



# LEARNER HANDBOOK

# CTI TEAM



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# INTRODUCTION

## **Congratulations on undertaking your course with CTI.**

You are now a member of a group of learners in the Floor Coverings Industry led by leading Industry experts, trainers and assessors.

Please read this guide as part of your familiarisation with CTI, your course and your apprenticeship requirements.

Our Executive team is available to assist with any enquiries you may have.

This handbook is designed to assist you as a student/learner with competency-based training and the assessment process. As an enrolled student/learner, trainee or apprentice with CTI, you will be working in a tripartite relationship with your employer, trainer and assessor and CTI. This arrangement will actively support your learning journey experience in successfully completing your course and being awarded with nationally recognised qualifications compliant with the Registered Training Organization (RTO).

There are several aspects of your enrolment with CTI that set you apart from other Industry learners, trainees and apprentices undertaking their training with other providers. These include:

- 1. The duration of the course:** We expect our learners to work diligently to complete their enrolled course. The duration of an apprenticeship is 3-4 years, which is outlined in your approved training plan. This allows the time required to absorb the volume of learning within your national qualification accreditation.
- 2. Structured training:** CTI's training delivery is based on a Hybrid model which provides on-the-job learning, residential workshops, online classes and tutorials, face to face classroom training, project-based learning, employer engagement, self-directed research and profiling.
- 3. Apprentice withdrawal from on-the-job-duties:** Employers are legally bound to provide the apprentice time off work from their normal duties to partake in the course as agreed by all parties. The requirement is a minimum of three (3) hours per week over a four (4) week cycle. This allows the apprentice to participate in the course where the training may also be delivered outside the workplace.
- 5. The support network:** We are strong believers in maximising the value of the 'learning community' that surrounds each student/learner and/or apprentice. This community is made up of all the people who play a role in teaching, guiding and supporting you, as the student/learner working through your national qualifications. These members include CTI staff, your employer, workplace teams, online trainers & assessors, specialist support trainers, Choices Flooring & Style Interiors alliance partners and student support services.

# STEPS TO TRAINING APPRENTICES

## 1 CONFIRMATION OF FORMAL TRAINING

- You and your employer will receive an email advising when formal training will commence.
- This will include enrolment, fees, and details of training.

## 2 FAMILIARISE YOURSELF WITH THE PROCESS

- Read this Handbook and all attached guides.
- Discuss with your employer about this guide.
- Contact the Student Services Co-Ordinator (SSC) if you have any questions, queries or concerns.
- Speak to your Australian Apprenticeship Support Network (ASSN) Provider with any local support they may be able to provide you and your employer.

## 3 COMPLETE THE PRE-TRAINING REVIEW

- This is an online process available on the CTI website, which determines the most suitable and appropriate course and training for you as an individual.
- You will be required to attend a short online pre training interview with a CTI staff member to clarify and assist you with the process.

## 4 COMPLETE LANGUAGE, LITERACY, NUMERACY (LLN)

- Complete your LLN evaluation online via the link from the SSC.
- The purpose of an LLN assessment test is to confirm the language, literacy and numeracy skills levels of the student/learner. The assessment helps to identify the learning needs of a student/learner before you start training.
- It is confidential and there is no pass or fail, only a profile to determine learning needs.
- The SSC and L&D Manager will contact you with any additional support you may require.

## 5 COMPLETE ONLINE ENROLMENT

- You may be eligible for government concessions depending upon where you live.
- You will need to obtain and provide a Unique Student Identifier (USI) number. If you do not have a USI number and need to create one, please visit this website: [www.usi.gov.au/students/get-a-usi](http://www.usi.gov.au/students/get-a-usi)
- Proof of residence and ID is also required.
- Please contact our SSC by phone or email should you require any further assistance.

## 6 COMPLETE AN INDIVIDUAL TRAINING PLAN

- Must be completed and signed by yourself and your employer.
- Your Employer is not eligible for government incentives without a completed training plan.
- The training plan will be reviewed and updated to ensure progress against your apprenticeship contract.

## 7 COMMENCE TRAINING

- Training on the job through your workplace.
- Supervised structured Blended online learning.
- Attend online tutorials and workshops.
- Gathering evidence in demonstrating your skills and knowledge through your Ready Skills profiling tool.
- Ongoing assessment-based learning system.
- Learning Management system resource for all your teaching and learning requirements.

# STEPS TO TRAINING NON-APPRENTICES

## 1 CONFIRMATION OF FORMAL TRAINING

- You and your employer will receive an email advising when formal training will commence.
- This will include enrolment, fees, and details of training.

## 2 FAMILIARISE YOURSELF WITH THE PROCESS

- Read this Handbook and keep it as your reference material.
- Contact the Student Services Co-Ordinator (SSC) if you have any questions, queries or concerns.

## 3 COMPLETE THE PRE-TRAINING REVIEW

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# YOUR ENROLMENT

## THE INDIVIDUAL TRAINING PLAN - APPRENTICES

An individual training plan ensures you complete your apprenticeship in the most realistic time frame. It is developed at the start of your apprenticeship and involves you, your employer and CTI. The training plan shows the start and completion date of each unit. It also shows where the unit will be delivered and how it will be assessed in MSF30818.

Certificate III in Flooring Technology you must complete 24 units. Training plans are “live documents” and are updated regularly. The progress you are making against the training plan is sent to your employer four times a year.

## PRE-TRAINING REVIEW (PTR)

All learners completing nationally accredited qualifications must attend a pre training interview and review (PTR) prior to enrolling. It is used to determine your competency levels, preferred learning styles and digital skills at enrolment, and assists us with tailoring your training plan. It also confirms that the qualification you wish to enrol in is the right one for you.

## LANGUAGE LITERACY AND NUMERACY (LLN)

There is a certain amount of reading, writing and maths involved in the various courses offered at CTI. Some courses require that you are able to read data sheets and manufacturer’s guidelines, understand plans and specifications and calculate lengths, areas and volumes. Within our apprenticeship courses you will also need to be able to take measurements, draw up simple site sketches and complete various forms and other workplace documents.

Therefore, all apprentices enrolling in nationally accredited qualifications must complete a LLN evaluation. There is no pass or fail as the results are to help us identify any additional support you may need in order to successfully complete

your apprenticeship. If you have any concerns or questions with reading, writing or calculations, please contact your trainer. We are here to help you.

Additionally, all learning materials have built-in literacy and numeracy support wherever possible—such as interactive learning exercises, video clips, photos, glossaries and voice-over narrations of text-based information.

CTI will send you a link to bksb, our on-line interactive platform system, which will run your LL&N evaluation. This excellent resource will assist you in determining what level of support you may require and what if any further resources you will require to assist you to meet the level required to complete your theoretical learning.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL is the acknowledgement of skills and knowledge obtained through any combination of formal or informal training, work experience or general life experience. During the pre-enrolment interview, you will be asked questions relevant to the RPL process. If you indicate prior learning or work experience, your teacher/assessor will request further evidence from you in order to assess that your current skills match the outcomes of your course or unit. This may result in you gaining recognition and exemption from selected competencies or units from your course.

## CREDIT TRANSFERS (CT)

Credit transfers may be available if you have documented evidence of achievements in a relevant unit or course. Credit for units that have been completed previously will be given if you can produce original evidence of previously completed units that are equivalent to a unit/s in your apprenticeship. Please discuss RPL and/or credit transfer options with your teacher/assessor when setting up your individual training plan.

## UNIQUE STUDENT IDENTIFIER (USI)

All learners enrolled in an Australian qualification or nationally accredited Unit of Competency, must provide their USI number at the time of enrolment. CTI can provide advice on how to locate an existing USI or obtain a new one. Go to: [www.usi.gov.au/create-your-USI/Pages/default.aspx](http://www.usi.gov.au/create-your-USI/Pages/default.aspx)

## FEES AND CHARGES

Due to different State Government subsidy rates, tuition fees and charges may vary depending on where you live. Your fees will be provided to you and your employer via email and will also be available on our website. If fees apply, your employer is responsible for your enrolment costs and associated employment costs whilst you are studying within the ordinary hours of operation. The overall fee comprises of:

- Number of enrolled training hours multiplied by an hourly training rate.
- Course materials.
- Language Literacy and Numeracy (one off fee at the start of training).

Fees and charges do not include:

- Supply of own Personal Protective Equipment (PPE).
- Retained course items – Own apprentice tool kit.
- Costs associated with travel and accommodation.

## CONCESSIONS

If a participant is in receipt of a government benefit (concession or pension cardholder), a reduction of the government tuition contribution fee (applicable to all funded courses) is available. The concession fee will be charged as per the State Funding Body fee guidelines at the time of enrolment.

## REFUNDS

If a student withdraws, by written notice, from government funded training at any time up until 4 weeks after the scheduled commencement date of training, the tuition fees paid will be refunded after determining the administration fee and other incidental fees if applicable. Please refer to the Fee Refunds Policy.

Apprenticeship students funding and loans

As an apprentice, you may also be eligible for a range of entitlements from the federal government. For eligible applicants, these include:

- Living away from home allowance (conditions apply),
- Interest free Trade Support Loans (conditions apply).

More information on these entitlements is provided on the Australian Apprenticeships website at: [www.australianapprenticeships.gov.au/aus-apprenticeships-incentives](http://www.australianapprenticeships.gov.au/aus-apprenticeships-incentives)

These will be discussed with you at the time when your apprenticeship signs up with an Australian Apprenticeship Provider.

# VOCATIONAL EDUCATION AND TRAINING SYSTEM

## COMPETENCY BASED TRAINING (CBT)

Competency-based training is a method of training that focuses on a learner's ability to receive, respond to and process information in order to achieve competency. It is geared to the attainment and demonstration of skills to meet industry-defined standards, rather than to a learner's achievement relative to that of others.

A unit of competency is a statement of the skills and knowledge required to carry out a particular activity according to a certain standard of performance. All National Training Packages are made up of units of competencies.

The training you will receive throughout your apprenticeship is 'competency based.' This means that once you have proven to your trainer and endorsed by your employer that you have acquired the skills and knowledge to do a certain task or activity to the standard specified for it, you will be assessed as 'competent' in that unit. When you have successfully completed all 24 units from your training program and satisfied the workplace experience component, you will be eligible to receive your trade qualification.

## HOW YOU WILL BE ASSESSED?

The assessment tasks you will be given are designed to assess your skills and knowledge through:

- Skills learning 'on the job'
- Oral questioning of your workplace performance
- Knowledge based learning through your student portal and on-line learning management system
- Third party reports from your supervisor and employer
- Community project-based workshops and master classes
- Face-to-face learning activities
- Tutorials and Reflection based learning

Assessors will collect a portfolio of evidence to demonstrate your competence in your units of competence (subjects).

You will be assessed through a binary grading system of being either "Competent" (C) or "Not Yet Competent" (NYC). If NYC, your assessor will provide you with timely feedback identifying any gaps or additional training requirements. You will also have the opportunity to be re-assessed to demonstrate your competence.

## RESIDENTIAL WORKSHOPS

The residential workshops are for the Apprentices enrolled in the Certificate III in Flooring Technology (MSF30818) qualification and allow our national training assessor and specialist trainers to cover the following important aspects of the apprenticeship program in an off-the-job environment.

The residential workshops will run for one week once per annum. You will be required to attend to complete your annual assessment. The workshops provide:

- The opportunity to complete outstanding assessments.
- Hands-on assessment events in specific installation techniques and skills.
- Offers additional specialist practical experience and hones in on specific skills.
- Specialist workshops delivered by alliance partners and other industry experts.
- Site visits to alliance partners' manufacturing plants or distribution centres.

## READY SKILLS - PROFILING APP

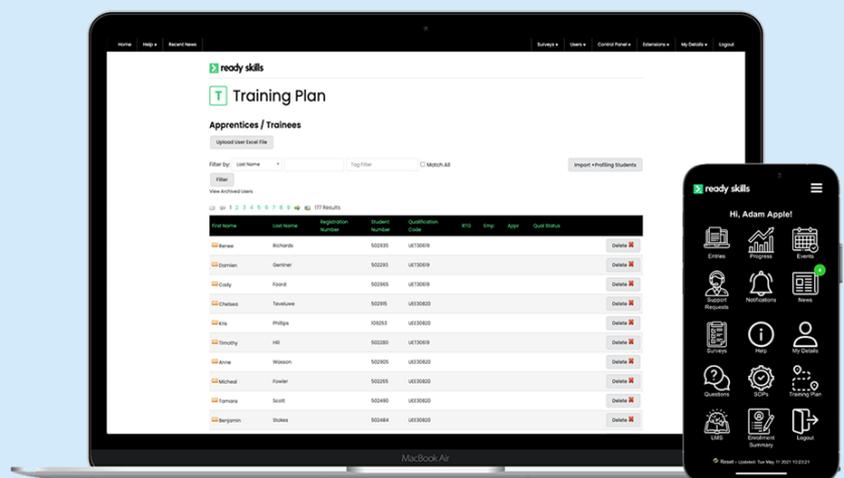
To obtain the app go to:

[apps.apple.com/au/app/ready-skills/id1171317626](https://apps.apple.com/au/app/ready-skills/id1171317626)

- Use your username and password provided to you by CTI to login.
- For each week upload evidence using either the mobile app or browser on your PC. Do not use both in the same week.
- A full library of instructions on how to use profiling can be found at: [help-readyskills.readytech.io/support/solutions/51000128060](https://help-readyskills.readytech.io/support/solutions/51000128060)

### Quick start – uploading evidence instructions on the app

1. Select the entries icon.
2. You will be presented with a calendar, only select weeks where you have not uploaded evidence so far – select the week.
3. Select the “week beginning” box. Confirm or change the week if necessary.
4. Next select “enter new task”.
5. Select a category of work you have been doing.
6. To upload a picture, video or image of a document:
  - a. Select the activity icon (green tick appears), hold down and activity upload box appears
  - b. Use your phone to take a photo/video or select library for content already on your phone.
7. To enter a description:
  - a. Select the same activity icon (green tick appears), touch next top right corner of screen.
  - b. Enter the information as requested. Ensure you provide sufficient information including, title of task, location of job.
8. End of the week select finalise week and then your supervisor is notified and needs to verify the evidence. For more details, review the training video “How to create entries in profiling”.



# STUDENT/LEARNER SUPPORT AND WELFARE

## YOUR LEARNING COMMUNITY

Your 'learning community' is everyone who plays an active role in teaching, guiding and supporting you through your apprenticeship. At CTI, we place a great deal of emphasis on the learning community that surrounds each apprentice.

We want all parties to be as involved as possible and share both the pain and the gain – because in the end, lots of different parties benefit when you become a fully-fledged flooring technician. The store owners you work for get return business and word-of-mouth referrals, manufacturers get less credit claims and complaints, and trainers get the satisfaction of being able to 'give back' to the industry by passing on their skills and trade secrets.

Your learning community includes:

- **Your workplace trainer** – most likely your supervisor, who takes the lead role in providing on-the-job instruction and guidance during your day-to-day work.
  - **Your employer** – who is making the financial investment in your development and giving you the opportunity to learn new skills and practice them at work.
  - **Chillingworth training staff** – who provide additional tuition and support during the residential workshops, master classes and other training programs.
  - **Newfurn staff** – who will provide industry advice and training expertise.
  - **Apprenticeship Support Officers (Victoria)** – Apprenticeship support officers give guidance to all apprentices aged 15 to 24 in the first year of their apprenticeship. They offer advice on personal and workplace issues.
    - [apprenticeship.support@edumail.vic.gov.au](mailto:apprenticeship.support@edumail.vic.gov.au)
    - 1300 311 820.
- **Choices Flooring alliance partners** – the product manufacturers and distributors who provide in-depth training and technical advice at the workshops and master classes.
  - **National Apprenticeship Training Council members** – who guide the direction of the Academy and want to see you thrive and become part of the Academy's success story.
  - **Your family** – where they form part of your immediate support circle and can provide moral support and help with practical arrangements.

It is worth remembering that the best tradespeople keep building on their learning community throughout their career. They join industry associations, attend specialist courses, subscribe to trade journals, talk to other experts and stay receptive to new ideas and industry developments.

## SUPPORT WELFARE AND GUIDANCE

All learners who enrol with CTI will be provided with a dedicated trainer and assessor throughout their training program. CTI offers the following services:

- Language, Literacy and Numeracy assistance and referrals.
- Additional study support (in situations beyond the participant's control).
- Mentoring.
- Counselling services (in consultation with yourself and your employer, if required).

If the required support extends beyond CTI's capabilities, we will source information from relevant organisation/s in your home State/Territory that provide the required support services.

## WORK HEALTH AND SAFETY (WHS)

CTI has a duty of care under Commonwealth and State legislation to make sure that a safe environment has been provided for everyone involved in its activities. One of its responsibilities is to ensure that apprentices act in a safe manner and observe all relevant WHS policies at worksites and other venues while they are being trained.

This means that you must:

- wear personal protective equipment (PPE) appropriate to the task you are doing at the time.
- observe all safe operating procedures and work practices for that activity.
- follow the reasonable directions of your workplace trainer and any other authorised person on-site in relation to workplace health and safety procedures.
- not operate any machinery or equipment without explicit permission from your trainer or supervisor.

Under the Work Health and Safety Act, you are required to:

- take reasonable care of the health and safety of yourself and others in the workplace.
- cooperate with the company in its efforts to comply with occupational health and safety requirements.
- not interfere with or misuse things provided for health, safety or welfare of persons at work.
- not obstruct attempts to give aid to injured persons, or refuse a reasonable request to assist in giving aid.
- not disrupt a workplace by creating health or safety fears.

## CTI WHS REQUIREMENTS

All apprenticeship students/learners must complete a CTI WHS apprenticeship induction prior to undertaking any training and assessment activities. This is in addition to your employer's WHS requirements.

If you are required to enter a building site for the purposes of undertaking construction work, you will need to complete CPCCWHS1001 Work Safely in The Construction Industry. In Victoria, all construction induction training courses must be conducted in a face-to-face classroom environment (although some RTO's have been approved to deliver this training via live video link during the COVID-19 pandemic).

Other States. Licensing, legislative, regulatory or certification requirements apply to this unit.

Relevant work health and safety state and territory regulatory authorities should be consulted to confirm jurisdictional requirements.

## ATTENDANCE AND CLASS STANDARDS

As per the agreed training contract and individual training plan, it is expected that you attend 100% of all scheduled classes. Classes will comprise of online supervised training, residential and community project-based workshops, tutorials and assessor visits at your workplace.

If classes are missed due to illness or other personal reasons, you must inform your trainer on the day of your absence. You may be required by your employer to provide a medical certificate.

In the case of illness over extended periods, a doctor's certificate is necessary. This will not automatically cover the lack of attendance but will enable staff to arrange alternative training and assessments if appropriate and to adjust either your training plan or contract of training.

## COMPLAINTS AND APPEALS PROCESS

If you wish to make a complaint about quality of training, assessment or against a person working on our behalf, we will treat the matter seriously and endeavour to resolve it as quickly and as possible.

The complaint resolution procedure is as follows:

- The complaint should be reported as soon as possible to the Student Services Co-Ordinator (SSC), where it will be entered into the Complaints Register.
- Each party involved will be interviewed by the CTI RTO Manager and/or the L&D Manager.
- All parties must adhere to the CTI policy and procedures in relation to managing complaints.
- The decision and any follow-up action will be recorded in the Complaints Register.

If you are unhappy with the final decision, you may appeal to an independent person mutually agreed upon between the parties involved.

Any complaint found to be substantiated will be rectified promptly by CTI. For future details please refer to the CTI complaints policy and procedure.

## FEEDBACK

CTI welcomes learner feedback on opportunities for improvement through open communication and completion of student questionnaires, provided at the completion of each unit of competency. This feedback is an opportunity to be pro-active in ensuring that training and assessment outcomes and that government Quality indicators are being met.

## COURSE COMPLETION

On the completion of your entire qualification, the Learning and Development department will verify that you have successfully passed all required units of competency, the Student Services Officer will finalise your course completion administration so as you can be awarded your Statement of Attainment and Testamur.

## COVID

At all times CTI will follow Australian Government advice applicable to where the residential workshops or workplace visits are being conducted. This may result in CTI making changes or even potential postponement to practical classes. CTI will endeavour to provide you and your employer with advance notice of any changes, as early as possible to minimise any inconvenience. Alternative training and assessment arrangements will be offered as soon as possible. For future details please discuss with your trainer or visit our website for updates.



# SUCCESSING WITH COMPLETING YOUR COURSE

There are a whole range of factors which lead to course success, as it is not solely about just working harder. Being focussed and consistent is also important, as is working smarter not harder. By applying effective study strategies such as being better organised and managing your time more effectively will aid in your concentration, absorption, endurance. The Following study guides and tips will assist you to manage your training and homelife:

## **1. Take responsibility and ownership of your learning and studies.**

## **2. Be ahead of the game by being organised.**

Your attitude, organisational strategies and study habits that you adopt at the start of each study unit will have an impact on your overall success in your course. By following your agreed training plan is a very important first step, as it is important to establish a strategic approach early to your learning routine.

## **3. Establish a designated study space.**

Decide upon where you are going to do your study/ learning and set up the space with everything you need. If you have a desk at home, make sure that the area is well-lit and free of excess clutter. Ideally, your study space needs to be situated where there are minimal distractions. For some learners, home isn't the best place to study due to noise levels or unavoidable interruptions. If this is the case, consider an alternative place to study.

## **4. Attend your classes.**

This may sound painfully obvious, but attending your classes is the number one most important factor in determining your success in your course. If you skip classes, you will not only miss out on important course content, but you will also miss out on vital information about assessment requirements and due dates. In addition, skipping classes leads to decreased motivation as you will lose momentum and feel disconnected from your classmates. Many students find it difficult to return to class after a series of absences, due to feelings of anxiety over having to catch up – as a result, they tend to avoid returning and fall further and further behind.

## **5. Plan your week.**

Your course doesn't need to be the only thing in your life (and we know that allocating time for relaxation, exercise and social connection is essential to wellbeing) but it does need to be your main focus as it is your full-time occupation. You will need to allocate regular blocks of time each week for study and assignments, otherwise life will inevitably get in the way and time will slip by. Use a weekly planner, diary, app or whatever method works for you and create a plan that will help you to maintain an effective balance between work, studying and life.

## **6. Adopt a strategic approach.**

Being successful in your course is not just about working hard, it is also about working effectively. Work strategically by breaking down tasks into manageable chunks and by using study strategies that have been proven to be effective. Set achievable goals for yourself and aim to complete assessment tasks before the due date so that you have time to obtain feedback from your teacher before the final submission.

## **7. Access your allies.**

Your teachers are there to provide feedback on your course progress as well as answer questions about the course content and assessment requirements, so don't be afraid to reach out for assistance and help when you need it.

## STUDENT/LEARNER RIGHTS AND OBLIGATIONS WHEN TRAINING

CTI is committed to providing an environment for students/learners where intellectual enquiry and freedom of expression is encouraged, academic integrity is harnessed, and rights and responsibilities are respected.

As members of an enrolled course student/learners must conduct themselves consistent with the following behaviour:

- Respect, Courtesy, Inclusiveness, Diversity, Privacy.
- Make themselves aware of and comply with all relevant policies and procedures concerning their enrolment, studies and conduct.
- Read and comply with their subject/unit and course requirements.
- Seek support and/or assistance from support services when required.
- Provide accurate up to date personal details to student services.
- Be committed to completing their course, by attending classes on time, participating in all learning activities, and completing all assessments.
- Adhere to CTI's policies and procedures.
- Respect all policies and procedures of their employer and external organisations whilst on workplace practicum and on the job training.
- Undertake their CTI training with integrity and honesty, avoiding breaches of plagiarism and copyright.
- Work co-operatively and collaboratively with other students, CTI staff, associates and CTI partners.
- Communicate with courtesy and consideration, whilst online and social media.
- Respect others' rights to their own opinions and beliefs and, where there is disagreement, engage only in respectful discussion.

- Do not engage in actions, behaviour and verbatim that may jeopardise your own or another student or staff member's health, safety or wellbeing, or may damage their reputation or career.
- Do not engage in discrimination, sexual assault, sexual harassment, victimisation, bullying, child abuse or any form of interpersonal, psychological or physical violence, and report such behaviour as outlined in CTI policies and procedures. Visit the State Government website for more information on bullying and cyber bullying at: <https://www2.education.vic.gov.au/pal/bullying-prevention-response/policy>
- Do not disrupt or interfere with any teaching and learning activity. This includes rudeness, using inappropriate language or such behaviour that may cause a staff member or another student to feel uncomfortable and/or feel threatened. Do not encourage, persuade or incite others to engage in conduct or behaviour constituting misconduct in accordance with policies and procedures.
- You must contribute to a healthy and safe learning environment and not cause harm to others, endanger or potentially endanger the safety or health of others.

## STUDENT CODE OF CONDUCT

The Student Code of Conduct applies to all students/learners and aims to ensure the safety, comfort and wellbeing of everyone at CTI.

A student/learner commits misconduct if they engage in actions which adversely affect any member of CTI, or which may be prejudicial to proper conduct and order.

### Training environment:

- Be punctual for your training, meet all attendance requirements, submit your own work by their due dates.
- Follow your Trainer and Assessors delivery instructions in a collaborative and supportive manner.
- Produce identification or your student ID, if requested by our staff.

## Respectful behaviour and conduct

- Harassment, assault or abuse of any kind including verbal, physical, psychological and sexual as well as bullying, including cyberbullying, is not acceptable and will not be tolerated. Please refer to the Access and Equity Policy.
- Physical abuse and all forms of harm to others is not acceptable and not tolerated.
- You must not use information communication technologies (ICTs), such as social media, mobile phones, text or instant messaging and websites to engage in behaviour that could be reasonably considered to have a negative impact on yourself or another person, cause them harm, or make them feel unsafe.
- Respect the right to privacy and the property of others including their intellectual property.
- Be free from the influence of alcohol and/or drugs. Students/learners under the influence will be subject to disciplinary actions.
- Illegal activities will be referred to the police.
- Comply with all policies and procedures.

CTI acknowledges that staff, students/learners and stakeholders have a right to freedom of speech and academic freedom, provided it is respectful, relevant to their area of expertise and experience and does not breach the Student Code of Conduct Policy.

Breaches of the Student Code of Conduct may result in action according to Institute policies and procedures as identified in the Student Code of Conduct Policy.

## DRUGS AND ALCOHOL

The use and abuse of drugs and alcohol can be a severe problem for both the user and the people around them. Although we recognise that you are entitled to make your own lifestyle choices outside of work hours, we are legally obligated to take firm action if your behaviour has the potential to cause problems in any of our training activities.

CTI will not permit any student/learner to remain in a training session or take part in any of the training or assessment activities if they are:

- under the influence of alcohol or illicit drugs
- found to be in possession of alcohol or illicit drugs.

If you are suspected of being under the influence or in possession of alcohol or illicit drugs, we will ask you to immediately leave the training session or stop the activity you are undertaking. You will then be interviewed by an authorised person, and assessed against the Student Code of Conduct Policy, where a decision will be made on how to deal with the matter. This may include involving the police for any suspicious behaviour, legal infringement, misconduct, any unsafe actions.