolled.

Master Builders Victoria determine the amount of training to be provided with regard to the existing skills, knowledge and experience of the learner; mode of delivery and where a full qualification is not being delivered, the number of units and/or cluster will be delivered as a proportion of the full qualification.

Master Builders Victoria conducts a range of industry specific short courses (accredited and non-accredited) for those seeking to upgrade their knowledge and skills, which will assist them to advance in their career or the management of their business. Our courses and their delivery dates are listed in the training calendar that is available through the Master Builders Victoria website. <http://www.mbavtraining.com.au>.

Government funded programs

We have a wide range of nationally accredited courses designed specifically for those working in the building industry, which are funded through a Victorian Government initiative – Skills First.

Funding is available to make vocational training more accessible for people looking to build up their careers in our industry.

The Skills First program provides eligible applicants with access to Victorian and Commonwealth government-subsidised funding in vocational education and training. Skills First funding is an opportunity to gain new skills or

upgrade your existing qualifications. Through this program, you can acquire new, valuable skills to get the job you want or to help your business grow and thrive.

More information on government funding can be obtained from the below link

<http://www.mbavtraining.com.au/use-government-funding-to-build-up-your-career/>.

Course information sheets

Course Information Sheets provide an overview of the course including content; structure; learning outcomes; study pathways, fees etc. These are accessible through:

- The Master Builders Victoria website - www.mbavtraining.com.au;
- Master Builders Victoria Training Institute - phone 03 9411 4555 or email to training@mbav.com.au

Master Builders Victoria does not guarantee that a learner will successfully complete the course they have enrolled in, and a learner will obtain a particular employment outcome where this is outside the control of Master Builders Victoria.

11 Pre-Application, Application, Selection & Enrolment (PASE)

Entry into Master Builders Victoria VET programs is at the discretion of Master Builders Victoria. Master Builders Victoria will assess your suitability for entry into a VET program. This is typically assessed through a pre-training interview with an Enrolment Administrator where any support required by individual students to complete their course, will be determined. The selection criteria adopted by Master Builders Victoria are:

- The ability and commitment of the students to complete the course as per the National Training Package requirements;
- The student's Language, Literacy and Numeracy proficiency and
- The suitability of the student for the specific program

Master Builders Victoria follows a PASE process to enrol students into VET Programs. The PASE process is defined in the different stages below.

Stage 1: Pre-application; *at this stage* students are provided information in regard to courses that Master Builders Victoria offers. The information is presented on the website, in the Course Guide or Course Information Sheets (CIS) and may include but not limited to:

- a) course overview
- b) learning outcomes
- c) possible career outcomes/pathways
- d) suitable work experience
- e) entry requirements and recommendations (such as suitable work experience)
- f) course costs
- g) Language, Literacy and Numeracy (LLN) requirements

Stage 2: Application; when prospective student is interested in a course, they are required to complete an application form and submit this to Master Builders Victoria' staff for selection processing.

Some students may be able to access Incolink Assistance or government funding such as Skills First subsidised training places. Students who are interested in receiving Skills First government funding will need to check their eligibility through the *Funding Eligibility Indicator* on the [Victorian Skills Gateway website](#). The link to this is available on the Master Builders Victoria Training website.

Stage 3: Selection; a process *conducted by Master Builders Victoria*, where students are assessed on their suitability according to course requirements, LLN level and eligibility for government funding (where applicable). Suitable and Eligible students will be followed up by phone to arrange a face-to-face pre-training interview.

During the phone conversation, students will be asked to bring the following evidence to their pre-training interview:

- Their work history/reference/CV outlining previous experience in the industry completed applicant work record;
- Evidence of their eligibility for funding (if applicable) - such as original or certified copies of evidence of citizenship and/or age, relevant referral documents (where applicable) etc.;
- Any prior qualifications they may hold that are relevant to the course they are enrolling into and
- Certified copies or originals to be verified by Master Builders Victoria delegated RTO staff, of all applicable evidence listed above.

Students who are not eligible for funding will be advised of this and will be provided with the option to undertake the course on a Fee for Service arrangement. Students identified as having LLN difficulties will be offered support from the Student Support Officer. For more information, see section 12 below.

At the Pre-Training Review stage, the Enrolment Administrator will go through all documentation and eligibility evidence provided by you, to ensure that all Master Builder, and where applicable Skills First, requirements are met and ensure that you are aware of your rights and responsibilities while undertaking a course with Master Builders Victoria.

You will also be provided with a link to this Student Handbook on the Master Builders Victoria website so that you can read and refer to it at any point through your course. The Student Handbook includes detailed information about the Master Builder's policies and procedures that relate to you and your studies.

Stage 4: Enrolment; once you have passed the selection process you will be notified of your acceptance into the course via email. This notification will include a tax invoice which you will need to pay before the commencement of your course. When the payment of the invoiced amount is made, you will then be enrolled into your chosen course.

12 Student Services

At Master Builders Victoria, our students are the most vital element of our business, and we seek to understand, anticipate and be responsive to our student needs.

We are constantly seeking different ways to assist our students and recognise that each student contact is important to forge a positive and ongoing relationship and is recorded in our Student Management System (SMS). We ensure that student complaints/concerns are dealt with in an efficient, effective and friendly manner. We strive to resolve complaints/concerns with the best possible outcomes for all concerned parties. For more information refer to section 23. – *Complaints, Concerns and Appeals*.

We have sound management practices to ensure effective student service provision from enrolment to the completion of your course. We want you to make an informed choice before enrolling with us, so we take every opportunity to provide you with important information such as course content; Recognition of Prior Learning (RPL) or Credit Reschedule/transfer opportunities; information on fees and charges, assessment processes and vocational outcomes. We disseminate this information in various ways such as through:

- The Master Builders Victoria website www.mbavtraining.com.au;
- The Master Builders Victoria Course Information Sheets;
- Our prompt response to your enquiries on the phone or face-to-face;
- The provision of relevant course information in our Course Guide; or at
- Master Builders Victoria events.

Tutorials

Master Builders Victoria can provide students with tutorials to consolidate on the information covered in class. Students enrolled in accredited training have access to a certain number of free tutorials, dependent on the course the student is studying. See your training plan for details specific to your course.

Student Support Officer

Master Builders Victoria will offer support to students who are identified through the Enrolment process or their study as having LLN difficulties, or who self-identify as requiring support at any time during their study life cycle, through the Student Support Officer. Support may be offered through access to supplementary resources, in-class support where possible, or formal adjustment of the Training or Assessment Plan.

Reasonable adjustment to assessment processes

Adjustments to assessment processes can be negotiated with learners who may face difficulty completing their course due to a disability (either permanent or temporary) and where these adjustments will not cause unjustifiable hardship to Master Builders Victoria.

Reasonable adjustment does not mean that course standard or outcomes will be changed - learners will still need to show competency in all required skills and knowledge.

Some examples of reasonable adjustment that may be provided include:

- extra time to complete assessments
- modification of an assessment task, e.g. oral rather than written and vice versa
- rescheduling of classes or assessment due dates

- assistance from a support person, e.g. a note taker or scribe
- course material in alternate formats, e.g. electronic.

Learners can inform Master Builders Victoria of a disability at any time:

- on the enrolment form
- during the Pre-Training review
- at any stage during the course until completion, by speaking with their trainer or contacting any member of the Training Department on 03 9411 4555.

In all cases, staff will discuss and consult with the learner on the nature of the need and any support to be provided.

13 Recognition of Prior Learning (RPL) and Credit Reschedule/transfer

Master Builders Victoria recognises the AQF qualifications and Statements of Attainment issued to our students by other RTOs in Australia or attained through prior learning that relates to qualifications and Units of Competency on Master Builders Victoria Scope of Registration. There are two ways of recognising prior learning and/or experience, and this is through Recognition of Prior Learning (RPL) or Credit Reschedule/transfer. Both are defined below:

Recognition of prior learning is the process of recognising an individual's current skills and competencies, which were attained through prior experience and/or learning. This includes:

- a previous study of either a formal or informal nature;
- work experience;
- general life experience and/or
- any combination of the above.

Credit Reschedule/transfer is the process by which a registered training organisation accepts and provides credit to learners for units of competency where these are evidenced by:

- A certificate issued by another RTO or AQF authorised issuing organisation, OR
- Authenticated VET transcripts issued by the Registrar

An application for RPL or Credit Reschedule/transfer can either be submitted before the commencement of a course or after these processes are discussed on induction day. Timelines for the application and how it will affect the attendance of classes while the application is in progress will be determined between the applicant and the RPL Administrator.

Information on RPL fees is available upon request from the Training Department. Fees for RPL will vary depending on the program and the units claimed. All RPL applications are subject to a preliminary assessment. Note that, Skills First funding does not apply to units attained through RPL. Master Builders Victoria is not on the Skills First approved RPL provider listing.

For more information regarding the application process, visit the Master Builders Victoria' website and check our *Recognition of Prior Learning policy* or our *National Recognition and Credit Reschedule/transfer Policy* at <http://www.mbavtraining.com.au/content/policies-and-procedures/>.

14 Course Fees, Cancellations and Refunds

Before enrolment, Master Builders Victoria will provide all students with a Statement of Fees, which itemises all fees and materials required for the course.

The current Statement of Fees for all Master Builders Victoria qualifications and courses is available from:

- Master Builders Victoria Course Guide;
- Master Builders Victoria website; and
- Master Builders Victoria administration staff.

Course fees and charges can be different depending on the course of study, and the level and type of funding available. Funding can change from one period to another; therefore, fees and charges will also be subject to change. This means that a fee quoted to students at the time of enrolment may differ from that in the relevant marketing material.

This is why all marketing materials will include the following caveat: 'The student tuition fees as published are subject to change given individual circumstances at enrolment'.

Master Builders Victoria will endeavour to provide the most recent and correct fees and charges to students transparently and openly before their enrolment in a course.

It is the student's responsibility to ensure that they have read and understood the information provided by Master Builders Victoria regarding fees, payments, refunds and guarantees before enrolling in a course. If the information is difficult to understand, intending students should seek advice and explanation from the Master Builders Victoria Training Institute team.

Fees for RPL will vary depending on the program and the units claimed. Master Builders Victoria will not charge a fee for Credit Reschedule/transfers.

Master Builders Victoria reserves the right to withhold any Statement of Attainment or Testamur until all outstanding course fees have been paid in full.

Payment of course fees

Master Builders Victoria requires upfront payment of all course fees.

To protect student fees paid in advance and case Master Builders Victoria is unable to provide any part of the course a student is enrolled in, Master Builders Victoria holds an unconditional financial guarantee (effective 1 January 2020) with the Bank of Melbourne as per the pre-paid fee protection requirement under Clause 7.3 of the Standards for RTO 2015. This bank guarantee ensures that our students that are displaced from a course, due to Master Builders Victoria's inability to continue the course are paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount (\$1500).

Cancellations and refunds

All cancellations, requests for changes or refunds must be made in writing and sent via email to training@mbav.com.au or via fax on (03) 9415 7084.

Course fees may be refunded or reallocated under the following circumstances:

- **Scenario 1:** If Master Builders Victoria cancels the course for whatever reason, the student will either receive a full refund (or pro-rata adjusted refund) of any fees paid or offered to reschedule/transfer to another course – where one is available in the future. If the student chooses to reschedule/transfer to another course, they will be required to do that within three (3) months of the Master Builders Victoria notification. Administration fees for the reschedule/transfer of course, in this case, will not apply.
- **Scenario 2:** If a refund is requested more than 5 business days before course commencement, a full refund, less the enrolment fee (this will vary depending on the course) will be provided.
- **Scenario 3:** If a place is not offered in the course, the student will receive a full refund including the enrolment fee
- **Scenario 4:** If the student wishes to change their enrolment into another course at Master Builders Victoria the course fees that have been paid will be reschedule/transferred to the new course. An administration fee for reschedule/transfer of course, in this case, will apply.

No refund policy

There will be no refunding of fees in the following circumstances:

- Where a student applies for RPL and the application is unsuccessful, there will be no refund of the RPL Fees.
- Once training has commenced in the course no refund is available, unless compelling circumstances prevail i.e. extreme personal hardship or medical circumstances which warrant non completion of the course. In these cases, the student may wish to return to Master Builders Victoria at a later date, this will also be approved by the Director – Master Builders Victoria Training Institute (MBTI) (the student must return within 1 year of enrolment date to complete the course)
- Where the student fails to comply with terms and conditions of enrolment which include, Master Builders Victoria policies and procedures as provided in the Code of Practice and this Student Handbook.
- The student provides false or misleading information.
- The student receives a Not Yet Competent grade in their course and is considered to have not successfully completed the requirements of the VET qualification.

Special Circumstances to Waive Payments

Students may find that they have to withdraw from their study program after the course commencement due to certain circumstances making it impracticable for students to complete the requirements of the units.

Refund of fees due to any of the above special circumstances will be considered by Master Builders Victoria and the amount of refund will be calculated on a case-by-case basis and according to the amount of training provided at that time.

An application for a refund under special circumstances should be made in writing within 12 months of the withdrawal date. However, Master Builders Victoria in its discretion may decide to waive this requirement if it is satisfied that the application could not be made within the 12-month timeframe.

The student's application should include any independent supporting documentation such as a letter from the student's doctor or counsellor to support the student's claim. Each application will be examined and determined

on its merits. Master Builder will consider the student's claim, together with any independent supporting documentary evidence that substantiates the claim.

Special circumstances do not include a lack of knowledge or understanding of requirements for enrolment.

15 Course Delivery

At Master Builders Victoria we use a range of delivery methods to create a quality learning experience for our students.

Learning time may take place in:

- a classroom;
- a simulated practical environment;
- through research and self-study.

Master Builders Victoria may also use a range of delivery techniques or a combination of these, such as:

- face-to-face lecture;
- textbook study;
- role plays and formal presentations to peers;
- simulated case studies;
- online interaction;
- peer learning and group work; and/or
- problem-solving.

Rescheduling/Reschedule/transfer

A Reschedule/reschedule/transfer/Reschedule/transfer is where one standalone class must be rebooked for the student in order for them to complete required study, or a student must move to a entirely new study timetable e.g. impacting more than 1 class.

Written notification to reschedule/transfer must be received no less than 5 business days before the course start date to avoid a reschedule/transfer fee. The reschedule/transfer fee is \$50 per unit/cluster depending on the structure of the course.

A maximum of 2 reschedule/transfers per session is allowed. If you are still unable to attend the course after the second reschedule/transfer and want to re-attend study, you will be required to pay the full course fees. No refunds are allowed after the course has been rescheduled/transferred from the initial enrolment date.

Class Attendance

Attendance to your course classes is compulsory. Qualifications that are made up of multiple clusters require an 80% attendance rate across each cluster as well as the qualification as a whole.

When a student misses a class without notifying the Master Builders Victoria Training Institute prior, their training will need to be rescheduled/transferred. Students may be required to pay additional fees over and above the standard \$50 listed above.

If your class attendance falls below 80% you may be required to:

- Withdraw from the specific Cluster or qualification
- Resit the entire Cluster or qualification at a cost

Lateness

Students are to arrive at least 15 minutes before the course commencement time). Students who arrive later than 30 minutes for a course from the commencement time of the course will be asked to reschedule/transfer, with the relevant payment terms applied.

Returning from breaks:

Students are expected to return to the classroom at the time indicated by the trainer. This includes after every morning tea, lunch and afternoon tea break.

Special Consideration for Reschedule/Transfers

Minimum attendance by Cluster and by qualification is set at 80% because we understand that you may experience extenuating circumstances that prevent you from attending class, and some circumstances may prevent you from altering MBV Training Institute in a timely fashion. To avoid reschedule/transfer and/or related fees you must apply for special consideration via training@mbav.com.au.

Course closure date

All courses undertaken by students will have a nominal end date. You will be advised of the course end date at the time you sign your Training Plan and before your enrolment.

Your enrolment in a course remains current and open whilst the course is being undertaken. In this timeframe, you are expected to attend training sessions and submit your assessments within the time periods specified in your training plan. This includes your assessment period and any re-submissions of your work.

Students may request an extension in writing if at any time they feel they will not be able to meet their course timelines.

Important: Once the course is closed a Statement of Attainment will be issued for those units of competency you have been deemed competent in.

Assessments submitted after the course has been closed off will not be accepted and will result in being marked as Not Yet Competent. If you then wish to finalise this course in the future after the closure date, you may be expected to re-enrol and pay for the cluster/s not yet completed, and/or pursue RPL (which will also incur charges).

16 Course Assessment

Assessment is the process of determining a student's competency using a range of different methods and tools.

For a student to be assessed as competent the learner will:

- undertake all required tasks described in the elements of the unit;

- demonstrate that they are capable of performing these tasks to an acceptable level and in a variety of workplace situations, or accurately simulated workplace situations;

demonstrate their ability to do so in different contexts and environments.

This will ensure the student has:

- The ability to perform relevant tasks;
- The understanding of what they are doing, and why, when performing tasks;
- The ability to integrate performance with understanding, to show they are able to adapt to different contexts and environments.

Assessment will always be based on the performance of the individual student.

If assessment tasks are undertaken as a group, each student will be assessed on each component of the task individually.

At all times Master Builders Victoria trainers and assessors will ensure that the assessment activity is undertaken in a safe and secure environment.

Types of assessment

On your induction day, students will receive a copy of the student course manual relevant to the course/units they will be undertaking. All the course resources along with the assessments are available on the Learning Management System. Students will receive LMS access information after their enrolment in the course.

Assessment may include both formative and summative tasks.

Formative assessments may include knowledge checks, class activities, group work and quizzes. This type of assessment may or may not be marked and is a learning tool to assist students understanding of the course content.

Summative assessments consist of individual assignments, case studies and short answer questions. Students will be required to spend time outside of each class to complete their assessment tasks. Time spent will depend on the student's current level of building and construction knowledge and academic experience.

Due to the timeframe required to complete assessments, it is critical that you start work on assessments early. In many cases, you will be able to start working on assessments after the first or second class. Starting early is an advantage to you as:

- you'll be completing the assessment while the information is fresh in your mind;
- you can seek clarification from the facilitator if there are components you do not understand;
- you are likely to meet assessment due dates as these are detailed in your Assessment timetable and Training Plan.

How you will be assessed

Your trainer will explain the specific assessment requirements at the start of your course.

Summative assessment tasks are mapped to the units of competency and must be completed.

Individual assessment tasks will be marked as:

- *Satisfactory or*

- *Not Satisfactory.*

If an assessment task is *Not Satisfactory*, the facilitator will provide you with feedback, and you will need to re-submit your answers to those questions. If this happens, you must re-send the entire assessment with your resubmission.

You are allowed two resubmissions. If, after you have tried to answer the questions, you find that you are struggling to understand the material, please contact the Student Liaison Officer on (03)9411 4555 to arrange assistance from the Student Support Officer.

Special Consideration for Assessment Submission

After 3 attempts at submission, (1 initial attempt and 2 resubmissions) you may submit for special consideration to access a 4th and final attempt. Applications will be reviewed by the Master Builders Victoria Training Institute Management Team. Submissions can be sent to training@mbav.com.au.

Failure to submit a satisfactory assessment after all resubmission opportunities are exhausted will trigger re-enrolment and associated fees or a *Not Satisfactory* grading.

Assessment timetable

For accredited training following an individual training plan, students are expected to submit all assessments in accordance with their Training Plan.

It is suggested that students note these dates in their diaries and plan to ensure assessments are completed and submitted by no later than the assessment submission date.

Assessment Submission Administration

Students are required to **keep copies** of their assessments.

The submission of assessment tasks must comply with the following:

- Students have fairly and practicably attempted all assessment tasks.
- Assessments that have not been fully attempted and require you to provide additional information will be returned to students for completion and re-submission. This will be counted as two (2) submissions.
- Assessments must be submitted before or on the assessment due date.
- The front page of the assessment must be completed with all your information before submission. It is important as it provides information to the facilitator on the unit of competency or cluster you are submitting. It also allows for easier processing for the Assessment Administrator – if the front page is not completed correctly, it will cause a delay in the processing and marking of your assessments.

All assessments are released to the students on the LMS after being assessed by the assessor and processed on the system by the MBV Training Institute internal team.

Extensions to assessment due dates

A request for an extension to a due date must be submitted to training@mbav.com.au (not the trainer/assessor) no less than 3 days before the scheduled due date. Students can receive 2 assessment extensions per Assessment.

Special Consideration for Assessment Extensions

You must apply for special consideration to access more than 2 assessment extensions. Applications will be reviewed by the Master Builders Victoria Training Institute Management Team. Submissions can be sent to training@mbav.com.au

Plagiarism and cheating

Definitions

Plagiarism occurs when an individual attempts to pass someone else's work off as their own i.e. Using someone's ideas, opinions, or theories in an assignment or essay, using pieces of information, such as graphs, statistics, drawings, that are not common knowledge.

Cheating occurs when an individual copies someone else's work – such as sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment.

You are required to complete and submit your own original work. Only original assessment work will be accepted (no photocopied work is to be submitted).

In most cases, plagiarism occurs without intent to deceive. With adequate training and support, this should not recur.

Cheating is a different situation and is usually 'cut and dry' with no defence. The consequences of cheating may include repeating the entire unit, suspension from the course and/or cancellation of course enrolment.

If you are found to be plagiarising or cheating, the consequences of this misconduct can include, but are not limited to:

- An informal notice by a facilitator, or other staff members of the need to comply with the required standards of behaviour.
- Re-assessment or re-submission of assessment activities.
- Formal meeting with Master Builders Victoria Management to discuss the misconduct.
- Formal written warning.
- Suspension from the course for a period of up to 7 days (Serious Misconduct).
- Request to the student to provide a show cause as to why they should be allowed to continue in the course.
- If the second episode of plagiarism occurs after an initial warning, cancellation of course enrolment will ensue.

General information about Special Considerations

In all situations where a student may apply for Special Consideration in order to deviate from standard requirements or procedure, the Master Builders Victoria Training Institute will consider the student's individual circumstances to make a decision on what options are available to support Student Progression.

Reasons for Special Consideration may include:

- Medical circumstances, for example where the student's medical condition has changed to such an extent that he or she is unable to continue studying;
- Family circumstances, for example, death or severe medical problems within a family or unforeseen family financial difficulties, so that it is unreasonable to expect a student to continue studies or
- Employment circumstances, for example where the student's employment status or arrangements have changed in a way that is out of the student's control and impacts their study.

Options and outcomes will change depending on a range of factors including:

- The student's learning history
- The relevant qualification or Cluster
- Class availability

17 Student Code of Conduct

While attending a course at Master Builders Victoria, you are required to adhere to the following Code of Conduct.

All students have the following rights:

- to be treated with respect, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socioeconomic status;
- to be free from all forms of bullying, harassment and intimidation;
- to work in a safe, clean, orderly and cooperative environment;
- to have all property protected from damage or misuse;
- to have any disputes settled fairly and rationally (Refer to the *Complaints, Concerns and Appeals policy* from <http://www.mbavtraining.com.au/content/policies-and-procedures/>);
- to work and learn in a supportive environment without interference from others;
- to express and share ideas and to ask questions and
- to be treated with politeness and courteousness at all times.

All students are expected to adhere to the following:

- Students are to wear neat, casual and appropriate clothing that does not offend and meets OH&S requirements. Please do not wear thongs or singlets to class;
- Students are expected to keep the training rooms neat and tidy by throwing away their rubbish at the end of each session and pushing chairs under tables;
- Students are expected to respect all property within the Training Department and the Master Builders Victoria;

- Students are asked to wait in the break-out area before class rather than near reception;
- For those students who are smokers, a courtyard is provided for use on the ground floor next to the break-out area. Please do not smoke outside the front entrance of the building;
- Please make use of the courtyard, break-out area or park across the road during scheduled breaks;
- Students are to utilise the allocated toilets. Men are not to utilise the women's toilets at any time.

Behaviour Standards and Expectations (including bullying and harassment)

Students are also expected to adhere to Master Builders Victoria's set of Behaviour Standards which defines various forms of misconduct and the consequences of such offence.

Consequences of misconduct

The consequences of misconduct will vary and be dependent upon a range of circumstances. Examples of the consequences of misconduct can include, but is not limited to:

Simple Misconduct

- An informal notice by a teacher, trainer, assessor or other staff members of the need to comply with the required standards of behaviour;
- Re-assessment or re-submission of assessment activities;
- Formal meeting with Master Builders Victoria Management to discuss the misconduct;
- Formal written warning;
- Request to the student to provide a show cause as to why they should be allowed to continue in the course;
- Suspension from the course from 1 to 7 days (depending on the misconduct)
 - A 24-hour suspension for circumstances that require an immediate cooling off period. In these circumstances a 24-hour suspension does not presume any individual is at fault, rather it is a strategy to prevent escalation of a situation or circumstance.
 - The following Master Builders Victoria staff have the authority for a maximum 24-hour suspension:
 - Director – MBTI or Acting Director – MBTI
 - Program Manager
 - Any suspension of more than 24 hours, or cancellation of course enrolment, can only be approved by the Director – MBTI.

Serious Misconduct

In addition to the above Misconduct processes, the following may occur depending on the severity of the misconduct:

- Cancellation of enrolment;
- Banned from any future enrolment with Master Builders Victoria and/or
- Legal action

Lodging a complaint due to misconduct

If you feel you are being bullied, sexually harassed or discriminated against you should seek help immediately. Do not ignore discrimination, bullying or sexual harassment thinking that it will go away – often discrimination will get worse and your silence may give the impression that these actions are acceptable.

Refer to *Master Builders Victoria Access and Equity (including Discrimination, Bullying and Sexual Harassment) Policy* and the *Complaints, Concerns and Appeals Policy*.

All Master Builders Victoria policies can be accessed through Master Builders Victoria' website <http://www.mbavtraining.com.au/content/policies-and-procedures/>

Equipment and property

Mobiles

Mobile phones must be switched to silent during class. Students are not to leave the room to make phone calls during training sessions as this disrupts the learning of others. Phone calls can be made at any time during the scheduled break times, either in the breakout area or in the courtyard. Please refrain from making phone calls in the reception area.

Security cameras

Students are advised that Master Builders Victoria and all training rooms including the BLSC are monitored by security cameras at all times.

Training equipment

Students are to respect all equipment and property in the Master Builders Victoria buildings. Students will be responsible for any damage they cause.

Weekend/Weeknight training

Students who are undertaking training during the evening or on the weekend should be aware that due to security reasons, building access may be restricted.

18 Unique Student Identifier (USI)

What is it?

The USI is a mandatory reference number that is made up of numbers and letters and is unique for each student. It is a legal requirement that all nationally recognised training that is completed from 1 January 2015 is recorded against a student's USI. It doesn't cost anything to obtain a USI, and once you have it, it will stay with you for life.

The advantage for you is that you can electronically access your results for any training you've completed (after 1 January 2015) anywhere, anytime.

How do I know if I have a USI?

All students who train with a Registered Training Organisation after 1 January 2015 will need to obtain a USI. We can assist you with this process at your pre-training interview, or you may want to do this yourself by logging into www.usi.gov.au

If you cannot obtain your number on your own, or you have any enquiries about this, please contact the Learning Support Team on 9411 4555.

For more information on the USI, please refer to <http://www.mbavtraining.com.au/content/unique-student-identifier-usi/>.

What happens if I don't have a USI?

If you don't have a USI or don't provide it to Master Builders Victoria, we will not legally be able to issue a *testamur* or a Statement of Attainment relating to the training you completed.

19 Issuance of AQF Certification Documentation

Students completing assessment requirements for a **nationally accredited course/s** will receive the following AQF certification documentation:

- A complete qualification **Testamur** corresponding to the completed course will be awarded. The *Testamur* will be supplemented with a **Record of Results** which will list the units of competency, the results attained for each and their completion date.
- Students who complete part of an accredited qualification will be awarded a **Statement of Attainment** indicating the units of competency they have completed successfully.

Non-accredited courses will be awarded a **Statement of Attendance**.

For details of units of competency to be achieved during training visit; www.mbavtraining.com.au or contact the Training Department for a course brochure. Master Builders Victoria will not issue AQF certification documentation to a student without receiving a verified Unique Student Identifier (USI) unless an exemption applies under the *Student Identifiers Act 2014*.

The AQF certification documentation will be issued within 30 calendar days of the student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete, and providing all agreed fees the student owes Master Builders Victoria have been paid and that the student has a USI. For more information, refer to the Issuance of AQF Certification Document Policy available on www.mbavtraining.com.au.

20 Student Access of Records

If you wish to access your records held by Master Builders Victoria you will need to complete a *Student Records Request Form* which can be downloaded from the Master Builders Victoria website <http://www.mbavtraining.com.au/forms/> or request from the Training Department by calling 9411 4555. The completed form should be returned to:

Training Department – Assessment Administrator

332 Albert Street, East Melbourne, Vic 3002

Post: GPO Box 544, Melbourne, Vic 3001

Fax: (03) 9415 7084; or Email: assessment@mbav.com.au

The student's request will be processed within 14 days of the receipt of the completed form. Students are required to bring sufficient photo identification (e.g. driver's license, passport) to confirm their identity before accessing their records.

Students wanting copies of documentation in their records will incur a fee of \$0.50 per page.

21 Employability Skills

Master Builder's qualifications are based on Australian National Training Packages (TP). All TP Qualifications include Employability Skills as part of the assessment guidelines. Students are expected to be able to meet these employability skills at the completion of their qualification training and assessment.

Qualifications issued by Master Builders Victoria are recognised within the Australian Qualifications Framework (AQF). A summary of the employability skills developed through undertaking qualifications can be downloaded from

<http://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/employabilityskills1.pdf>

22 Privacy & Confidentiality

Master Builders Victoria will treat all information gathered from its students with the strictest confidence in accordance with the requirements of the Privacy Act 1988. The information will be held in a secure environment and accessed only by authorised personnel. Student information will only be disclosed to the Australian Government and State Funding authorities, to meet our reporting requirements.

For more information in relation to how student information may be used or disclosed, please see the Privacy Policy available on our website - www.mbavtraining.com.au.

23 Complaints, Concerns and Appeals

Our Commitment

Master Builders Victoria welcomes feedback and suggestions from employers or students on our services. All complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.

A student's enrolment will not be affected by suspension or cancellation while the complaints and appeals process is being conducted.

The Complaints, Concerns and Appeals Policy provides an avenue for most complaints, concerns and appeals to be addressed.

The Complaints, Concerns and Appeals Policy is available on the Master Builders Victoria website <http://www.mbavtraining.com.au/content/policies-and-procedures/>

Complaint process (training related matters)

Students may raise any matters of concern relating to training delivery and assessment, the quality of learning, student's amenities, discrimination, sexual harassment and other issues that may arise.

- If the concern is related to Bullying and Harassment, students are advised to contact the Director – MBTI or the Learning Support Consultant on 9411 4555.
- For all other complaints, the student should first discuss the matter with their trainer (where appropriate). If they are not satisfied, the student may request to escalate the matter to the Director – MBTI for consideration by calling 9411 4555 or by completing the Notice of Complaint, Concern and Appeal. This can be obtained from Master Builders Victoria's website <http://www.mbavtraining.com.au/forms/> or you can request one from the Training Department.
- The Director – MBTI contacts the student within 48 hours to confirm receipt of the form, discusses the circumstances with the relevant personnel, and makes a decision.
- The student is contacted within 10 working days to let the student know of the decision that has been made. The student has 5 working days to respond to the formal decision.
- The student may request a face to face meeting with the Director – MBTI to formally present his or her case in appeal of the decision of the Director – MBTI. Once this meeting has occurred, the Director – MBTI will respond in writing within 24 hours.
- A written statement of the appeal outcome, including reasons for the decision, will be documented and provided to the student.
- Where a complaint, concern, or appeal cannot be resolved through discussion and conciliation, Master Builders Victoria acknowledges the need for an appropriate external and independent agent to mediate between the parties. The student may also request this.
- Master Builders Victoria will contract such a person as and when required. Master Builders Victoria shall cover the cost of up to three hours of mediation.
- If the student is still dissatisfied with the outcome after Master Builders Victoria has engaged an independent agent, the student may lodge a complaint with the Australian Skills Quality Authority (ASQA) on 1300701801.

Assessment appeals

If the student has been advised that they are Not Yet Competent in a unit or a course, but they believe that:

- they genuinely do have the required degree of competency; and
- that they have provided reasonable proof of this to Master Builders Victoria;

the student may query or appeal the result.

This process ensures that all students are fully satisfied with the fairness and accuracy of Master Builders Victoria assessment processes.

Note: Master Builders Victoria accepts an appeal against an assessment decision for a period of no longer than 2 weeks after the student receives the notification of the assessment decision.

Students who feel they may have been unfairly treated may follow the procedures listed below:

- Discuss the matter with the Programs Manager. If not satisfied with the outcome of this discussion, the

student may then request that the matter be referred to the Director – MBTI for consideration.

- The student must complete the Notice of Complaint, Concern and Appeal Form and send this document to the Director – MBTI ensuring that sufficient details about themselves and the course are provided, including the circumstances surrounding the concern, complaint or appeal.
- The student provides an explanation of the reason/s why they feel the Not Yet Competent result is not appropriate and also attaches a copy of the original Assessment Task. The Programs Manager seeks an independent review of the Assessment Task and contacts the student with the written result within 10 working days of receipt of the appeal. The student has 5 working days to respond to the decision.
- The student may request a face to face meeting with the Director – MBTI to formally present his or her case in appeal of the decision of the Programs Manager. Once this meeting has occurred, the Director – MBTI will respond formally within 24 hours.
- A written statement of the appeal outcome, including reasons for the decision, will be documented and provided.
- Where a complaint, concern, or appeal cannot be resolved through discussion and conciliation, Master Builders Victoria acknowledges the need for an appropriate external and independent agent to mediate between the parties.

Master Builders Victoria will contract such a person as and when required. Master Builders Victoria shall cover the cost of up to three hours of mediation Master Builders Victoria encourages the parties to approach a complaint with an open view and to attempt to resolve problems through discussion and conciliation.

If the student is still dissatisfied with the outcome after Master Builders Victoria RTO has engaged an independent agent, the student may seek external intervention or lodge a complaint with the Australian Skills Quality Authority on 1300 701 801.

24 Learner Rights

Master Builders Victoria provides students with the following information to assist them to better understand their rights, role and responsibilities whilst undertaking a training program with Master Builders Victoria if:

- Master Builders Victoria enters into an arrangement with another organisation to conduct training and assessment services on its behalf. The contact details of the other provider is shared with the students if such an arrangement is established.
- Master Builders Victoria ceases its operations and is unable to carry out its contractual obligations to the student.

How is Master Builders Victoria going to assist you?

If Master Builders Victoria (RTO) is closing, it will assist you during the closure process.

Master Builders Victoria will:

- ensure that before they are no longer registered, you have either completed your course or reschedule/transferred to a new training provider
- source an alternative provider for you to consider reschedule/transferring to if you are enrolled at the time of closure and want to continue your training
- issue you with an Australian Qualifications Framework (AQF) testamur and record of results if you have completed the requirements of a qualification
- issue you with a statement of attainment if you have not completed the requirements of qualification but have completed one or more units of competency and return all unmarked assessments.

25 Occupational Health & Safety (OHS Act 2004)

Master Builders Victoria regards workplace health and safety as an integral part of the day-to-day operation. The safety of the public, our students, contractors and employees are the responsibility of all levels of management and is to be demonstrated at all times.

Master Builders Victoria is committed to the principle that all workplace injuries can be prevented.

All Master Builders Victoria students:

- are obligated to follow safety instructions given by their trainer;
- have the responsibility that all operations under their care or control are carried out safely and efficiently;
- must not deliberately put the workplace health and safety of anyone at risk, or deliberately injure them, or deliberately misuse anything provided for workplace health and safety;
- are required to comply with the standards under the Victorian Occupational Health and Safety Act 2004; and
- are not expected to attempt anything likely to cause them harm.