



**CFMEU EDUCATION
AND TRAINING
STUDENT HANDBOOK
RTO NUMBER 3688**

This handbook provides you with information on:

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Welcome to the CFMEU Education and Training and congratulations for daring to learn! This handbook provides you with basic information about us. It also gives you an idea of how we operate and what to expect when doing courses at the CFMEU, so please take the time to read it.

OUR PHILOSOPHY ON EDUCATION AND TRAINING

The CFMEU Education and Training is committed to providing quality training so that when you return to work you'll be able to apply the skills and knowledge you need to be competent and safe at work. When you study with us you'll not only get the ticket or qualification you need, (provided you satisfactorily complete the course), but you'll also gain the skills and knowledge to better do your job in a supportive, interactive environment. All our courses are written specifically for the building industry and involve face-to-face learning with a focus on group interaction and discussion. This way you get to learn and share knowledge and experience with other building workers thus making your learning experiences more memorable and enjoyable.

Our longer certificate and diploma courses also focus on enhancing skills that underpin and add to your vocational expertise. We don't just focus on getting tickets; we aim to develop and improve your reading, writing, research and study techniques thus building skills for life.

Please be aware that the CFMEU Education and Training does not guarantee that our training will lead to employment; our courses simply prepare and qualify you for a range of careers in construction.

In the event the CFMEU has a change of ownership, CFMEU Education and Training will notify you via email as soon as is practicable to do so.

ENROLMENT & INDUCTION PROCEDURES

After you apply for a course, you'll receive a letter advising you of the next available course including the dates and venue. If you're available and are still interested in doing the course you must contact the CFMEU Education and Training and confirm your attendance. You must then complete and sign an enrolment form. There are a number of questions on the enrolment form regarding your personal details, employment and education and training background. This information is required by both national and state regulators for their statistical data collection. All information you provide on this form is treated confidentially.

For courses involving high risk work licences you also need to provide proof of age and supply a passport photo. These courses also involve a course safety induction.

For our diploma and certificate courses, (qualifications in WH&S, carpentry and pre-apprenticeship), you will need to attend an interview with your teacher. In this interview your teacher will give you further information about the course as well as a

training plan setting out the course dates. It is important that you engage with your training plan so you know where you're at on your learning journey. You'll also do a language literacy and numeracy assessment as part of a pre-training review to determine which course is suitable for you and whether you'll need additional support during our training. Please bring photo identification to this interview as this may be needed to support the CFMEU's eligibility for government funding which applies to some courses.

Undertaking certificate or diploma level courses requires commitment. If you require a break from study during your enrolment due to unforeseen circumstances (such as illness, family responsibilities etc.) contact your teacher or trainer as soon as possible.

Should you be offered another CFMEU training course which clashes with your certificate or diploma course dates, your priority is to attend your certificate or diploma course as places are limited and these courses are only offered once or twice a year. However if you need to attend a refresher or update a ticket because it is critical to your employment, please contact your certificate /diploma teacher or trainer to notify them of your situation.

FEES POLICY

Your course fees are mostly covered if you're a member of Incolink (except for industry induction). If you're not a member of Incolink your employer will be invoiced when you complete the course.

If you're not a member of Incolink and you're self-employed, you will be invoiced upon completion of the course. The current daily fee for all CFMEU courses is approximately \$150. A schedule of fees for all courses can be downloaded from <https://vic.cfmeu.org/fees-charges-refunds>

In some instances, you may be eligible for government funding. Your teacher/trainer will advise you prior to enrolment if you are entitled to a government subsidy for the program in which you are enrolling.

I understand that my enrolment in this qualification/s and/or skill set/s may be subsidised by the Victorian and Commonwealth Governments under the Skills First program. I understand how my enrolment will affect my future training options and eligibility for further training under the Skills First Program.

COURSE INFORMATION

General information about your course is contained in the *Dare to Learn Course Directory*. If you have specific enquiries about your course, contact CFMEU Education and Training and speak to the relevant teacher/trainer. The CFMEU also provides a *Course Pathways Guide* which provides information to workers in the building industry about career pathways. If you're not sure about what training you need or what you're interested in, have a look at our course guide.

ACCESS AND EQUITY

The CFMEU is committed to removing any barriers that may prevent learners from successfully gaining skills and knowledge through participation in training. The CFMEU also recognises that, historically, particular groups have been underrepresented and/or disadvantaged in training. To that end it is our policy to actively promote and provide training to all learners irrespective of:

- age
- disability
- language background
- race
- gender
- religion
- sexuality
- education background
- family responsibilities
- employment status; and
- location.

Talk to your teacher/trainer if you believe you've been treated unfairly, or you wish to raise concerns about access and equity issues while training at the CFMEU.

DISCIPLINARY PROCEDURES

The CFMEU expects that all students participating in education and training treat each other and the teacher/trainer with dignity so that teaching and learning can occur. This may be displayed by being inclusive of everyone, listening to each other, treating each other with respect free of sexist, racist, homophobic or other discriminatory attitudes. The CFMEU also expects students to attend class punctually and regularly, with all the materials required to participate effectively in class activities. When you enrol in a CFMEU course you will be required to read about and state that you understand and agree to our course expectations. If the teacher/trainer believes that a student's conduct is not meeting the expectations of the education and training, s/he may deem disciplinary action is required. The CFMEU follows the disciplinary procedure contained in the rules of the union. You can request a copy of this procedure.

LANGUAGE, LITERACY AND NUMERACY SUPPORT

We understand that some of you might be concerned about the level of English language, literacy and numeracy (LLN) skills required for some courses. To maximise participation in training, the CFMEU provides additional LLN support for workers without strong skills or a strong education background. This might apply to you if you have difficulty with reading and writing tasks or if your first language isn't English and you have difficulty with speaking. Talk to your teacher/trainer if you think you might need LL&N support for the course you wish to enrol in.

ASSESSMENT ARRANGEMENTS

Most courses at the CFMEU will involve assessment. If you are anxious about being assessed, talk to your teacher/trainer. Support is available for you during assessment if you have LLN, or other special needs. Please note that simply enrolling in a CFMEU course does not guarantee the achievement of a credential. You are required to meet CFMEU course expectations along with the assessment requirements of the nationally accredited qualification or licence you are enrolled in.

For certificate and diploma courses you'll need to submit and sign a declaration and statement of authorship with your work. In relation to certificate and diploma courses you will also need to submit your work and be signed off as competent before proceeding to the next stage of the course. Learners who have outstanding assessment requirements for more than one course (cluster of units) at certificate or diploma level may not be able to proceed on their learning pathway until they have met the competence requirements. In this way teachers can monitor your progress and identify whether you're at risk of not achieving your learning needs and hence provide guidance accordingly.

Please keep a copy of work you submit for assessments. If you have forgotten to make a copy, please do not rely on CFMEU administration staff to make copies for you or carry out other administration tasks related to your training. This is your responsibility and is part of developing effective learning strategies.

SUBMITTING ASSESSMENT TASKS VIA EMAIL

You are able to submit your assignments to teaching staff via email. However staff who are contractors and do not have access to printers or a CFMEU email address may not accept work via email. You should clarify this at the beginning of your courses with the teacher/trainer.

Your work must be emailed directly to the teacher or trainer for the relevant subject. Clearly state, in the subject line the **[Unit Code] [Assessment Task] – [Student Personal and Family name]** and whether the submission is a draft or the final copy. For example:

BSBWHS409 Assessment Task 4–Damian Petersen final

Ensure the assessment tasks are attached to your email in either a Word doc format ie: 'filename.doc' or as a 'filename.pdf' file.

PLAGIARISM

Plagiarism is the presentation of someone else's work as your own. This includes copying someone's work without giving credit to the author or submitting someone else's work as your own. Plagiarism is not acceptable and if the CFMEU believes work has been plagiarised, those involved will be required to re-submit their work.

We are committed to your learning so if you are having difficulty with your assessment tasks, the CFMEU teachers/trainers are here to assist. There is nothing to be gained or learned from plagiarism.

APPEALS AND GRIEVANCE PROCEDURES

You have a right to appeal assessment results if you believe you have been treated unfairly. You also have access to a grievance procedure if you believe you've been treated unfavourably during any aspect of the training. Ideally approach your teacher/trainer first; if this is ineffective you can talk to the Education and Training Coordinator.

RECOGNITION OF PRIOR LEARNING

If you have partly or fully completed a course that is relevant to the training you wish to enrol in, or you believe you have the skills and experience equivalent to the competencies required in the training, you may be eligible for recognition of prior learning (RPL).

You will need to complete the *CFMEU Education and Training Unit RPL application form* and present evidence of your skills and knowledge relevant to the unit(s) you are seeking RPL for.

Your RPL assessor needs verification that you have the skills and knowledge you claim you have. **Just telling us you've done something or know something isn't enough. It's up to you to provide evidence of your knowledge and skills.** Your evidence needs to be current, sufficient and authentic.

The following are examples of evidence that may help you put together your RPL application:

1. Originals or certified copies of any certificates gained and/or training attended
2. A current copy of your resume.
3. Letter/s from relevant supervisors/ employers describing the work you have done and the period in which you worked for the company/ies.
4. Job descriptions.

Your application and supporting evidence will be assessed by an RPL assessor. In most cases you will be required to attend an interview to discuss aspects of your evidence. Your RPL assessor may need clarification or may need to ask you further questions in areas where the evidence is insufficient or there are concerns about how current your knowledge and skills are. At the end of this process your RPL assessor will advise you if RPL has been granted or whether further gaps training is needed.

Further training will be advised if you cannot provide enough evidence to meet the outcomes of the course for which you are seeking RPL, or there are concerns that your knowledge and skills are not current.

CREDIT TRANSFER

The CFMEU is a registered training organisation and therefore recognises qualifications issued by other RTOs. Credit transfer is available for any courses listed on the scope of registration of the CFMEU. If you have completed any units of a course at another training organisation you may be eligible for credit transfer. You will need to complete a credit transfer application form and provide a certified copy of the relevant credential for which you are seeking credit transfer.

RESOURCES FOR LEARNING

For most courses you'll be provided with class materials, note paper and in longer certificate and diploma courses, a ring binder. You're required to bring your folder and/or class materials to your course each day as the materials often form part of the learning strategy in class. In the longer certificate and diploma courses you'll also be given material to assist you with developing and improving your writing skills and referencing when writing reports etc.

For courses that involve writing tasks, some students prefer to bring a laptop to class. It is not necessary to own a laptop to participate in CFMEU training; however, you are very welcome to bring and use your laptop in class. Digital literacy skills are embedded in most of our courses but if you have limited computer literacy and are interested in gaining basic skills, the CFMEU runs a short course in word processing and internet skills.

VENUES

The CFMEU delivers training at our training facilities in Port Melbourne. All high risk work training including traffic control is conducted at our High Risk Work Training Centre at 1-11 Wharf Road, Port Melbourne. Our facilities at 31 and 41 Sabre Drive are used for OH&S, carpentry and general construction, first aid, asbestos removal and confined spaces.

There is usually ample parking available at our Port Melbourne facilities but make sure you park in the CFMEU designated spots for Sabre Drive. Please note that the CFMEU spots directly outside the warehouses are allocated for CFMEU training staff and guest speakers to courses.

NO SMOKING POLICY

The CFMEU Education and Training is a smoke-free workplace. Smoking is permitted outside the boundary of the educational facilities on Wharf Road or Sabre Drive.

DURATION OF ENROLMENT

After you enrol in a CFMEU Education and Training course your details including your course start date are entered into our Student Management System (SMS).

The CFMEU keeps a record of all enrolments and partially completed courses; you can access your records by contacting the administration officers at the training or the relevant teacher/trainer.

The duration of your course enrolment will obviously vary according to the length of the course. In many cases learners may start a course in between jobs or when off work due to injury or illness. When your personal or employment circumstances change we understand this can affect your ability to continue with your training.

Depending on how long your absence is from training, you may be required to re-enrol and/or undergo a recognition of prior learning process. A key feature of competency based training and assessment is that a learner's skills and knowledge are current and can be consistently applied to industry standards. Nationally accredited training is also reviewed and updated at regular intervals; hence if a significant time has elapsed between initial enrolment and final assessment, the currency and reliability of the assessment is called into question.

With regard to enrolment in qualifications, you will be issued a training plan during your pre-training interview which will specify an end of enrolment date; all training must be complete and assessment submitted by this date. If you are unable to meet this deadline due to extenuating personal circumstances you will need to contact your teacher/trainer and formally apply for an enrolment extension.

In the unlikely event that the CFMEU Education and Training ceases to operate as a registered training organisation, the CFMEU will endeavour to finalise the results and issue statements or certificates of any courses that students are enrolled in. The CFMEU will also guarantee that students' records are transferred to archives and securely stored. Where relevant the CFMEU Education and Training will transfer ongoing students to a suitable RTO so they can complete their studies.

LEARNER FEEDBACK

You have the opportunity to give us feedback at the end of your course through our course evaluation form. Once a year we will also ask you to complete quality indicator surveys which we need to gather as part of our commitment to continuous improvement and compliance as a registered training organisation. However we also encourage you to talk to us at any stage if you have suggestions about how we can better deliver our training and other services. You may also be asked to participate in the National Student Outcomes Survey managed by the National Centre for Vocational Education and Research (NCVER). Please note that all data gathered from surveys is confidential and used to inform policy and practice in the Australian training system. You may also be contacted by a government department seeking feedback on your training experiences as part of an audit or performance review process.

UNIQUE STUDENT IDENTIFIER (USI)

This is a 10 digit alpha-numeric code you will need for enrolment in all nationally accredited training. If you haven't already created a USI the CFMEU will give you information to assist with this process.

WI FI ACCESS FOR STUDENTS AT CFMEU TRAINING FACILITIES

Learners have access to Wi Fi for educational purposes during courses conducted at the Sabre Drive (4/31 and 8, 9 and 10 /41).and Wharf Road training facilities Should you require Wi-Fi access, ask your teacher/trainer for a password. You will be required to register using your mobile phone. Once logged on you will be asked to agree to the CFMEU policy below. Re-registration will be required every three months.

I will use the CFMEU Education & Training's Wi-Fi network for learning and CFMEU work-related purposes, not personal use.

I understand that this is a shared Wi-Fi connection and agree that my use will not inhibit other students from also accessing the internet (including but not limited to activities such as: downloading large files unless authorised by my trainer for training purposes, or video streaming services such as YouTube, Netflix, Stan etc. unless authorised by my trainer for training purposes).

I will not hack or bypass any hardware and software security implemented by the CFMEU Education & Training.

I will not facilitate or permit the use of the CFMEU Education & Training Wi-Fi by anyone not authorised by the CFMEU Education & Training.

I will not use my own device to knowingly search for, link to, access or send anything that is:

- ***Illegal or infringes copyright***
- ***offensive***
- ***pornographic***
- ***threatening***
- ***abusive***
- ***defamatory or***
- ***considered to be bullying.***

I acknowledge that the CFMEU Education & Training cannot be held responsible for any damage to, or theft of my device and it is my responsibility to ensure all anti-virus software and other protections are up to date.

I understand that my activity on the internet is recorded and that these records can be accessed by CFMEU Education & Training staff. Any Wi-Fi use found to be

contrary to these conditions may result in my access to the Wi-Fi being withdrawn or restricted.

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