



AFCA

AUSTRALIAN FRAUD AND ANTI-CORRUPTION ACADEMY

PRE-ENROLMENT INFORMATION

This document has been prepared to assist you in making a fully informed decision to enrol in Nationally Recognised Training with Australian Fraud and Anti-Corruption Academy Pty Ltd RTO ID 45408

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INTRODUCTION

Our Guarantee

We guarantee you will be provided with:

- Industry recognised and developed training;
- Practical scenarios to ensure your training is providing you with the skills required; and
- Support services to ensure your training can be completed.

We will not guarantee:

- You will successfully complete the training, as the onus is on you to undertake all training and complete all assessment tasks; and
- You will be employed at the conclusion of your training, as we are not an employer.

Learner Support Services

As we offer training courses to all members of the community, we have established a number of vocational barriers supports which include special assistance with:

- Assessment tasks, and
- Language, Literacy and Numeracy.
- Assistance will depend on the needs of the learner and may include referral to any of the following, singularly or in combination:
- Reading and writing hotline;
- Access to a dictionary or interpreting device; or
- Foundation Skills program at a Community College or TAFE.

We are able to assist with the determination of suitable non- vocational support services to assist learners including, but not limited to:

- Accommodation assistance;
- Centrelink;
- Counselling;
- Food/Material assistance;
- Legal Aid;
- Personal Support;
- Australian Tax Office;
- Ethnic Communities Council;
- Women's Legal Resource; and
- Interpreting Services.

Learners Rights and Responsibilities

When you elect to participate in training with us, you have a responsibility to:

- Adhere to our policies and procedures,
- Treat others with respect, fairness and courtesy,
- Not plagiarise, collude or cheat in any assessment activity,

- Attend class and arrive on time,
- Notify your trainer if you will be absent or late,
- Participate in the course,
- Submit assessments on time and in the required manner,
- Obey all traffic laws during periods of supervised driving; and
- Provide written notice of any changes to your enrolment status

Our Rights and Responsibilities

We will maintain and deliver high quality training courses, complying with the VET Quality Framework (VQF) accreditation requirements as a Registered Training Organisation

We will maintain Workplace, Health and Safety, Equal Opportunities, Harassment, Bullying and Discrimination Policies and relevant legislation.

We will:

- Have suitable qualified staff;
- Provide all training services for which we are registered to provide;
- Learner resources; and
- Effective assessment tools.

COURSE INFORMATION

Enrolling in one of our courses is the next step to increase your skills and knowledge for the personal services industry.

We offer Nationally Recognised Training:

DEF53115 - Diploma of Electronic Forensics

DEF53115 – Diploma of Electronic Forensics has been developed by the Australian Department of Defence to exploit electronic evidence gathered from an operational environment. Specifically designed for exploiting electronic evidence in a digital forensics lab, this is tailored for students interested in a career in law enforcement, military policing, intelligence, or other regulatory careers.

From learning how to secure evidence while leading a team of digital forensics experts, then forensically acquiring, and analysing what you capture and then present it in court, this is the most comprehensive electronic forensics leadership course in the world.

In addition, because the course focusses on the electronic forensics continuum, undertaking this course will provide the student with the ability to specialise in one of several key electronic forensic areas as well as digital forensics.

DEF43115 - Certificate IV Electronic Forensics

DEF43115 – Certificate IV in Electronic Forensics has been developed by the Australian Department of Defence for its use in securing electronic evidence in a forensically sound manner in a wide range of environments. Specifically designed for personnel to capture electronic evidence in a field

environment this course is tailored for students interested in a career in law enforcement, military policing, intelligence, or other regulatory careers.

From learning how to prepare to secure a crime scene, forensically acquiring and analysing what you capture and then present it in court, this is the most comprehensive digital forensics course in the world.

In addition, because the course focusses on the electronic forensics continuum, undertaking this course will provide the student with the ability to specialise in one of several key electronic forensic areas as well as digital forensics.

Electronic Forensics: First Responders Course

The AFCA First Responder Course has been designed for professionals who are first on the scene and are faced with having to secure electronic evidence. In many cases, specialist forensic personnel are not available to secure evidence and the ability to fill in the gap for them can mean the difference between capturing vital evidence before it is gone. This course has been specifically designed for students with positions in law enforcement, military policing, intelligence, or other regulatory careers.

From learning how to identify electronic devices which may hold evidence, through to securing that evidence and returning it to an analyst, this course will provide students with the skills sets to secure vital electronic evidence in a forensically sound manner.

This course provides you with a statement of attainment for the following units of competency:

- DEFFOR001 Inspect, maintain and test electronic forensic equipment
- DEFFOR002 Conduct initial electronic investigation
- ICTICT206 Install software application
- ICTICT302 Install and optimise operating system software
- ICTICT303 Connect internal hardware components
- ICTSAS203 Connect hardware peripherals
- ICTSAS205 Maintain IT system integrity
- ICTSAS301 Run standard diagnostic tests

Electronic Forensics: Expert Witness Course

The AFCA Expert Witness Course has been designed for professionals who wish to provide expert evidence in court. This course is based on the Australian Federal Court procedural rules for expert testimony and is specifically tailored for witnesses who will be providing testimony on electronic evidence.

From learning how to give evidence 'on the stand' as an expert to working with other experts in a Conference of Experts and Joint-report situation. This course will ensure you can prove the forensic soundness of your work, and provide confidence for the court of the acceptance of your evidence.

This course provides you with a statement of attainment for the following units of competency:

- DEFFOR009 Give evidence of electronic media crime

- PSPLEGN401A Encourage compliance with legislation in the public sector

Forensic Photography Course

The AFCA Forensic Photography Course is the only course of its type in Australia and has been designed for professionals who are who are required to take photographic evidence of a crime scene or regulatory or compliance failure. This course has been specifically designed for students with positions in law enforcement, military policing, intelligence, or other regulatory careers (For example WHS).

From learning how to prepare photographic equipment, search a scene and prepare for the shoot, this course will provide students with the skills sets to secure vital photographic evidence in a forensically sound manner.

In addition, because the course focusses on the forensics continuum (land, air, sea, maritime), undertaking this course will provide the student with the ability to operate in a range of environments.

This course provides you with a statement of attainment for the following unit of competency:

- DEFFOR004 Capture Forensic Photographs

AFCA APPROACH

The AFCA objective is to deliver job ready graduates to the workplace. The strategy is to deliver the required competencies as part of the forensic process not as individual units within the course. Students will be trained on theory, tested on their knowledge then trained and tested on the required skills. Once they have passed the theory only then do they undertake the practical and workplace assessment.

This approach has two intended effects:

1. Students are trained to understand a forensically sound process that allows them to quickly understand the distinctive nature of an organisation's processes.
2. Students are given the incentive to finish training by providing an environment that allows them to practice and build skills that make them job ready.

Traditional training focusses on competencies delivered individually, building to a qualification. AFCA uses a different approach, training students on a process underpinned by knowledge and skills to lead to a competency. AFCA has a manual developed inhouse based on the Electronic Forensics Investigation Model (EFIM). The decision to use this model for training was based on this model having all the essential elements of the forensic investigation process. AFCA acknowledges that each organisation conducts its investigations using differing processes and procedures. However, by using the EFIM the student gains an understanding of each element of a forensics process and therefore is prepared for an organisational process.

The Training and Assessment Strategy

The AFCA training and assessment strategy is broken into:

- Online knowledge training and assessment
- Workplace training and assessment

Online Training and Assessment

Knowledge training will be delivered through an online learning management system broken into modules. Each module will cover a step in the EFIM process, in sequence. The very first module will cover the definitions and process outline so students understand the training as part of the process. The student must pass the knowledge test for each module before progressing forward to the next. Each student will be provided with a manual with the requisite knowledge and teaching points and may keep this manual post the course to assist in their workplace.

Assessment will be conducted through online testing, with a variety of multiple choice and written tests. Students will be given several opportunities to meet the required standard, including assistance from the instructors and mentors. Once a student passes the required knowledge test they can move forward to the next module. Once all modules are completed successfully, the student is then able to undertake the workplace assessment phase.

Technologically Agnostic

AFCA does not promote nor choose to train on any particular piece of hardware or software. Any software used in the skills phase is based on the availability and accessibility for the student. AFCA will choose an Australian based software for ease of access and support local industry. If the workplace of the student uses a different software system, then it is up to the student's supervisor to determine in consultation with AFCA how student has performed on the organisation's own equipment and software.

ENROLMENT REQUIREMENTS

Our training is open and responsive to all people irrespective of age, gender, cultural or ethnic background, disability, sexuality, unemployment, imprisonment or remote location.

When considering enrolling in any training, it is important that you understand your status within each of the available enrolment types.

These are likely to be new learners being either:

- Those wishing to undertake a full qualification to gain further employment in the sector;
- Those wishing to advance their career in the sector;
- Those wishing to upskill or refresh their knowledge after time in the industry; and
- Those updating a previous qualification to maintain currency.

Licensing Requirements

The units of competency we offer have no licensing requirements attached to the employability outcomes.

Prior to enrolling in a Unit of Competency, you need to consider the requirements typically need to achieve required to the Certificate or Statement of Attainment and your belief in your ability to complete the training. This can be undertaken by reviewing the relevant training package at www.training.gov.au.

There are no entry requirements to this course.

Prior to deciding to undertake any training, we recommend you visit the websites, www.myskills.gov.au and www.training.gov.au and read the information provided about the training you're considering undertaking.

When you have determined the right training for you, as part of the enrolment process, we will be required to undertake an initial skills assessment to assist us to ensure you are able to complete the training you wish to be considered for enrolment.

This will include a short interview as to your knowledge and experience of the industry you are training to gain employment in as well as a Language Literacy and Numeracy test. All of these are designed to assist us in understanding any additional assistance you may need prior to commencing your training.

Note: Prior learning is required to undertake some of our training, however, for all training we offer, the beauty industry requires a good understanding of written and spoken English.

VENUES

You undertake the training Online

Accessible Areas and Access to Trainers

Trainers are accessible at all times.

Learners have access to trainers on an individual and confidential level if there are any concerns in understanding; and the training information, or any other concerns relating to their attendance

ASSESSMENT

Principles of Assessment

The assessment principles of validity, reliability, fairness and sufficiency will be met through the delivery of assessment in real time and as a combination of Written Assignments, Oral Assignments, Practical Assessments, Written and Summative Assessments as each student undertakes the particular unit of study.

The competency standards as set in the relevant training package, shall be the benchmarks for assessment.

On-the-job assessment requirements will be met through consultation with the student and employer to ensure all necessary equipment and time is allocated for thorough assessment to be made.

Trainers are responsible for ensuring that assessments are conducted practically and ethically, and that competency is confirmed, and evidence is relevant and available. Students are responsible for ensuring that they have the evidence to support their application for competency in a unit of study.

The assessment process will be managed through the timely and accurate auditing of assessment documentation, observation of assessment practices and auditing of the assessment process and documentation by the Industry Validation and Moderation groups.

Assessment Standards

All assessments conducted by us will:

Comply with the assessment guidelines defined in the relevant nationally endorsed training package. In the case of our training we will ensure that the competency assessment is determined by a vocationally competent assessor who holds the TAE40110 Certificate IV in Training and Assessment or higher qualification.

lead to the issuing of a statement of attainment under the AQF where a person is assessed as competent against the National Endorsed units of competency in the applicable training package.

All assessments will be:

- Valid - Assessment methods will be valid, that is, they will assess what they claim to assess,
- Reliable - Assessment procedures must be reliable, that is, they must result in consistent interpretation of evidence from the learner and from context to context,
- Fair - Assessment procedures will be fair, so as not disadvantage any learners.

Assessment procedures will:

- be equitable, culturally and linguistically appropriate,

- involve procedures in which criteria for judging performance are made clear to all participants,
- employ a participatory approach,
- provide for participants to undertake assessments at appropriate times and where required in appropriate locations.
- Flexible - Assessment procedures will be flexible, that is , they should involve a variety of methods that depend on the circumstances surrounding the assessment,

We will achieve this through:

careful design of the assessments,
validation and moderation of the assessment materials conducted in our annual review,
an understanding of the definition and practical application of the above definitions.

Assessment Criteria

All our assessments will provide for applicants to be informed of the context and purpose of the assessment and the assessment process.

This will include information regarding assessment methods, alternative assessment methods if required to accommodate special needs or circumstances, information will also be included at the start of each unit or course as to the assessment processes, number of assessments, types of assessment and the individual weighting of each assessment.

Assessment Methods

Our assessments and assessment methods will ensure that we:

- focus on the application of the skill and knowledge as required in the workplace, including:
- task skills (actually doing the job)
- task management skills (managing the job)
- contingency management skills (what happens if something goes wrong)
- job role environments skills (managing your job and its interaction with others around you)

We will ensure that we assess you in sufficient detail to ensure that we can determine that you have attained competency.

Staff are available to discuss and provide limited professional advice as to the outcomes of the assessment process and guidance on future options.

All assessment tasks must consider any language and literacy issues, cultural issues or any other individual needs related to the assessment.

Re-assessment is available on appeal, see further details in the appeal process section.

Assessment Tasks

The assessment tasks shall include any combination of the following:

- Written questions;
- Oral questions; and

- Practical demonstration via Zoom or video.

Reasonable Adjustment

Students may request for adjustment to be made based on a disability they may have. In doing so AFCA trainers and assessors will discuss the student's needs and how best to provide reasonable adjustment. Students will be provided with adjustment to their learning and assessment when reasonable. Reasonable adjustment will take the form of:

- accessible classrooms
- note-taking support
- course material in alternate formats—electronic, large print, braille
- use of laptop for assessments
- extra time or extensions for assessments
- One on One tuition
- alternate assessment tasks
- ergonomic chair/desk
- use of assistive technology
- an Auslan interpreter, or
- other adjustments.

If after reasonable adjustment has been made, and the student has not met the inherent requirements to be deemed competent then they are not to be deemed competent. Having a disability does not preclude them from meeting the inherent requirements.

All normal avenues of appeal are open to any student, even those with a disability. However, if they do not disclose their disability then this will not be a reason for reconsideration. This may be a reason for retesting or further assessment.

Additional resources are available to students and can be found at this locations:

Numeracy: <http://www.valbec.org.au/building-strength-with-numeracy/index.htm>

Literacy: <https://www.readingwritinghotline.edu.au/student-resources/>

Appeals

Students not achieving competency for the units, will have the opportunity to be re-assessed on an individual basis by mutual arrangement.

This may be arranged prior to course completion to allow for students to graduate with other class participants

Note: Should you not complete the assessment task on the alternate date, you will be charged an alternate assessment fee.

ATTENDANCE

Attendance

You are expected to be punctual when attending training courses, late arrival or non-attendance will affect your progress in achieving the compulsory standards.

Learners, who due to circumstances beyond their control cannot complete all units, may attend future courses to complete their competencies.

As the course is designed for you, we require you to notify us as soon as possible if you are unable to attend any scheduled lesson.

Absences

If absent from a day on the course, you are to provide a written reason in the box for the day they were absent.

If the absence is due to a medical condition or illness, you are required to produce a medical certificate from a Legally Qualified Medical Practitioner. You may not produce a sickness certificate from a chemist.

You are not allowed to be absent from a designated training day for paid employment.

Failure to Attend

Failure to attend without reason may be reported where appropriate and may jeopardise successful completion of the course.

Failure to attend on numerous occasions may mean an incomplete being recorded and no refund of monies paid.

BEHAVIOUR

Behaviour

You will behave in a manner which reflects the professional status of the industry that you are training for and shall respect the rights of others with regards to Equal Opportunities, Harassment, Bullying and Discrimination.

Unacceptable behaviour includes:

- Inappropriate language means: no swearing or abusive language;
- Disrespectful behaviour to all other Learners, trainers and other individuals;
- Misuse of our computer system;
- Engaging in behaviour which may offend, embarrass, threaten or harm other students, staff or general public, including via electronic means; and

CHANGES DURING THE COURSE

Changes to our business

Whereby we make any changes to any or all of the following:

- Ownership and control of the legal entity.
- Name of the legal entity or trading name.
- Chief Executive Officer or accountable officer.
- Location of Head Office or permanent training venue, and
- Contact details of the organisation.

We shall notify learners as soon as reasonably practicable and also advise how these changes affect their training.

Change to the Course

Should you wish to change the course, the request must be made in writing to the Director.

Any approved changes to downgrade a course after commencement of the course, a \$500.00 administration fee will apply.

No charge will apply should the Learner wish to upgrade to a higher course.

Note: The enrolment fee is not refundable

Course Extension

We are not obligated to extend the period of your enrolment if you have not completed your course on time.

An enrolment can be extended with a payment of an additional fee. Please talk to the director if you expect that you will require longer than the allocated course period.

Early Withdrawal

Learners who leave the course prior to completion will receive a statement of attainment for all units completed.

COMPLAINTS AND APPEALS PROCESS

In keeping with the National VET Regulator Act 2011, Standards 2015, we have a complaints and appeals process to assist you when the need arises.

In making your decision to enrol with us, you need to be aware that:

A complaint relates to any matter not related to your training outcomes, and

An appeal only relates to your training outcomes

You may complain or appeal:

- Informally - a brief discussion with your trainer, where the trainer's explanation is sufficient to resolve the matter, or

- Formally - in writing, where an investigation is required to resolve the matter.

Our full complaints and appeals procedure is available:

- In your pre-enrolment package; or
- By phoning or emailing our office.

EMPLOYMENT OPPORTUNITIES

Upon successful completion of your training may be able to gain employment in the areas for which you have been trained and prepared.

As stated earlier, we are not able to guarantee you will be employed at the successful conclusion of your training. The onus is on you to seek out the available employment opportunities and to successfully complete your training.

FEEDBACK AND COMMUNICATION

We embrace an ongoing policy of open communication and encourage feedback and dialogue with all learners to assist with meeting learner needs and concerns as well as for ongoing improvement of our services.

We would appreciate feedback in regard to your opinions, satisfaction, or other views about our operations, policies, procedures, and training delivery and assessment.

Feedback will be sought through the completion of a Learner Satisfaction Survey provided by us at the conclusion of your training. You may also be called upon by the regulating body ASQA (Australian Skills Quality Authority) to complete a survey on our services.

FEES

As a Nationally Registered Training Organisation we are able to collect fees from the learner and must provide or direct the learner to information specifying:

- Fees that must be paid to us;
- Payment terms and conditions including deposits and refunds;
- Learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies;
- Learner's right to obtain a refund for services not provided by us in the event the:
 - arrangement is terminated early; or
 - we fail to provide the Services.

Course Fees

- DEF43115 - Certificate IV Electronic Forensics AUD\$6,715.00
- DEF53115 - Diploma of Electronic Forensics AUD\$7,140.00
- Electronic Forensics: First Responders Course AUD\$3,160.00
- Electronic Forensics: Expert Witness Course AUD\$790.00
- Forensic Photography Course AUD\$395.00

Unit of Competency Fees

If you are intending to only undertake singular units of competency rather than the full course the fees are:

- Defence coded units: \$500
- Non-Defence coded units: \$395

The difference in pricing for the Defence coded units reflects their uniqueness and need for greater scrutiny.

RPL/RCC Fees

Should you choose to undergo RPL/RCC the fees are broken up as follows:

- Defence coded units: \$300
- Non-Defence coded units: \$200

The difference in pricing for the Defence coded units reflects their uniqueness and need for greater scrutiny.

Equipment Fee

An equipment fee is not applicable to any of our courses.

Payments

An application for enrolment must be accompanied by a non-refundable deposit equal to 25% of the total course cost.

After your initial skills assessment has been completed and your application for enrolment is accepted, we will advise you of the options available for the remainder of your course fee to be paid. Where an application for enrolment is not accepted due to a not yet competent being achieved on the initial skills assessment, the application fee will be refunded.

The remainder of the course fee is to be paid on the agreed schedule and such schedule shall be as agreed and will be in such a manner as to ensure that the fees are paid in full prior to the completion of your training and will ensure we do not hold more than \$1,500 threshold for each learner.

All fees will be clearly noted on brochures and associated websites. Fees can be paid in the following methods:

- Bank deposit;
- Bank cheque;
- Electronic bank transfer;
- EFTPOS;
- Credit card; or
- Cash.

Cooling-Off Period

The decision to enrol in any training has to be the right decision for your career aspirations and hopes for the future. To assist you in making the right decision, we allow a two-day cooling off

period immediately after the completion of your This period of time allows you to firm up your decision to enrol and complete the training.

At the end of your cooling off period, you will receive a notification of enrolment and a reminder of your cancellation and fee obligations and the cost involved.

Cancellation

Cancellations made by you prior to your course commencement must be made in writing by you and is deemed to take effect on receipt of your written notification.

Cancellations after the course commencement must be notified in writing and you will be refunded the unused portion of your course fee's.

Withdrawing from Course

If you leave and/or abandon your course before the scheduled termination date and time, for whatever reason, no refund will be given.

Transfer

We reserve the right at our discretion to transfer a course to another date and venue and this action will in no way waive the terms and conditions stated herein.

In the event of us having to cancel a course, without offering any acceptable alternative, then you shall be entitled to a full refund of monies paid and no further liability shall be incurred by us.

Fee Protection

Where we are unable to provide services for which you have prepaid, you will:

- Be placed into an equivalent course such that the new location is suitable to you; and
- You receive the full services for which you have prepaid at no additional cost; or
- Be paid a refund of any prepaid fees for services yet to be delivered above the prepaid fee amount.

Refund

All applications for a refund of monies paid to us are to be made to the director on the refund application form.

The refund application form is to be accompanied by any evidence you wish to present to support your application. Refund application forms are available from the administration team.

Full refunds are provided for withdrawing from your course, where the change to venue or course date has been instigated by us and such change is not suitable to you. (This includes the non-refundable deposit amount)

Partial refunds are provided for a course is commenced but due to unforeseen circumstances, we are unable to complete the course. (The refund amount is for any unused portion of the prepaid amount)

No Refund

There is no refund of fees for:

- any poor and/or non-attendance;
- poor behaviour;
- you simply changed your mind;
- you in any way contributed to the problem;
- you asked for a service to be done in a certain way against the advice of the business; or
- you asked for a service to be provided in a way against the Standards for Registered Training Organisations 2015; or
- were unclear about what you wanted

Note: Under the National VET Regulator Act 2011, Standards 2015, we are entitled to withhold issuing you with a statement of attainment until such times as all fees have been paid in full, and we shall exercise our rights under this section.

Late Fee Payment

It is the student's responsibility to pay fees on time according to the payment plan agreed upon at time of course enrolment and any late fee payments will incur a late fee payment as per agreement.

Should a student require an extension for their fee payments, they have to apply in writing to the Director, at least two weeks prior to fee being due.

Note: Should the payment not be made at the agreed date, the overdue account will be sent to a debt collection agency without any further notice. Matters which have been referred to the collection agency will not be handled by the institute and will be treated separately from any further accounts.

Any costs incurred in the collection of fees are the responsibility of the student/ parent/ guardian. The institute will not pay these fees.

A learner with outstanding fees shall be suspended from undertaking any training and assessment services until such times as the outstanding arrears have been brought up to date.

INDUSTRY ENGAGEMENT

We have engaged with industry including skills councils and employers to ensure our training and assessment services are being delivered to meet the needs of the industry and that your training is relevant to industry.

This engagement ensures you are able to fulfil an industry need.

INITIAL SKILLS ASSESSMENT

Under the National VET Regulator Act 2011, Standards 2015, we are required to undertake an initial skills assessment to assist with the identification of potential language, literacy or numeracy and non-vocational barriers to completing the training.

We will conduct an initial skills assessment with you at the time of enrolment or immediately prior to commencing the training.

Language, Literacy and Numeracy Assessment

The Language, Literacy and Numeracy assessment shall be conducted by directing the learner to the Learner Resources Group's website to undertake the assessment using the LLN Robot.

ISSUANCE OF AWARDS

Statements of Attainment will be issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete and providing all agreed fees the learner owes to us have been paid.

LEARNING DIFFICULTIES

If you have any learning difficulties, we encourage you to identify them either directly or in confidence to your Trainer or Director, prior to course commencement.

LEGISLATION

We are subject to a variety of legislation related to training and assessment as well as general business practice.

This legislation governs our obligations as a Registered Training Organisation, our obligations to you as our clients, and relates to the industry that we are conducting training for.

This legislation is continually being updated and all employees are made aware of any changes.

The legislation that particularly effects your participation in our Vocational Education and Training programs includes:

- ACT Human Rights Act 2004;
- Equal Opportunity Act 1984;
- Fair Trading Act 1987;
- National VET Regulator Act 2011;
- Privacy Act 1988;
- Standards for Registered Training Organisations 2015;
- Workplace Health and Safety Act 2012;
- Workers Compensation and Rehabilitation Act 1986;
- Unique Student Identifiers Act; and
- All legislation relevant to the training you are undertaking.

PRIVACY

All personal information provided to us is protected by the requirements of the Commonwealth Privacy Act and is securely stored. It will not be accessed by any unauthorized person without prior written consent from the student.

Our full privacy policy is available:

- In your pre-enrolment package;
- For download from our website; or
- By phoning or emailing our office.

RECOGNITION OF PRIOR LEARNING (RPL)/ CURRENT COMPETENCIES (RCC)

You may be eligible to gain status for previous industry experience, studies in other courses or from other training providers.

If you fit in this category enquire about RPL/RCC or credit transfers which could significantly shorten your study requirements.

RECORDS MANAGEMENT

Administrative records management specifications are determined by regulatory requirements, the business functions, technologies, risks, evidence requirements, retention and archiving, compliance requirements for external and internal reporting, security, storage and retrieval of information.

We maintain records of program development, program delivery, participants, human and physical resources, and financial and management activities.

Records we will collect for each student includes:

- Participant personal details - recorded and entered at the time of enrolment and confirmed at training session
- Course details - recorded and entered at the time of enrolment and confirmed at training session
- Course units of competency or modules - recorded at the time of enrolment and confirmed at training session
- Progress - recorded on hard copy by trainers/assessors.
- Attendance - recorded on training session rolls by trainers/assessors.;
- Completed assessments - retained for 12 months.

Participant records must be maintained for 30 years, at which time they are transferred to the regulatory body.

ACCESSING YOUR PERSONAL RECORD

To access your personal record, you need to make an appointment with the Director either by phoning the office or arranging an appointment through your trainer.

TRAINING DELIVERY

All training and assessment services are delivered and assessed in English.

DELIVERY METHOD

The delivery methods we use involve a holistic approach to training. To meet a student's needs, we offer:

FACE TO FACE (One on One or Group Session)

This strategy requires trainers and participants to engage in a mixture of face to face practical demonstration and application of learned knowledge as well as some institutionalised learning completed by the participant or group of participants.

In this delivery model, simulated work environments shall be provided in circumstances, whereby real time situations are not available due to circumstances beyond our and the student's control.

DISTANCE EDUCATION

Structured to be delivered at a pace best suited to the participant.

This strategy is structured training delivered by the trainer mailing out a number of subjects to the student with an expected return date for assessment and as each group of subjects is returned, the next group is forwarded to the student. No more than 3 subjects should be mailed to a student at any one time.

The trainer shall make contact with the student through the SKYPE/Voicemail services on a monthly basis to conduct training and to arrange face to face meetings to clarify and overcome any issues or difficulties the student is/has experienced.

Where it is possible for the participant to undertake a work placement, the trainer will ensure they are able to meet with the participant and conduct training and assessment in the workplace.

Trainers must schedule a minimum of 6 face to face meetings with the participant throughout the training schedule and students must attend all work placement periods.

Where necessary to meet the needs of an individual learner to overcome any vocational or non-vocational barriers, we shall provide institutionalised (classroom and simulated environment) learning opportunities and assist with engineering controls where necessary.

ONLINE/E-LEARNING

Structured to be delivered at a pace best suited to the participant and is available to International Students.

This strategy is delivered via registered access to our website. It requires, the trainer to place a number of units into the participants account and the participant is then able to complete the work utilising a virtual world experience.

Once the work has been completed the trainer shall access the trainer login section of our website and conduct the assessments and provide feedback to the participant.

PRACTICAL TASKS

Where directed in the Training Package, practical training is to be completed either in:

- A real workplace situation, or
- A simulated environment, which closely resembles an actual workplace.

TRAINERS AND ASSESSORS

As per the requirements of the Standards for Registered Training Organisations 2015 (the Standards), we provide all of the training services you have purchased through the employment of person who:

Holds the Unit of Competency you are being trained in:

- Has recent and relevant workplace/industry experience; and
- Is considered a Subject Matter Expert in their respective field

Note: We don't engage any person or training organization to deliver our training and assessment services on our behalf

VOLUME OF LEARNING

We are required to meet the requirements of the Volume of Learning for all learners, as described in the Australian Qualifications Framework (AQF) for each unit of competency on scope.

DEF43115 - Certificate IV Electronic Forensics;

This Qualification is to be delivered via 17 months of structured and non-structured training with the minimum hours for all learning to be completed is 200 hours plus 600 hours of work placement.

The total time commitment is 800 hours.

DEF53115 · Diploma of Electronic Forensics

This Qualification is to be delivered via 17 months of structured and non-structured training with the minimum hours for all learning to be completed is 960 hours plus 240 hours of work placement.

The total time commitment is 1200 hours.

STUDY PERIOD

Each course will be delivered to meet the specific requirements for each student or group of students. A training calendar has been prepared for each course for each calendar year

WHS

We believe that all accidents are preventable and seek to ensure a safe environment for all students and staff.

During your course induction, your trainer will explain the WHS requirements particular to your training location and where required the need to wear Protective Personal Equipment (PPE).

You will be expected to comply with our Workplace Health and Safety Policies and report all incidents, near miss activities and safety hazards immediately.

WORKING WITH CHILDREN

We will comply with all Federal and State working with Children legislation.

A list of all relevant legislation is available from the Federal Police Website www.afp.gov.au/nch/policechecks.html

WORK PLACEMENT

To further enhance your training and meet the requirements of the Training package for each unit of competency, we will arrange for a period of work placement to be completed.

You will be required to attend this period of work placement, whereby you will be given an opportunity to practice and demonstrate the skills and knowledge you have acquired as part of your training.

It is a part of your course that you undertake work placement. Where a proposed location for work placement is not suitable to you, you are able to recommend or source a more suitable business in a location suitable to you. Where a suitable business is not able to be sourced for you, a simulated work environment will be created at our training venue, which will include you being able to practice on paying customers.