WESTERN RIVERINA COMMUNITY COLLEGE

Student Handbook

April 2023

Https://thearticulatepear.sharepoint.com/sites/team/Shared Documents/Design Team/Current Work/WRCC/WRCC_Website Updates/Student Handbook/NOTE_see our website how to guide re uploading this to website/April_2023/WRCC_Student_Handbook_ April 2023_ V8.docx

Contents

Https://thearticulatepear.sharepoint.com/sites/team/Shared Documents/Design Team/Current Work/WRCC/WRCC_Website Updates/Student Handbook/NOTE_see our website how to guide re uploading this to website/April_2023/WRCC_Student_Handbook_ April 2023_ V8.docx

ABOUT THE COLLEGE

Welcome

We sincerely hope you will gain great benefit from the course in which you have enrolled. Please feel free to call us if you have any queries regarding your course or the information provided to you.

WRCC Governance

WRCC Board:

Chairperson	Sue Golsby-Smith
Vice Chairperson	Pat Cox
Treasurer	Alex Davies
Directors	Ricky Chugha
	William Glowrey
	Shailyn Williams

Western Riverina Community College Inc. Purpose

Western Riverina Community College's Purpose is to build, strengthen, and reduce barriers within our community through the provision of education.

Western Riverina Community College Inc. Vision

The vision of the college is to deepen the capacity and capability of the college to achieve its Purpose. To this end, the college will reinvest its earnings to achieve the defined Purpose. Contextually this means the college is investing to extend its campus, providing additional student facilities.

Western Riverina Community College Inc. Values.

The college conducts its activities nested in values within the meanings of each of the following words. In this sense, such definitions shape organisational action.

1. Respected.
2. Consultative.
3. Equitable.
4. Responsive.

What is the College and what does it do?

Western Riverina Community College is a not-for-profit, volunteer-managed, community-owned adult education provider. The college operates as an independent, incorporated, not-for-profit association. Whose Purpose is to provide high-quality adult education activities designed to address the community's learning needs. The communities served by the college include Griffith and Leeton and extend to the broader Western Riverina region of NSW.

Through operations across the Western Riverina, the college provides quality learning opportunities, empowering individuals to achieve personal learning and employment goals. In turn, the provision of education generates learning activities that increase knowledge, which enriches the community economically, socially, and culturally. The focus on community development reduces marginalising barriers, enhancing the population's ability to participate in society actively.

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Western Riverina Community College offers both accredited vocational training and pre-accredited leisure courses. The organisation became a Registered Training Organisation in 1998. The college is known for the friendly, supportive, and reassuring environment it provides to participants. Western Riverina Community College receives core funding from NSW State Training Services. It also attracts funds from other government sources and fees for service activities; all are invested in activities pursuing organisational Purposes.

Scope of Registration

As a registered training organisation (RTO), the college operates under the Australian Skills Quality Authority (ASQA). As an RTO means we provide quality-assured and nationally recognised qualifications. Our courses are delivered in line with national standards and developed with input from industry representatives, guaranteeing our accredited learning activities are of high a standard. To check the accredited qualifications and units of competency in the college's scope of registration, please refer to the following website www.training.gov.au website or visit the following link https://training.gov.au/Organisation/Details/1252.

This website provides a database on vocational education and training in Australia. It is the official National Register of Information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs) and for all training sector users.

College Contact Details

Staff:

Executive Officer	**Griffith and Leeton**	David Martin
Vet Manager	**Griffith and Leeton**	Sue Reynolds
Centre Manager	**Leeton**	Ron Arel
Executive support		Manshant Kaur
Student Support Officer	**Griffith and Leeton**	Sophie Bozic & Kiara Duncan
Administration Manager	**Griffith**	Sheila Marcus
Admin Officers	**Griffith**	Cathy Ziliotto Kristy Files Katrina elvy
Front of House	**Griffith** **Leeton**	Paulette Catanzariti Joanne Simpson

	Griffith Campus	Leeton Campus
Address	23 Hickey Crescent	3 Wade Avenue
	Griffith NSW 2680	Leeton NSW 2750
Phone/Fax	02 6964 5334/02 6962 4404	02 6953 3777/02 6962 4404
Email	enrolments@wrcc.nsw.edu.au	r.arel@wrcc.nsw.edu.au enrolments@wrcc.nsw.edu.au

Office Hours of Operation

Monday – Friday , 9:00am -4:30pm   Website: https://www.wrcc.nsw.edu.au

Facebook:
https://www.facebook.com/westernriverinacommunitycollege/

Instagram:
https://www.instagram.com/wrcc_griffith/?hl=en

FEES AND CHARGES

Western Riverina Community College makes prospective students and clients aware of the college's fees, charges and refund arrangements before accepting enrolment. The Fees and Refund Policy can be sourced from the college's website www.wrcc.nsw.edu.au or obtained from WRCC Reception.

All texts, resources and materials are included in the cost of the course unless otherwise stated in the college's advertising material. The college determines course fees for its fee-for-service training, and as such, fees may be subject to change without notice. In providing funded training activities such as the Adult Community Education (ACE) or the NSW Smart and Skilled program, contracts and guidelines associated with these programs will stipulate student fees, if any. Students are encouraged to visit the NSW State Training Authority website for additional information on the ACE or Smart and skilled programs.

ACE Program: https://www.training.nsw.gov.au/ace/ace_program.html

NSW Smart and Skilled: https://smartandskilled.nsw.gov.au/

Smart and Skilled Fees

Students enrolling with Smart and Skilled ACE CSO subsidies must pay the relevant fee as set out in the NSW Skills List. The college will calculate the relevant fee using the Smart and Skilled Provider Calculator. Student eligibility and associated fees for funded programs develop using personal information to address funding criteria. Additionally, the application process will also include any applicable Recognition of Prior Learning and Credit Transfer arrangements.

Smart and Skilled Adult and Community Education (ACE) Community Service Obligations (CSO) Program Fees

Students enrolling with Smart and Skilled ACE subsidies must pay fees set under Smart and Skilled conditions. The college will calculate the relevant fee using Smart and Skilled ACE Operating Guidelines, the Student's eligibility criteria and any applicable Recognition and Prior Learning and Credit Transfer arrangements

Fees for Other Subsidies Programs

Students enrolling with any other subsidy must pay any fees that the funding body sets out in its guidelines.

The college remains invested in supporting students to achieve individual learning goals. Therefore, a student should see a course fee to be a barrier to enrolment. To support student access, the college has options for payment plans. Students have the option to create a tailored payment plan that suits their circumstances. Students interested in this option should discuss payments plans at their enrolment or with the WRCR Student Support Officer.

Concessions and Exemptions

The college offers a 10% concession for all courses (excluding funded or subsided courses) for students who hold a Health Care Card. Students undertaking subsidised courses should contact Reception to determine if they are eligible for concessions/exemptions.

Fees Paid in Advance

The college will, at no time, request or accept from a prospective or current learner prepaid fees above a total of $1000. Prepaid fees include all fees that a learner must pay, including enrolment

fees, tuition fees, materials fees and any other fee component that is a mandatory payment for the course. For further information, please read the Fees and Refund Policy

ENROLMENT & INDUCTION

WRCC invest to ensure students are equipped with sufficient information to make informed decisions about enrolling in a WRCC course. To this end, WRCC provides pre-enrolment information to assist their decision to study with the college. Pre-Enrolment Information (available for each accredited course or program) can be found in the following documents and or on the college website www.wrcc.nsw.edu.au ;

- WRCC Student Handbook made available to all students before enrolment.
- Course descriptions and or course requirements,
- Information on assessment procedures,
- complaints and appeal procedures,
- facilities, equipment and
- Student support services.
  Digital Learning – Online learning
- If applicable to your course, you will receive information to access online digital learning platforms, tools, and materials.
- Induction on how to use and or access online learning tools, plus how to access support when learning is in a digital environment.
- **Pre-enrolment Information**

Before your enrolment, WRCC will provide you with or access to the following information. Enrolment information is detailed on the WRCC website www.wrcc.nsw.edu.au.

1. Recognition of Prior Learning and Credit Transfer information
2. Consumer protection information
3. Compliance policy
4. What a student should do if they wish to defer or discontinue training
5. How students can access support during and post-training
6. Contact details for any support services provided
7. Fees and refund policy
8. NSW Smart and Skilled funded, subsidised training information

Unique Student Identifier (USI)

The Unique Student Identifier (USI) is an Australian-wide student number required when people enroll into nationally accredited vocational education and training (VET).

A USI provides the capacity for students to track their accredited vocational education and training (VET) records online and across all Australian states and territories. Students who do not have a USI and seek to undertake nationally accredited courses need to apply for a USI. Further, the USI is required at enrolment into WRCC VET activities. Additionally, WRCC cannot issue nationally recognised credentials without a student supplying a valid USI number.

Applying for a USI is free of charge. To gain a USI, Students will need to access the Commonwealth Government USI website visit http://usi.gov.au. The USI stays with a student for life and records against any completed nationally recognised VET course or qualification.

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What happens at the beginning of my course?

By or on the first day of the course (at the latest), students are to receive induction and orientation appropriate to their course, which further ensures they:

1. Understand the information contained in the Student Handbook and the Pre-Enrolment information.
2. Understand the rules and regulations as set out in the Student Handbook.
3. Are familiar with the college's training, administration, and support people.
4. Have identified the college's training, administration, and support people.
5. Have the necessary course materials, course content and information about assessment practices.
6. Know where to access more information.
7. Discuss pathways, e.g., types of work you might seek with your new skills or further education or training opportunities available to you.
8. Emergency evacuation procedures
9. Work, health, and safety (WH&S) requirements
10. Dress codes and conduct
11. Their rights and responsibilities (Code of Behaviour) as a learner.
12. Access and use of digital learning tools (online learning)
13. Student survey requirements during post and or at withdrawal from enrolment
14. Returning of all partial or complete work at enrolment withdrawal completion of appropriate paperwork.

LEARNING AND ASSESSMENT

How do I submit work?

Students participating in online learning activities, unless otherwise advised, will submit completed assessment materials through the online learning portal. The online learning portal is the location where online assessment materials are accessed.

Students studying face-to-face will submit assessments in digital or hard copy format to their Trainer/Assessor. Students can either email assessment materials in digital format to their Trainer through the use of the following email address enrolments@wrcc.nsw.edu.au

Do not use your Trainers personal email address. Additionally, you may submit completed assessments through Australia Post. The postal address to send assessment materials is as follows

(Trainer name)
C/- WRCC
PO BOX 8090
Griffith East NSW 2680

Or you may hand assessments directly to your Trainer. Or you may leave the completed assessment materials at WRCC Reception (Griffith or Leeton).

When leaving completed assessments at WRCC, the Reception will record your submission. WRCC Reception will document the receipt of materials. In turn, you will be required to sign verifying you have submitted assessments.

A WRCC coversheet should accompany all assignments. You will receive the cover sheet with your assessment.

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It is each Student's responsibility to maintain personal copies of all learning and assessment materials.

What about assessments?

All accredited courses at Western Riverina Community College involve assessment processes. Assessments serve the purpose of allowing participants to provide evidence of their developing knowledge, skills, and abilities against the competencies of the course or qualification. During the first lesson of your course, your Trainer will advise you of the assessments required for your course.

In keeping with the competency-based training requirements, assessments developed and conducted by WRCC allow a student to demonstrate compliance with the four assessment principles of validity, reliability, flexibility, and fairness.

Furthermore, WRCC students can be confident that persons engaged by WRCC to conduct assessments for accredited courses and competencies in Training Packages have the appropriate assessor credentials and relevant, current industry experience and qualifications to support assessment decisions. Participants who do not achieve competency at the first assessment attempt will have further reasonable opportunities to achieve competency. For further guidance, please read the College Assessment Policy.

Recognition of Prior Learning (RPL)

RPL is the process of assessing the knowledge and skills you may have against competency standards. The process of RPL is where WRCC will look at your existing current skills and knowledge and assess your skills against competency standards.

There are three potential outcomes in an RPL process. Firstly, sufficient evidence is provided to satisfy the awarding of competence. Secondly, there is insufficient evidence to satisfy competence. In this situation you may have to supply additional information. Or if additional evidence is not available partial RPL may be awarded. Thirdly, there is insufficient evidence to award competence. Once again you may be asked for additional evidence to support a claim for RPL.

Western Riverina Community College will provide advice and assessment of current competencies on a case-by-case basis. If you would like to apply for recognition of prior learning, please read the RPL Policy on the college's website and then make an appointment to speak to the VET Manager.

Mutual Recognition/Credit Transfer

Western Riverina Community College recognises the Qualifications and Statements of Attainment issued by other Registered Training Organisations following the Australian VET Quality Framework requirements. However, where credit transfer and or Mutual Recognition, Credit Transfer (MRCT) of previous learning is requested, students must also demonstrate currency of skills. Students seeking MRCT should discuss MRCT with the WRCC VET Manager.

What if I don't agree with my assessment results?

If you disagree with an assessment decision in the first instance, you should address the matter with your Assessor or Trainer. If the matter remains unresolved, you should contact the WRCC VET Manager, who will review the assessment process. If the VET Manager feels you have a case for

review, the college will employ a suitably qualified independent person to conduct another assessment.

Where the VET Manager does not believe there is a case for review, you will be provided with a detailed report of the decision and the process surrounding the decision-making process. Students will receive a copy of the WRCC Complaints and Appeals Policy and the college Code of Practice.

Students are welcome to nominate a third party at all meetings with trainers and Managers to act as an advocate.

What if I am deemed Not Yet Competent?

Your competency will be assessed if you are enrolled in a nationally accredited course. If you are deemed Not Yet Competent, you will have the opportunity to re-submit your work. A maximum of 2 submissions are permitted.

If you are deemed Not Yet Competent after two separate submissions please discuss your options firstly with your Trainer, then Student Support Officer and if required, VET Manager.

a) Re-sit the assessment task a third time at a cost of one hundred dollars ($100); or
b) Re-enroll in the course or Unit of Competency at the normal enrolment fee; or
c) Undertake Additional private tuition; or
d) Undertake career planning with WRCC Student Support Officer; or
e) Review your study options and discuss with trainer/Student Support Officer; or
f) Withdraw/exit defer for 6 months

How do I get my certificate for Accredited Courses?

On successful completion of your course, your Certificate or Statement of Attainment will be posted to you within **21 calendar days** of you being assessed as meeting the requirements of the training and providing all agreed fees owed to the RTO have been paid. Please ensure we have your current postal address. If your Certificate or Statement of Attainment is lost or damaged, replacement Certificates or Statements of Attainment can be produced on request for a fee of $20.00.

Trainers

All Trainers appointed to teach accredited courses are qualified in accordance with the VET Quality Framework.   Trainers must hold a Certificate IV in Training and Assessment, relevant industry qualifications, and recent and extensive industry experience to ensure students receive appropriate quality training and assessment.

Tutors of non-accredited courses have experience and expertise in their training field but may or may not hold a Certificate IV in Training and Assessment, which is not a requirement for most non accredited courses.

STUDENT SERVICES, WELFARE AND COUNSELLING

What support services are available?

WRCC endeavours to make your learning as comfortable as possible. In our training rooms in Griffith and Leeton, student facilities include complimentary tea and coffee and access to photocopying and computer, IT facilities.

Students studying by distance, online or via flexible learning options are offered additional support in the form of phone contact, regular drop-in sessions, email contact and assistance with planning your assessment schedule

Student Welfare & Counselling

Our Student Support Officer is available should any students experience difficulty with their chosen course. The college is at all times concerned for the welfare of students. If you require extra assistance, please contact a member of our team who will be happy to provide a range of options to assist you. If you require counselling or personal support, please contact one of the below organisations:

1. Lifeline Telephone: 13 11 14 or website: www.lifeline.org.au
2. Beyond Blue Telephone: 1300 224 636 or website: www.beyondblue.org.au

What if I need extra help?

Generally, the college provides access to learning opportunities to people over 17 years of age. However, there are courses that the college may offer as learning opportunities to school students. These learning activities usually enhance an individuals school and or support transitions to work.

WRCC will accept any prospective student enrolment regardless of gender identity, cultural, ethnic background, physical or intellectual impairment, religious affiliation, sexual orientation, or age. We will make all efforts within our capability to provide fee concessions to those who are eligible. We will assist a student with any specific learning need to access an appropriate program.

Furthermore, the college will make a reasonable adjustment to ensure students access and achieve their intended learning outcomes.

What about my records?

The college recognises its responsibility to provide secure storage of student records. The college has facilities to ensure your privacy is protected. Developing such systems, the college has for hard copy records there are secure on and offsite site storage. Additionally, electronic, digital Student records exist in cloud-based storage systems. These systems have a range of security protocols and are password protected. Furthermore, all electronic records are stored with the bounds of Australian borders.

Western Riverina Community College has a Privacy & Confidentiality Policy; this Policy is available from WRCC reception and the WRCC website. The basis of the Policy is to ensure your privacy is protected. With your privacy in mind, Student and staff information will not be provided to any person or organisation unless they produce written proof of legal right to that information.

Student information and records are maintained to preserve student records of learning. Additionally, records retention also ensures the college remains compliant with national standards, Australian Legislation, State and Federal Government contractual requirements aligned to the operation of a Registered Training Organisation (RTO).

Further to the above, WRCC records all course attendances on Class Rolls. Trainers are responsible for keeping rolls up to date and securing rolls while courses are in progress. At the end of the course, the college retains the Roll in compliance with statutory record-keeping requirements. Records of all Credentials issued (Qualifications and Statements of Attainment) are kept and are available for re-issue for 30 years as required by law.

You can gain access to your records by appointment. Please get in touch with the office to arrange access.

How do I provide feedback?

WRCC values your feedback; WRCC will accept feedback on any aspect of our services. WRCC remains invested in continual improvement and acknowledges your feedback will assist the college in adapting practices to foster holistic, systemic improvement. To this end, WRCC will accept feedback services provided to you at any time during your interactions with the college.

WRCC also embeds a range of formal feedback structures such as surveys provided to existing and students who have exited as students from the college. Examples may include but are not limited to post course evaluation exit survey as an opportunity to comment on your satisfaction with the course provision. Students completing such surveys may be return surveys to your Trainer or to the college. The course coordinator and recommendations review exit evaluations for improvements made.

Employer feedback is also important to the continuous improvement of the college and is sought on a regular basis.

If you have any concerns or suggestions regarding your course, please do not hesitate to contact your Trainer or the WRCC VET Manager.

Https://thearticulatepear.sharepoint.com/sites/team/Shared Documents/Design Team/Current Work/WRCC/WRCC_Website Updates/Student Handbook/NOTE_see our website how to guide re uploading this to website/April_2023/WRCC_Student_Handbook_ April 2023_ V8.docx

CONSUMER PROTECTION

Western Riverina Community College (the college) will provide services with due care and skill, fit for the specified purpose and within a reasonable time. The college will provide education, training, and support of a quality consistent with ASQA regulations and any contractual funding requirements. All the above focus to allow Students to achieve competency.

The college will ensure that all students are informed about the personal information collected about them and the right to review and correct that information.

The College's Consumer Protection Policy can be sourced from our website www.wrcc.nsw.edu.au.

For further information or a full copy of our Consumer Protection Policy, please contact the WRCC Executive Officer:

Executive Officer
PO Box 8090
GRIFFITH NSW 2680

Your local consumer protection agency can be contacted at NSW Fair Trading, PO Box 972, Parramatta NSW 2124, T. 13 32 20, www.fairtrading.nsw.gov.au

COMPLAINTS & APPEALS

The college and its staff are committed to providing an effective, efficient, timely, fair and confidential grievance-handling procedure for all students. The grievance policy and procedures cover academic and non-academic grievances and appeals and can be found on the College website. A copy can also be obtained from WRCC Reception.

Academic matters include those matters which relate to student progress, assessment, course content or awards in a VET course of study.

Non-academic matters include those matters that do not relate to student progress, assessment, course content, or awards in a course and include grievances regarding personal information that the provider holds about a student. Non-academic grievances tend to arise from events occurring at a provider or from decisions made by a provider.

Complainants are entitled to access the grievance procedures regardless of the location of the campus at which the grievance has arisen, the Complainant's place of residence or the mode of study.

If a student is enrolled at the time they choose to access this Policy and procedure, WRCC will maintain the Student's enrolment while the grievance and appeals process is ongoing.

Students are encouraged initially to attempt to resolve a grievance informally through the Informal Grievance Procedure. Whilst WRCC encourages students to follow this procedure before an issue becomes a formal grievance, this step is not mandatory, and a student may proceed directly to the Formal Grievance Procedure.

The grievance policy and procedures set out the steps involved in resolving student complaints and appeals and guides concerning further action.

Https://thearticulatepear.sharepoint.com/sites/team/Shared Documents/Design Team/Current Work/WRCC/WRCC_Website Updates/Student Handbook/NOTE_see our website how to guide re uploading this to website/April_2023/WRCC_Student_Handbook_ April 2023_ V8.docx

WHAT ARE MY RIGHTS AND RESPONSIBILITIES?

Attendance

It is recommended that students attend all classroom sessions. If you can't attend a session, contact the college. Absences from classroom sessions could potentially result in the students missing an assessment. Where the Student is absent from a classroom session, the college may request the Student to provide evidence to support their absence.

Student Rights & Responsibilities

1. Students have the right to receive quality training and assessment in courses that are current and relevant to the industry
2. Students have the right to receive a Certificate or Statement of Attainment for nationally accredited units they have demonstrated competence in
3. Students have the right to learn in an appropriate environment that is free from any form of harassment or discrimination
4. Students have the right to expect a competent Trainer who can assist them to achieve the expected course outcomes
5. Students have the right to be reassessed if competency is not met in the first instance
6. It is the Student's responsibility to notify the college or the manager when enrolling if support is required (eg help with literacy, transport, access to venue etc)
7. Students are responsible for personal possessions during class
8. It is every participant's responsibility to respect the rights of other participants, trainers and staff while attending a WRCC course. Participants whose behaviour is deemed to be unacceptable will be asked to leave. Fees will not be refunded. Such behaviour may include that which:
   - Puts others at risk
   - Is deemed to be disruptive
   - Hampers others' learning
9. Students are required to actively engage in learning activities in the course or learning activity in which they are enrolled.
10. Students studying with WRCC and working towards a full qualification are required to attend scheduled face-to-face, online learning activities and training events. Regular attendance at such events is key to your ongoing engagement and success in learning at WRCC.
11. WRCC understands students will have events that arise which prevent attendance at scheduled learning activities. In such instances, the student must contact the college or trainer before the scheduled event begins, advising them of their inability to attend the session/s.
12. Students enrolled in full qualifications are required to maintain an attendance average of over 80%. Where a student does not attend regularly the college writes to the students to advise them of poor attendance and the need to maintain above 80% attendance to maintain their enrolment.
13. WRCC recognises situations may arise necessitating an exception to the above. However, such exceptions will require approval by the WRCC Vocational Education Training Manager.
14. Where a student is provided with correspondence aligned to non-attendance and in turn the student does not act to improve attendance to the required attendance of above 80%, and or regularly fails to make contact regarding the inability to attend scheduled learning

activities, the college will write to the student advising that the college will cancel the student's enrolment.

15. Tutorial support, WRCC will facilitate tutorial support, for students who for a variety of reasons have fallen behind in class activities. Tutorial support sessions will be scheduled at mutually agreed times. It is the student's responsibility to attend the scheduled tutorial support sessions.
16. Where a student fails to engage with the college to facilitate tutorial support and or fails to attend scheduled tutorial support sessions the college will consider that the student has disengaged from learning. To that end, the college will write to the student requesting the student justify why the college should not cancel their enrolment.
17. In situations, the college does not receive a response from a student's within fourteen days requesting a response as to why the student enrolments should be maintained the college will cancel the student's enrolment.

Student Misconduct

Plagiarism and cheating are considered academic dishonesty and will not be tolerated at Western Riverina Community College. Plagiarism is using someone else's words/work and submitting it as one's own. Cheating may include providing or receiving information to other students.

Other acts of misconduct such as theft, damage of property, misuse of equipment, threatening behaviour, harassment and abuse of staff or students will also not be tolerated.

These acts of misconduct are subject to sanctions, including exclusion from training and cancellation of enrolment.

WORK HEALTH & SAFETY

Please help to keep your college a safe place to work and study. If you see something you think is unsafe, please let us know. Notify your Trainer or a staff member immediately. First aid facilities are available in all WRCC course delivery locations.

Participant requirements:

1. Wear clothing and shoes appropriate to the course and, follow any legal requirements. regarding protective clothing. Students are notified of such circumstances at enrolment
2. Ensure that safety directions are followed and are asked to think about their actions so as not to endanger the safety of others.
3. Listen carefully to the Trainer when s/he is informing you of WH&S matters.
4. Ensure the Trainer is aware of issues relating to WH&S or any practices you believe to be unsafe.
5. Abide by WH&S rules and follow instructions given by WRCC staff relating to safety.
6. Ensure you are aware of the location of first aid kits, escape plans, emergency assembly areas and emergency fire equipment.

Drugs and Alcohol

Western Riverina Community College takes the safety of staff and students very seriously. Legislation is in place to protect workers and the workplace from those who attempt to work affected either by alcohol or drugs. If students present in an alcohol or drug-affected manner, they will be asked to vacate the premises. If this happens again, they will be excluded from training permanently and their enrolment cancelled.

Smoking in College Venues

Except for any designated outdoor smoking area, a no-smoking policy exists at all College venues and precludes anyone from smoking while on the college's premises. This includes the areas immediately outside entrances to the college's buildings. "No smoking" signs must be obeyed at all times.

Discrimination, Bullying and Harassment

The college is committed to providing an environment for work and training free from discrimination, bullying and harassment of any kind. Behaviour of this nature will not be tolerated in any form and will result in immediate disciplinary action that may include expulsion from the program. Moreover, this approach applies to course participants and College staff members.

If you witness or experience any discrimination, bullying or harassment, you are expected to report it to the Trainer, Course Coordinator or Training Services Manager of the College immediately.

All reports are kept confidential, treated seriously and in privacy. For more information on discrimination, bullying and harassment, please refer to the Federal Sex Discrimination Act 1984 found at https://www.humanrights.gov.au/

Important Legislation

As a Registered Training Organisation (RTO), Western Riverina Community College is committed to complying with Commonwealth and State Legislation and all regulatory requirements relevant to its operations. Under the terms of its registration as an RTO, ensure the information provided to students and staff about current Legislation that significantly affects their participation in VET. The following list identifies Legislation that applies to accredited assessment and delivery at Western Riverina Community College Inc.

1. Work Health & Safety (WH&S)
2. Anti-discrimination, including age, disability, racial and sex discrimination
3. Protection of Children
4. Vocational education and training (VET)
5. Governance
6. Privacy and personal information
7. Consumer Protection
8. Disability Standards
9. Apprenticeships and Traineeships
10. Employment
11. Hospitality training
12. Business training
13. Emergency training
14. Office of Liquor Gaming and Racing (OLGR)
15. SafeWork NSW

A copy of full details of the legislation and Compliance Policy can be sourced from our website or Reception.

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Links and Resources

Our website - https://www.wrcc.nsw.edu.au

Facebook group below

https://www.facebook.com/ Western Riverina Community College.

Instagram: wrcc_griffith

Australian Skills Quality Authority – www.asqa.gov.au

Smart and Skilled website – https://smartandskilled.nsw.gov.au

Unique Student Identifier Website – www.usi.gov.au

OLGR Website - https://www.liquorandgaming.nsw.gov.au/

Safework Website - https://www.safeworkaustralia.gov.au/