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Registered Training Organisation  
#31248

*Blueprint*

*Employment  
& Training Inc.*

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# Participant Pre - Course Information Kit

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### Students please note

*Full and comprehensive operating policies are available upon request*

**Blueprint Employment and Training Inc** is a not for profit community organisation (*Associations Incorporations Act 1981*) specialising in warehousing and load-shifting training.

A volunteer committee of management administers blueprint. This committee includes representatives from industry including senior management and employees from industry.

### Code of Practice

As a Registered Training Organisation Blueprint Employment & Training Inc has agreed to operate within the Standards for NVR Registered training organisations.

This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

Blueprint Employment & Training Inc will honour all guarantees outlined in this Code of Practice.

### Student selection, enrolment and induction

Prior to enrolment students will be provided with information about course content, and eligibility requirements if applicable (for example target groups identified under Government funded Program initiatives).

Students will be required to complete an enrolment form prior to or on commencement. Completion of the enrolment form does not guarantee acceptance on a course or program as

factors such as limited available places, government funding requirements and prerequisite requirements may impact on enrolment. Information on eligibility requirements will be outlined where applicable on specific course information. Upon commencement an induction and orientation will take place.

### Course information, content and



### vocational outcomes

Specific course information will be provided in a course outline detailing content and vocational outcomes and eligibility. This Pre-information kit should be read in conjunction with this specific course information.

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### Legislative Requirements

Blueprint Employment & Training Inc will meet all legislative standards and requirements of State and Federal Government at all times.

All students have rights and responsibilities under legislation. Key legislation relevant to training will be identified throughout the pre-course information and upon commencement. For further information prospective students can source [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

### Industry and Training Advisory Policy

Blueprint Employment & Training Inc is committed to ensuring training meets current industry standards and adopts a learner centred approach.

To ensure ongoing quality of training and assessment Blueprint Inc commit to regular consultation with industry representatives. Input from this consultation will lead to the continuous improvement and ongoing development of quality training and assessment practices, processes and resources.

### Quality Management

Blueprint Employment & Training Inc is committed to providing quality training and assessment practices and is focused on continuous improvement. We value feedback and input from students, employers and staff and incorporate this feedback into further development of programs to ensure consistent and effective training improvements.

### Access and Equity

All students will be recruited in an ethical and responsible manner and consistent with the requirements of the curriculum or National Training Package. Our Access and Equity Policy ensures that student's selection decisions comply with legislation such as *Human Rights and Equal Opportunity Commission Act* and *Anti-Discrimination Act*.

### Client Service & Student Focus

Blueprint Employment & Training Inc operates sound management practices to ensure effective client service

Wherever possible Blueprint staff will support students with issues which may negatively impact on their learning (eg literacy and numeracy issues, health, welfare etc). This may include referral to external support resources if or where appropriate.

### Management and Administration

Blueprint Employment & Training Inc has policies and management strategies

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that ensure sound financial and administrative practices.

Management will ensure that records and access to records (including student records) are managed according to relevant requirements such as *Privacy Act*, *Copyright Act* and *Freedom of Information Act*,

### **Marketing and Advertising**

Blueprint Employment & Training Inc commit to marketing our vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of such information, no false or misleading comparisons will be drawn with any other training organisation or product.

### **Training and Assessment Standards**

Blueprint Employment & Training Inc has personnel with appropriate qualifications and experience to deliver training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles.

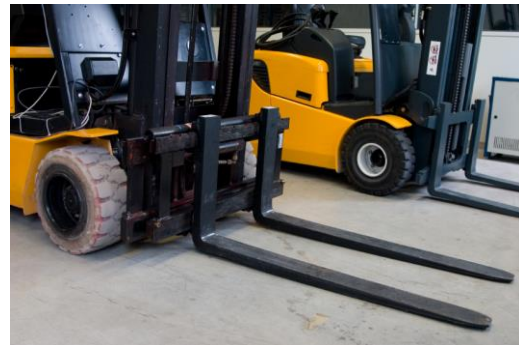
Blueprint recognise that some students may require assistance with literacy and/or numeracy. Students may undertake an assessment of learning needs upon enrolment.

Upon completion of training Blueprint may request that students complete an Evaluation of the training and assessment services delivered.

### **Complaint and Appeals**

Blueprint Employment & Training inc believe there should be a fair and equitable process for dealing with student complaint and appeals. Wherever possible the student in the first instance should make their complaint, or wish to appeal a decision, known to the course trainer.

If this is not possible/suitable the student or their advocate should contact the Training Manager.



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### Fees, Charges and Refunds

Students (and companies) will be invoiced for payment for training on commencement of the training. Where a student is unable to complete a course due to extreme personal hardship (including medical grounds) a refund of pro rata course fees may be considered and is at the discretion of Blueprint Employment and Training Inc Management.

### Recognition of Prior Learning + Credit Transfer

Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through formal training, work experience or life experience. Individuals seeking qualifications under the National Training Framework are entitled to seek recognition of their prior learning against the competences contained in the relevant qualification.

Blueprint Employment & Training Inc will ensure that all applicants are provided a valid, reliable, flexible, fair and supporting RPL assessment process. The RPL assessment process will assess evidence of learning outcomes submitted through an application process against the competency standards for the relevant unit of competency. Staff conducting RPL assessments + credit transfer processes will be appropriately qualified.

### Resources

Blueprint Employment & Training Inc acknowledges the importance of providing a suitable learning environment and appropriate resources for all training programs conducted.

Blueprint Employment & Training Inc will provide a physical environment which is conducive to learning and the student's well being, reflects current workplace practices where applicable to the training content, and satisfies all relevant Commonwealth, State and Council laws and regulations.

Students will have access to a range of resources, which cover the range and level of skills development to achieve the relevant qualification, comparable to current resources encountered in industry, applicable to the principles of adult learning, and provide opportunity to achieve competencies.



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### Workplace Health & Safety

Blueprint Employment & Training inc recognise and accept we have a responsibility to ensure as far as *reasonably practical* the health, safety



& welfare of students and clients

Blueprint does not have a 'dress standard' however it is expected that students attend suitably attired to the training they are undertaking. This includes **solid enclosed footwear**.

### Participant Code of Conduct

Students are expected to undertake programs with due regard for their legal and other expected community responsibilities, and in particular to other students, at all times.

Issues which may cause disciplinary actions to be undertaken may include sexual harassment (*Anti-Discrimination Act 1991*), workplace bullying (*QLD and Regulations NSW Occupational health and Safety Act 2000 and Regulations, Industrial Relations Act 1999*), other issues may include theft, alcohol or illegal substances on training premises, possession of a dangerous item, smoking on the premises.

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