



# Participant Orientation

RTO 32413



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## PARTICIPANT ORIENTATION

Thank you for choosing the TAE Academy (RTO: 32413) as your preferred provider of this course. Prior to course commencement, you are required to complete a Participant induction. All the following information is provided to you via the TAE Academy website, the Participant Handbook, and any relevant course flyers.

If you require any further information, please do not hesitate to discuss with your

- ✓ Trainer
- ✓ Your employer, or
- ✓ Contact TAE Academy directly

As a Participant of TAE Academy, your course enrolment is accepted based on the information provided by you, meeting the course entry requirements.

### **Enrolling Participant Declaration**

*I agree to go through this Participant induction and will read all required information prior to commencing my course. I agree that if I am unsure of anything I will speak to my trainer and/or TAE Academy before completing this checklist.*

I am aware and understand the entry requirements, duration and how many units must be completed as part of my course.

I am aware and understand that all assessment work I complete will be assessed by a TAE Academy Assessor. They will deem each submission either satisfactory or not yet satisfactory and will provide feedback where necessary.

I am aware and understand that if I am having difficulties with my course and/or assessment work, I can speak to a trainer about extra support internally, externally, and possible reasonable adjustments.

I am aware and understand that unit assessments are competency based and I can be deemed Competed or Not Yet Competent. I understand that where any tasks that are part of a unit assessment are deemed unsatisfactory, assessor feedback will be given, and I can re-attempt and resubmit my assessment task.

I am aware and understand that I can apply for Credit Transfer (CT) from previous studies and/or Recognition of Prior Learning (RPL) from work experience. I am aware I need to speak to my Trainer about these options.

I am aware and understand that my academic records will be kept for 30 years and I can access these at any time by emailing TAE Academy.

I am aware and understand that I can see my course progress on the TAE Academy portal, and I can also speak directly to TAE Academy if I have any concerns or questions.

I am aware and understand that I can access TAE Academy complaints and appeals policy to appeal any decision made on my complaint raised and if not resolved I can contact the Australian Skills Quality Authority (ASQA) for further support.

I am aware and understand that where any changes to TAE Academy as an RTO occur, TAE Academy will contact me directly regarding these changes (if applicable).

I am aware and understand that under government legislation, TAE Academy must retain copies of my Participant work for a period of 6 months post completion, and they may be used for Continuous Improvement purposes.

I am aware and understand that if there are any changes with my course, TAE Academy will contact me directly and that I must keep my personal details updated with TAE Academy to ensure I receive the most up-to-date information.

I am aware and understand that this course is fee-for-service and TAE Academy does not claim any government funding while I undertake the course.

I am aware and understand that by entering the course, I must meet all set criteria, conditions and be assessed as competent in all unit assessments before I obtain a qualification.

I am aware and understand that by enrolling into this course, I will not receive any guaranteed employment outcomes. I can, however, apply for employment opportunities once qualified.

I am aware and understand that upon completion of the course I am studying I will not be eligible for a specific license or accreditation unless the issue of that license has confirmed this to be the case.

I am aware and understand my consumer rights and that my right to access Australian consumer protection law and other legal remedies is not affected by the terms and conditions of enrolment with TAE Academy.

I am aware and understand that if I wish to withdraw from this course, I can complete this by contacting TAE Academy directly.

I am aware and understand that should TAE Academy cease to exist; I will be given the opportunity to complete the course through another RTO.

I am aware and understand all the entry requirements I must meet for the course including supplying my own specific equipment and/or software outlined in the course information.

I have been provided, have read, and am aware of and understand all information and policies within the Participant Handbook and agree to abide by this.

I am aware, understand and have read the Participant Code of Conduct within the Participant Handbook and agree to abide by this.

I am aware and understand my right to be treated fairly and equally and not discriminated against by TAE Academy during my period of enrolment.